JEFFERSON COUNTY SCHOOL DISTRICT

Employee Handbook

2026-2027

942 Main St. Fayette MS 39069
P.O. Box 105 Fayette MS 39069
601.786.3721
601.786.8441 (Fax)

Dr. Adrian Hammitte, Superintendent of Education

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JEFFERSON COUNTY SCHOOL DISTRICT

Vision Statement

Jefferson County School District will be a leading school system where every student excels and is prepared for life.

Mission Statement

The Jefferson County School District will provide high-quality instruction in a safe, supportive environment that equips all students for college, careers, and life.

FOREWORD

Jefferson County School District (referred to as "JCSD" or "the District"). It is our belief that the contribution of your skills, knowledge, and positive attitude are essential components to the continued success and growth of the District. You are a valued employee of JCSD; therefore, we encourage you to let your administrator/supervisor know about your accomplishments as well as problems and your ideas on solving them. We believe in you and your contributions and hope you will take pride in being a member of our educational team.

The information provided in the JCSD Employee Handbook has been assembled to guide you through the school year. Use the JCSD handbook as a reference in addition to the student handbook and your respective school handbook. It outlines the District's expectations, policies, and programs, serving as a resource throughout your employment.

The Jefferson County School District' Employee Handbook is provided as a guide and is not meant to create, nor should it be construed as creating a contract of employment. You should not interpret this handbook or any other documents (such as benefits, statements, performance evaluations, or any other written or verbal communications) as an employment agreement (either expressed or implied). JCSD Board policy supersedes all documented material published or unpublished.

The JCSD Employee Handbook is not intended to be all-inclusive and it will not address every situation. If you find you are unsure about a specific entry, do not hesitate to ask for information from your administrator or direct supervisor. Discussion of policies and procedures found in this manual is welcomed by the administrative staff at each school and the central office. Jefferson County School District reserves the right to make changes to the policies, procedures and other statements made in the Employee Handbook. Organizational needs, federal and state law are constantly in flux and may require portions of the handbook to be rewritten. While the District will try to give employees advance notice of any change, the District reserves the absolute right to alter these policies at any time, and from time to time without advance notice.

COMPLIANCE STATEMENT

The Jefferson County School District (JCSD), Fayette, Mississippi, adheres to a policy of non-discrimination in educational programs/activities and employment, and strives affirmatively to provide equal opportunity for students and staff. Employees, parents, students or others may challenge any practice thought to be in violation of this policy by notifying building-level principals or the superintendent in writing of their allegation that such specific actions are in violation of this policy. The Board of Trustees will act as final source of appeal in cases where the superintendent has been unable to satisfy the challenge.

The following federal legislation is referenced:

- **TITLE VI** and **TITLE VII** of the **Civil Rights Act of 1964**, as amended, which prohibits discrimination on the basis of race, color, religion, or national origin.
- The Occupational Safety and Health Act (**OSHA of 1970**), as amended, which provides specific regulations regarding a safe working and learning environment.
- **Age Discrimination Act**, as amended, which prohibits discrimination on the basis of age between 40 and 70.
- TITLE IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of gender.
- **§504 of the Vocational Rehabilitation Act of 1973**, as amended, which prohibits discrimination against the handicapped.
- PL93-380 -- Family Education Rights and Privacy Act of 1974 (**FERPA**), as amended, which provides protection regarding student records and release of information from said records.
- **The Civil Rights Restoration Act of 1988**, which provides that four federal civil rights statutes (§504 of the Rehabilitation Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964) apply to an entire institution if any part of it receives federal financial assistance.
- **PL105-95** -- Individuals with Disabilities Act of 1997 (replaces PL94-142) (IDEA)which provides regulations for screening, placement, and services to handicapped students.
- **PL101-645** -- McKinney-Vento Homeless Assistance Amendments of 1990, as amended.
- §35.130 of the American with Disabilities Act of 1990 (**ADA**), built upon the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1973, which provides "a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.".

This action of the JCSD BOT applies to all applicants for employment in this school system, present employees, and to students. Any inquiries regarding compliance should be directed to:

Title IX Coordinator Jefferson County School District 942 Main St. Fayette, MS 39069	U.S. Department of Education Office for Civil Rights 400 Maryland Avenue, SW Washington, D.C. 20202-1328

NON-DISCRIMINATION NOTICE

The Jefferson County School District is an Equal Opportunity Employer and does not discriminate against a person on the basis of race, color, national origin, age, sex, disability or veteran status in any of its educational employment programs or activities.

DISTRICT ADMINISTRATION

Our governing school board consists of a five-member team whose sole interest is to help ensure that Jefferson County School District students receive all the educational opportunities they deserve. Meetings are currently held on the third Tuesday of every month at 5:30 p.m. in the governing board meeting room. We invite you to join us.

Board Of Trustees

Ms. Carolyn Smith, President
Mrs. Claudine Middleton, Vice-President
Kimberly Hutcherson, Executive Secretary
Mr. David Hamlin, Member
Mr. Michael Malone, Member

Administrative Staff

Dr. Adrian Hammitte, Superintendent
Dr. Faye Brown, Director of Child Nutrition
David Day, Director of School and Operations
Tanya Durrell, Business Office Director
Londell Eanochs, Instructional Technology Director
Dr. Cartrell Hammitte, Director of Special Services
Larry Hooper, Director of Alternative Services and School Improvement
Victor Jones, Director of Transportation
Dr. Terri McGruder, Professional Development, MTSS and Assessments Coordinator
Alma Rankin, Director of Curriculum and Instruction
Dr. Marilyn Smith, Director of Federal Programs
Lorenzo Thomas, Director of Athletics

Central Office Contacts

601.786.3721
601.786.8441 – Fax

Position	Contact	Telephone
Business Office Assistant	Mary Wilson, Administrative Assistant	Ext. 105
Benefits & Payroll Specialist	Ilene Young	Ext. 108
Accounts Payable Specialist	Shumeki Glass, Executive Assistant	Ext. 102
Federal Programs & Transcript Request	Shirley Brinkley	Ext. 104
Special Services	Brenda Rankin, Administrative Assistant	Ext. 405
Child Nutrition	Maya Irving, Administrative Assistant	Ext. 505
MSIS Coordinator	Gretchen Carter	Ext. 302

JEFFERSON COUNTY SCHOOLS

Jefferson County Elementary School

Ms. Shameka Woods, Principal
Mrs. Shalonda Hunter, Assistant Principal
430 Highway 33
Fayette, MS 39069
Phone: (601) 786-3658 Fax: (601) 786-6021

Jefferson County Middle School

Mrs. Tomekia Wise, Principal
468 Highway 33
Fayette, MS 39069
Phone: 601-786-3900 Fax: 601-786-2273

Jefferson County High School

Mr. Marcus Walton, Principal
Ms. Tanya Wells, Assistant Principal
2277 Highway 61 North
Fayette, MS 39069
Phone: 601-786-3919 Fax: 601-786-2271

Jefferson County Career and Technical Center

Dr. Tawanna Gibson, CTE Director
205 Industrial Park Road
Fayette, MS 39069
Phone: 601-786-3642 Fax: 601-786-2271

County Emergency Phone Numbers

Department	Phone Number
Sheriff's Office	**601-786-3403**
Fire Department	**911**
Gas	**601-437-4274**
Ambulance	**601-786-3401**
Police Department	**601-786-3333**
JC Hospital	**601-786-3401**
Entergy/SWEPA	**800-368-3749**
Civil Defense	**601-786-8422**
Emergency	**911**

District Personnel Emergency Numbers

Position	Name	Cell	Office
Superintendent	Dr. Adrian Hammitte	601-573-1187	601-786-3721
Director of Federal Programs	Dr. Marilyn Smith	601-786-1981	601-786-3721
Director of Curriculum and Instruction	Dr. Alma Rankin	601-786-7153	601-786-3721
Director of Professional Learning/MTSS/Assessment	Dr. Terri McGruder	601-807-0796	601-786-3721
Facility Maintenance	Vernon Washington	601-597-8612	601-786-3721
Facility Maintenance	Melvin Jackson	601-597-7989	601-786-3721
Director of Transportation	Victor Jones	601-786-7592	601-786-3721
CTE Director	Dr. Tawanna Gibson	601-786-6001	601-786-3642
Principal – JC Elementary	Shameka Woods	601-532-0269	601-786-3658
Principal – JC Middle School	Tomekia Wise	601-786-7159	601-786-3900
Principal- JC High School	Marcus Walton	601-786-3919	601-786-3721

SECTION I: EMPLOYMENT

Equal Employment Opportunity

No person shall be denied employment, re-employment, or advancement on the basis of gender, marital status, race, color, creed, national origin, socioeconomic status, religion, genetic information or disability in accordance with federal and state laws and state accreditation standards. Board policies follow state and federal laws and related regulations and procedures for employment, retention and dismissal of all personnel.

All applications for employment shall be given equal consideration and positions shall be awarded on the basis of needs of the district, qualifications of the applicants and recommendations of those applications at the time a vacancy occurs. Age shall be considered only with respect to the minimums or maximums as set by law. The district will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

Employees who wish to file complaints of discrimination related to marital status, race, color, creed, national origin, socioeconomic status, genetic information or religion should refer to the District's Complaint Procedures contained in this employee handbook.

Recruitment And Selection

Open positions will be posted at the Central office, on the district's web page, and on the Mississippi Department of Education (MDE) Teacher Center's web page. This school district shall employ licensed staff on a professional basis without regard to age, race, color, gender, or national origin. All certified positions in this school system requires personnel to possess a valid license and shall execute a written contract with the local Board of Trustees.

Application Process

Persons interested in employment with JCSD must complete an application and provide all necessary informational forms to complete the application process.

- Education
- References
- Certifications/Licenses

Selection Process

Applicants must possess a valid Mississippi Standard or Alternate Educators License with the appropriate area of endorsement(s) for the position. The selection of personnel shall be based upon the qualifications and employment history of the applicant and the performance responsibilities of the position for which he/she is applying.

Employee Background Check

By state statute, all newly hired licensed and non-licensed employees must have a criminal records check performed by the FBI and the State CIC center. Fingerprints must be taken and submitted as part of the background check. The cost to conduct the background check is $50.00 per applicant.

Employment verification is also required.

Criminal Records/Child Abuse Registry Check

The Superintendent shall require that current criminal records background checks and current child abuse registry checks are obtained and such information is kept on file for any new hires applying for employment as either a licensed or non-licensed employee who was not employed by JCSD before July 1, 2000. All applicants shall be fingerprinted for such background checks. The Superintendent shall be responsible for seeing that JCSD complies with the requirements of Mississippi Department of Education, and state and federal laws regarding such background checks.

If for any reason background check information is not provided before an employment contract is signed or at-will employment begins and the background check discloses information making the employee ineligible for employment, the Superintendent may immediately revoke any contract and terminate any employment relationship. If the Superintendent revokes a contract for these reasons, he/she shall inform the Board of Education for its approval of the revocation. It is the policy of JCSD that no waivers will be granted to new hires or to any person who has already been granted an employment contract or who has begun employment before the required background checks disclosures have been provided to JCSD if such information discloses a felony conviction, guilty plea, or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, burglary, rape, sexual battery, a sex offense listed in MS Code § 45-33-23 (g), child abuse, arson, grand larceny, gratification of lust, or aggravated assault which has not been reversed on appeal or for which a pardon has not been granted.

The Superintendent may, in his/her discretion, grant waivers if he/she finds mitigating circumstances for possession of drugs or for any felony or misdemeanor other than those listed in the paragraph above that are disclosed on such background checks. If the Superintendent decides to grant such a waiver, he/she will disclose the waiver to the BOT before the BOT considers the applicant for employment by JCSD. If the background check information is not provided until after employment has begun, the Superintendent shall inform the BOT of his/her grant of a waiver and present it to the BOT for approval and ratification.

"At-Will" Employees

I understand and agree that I am an "employee-at-will." I understand my employment is for an unspecified period of time, and that either the District or I may terminate employment at any time, with or without reason or notice. I understand the policies described in this handbook do not explain every employment situation. These are merely guidelines. Further, I acknowledge the employee handbook is NOT an employment contract, nor is it intended to create any contractual rights, obligations, or guarantees of my employment with the District. In addition, I understand no one has the right to alter the employment-at-will relationship other than the Superintendent.

Educational And Sabbatical Leave

The Jefferson County School District provides educational leaves of absence without pay to certain eligible employees who wish to take time off from work duties to pursue educational goals or for a job-related purpose. Employees in the following employment classification are eligible to request educational leave as described in this policy:

- Full-Time Employees

Eligible employees who have completed two full continuous years of service may request educational leave. The employee must submit a request explaining the reason for educational or sabbatical leave in writing. **The request is not automatically approved**. Requests must be reviewed and approved by the

Board of Trustees. The request will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. If an employee needs additional time to complete educational requirements or other reasons related to the sabbatical leave, a written request must be given to the Board of Trustees for consideration of an extension.

Subject to the terms, conditions, and limitations of the applicable plans, the Jefferson County School District will provide health insurance benefits until the end of the first full month of the approved educational leave. At that time, **the employee will become responsible for the full costs of these benefits if he/she wishes coverage to continue.** When the employee returns from educational leave, the district, according to the applicable plans, will again provide benefits. **Benefits accruals, such as vacation and sick leave will be suspended during the leave and will resume upon return to active employment.**

Personnel Assignment

The administration may make changes that are in the school district's best interest because of curricular or instructional needs, reduction in force at building or district level, request of the teacher, or other such factors as staff morale, personal problems, or other just reasons. Normal attrition shall be considered prior to any staff transfers. The administration may make staff transfer or reassignment effective during the current or upcoming school year.

Athletic coaches, equipment managers, athletic aides, assistants, and/or others who have athletic responsibilities shall be assigned duties by the athletic director with the approval of the Superintendent. The Board shall employ all such persons on an at-will basis with respect to such athletic duties.

The Superintendent, with the assistance of the athletic director and the approval of the Board, shall determine the duties and number of days per year to be worked by athletic personnel. Such determination shall be based on considerations of individual sports needs and the time necessary to coach the activities or sports assigned.

All coaches shall work together to promote all sports. All coaches not directly responsible for the sport in season shall assist the responsible coach, upon request and within limits established by the Superintendent.

Athletic-related duties are non-instructional and supplementary to the teaching contract. Therefore, athletic-related positions are not subject to the School Employment Procedures Act.

Transfers

The Superintendent shall be the final authority involving assignment and transfer of teachers within JCSD. Teachers who desire a transfer from their present teaching assignment must make such a request through the transfer request form to their principal. The sending principal, the receiving principal, and the Superintendent must approve transfers. All transfers will be considered on their own merits. The principal has the authority to determine the assignment of any employee within the school. The principal has the authority to recommend to the Superintendent the transfer of any employee.

Once a teacher has accepted his/her school assignment, the teacher is encouraged to remain at that location for three years before being considered for transfer. Please refer to your administrator or the Office of Human Resources regarding deadlines for transfer requests.

A teacher's contract is with the JCSD BOT. The contract is not for a particular school, grade, or specific subject.

Onboarding/Orientation

New employees will be advised by their supervisor when to report to Human Resources for an onboarding/orientation session. At that time benefits will be explained, and assistance will be given with the completion of necessary forms. It shall be the responsibility of the employee's immediate supervisor to give a brief orientation on the policies and procedures referred to in this handbook to persons they employ. Copies of this handbook should be secured from Human Resources for this purpose or the District's website.

Reemployment

Former employees with good records are eligible for rehire and consideration will be given to rehiring such applicants. A former employee who is rehired begins as any other new employee with no vested seniority or benefit (sick leave, vacation, personal leave) status. A former employee of the JCSD who is reemployed into the same or a similar position, within a year's time, shall be placed on the same salary step he or she was on at the time he/she left the district. The employee must complete a background check before being rehired.

Separation from Service

Separation Policy

Responsibility for the separation from service of the Jefferson County School District is vested with the Jefferson County Board of Education. Responsibility for the separation from service of all subordinate employees is vested with the Superintendent of Education. The principals, directors, and managers are responsible for evaluating and recommending changes in staff.

All separations from service will be reported by the Superintendent of Education to the Jefferson County Board of Education. The supervisor will complete an exit interview evaluation form. This form will be forwarded to the Human Resources Director where it will be reviewed and filed in the employee's official personnel file.

Forms of Separation

The separation of an employee from service to the district shall take one of the following forms:

- Retirement
- Resignation
- Reduction-ln-force
- Death;
- Release
- Dismissal

Retirement

- Retirement from the Jefferson County School District will be ln accordance with the requirements of the State of Mississippi Public Employees Retirement System and other applicable State and Federal laws.

Resignation

This shall include all separations of employees who voluntarily terminate their employment with the Jefferson County School District must be done in a written request**.**

- **Classified Employees:**
  Submit a written resignation to immediate supervisor with a copy to the Superintendent of Education at least ten (10) working days prior to the effective date.
- **Certified Employees:**
  Submit a written resignation to the Superintendent of Education at least twenty (20) working days prior to the effective date. The "effective date" of a resignation is the last day the employee will report for duty.

An employee who resigns and then later returns to the staff does so as a new employee. Salary and benefits will be determined by the position accepted and not by the salary and benefits granted during any previous period of employment with the Jefferson County School District.

Reduction ln Force

- If staff positions are eliminated as a result of District's reorganization or because of insufficient funding, and the employee cannot be transferred to another position within the District, the employee will be released from service to the District by the Jefferson County Board of Education under this classification.

Death

- This shall include all separations of employees whose service is broken by death while on the active payroll. Upon the death of an employee, payment will be made for any accrued but unused annual leave. Payment will be made to the estate of the deceased employee and/or his or her designated beneficiary.

Dismissal During Probationary Period

- A probationary period employee whose performance, attitude or personal philosophy of the Jefferson County School District does not meet the standards, requirements and philosophy of the of the Jefferson County School District, may be dismissed by the Superintendent of Education at any time during the probationary period without right of appeal or hearing.

This classification of separation from service does not apply to cases involving the disciplinary actions of probationary period.

Dismissal Resulting from Disciplinary Action

- An employee may be dismissed by the Superintendent of Education for failure to perform assigned tasks in a satisfactory manner or for conduct detrimental to the Jefferson County School District.
- The Superintendent of Education may, in accordance with approved policies, implement several types of disciplinary action prior to dismissal of an employee.

Separation Appeal

Employees separated from service to the Jefferson County School District resulting from certain forms of resignation, release, and dismissal as a result of disciplinary action may appeal that decision to the Jefferson County Board of Education in accordance with the provisions of the Board's adopted "Grievance Procedure".

Payment to Separated Employees

Employees separated from service to the district shall be paid through the last day worked.

If an employee resigns before completing six full calendar months of service, the employee will not be paid for earned but unused annual leave. (See Personnel Policy relating to "Annual Leave"). If an employee resigns or is dismissed before completing six months of service, any sick leave used will be deducted from his/her final paycheck. (See Policy Manual relating to "Sick Leave"}.

If the intent of an employee to leave the service of the District prior to the end of the month is known before the 20th of the month, final payment will generally be made the last working day of that month. If the intent of an employee to leave the service of the District is not known until after the 20th of the month, final payment will generally be made the last working day of the following month.

The employee's final payroll will include payment for earned but unused annual leave, if applicable. **The Jefferson County School District does not, under any conditions, provide severance pay to employees.**

Licensure/License Renewal

The Mississippi State Department of Education has mandated that each **certified employee will be responsible for his or her individual certificate renewal plan.** Teachers have five years from the time their certification is issued to complete requirements, including CEUs (Continuing Education Units) and graduate coursework for renewal.

Teachers are expected to keep track of their recertification documents and enter their CEUs in ELMS (Educator Licensure Management Systems). Questions should be directed to the Mississippi SDE Office of Teacher Certification at 601-359-2778. All certified employees must create an ELMS account for submission of CEUs. Teachers with a B.S. or equivalent degree must earn ten (10) CEUs in content area or job/skill-related area or three (3) semester hours in a college course in the content area or job/skill-related area (examples: computer technology, cooperative learning, methodology, etc.) and three (3) additional semester hours or 5 CEUs in the content area or job/skill-related area.

Teachers with a master's degree or higher must earn three (3) semester hours in content or job/skill-related area or five (5) CEUs in the content area or job/skill-related area.
CHANGES IN LICENSE CLASS LEVELS (A, AA, AAA, AAAA):
Class A = Bachelor's Degree
Class AA = Master's Degree
Class AAA = Educational Specialist
Class AAA = Doctorate

Should you earn an advanced degree during the year, it is your responsibility to submit all required documents to MDE so that your teaching license can be revised.

To receive your pay increase associated with a teaching license change in class level, you must:

- Send a copy of your updated license to HR
- Send HR an official transcript of your recently earned degree as reflected on your license

Once HR has the license, and official transcripts, any pay increase based on changes in class level must first be Board approved. Following Board approval, your contract pay amount will be adjusted, and you'll be notified when it is ready for your signature.

Personal Data

It shall be the responsibility of the employee to keep his/her address, telephone number, name change, and other pertinent information current with Human Resources. All change requests must be made in writing and turned in to the Human Resources. Requests for change in the number of exemptions on the W-4 forms must be made no later than eight working days before payroll is due.

SECTION II: EMPLOYMENT REQUIREMENTS

Americans With Disabilities Act

The ADA prohibits discrimination against "qualified individuals with disabilities". A qualified individual with a disability is one who can perform the essential functions of the job with or without reasonable accommodation. The HCSD will reasonably accommodate qualified applicants and employees with disabilities unless making accommodations places an undue hardship on the District. Employees requiring accommodation should communicate with their immediate supervisor in an attempt to resolve issues relating to disabilities.

Anti-Harassment Policy

The JCSD is committed to providing a work and school environment which is free from all forms of discrimination and conduct that can be considered harassing, bullying, coercive, or disruptive, including sexual harassment.

Actions, words, jokes, or comments based on an individual's age, sex, race, color, national origin, religion, disability, or any other legally protected characteristic will not be tolerated. It is the intent of JCSD to maintain an environment free from harassment of any kind, including sexual harassment and bullying. Therefore, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and bullying of any nature, are prohibited. It shall be a violation of JCSD BOT policy for any employee to use sexual harassment or harassment in any form toward any other employee or student. JCSD will investigate all formal and informal, verbal and written complaints of such harassment. Any employee who is found to have harassed any employee or student will be disciplined. All employees shall be trained annually and are mandatory reporters. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

Sexual Harassment and Prohibitions

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

This school district affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

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

General Prohibitions

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

Sexual Harassment

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when certain criteria are met.

The criteria are:

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

Specific Prohibitions

Administrators and Supervisors

a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

Non-Administrative and Non-Supervisory Employees

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

Reporting, Investigation, and Sanctions

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

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural requirements.

Anti-Retaliation Procedure

The District prohibits retaliation against any individual engaged in a protected activity. Protected activities include making an honestly believed complaint of sexual or other forms of harassment; participating as a witness or otherwise in a harassment investigation; or requesting accommodations based on religion or disability. Employees can raise concerns, make reports, request accommodations, and participate in investigations without fear of reprisal.

Retaliation conduct is seen as an adverse action that could dissuade a reasonable worker from making or supporting a charge of discrimination. This includes actions such as termination, demotion, refusal to promote, threats, unjustified negative references or increased surveillance. Retaliation will not be tolerated and will be cause for disciplinary action.

Grievance Procedure

Level 1:
All grievances must be submitted on the Grievance Form Level 1. The grievant's statement should include the date, time, place, nature of the alleged act or omission, the names of persons involved and witnesses as well as any documents supporting the grievance, and the District policy, state law, or federal law violated. The Level 1 form must be given to the grievant's principal or supervisor within 5 working days of the alleged act or omission. If the grievance is against the grievant's principal or supervisor, the grievant should give the Level 1 form to the Director of Human Resources (HR Director) within 5 working days of the alleged act or omission.

The principal/supervisor or the HR Director, as the case may be, will investigate and attempt to resolve the grievance informally. Any resolution must be documented on the Level 1 form and returned to the grievant within 5 working days from receipt of the Level 1 form by the principal/supervisor or the HR Director. If the grievant is not satisfied with the resolution at Level 1, the grievant is responsible for submitting to the HR Director, the Level 1 form and the Level 2 form with the intention to appeal the decision of the principal/supervisor or HR Director.

Failure of the grievant to submit, within 5 working days from receipt of the Level 1 form with the recommended resolution, both the Level 1 form and the Level 2 form to the to the HR Director, shall be deemed acceptance by grievant of the decision by the principal, supervisor, or HR Director.

Level 2:
The HR Director will inform the Superintendent of the Level 2 grievance. The Superintendent or his designee will conduct an investigation and afford the grievant an opportunity to tell his or her side of the grievance and to explain why the recommended resolution is not satisfactory.

Within 20 working days of receipt of the Level 2 appeal, the Superintendent or his designee will render a decision on the appeal and notify the grievant by completing the Level 2 form.

Level 3:
If the grievant is not satisfied with the resolution recommended by the Superintendent or his designee, the grievant may file a Level 3 form with the HR Director. The Level 3 form must include copies of both the Level 1 and Level 2 forms with the recommended resolutions.

Failure by the grievant to give the HR Director a Level 3 form within 5 working days of receipt by the grievant of the Level 2 form shall be deemed acceptance by the grievant of the decision at Level 2.

Upon receipt of the Level 3 form (with Level 1 and Level 2 forms attached), the HR Director must forward the Level 3 grievance to the Secretary of the Board of Education (the Board). The Board shall consider the grievance at its next regularly scheduled meeting unless the Level 3 form is received so close in time to the scheduled meeting that the Board, in its discretion, may decide to consider the grievance at a later meeting.

At the Board meeting, the grievant shall be given a certain limited time period to explain why the resolution recommended at Level 2 should not be affirmed by the Board and what action the Board should take with respect to the grievance.

Within 5 working days of considering the grievant' s Level 3 appeal, the Board shall render a decision in writing to the grievant.

*NOTE: Level 1, Level 2, and Level 3 Grievance Forms are accessible online at www.jcpsd.net under Employee Resources.

REPORTING ABUSE OR NEGLECT THE LAW

Mississippi law requires the following persons to report suspected abuse or neglect:

- Attorneys
- Doctors
- Dentists
- Interns
- Residents
- Nurses
- Psychologists
- Teachers
- Social Workers
- School Principals
- Child's Caregiver
- Ministers
- Law Enforcement Officers
- Or any other person having reasonable cause to suspect a child has been neglected or abused.

B. Immunity Civil Liability – Persons making reports are protected by law from civil liability if they act in good faith.

It is not necessary to have absolute proof before reporting. It is the responsibility of Child Protective Services to make its own investigation.

STEPS TO FOLLOW AFTER SUSPECTING ABUSE

- Notify the Child Protection Services at 1-800-222-8000 or at https://www.mdcps.ms.gov/
- Respect the privacy of the child. DO NOT tell other people who do not need to know.
- Explain to the child what will happen next (i.e., tell them you will call someone that will help them.)

REPORTING WITHIN THE SCHOOL SYSTEM

- Staff members may inform the principal of your findings.
- The principal will immediately notify the Superintendent or designee.

REPORTING TO SOCIAL SERVICES

- Name and address of child and parents or caretaker
- Date of birth
- Nature of child's injury
- Identity and address of perpetrator, if known
- Any other information you believe social worker will find helpful
- Names and date of birth of other children in the home

Chain Of Command

All personnel will be responsible to the Jefferson County School District Board of Trustees through the superintendent. All personnel will refer matters requiring administrative action to their immediate supervisor who will refer such matters to the next higher authority when necessary. All personnel will have the right to appeal any decision made by a supervisor through the approved grievance procedures. Within the framework of the Jefferson County School District's policy, other school officials will assist the supervisor in charge. All supervisors have the responsibility for communication with those employees under their supervision. Employees will follow the chain of command for any requests, recommendations, or concerns.

Code Of Ethics

All employees of JCSD, both classified and non-classified, are expected to conform to high standards of ethical behavior in the performance of their duties. A code of ethics, developed by the Mississippi Department of Education, is included in this Employee Handbook as a guide to ethical conduct. This code is designed to protect the health, safety, and general well-being of students and employees throughout the school district. See Appendix for the Code of Ethics/Standards of Conduct.

JCSD Statement of Ethics for All School Personnel

- District personnel should abide by federal, state, and local laws as well as the policies of the Jefferson County School Board.
- District personnel should maintain an appropriate relationship with students at all times, both in and outside the classroom.
- District personnel should make the well-being of students their primary consideration in decision-making and actions.
- District personnel should report any concerns to their supervisor or a District administrator in a timely manner and seek advice on resolution.
- District personnel should exemplify honesty and integrity in the fulfillment of their duties and responsibilities.
- District personnel should refrain from the use of alcohol or illegal or unauthorized drugs while on school district property during school hours, or at any time while at any school-related activity involving students.
- District personnel should not use their positions in the school district for personal gain.
- District personnel entrusted with public funds and/or school district property should honor that trust with a high level of honesty, integrity, accuracy, responsibility, and accountability.
- District personnel should comply with state and federal laws and the policies of the Jefferson County School Board regarding the confidentiality of student records, unless disclosure is required and permitted by law.
- District employees should fulfill all the terms and obligations of their employment contract with the Jefferson County School District for the duration of the contract unless there is a prior release from the contract by the Jefferson County School Board.
- District personnel should exhibit conduct that follows accepted standards of behavior for the community.
- Failure to interact courteously and tactfully with supervisors/administrators, co-workers, and students to the point that productivity or morale suffers may be grounds for discipline including termination.

Employee Conduct And Work Rules

To ensure safe and orderly operations in the school district and provide the best possible work

environment, the District expects all employees to follow rules of conduct that will protect the interests and safety of everyone in the organization. It is not possible to list all the forms of behavior which are considered unacceptable in the workplace.

Therefore, the following are examples of conduct that may result in disciplinary action, up to and including termination of employment but not limited to:

- negligence towards or endangerment of students
- intentional damage to school property or equipment
- violation or inappropriate removal or possession of District property
- falsification of records, including timekeeping records
- working under the influence of alcohol or illegal drugs while on duty, or while operating school owned vehicles or equipment
- violation of safety or health rules
- sexual or other unlawful or unwelcome harassment, including bullying
- possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- unauthorized absence from workstation during the workday
- unauthorized use of telephone, mail system, or other employer-owned equipment
- failure to maintain classroom discipline or an appropriate educational environment
- violation of personnel policies or any District policies and procedures
- unsatisfactory performance or conduct
- failure to interact courteously and tactfully with supervisors/administrators, co-workers, students, and vendors to the point that productivity or morale suffers may be grounds for discipline and possible termination.
- Inappropriate contact with students via texting, social media, etc.
- failure to notify immediate supervisor or district administrator in a timely manner of serious matters involving students or district employees
- transporting students in personal vehicles

Certified employees are subject to the provisions of the School Employment Procedures Act and further can be suspended or terminated for specific, statutorily enumerated infractions and other good causes. Classified employees serve at the will of the Superintendent or his designee and may be terminated at any time, with or without cause, and without advance notice. Classified employees are not entitled to a hearing.

Employee Discipline Matrix

This discipline matrix is to serve as a guide for administrators when making decisions regarding employee interactions. Before any final decisions are made, administrators will adhere to the following procedures to insure due process of each employee:

- Employees will have the opportunity to provide a written statement of events.
- Witnesses will have the opportunity to provide a written statement of events.
- Physical and/or verbal evidence related to the offense will be examined.
- Proper documentation from the school administrator will support final decisions.

Safety (Verbal & Physical Combat)

Caused, attempted to cause, or threatened to cause physical injury to another person.

Safety	1st Offense	2nd Offense	3rd Offense
Verbal Altercation	Administrative Action: Teacher conference with all involved parties and/ or recommendation for suspension, pending investigation	Administrative Action: Recommendation for 3-5 day suspension, pending investigation	**Administrative Action: Recommendation for 5-10 day suspension or termination, pending investigation**
Verbal Altercation: with use of profanity	Administrative Action Recommendation for 1-3 day suspension, pending investigation	**Administrative Action: Recommendation for 5-10 day suspension or termination, pending investigation**	
Verbal Altercation: threatening bodily harm	**Administrative Action: Recommendation for 5-10 day suspension or termination, pending investigation**		
Fighting: pushing, shoving (minor scuffle)	**Administrative Action: Recommendation for 5-10 day suspension or termination, pending investigation**		
Fighting: Mutual combat	**Administrative Action: Recommendation for termination, pending investigation**		
Assault/Battery on an employee or parent	**Administrative Action: Recommendation for termination, pending investigation**		
Fighting or Assault on a Student	**Administrative Action Recommendation for termination, pending investigation**		

Safety (Weapons)

Possessed, sold, or otherwise furnished any firearm, knife, or other object that can be used as a weapon

B-Safety	**1st Offense**
Possession of a dangerous object with reasonable suspicion of committing harm to oneself or others	**Administrative Action: Recommendation for 5-10 day suspension, or termination, pending investigation**
Possession of or brandishing a gun in or around campus	**Administrative Action Recommendation for termination, pending investigation**
Possession of explosive device (not used for instruction)	**Administrative Action: Recommendation for termination, pending investigation**
Furnished or gave access to a weapon or firearm for the purpose of harm (to another employee, parent, or student)	**Administrative Action Recommendation for termination, pending investigation**

Safety (Substance Abuse, Use, & Sells)

Possessed, used, sold, transferred, or otherwise furnished; or been under the influence of any controlled substance, alcohol or intoxicant.

C-Safety	**1st Offense**	**2nd Offense**	**3rd Offense**
Use of tobacco and/ or tobacco products	**Administrative Action Recommendation for suspension for 2 days, pending investigation**	**Administrative Action Recommendation for suspension for 5 days, pending investigation**	**Administrative Action Recommendation for suspension for 10 days, pending investigation**
Possession of drugs, alcohol, or any controlled substance	**Administrative Action Recommendation for termination, pending investigation**		
Under the influence of drugs, alcohol, or any controlled substance	**Administrative Action Recommendation for termination, pending investigation**		
Possession of drugs for sale	**Administrative Action Recommendation for termination, pending investigation**		

Non-Safety (Non-Compliance & Neglect of Professional Duties)

Displayed actions of non-compliance towards students, employees, parents, or general assigned duties

Non-Safety	**1st Offense**	**2nd Offense**	**3rd Offense**
Leaving students unsupervised;	Administrative Action: Recommendation for 1-5 day suspension, pending investigation	**Administrative Action: Recommendation for 5-10 day suspension, or termination, pending investigation**	
Excessive absenteeism or tardiness;	Administrative Action: Written warning	Administrative Action: Recommendation for 1-5 day suspension, pending investigation	**Administrative Action: Recommendation for 5-10 day suspension, or termination, pending investigation**
Sleeping on the job.	Administrative Action: Recommendation for 1-5 day suspension, pending investigation	**Administrative Action: Recommendation for 5-10 day suspension, or termination, pending investigation**	
Unsatisfactory work performance or neglect of assigned duties;	Administrative Action: Written warning	Administrative Action: Recommendation for 1-5 day suspension, pending investigation	**Administrative Action: Recommendation for 5-10 day suspension, or termination, pending investigation**
Use of personal cell phones during instructional periods.	Administrative Action: Written warning	**Administrative Action: Recommendation for 1-3 day suspension, or termination pending investigation**	
Use of profanity	Administrative Action: Recommendation for 1-5 day suspension, pending investigation	**Administrative Action: Recommendation for 5-10 day suspension, or termination, pending investigation**	

Employee Name:		Date:	
Employee's assigned location ( )		Employee Title	

	JC Elementary	JC Instructional Support Bldg.	JC Central Office
	JC Upper Elementary	JC Transportation Dept.	Special Services
	JC Junior High School	JC Vocational Center	JC Food Services
	JC High School	Other:	

Supervisor:		Supervisor Reporting:	

Warning Type

	Verbal/Counseling		Written		Final Warning		Suspension		Involuntary Separation

Violations

	Minor Violations			Major Violations			
	Tardiness/Absenteeism	Failure to report to duty		Drug/ Alcohol Abuse		Job Abandonment	
	Unsatisfactory work standards	Poor productivity		Safety & Conduct		Sexual Harassment	
	Disruption of other employees	Language		Theft/ Damage/loss of property		Insubordination	
	Abusive language	Leaving without authorization		Unauthorized of use property		Violence	
	Cell phone usage	Dress code		False allegations in the workplace		Bullying	
	Other:			Other:			

Details

1. Description of Violation	Date:	Time:		A.M./P.M.

People Involved:

2. Plan for Improvement	
Goals/Training (must include at least 1)	Follow Up Date:
1.	
2.	
3.	
4.	

3. Employee Comments	
4. Further Action:	Any future violations of this policy or any other company policy or procedure will result in additional disciplinary action up to and including termination of employment.

Corrective Action History

Date Corrective Action was given	Level of Corrective Action	Reason for Corrective Action
	Verbal Warning	
	Written Warning	
	Final Warning **Suspension Dates**	

Acknowledgements:

Employee Signature:		Date:	

☐ Employee refused to sign which is considered insubordination and grounds for termination.

If you do not agree with the violation and/or improvement plan, you are entitled to file a grievance in accordance with the Grievance policy listed in the District's personnel handbook.

Supervisor Signature:		Date:	
Witness Signature:		Date	

SECTION III: EMPLOYEE BENEFITS

The Jefferson County School District Board of Trustees is dedicated to providing the children of this community with a world-class education. In attempting to do so, the Board recognizes that highly qualified personnel are essential. For this reason, the Board aspires to establish an environment that will attract and retain the highest quality personnel.

Eligible employees of the Jefferson County School District are provided a wide range of benefits. A number of the programs such as Social Security, Workers' Compensation, state disability, and unemployment insurance cover all eligible employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification. Your principal, supervisor, or the Benefits Specialist can identify the programs for which you are eligible. A new employee has 30 days after the first day of employment to enroll.

The following benefit programs are available to eligible employees:

- Cafeteria Plan (Section 125 Flexible Benefit Plan)
- Public Employees' Retirement System
- Direct Deposit
- Insurance – Dental, Vision, Medical, and Other
- Legal Leave
- Family & Medical Leave
- Military Leave
- Personal Leave
- Educational and Sabbatical Leave
- Sick Leave Benefits
- Vacation Benefits

Some benefit programs require contributions from employees, but others are fully paid by the district. The benefit package for full-time employees represents an additional cost to the Jefferson County School District of approximately twenty-seven percent of wages.

Attendance

Employees are expected to be prompt and consistent in attendance. Personal appointments should be scheduled after normal workday hours, whenever possible. Schedules differ within the District according to job position, classification, and various business needs. Your administrator/supervisor will discuss your regular working hours with you prior to your first day of employment.

- Teachers, and all other staff members, are to report as scheduled by the principal and clock in immediately.
- If you are going to be absent due to illness, you must notify the principal or designee as soon as possible.
- If you are late for any reason, contact the principal's office so arrangements can be made to cover your job until you arrive.
- Employees who clock in after the scheduled time or have problems relative to timely arrival for scheduled duties shall, on that day, provide the office with a written, dated explanation of reason for failure to arrive on time.
- No employee is to leave campus during duty hours without permission of the principal.
- **All employees are expected to be present during statewide testing.**

For the purpose of determining tardiness, an employee is tardy if he/she reports to work any time after the designated start of the scheduled workday. In general, road construction, traffic congestions, personal issues, and "normal" weather conditions are not acceptable reasons for tardiness.

An employee's attendance record may be considered unacceptable under the following circumstances:

- a pattern of absence(s), tardiness or early departures which adversely impacts District operations and/or an employee's performance, as determined by an employee's immediate supervisor;
- an employee has a history of not following established school or departmental procedures for reporting absence(s);
- an employee has exhausted his/her paid time off balance and continues to be absent without authorized approval;
- an employee is using sick leave for purposes not allowed.

Unacceptable attendance records may result in disciplinary actions or possible termination. Any employee who fails to report to work without notice for two consecutive days will be considered to have voluntary terminated employment, effective at 5:00 p.m. on the second day of unreported absence.

Job positions will not be held for employees who have unpaid, unprotected leave of absence. These employees will be considered for reemployment and may reapply through the application process once they are able to return to the District. See your school's employee handbook (if applicable) for other instructions on attendance and duty.

Payroll Information

JCSD processes a single monthly payroll with electronic settlement of payroll checks secured through direct deposits of net pay for all JCSD employees. Direct deposits are made on the last working day of each month.

Employee Salary Schedule

- **Certified Employees**
  All certified employees (except those specified by Board policy) will be paid an annual salary in twelve (12) equal, monthly installments based on the current salary scale. (Copies of the salary scale may be obtained from the JCSD website, the building principal, or the Personnel Office.)
- **Classified Staff**
  Compensation for classified staff is set according to the current salary schedule. Step increases are not given automatically but are based on the employee's evaluation at the recommendation of the Superintendent.

Family And Medical Leave Act

It is vital that an employee communicate with his/her Principal/Supervisor and Central Office Staff when considering FMLA. Please note the following steps:

Step 1: First notify your school principal of the need for FMLA and then contact the Office of Human Resources at Central Office to begin the process.

Step 2: Employees, or an appropriate representative, shall submit a completed Application for FMLA leave (District Form JCSDD 0001-0003), 30 days in advance when the need for leave is foreseeable, or as soon as possible in emergencies.

Step 3: In an emergency, notice of the need for leave must be given as soon as possible, but no later than five business days after the leave begins.

Step 4: The District will allow employees up to 15 calendar days to provide medical certification if FMLA leave was not foreseeable. WH-380 "Certification of Health Care Provider forms are available from the Human Resources Department.

Step 5: Employees must provide complete and sufficient certification by submitting a completed (Department of Labor, WH-380, "Certification of Health Care Provider" form. A health care certification is incomplete or insufficient if one or more applicable entries have not been completed or if the information provided is vague, ambiguous, or non-responsive. The employee will be allowed no more than seven calendar days to resubmit the forms. If the forms are not resubmitted, the employee will be denied coverage under FMLA and be subject to disciplinary action up to and including dismissal.

Step 6: The Office of Human Resources shall document leave requests which qualify as FMLA leave, and will designate any qualifying leave taken by the employee as FMLA leave. All leave which qualifies as FMLA leave shall be designated as such and shall be subject to all the provisions of the FMLA and District Policy.

Step 7: FMLA leave will run concurrently with earned sick leave, vacation, compensatory time and/or personal leave used for a FMLA qualifying event. Jefferson County School District requires employees to exhaust paid vacation and sick leave before using any remaining unpaid FMLA leave.

Step 8: For instructional employees, as defined by the FMLA, the employee will need to reapply for Family Medical Leave for the next school year.

Step 9: Under FMLA leave, the employee has the right to return to work during the approved FMLA leave period if a health care provider provides a written Fitness to Work form to the District that the employee, in the opinion of the health care provider, is able to perform the essential functions of the job. Depending on the needs of the District, employees in an instructional capacity may be required to extend their leave if the requested time off interferes with the ending of an academic term

Step 10: If an employee fails to return to work after unpaid FMLA leave has ended, the health insurance premiums paid by the District on the employee's behalf during the FMLA event, with certain exceptions, is a debt of the employee due and payable immediately to the District. An employee is considered to have returned to work if he or she returns for at least 30 calendar days.

Step 11: For the purposes of FMLA, the Jefferson County School District's "12-month period" is a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

Step 12: If an employee and spouse are both eligible for FMLA leave and both work for the District, their combined leave entitlement will be 12 weeks if the leave is for the birth, adoption or placement of a child, or the illness of a parent or dependent child.

Step 13: During approved FMLA leave, Jefferson County School District will continue to provide group health insurance on the same terms and conditions as provided other employees. Other insurance coverage, including dependent coverage under the group health plan, the employee may continue to 25 make any contributions that he or she made to the plan before taking leave.

Family Medical Leave Act Checklist

1. Notify your school administrator that you are seeking FMLA.
2. FMLA forms (Leave of Absence Request Form and Certification of Provider) must be completed and returned to the Human Resources Department within 30 days of the scheduled leave (unless an emergency).
3. Employees should contact their immediate supervisor and the Office of Human Resources every two weeks via email or phone call to keep the District abreast of the employee's recovery.
4. If this is a maternity leave, you must make an appointment with the Office of Human Resources at which time the district policy will be explained. Please make note you will be paid according to the number of available compensable days you have in the system.
5. Upon your return to work, you must provide documentation from the doctor stating it is acceptable for you to return back to work without restrictions. If there are restrictions, please contact Human Resources (Fitness to Return to Work Form).

Legal Leave

When an employee is subpoenaed to testify in a court case in which the employee is not a party, or is summoned to serve on a jury, the employee will be granted leave upon the verification of the summons or subpoena by the immediate supervisor. During such absence, the employee will be entitled to receive a regular rate of pay and fringe benefits normally received. Legal leave will not be granted in cases in which the employee is in litigation against the district.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the United States Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. Employees will continue to receive full pay while on leave for training assignments (up to 15 days) and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Vacation and sick leave will continue to accrue during a military leave of absence. Employees on military leave for up to thirty (30) days are required to return to work as soon as is reasonably possible after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws . Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of the military service in accordance with USERRA. The employee will be treated as though he/she had continuously been employed for purposes of determining benefits based on length of service.
Contact the Human Resources Office for information or if you have questions about military leave.

Personal Leave

The Jefferson County School District provides leaves of absence to eligible employees wish to take time off from work duties to fulfill personal obligations. As soon as an eligible employee becomes aware of the need for a personal leave of absence, he or she who should request a leave from his or her supervisor.
Licensed employees (who work less than twelve months per year):

- Licensed employees who are not on twelve months contracts may take personal days for a period of up to two (2) calendar days every year. These days will be created at the first of the school year.
-

Personal days may not be taken on the first or last day of each school year nor on the day prior to or the day after a holiday.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence and must be approved in advance by the employee's supervisor except in a bona fide emergency. Subject to the terms, conditions, and limitations of the applicable plans, the Jefferson County School District will continue to provide health insurance benefits for the full period of the approved personal leave. Sick leave will continue to accrue during the approved personal leave period.

Sick Leave Benefits

The Jefferson County School District provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an eligible family member.

Each eligible full-time employee will be credited with seven (7) days sick leave at the beginning of each school year (please note the exception of hourly personnel employed in the area of food service). A sick leave day will be based on the number of hours the employee is normally scheduled to work. Sick leave for employment of less than a full year will be earned at the rate of one day per month of employment for each complete month worked with a maximum of ten days per year. Should an employee terminate employment prior to actually earning the days advanced, a payroll adjustment shall be made to recover the full cost of excess leave days previously used. Hourly school food service employees with at least one full year of continuous employment with Jefferson County School District will receive seven (7) days sick leave at the beginning of the school year.

Employees who are unable to report to work due to illness or injury should notify their supervisor before the scheduled start of their workday if possible. The supervisor should also be contacted on each additional day of absence. Should an employee's absence extend for > three (3) or more consecutive workdays, the employee must submit on or before the fifth day, a statement from a licensed physician or dentist concerning the illness. The original letter from the doctor must be filed with the JCSD Office of Human Resources. If the need for absence is foreseeable, an employee must provide notice to the Office of Human Resources within three working days of learning of the need of the leave, except in extraordinary circumstances. The district reserves the right for the supervisor to request a doctor's statement of verification of illness regardless of the length of absence including one day.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence. Any unused portion of annual sick leave will be carried over to the next year and credited to the employee. Unused sick leave benefits will be allowed to accumulate indefinitely. Sick leave benefits are

intended solely to provide income protection in the event of illness or injury and may not be used for any other absence.

Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Eligible full-time and part-time employees who work twelve months are given ten (10) days of vacation leave per year and may accumulate up to thirty (30) days. A vacation day will be based upon the number of hours the employee is normally scheduled to work. Any days beyond the thirty (30) will be converted to sick leave on July the first of each year.

Workers' Compensation

The District's goal is to provide a safe work environment. Each employee shall comply with all occupational safety, health policies and standards. Should an accident occur, the employee must immediately report any injury or illness, no matter how minor it may seem, to their supervisor. The supervisor must report the incident to the Workers' Compensation Coordinator. Failure to do so may jeopardize eligibility for workers' compensation.

All employees are covered for medical expenses and loss of income due to accidental injury on the job through Workers' Compensation. Employees are covered against certain loss of earnings due to injuries on the job by workers' compensation insurance policy furnished by the District. No compensation will be allowed for an injury, illness or death due to willful misconduct, intentional self-inflicted injury, intoxication, or willful failure or refusal to use safety devices or lack of compliance with prescribed safety procedures. The payment of medical bills and compensation payments will be in accordance with all applicable workers' compensation laws.

Should an employee suffer an occupational injury or illness, the following steps should be taken:

- Any necessary first-aid treatment should be administered.
- When physically able, the employee should immediately report the injury or illness to his or her supervisor.
- Both the employee and supervisor must complete a Report of Accident/Injury form within 24 hours of the injury. These forms are available from the employee's supervisor and online at the District website. Both forms must be signed and dated by the supervisor and forwarded to the Human Resources as soon as possible.
- Anyone who refuses to complete the First Report of Injury paperwork will be viewed as being insubordinate and may be subject to disciplinary action up to and including termination.

Retirement

Any employee who plans to retire should contact the Business Office to inform them of their intent to retire. A retirement letter with an original signature must be submitted to the Office of Human Resources for School Board approval. Employees will need to request a PERS retirement packet. PERS suggests a 90-day advanced notice for the pre-application to be processed. This should be a 90 day period prior to the employee's last working day. However, PERS will provide an audit of an employee's service upon written request, 18-24 months prior to the intended retirement date. Employees desiring specific information concerning their retirement should contact Human Resources 601.786.3721. or the Mississippi Public Employees' Retirement System (601.359.3589) or (800.444.7377) or visit the website at www.pers.state.ms.us.

Insurance – Dental, Vision, And Health

The district participates in the state health insurance plan for school employees. Health insurance is provided for all full-time employees of the district. A full-time employee is defined as one who works 35 hours per week or more.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Jefferson County School District and the insurance carrier. Several plans of the Blue Cross/Blue Shield health insurance are available. Information on each plan can be obtained from the Benefits and Compensations Specialist. Dental and vision insurance are available for employees. The monthly premiums will be deducted from the employee's salary. Information and applications can be obtained from the Benefits and Compensations Specialist.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information. Details of the health insurance plan are described in the Summary Plan Description (SPD). A Summary Plan Description and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Office for more information about health insurance benefits.

Cafeteria Plan

Since the Jefferson County School District participates in the Section 125 Flexible Benefit Plan, health insurance, dental insurance, and vision insurance premiums paid through payroll deduction are exempt from federal and state income taxes if you participate.

Direct Deposit And Salary

Employees have their monthly payroll checks deposited directly into their accounts at any banking institution. The check stub will be available through the online portal. Information and deposit forms can be obtained from Human Resources at the Central Office and on the website under HR Forms. Salary for licensed and classified employees are payable in twelve (12) monthly installments which are issued on the last working day of each calendar month. In an attempt to satisfy the district's need for highly talented and devoted staff, the Jefferson County School District is committed to maintaining highly competitive benefits and policies.

Compulsory deductions are:

- Withholding Tax- Federal
- Withholding Tax- State
- Social Security (FICA)
- Medicare
- State Retirement (full-time employees only)

Optional Deductions are:

- State & School Employees Health Insurance Plan
- Group Dental Insurance Plan/Vision Plan/Legal Shield
- Cancer/Intensive Care/Life Insurance Plan/Disability/Accident/Medical GAP & Flex Savings
- Tax Sheltered Annuity Plan
- United Way
- Credit Union Before any optional deductions can be withheld, a written statement from the employee authorizing the deduction is required.

Benefits Continuation (Cobra)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Jefferson County School District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Jefferson County School District's group rates plus an administration fee. Blue Cross Blue Shield provides each eligible employee with a written notice describing rights granted under COBRA when an employee becomes eligible for coverage under the Jefferson County School District's health insurance plan. The notice contains important information about the employee's rights and obligations.

SECTION IV: HEALTH & SAFETY

JCSD is concerned with the safety of all its employees, students and guests. All employees must observe and abide by safety standards and be safety conscious at all times. It is the policy of JCSD that every employee is entitled to work under the safest possible conditions.

Every reasonable effort will be made to provide and maintain a safe and healthy workplace, safe equipment, proper materials, and to establish and insist upon safe methods and work practices at all times.

To prevent accidents or injuries, the following safety standards should be followed:

- All heavy objects should be lifted or moved by personnel trained in the use of the proper equipment and techniques for these tasks.
- Keep classrooms, work areas and floors free from clutter and spills.
- Do not obstruct doorways, hallways, or stairways in any manner.
- Know the location of the fire extinguishers and emergency exits in the building.
- Do not engage in horseplay. Practical jokes and horseplay can lead to accidents and are not considered appropriate on-the-job behavior.
- Use tools and equipment only if you have been properly trained in their use and only for the intended purpose of their use.
- Do not transport students without parental permission, notification of supervisor and only in a JCSD-owned vehicle.

Accidents

All school staff members are responsible for the safety of all students. Any injury to a student must be given immediate attention. No procedure can be pre-formulated and completely applicable in all situations. The following are general guidelines and may be modified as individual situations occur.

- Follow the emergency plan for your school.
- Remain calm and promptly decide what needs to be done to prevent the situation from worsening.
- Act decisively and take charge.

- If an accident is serious, send someone to the office or notify the office to ask for help.
- Resume normal activities as soon as possible.
- Prior to leaving school, submit a written report to the office.

COVID-19 Guidelines for Schools and Workplace

JCSD Response Training for COVID-19 CDC/OSHA Guidelines for Schools and Workplace

Module 1: Purpose / Goal

This is a response level training designed to provide clear and actionable guidance for safe operations through the prevention, early detection, and control of COVID-19 in our schools and other educational facilities. Maintaining safe school operations or reopening schools after a closure requires many considerations but, if done well, it can promote a safe working environment.

Learning objectives: After attending participants will be able to:

- Explain basic facts about COVID-19.
- Assess the risk of workplace exposure to COVID-19.
- Define key steps in worker protection and infection control.
- Identify methods to prevent and respond to COVID-19 exposure in the workplace.

Module 2: How COVID-19 Spreads

- ● There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- ● The best way to prevent illness is to avoid being exposed to this virus.
- ● The virus is thought to spread mainly from person-to-person.
- ● Between people who are in close contact with one another (within about 6 feet).
- ● Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- ● These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- ● Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Module 3: Symptoms of Coronavirus

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- ● Cough
- ● Shortness of breath or difficulty breathing
- ● Fever
- ● Chills
- ● Muscle pain
- ● Sore throat
- ● New loss of taste or smell
- Gastrointestinal symptoms like nausea, vomiting, or diarrhea.

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are concerning you.

Module 4: Before Returning to Workplace

- Every employee must self-check their temperature daily at home before reporting to work. If an employee's temperature is at or above 100.4, they should not report to work.

- If an employee is experiencing and/or exhibits symptoms of COVID-19, they are not to report to work. They should contact their building level administrator and their medical provider for directions.
- If an employee does not report to work for multiple days based on the previous stated reasons, their building level administrator should request that they be tested for COVID-19.
- If an employee misses three consecutive days of work, but fails to take a COVID-19 test, the building level administrator should request that FMLA information be submitted to the employer.

Module 5: CDC Methods to Prevent COVID-19 in the Workplace

- Avoid Close Contact
- Remember that some people without symptoms may be able to spread the virus.
- Stop handshaking – use other non-contact methods of greeting.
- Stay at least 6 feet (about 2 arms' length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Wash Your Hands Often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover Your Mouth and Nose with a Mask or Cloth Cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- All MPSD employees are required to wear a mask or cloth face cover when they report to work and are on the premises of the JCSD
- A mask or cloth face covering shall be worn by all individuals who enter any JCSD facility.
- Mask or cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The mask or cloth face cover is not a substitute for social distancing.

Cover Coughs and Sneezes

- Remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect

- Clean AND disinfect daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

For more Information

- Centers for Disease Control and Prevention (CDC): http://www.cdc.gov
- Occupational Safety and Health Administration (OSHA): http://www.osha.gov
- World Health Organization: http://www.who.int/en/
- National Institute for Occupational Safety and Health
- lth (NIOSH): http://www.cdc.gov/NIOSH/
- NIEHS Worker Training Program: https://tools.niehs.nih.gov/wetp/index.cfm?id=2554

Drug Free Workplace

No employee of Jefferson County Schools shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" includes any Jefferson County school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment, employees shall notify their supervisor of any conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction.

All Jefferson County School District employees shall abide by the terms of the school district policy respecting a drug-free workplace. An employee who violates the terms of this policy may be nonrenewed or his or her employment may be suspended or terminated.

The offense will be reported to the Mississippi Department of Education, which may suspend or revoke the certificate of a certificated employee. Miss. Code Ann. § 37-3-2. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance state statutes.

Emergencies

It is essential that staff be knowledgeable of the school's emergency crisis manual procedures. Remain calm during emergencies; and always refer first to your school safety plan for details on how to handle an emergency on your campus. In the case of an emergency, updates will be posted on the JCSD website and JCSD social media accounts; in addition to notification through the local media outlets and JCSD's phone notification system.

Fire Drills

Emergency escape routes are posted in each room. You should know the location of the nearest fire extinguisher and how to use it. Fire drills are held monthly during the school year to maintain order and efficiency. An announcement will signal the beginning of the drill, and students will be instructed to evacuate the building. An announcement will also end the drill. Students should return to the building in an orderly manner after a drill.

Severe Weather

Severe Weather Watch – weather conditions are such that severe thunderstorms may develop. Severe Weather Warning – a severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin.

Tornado Warning

Tornado Watch – weather conditions are such that a tornado may develop.
Tornado Warning – a tornado has formed and been sighted and may affect those areas stated in the bulletin.

1. An announcement will be given to teachers to move their students to the assigned areas in an orderly manner. If not enough time permits movement to halls, students are to lie flat on the floor away from windows and near the inside wall.
2. Students are to sit on the floor in their designated location with their head between knees with some sort of covering on heads.
3. There will be one responsible person for each corner of the building.
4. Students stay in the assigned areas until the warning is lifted.

Shelter-In-Place

Shelter-in-place is initiated when school officials believe there is some type of emergency that does not directly impact the interior of the school. Staff and students are instructed to stay inside their locked and secured classrooms. The goal is to keep students and staff safe and indoors while continued learning takes place. An announcement will signal the shelter-in-place, and staff and students will be instructed to follow safety protocols.

Earthquake

An earthquake warning will be announced verbally by office personnel.

Personal Emergency

In case of a personal emergency, the employee should notify the office and an administrator immediately.

Tobacco Policy/Vaping Policy

JCSD requires a tobacco-free environment. Smoking and all other uses of tobacco by JCSD employees, students and visitors in school buildings, on school grounds and property, and on or in JCSD buildings and vehicles, shall be prohibited at all times.

Vaping, the act of inhaling and exhaling the aerosol (often called vapor) produced by an electronic cigarette or similar battery-powered device, is prohibited to all students, school staff, parents, and any visitors while on school grounds, in school buildings and facilities, in any school bus, on school property or at school related activities or school-sponsored events which includes, but is not limited to, athletic events.
Electronic Cigarettes as defined as an electronic product or device that produces a vapor that delivers nicotine or other substances to the person inhaling from the device to simulate smoking, and is likely to be offered to, or purchased by, consumers as an electronic cigarette, electronic cigar, electronic cigarillo or electronic pipe are prohibited in JCSD. Also known as e-cigs, vape pens, e-hookahs, epipes, tanks, mods, vapes, electronic nicotine delivery systems, ENDS, etc. Some devices may resemble cigarettes while others may resemble pens, USB sticks, or other everyday items.

This ban includes all employees, students, and patrons attending school sponsored athletic events and meetings.

SECTION X: BUSINESS OFFICE

Purchase Order Procedures

1. Purchase Requisition must be completed (vendor/description/cost).
2. Employees must sign requisition and submit to the school-site secretary.
3. Requisition presented to administrator for approval/non-approval.
4. School-site secretary requests order through district accounting software to the Central Office—Office of Purchasing.
5. Vendor to be notified through a Purchase Order only to deliver items to the district.
6. District warehouse will deliver orders to the school site.

Purchasing Procedures

All purchases of goods, services, equipment, and materials for which the school district will be responsible for payment must be made on an official purchase order, properly approved and executed as directed by state purchasing law procedures. All purchases will be made under provisions of the appropriate sections of the Mississippi Code, 1972, as amended.

Purchasing should be based on careful planning for both short- and long-range needs for materials, equipment, supplies, and services. All purchases of supplies and equipment will be made by the use of a purchase order signed by the purchasing agent and will be substantiated by a requisition recommended by the teacher/staff and approved by the appropriate supervisor/school administrator. Without a purchase order, no one is authorized to make any
purchase or to charge any purchases to the District.

Requisitions

a) Include a clear, concise description of articles requested, quantities, pricing, and budget account.
b) Indicate catalog number of each item, school or department, date, and recommended vendor
c) Requisitions should list items of a like nature that can be purchased from a single vendor.
d) Completed requisition forms should be turned into your school/department office for the proper signatures and uploaded to Integrity for processing.
e) The administrator/supervisor must, after careful analysis on needs and budget, forward approved requisitions via Integrity to the Business Office.
f) Disapproved requisitions will be returned to the originating source.
g) Purchase orders will be issued by the Business Office and signed by the Purchasing agent(s). The original purchase order will be forwarded to the school/department office requesting goods or services for verification.
h) Merchandise ordered will be shipped to the CENTRAL OFFICE.
i) Upon Receipt of order, merchandise must be inspected, and a receiving report completed and returned to Accounts Payable.
j) The person requesting the purchase order will be held directly responsible for verifying that all merchandise has been received and any discrepancies addressed.

All requisitions under $50,000 must have two (2) written quotes.
Any purchase over $50,000 shall be advertised for bids.

No person is authorized to pick up, receive, or receipt any material, supply, or service for the Jefferson County School District unless proper authority as stated in this section has been followed.
No substitutions or changes in quantity shall be authorized by anyone other than the purchasing agent.

Failure to adhere to this policy shall result in the employee assuming personal liability for payment of the claim.

Accounting Procedure

When money is collected by any District employee, a receipt should be provided. Careful attention should be given to the collection and handling of funds. The following guidelines should be followed:

- Any collection of money must receive prior approval of the principal.
- Receipt all money collected when it is collected.
- Keep receipted money in a secure place.
- Before you leave school each day, turn in the money and a copy of the receipts to the school secretary/bookkeeper. The money must agree with the receipts it covers. The secretary/bookkeeper will write you a receipt and return it to you.
- Consult your secretary/bookkeeper for accounting procedures and guidelines specific to your school.
- Principal or Secretary who is designated by the Principal completes a three (3) part receipt and a deposit log for all cash received.
- Gives one copy of the three parts to the vendor, donor, or individual who provided the funds to the school.
- Retains one copy of the receipt in the receipt book and submits the deposit log form and one copy of the receipt to the Business Office on a daily/weekly basis. Deposits are made daily.

The principal is responsible for all funds collected in the school. For this reason, no collection of funds or purchases of any kind may be made without prior knowledge and approval of the principal.

SECTION IV: POLICIES, PROCEDURES, & GUIDELINES

Address/Telephone

- Students- A current address, telephone number, and the name and telephone number of emergency contact for each student should be kept on file in the school office. Changes should be reported within two days.
- Teachers- Name and address changes should be reported within two days to the school office, and to the Personnel and Payroll divisions of the Central Office.
- All Staff- should have emergency numbers on file in the school office.

Under no circumstances should an employee of the District contact a student by text message or call a student's cell phone.

Arrest Of Employee

Employees arrested for any reason must notify their supervisor with 24 hours. Supervisors will immediately inform the Superintendent.

Assistant Teachers

Assistant teachers are paraprofessionals who work under the supervision of the classroom teacher to whom they are assigned. A paraprofessional has additional responsibilities consistent with the requirements of the federal No Child Left Behind Act. All teacher assistants and paraprofessionals must be at least 18 years of age or older. All assistant teachers are required to have 48 hours of post high school coursework from an accredited college or university or pass the WORKEYS test.

Assistant teachers are ultimately responsible to the school principal. In no case shall the assistant teacher discharge duties assigned by the classroom teacher which conflict with administrative policies and procedures. Assistant teachers are not to administer or prescribe punishment to students. Misbehavior should be reported to the teacher or principal.

Assistant Teacher Evaluation

Duties and responsibilities are reviewed at the beginning of each year with returning assistants. Assistants new to the District will receive in-service training. Assistant teachers are evaluated by the teacher and principal at the close of the school year using the District evaluation instrument for assistant teachers.

Care Of Classroom

The classroom should be neat, colorful, interesting, and attractive. Old materials should be removed and discarded. Teachers might ask themselves:

- Are the surroundings cheerful and attractive?
- Does the appearance of the room stimulate the imagination and interest of the students?
- Are meaningful student work, pictures, drawings, collections, and other items of interest displayed?
- Are students surrounded by a variety of books, magazines, pamphlets, models, specimens, and materials for work?
- Are desktops kept clean and free of marks?
- Is all trash in the wastebasket?
- Are wipe boards clean?
- Are students sitting too close to walls or wipe boards?
- Do students assume some of the responsibilities of the care of the room?
- Are floors cleared of paper, books, pencils, etc.?

Cell Phones

Under absolutely no circumstances should any teacher/staff member exchange cell phone numbers with a student or contact a student through any channels other than those provided by the District. Should a student contact a teacher/staff member via their personal cell phone or social media sites, the teacher/staff member must immediately report this contact to their principal.

Electronic Devices

An administrator may decide to implement guidelines that allow for the limited use of electronic devices. These guidelines may address the use of cell phones during planning time and after dismissal of students. They may also address emergency needs or other extenuating circumstances.

Texting And Social Media

The Jefferson County School District provides all staff with access to information technology and

communication resources to accomplish its mission. All uses shall be related to the educational programs of the district. The district expects all staff to use information technology and communication resources such as the Internet, telephones (both wireless and voice mail systems), computers, fax machines, electronic mail (including text messaging), printers, cameras, and removable storage devices in an appropriate educational and responsible manner and in accordance with the established district policies and rules. Use of such resources is a privilege
and not a right.

1. Employees and students of Jefferson County School District shall not bully, harass, or intimidate others including electronic or wireless communication such as, but not limited to, Facebook, Instagram, Snapchat, the Internet, text messages, or related means.
2. All employees, faculty, and staff of Jefferson County School District who participate in social networking websites such as, but not limited to, Instagram and or Facebook, shall not post any data, documents, photos, or inappropriate information on any website that might result in a disruption of classroom activity. The determination of appropriateness will be made by the Superintendent.
3. Employees, faculty, and staff shall not give social networking website passwords to students. Fraternization via the Internet between employees, faculty, staff, and students is prohibited and violation of any of these policies may result in disciplinary action, up to and including, termination. Nothing in this policy prohibits employees, faculty, staff, or students from the use of educational websites, like www.schoolnotes.com and www.jcsd.k12.ms.u s since these sites are for education administrative purposes.
4. Access of social networking websites for individual use during school hours is prohibited. Staff members shall not post information on social networks such as, but not limited to, Facebook, Twitter, etc. from their school computer, personal phone, or personal computer during school hours.
5. All employees of Jefferson County School District are prohibited from providing personal wireless telephone information and from text messaging a single student at any time. Contacts through group messaging Apps like GROUPME or Remind 101 are permitted as long as groups are being contacted.
6. All employees of Jefferson County School District are prohibited from wearing and using Bluetooth devices while in the presence of students.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials online. When inappropriate use of computers and/or websites is discovered, the technology director will download the offensive material and promptly take proper action.

Cell Phone Use

- Jefferson County School District staff may use cell phones with the following limitations:
- No staff shall use cell phones while teaching, instructing, or supervising students.
- Cell phones will not be used to request that anyone come to the school campus for any reason without prior approval of the principal.

- No staff shall use cell phones or text while attending staff development meetings.
- No staff shall use cell phones or text during parent/student conferences.
- No bus driver shall receive, text or message cell phones calls while operating a school bus.

- No staff shall use cell phones or text in the hallway (except approved personnel).
- No staff shall use Blue-tooth during the regular school day.
- No staff shall use cell phones or text while preparing food.
- No staff or administrator shall use cell phones while attending school board meetings.
- No student is allowed to use a staff member's cell phone.
- Cell phones may only be used in a place designated by the principal or immediate supervisor.

Community Resources

Well-planned use of community resource personnel makes a valuable contribution to the educational program. Teachers are encouraged to use community resources to present appropriate topics to their students. Your principal must approve all community resource personnel and topics prior to your extending an invitation.

Conduct And Behavior Policy

- No person may possess or use tobacco products on school property. No person may possess or use alcohol or illegal drugs on school property. The District may remove any person in violation of this policy from school property and may, in its discretion, prohibit the person from entering school property and attending school events for a stated period of time.
- No person may threaten, bully or harass any District employee or student. If any person engages in such threatening or harassing conduct toward a District employee or student, the District may remove the person from school property and may, in its discretion depending on the person's offensive behavior, prohibit the person from entering school property or attending school events for a period of time.

Conferences

Three major categories of conferences should occur in District schools:

- **Principal – Teacher**
  Conferences will be held at the discretion of the principal or upon request of the teacher. The principal shall keep records of all Principal-Teacher conferences as an acceptable form of documentation.
- **Teacher – Parent/Guardian**
  Since it has been proven that frequent teacher-parent/guardian communication opens many doors and creates a well-rounded educational atmosphere, it is the teachers' responsibility to take the initiative in setting up a parent/guardian conference at the first sign of a students' deviation from the norm. The procedures and time for scheduling these conferences will be determined by the principal. Proper notice to the teacher will be given when possible. Records of all teacher-parent/guardian conferences will be kept by the teacher in the form of a telephone log and notes.
- **Teacher-Student**
  A teacher who has frequent and direct communication with his/her students will find the profits to be overwhelming in the areas of student behavior and progress. It is recommended that teachers keep records where problems exist.

With sufficient advanced notice, Principals/Assistant Principals may be invited to attend Teacher - Parent/Guardian conferences when the teachers or parent/guardian requests it. Documentation of all correspondence is required. (see your school handbook for specific instructions).

Confidential Information

During the course of employment, employees will have access to confidential information. Confidential information may include, but is not limited to, compensation information, student information, financial information, and other related confidential information. This information is critical to the success of the District and must not be divulged. Employees must not discuss confidential matters or release confidential information to any outside party.

Unauthorized picture taking, voice recording, or video recording (includes inappropriate use of picture cell phones) of conversations or District material at work is prohibited.

Employees who improperly use or disclose District or confidential information may be subject to disciplinary action, up to and including termination. Any breach in confidentiality could result in disciplinary action including termination.

Additionally, an employee's salary is confidential and should be held in strict confidence by the employee and the District. An individual employee's salary is not public information and therefore should remain private. Confidentiality is required.

Cumulative Records: Preparation And Usage

A. Personal and Family Data

a. Name- Should be written or printed clearly.
b. Race- Record "W" for white; "B" for Black; "I" for Indian; "O" for other.
c. Sex- Record "M" for Male, "F" for Female.
d. Place of Birth- Record city or rural post office, county and state.
e. Birth Certificate Number – Record and properly identify all numbers (such as State No., State File No., and Registrar No.) found on certificate. If a valid certificate is not numbered, specify and give any information on the certificate.
f. Date of Birth –Record month, day, and year indicated on birth certificate in this sequence with verifying initials in the appropriate space provided.
g. Address and Phone – Pencil should be used to keep this section up to date. Check at the beginning of school and change each time the child moves during the school year.
h. Father, Mother, or Guardian – Give full name of father, mother (including maiden name), step-father, step-mother, or guardian. For pupils under legal guardianship, enter names of parents if considered helpful; indicate however, that the guardian is the person with whom the school has contact.

B. Entrance Record

a. Date – Indicate month, day, and year in that order and with slanted lines for separation for entry date in your school.
b. Grade – Indicate grade in which the pupil is placed.
c. Name and Address of School – For pupils entering school for the first time, enter Jefferson County School District, then a dash and the name of the school.
d. Transfers – With the district, repeat above except Jefferson County Schools entered by ditto marks. At the beginning of each year, do not duplicate these entries unless the pupil was permanently withdrawn prior to completion of the previous school year. In such cases, a record of permanent withdrawal would be indicated elsewhere on the cumulative record. If additional space is needed in the area, cut an unused record and stapled directly over this filled section.

e. Birth certificate registration form must be completed.
f. Transfer – Withdrawal Record- The appropriate date should be placed in the proper blank showing transferring, if known. It is mandatory that every effort be made to determine the next location of enrollment. Parents must provide this information.

C. Attendance Record

a. At the end of the school year, record the pupil's grade level, days present, days absent, and chief causes of absences.
b. Any child who has been absent for one week without notification should be reported to the school office for further investigation. A child is carried on the school's rolls until verified information indicates his/her enrollment in another school, or until he/she is officially withdrawn.

D. School Progress

a. Record the year, the grade and the subjects in which the child receives a mark.
b. In grades one through twelve, use number and letter grades.
c. If a child enters during the school session and for such a length of time as an evaluation can be made, a final grade should be given even if the child has not been in the school more than fifteen days. The final yearly grade will be determined by combining grades from previous schools and Jefferson County School District schools.
d. Write the word "Yes" or "No" on the line to indicate "Promoted." If Transferred write in "Transferred."
e. The last name of the teacher should be placed on the line to indicate the teacher of that particular grade and the name of the school entered on the line to indicate the school.
f. The name of the school will be the school in attendance at the end of the school session.

E. Activities and Special Interest

a. Record only major activities and interest, making sure that the date and grade level are indicated.
b. Mere membership in a program is not considered sufficient to record.
c. These activities and special interests may include out-of-school activities as well as school activities if such is of particular note (i.e., scouting honors, safety patrol).

F. **Cumulative Records** – Cumulative records are not to be taken home or left unsecured overnight. Cumulative records will be stored only in the designated area. Teachers may only work on cumulative records in areas designated by the principal.
G. **Record Usage**- A record of all cumulative record usage it to be maintained in the school office.
H. **Personal Access** – Parents have the right to view their child's records.

Discipline Guide

What Teachers Should Do

- be fair and consistent--treat each student equally
- be empathetic and accentuate the positive - avoid the negative
- be thoroughly prepared for all classes and have ample work for all students each period
- be cheerful, attractive and orderly; let your classroom reflect these qualities
- be professional in demeanor and maintain a sense of humor
- admit your errors and apologize if you make a mistake by treating a student unjustly
- establish a minimum number of simple rules and help students understand why they are necessary--let the student assist in formulating the rules and in publicizing them
- correct students when needed to prevent minor problems from growing into larger ones- remember that you are on duty all the time you are on campus

What Teachers Should Not Do

- punish the entire class for the misbehavior of a few
- argue with a student
- embarrass a student
- refuse to consider mitigating circumstances
- compare one student with one another
- become overly friendly and familiar with students (this can cause loss of respect for you)
- repeatedly show favoritism to certain students
- challenge students to repeat an undesirable act or get yourself in a position of "do it or else"
- administer unusual punishments
- punish by leaving a student alone and unsupervised in a classroom or hall
- punish by having a student write lines
- make physical contact in an attempt to discipline, except to properly administer corporal punishment per the District's policy

Effectively Addressing Parent Issues

Listen

- Allow the parent to share their concerns without interrupting
- Try to understand what caused the parent to be upset or concerned
- Empathize with the parent to view the situation from their perspective
- Acknowledge the parent's feelings

Acknowledge

- Acknowledge the inconvenience or disappointment of the issue
- Express regret for what the parent may be feeling
- If the problem is not school-related, explain what actions may be taken. Offer support.

Problem Solve

- Avoid arguing
- Ask probing and clarifying questions to understand what is causing the problem
- Repeat the parent's concerns back to him or her for clarification and understanding
- Explain the facts
- Emphasize what you can do over what you cannot do
- Attempt to respond to the parent's issue or handle their request during the encounter

If unable to solve the parent's issue:

- Personally, contact someone who can assist the parent, if able
- Refer the parent to someone in the office, if necessary
- Take ownership by ensuring parent follow-up. Check back in with the parent to ensure the issue has been resolved
- Explain the benefit to the parent for actions taken
- Exercise emotional control
- Avoid defensiveness
- Separate the problem from the parent's emotion

Demeanor And Personal Appearance

Employees are expected to reflect favorably on the District through their demonstrated personal integrity, job demeanor and personal appearance, including their community relations and the avoidance of behavior, which is offensive, or infringes on the rights of others.

All employees are expected to be neat and well-groomed at all times while at work. Immodest clothing is considered inappropriate attire and should not be worn. As a general rule, employees should adhere to the "Dress and Personal Appearance" section of this handbook which is attached in the Appendix . One important change to this section is that yoga pants and leggings cannot be worn as pants – they must be worn with a top/tunic which meets the fingertip rule for length.

Administrators reserve the right to make a determination as to the appropriateness of employee appearance and will do so in a non-discriminatory manner. Administrators/supervisors may ask an inappropriately dressed employee to leave work and return with proper attire. Violation of this policy may subject an employee to discipline, up to and including termination.

Duties/Responsibilities Of Teachers

The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically, the teacher must do the following:

- Never leave students unsupervised.
- Require students to conduct themselves in an orderly and safe manner, and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
- Use discretion and follow the District policy in the administration of corporal punishment.
- Report any unsafe condition in the school plan or on campus to the principal so that it may be corrected.
- Strictly adhere to all stated policies of the District and the individual school.
- To plan, organize, and conduct a program of instruction in the subjects or grades to which assigned.
- To assume custody of the students assigned to their care and to take precautions that will ensure the students' safety and general welfare. Students should never be left unsupervised.
- To participate in all pre-school conferences and in-service training programs, unless assigned school duty conflicts.
- To perform extra-curricular duties assigned by the principal, such as room, hall, playground and similar essential duties.
- To attend all faculty meetings called by the principal, coordinators, supervisors, or superintendent, unless excused by the person calling the meeting.
- To keep classes in session each day during school hours and not dismiss them for any time without the prior consent of the principal.
- To be responsible for all school property and equipment entrusted to them.
- To be responsible for the behavior of their students and all other students with whom they have contact on campus.
- To prepare all records as directed by the rules and regulations or required by the principal, supervisor, or superintendent.
- To make any and all requests to the School Board through the principal and superintendent.
- To be strictly accountable to the principal and superintendent for the performance of their teaching duties.
- To keep lesson plans and/or outlines of class procedures. These will aid principals in performing

their duties and will serve as guidelines for substitute teachers.

- In all cases where a teacher terminates employment during the school year, said teacher shall provide lesson plans for at least two weeks in advance to the replacement teacher.
- To practice, and to require students to practice, good housekeeping by forbidding litter; by storing books, work materials, supplies and equipment in a neat and orderly manner; and by other practices designed to reflect good housekeeping.
- To notify the principal or his designee directly upon any anticipated absences, obtaining prior approval when required.
- To strive to interpret the work of the school fairly, honestly, and adequately to patrons at every opportunity.
- To avoid doctrinal sectarian, and denominational teaching.
- To keep up to date in their subject area.
- To strive at all times to maintain cordial relationships with the home and parent(s)/guardian, keeping the parent(s) guardian informed of the student's progress and holding conferences whenever necessary.
- To perform other duties as may be assigned by the principal or assistant principal.
- Failure by teachers to meet their responsibilities may have severe consequences, and teachers may be held legally liable for negligence in the performance of their duties
- Do not engage in any type of inappropriate contact with students
- Do not text students
- Do not exchange cell phone numbers or communicate with students through any channels not provided by the District.

EEF Funds

Each non-federally funded teacher will receive an Educational Enhancement Funding (EEF) card after the start of school. Teachers are to spend these dollars with highest level of fiduciary responsibility and efficiency as possible. The teacher should make a photocopy of any and all receipts and maintain these records for three years. Any materials or assets purchased with EEF funds are to remain in the classroom and/or with Jefferson County Schools.

Electronic Communication

Employees of JCSD have access to a variety of forms of electronic media and services, including computers, networks, electronic mail, fax machines, printers, and the Internet. These services are made available to employees in order to help them perform their jobs as efficiently and effectively as possible and should not be misused. All employees should remember that social media and services provided by JCSD are the property of JCSD and their purpose is to facilitate and support JCSD. No right of privacy exists in favor of any employee of JCSD with 24respect to information placed on the social media systems by such employees. All electronic media systems, including but not limited to desktop PCs, laptop PCs, mobile devices, networks, electronic mail, telephone and fax records, printed documents, Internet activity, computer disks, jump drives and CDs stored in JCSD's offices, are subject to review by JCSD. JCSD has the right to review, audit, interrupt, access and disclose messages created, received, or sent over the electronic media systems of JCSD. Furthermore, JCSD has the right to use software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate for the workplace.

Ethics And Conflicts Of Interest

Financial and business transactions of the Jefferson County School District (the District) shall be carried

out in conformity with Mississippi state law and consistent with sound business practices. Purchasing decisions shall be made on the basis of objectivity and shall not be influenced by friendships or other personal relationships.

No District employee shall engage in any type of private business during school time or on school property. No District employee shall engage in work of any type where the source of information concerning customers, clients, or employers originates from any information obtained from or through the District. No District officer, agent, manager, teacher, or employee shall have any pecuniary interest, either directly or indirectly, proximately, or remotely, in supplying any goods or merchandise of any nature or kind whatsoever to the District; neither shall they serve as agent for any manufacturer, merchant, dealer, publisher, or author, for any article of merchandise to be used by the District; nor shall they receive directly or indirectly any gift, remuneration, reward, or promise of reward, for influence in recommending or procuring the use of any manufactured article, goods, or merchandise of any kind whatsoever for use by the District.

No officer, agent, employee, manager, or teacher of the grantee or sub-grantee shall participate in the selection, the award, or administration of a contract supported by federal funds if a conflict of interest, real or apparent, may be involved. Such a conflict may arise when any District employee (grantee/subgrantee), any member of his or her immediate family, or organization which employs, or is about to employ him or her, has a financial or other interest in the firm or entity selected for an award. No employees or officers or agents of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

The Jefferson County School District and its employees will adhere to ethical requirements and the conflicts of interest provisions of the Mississippi Code of 1972, as amended and the Constitution of the State of Mississippi.

Field Trips

Teachers must submit a request for a field trip to the school principal. All trips should be educational and well planned. Timelines, set by the principal, must be followed (a minimum of 15 days prior to the trip). The number of trips will be limited due to the complexity of arranging and the legal liability involved.

Planning the field trip and arranging the details are the teacher's responsibility. All field trips must be approved by the Principal and must be submitted for a bus permit two weeks prior to the trip. This includes any and all events pertaining to athletics or academic events. Consult your principal and follow the guidelines established at your individual school. Field trips should not occur during statewide testing. **All field trips will be taken prior to May 1.**

Lesson Plans

A. Teachers will prepare and submit lesson plans the week prior to instruction (Every Thursday). If a teacher assistant is assigned, the plan will include activities for the teacher assistant.
B. For each class, the lesson plan will include objectives, procedures, materials, assessment, and assignments.
C. Lesson plans should be placed on the teacher's desk in the substitute folder at the end of the day (except the day that the lesson plans are submitted to the principal for review).
D. The teacher should provide the substitute with a neighboring teacher who is familiar with the class routine.
E. Lesson plans for day one and forward should reflect grade-level standards/frameworks.

F. Lesson plans should reflect continued instruction during the week of nine-week exams.

Gradebook

- Teachers are to keep accurate, up-to-date records of the students' grades.
- Tests are to be graded only by the teacher.
- Grades are averaged in accordance with approved averaging guidelines.
- Grades are posted in a timely manner after grading.
- Progress reports are completed on time.
- Reports cards are completed with no inaccurate or incomplete information provided.
- No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central staff of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher. (MS Code 37-11-64 (2013)

Grading Periods

Nine Weeks	Number of Days	Dates	Progress Reports	Report Cards
First				
Second				
Third				
Fourth				

Homebound Instruction

Students with documented long-term illness or injury, which prohibits school attendance, may be provided homebound instruction, with approval of the principal. Teachers will be asked to assist the homebound instructor in providing educational services as needed.

Homework

- Teachers may assign a reasonable amount of meaningful homework.
- All homework will be checked by the teacher.
- No homework will be given during achievement tests, on weekends or holidays without special permission from the principal.
- Teachers are expected to provide assignments and other assistance to absent students as specified by the principal.

Illness (Student)

School district employees shall not render medical care to students except first aid.

Parents/guardians shall be notified immediately by school authorities should a student become ill or injured at school or during a school-sponsored activity so that the parent/guardian may reassume control over the student. In the event of serious illness or injury and a parent/guardian cannot be contacted, school authorities shall seek immediate professional medical care. Such care shall be at the expense of the parent/guardian.

If a student becomes ill while in class, send the student to the office with a pass. Have another student accompany him/her if his/her condition so indicates. Even if you believe a student is feigning illness, it is

still better practice to treat him/her as though he/she is sick. The office will assume responsibility for further action.

Medication

The school nurse, in accordance with standing orders written by the Jefferson County School District and with written authorization by the parent/guardian, may give a limited number of over-the-counter medications. If the school nurse is not available, the parent/guardian must bring the medication to school and administer it. Students require an Authorization for Administration of Over-the-Counter Medications Form completed and signed by the parent/guardian to receive over-the-counter medications at school. This authorization is completed online with student registration and is valid for one year. School nurses will not be able to administer any other over-the-counter medications unless the following is completed:

- Medication has been prescribed by a licensed health care provider
- Medication is brought to the school, in a properly labeled prescription bottle/container, by the parent/guardian
- Written authorization from a parent/guardian has been received Medication Administration on Field Trip

Due to the severity of students' medical conditions on school campuses, school nurses may not attend field trips. Provisions will be made to train professional school staff to assist students with medication administration on field trips. Some restrictions may apply. The school reserves the right to refuse administration of any medication when circumstances warrant such action. This may include adverse reaction, incomplete instructions for administration, non-compliance by the parent or student with school policy, or other extenuating circumstances. The parent/guardian will be notified of these situations.

Nepotism

Employment of relatives in the same area of an organization can cause serious conflicts and problems with favoritism and morale. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions concerning work assignments, transfer opportunities, demotions, disciplinary actions and discharge. In addition to claims of preferential treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. While the District has no prohibition against hiring relatives, the following general restriction has been established to help assure fair treatment of all employees.

In the placement of personnel, immediate family members cannot be placed on the same school campus that would result in one family member supervising and/or recommending another family member.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred or discharged. If that decision is not made within 30 days, the Superintendent will decide.

In other cases, where a conflict of interest or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

The Jefferson County School Board reserves the right to make exceptions to this policy if it is in the best interest of the District.

Outside Employment

Employees choosing to work outside JCSD may do so as long as it does not create a conflict of interest or interfere with their work schedule or job performance. Outside employment that affects an employee's attendance, work performance, productivity, or conduct, either directly or indirectly, or that creates a conflict of interest of any kind, is strictly prohibited.

Relationships

Teacher-Principal: Exchanges of ideas in any area as curriculum, discipline, instruction, facilities, services, etc. are encouraged and appreciated. Democratic practices are the goal. The principal, through class visitation, assists the teacher in every possible way to ensure the most effective learning for each student. The teacher and principal continuously keep each other informed. In dealing with the office of the Superintendent, the proper channel is through the principal. This does not include personal calls you may wish to make to an office worker concerning your own personal data and actions related to it.

Teacher-Student: Each student's request or problem is important and should be treated with respect. The principal is the final authority in matters pertaining to students. For this reason, teachers are responsible for preliminary work in the realm of problem solving before the principal can act.

Teacher-Parent/Guardian: Teachers have the responsibility and authority to discuss an individual student's problems directly with the student's parent(s)/guardian. This may be done directly, keeping the principal informed beforehand as to the problem, and afterward, as to the result. To know the parent/guardian is to know the child better. Consult the principal when you are not sure. Teachers shall not discuss the student's performance with anyone other than the student, his/her parents/guardian or with legitimate authorized personnel. Report all evidence of child abuse to proper authorities and to the principal.

Teacher-Teacher: Teachers are encouraged and urged to cooperate directly on matters of mutual constructive nature. Keep the principal informed. Interactions and relationships should be maintained on a professional level and manner.

Teacher-Administrative Staff: Deal directly with any member of the school's administrative staff. Bring problem areas in this regard to the principal's attention. The administrative staff coordinates, supports and supervises the entire operation of the school.

Administrative Staff – Superintendent: Immediately report any concerns, evidence of abuse, suspected abuse, or any inappropriate activity to an Assistant Superintendent or the Superintendent. Follow-up with written confirmation to an Assistant Superintendent or the Superintendent.

Return Of Property

Employees are responsible for items issued to them by the Jefferson County School District or in their possession or control, such as the following:

- Books and educational materials
- Official gradebooks and student work needed for grades
- Equipment
- Identification or security badges

- Keys
- Manual
- Protective equipment
- Tools
- Uniforms
- Vehicles
- Written materials

The employees must return all Jefferson County School District property on or before the last day of work. Failure to return promptly any property in the employee's possession will result in to recover the property by legal means.

Social Networking Policy

The District recognizes the importance of social media for its employees and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, any employee of the District who participates in social networking websites such as Snapchat, Instagram, Twitter, Facebook, LinkedIn and YouTube shall not post any data, information, documents, photographs, or any other items that are inappropriate and that interfere with the work of the school district, may disrupt the school environment or the educational process, impair the employee's ability to perform his/her duties with the District, is used to harass coworkers or other members of the school community, creates a hostile or intimidating work environment, breaches the employee's confidentiality obligations, or harms the goodwill and reputation of the school district. The Superintendent or his designee will periodically conduct Internet searches to determine whether information and items posted on a website are inappropriate.

No employee of the District who participates in social networking websites may use the websites to fraternize or socialize with students; or to post inappropriate comments about students. No employee of the District may use text messaging, e-mail or other social media to socialize with or fraternize with students. Employees should use only District approved websites to communicate with students and then, only about school matters. No employee of the District may access his/her social networking website for personal use during school hours.

Any violation of the Social Networking Policy may result in disciplinary action, up to and including termination.

Travel

Out-of-State

Teachers requesting permission to travel out-of-state to attend workshops or to take students on out- of-state field trips must first obtain School Board approval. Requests should be made in writing to the principal. Upon approval he/she will forward the request to the appropriate Central Office personnel who will process it for placement on the school board agenda. Reimbursement must be requested within 5 days of returning from travel. The Travel Policy Rules and Regulations must be followed and can be found on the District's website.

In-State

In-state travel does not require Board approval. Reimbursement must be requested within 5 days of returning from travel. In district (around town) monthly travel reimbursements should be made within 5 days following the end of each month.

Travel Advances are allowed for:

- in-state lodging
- out-of-state lodging and airfare
- students and their chaperones attending any in-state or out-of-state school related programs, conventions or seminars (this advance may only come from school activity funds)
- travel advances will not be made for personal automobile use
- all travel advances shall be settled within five days after the employee returns from the trip

Copyright Material Use

It is the intent of the Jefferson County Public School District's Board of Education to adhere to the provisions of current copyright laws and congressional guidelines. Infringement of copyright is both illegal and unethical and, therefore, contrary to the school district's policy. It is also the policy of the Jefferson County Public School District to adhere to the provisions of the copyright laws in the areas of microcomputer software. The principal at each school is responsible for establishing practices that will enforce district copyright policy at the school level.

Student Teachers

The JCSD BOT, recognizing both its responsibility to improve the quality of teacher training and the contribution that student teachers can make to the schools, encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in JCSD's schools in all reasonable ways. The importance of teacher-training to the future of education, and the need to assure a high quality of performance in our schools, demand that student teachers be placed only with the best teachers. Because teachers continue their primary responsibility, (the education of their students), their commitment is doubled. These teachers must have demonstrated a capacity and willingness to meet these additional demands. The teacher, in cooperation with the principal and the representative of the preparation institution, shall assign the student teacher or intern responsibilities and duties that will provide adequate preparation for teaching. MS Code § 37-132-3.

In all arrangements made with preparation institutions, JCSD shall have the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

Any student teacher or intern under the supervision of a certificated teacher, principal, or other administrator shall have the protection of the laws accorded the certificated employees of JCSD. While acting as a student teacher or intern, he/she shall comply with all rules and regulations of JCSD and observe those duties assigned to certificated personnel. MS Code § 37-132-5.

Teacher-Student Teacher Relations

It shall be the duty of the central administrative 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 administrative office.
2. The principal shall determine a schedule and make assignments within each school.
3. First year teachers shall not be assigned student teachers.
4. 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.
5. Teachers must understand that student teachers may prove invaluable in the education of their classes, but by no means is it intended that student teachers replace the teacher in the classroom. It shall be considered mandatory that teachers do not desert student teachers in the classroom.
6. The teacher is responsible for everything that takes place in the classroom, whether or not he/she has a student teacher.
7. Administrators may deem it necessary and beneficial to student teachers to involve them in activities other than instructional.
8. The following timetable is recommended in determining student teachers' actual teaching time and classroom management:
    a. Phase No. 1-3 weeks: observation, orientation and assisted instruction
    b. Phase No. 2-3 weeks: observation and supervised participation
    c. Phase No. 3-3 weeks: supervised participation, planning, and introductory instruction.
    d. Phase No. 4-3 weeks: continued supervised participation, planning, and instruction.

The classroom teacher is responsible for the implementation of the above timetable which shall be sufficiently flexible to meet the needs of the student teacher and pupils.

Suicide Prevention Training

The BOT of the JCSD recognizes that suicide is a major cause of death among youth and should be taken seriously. It is the policy of JCSD that training on suicide prevention education will be required for all school district employees and submission of a certificate of completion every two years.

Teacher Appraisal

JCSD utilizes both formative and summative evaluation of its licensed employees. Formative evaluations may be viewed as growth-oriented supervision and is designed to help teachers and other licensed personnel improve their instructional skills. Its purpose is primarily developmental. Summative evaluations, on the other hand, assesses competency and are used for accountability purposes.

Using the JCSD Teacher Evaluation Instrument, teachers will be formally evaluated at least once a year and informally evaluated at least twice a year. Evaluations will be based on observation both inside and outside the classroom.

Teacher employment decisions will be made as outlined in the Education Employment Procedure Law. Teachers who have not accrued two continuous years of employment in a Mississippi Public School District and/or teacher in their first year of employment with JCSD are not entitled to the protections of this law.

In order to provide additional feedback to teachers, the state of Mississippi has implemented use of the Teacher Growth Rubric. This rubric contains 4 domains including: Lesson Design, Student Understanding, Culture and Learning Environment, and Professional Responsibilities. JCSD utilizes this rubric for teacher and staff appraisal.

Any employee who wishes to review their personnel file must provide written notice to the Human Resources Department and an appointment time will be set.

Teacher Support Teams

JCSD has Teacher Support Teams in all elementary, middle, and high schools to assist teachers in determining instructional interventions for students with learning problems, which interfere with their participation or performance in the classroom and the school environment. These problems may be academic or behavioral. Teachers should contact the Teacher Support Team chairperson at their school or the principal for more information regarding referral of a student.

State Testing

MS Code § 37-16-4 states (1) It is unlawful for anyone knowingly and willfully to do any of the following acts regarding mandatory uniform tests administered to students as required by the State Department of Education: (a) Give examinees access to test questions prior to testing; (b) Copy or reproduce all or any portion of any secure test booklet; (c) Coach examinees during testing or alter or interfere with examinees' responses in any way; (d) Make answer keys available to examinees; (e) Fail to account for all secure test materials before, during and after testing; (f) Participate in, direct, aid, counsel, assist in, encourage or fail to report any of the acts prohibited in this section. (2) Any person violating any provisions of subsection (1) of this section is guilty of a misdemeanor and upon conviction shall be fined not more than One Thousand Dollars ($1,000.00) or be imprisoned for not more than ninety (90) days, or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.

(3) Any person submitting a false certification to the State Department of Education that each statewide test in a school was administered in strict accordance with the Requirements of the Mississippi Statewide Assessment System as adopted by the State Board of Education, and with willful intent, is guilty of a felony and upon conviction thereof shall be fined not more than

Fifteen Thousand Dollars ($15,000.00) or be imprisoned for not more than three (3) years, or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.

Time Clock Procedures

Each classified employee is to use the biometric timekeeping system and follow these guidelines:

1. Employees are required to clock in at the start of their assigned duties and must clock out when going off duty.
2. Employees must have prior written approval from their supervisor for all over-time over 30 minutes. The request for overtime approval should include an estimate of over-time hours needed.
3. Time correction edits must be entered by the employee and approved by their supervisor. Excessive time correction edits will result in disciplinary action.
4. Employees that do not work their scheduled hours must apply for leave. If no leave is available, unpaid leave should be applied.

Missed Punch Incident Ladder

a. SUBMISSION AFTER FIVE (5) BUSINESS DAYS WILL BE DENIED
b. First Incident—free pass.
c. Second Incident—written warning (The Missed Punch form serves as written warning).
d. Third Incident—written notice of payment for actual clocked time.
e. Fourth Incident—written notice of day off without pay.
f. Fifth Incident—review by personnel director required.

Violations of these procedures may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination.

Transportation

JCSD employees are allowed to transport students in JCSD-owned vehicles, provided they have obtained written permission from the student's parent/guardian, have notified and obtained permission from their supervisor. Under no circumstances should a teacher transport a student without permission from the Superintendent or designee.

Unlawful Activity

Employees who suspect or have direct knowledge of unlawful activity either by students or other JCSD personnel should report their suspicions to their principal or immediate supervisor who will take appropriate action.

Visitors

All visitors to school shall report to the principal's office for clearance and obtain written authorization to enter the building. Employees shall report any unauthorized visitors to the office immediately.

Withdrawal Procedures

The parent/guardian must send a written request or come to the school at least one (1) day before the student can be withdrawn from school. Official withdrawal papers must be completed. If the record is not clear in the office, the student may encounter difficulties enrolling in another school. The record is not clear until all library books have been returned, textbooks have been checked in, and all fees/fines have been paid.

Nondiscrimination/Equal Opportunity Statement

The Jefferson County School District values a work force that reflects the citizens of the community. This district is committed to promoting and affirming informal and formal practices to support the recruitment, retention and empowerment of a professional work force that embraces the diversity among students and staff. Diversity encompasses differences in age, race, ethnicity, gender, national origin, disability or handicap, religion, socioeconomic background, age or other characteristics protected by law.

Harassment or discriminatory behavior that denies individual rights or access to equal educational opportunities includes comments, name calling, physical conduct or other expressive behavior marital directed toward an individual or group that intentionally demeans the sex, race, color, national origin, religion, creed, status, disability, or handicapping condition of the individual or creates an intimidating or demeaning environment for education.

Individuals or employees of the district shall immediately report to their supervisor or the superintendent any suspected harassment or discriminatory behavior by an employee or student. The district will not do business with individuals or organizations that practice any type of discrimination.

Enforcement

The U. S. Department of Labor is authorized to investigate and resolve complaints of Violations. An eligible employee may bring a civil action against an employer for Violations. FMLA does not affect any Federal or

State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

Public Use Of District Facilities

- Facility request form must be completed
- Use of Jefferson County High School Auditorium {Admission Charged) - $500.00
- Use of Jefferson County Middle School Gym (Admission Charged)- $500.00
- Monthly Rental Fee for Lease for Jefferson County Middle or High School Gym (Organizations) - $350.00 .
- Custodian and Cafeteria Worker fee is $100.00
- All activities on school facilities shall have security.
    - The security cost shall be in addition to the above fees.
    - Security requirements shall be as follows:
        - Class reunions, family reunions, and non-profit gospel singing programs must have one Security person to be on duty;
        - Recreational activities must have two (2) security persons to be on duty;
        - All paid events must have four (4) security people be on duty.
- Waiver of Facility Parking
- Use of Jefferson County High School Auditorium {Benefits Programs for individuals or Funerals)
- Use of Jefferson County Middle or High School Gym (Benefits Programs for individuals or Funerals)

Fundraiser Requirements

The Superintendent shall permit fundraising activities that are deemed appropriate or beneficial to the official or extracurricular programs of the district. The Board authorizes the Superintendent or his designee to approve all fund-raising activities. All fund-raising activities shall be treated as activity funds.

When a school, an activity, or a club sponsors a fundraiser; the following procedures must be followed:

1. Whether initiated by the school, PTO or any other organization, fundraisers require the Superintendent's approval via a Fundraiser Request Form.
2. The activity/club sponsor shall complete the proposal (Fundraiser Activity Form) and submit it to the Chief Fiscal Officer for approval.
3. The activity/club sponsor will be assigned the responsibility of supervising the fundraiser and reporting the results.
4. Funds may be spent only for the sole purpose intended and stated on the fundraiser request form.
5. After the fundraiser activity is completed, a report of funds raised/profit should be reported.

Fundraising activities conducted or authorized by the Superintendent for school pictures, the rental of caps and gowns or the sale of graduation invitations for which the school receives a commission, rebate, or a fee shall contain a disclosure statement advising that a portion of the proceeds of the sale or rental shall be contributed to the student activity fund.

At a minimum, the statement must read, "NOTICE: This sale is being conducted as a fundraising event. A portion of the sale price will be contributed to the local Activity Fund."

Internet Acceptable Usage

Scope

The following procedures apply to all staff and students and cover all JCSD computer equipment, including any desktop or laptop computers provided to staff, the computer network, and any computer software licensed to JCSD.

Appropriate Use

JCSD expects everyone to exercise good judgment and use the technology in a professional manner. Your use of the equipment is expected to be related to the district's goal of educating students and/or conducting school business. JCSD recognizes, however, that some personal use is inevitable and that incidental and occasional personal use that is infrequent or brief in duration is permitted, so long as it occurs on personal time, does not interfere with district business, and is not otherwise prohibited by district policy or procedures.

Use of District Software

District software is licensed to JCSD by many vendors and may have specific license restrictions regarding copying or using a particular program. Users of district software must obtain permission from JCSD Technology Department prior to copying or loading district software onto any computer, whether the computer is privately-owned or is a district computer.

Use of Non-District Software

Prior to loading non-district software onto district computers (including laptops and desktops), a user must receive permission from the JCSD Technology Department. All software must be legally licensed by the user prior to loading onto district equipment. The unauthorized use of and/or copying of software is illegal.

JCSD INTERNET TERMS AND CONDITIONS OF USE

Personal Safety

1. Users will not disclose, use, disseminate, or divulge personal and/or private information about himself/herself, minors, or any others, including personal identification such as, but not limited to, credit card information, social security numbers, telephone numbers, and addresses.
2. Users will immediately report to JCSD authorities any attempt by other Internet users to engage in inappropriate conversations or personal conduct.

Illegal Activity

1. User agrees not to access, transmit, or retransmit any materials in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or JCSD policies or regulations.
2. Users shall not access, transmit or retransmit copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, material protected by trade secret, and/or any other material that is inappropriate to minors.

3. Users shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. Users shall not use the network for any illegal activity including, but not limited to, unauthorized access, including hacking.
5. Users shall not access, transmit, or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
6. Users shall not access, transmit, or retransmit information that harasses another person or causes distress to another person. This is to include cyberbullying.

System Resource Limits

1. Users shall only use the JCSD system for educational and career-development activities and limited, high-quality, self-discovery activities as approved by JCSD administration for a limited amount of time per week.
2. Users agree not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, the user agrees to download the files at the time when the system is not being heavily used.
3. Users agree not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
4. Users agree to notify their teacher or other school administrator immediately should they access inappropriate information. This will assist in protecting users against a claim of intentional violation of this policy.

User Rights

1. The Internet is considered a limited forum, similar to a school newspaper, and, therefore, JCSD may restrict user rights to free speech for valid educational reasons. Users shall have the responsibility to use computer resources for academic purposes only.
2. Users should not expect files stored on school-based computers to remain private. Authorized staff may periodically inspect folders and logs of network usage. This information may be retained and reviewed. Routine review and maintenance of the system may indicate that the user has violated this policy, district policy(ies), municipal law, state law, or federal law.
3. JCSD will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

Network Etiquette

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not use the network in such a way that you would disrupt the use of the network by other users (e.g., downloading huge files during prime time, sending mass email messages, annoying other users using the Instant message function).
4. All communications and information accessible via the network should not be assumed to be private property.

Reliability

1. JCSD makes no warranties of any kind, whether expressed or implied, for the service it is providing.
2. JCSD will not be responsible for any damages suffered by the user, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.
3. Use of any information obtained via the Internet is at the risk of the user.
4. JCSD denies responsibility for the accuracy or quality of information obtained through Internet services.
5. JCSD is not responsible for student access to what may be deemed as inappropriate material available on the Internet.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being accessed by the users at the school.

Privacy

District computers, the Internet, and use of email are not inherently secure or private. For example, the content of an email message, including attachments, is most analogous to a letter or official memo rather than a telephone call, since a record of the contents of the email may be preserved by the sender, recipient, any parties to whom the email may be forwarded, or by the email system itself. It is important to remember that once an email message is sent, the sender has no control over where it may be forwarded and deleting a message from the user's computer system does not necessarily delete it from the district computer system. In some cases, emails have also been treated as public records in response to a public records disclosure request.

Likewise, files, such as Internet "cookies" may be created and stored on a computer without the user's knowledge. Users are urged to be caretakers of their own privacy and not to store sensitive or personal information on JCSD computers. The district may need to access, monitor, or review electronic data stored on district computers, including email and Internet usage records.

While the district respects the privacy of its staff, the district also reserves the right to monitor and review electronic information in order to analyze the use of systems or compliance with policies, conduct audits, review performance or conduct, obtain information, or for any other reason.

JCSD reserves the right to disclose any electronic message or file to law enforcement officials or any other entity the district deems necessary, for example, in response to a document production request made in a lawsuit involving the district or by a third party against the user or pursuant to a public records disclosure request.

Consequences for Failure to Follow Terms and Conditions of Internet Use Policy

There will be consequences for any user who fails to follow JCSD guidelines and policies.

The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion, termination, or other remedies applicable under the school disciplinary policy and state or federal law.

At the discretion of JCSD, law enforcement authorities may be involved, and any violations of state and/or federal law may result in criminal or civil prosecution. (For additional information, refer to JCSD Board Policy).

Section 504 Of The 1973 Rehabilitation Act and Title II Of The 1990 Americans With Disabilities

Section 504 of the 1973 Rehabilitation Act and Title II of the 1990 Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. According to these laws, a person with a disability is defined as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activity such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
- has a record of such impairment; or
- is regarded as having such an impairment.

The Jefferson County School District acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school district. Under Section 504, the school district has the responsibility to identify, evaluate, and, if the student is determined to be eligible under 504, to afford access to appropriate education services.

Title IX Of The Education Amendments Of 1972

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity offered at Jefferson County Public School District as set forth under Title IX of the Education Amendments of 1972.

Violation Of Policies

The policies developed by the Board and administrative regulations established to implement policy are designed to increase the effectiveness and efficiency of the school system. Administrators are responsible for informing subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended. Continuous disregard for Board policy and administrative regulations may be interpreted as insubordination and/or willful neglect of duty and may result in termination of employment with Jefferson County Public School District.

Virtual Instruction

Employees of Jefferson County School District are expected to conduct themselves in a manner that will reflect positively on the school district and the community, thus promoting a positive learning environment for teaching, learning, and student well-being.

The dignity of students and of the educational environment shall always be maintained. Un-seemingly dress, conduct, or the use of abusive, foul, or profane language in the presence of students is expressly prohibited and will not be tolerated in person or virtually.

JEFFERSON COUNTY SCHOOL DISTRICT IMPORTANT ADDITIONAL INFORMATION

- There are no bereavement days.
- Personal days can be carried over to the next year.
- Donated days can only be given in cases of catastrophic illness.
- The first day of the school term or the last day of the school term cannot be missed. If it is missed, two (2) days' pay is deducted from your paycheck.
- The day before or after a holiday cannot be missed. If it is missed, two (2) days' pay is deducted from your paycheck.
- Certified personnel start the school term with nine (9) days.
- After your days have been depleted, you have ten days to miss with **$125** being deducted per day. Starting your twentieth (20) day, a full day's pay is deducted per day.
- Non-certified personnel start the school term with nine (9) days. After your days have been depleted, your pay will be deducted a full day's pay per day.
- If you do not sign in/out and you do not request the day off, your check will be docked a full day's pay.
- If you do not work your required hours, your pay will be docked accordingly.
- State testing days, per the Mississippi department of education, states that all certified employees are to report for work. Regardless if you are teaching on another level/area, you must report to work if a state test is being given in the school district. If you miss a state-tested day, your check will be docked two (2) days' pay.
- Every employee (including administration) are required to furnish a request for official, sick, vacation, personal, family medical leave, or jury duty when they are not able to report to work. If you are requesting an official/jury duty day, please attach supporting documents with the request. If documentation is not attached when requesting days, your day will be considered as sick or personal to correct time for employees. The request must be in writing with an explanation from your supervisor.

BOARD MEETING REQUEST TO BE PLACED ON AGENDA

The Jefferson County Board of Education declares all meetings except executive sessions open to the public as interested observers. Should any individual, citizen group, or organization desire to present any issue to the Board, they should make such request by letter or petition.

The following steps toward placing that item on the agenda shall ensue letters or petitions directed to the JCSD BOT.

Mail letters to:
Jefferson County School District
Board of Trustees
P O Box 157
Fayette, MS 39069

APPENDIX

Appendix A: Acknowledgement of Receipt of JCSD Employee Handbook
Appendix B: Appearance And Dress
Appendix C. Mississippi Educator Code Of Ethics
Appendix D: Accident- First Report Of Injury
Appendix E: Corrective Action Form
Appendix F: Transfer Form
Appendix G: FMLA Request
Appendix H: Grievance Form
Appendix I: Maintenance Staff General Safety Measures
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APPENDIX:A Acknowledgment of Receipt of JCSD Employee Handbook

Acknowledgment Of Receipt Of JCSD Employee Handbook

The JCSD Employee Handbook contains important information about JCSD, and I understand that I should consult my building level administrator regarding any questions not answered in the handbook. I have entered my employment relationship with JCSD voluntarily and will abide by all of the rules, policies and regulations of JCSD and the State of Mississippi.

Since the information, policies, procedures and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the JCSD BOT has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with JCSD following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy or read the internet version of the JCSD Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the building level administrator of my facility. I understand that this form will be retained in my personnel file.

_____ _____

Signature of Employee Date

_____

Employee's Name - Printed

_____ _____

JCSD Representative Date

APPENDIX:B APPEARANCE AND DRESS

The Jefferson County School District Board of Education, the administration, and faculty expect all students to dress in a manner which reflects favorably upon the efforts of the total educational community to provide the best learning experience possible for each student. Students enrolled in the District are expected to adhere to the dress code listed below.

1. Hair shall be groomed so as not to extend below the eyebrows or cover the eyes.
2. Hair and nails shall not be groomed in class.
3. Hair and body shall be free from obnoxious odors, clean, and neat in appearance.
4. Shoes, sandals, or boots shall be worn **at all times** with shoes being laced and tied. No cleats or tennis shoes with wheels.
5. No tank tops, halters, tops with spaghetti straps or tops that expose the midriff, with hands raised above the head, shall be worn. Appropriate underclothing shall be worn. No clothing considered and designed as underclothing shall be worn as an outside garment. Underclothing shall not be exposed while worn underneath an outside garment.
6. Any style of clothing tending toward immodesty is prohibited.
7. Picks, combs, rollers, and other styling devices shall not be worn in the hair.
8. Unless prescribed for medical reasons, sunglasses are not allowed in the building.
9. No hats, caps, toboggans, head scarves, bandanas, wrist bands, sweat bands, hairnets, or shower caps, stocking caps, or do rags are allowed on campus or in the building. This rule applies to both boys and girls.
10. No see-through clothing shall be worn.
11. Students may wear shorts, provided the length meets the fingertip rule (the length must extend to the end of the middle finger when standing and arms are hung straight at the side).
12. Girls' skirt and dress length must meet the fingertip rule.
13. Young men shall not be permitted to wear earrings or conceal the earrings with a Band-Aid or any other material. Neither female nor male students shall be permitted to wear rings or studs in their noses, tongues or other body parts. Dog tags must be worn inside of clothing.
14. No pants with holes above the knees are permitted. No pajama pants are permitted.
15. Overall straps and suspenders shall be fastened and worn over the shoulders.
16. Leggings, skin-tight pants, jeans or biking shorts must be worn with the appropriate skirt or other covering which must meet the fingertip rule for length.
17. Pants should be worn appropriately at the waist. **Sagging pants will not be tolerated.**
18. Students with tattoos may be requested to keep them covered.
19. Clothing with suggestive, vulgar, indecent, or disruptive slogans/pictures is not permitted.
20. Clothing advertising alcoholic products or drugs is not permitted.
21. A student shall not wear any clothing or present himself in a manner (such as cuts in the eyebrows, one pants leg or sleeve rolled up) that would identify him/her with gang or any other illegal activity. Further, a student shall not wear any clothing advertising gang-related signs, colors, or written gestures.
22. Males are not permitted to wear skirts and/or other garments traditionally designed to be worn by females.
23. Wallet chains are not allowed.
24. Trench coats or duster style coats are not allowed.
25. For schools wearing uniforms, see individual school dress codes for guidelines
26. Students enrolled in Career and Technical courses may have other dress code requirements related to health and safety issues.
27. Yoga pants and leggings cannot be worn as pants. They must be worn with a top/tunic which

meets the fingertip rule for length.

28. Modifications to the dress code may be allowed by school administrators for special occasions.
29. **Any dress or personal appearance that the administration feels is disruptive or presents a safety hazard to the instructional process will be dealt with on an individual case basis.**

APPENDIX: C MS Educator Code of Ethics

Mississippi Department of Education
Mississippi Educator Code of Ethics
Standards of Conduct

This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators.

Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues.

Unethical conduct is any conduct that impairs the license holder's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues.

Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4).

Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).

Standard 1: Professional Conduct
An educator should demonstrate conduct that follows generally recognized professional standards.

1.1. Ethical conduct includes, but is not limited to, the following:
   a. Encouraging and supporting colleagues in developing and maintaining high standards
   b. Respecting fellow educators and participating in the development of a professional teaching environment
   c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
   d. Providing professional education services in a nondiscriminatory manner
   e. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
   f. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children.

1.2. Unethical conduct includes, but is not limited to, the following:
   a. Harassment of colleagues
   b. Misuse or mismanagement of tests or test materials
   c. Inappropriate language on school grounds or any school- related activity
   d. Physical altercations
   e. Failure to provide appropriate supervision of students and reasonable disciplinary actions.

Standard 2: Trustworthiness
An educator should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

2.1. Ethical conduct includes, but is not limited to, the following:

a. Properly representing facts concerning an educational matter in direct or indirect public expression
b. Advocating for fair and equitable opportunities for all children
c. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

2.2. Unethical conduct includes, but is not limited to, the following:

a. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
   1. employment history, professional qualifications, criminal history, certification/recertification
   2. information submitted to local, state, federal, and/or other governmental agencies
   3. information regarding the evaluation of students and/or personnel
   4. reasons for absences or leave
   5. information submitted in the course of an official inquiry or investigation

b. Falsifying records or directing or coercing others to do so.

Standard 3: Unlawful Acts

An educator shall abide by federal, state, and local laws and statutes and local school board policies.

3.Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4: Educator/Student Relationships

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

4.1. Ethical conduct includes, but is not limited to, the following:

a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/ student authority while expressing concern, empathy, and encouragement for students.
b. Nurturing the intellectual, physical, emotional, social and civic potential of all students
c. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
d. Creating, supporting, and maintaining a challenging learning environment for all students.

4.2. Unethical conduct includes, but is not limited to the following:

a. Committing any act of child abuse
b. Committing any act of cruelty to children or any act of child endangerment
c. Committing or soliciting any unlawful sexual act
d. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
e. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
f. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with students.

   Examples of these acts may include but not be limited to:

   1. sexual jokes
   2. sexual remarks
   3. sexual kidding or teasing
   4. sexual innuendo
   5. pressure for dates or sexual favors
   6. inappropriate touching, fondling, kissing or grabbing

7. rape
8. threats of physical harm
9. sexual assault
10. electronic communication such as texting
11. invitation to social networking
12. remarks about a student's body
13. consensual sex.

Standard 5: Educator/Collegial Relationships

An educator should always maintain a professional relationship with colleagues, both in and outside the classroom.

a. Unethical conduct includes but is not limited to the following: Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
b. Harming others by knowingly making false statements about a colleague or the school system
c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
e. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues.

Standard 6: Alcohol, Drug and Tobacco Use or Possession

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

6. 1. Ethical conduct includes, but is not limited to, the following:

a. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.

6.2. Unethical conduct includes, but is not limited to, the following:

a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
b. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
c. Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7: Public Funds and Property

An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

7.1. Ethical conduct includes, but is not limited to, the following:

a. Maximizing the positive effect of school funds through judicious use of said funds
b. Modeling for students and colleagues the responsible use of public property.

7.2. Unethical conduct includes, but is not limited to, the following:

a. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain

b. Failing to account for funds collected from students, parents or any school-related function
c. Submitting fraudulent requests for reimbursement of expenses or for pay
d. Co-mingling public or school-related funds with personal funds or checking accounts
e. Using school property without the approval of the local board of education/governing body.

Standard 8: Remunerative Conduct

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

8.1. Ethical conduct includes, but is not limited to, the following:
a. Insuring that institutional privileges are not used for personal gain
b. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

8.2. Unethical conduct includes, but is not limited to, the following:
a. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body
b. Tutoring students assigned to the educator for remuneration unless approved by the local school board
c. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.)

Standard 9: Maintenance of Confidentiality

An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

9.1. Ethical conduct includes, but is not limited to, the following:
a. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
b. Maintaining diligently the security of standardized test supplies and resources.

9.2. Unethical conduct includes, but is not limited to, the following:
a. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
b. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
c. Violating other confidentiality agreements required by state or local policy.

Standard 10: Breach of Contract or Abandonment of Employment

An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.

10. Unethical conduct includes, but is not limited to, the following:
a. Abandoning the contract for professional services without prior release from the contract by the school board

b. Refusing to perform services required by the contract.

Appendix I

Appendix I

Appendix I

Appendix I

Appendix I

Appendix I: **MAINTENANCE STAFF GENERAL SAFETY MEASURES**

Floor Maintenance

Do:

- Wear proper non-slip footwear
- Wear rubber gloves when handling chemicals
- Advise staff in the building of possible slip and fall areas
- Use wet floor signs around all work areas especially stairwells
- Ensure all work areas are well lit
- Have someone assist you when lifting heavy equipment

Don't:

- Use equipment with frayed cords or attachments that are in poor condition
- Leave objects unattended on stairs
- Remove wet floor signs before floors are completely dry

Window Cleaning

Do:

- Ensure that all containers are properly labeled
- Secure ladder properly prior to use
- Ensure all ladders are in good working condition
- Seek assistance when moving heavy or odd shaped objects

Don't:

- Leave equipment in open areas where it can pose a tripping hazard
- Leave cleaning materials unattended
- Leave doors unsecured while working outside
- Allow students on or near ladders or cleaning supplies

Lighting

Do:

- Wear proper safety glasses
- Ensure ladders are in good repair

Don't:

- Use ladders that will conduct electricity
- Store loose lights in janitor's closets (they should be kept in a storage box at all times)
- Change lights that are over 10 feet without the proper procedures in use
- Allow students on or near ladders

General Cleaning

Do:

- Ensure that all equipment and chemicals are properly labeled
- Know where all fire exits and extinguishers are located
- Use well maintained equipment
- Wear the proper gloves when using harsh chemicals
- Keep electrical cords out of areas where they could pose trip hazards
    - Seek assistance when moving heavy or odd shaped objects

Don't:

- Leave janitor's closets untidy and disorganized
- Leave chemicals in washrooms or janitor's closets when mixed with other chemicals
- Remove wet floor signs before floors are completely dry
- Allow students to clean up any bodily fluids
- Allow students near harsh chemicals
- Leave objects unattended in high traffic areas
- Leave doors unsecured when working inside or outside of the building

Interpersonal Skills

Do:

- Be friendly and courteous to all students, staff, and visitors
- Maintain a professional relationship with students, staff, and visitors

Don't:

- Ask or exchange telephone numbers with students
- "Friend request" or "Friend" students on social media outlets including Instagram, Facebook, or Snapchat