

THE JEFFERSON DAVIS COUNTY SCHOOL DISTRICT



Where Children Come First

Professional Staff Handbook 2018-2019

Mr. Will Russell, Superintendent of Education

District Directory Information

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**Director of Finance
Technology**

Shelia Copeland

Director of Exceptional Education,

**District Test Coordinator, 504 Coordinator,
Gifted Education, Title IX Coordinator**

Dr. Su'Brina Mason

Director of Information

Eric Stewart

**Director of Federal Programs and
Curriculum and Instruction**
Daley

Cammie Reese

Director of Food Service
Cindy

**Director of Academic Success
School Safety and Compliance, Teacher Recruitment and Retention, Alternative Placement, Advanced Placement and
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MISSION OF THE DISTRICT

The Jefferson Davis County School District promotes a rigorous, safe, and nurturing environment in which students are empowered to achieve their full intellectual and social potential by combining high standards, discipline, and character education, with a commitment to individualism, creativity and diversity as students prepare to continue to our global society.

VISION STATEMENT

Students in the Jefferson Davis County School District will achieve life-long learning, reach proficiency in academic areas, and contribute to our community in a positive manner.

DISTRICT GOALS 2018-2019

Jefferson Davis County School District will:

1. Improve the reading levels and literacy levels of all students.
2. Continue to increase attendance, decrease tardiness and lower student dropout rates.
3. Implement programs and activities to improve student test scores statewide.
4. Create a climate of high expectations for all students, staff and parents to ensure college and career readiness through innovative technological advances.
5. Strengthen the effectiveness of communication within Jefferson Davis County School District and Jefferson Davis community by creating partnership with parents, students and staff to develop lifelong learners.
6. Create and maintain a safe and drug free environment at all districts sites by implementing programs and activities that foster respect for self, others and the environment.
7. Increase teacher capacity and effective instruction by implementing a top notch professional development plan for teachers.
8. Continue to improve district finances through conservative decisions in the best interest of the students.
9. Improve the reading levels and literacy levels of all students.
10. Continue to increase attendance, decrease tardiness and lower student dropout rates.

11. Implement programs and activities to improve student test scores statewide.
12. Create a climate of high expectations for all students, staff and parents to ensure academic excellence in all subject areas.
13. Strengthen the effectiveness of communication within Jefferson Davis County School District and Jefferson Davis community by creating partnership with parents, students and staff to develop lifelong learners.
14. Create and maintain a safe and drug free environment at all districts sites by implementing programs and activities that foster respect for self, others and the environment.
15. Increase teacher capacity and effective instruction by implementing a top notch professional development plan for teachers.
16. Continue to improve district finances through conservative decisions in the best interest of the students.

EMPLOYEE POLICIES

Through its personnel policies, the Jefferson Davis County School Board wishes to establish conditions that will attract and hold the highest qualified personnel for all positions. The board also wishes to encourage young people to enter the education profession. The superintendent is directed to encourage young men and women who are dedicated to a teaching career to seek employment in our district.

The board wishes to attract and retain personnel who are self-motivated to do a satisfactory job and abide by stated procedures and policies of the district. To keep personnel policies and the corresponding administrative regulations in the highest state of effectiveness to achieve these purposes, the superintendent is directed to establish the procedures needed.

Line of Communication & Authority

Each employee of the Jefferson Davis County School District shall be responsible to the School Board through the superintendent.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises. The administrator shall refer such matters to the next higher authority when necessary. All personnel shall report to their immediate supervisor and the appropriate principal any situation, observed or rumored, that causes children to be in harm's way.

All matters to be submitted to the board shall first be brought before the superintendent for investigation. If these matters require board action, they shall be presented to the board by the superintendent.

Payroll

Direct deposit monthly (once per month) for twelve months

Direct deposit selection requires submission of additional forms. Jefferson Davis County School District will process a single monthly payroll with electronic settlements of payroll through direct deposit of net payroll for all school district employees (unless there are unforeseen circumstances that require paper check).

Salaries/Benefits

Compulsory Deductions:

1. Withholding Tax - Federal
2. Withholding Tax - State
3. FICA/Medicare Taxes
4. State Retirement

Any change in an employee's name, address, or tax information must be reported to the Business Office immediately.

Any employee requesting a copy of his/her payroll warrant copy must complete a request form and the request will be completed within five (5) working days.

Optional Deductions:

- Hospitalization Group Insurance Family Plan
- Group Dental Insurance Plan
- Cancer/Intensive Care/Life Insurance Plan
- Tax Sheltered Annuity Plan
- Salary Protection Plan
- Accident Insurance

Before deductions for these plans are withheld, a written statement from the employee is required authorizing the Business Office to make such deductions. August 31 is the deadline for such requests. Those who come into the system after August 31 have 15 days to act upon these deductions. Contact the Business Office for information.

Employee Health Insurance

All full-time employees and bus drivers may participate in the insurance program for state employees funded by the state of Mississippi.

Worker's Compensation Insurance

All district employees are covered by Worker's Compensation Insurance.

Donating Leave to another Employee

Any school district employee may donate a portion of his/her unused accumulated personal leave or sick leave to another employee who is suffering from a catastrophic injury or illness or who has a member of his/her immediate family suffering from a catastrophic injury or illness.

Before an employee may receive donated sick leave, the superintendent must appoint a review committee to approve or disapprove that the illness is catastrophic as defined in legislation.

The law defines both catastrophic injury/illness and immediate family.

The donor employee shall notify the superintendent (or designee) and designate the employee who is to receive the leave and the amount of unused leave to be donated.

The maximum amount of personal leave that may be donated can not exceed that which would leave the donor employee with fewer than 7 days of personal leave. The maximum amount of sick leave that may be donated can not exceed 50% of the unused accumulated sick leave.

An employee must have exhausted all of his/her accumulated personal and sick leave before being eligible to receive any donated leave.

Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.

Before an employee may receive any donated leave, he/she must provide the superintendent (or designee) with a physician's statement that states the beginning date of the injury or illness, a description of the injury or illness and a prognosis for recovery and the anticipated date the employee will be able to return to work.

If the amount of leave that is donated is not used by the employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis.

Sick Leave for Licensed Employees

1. For purpose of this section, the term "licensed employee" shall mean any employee of the Jefferson Davis County school district required to hold a valid license by the Commission on Teacher and Administrator, Licensure and Certification.
2. It is the policy of the school board of the Jefferson Davis County School District that:
 - a. Each licensed employee at the beginning of each school year shall be credited with a sick leave allowance, with pay, of nine (9) days for absences caused by illness or physical disability, doctor or dental appointments; however, the employee must furnish a certificate of physician or dentist to be granted sick leave time for the purpose of a doctor or dentist appointment. Two (2) of the nine (9) days may be used for personal leave.
 - b. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains employed in the Jefferson Davis County School district. In the event that the employee transfers to another public school district in Mississippi, any unused portion of the total sick leave allowance credited to such licensed employee in the computation of unused leaves for retirement purposes under Section 25-11-109, Mississippi Code of 1972.

Accumulation of sick leave allowed under this section shall be unlimited.

- c. No deduction from the pay of such licensed employee may be made because of absence of such licensed employee caused by illness or physical disability of the licensed employee until after all sick leave allowance credited to such licensed employee has been used.
 - d. For the first ten (10) days of absence of a licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there will be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation pay. Thereafter, the regular pay of such absent licensed employee will be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.
3. The absent licensed employee will furnish the certificate of a physician or dentist or other medical practitioner as to the illness of the absence of licensed employee, where the absence is for four (4) days or more consecutive schools days or for two (2) consecutive school days immediately preceding or following a non-school day;
- (a) Any materially false statement by the licensed employee as to the cause of absence will result in full deduction of regular pay in its entirety for the period in question and an entry in the work record of the licensed employee.
 - (b) Accumulated sick leave will be forfeited and regular pay in its entirety will be deducted for the period in question, if the absence of the licensed employee is caused by optional dental or medical treatment or surgery which could, without medical risk, have been provided, furnished or performed at a time when school was not in session.

Legal Ref: 37-7-307

4. If an illness is expected to be of a short duration with a good expectation of returning to duty within the current school month, then it is the responsibility of the teacher to so notify school's principal of illness.
5. If capacity for assuming teaching responsibility is projected to be of duration longer than one school month, then the teacher is responsible for notifying principal who notifies Superintendent and Board of Education of the nature of such incapacity, along with a medical prognosis of projected date of the teacher returning for service.

Personal Leave for Licensed Employees

Each licensed employee at the beginning of the school year shall be credited with a personal leave allowance, with pay, or two (2) days for absences caused by personal reasons during that

school year. These two (2) days are included in the nine (9) days of sick leave. 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.

Personal leave may also be used for professional purposes, including absences caused by attendance of such licensed employee at a seminar, class, training program, professional association or other functions designed for educators.

No deduction from the pay of such licensed employee may be made because of absence of such licensed employee caused by personal reasons until after all personal leave allowance credited to such licensed employee has been used.

House Bill 949

Licensed school employees; use of personal leave near holiday 37-7-307 (3)(b)(i-iii)

Creates an exception to the prohibition against licensed employees of a school district using personal leave the day before or after a holiday for educators having 10 years or more in experience or 30 days of unused accumulated leave earned in that district.

The superintendent may, in his/her discretion, allow a licensed employee personal leave in addition to any minimum personal leave allowance, under the condition that there shall be deducted from the salary of such licensed employee the established substitute amount.

Calculation of Leave Day

1. One (1) day of leave shall consist of the actual working day of each employee.
2. Two (2) leave requests must be entered into the computer for any absences that a certified or classified employee desires to be deducted from accumulated leave. Any day absent from duty without a leave requested will be deducted from the absent employee at their regular daily rate. However, if a certified employee works less than 5 hours, they will be charged ½ day leave.
3. This calculation could be altered at the discretion of the Superintendent in the event that the District works four (4) ten hour days during the summer. An absent of those days would equal 1.25 days leave.

Professional Leave for Licensed Employees

Absences for professional leaves or meetings must take into consideration the good of the student and school. The number of professional leaves at any one time will be limited by the above statement and the availability of qualified substitutes.

Absences for professional purposes must be cleared through the principal and reported to the superintendent at the end of each month.

Requests should be arranged as far in advanced as possible and will generally be limited to in state activities. Limited professional leave may be granted for officers of professional organization to attend regular and called meetings of the organization. Attendance at other professional meetings will be contingent upon such factors as numbers involved, expense to the district, and amount of time away from school.

A leave request form must be completed and approved prior to any school related absence. Back-up documentation must be attached to leave request form upon returning from event.

Substitutes must be available before any professional leave is taken. Professional leave should be granted only when it will have a positive effect upon the school system.

Maternity Leave

An employee must notify her principal at first knowledge of pregnancy. Following notification of the superintendent and principal, an employee who becomes pregnant may continue to work as long as health permits and as long as she is satisfactorily performing the duties of her job. The superintendent shall have the authority to require a letter or record from the employee's doctor verifying her health status at any time during the pregnancy. The date for the employee's return to work shall be set with the principal. The principal shall notify the superintendent when he/she is informed that an employee is pregnant.

At the option of the employee and prior to the expected delivery date, a leave of absence without pay to terminate June 30 of the year of delivery may be granted; upon request made prior to the termination date, an extended leave without pay to terminate June 30 of the following year may be granted.

Family & Medical Leave

I. Leaves and Absences AND The Family Medical Leave Act of 1993 (P.L. 103-3, FMLA) Board Policy- GBRIA

A. Definition

1. "Eligible employee" means one who is employed at a school facility where at least 50 persons are employed, either there or within a 75 mile radius of that school facility as measured by road miles by the shortest route possible; and who has been employed for at least 12 months by the school district as of the date leave commences, and who has also provided at least 1250 hours of service during that 12 month period of the fiscal year beginning July 1 through June 30. Fifty-two (52) weeks of casual, intermittent or occasional employment qualifies as "at least 12 months". School district employees exempt from FLSA requirements are presumed to have worked 1250 hours.

2. "Employee's spouse" means husband or wife as defined by Mississippi Law.
3. "Employee's son or daughter" means biological child, adopted child or foster child, legal ward or the child for whom the employee is standing in loco parentis who is either under the age of 18 or above the age of 18 and incapable of self-care because of a mental or physical disability.
4. "Employee's parent" means biological parent or an individual who stood (or now stands) in loco parentis to an employee when the employee was a child (not to include parents-in-law).
5. "Employee's immediate family member" means spouse, son or daughter or parent as defined herein above.
6. For the purposes of FMLA, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves either in-patient care (overnight stay) in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

B. Leave Provisions

1. An eligible employee is entitled to 12 unpaid work weeks of leave during the 12 month period of the fiscal year beginning from July 1 through June 30 for any one or more of the following reasons:
 - a. The birth of a son or daughter, and to care for the newborn child (within 12 months of the birth).
 - b. The placement of a child with the employee for adoption or foster care (within 12 months of the placement).
 - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition (not parent "in-law").
 - d. Because of the employee's own serious health condition which makes the employee unable to perform the function of his/her job.
2. Upon employee's request for family medical leave, the school district will use the fiscal year as the basis for determining eligibility.
3. Husband and wife employees have a 12 week aggregate leave limit except for personal illness or the illness of a child or the other spouse; that is, if each spouse took 6 weeks of leave for the birth of a child, each could later use an additional 6 weeks due to personal illness or to care for a sick child.

4. Brother and sister employees would have an aggregate limit of 12 weeks to care for their parent.
5. Special rules apply to this school district which allow it to require eligible instructional personnel only to take FMLA leave on an intermittent or reduced leave schedule, or to take leave near the end of a semester. Instructional employees are only those employees whose principal function is to teach, and instruct students in a class, small group or individual setting. All other eligible employees may request intermittent leave or leave on a reduced leave schedule to care for a family member or for the employee's own serious health condition.

C. Employee Notice Requirement

1. School district employees must provide this district at least 30 day advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care or planned medical treatment for a serious health condition of the employee or family member.
2. Due to lack of knowledge or a medical emergency, notice must be given as soon as is practicable, which means as soon as both practical and possible or at least verbally within 1 or 2 working days when the need for leave becomes known to the employee (followed by written notice).
3. Failure to give 30 days notice for foreseeable leave may result in the denial of the taking of FMLA leave until at least 30 days after the date the employee provides notice.

II. Required Certification

- A. Eligible employees shall provide the superintendent certification of a serious health condition for his/her own serious health condition or that of a family member. The certification, to be signed by the health care provider, shall be attached to the required written notice or submitted in a timely manner which shall be no more than three (3) working days after providing written notice. No leave period may begin without the approval of the superintendent. No approval shall be granted by the superintendent without the required written notice and certificate.
- B. The certification is to include the following:
 1. The date on which the serious health condition in question began.
 2. The probable duration of the condition.
 3. Appropriate medical facts regarding the condition.

4. A statement that the employee is needed to care for a spouse, parent or child (along with estimate of the time required) or that the employee is unable to perform his/her functions, and, in the case of intermittent leave, the duration of treatment to be given.
 5. Signature of health care provider.
- C. The school district may require that a second opinion be obtained at the school district's expense. The second opinion may not be provided by a health care provider employed by this school district. In the event of conflicting opinions, the school district may pay for a third and final provider to offer a binding decision.
- D. The school district may require subsequent written recertification on a reasonable basis.

Dual Job Employees

It is the intent of this District to grandfather in all dual job classified employees. However, it shall from hence forth be the practice of this District to disallow any other dual job classified/hourly employees.

III. Employment Benefits Protection

- A. An employee who completes a period of leave and has complied fully with the terms of this policy shall be returned either to the same position he/she had before the taking of leave or to a position which is genuinely equivalent (as compared to a comparable or similar job) in pay, benefits, and other terms and conditions of employment.
- B. Taking of leave shall not result in the loss of any previously accrued seniority or employment benefits. Except for health benefits, no other benefits will accrue during the leave period.
- C. The school district may exempt from the restoration requirement in paragraph A above a key employee who is in the highest paid 10 percent of this district's workforce within a 75 mile radius of the school facility if restoring the key employee would cause substantial and grievous injury to the classroom and instructional program.
- D. The school district shall notify the key employee of its intent not to restore him/her at the time of the request for leave or when the determination is made. If the leave has begun, the key employee shall have the option of deciding whether or not to return to work after receiving the notice. An employee who is not restored shall be considered to be on leave for the duration of his/her leave period.
- E. Health benefits shall continue through an employee's leave period, even for key employees who have been notified that reinstatement will be denied. The school district shall recover health coverage premiums paid for an employee who fails to return from leave except as follows:
 1. No recovery will be made from a key employee who has chosen to take or continue

leave after receiving notice of non-reinstatement.

2. No recovery will be made from an employee who fails to return from leave if the reason is the continuation, recurrence, or onset of a serious health condition, or something else beyond the employee's control, all of which is subject to the certification requirement in Section II, above.

IV. Prohibited Acts

This school district shall not interfere with or restrain an eligible employee's right to exercise the provisions of this policy.

This policy shall take effect and be in force from and after August 5, 1993. An employee's service prior to this effective date shall be counted in determining whether the employee is eligible for leave.

LEGAL REF.: Family and Medical Leave Act of 1993

CROSS REF.: Policy GBRI — Absence from Duty

BOARD POLICY- GBRIA

GBRID (August 2003) MILITARY LEAVE

Mississippi law on the subject of employees called to military service is covered in Mississippi Code 1972, ' 33-1-21

The law provides that state employees and employees of "any county, municipality or other political subdivision" are entitled to a leave of absence from their respective duties for periods not to exceed 15 days without loss of pay, time, annual leave or efficiency rating when ordered to military duty.

Districts do not have to pay such employees after the 15-day absence, but all other benefits are to remain intact until the employee "is relieved from duty."

Employees released from military service have 90 days to apply for reemployment and cannot be discharged "without cause" within one year after reinstatement to their school district positions. The law adds that reemployment protection is not extended to employees dishonorably discharged from military service.

If the time of call to active duty is optional for the employee, this school district expects that the employee choose a time for reporting to active duty that is least disruptive to the district.

This district shall comply with the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA") which, among other things, removes the distinction between active service personnel and reserve personnel from the employer's perspective. Further, the Act

prohibits an employer from denying "initial employment, reemployment, retention in employment, promotion, or any benefit of employment" to a person who is a member of or applies to be a member of the uniformed services, or who is performing, has performed, or has applied to perform services in a uniformed service.

NOTE: Due to the breadth and complexity of USERRA, all of its provisions cannot be covered here. Each board is advised to have its attorney review USERRA and assist in the development of district policy regarding specific application of USERRA requirements.

MILITARY ACTIVE DUTY AND BOARD VACANCY

Recent national events have prompted questions regarding the status of board members who are called to active duty by the military. The primary question is whether or not a vacancy is created on the board when a board member is called to active duty. In most instances the answer is no. The board would treat this situation the same as when a board member becomes ill, and the remaining board members would continue to conduct the board's business. The seat would be declared vacant only if the board member officially resigned from the board.

Under certain circumstances the board and superintendent may wish to investigate the possibility of declaring the position vacant after an absence of considerable length. The board and superintendent are cautioned that efforts to declare a board position vacant should be taken seriously and only after consultation with the school board attorney to make certain that the actions taken are within the authority of the board. It is likely that national guard members called to active duty would be protected and have re-employment and other rights under federal law.

ATTORNEY GENERAL OPINION

Q: Should annual and sick leave continue to accumulate while an employee is on military leave without pay?

A: No. Statutory provisions for leaves of military absence without loss of vacation, holiday, or sick time have been held to protect the employee's right to such time as had already accrued at the time the employee entered on military duty, but not to provide the right to accrue such benefits during the period of absence. (*Attorney General's Opinion to Rudd dated January 23, 1991*)

LEGAL REF.: MS CODE as cited; Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)

CROSS REF.: Policies GBRI C Absence From Duty

GBRIA C Family and Medical Leave Act

BOARD POLICY- GBRID

JURY DUTY/OTHER LEAVE

The Jefferson Davis County School Board shall provide leave with pay for employees who serve as witnesses under subpoena and/or juries. The school board cannot recover jury fees from employees who serve on juries.

A licensed school employee can use personal leave on the first and last day of the school term and the day before and after a holiday if employee is summoned to appear for jury duty or as a witness in court on those days.

Sick Leave - Certified Personnel

It is the policy of the Jefferson Davis County School District that teacher assistants and office personnel, are subject to the same policies of licensed employees regarding sick leave. They are granted seven (7) days of sick leave and (2) two days of personal leave.

BOARD POLICY- GBRI

Length of Work Day

Elementary teachers and assistant teachers will sign in and be on duty from 7:15 a.m. until 3:15 p.m. High school and junior high teachers will sign in and be on duty from 7:15 a.m. until 3:15 p.m. * **Unless scheduled for duty.** Vo-Tech teachers will sign in and be on duty from 7:30 a.m. until 3:30 p.m. Staff who sign in after 7:30 a.m. excessively will be subject to disciplinary action by the principal and the superintendent, which may include suspended pay. Two tardies will result in a warning. Three tardies is cause for a conference with the principal. Four tardies may result in a conference with the superintendent. Sign in forms will be removed at 7:30 a.m. each day. No teacher is to leave the campus at anytime without the permission of the principal and signing out in the principal's office.

Time Clock Process

All employees (all employees including substitute teacher except administrators) are expected to clock in when arriving at work and to clock out at the appropriate time to leave work. Failure to clock in when arriving to work may result in not being credited for all the time worked. All time information reported to the payroll department should be complete and accurate. All non-exempt employees that are not assigned to supervise children and/or cafeteria staff must clock out for at least thirty (30) minutes for lunch. All employees and administration must sign the bottom of the timesheets indicating the accuracy of the information reported.

Teaching Experience

1. The term "year of teaching experience" shall mean nine (9) months of actual teaching in the public or private schools of this or some other state. In no case shall more than one (1) year of teaching experience be given for all services in one (1) calendar or school year. In determining a teacher's experience, no deduction shall be made because of the temporary absence of the teacher because of illness or other good cause, and the teacher shall be given credit therefore. The State Board of Education shall fix a number of days, not to exceed

twenty-five (25) consecutive school days, during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment for a regular scholastic term. If a full-time school administrator returns to actual teaching in the public schools, the term “year of teaching experience” shall include the period of time he or she served as a school administrator.

2. In determining a teacher’s year of teaching experience, the state board of education under the authority granted in Section 37-19-1(1) adopts and sets the following policy:

The number of days shall not exceed twenty (20) consecutive school days during any school year and still be considered to have been in full-time employment for a regular scholastic term in no event shall a teacher be absent from duties more than a total of sixty (60) days due to temporary absence because of illness or other good cause, including the time not under contract as the case may be, and still receive a year of teaching experience.

State Board of Education Policy --adopted September 26, 1977

The State Board of Education policy on teaching experience states that if the time a teacher is not under contract exceeds 20 consecutive days during any school year, that person will not be considered to have been in full time employment for that scholastic year. In no event shall a teacher be absent from duties more than a total of 60 days due to temporary absence because of illness or other good cause, including the time not under contract, as the case may be, and still receive a year of teaching experience.

Violation of Policies

Any person employed by the Jefferson Davis County School Board who shall be guilty of violation of any policies of the board may be issued a written reprimand by the superintendent and/or the employee’s immediate supervisor and may also suffer additional penalties. Such violation of policy may result in suspension or dismissal as outlined in §37-9-59. (See appendix)

Any intimidation or threat toward a faculty member or student by any student or outside interest will not be tolerated. Such offense will be dealt with immediately in the most severe manner. Failure by faculty to report such threats to higher authority will be brought to the attention of the school board and appropriate action taken.

Non-Discriminatory Policy

The Jefferson Davis County School District offers educational and employment opportunities on a non-discriminatory basis in compliance with the requirements of the following Federal Civil Rights Legislation: Title VI, Title IX, the Vocational Amendments of 1976 and 1979, Section 504 of the Rehabilitation Act of 1973, and the Public Law 94-142, Individuals with Disabilities Education Act of 1990, and the Americans with Disabilities Act of 1990. The district offers equal educational and employment opportunities to all persons without regard to sex, race, religion, color, national origin, age, or disability. The district’s coordinator for compliance with these requirements is Dr. Su’Brina Mason, 1025 Third Street, Prentiss, Mississippi, 39474.

Any qualified person is eligible for any position in district without regard to race, creed, gender, or physical disability. Every effort shall be made to secure the best qualified person for each vacancy, using the state mandated standards as minimum. All employees are expected to teach or work with other employees, to teach pupils, and to supervise or be supervised without regard for race, creed, gender, or physical disability.

Political Activities

The board recognizes and encourages the rights of its employees, as citizens, to engage in political activity, with the following restrictions: No employee shall solicit support of any political candidate, partisan or nonpartisan, or support for any issue on any referendum matter, during regular work hours on school property. The circulation of petitions on behalf of or in opposition to candidates for appointed or elected office is specifically prohibited.

Staff Protection

No parent, guardian or other person shall insult or abuse a certified or classified employee while school is in session in the presence of school pupils, under penalty of law §37-11-21. The board of the Jefferson Davis County School District recognizes that from time to time it may be necessary to prefer legal charges against students or nonstudents for violations which occur at school or at school related activities.

STUDENT BULLYING

The Jefferson Davis 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 characteristic that (a) places a student or school employee in actual and 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 Jefferson Davis County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or 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 reliable 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 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” as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Jefferson Davis 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. Any bullying dealing with any and all forms of sexual harassment shall be reported to the Title IX Coordinator; Dr. Su’Brina Mason.

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

Educator Licensure

The Commission on Teacher and Administrator Education, Licensure, and Development was created under the Mississippi Education Reform Act of 1982 and codified as § 37-3-2, Mississippi Code 1972, Annotated. Passage of Senate Bill # 2512, passed in April 1997, amended and repealed the law.

In compliance with the 1997 legislation, the Commission on Teacher and Administrator Education, Licensure, and Development has approved guidelines for licensure. The Mississippi Educator Licensure manual contain information necessary to understand the licensure process, levels of licensure, and routes to licensure. Proper use of the manual should provide answers to most, if not all, general and specific questions relating to the licensure process. A copy of the manual which outlines the teacher’s responsibility in license renewal is available at each school. The school district provides professional development experiences which are required as a part of employment. These experiences are not used for license renewal

Performance Evaluation

Each licensed educator will be evaluated by his/her immediate supervisor annually. The instrument that is used for the evaluation will evaluate all required competencies.

Policy on Performance Appraisal of Teachers

Performance appraisal of teachers in the Jefferson Davis County School District shall be conducted for the primary purpose of promoting the professional growth of teachers. It is shortsighted professionally, and unsound economically, for performance appraisal to focus chiefly on the rare occurrence of unacceptable or substandard performance.

Unacceptable performance of teachers is governed by Section 37-9-59 of the Code of Mississippi, which establishes requirements for the suspension or removal of teachers. The permissible grounds for such action are incompetence, neglect of duty, immoral conduct, intemperance, brutal treatment of a pupil, or other good cause. In cases of unacceptable performance, swift action by the responsible principal shall be taken to initiate suspension or removal of the teacher.

Substandard performance by teachers shall stimulate special remedial efforts by the responsible administrators to correct performance deficiencies. The teacher shall be provided written notice, signed by the principal and or the superintendent, of placement in the remedial mode. The notice shall state that the teacher's performance is substandard and that failure to improve will result in a recommendation of nonrenewal of contract for the following contract year. The notice shall communicate the specific deficiencies that are of concern, shall state specific improvement targets, shall offer help and support for teacher improvement, shall specify the data to be collected to assess improvement, and shall establish time limits for improvement.

Observation of the teacher's performance while in the remedial mode shall be as frequent as circumstances dictate and shall be performed only by administrative personnel whom the superintendent designates. A conference between the observer and the teacher shall follow each observation. All appropriate records shall be maintained. The teacher may respond in writing to any aspect of his or her treatment while in the remedial mode, and the response shall be retained with all other records. Upon achievement of the improvement targets, the teacher shall be notified of removal from the remedial mode. It is only following the failure of these remedial activities to bring substandard performance to an acceptable level that action shall be initiated not to renew the employment contract of the teacher under the School Employment Procedures Law of 1977, in Sections 37-9-101 to 37-9-113 of the Code of Mississippi. (See appendix)

The normal and usual procedure for the performance appraisal of teachers shall focus on the professional development of teachers. It is this growth that promises the school district the greatest return for its assessment efforts.

The standards of expected teacher performance shall consist of two components non-instructional expectations and classroom expectations. These shall be based upon sound research and proven professional practices.

Non-instructional expectations applicable to teachers shall consist of the following:

1. Punctuality in reporting to duty.
2. Positive working relationships with fellow school district employees.
3. Performance of all duties reasonably required by law or under duly adopted policies, rules and regulations of the school district.
4. Annual completion of the school district professional development plan.
5. Compliance with all reasonable directives of responsible administrative personnel.
6. Good moral character.
7. Manifest concern for the welfare of students.
8. Maintenance of required records and timely submission of necessary reports.
9. Following line of communication and authority in reporting concerns and potential safety issues.

BOARD POLICY- GDI

Paperwork

The most important function of the classroom teacher is the delivery of the instructional program to students. The teacher's proper use of academic time and planning is directly correlated to student achievement and to the effectiveness of the school district. The number and length of written reports that classroom teachers are to prepare shall be limited to those that are necessary to the instructional program, required for accreditation or court-related matters, and/or those that are necessary to promote an effective school district. Further, planning and unencumbered time will be used exclusively for parent consultation, planning preparation, grading/reporting directly related to the teacher's area of assignment, and such other duties as may be required by the principal.

Teacher Negligence

It is essential that emphasis be given to the issue of teacher negligence and legal implications that may arise due to negligence. Considering the relevance of teacher negligence to actual legal liability of teachers, the following should be observed as examples of negligence:

1. Classes and students left unattended.
2. Improper enforcement of policy on corporal punishment.
3. Improper enforcement of policy on medication and first aid.
4. Pupil injury due to teacher carelessness, etc.
5. Teacher profanity.
6. Improper enforcement of dress and grooming.
7. Revealing confidential information.
8. Use of students for off-campus errands.
9. Improper enforcement of search and seizure policy.
10. Improper enforcement of policy on pupil use of buildings.
11. Failure to follow policy for handling school money.
12. Failure to report a potentially dangerous situation.
13. Use of tobacco
14. Failure to follow line of communication and authority

Substitute Teachers

All persons interested in substituting in the Jefferson Davis County School District must attend a training session conducted by the school district.

Effective 7-1-2013 all new substitutes must meet the following qualifications to substitute in the Jefferson Davis County School District:

- Be at least 21 years of age
- Complete substitute training conducted by the Jefferson Davis County School District
- Submit to a complete background check performed by the Jefferson Davis County School District at a cost of \$42.00.

Securing Substitute Teachers

When the services of a substitute teacher are required, for whatever reason, the teacher shall notify the principal at the earliest possible moment. Teachers are to notify their principals as soon as possible and no later than 7 a.m. on the day of the absence. The principal is responsible for obtaining substitute teachers. The teacher should have available for the substitute a class roll, lesson plan, and keys so the substitute can more effectively take charge of the class. The substitute teacher will leave all student work for the teacher to evaluate. The teacher will determine what grades are recorded for the student. When possible, the teacher should notify the principal the day before the expected return to class. BOARD POLICY- GBRJ-R, GBRJ

Drug Free Workplace

District employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, except as authorized by law from the prescription of a physician, in the workplaces of this school district are prohibited. School officials will cooperate fully with law enforcement in the prosecution of drug violations occurring in the workplace.

Violators will be subject to suspension or dismissal. Suspension or dismissal may result in the suspension or revocation of the license of a licensed employee (§37-3-2).

Pursuant to the Drug-Free Workplace Act of 1988, school employees under federal programs which are funded directly to this school district by a federal agency, as a condition of employment, shall:

1. abide by the terms of the statement above; and
2. notify school officials of any criminal drug statute conviction occurring in the workplace no later than five days after such conviction.

Each district employee engaged in the performance of a direct grant aid program shall be given a copy of this statement. BOARD POLICY-GBRL

Substance Abuse Policy

The Jefferson Davis County School District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on school campuses or as part of any of its activities.

The district is striving to be drug free because drug use/abuse limits academic performance, hinders maturity, and affects social and emotional development. The district does not tolerate the use or possession of alcoholic beverages, prescription drugs used improperly, marijuana, or other controlled substances. The district encourages the age-appropriate education of all students in the prevention of drug use, the development of community resources in providing drug free activities, the enforcement of all laws against drug use and possession, and the referral to treatment when necessary. The district operates a Drug Education program within the framework established by the State Department of Education.

No Smoking Policy (Pro-Children Act of 1994)

No person shall be permitted to smoke within any indoor facility (enclosed building) that is constructed, operated, or maintained and controlled with Federal funds which provide services to children who have not attained the age of eighteen; these services include routine or regular kindergarten, elementary or secondary education, library services, health services or day care services.

Any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty in an amount not to exceed \$1000 for each violation or may be subject to an administrative compliance order or both. Each day a violation continues shall constitute a separate violation.

Ref. P.L. 103-227, Goals 2000 Educate America Act
BOARD POLCY- GBRM

Tobacco Free Policy

The use of tobacco on school campuses during the school day or at school sponsored activities is forbidden. The Jefferson Davis County Schools have been declared tobacco free zones. This includes the use of tobacco by students, student chaperones, or sponsors when representing the school at off campus events or while visiting other school campuses or events. BOARD POLICY- GBRM

Mississippi Adult Tobacco Use on Educational Property Act of 2000

No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75 for a second conviction and a fine not to exceed \$150 shall be imposed for subsequent violations.

For the purposes of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities is exempt from this Act.

This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.

Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute. Effective from and after July 1, 2000. BOARD POLICY- GBRM

Range of Sanctions

Sanctions against district employees range from a letter of reprimand to termination of employment. The district may refer employees for prosecution to the appropriate officials. The district will impose disciplinary sanctions on students and employees consistent with local, state,

and federal laws.

Licensed Staff Complaints and Grievances

Purpose

The purpose of this grievance procedure is to secure at the first possible administrative level, an equitable solution to any grievance.

Definitions

The following definitions shall apply in this grievance procedure:

1. A “grievance” is a complaint by an individual based upon an alleged violation of his or her 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, holidays and vacation days.

BOARD POLICY- GAEP

Procedure for Processing Grievances

Grievances shall be processed in accordance with the following procedure:

Level One

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal or immediate supervisor and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his principal or immediate supervisor, the grievant shall, within five (5) days after meeting with his principal or immediate supervisor, file a written statement with his principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his principal or immediate supervisor a

written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal or immediate supervisor.

4. Within five (5) days after receiving the grievant's signed statement the principal or immediate supervisor shall send to the superintendent a copy of the grievant's statement, along with a statement from the principal or immediate supervisor setting forth his response to the grievant and/or his decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his written statement to the grievant.

LEVEL TWO

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his principal or immediate supervisor, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than ten (10) days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his principal or immediate supervisor.
2. The written statement submitted by the grievant to his principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit in writing any and all additional information on his behalf which he desires to the superintendent not later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.
3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his failure to attend shall be deemed as an acceptance of the written decision rendered by his principal or immediate supervisor at LEVEL ONE.
4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

LEVEL THREE

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the school board.
2. If the grievance is not filed with the secretary of the school board within five (5) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.
3. Within five (5) days after receipt of the grievance, the board secretary, in concert with the board chairman and superintendent, shall schedule a hearing before the school board on the grievance.

4. The board shall render its decision within seven (7) days of the hearing.

Right to Resolve Informally

Nothing contained in this procedure shall be construed as limiting the individual right of an employee having a grievance to discuss the matter informally with members of the administration through normal channels of communication.

Effect of Settlement

Any settlement of a grievance shall be applicable to that grievance only and shall not be binding authority for the disposition of any other grievance. Any grievance initiated under this procedure shall be brought by an employee alleging action in violation of applicable laws and regulations by the school affecting the employee initiating the grievance. BOARD POLICY- GAE-P

Discrimination

The Jefferson Davis County School District does not discriminate on the basis of gender, race, color, religion, national origin, or disability and complies with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of gender, race, color, religion, or national origin in violation of Title IX of the Educational Amendments of 1972, may file a written complaint with the Title IX Coordinator, Dr. Su'Brina Mason, at P.O. Box 1197, Prentiss, Mississippi, 39474.
BOARD POLICY- GBR-P

Harassment

In accordance with Title VII of the 1964 Civil Rights Act, as amended in 1972, Section 703, no employee or student in the Jefferson Davis County Public School District shall be subject to sexual harassment.

It is the intent of the school district to maintain an environment free from sexual harassment of any kind. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature amounting to or constituting harassment are prohibited.

Complaints of violation of this policy may be made to the appropriate building administrator without fear of reprisal. Should violations prove to be legitimate, the offending employee/student shall be subject to disciplinary action. The district grievance procedure will be followed. BOARD POLICY- GBR-P

Employee Arrest

An employee who is arrested or charged with a felony or misdemeanor is required to notify his or her immediate supervisor and the superintendent as soon as possible but not later than within 24 hours. Failure to report such incidents may result in disciplinary action up to and including termination.

Teaching Assignments

Teachers may be assigned to any school and to specific duties by the superintendent, provided that the superintendent shall have regard both for the welfare of the district and the preparation and qualifications of the staff member.

Parking/Personal Property

The district is not responsible for damage or theft to cars or other personal property. Employees are asked to park their automobiles in designated areas. Automobiles parked on school property may be searched.

Professional Development

Professional development is a growth-promoting learning process that empowers stakeholders to improve the educational organization. The purpose is to improve student learning by creating an environment that will enable stakeholders who are teachers, administrators, staff, and other school personnel to invest in quality opportunities to grow individually and collaboratively, enhance job-related skills, acquire new knowledge, and share expertise and insights.

Beginning Teacher Mentoring Program

A beginning teacher is one who has taught fewer than ninety (90) consecutive days, or one hundred eighty (180) days total. This employee will be provided formal assistance at the building level. Examples of assistance are: direct classroom observation and consultation, assistance in instructional planning and preparation, and support in implementation and delivery of classroom instructions. Each beginning teacher shall be assigned a mentor teacher who is to offer support to the new teacher and has a minimum of three years of successful classroom experience. Any support offered by the Mississippi Department of Education will be utilized. Contact information for Teacher Mentoring Program: Mrs. C. Reese: (601) 792- 2703.

Policy Notice

Copies of school board policies are available in each school for review. Board policies follow state board policies and state and federal laws and regulations.

The central office has a copy of each job description.

PROFESSIONAL RESPONSIBILITIES

Job Goal

The teachers' job goal is to lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation. It is to help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women. Teachers are responsible for the instruction of students.

Teacher Duties

Teachers are reminded that bus, hall, outside, playground or any other duty that involves supervision of students is an important part of our school program. This task, therefore, must be undertaken with a serious attitude. Each teacher will be assigned an area to supervise during recesses. It is the teacher's task while on duty to do the following:

1. Watch for any unsafe act or situation and correct it.
2. Do not allow any student to be mistreated abused or harassed.
3. Ask all visitors to come to the office to check in and secure a visitor's pass.
4. Keep alert and report any unusual behavior.
5. Keep the building neat and clean at all time.

Guidelines for Field Trips

Field trips can be a valuable teaching tool when carefully planned, designed to reinforce concepts taught in class designed for the age child that will be participating and conducted in the proper manner and with proper supervision. Approval of field trips rest with the principal of the school. The following rules will apply to field trips:

1. Field trips must be a part of a unit taught in class and must be included in lesson plans.
2. Teachers must submit a detailed plan for trip at least two weeks prior to the trip date and must include the following components in the request:
 - A. Purpose of the trip.
 - B. Knowledge to be gained from the trip.
 - C. Follow-up activities to be used after the trip.
3. There must be a complete list of students and permission slips for each child filed in the office before the group leaves the school.
4. Supervision for the trip will include teachers and assistants if needed.
5. Special permission must be given for more than one trip per year.
6. Students will be supervised at all times.
7. Students will be expected to abide by all school rules while on the field trip.
8. Teachers are responsible for completing bus request and making arrangements with cafeteria for lunches at least three weeks before trip.
9. No request for specific bus drivers will be accepted.
10. All trips will be scheduled and completed before the last month of the school year.
11. The teacher and students are expected to generate the funds necessary to pay the trip cost.

Duties Outside the Classroom

Teachers' work extends beyond that of the classroom. It is our hope that these duties outside the classroom will be shared by all so that no one will be overworked. Some of the duties teachers may be called upon to help with are as follows:

- a. Sponsoring of a homeroom.
- b. Sponsoring of a club.
- c. Selling or collecting tickets at school events.
- d. Supervising a part of the campus before school, at recess or noon.
- e. Ball games.
- f. Cafeteria supervision.
- g. Other necessary assignments made by the principal.

Homeroom Teacher Duties

Homeroom teacher duties are to be assigned by the principal. Students are to be assigned to teachers by the principal.

Student Dismissal

The bell does not dismiss students from class. Students must learn that they are responsible to teachers and that teachers will dismiss them. Teachers will be at their door when they dismiss their class and will remain in the doorway during class change.

Students will not leave the school campus or be absent from an assigned class without permission from the principal. Teachers are not authorized to dismiss students from class or from the campus without clearance of an administrator. Dismissal requests from parent/guardians should be presented to the appropriate school office by 8:00 a.m. on the day of the intended dismissal. The decision as to whether the dismissal from classes is excused or unexcused shall rest with the administrator issuing approval for the dismissal.

In order to avoid interruption of class activities (except in emergency situations), parents/guardians should not request dismissal prior to the end of the class period. Special situations or emergencies should be handled through the appropriate administrator's office. Photo identification may be required.

Teacher/Assistant Teacher

The classroom teacher is the key experience in guiding the practical learning experience of the teacher assistant. It is the teacher's interest in and respect for the teacher assistant which will encourage and inspire the teacher assistants continuing interest in the program. The classroom teacher:

1. Is the decision maker where the students and classroom activities are involved.

2. Diagnoses students' needs.
3. Prescribes and initiates instructional program with which teacher assistants work.
4. Plans the work of the teacher assistant ahead of time; informs and gives guidance to the work.
5. Appraises and evaluates teacher assistant's performance.
6. Advises teacher assistant on proper procedures for handling discipline problem in emergency situation.
7. Evaluates student progress and achievement.
8. Demonstrates a personal interest in the teacher assistant.
9. Acts as a positive and enthusiastic source of information about the instructional program.
10. Helps teacher assistant develop a positive attitude toward the district and school.

BOARD POLICY- BPIFBA

Teacher/Student Teacher

The School Board welcomes the opportunity to cooperate with the colleges and universities by taking an active part in the training and preparation of student teachers.

It shall be the duty of Central Office to determine the number of student teachers and the academic areas to be served each quarter or semester. This decision will be reached after consultation with the principal concerning such placement. The following regulations shall apply:

1. Placement shall be made by the Central Office.
2. Student teachers shall be assigned to the school rather than to individual teachers.
3. The principal shall determine a schedule and make assignments within each school.
4. Student teachers may be assigned to a team of teachers, whenever possible, and will work under the leadership of the team.
5. First year teachers shall not be assigned student teachers.
6. Teachers shall be responsible for the following:
 - a. Pupil discipline
 - b. Pupil evaluation
 - c. Pupil assignments (length and quality)
 - d. Proper delegation of student teaching time
7. Teachers must understand that student teachers may prove invaluable in the education of the pupils in their classes, but by no means is it intended that student teachers replace the teachers in the classroom. It shall be considered mandatory that teachers do not desert student teachers in the classroom.
8. The teacher is responsible for everything that takes place in the classroom.
9. Administrators may deem it necessary and beneficial to student teachers to involve them in school activities other than instructional.

Teacher/Parents

Guidelines for Parent-Teacher Conferences

- II. Physical Setting
 - A. Room should be orderly.
 - B. Location should be quiet and private.
 - C. Area must be comfortable, especially in regard to chair size.

- II. Preparation
 - A. Be familiar with the child's past school record and any available information regarding home and family.
 - B. Determine the purpose of your conference (to meet parents, to obtain information, to discuss progress, to discuss problems, etc.)
 - C. Be certain that materials needed are readily available (records, child's work, written observation of behaviors, etc.)
 - D. Determine a sequence for presenting a case especially in regard to problems.
 - E. Be prepared to make recommendations or discuss alternatives available within the system or community.
 - F. Be certain that the parents are aware of the conference time and that it is convenient for them.

Remember that:

1. A small problem to you may be a large problem to a parent and vice versa.
2. Be honest, but tactful.
3. Move only as fast as the parent can follow; more than one conference may be necessary.
4. End every conference on a pleasant note.
5. Avoid saying that you cannot see a solution. Be prepared to recommend others.

Blue Chair Policy

The acronym "BLUE" representing Building, Learning, Understanding, and Enthusiasm will be the theme for this proposal. Each school system will be furnished "BLUE CHAIRS" to be used in the classroom. The chairs, donated by various businesses, clubs and organizations, and private individuals will be placed as special seats for parents to observe classes in progress. The procedures for observing classes are as follows:

1. Every parent must register in the Principal's Office.
(Part I of Blue Chair form)
2. Upon registration, the parent will receive permission to visit a specific classroom.
(Part II of Blue Chair form)
3. The parent will take the blue chair to the designated room.

4. Parents are permitted to observe classes any day with the exception of nine week test days, exam week, or standardized testing weeks.
5. The parent can enter the classroom only at the beginning of class and must remain in the classroom for the entire period. The teacher must sign the Blue Chair form, which is valid for his/her classroom ONLY. Parents cannot visit other classrooms without permission.
6. There may be only one parent per classroom per period. If more than one parent has the same request, they will be encouraged to attend another class or wait until the next class period.
7. No children are to accompany parent.
8. The parent will not be allowed to speak or interrupt the class at any time. Any parent not following this particular rule will not be allowed to remain in the classroom.
9. Upon completion of the observation the parent will return to the Principal's Office and turn in the Blue Chair form after completing Part III.
10. The parent can schedule a conference with the teacher at the end of the visit.

The benefits of the Blue Chairs program to Education in Jefferson Davis County are expected to:

1. Increase parental involvement
2. Act as a discipline stimuli
3. Reinforce teachers' credibility
4. Increase parents' personal knowledge.

Testing of Students

Testing is to be conducted in a meaningful manner and used for evaluation purposes only. Tests should be avoided on the first day following school holidays.

Mississippi Student Achievement Act

This act shifts the accreditation emphasis from the district to the school level. Schools will be assigned "student growth goals," with schools being expected to demonstrate a year of student growth for each year of instruction.

These "student growth goals" will make it possible for all schools to be successful, regardless of the advantages or disadvantages students face when they enter school.

Students will be tested for accreditation purposes in grades 3-8, while students in grades K-2 will participate in an informal diagnostic program. Students in grades 3 and 7 will be required to take a test demonstrating mastery of state benchmarks before they can be promoted to the next grade. The benchmarks and the tests for measuring them will be identified during the school year.

Students in high school will have to pass end-of-course tests in four subjects as part of the requirements for graduation. Those subjects are Algebra I, English II, Biology and US History.

MS Public School Accountability Standards addresses personnel conduct during the administration of the Mississippi Assessment System in this way:

“If an irregularity which represents misconduct or other breaches of test security on the part of district personnel within a school district is identified, the superintendent of the district will be notified of the irregularity.

The district attorney shall investigate allegations of violations of test security, either on his own initiative following receipt of allegations or at the request of a school district or the State Department of Education.

After a conviction, the personnel in question will be notified in writing that evidence of conviction will be presented to the Commission on Teacher Certification and that the Commission is required to take action pursuant to the authority granted in Section 37-16-4, Mississippi Code of 1972.”

First Aid and Medication

School personnel may not exceed the practice of first aid in dealing with pupil injuries and sickness, and only qualified personnel should attempt to administer first aid to pupils. Medication is not to be provided by the schools; but with parental consent, the schools may cooperate with students who wish to take medication at school. Each principal establishes procedures to be followed. BOARD POLICY-JGHR

Reports of Child Abuse/Neglect

Any school employee having reasonable cause to suspect that a child is neglected or abused is required by Mississippi Code of 1972 (§43-21-353) to make an oral report immediately to the school principal/designated supervisor and by telephone or otherwise to the Department of Human Services (Phone: 601-792-4206). The principal will report the incident to the superintendent immediately.

As soon as possible thereafter, a written report must be filed with the Human Services Agency. Reports must contain the names and addresses of the child and parents or other persons responsible for the child's care. If known, the child's age, nature and extent of injuries, any evidence of previous injuries, and other information pertinent to establishing cause of injury and identity of the perpetrator should be included in the report. Report forms are available at each school. Report of abuse and neglect made under this law and the identity of the reporter are confidential except when the court in its discretion determines the testimony of the person reporting to be material to a judicial proceeding. A school employee who participates in making a required report pursuant to this law is presumed to be acting in good faith. Any person reporting in good faith is immune from civil or criminal liability. (§43-21-355)

Student Errands - Off Campus

Students are not to be allowed to run errands off the school campus for themselves or school personnel. In extreme emergencies, the school principal may in good judgment give his permission for errands. Students may not drive school personnel vehicles.

Student Use of Building - After Hours

Students may not use school building and other school facilities after hours unless permission has been given by the school principal. Any pupil use of facilities must be under the supervision of a responsible adult employee.

Emergency Procedures

Official notice of emergency school cancellations will be aired over radio station, WJDR. These announcements will be released as soon as decisions can be made and may come as late as 6:30 a.m. If no announcement is broadcast, it may be assumed that school is open.

Emergency procedures are established for each school. **The signal for tornado drill/emergency is a continuous, long ring. The signal for fire drill/emergency is a series of three short rings.**

By order of the fire inspector, all teachers must take roll after students evacuate the building for a fire drill or emergency. The teacher must signal the principal by raising a hand when all students have been accounted.

Bomb Threat

Students will be evacuated following fire drill procedures.

Student Records

Each school has a designated area in which student records are to be filed. It is mandatory that these records be kept there. Teachers are expected to return all records to that area daily. No student should be allowed to see or handle another student's record.

By law, parents are to be granted access to their children's records if they so request. Students 18 years of age or older are entitled to direct access to their records upon request.

Teachers are advised that the district has adopted set procedures on access, transfer, and utilization of students' records. It is the responsibility of school principals to inform faculties of such procedures. Teachers are expected to notify their principal when parent or student requests for direct access to records are made.

Transfer of Records

As outlined in Section 99.31 of the Buckley Amendment, written consent is not necessary for the transfer of records between schools. The counseling office will automatically send for student records.

Textbooks

Textbooks for students are provided by the district. District-loaned books are issued at the beginning of the school year and returned at the close of the school year. Parents are required to sign a book card, assuming full responsibility for the books and their proper care until they have been checked back to the school. Since these books remain the property of the school district, defacement or abuse of books will result in the assessment of a damage fee. The amount charged will be determined according to the damage. In cases where books are lost or damaged to a degree that will prevent further use, the student will be charged the remaining value of the book. All fines must be cleared before a report card can be issued.

Discipline of Students

When a student misbehaves and/or demonstrates unacceptable behavior, the student may be placed upon the **Discipline Ladder**. The Jefferson Davis County School District has implemented assertive discipline, a competency-based approach to classroom discipline designed to provide educators the skills and confidence necessary to eliminate discipline as a problem in the classroom or school. The discipline philosophy supports the teacher's rights to teach and the student's right to learn. Behavior which stops the teacher from teaching and/or any student from learning will not be tolerated. We recognize that effective discipline requires the shared responsibility of parents, students, and school personnel.

Teachers will provide their students with a list of rules and consequences, both positive and negative, which will be used in their classrooms. When a student chooses to break the rules, consequences will be consistently applied. When a student is referred to the office, disciplinary action will be taken according to prescribed steps established for the elementary and secondary levels.

Student Removal

Only the Superintendent can remove a student temporarily or permanently from a class. A teacher cannot refuse to accept a particular student in his/her class.

MISSISSIPPI SCHOOL SAFETY ACT OF 2001

This act defines what constitutes "disruptive behavior" and a "habitually disruptive" student. This act includes the following:

- a. Specific grounds for disciplinary action
- b. Procedures to be followed for acts requiring discipline
- c. Policies and procedures recognizing the teacher as the authority in the classroom

- d. Policies and procedures for dealing with students who cause a disruption
- e. Procedures for developing a behavior modification plan
- f. Policies and procedures concerning gang-related activities

Residency

As a result of the Residency Verification Procedure adopted as a policy of the Mississippi Board of Education on April 20, 1990, each parent, legal guardian, or other adult with whom a student lives must provide to the school administration the following documents:

1. A copy of two of the following items of verification of residence. No post office box address will be acceptable. These items must reflect a street address or designated road address. All documents must be for present residence only; documents for rental or other commercial property will not be acceptable.
 - a. Filed Homestead Exemption Application Form
 - b. Mortgage Documents or Property Deed
 - c. Apartment or Home Lease
 - d. Utility Bills
 - e. Affidavit of Residence and/or personal visit by designated school district official at district option
 - f. Any other documentation that in the determination of the School Board will objectively and unequivocally establish that the parent or guardian resides within the school district.
 - g. Tax receipts
2. If you are the legal guardian of the student, you must also provide a copy of the court order appointing you as guardian. If a petition of guardianship has been filed and the decree is pending, you must provide a certified copy of the filed petition for guardianship. NOTE: Any legal guardianship formed for the purpose of establishing residency for school district purposes shall not be recognized by the Board. (Legal reference: Mississippi Code Ann. Section 37-15-31, 1989 supplement.)
3. Failing to provide the necessary documentation, will result in not allowing the child to attend school. No temporary enrollment will be processed.
4. If the district receives a complaint regarding the residence of a student, the district is required to take action to further verify residence, including but not limited to follow-up visits to the resident's address by school officials.

Absence from School

ABSENCE: Any student attending less than 63% of the school day will be counted absent. Upon return to the school for being absent, the student must bring a note from the parent or guardian stating when and why the student was absent. If no note is presented, the absence shall be unexcused.

EXCUSED ABSENCES: Absences are excused only for the following reasons: ILLNESS OF

STUDENT; ILLNESS OF FAMILY MEMBER; DEATH OF FAMILY MEMBER; ABSENCES PRE-ARRANGED BY PARENTS AND SCHOOL. An excused absence will count; and the student will be allowed to make up the work.

When a student is involved in a SCHOOL SPONSORED ACTIVITY, the student is not to be counted absent and will be allowed to make up the work missed. Students who participate in such activities are expected to attend all classes as scheduled before and after said activity.

UNEXCUSED ABSENCES: Absences for any reason except those previously stated for excused absences will be considered unexcused.

The school reserves the right to check all excuses for validity. When possible, parents may be called on the day a student is absent from school.

Make-up Work for Absences

The student will be allowed to make-up work missed following an excused absence by contacting the teacher or teachers involved. The make-up work may be done under the following provisions:

1. It is the responsibility of the student to contact each teacher immediately upon returning to school to determine a time when the work will be completed.
2. The formula for making up missed work for an excused absence shall be equal the number of days missed.

Example: 1 day absent - 1 day to complete work
2 days absent - 2 days to complete work
3 days absent - 3 days to complete work

No student work will be accepted after the deadline. No additional time will be given to students with an unexcused absence.

DISTRICT RESOURCES, SERVICES, & PROCEDURES

Special Services

Special Education services are available for all eligible students. Individualized programs are designed to provide educational opportunities for students who have learning disabilities, mental retardation, emotional disabilities, hearing impairments, speech/language disabilities, visual disabilities, developmental delays, or physical disabilities. Related services such as assessment, occupational/physical therapy, transportation, and psychological counseling are provided to students when the services are required. BOARD POLICY- IDDH

Gifted Education is a specialized program offered in grades 2-6. It provides a supplementary curriculum designed around a broad-base enrichment format.

Buildings and Grounds

Requests for repair or any alteration or renovation of school facilities or equipment should be made to the principal. Any work on school facilities, including painting rooms, shall be done only by authorized personnel. Requests for major projects must be approved by the superintendent before work can be scheduled. The maintenance director is responsible for scheduling all maintenance services.

School Facilities

Notification of Asbestos Re-inspection

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school administrative office since that time. The EPA requires us to perform re-inspection of the asbestos materials every three years and surveillance every six months. The last re-inspection was completed in 2015. The results of the re-inspection are on file in the management plan in the Jefferson Davis County Superintendent's Office in Prentiss, MS.

The Asbestos program manager, Mr. Sam Williams, is available to answer any questions you may have about asbestos in our buildings at 792-4267.

Food Services

The food services program is operated under the direction of the Jefferson Davis County School Board. This program is an integral part of the total educational program and is governed by the same principles and type of control as any other division of the school. The principal is in charge of the smooth operation of the cafeteria. The teachers are still “the teachers” in the cafeteria and students are responsible to them for their conduct.

The food service program is providing at least one-third of the child’s daily nutritive requirements make it possible for every pupil to have an adequate lunch and breakfast and sufficient time in which to eat. The following regulations have been adopted to serve as guidelines:

1. It shall be the responsibility of the principal to arrange the schedule so that the children may enter the cafeteria, eat lunch, and return to the classroom in an orderly manner.
2. Teachers will come down the serving line with their classes at serving time to keep the line moving on schedule and to supervise their student’s behavior.
3. Any dissatisfaction with the manner in which the cafeteria prepares and serves the food and any recommendation for improvement will be expressed to the principal who will take the matter under advisement with cafeteria administrators.
4. No lunches will be served to carry out of the dining area. Prepackaged extra sell items may be taken out of the cafeteria.

5. No company names may appear on lunches brought into the cafeteria. Drinks may be brought into the cafeteria in a thermos bottle or plain container.
6. Information regarding large groups leaving campus shall be given to the manager the day before the event so that the quantity of the food prepared can be adjusted.
7. Teachers are to be served from serving lines only.
8. Teachers will be allowed to purchase single menu items at an ala carte price that is posted and covers the cost of the item. Desserts with the exception of fruit and ice cream cannot be purchased ala carte.
9. Teachers are not to come into the kitchen for special service unless unavoidable.

The price of an adult breakfast is \$2.00 The price of an adult lunch is \$3.50.

BOARD POLICY- JHCAA

Business Management/Purchasing

Purchase order forms are to be used for ordering materials and supplies through the Business Office. All requests for purchases must be made on this form; **no invoices will be paid when ordered otherwise.** No purchase orders will be considered unless a source, complete address, and price are included on the order. Use only one source per purchase order. A purchase order must be approved and numbered **before** a purchase is made. **No teacher or employee should purchase any item and expect to be refunded money. All purchases must be made with a purchase order.**

In order to process Accounts Payable to meet the guidelines set forth by the State Department of Finance, the following purchasing and payment procedure deadlines will be followed.

Accounts payable invoices to be presented for payment on the Monthly Claim Docket to be approved by the Jefferson Davis County Board of Education must be submitted with signed pink copy of purchase order and invoice (if received by school) to the Central Office by **Monday** before the **second Monday** of each month.

Any employee of Jefferson Davis County Schools that has been given approval to take a purchase order and pick up merchandise must bring an invoice back and submit for proper payment on a monthly basis.

Faculty and staff will not sell personal goods or items for monies to students or other staff.

The use of the school's name to raise money is prohibited with the exception of those activities receiving prior approval of the principal. Road blocks will not be approved for fund raisers. Money collected by and belonging to various school clubs must be spent by the organizations that generated the monies. All projects designed towards raising money must receive clearance from the principal's office. A typed written statement giving details and signed by the sponsor will be required. This written statement will be kept on file in the principal's office.

All money for school activities is to be turned in to the principal's office each day. Money and valuables should not be left in the rooms or offices overnight. Students are not allowed to handle school funds.

No purchases are to be made through the student activity/agency fund without the approval of the principal. The school will not be responsible for purchases made without the principal's approval. The sponsor is responsible for securing receipts and/or invoices. No teacher or employee should purchase any item and expect to be refunded money. All purchases must be made with a purchase order.

All funds raised in the name of the school shall be turned into the office for deposit. Teachers are responsible for all money collected. All money collected from students must be turned into the office. Money should never be left in desk drawers or unattended. No teacher should leave any personal funds unattended.

House Bill Number 675 allocates funds for classroom supplies, materials, equipment, computers and computer software. Each teacher with the exception of federally funded teachers will be allocated a specific amount of money. Teachers may expend the allocation individually or pool it with other teachers to support the overall goals of the school. The principal is responsible for making the funds available and overseeing the purchasing under this law. School-level records must be maintained by teacher. BOARD POLICY- BPDJE

Education Enhancement Funds (EEF)

Education Enhancement Fund Classroom Supplies will be purchased through the Mississippi Department of Education Card program in accordance to the Teacher Cardholder Agreement prescribed by the Department.

All eligible teachers will receive the EEF card within seven (7) working days of the issuance of the cards from the State Department of Education. The teachers are required to sign the cards out upon receiving it and signing it in when it is returned to the district.

Transportation

The transportation program is operated under the direction of the Jefferson Davis County School Board. The program is an integral part of the total educational program and is governed by the same principles and type of control as any other division of the school district. The principal is responsible for the discipline of students who ride buses. The principal should report any transportation problems to the Director of Transportation immediately. Bus drivers are provided with a handbook outlining expectations. The transportation program provides support to the educational program of the district.

MISCELLANEOUS

Absenteeism

The school board may review teacher absences and tardies each month. Any teacher who has excessive absences may be called before the board for review.

Announcements

Announcements will be made at 8:00 a.m. If you have something to announce, please send it to the office before 8:00 a.m. No outside activities may be announced and/or advertised on campus without the prior approval of the principal.

Class Parties and Other Activities

No class or club shall be allowed to have a party, meeting, or any kind of activity without advisors and proper school supervision. All such activities shall be approved by the faculty advisor and principal.

No teacher will be allowed to take his/her students on a field trip unless the trip is approved by the principal.

Staff Dress Code

All staff members are expected to dress in a manner that is professionally appropriate for the duties assigned. Attire should be clean, tasteful, and in good repair. Staff members should regard it their professional responsibilities to dress in a manner that sets a good example for students and that conveys a positive professional image. Any type or style of clothing or manner of dress or personal presentation prohibited for students shall likewise be prohibited for employees. Athletic wear including shoes shall not be considered appropriate professional attire (except for coaches). No Flip Flops.

All staff will dress in school uniforms or attire that is professional and appropriate. Shorts, leggings, jogging pants, scrubs, warm up suits, blue jeans, denim of any type, are inappropriate and will not be worn. (Exceptions – physical education instructors, shop personnel, coach) headgear, hats, caps will not be allowed.

Cell Phones

The Jefferson Davis County School System prohibits staff from text messaging. Cell phones are not to be visible by anyone unless being used for instruction. Cell phones are to be used only in accordance with the BYOD policy. BOARD POLICY- IFBB

Appropriate Use Policy

Jefferson Davis County School District

Scope

This Policy applies to all Users of district technology, including but not limited to students, faculty, and staff. It applies to the use of all district technology. These include systems, networks, and facilities administered by the JDCS Office of Information Technology, as well as those administered by individual schools and departments.

Use of district technology resources, even when carried out on a privately owned computer that is not managed or maintained by Jefferson Davis County Schools, is governed by this Policy.

Policy

It is the policy of the Jefferson Davis County Schools to

1. Prevent the transmission of inappropriate material via the Internet.
2. Prevent unauthorized access to materials and unlawful online activities.
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.
4. To comply fully with the Children's Internet Protection Act.

Purpose

The Jefferson Davis County School District (JDCS) is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a JDCS District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

CIPA Definition of Terms

Technology Protection Measure. The term "technology protection measure" means a specific

technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

Harmful to Minors. - The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact. - The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
 2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
 - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - e. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

Internet Terms and Conditions of Use

1. Users will demonstrate legal responsibility by not transmitting any material in violation of United States, Mississippi, or Jefferson Davis County School District laws or regulations. This includes, but is not limited to: copyrighted materials, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.
2. Users have the responsibility to use computer resources for academic purposes only unless supervised by school staff.
3. Users may not conduct commercial activities for profit, advertise products, or conduct political lobbying on the network.
4. Users will not use the network for any illegal activity.
5. Users will not cause damage to any school equipment including hardware and software.
6. Users will not remove, exchange, or tamper with any hardware or software component from any system.
7. Users will not delete, rename, move, copy, or change any file or its properties, other than his/her personally owned files.
8. Users will not tamper with installed software and files.
9. Users will not attempt to gain access to unauthorized files.
10. Users will not attempt to change passwords.
11. Users will not damage other students' work.
12. Users will not install personal software on JDCS District technology.
13. Users will not violate copyright laws by unauthorized copying of software.
14. Users will be responsible for citing sources and giving credit to authors during the research process. All communications and information accessible via the network should be assumed to be private property.
15. Users will not install, copy, or knowingly infect a computer system with a virus.
16. Users will not use e-mail accounts for SPAM or chain letters.
17. Users will not use language that may be considered offensive, defamatory, or abusive.
18. Users will not attempt to defeat any security system.

Security

1. Users will not access the network using another user's account.
2. Users should consider their login and password private and should not reveal this information.
3. Users will not divulge information, personal or otherwise, about themselves or other users.
4. Users will immediately report to JDCS District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.
5. Users should not expect that files stored on school-based computer to remain private. Authorized staff will periodically inspect personal folders and logs of network usage will be kept at all times.
6. Users are not allowed access to the computer operations area, and access is restricted to those responsible for operation and maintenance. No individuals are allowed in JDCS server or equipment rooms unless they are under close and immediate supervision of an IT staff member or authorized staff member. Tampering with equipment is prohibited.

7. Users consent to the use of scanning programs for security purposes by bringing any personal computers or technology onto school grounds.
8. Users consent to having user actions logged in order to facilitate recovery from system malfunction and for other management purposes.

Individual schools 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 student served at the school. There will be consequences for any user who fails to follow JDCS District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, or expulsion. In severe cases, the JDCS District will involve law enforcement authorities.

Private computers may only be used by connecting to the wireless network. (JDCSD BYOD Policy) Students, Teachers, and Staff should not connect private computers to the JDCS Network without prior written permission from the JDCS District Director of Technology. Private computers must not use the JDCS network for commercial gain or profit. Students, Teachers, and Staff should not install or otherwise connect personal computer equipment to any computer, server, or network connection without prior written approval from the JDCS Director of Technology.

Users may not alter the JDCS network infrastructure by installing any unauthorized networking equipment including (but not limited to) hubs, switches, routers, or wireless access points of any kind without the express permission of the JDCS Information Technology Department. It is also a violation to install any devices or programs on the JDCS network or any other PC or computing device connected to the JDCS network that are designed to alter, reshape, affect, monitor, or intercept network traffic. The JDCS Information Technology Department may terminate or limit the network connectivity of any user whose online activities are deemed detrimental to the health of the network.

1. Software Copyright Laws

The Jefferson Davis county School District has made technology available to all staff and students. Computers, computer networks, the Internet, and computer software have been made available for the purpose of enhancing education in the classroom. The JDCS District is also committed to adhering to all copyright laws. All employees and students of the JDCS District are to abide by copyright laws as specified by the software's publishers and distributors.

The following rules have been put in place to ensure that no employee or student of the JDCS District violates any federal, state, or local regulation of copyright laws.

- a. No software will be installed on any District computer without the proper license.
- b. The only individual that signs software license agreements for the JDCS District is the Director of Technology.

- c. Each department and/or school will establish a central location to store software licenses to be reviewed on demand.
- d. Permission must be obtained from the JDCS District Director of Technology to duplicate any software product or distribution media.
- e. Employees must receive permission from their principal and the JDCS District Director of Technology before purchasing software for District use.
- f. Principals shall be responsible for enforcement of this policy at their individual school.

2. Violations

Employees who violate the United States Copyright Laws do so at their own risk and assume all liability for their actions. They shall also be subject to disciplinary action for willful infringement of the law or for using District equipment for duplication that is prohibited. BOARD POLICY- IJB

Purchasing Policy for Technology Equipment

It is the goal of the Office of Information Technology to assure that all computer hardware, peripherals, and software can be supported. The staff members in the Office of Information Technology have the primary responsibility for maintaining the networks, computers, servers, printers, peripherals, and VoIP phones to be certain that quality is maintained at reasonable costs. All equipment, computers and peripheral devices (e.g. printers, scanners, LCD projectors, digital cameras, software, video cards, network cards) which are attached to or used with a computer must be ordered only after consultation with the District Director of Technology. The review procedure for purchasing any technology equipment and software is intended to provide:

- a centralized point of information about technology items
- a district-wide inventory of hardware and software
- pricing advantages
- license compliance for software purchases
- hardware and software that can be supported

In order to coordinate and standardize on technology equipment and software purchases in a uniform and planned way so as to avoid duplicate selection which could make the maintenance and operations of the technology program difficult and costly, the following purchase procedure is to be used:

- Requisition submitted to the immediate Supervisor for review
- Requisition signed and approved by the District Director of Technology
- Purchase order approved and signed by the Business Manager and the item ordered, if within district/school budget constraints

The JDCS Information Technology Department will not support any technology related equipment that was not purchased in accordance with these guidelines. Support and service is

limited to approved technology purchases of JDCS owned hardware and software. Legacy equipment may not be supported if the District Director of Technology has determined that the software/hardware has reached “end of life”. Reasonable requests for support of “end of life” equipment can be made, and faculty may choose to accept responsibility for the upkeep of legacy hardware/software. This arrangement may be overridden if the JDCS District Director of Technology decides that the upkeep of “end of life” equipment is a financial burden on the JDCS District. JDCS Information Technology staff may not provide support or services of equipment not purchased and owned by the JDCS District.

Jefferson Davis County School District Internet Safety Policy

Introduction

It is the policy of the Jefferson Davis County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Jefferson Davis County School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and

dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Jefferson Davis County School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The Jefferson Davis County School District or designated representatives will provide age-appropriate training for students who use the Jefferson Davis County School District Internet facilities. The training provided will be designed to promote the Jefferson Davis County School District's commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Jefferson Davis County School District's Internet Acceptable Use Policy;
- II. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
- III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA"). BOARD POLICY- IJB

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of the Jefferson Davis County School District at a public meeting, following normal public notice, on May 14th, 2012.

Employee Account Agreement

I understand and will abide by the above Appropriate Use Policy. Further, I understand that any violation of the regulations above is unethical and may constitute a criminal offence. I understand that violation of the rules may result in disciplinary action up to and including termination of employment.

I hereby release the Jefferson Davis County School District from all claims and damages arising from my use of the JDCS Network.

Name: _____

Position: _____

School/Department: _____

Signature: _____ Date: _____

Guest Account Agreement

I understand and will abide by the above Appropriate Use Policy. Further, I understand that any violation of the regulations above is unethical and may constitute a criminal offence.

I hereby release the Jefferson Davis County School District from all claims and damages arising from my use of the JDCS Network.

This account has been created for the purpose of _____

I understand this account will be deleted within 15 days of work completion. I understand that it is my responsibility to remove all personal files and I will not hold the Jefferson Davis County School District responsible for any loss of data.

Name: _____

Company: _____

Address: _____

Phone Number: _____

Signature: _____ Date: _____

Student Account Agreement

Student

I have read the information written above. If I did not understand the meaning of a part of it, I asked an adult to explain it to me. I understand and will abide by the above Appropriate Use Policy. Further, I understand that any violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, my Internet access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

I hereby release the Jefferson Davis County School District from all claims and damages arising from my use of the JDCS Network.

Student Name: _____

Home Room: _____

School: _____

Student Signature: _____ Date: _____

Parent or Guardian

As the parent or guardian of this student, I have read the Appropriate Use Policy. I understand that this access is designed for educational purposes. The Jefferson Davis County School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I have spoken with my child to make sure that the rules are understood. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

My son or daughter, who has signed above, understands the rules that he or she is to following in utilizing technology at school.

Parent or Guardian (please print): _____

Parent or Guardian Signature: _____

Bring your own Device (BYOD Policy for staff)

Purpose Statement:

Technology plays a large role in our students’ lives. Personal devices can enhance and enrich learning opportunities both at home and at school. Jefferson Davis County Schools are committed to allowing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

The purpose of the following policy is to authorize teachers to bring their own technology devices to school for use in our classrooms under certain strict conditions. Jefferson Davis County Schools will now be incorporating the use of such items as personal laptops, tablets, and smartphones with browsing capabilities and/or educational apps and software. **As with other personally owned items, the schools shall not be held liable for the loss, damage, misuse, or theft of personally owned devices brought to school. Teachers bring their own devices to use at Jefferson Davis County Schools do so at their own risk.**

Introduction

It is the policy of the Jefferson Davis County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or

other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act. (See also Jefferson Davis County School District Internet Safety Policy and Appropriate Use Policy)

Jefferson Davis County Schools is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

This policy is not intended as a requirement that any teacher bring personal technology to school.

A personally owned device is defined as one with:

1. Academic applications and functions
2. Online capabilities
3. Digital, audio and/or video recording.

Examples of a personally owned device shall include but are not limited to: iPads, iPhone, iPods, Nooks, Kindle, Kindle Fire, and other tablet PCs; laptop computers; camcorders; and digital cameras.

Teachers are granted the limited right to use their personally owned technology resources in the Jefferson Davis County Schools upon return of this signed Jefferson Davis County Schools Bring Your Own Device (BYOD) Policy.

Access to the District's wireless network, including the Internet, shall be made available to Teachers, and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

- Imposes no tangible cost to the District;
- Does not unduly burden the District's computer or network resources;
- Has no adverse effect on an employee's job performance or on a student's academic performance.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination

of privileges and other disciplinary action consistent with District policies.

Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Jefferson Davis County Schools Bring Your Own Device (BYOD) Policy

To ensure the learning and safety of all of our Teachers, Jefferson Davis County Schools Teachers agree to both read and follow these guidelines:

- Devices are for instructional use. Teachers may not bully, taunt, send vulgar images, or use inappropriate language towards another person. Teachers may not download any copyrighted material such as movies, music, or software. Violations of this policy will result in loss of use. Teachers and parents will also have to participate in a meeting with the principal to discuss the use of technology at school.
- The use of Jefferson Davis County Schools technology resources to purposefully attempt to access pornographic material, inappropriate text files, information advocating violence (ex. Racially biased forums) or files harmful to the integrity of Jefferson Davis County Schools is prohibited.
- Also restricted is access to information on, but not limited to, gambling, illegal drugs, alcohol use, online merchandising, hate speeches, criminal skills, alternative journals, Fanfic, and chat rooms. Use must be consistent with the Mission Statement of Jefferson Davis County Schools and reflect the accepted standards expressed in that Mission Statement.
- Teachers making inappropriate references about the school and/or its Teachers, faculty, staff or administrators on any public Internet site, chat rooms, or other public electronic media will be subject to disciplinary action that will be determined by administrators.
- No devices are allowed in the restroom at any time.
- Teachers may not use any means to access restricted sites.
- Teachers may not post images of teachers, staff or other personnel on the Internet without receiving permission from the individual(s) involved.
- All accessories, cases, screen wallpaper and backgrounds must be school -appropriate.
- Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G or other content service providers. Personally owned devices must access the Internet via the school's content filtered wireless network.
- Streaming videos from the Internet or YouTube during school hours is permitted only as an instructional tool.
- When walking to or from school, be safe and smart! Don't show or use your device.
- Any recording device, including but not limited to Tablets, iPads, video and digital cameras and camera phones to take videos or still pictures, may not be used to slander, bully or denigrate any student, visitor, staff member, faculty member, and or administrator, on or off the campus at any time.
- All messages or postings to any Internet site on or off campus at any time (notes, email, newsgroups, bulletin boards, wikis, or other interactive forms of communication such as Instant Messaging) shall be educationally purposeful and appropriate. Hate mail, harassment, discriminatory remarks, vulgarity, swearwords, other antisocial behaviors, chain letters, and threats of any kind are prohibited. Appropriate messages would include such communications relating to Jefferson Davis County Schools academics, co-curricular

- events, and school community life.
- Users are responsible for all activities conducted when using personal devices and accounts.
- Users shall respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the Internet or other electronic sources.
- Use of the Internet and/or other resources for personal gain, profit, commercial advertising, or political lobbying is prohibited.
- Use of your device must be in support of curriculum and research and consistent with the purposes and Mission Statement of Jefferson Davis County Schools.
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Consequences of Inappropriate Behavior

Any user who does not comply with these guidelines will lose the privilege of bringing their device for a period of time, that period of time to be set at the sole discretion of the school principal. Teachers who have repeated or severe infractions of the policy will be subject to disciplinary action by the Superintendent and the Director of Technology. Violations of federal and state regulations, such as sending threatening email and accessing or distributing obscene material, will be reported to and dealt with by the governing law enforcement agency.

Disclaimer

Jefferson Davis County Schools will not be responsible for any damages suffered including loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The person operating the device accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the device accepts personal responsibility for actions on the Internet.

Vandalism

Vandalism will result in immediate disciplinary action by the Administration. Vandalism is defined as any malicious attempt to harm or destroy any part of Jefferson Davis County School’s technology resources or personal technology items belonging to another student or teacher. This includes, but is not limited to, uploading, creating, transmitting computer viruses or “hacking” into any part of the Jefferson Davis County Schools network.

Teacher Name/Signature _____ Date _____

Use of Telephone

The school phone is to be used for school business only. Long distance and information assistance calls should be approved by the principal. A written record should be kept of all long distance calls. The principal will review the long distance phone bill each month.

APPENDIX**MS CODE §37-9-59*****Grounds and procedure for dismissal or suspension of licensed employee; attendance of different school system by child as ground for denying employment or reemployment of superintendent, principal or licensed employee.***

For incompetence neglect of duty, immoral conduct, intemperance, brutal treatment of a pupil or other good cause the superintendent of schools may dismiss or suspend any licensed employee in any school district. Before being dismissed or suspended any licensed employee shall be notified of the charges against him and he shall be advised that he is entitled to a public hearing upon said charges. In the event the continued presence of said employee on school premises poses a potential threat or danger to the health, safety or general welfare of the students, or, in the discretion of the superintendent, may interfere with or cause a disruption of normal school operations, the superintendent may immediately release said employee of all duties pending a hearing if one is requested by the employee. In the event a licensed employee is arrested, indicted or other wise charged with a felony by a recognized law enforcement official, the continued presence of the licensed employee on school premises shall be deemed to constitute a disruption of normal school operations. The school board, upon a request for a hearing by the person so suspended or removed shall set a date, time and place for such hearing which shall be not sooner than five (5) days nor later than thirty (30) days from the date of the request. The procedure for such hearing shall be as prescribed for hearings before the board or hearing officer in Section 37-9-111. From the decision made at said hearing, any licensed employee shall be allowed an appeal to the chancery court in the same manner as appeals are authorized in Section 37-9-113. Any party aggrieved by action of the chancery court may appeal to the Mississippi Supreme Court as provided by law. In the event that a licensed employee is immediately relieved of duties pending a hearing, as provided in this section, said employee shall be entitled to compensation for a period up to and including the date that the initial hearing is set by the school board, in the event that there is a request for such a hearing by the employee. In the event that an employee does not request a hearing within five (5) calendar days of the date of the notice of discharge or suspension, it shall constitute a waiver of all rights by said employee and such discharge or suspension shall be effective on the date set out in the notice to the employee.

The school board of every school district in this state is hereby prohibited from denying employment or reemployment to any person as a superintendent, principal or licensed employee, as defined in Section 37-19-1, or as a non-instructional personnel, as defined in Section 37-9-1, for the single reason that any eligible child of such person does not attend the school system in which such superintendent, principal, licensed employee or non-instructional personnel is employed.

SENATE BILL 2658 requires criminal background checks for new public school licensed and non-licensed employees.

Licensed and non-licensed public school employees, not previously employed prior to July 1, 2000, must have on file a criminal record background check and current child abuse registry check. This process includes fingerprinting and the FBI national criminal history record check. Any employment contract executed by the superintendent shall be voidable if the new hire

receives a disqualifying criminal record check.

The cost of the background check shall be paid by the applicant and shall not exceed \$50. The school board in its discretion may pay the fee.

A history of certain felony convictions shall disqualify an applicant from employment. The process does allow the board to consider mitigating circumstances that would demonstrate the ability of the person to perform responsibly and competently and that the person does not pose a threat to the children at the school.

No school district or school district employee shall be liable in any discrimination suit in which allegations of discrimination are made regarding employment decisions authorized by this bill.

The information obtained as part of the background check shall not be disseminated for any purpose other than as required by this bill.

The superintendent may use the criminal background check process in investigating and taking employment action against licensed and non-licensed employees.

The definition of “employee” under the Sex Offender Criminal History Record Information Act is amended to delete the provision that the SDE is considered the employer of any certified personnel employed by a public or private elementary or secondary school.

The background check requirement shall be repealed effective June 30, 2002.
Effective from and after July 1, 2000

SENATE BILL 2321 requires that the U. S. flag shall be displayed in each classroom and in each principal room of the school building at all times while school is in session. It shall be the duty of the school board of each school district to provide for the flags, proper flag staffs and their proper display. Each school district shall provide student instruction in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises. The instruction shall be a part of each district’s fifth grade social studies curriculum or history curriculum, with the assistance of the SDE.

From and after July 1, 2002, the school boards of all public schools of this state shall require teachers to have all pupils repeat the oath of allegiance to the U. S. flag at the beginning of the first hour of class each day school is in session. Any student or teacher who objects to reciting the oath of allegiance shall be excused from participating without penalty.

Additionally, whenever the flag of the United States is to be flown at half-staff by order or instructions of the President or pursuant to federal law, all public schools shall lower the United States flag in accordance with the executive order or instructions or pursuant to federal law. The school shall announce the reason that the flag is being flown at half-staff to all students in assembly, by teachers in the various classrooms, or by prominently displaying written notice throughout the school stating the reason that the flag has been lowered. **Effective July 1, 2002**