



JEFFERSON
COUNTY SCHOOL DISTRICT

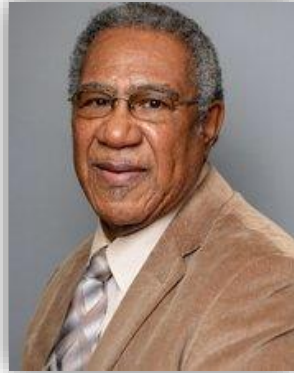
EMPLOYEE HANDBOOK AND EMPLOYMENT GUIDELINES

Dr. Adrian
Hammitte,
Superintendent
2021 – 2022
Academic School
Year

Jefferson County Board of Education

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 Members



Dr. Jesse Harness, President



Mr. Michael Malone
Vice President



Ms. Carolyn Smith
Executive Secretary



Mrs. Claudine
Middleton, Member



Ms. Angela Short
Member

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:

Such letters or petitions should be directed to the Jefferson County Board of Education, P O Box 157 Fayette, MS 39069.

MESSAGE FROM THE SUPERINTENDENT



Dear Parents, Students, and Stakeholders:

On behalf of the Board of Trustees, I am delighted to welcome you to our district, where each day we work together to fulfill our commitment to educating boys and girls.

We are extremely excited about the many great things happening in the district. I could not be prouder of the collaborative work being done to improve student achievement. As we strive for academic excellence, we are shifting our focus from a teacher-centered approach to a student-centered paradigm. We are implementing high-impact strategies and rigorous instructional approaches to meet the learning styles of students. We are also actively engaging parents and community stakeholders in the learning process.

As Superintendent, my highest priority is to make sure that every child receives a high-quality education. We are putting systems in place to ensure student achievement improves at each school. In addition, we are promoting teaching and learning by fostering a positive school climate.

I encourage you to review the Jefferson County School District vision statement and mission statement to get a greater sense of what our district is all about and what we hope to achieve in the future. Let's continue to dream big, work hard, and rise together!

With warm regards,

Adrian Hammitte, Ph.D.
Superintendent of Education

Introduction

District Vision Statement

The Jefferson County School District will be a premier educational institution, a source of pride and creativity, and the cornerstone of academic excellence producing life-long learners who are college and career ready.

District Mission Statement

The Jefferson County School District will provide an educational climate and rigorous instructional programs that prepare all students for higher learning and careers in a twenty-first-century workforce.

Jefferson County School District provides this employee handbook to guide all licensed and non-licensed personnel in following all its policies and procedures. These policies establish the rules which govern the employee and the employer. These policies and procedures are designed to foster the most efficient operation of the school system, covering conditions of employment, promotions, work schedules, office hours for school personnel, leave policies, retirement, etc.

It is the responsibility of each employee to know and abide by the policies and procedures of the Jefferson County School District. It is the desire of the Jefferson County School Board of Education that each person be fully cognizant of his/her responsibilities in the overall educational program of the district. The JCSD employee handbook has been designed to serve as a quick reference for many issues relating to your employment with Jefferson County School District.

The JCSD Policy Manual is the authority in cases of a disparity between the Manual and the Employee Handbook. This handbook is updated as official policies change. Being cognizant of and abiding by the policies and procedures related to your job is essential to having a successful school year. Please review this handbook carefully.

If you need to refer to the handbook in the future, remember that the most recent version will be available on the JCSD website. In addition, the Office of Human Resources and the Office of Finance & Business Management can provide assistance with questions relating to your employment and benefits.

Sandra Williams, Business Manager
swilliams@jcpsd.net

601-786- 3721 extension 101

Ilene Young, Benefits/Payroll Clerk
iyoung@jcpsd.net

601-786-3721 extension 108

Sharonda McKenzie, Human Resource & Fixed Assets Coordinator
smckenzie@jcpsd.net

601-786-3721 extension 107

Jefferson County School District shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and need.



Jefferson County School District

2021-2022 CALENDAR

July 2021

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

S	M	T	W	TH	F	S
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29	30	31				

September 2021

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October 2021

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31						

November 2021

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28	29	30				

December 2021

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January 2022

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30	31					

February 2022

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27	28					

March 2022

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27	28	29	30	31		

April 2022

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May 2022

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22	23	24	25	26	27	28
29	30	31				

June 2022

S	M	T	W	TH	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

	Students Attend Full day		80% Day		No School for Students		End of Grading Period		Progress Reports Issued		Report Cards Issued
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July 1	Begin School Year - 2021-22
August 3-6	Convocation/Professional Development/ New Teacher Orientation
August 9	First Day of School for Students
August	17 days (students)
September 2	Progress Reports
September 6	Labor Day
September 22	PD/Early Dismissal
September	21 days (students)
October 7-8	1 st 9 Weeks Exam
October 11	End of Nine Weeks
October 14	Parent Conference/First Term Report Card Pick-up
October 20	PD/Early Dismissal
October 29	Homecoming
October	20 days (students)
November 11	Progress Reports
November 17	PD/Early Dismissal
November 22-26	Thanksgiving Holidays (students)
November	17 days (students)
December 17-21	2 nd 9-Wks./Semester Exams
December 21	End of 2 nd Nine Weeks
December 22-January 5	Christmas Holidays
December	15 days (students)
January 5	Professional Development - Staff
January 6	Students Return
January 13	Report Cards Issued
January 17	School Holiday/MLK Birthday
January 19	PD/Early Dismissal
January	17 days (students)

February 10	Progress Reports
February 14-15	Winter Break (students)
February 14-15	Winter Break (Teachers)
February 23	PD/Early Dismissal
February	18 days (students)
March 10-11	3 rd 9-Wks. Exams
March 14-18	Spring Break
March 21	End of 3 rd Nine Weeks
March 23	PD/Early Dismissal
March 24	Parent Conference/Third Term Report Card Pick-up
March	18 days (students)
April 15,18	Easter Break
April 21	Progress Reports
April	19 days (students)
May 5-6	2 nd Semester Exams - Seniors
May 18-19	9-Wks./Semester Exams, Grades K-11
May 20	Graduation Day
May 25	End of 4 th Nine Weeks
May 25	Last Day for Students/Bus Drivers
May 27	Last Day for Teachers/Cafeteria Mgr./workers
May 30	Memorial Day Holiday
May	18 days (students)
June 2	Report Cards Issued

182	August 5, 2021-May 25, 2022	Transportation Department
185	August 5, 2021-May 27, 2021	Food Services
187	August 3, 2021-May 27, 2022	Teachers/Assistants
200	July 26, 2021-June 08, 2022	Behavior Specialists
210	July 19, 2021-June 15, 2022	Counselors/JROTC/Asst. Principals
220	July 14, 2021-June 24, 2022	Counselors/JROTC
235	July 01, 2021-June 30, 2022	Central Office/Janitors/Secretaries/Principals
205	July 19, 2021-June 08, 2022	

Jefferson County Schools

Jefferson County Elementary School

Shameka Woods, JCES Principal

430 Highway 33

Fayette, MS 39069

Phone: (601) 786-3658 Fax: (601) 786-6021

Jefferson County Upper Elementary School

Ms. Cashoney Carter, JCUES Principal

442 Highway 33

Fayette, MS 39069

Phone: 601-786-8510 Fax: 601-786-3527

Jefferson County Junior High School

Ms. LeTina Guice, JCJHS Principal

468 Highway 33

Fayette, MS 39069

Phone: 601-786-3900 Fax: 601-786-2273

Jefferson County High School

Mr. David Day, JCHS Principal

2277 Highway 61 North

Fayette, MS 39069

Phone: 601-786-3919 Fax: 601-786-2271

Jefferson County Career and Technical Center

Dr. LaRondrial Barnes, CTE Director

205 Industrial Park Road

Fayette, MS 39069

Phone: 601-786-3642 Fax: 601-786-2271

Jefferson County School District
Robert L. Williams Educational Administration Building



Finance and Business Office

Our goal is to provide efficient and accurate financial services for our district administrators, governing board, vendors, and the community. The business office personnel can assist and manage all matters relating to budgeting, accounting, fiscal reporting, payroll, purchasing, accounts payable, and receiving. Please contact us should you need help with any of your district financial questions or concerns.



Sandra Williams
Business Manager



Shameka Glass
Executive Asst/Accounts Payable



Mary Felton
Business Office Clerk



Ilene Young
Benefits & Payroll Clerk

942 Main Street | PO Box 157
Fayette, MS 39069
(601) 786-3721 Telephone (601) 786-8441 Fax

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Appendix A COVID-19 RESOURCES

Appendix B..... Mississippi Code of Ethics

Appendix C..... Handbook Acknowledgement Form

Appendix D Disciplinary Action Form

School Day

The school day shall be arranged and scheduled by the administration and approved by the school board subject to the rules and regulations of the Mississippi State Board of Education and Mississippi Statutes.

JEFFERSON COUNTY SCHOOL DISTRICT EMPLOYMENT BACKGROUND CHECKS

The employment background screening process shall be conducted on any individual recommended for employment in the Jefferson County School District.

The employment background screening process shall include but not limited to:

- Reference checks made with the applicant's most recent supervisors.
- A criminal records background check of felony and misdemeanor convictions.
- A child abuse check with the child abuse registry.
- Fingerprinting with checks made at the state level and the national criminal history level.

Jefferson County School District will begin conducting pre-employment testing and reasonable suspicion testing of all personnel, in addition to random testing of bus drivers.

An employee will be allowed to provide notice to the Jefferson County School District of current or recently used prescription or non-prescription drugs prior to the time of the test.

Random testing of bus drivers will be implemented using a neutral selection basis.

Jefferson County School District will not waive the selection of any employee chosen pursuant to the random selection procedures.

Reasonable suspicion is defined under this policy as the belief by Jefferson County School District that an employee is using or has used drugs or alcohol in violation of Jefferson County School District's policy. Reasonable suspicion may be based upon, among other things:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
2. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
3. A report of drug use provided by reliable and credible sources, and which has been independently corroborated;
4. Evidence that an individual has tampered with a drug and alcohol test during his/her employment;
5. Information that an employee has caused or contributed to an accident while at work; and
6. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working, while on school premises, or while operating one of the school's vehicles, machinery, or equipment.

If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Jefferson County School District's policy, that employee will be required to submit to a drug and/or alcohol test.

The Superintendent (or in his or her absence, an appointed replacement) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of Jefferson County School District's drug and alcohol policy, the employee will be subject to immediate disciplinary action.

Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.

The following are drugs for which the district may test: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, and cocaine.

An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the Superintendent.

At his or her own cost, an employee may also request that the specimen be retested at a certified laboratory of his or her own choosing.

An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.

EMPLOYEE ANNUAL EVALUATIONS

All certified and non-certified employees of JCSD will be evaluated annually. Promotions, pay increases, or any other performance-based benefit will be contingent upon annual appraisal results. All evaluations include corrective action requirements if such is warranted. Employees may check with their immediate supervisors for information in the evaluation guidelines.

FIXED ASSETS MANAGEMENT

The Jefferson County School District Board of Education establishes and maintains a fixed asset record and inventory control system for all capital assets located within the school district. All employees are expected to care and maintain district properties in their charge.

Standard of Care and Liability for Missing Property

1. All employees that are assigned areas of responsibility under the plan shall exercise reasonable care to ensure that the fixed assets of the district are properly accounted for.
2. While it is recognized that public employees are not insurers of school property, all employees charged with areas of responsibility under the plan shall be financially responsible for losses which might occur to the district as a result of the failure to reasonably perform the custodial duties assigned to the employee under the plan.
3. All employees of the district have a duty of due care and diligence to protect and preserve all fixed assets and other property of the district. Any employee guilty of gross negligence or misconduct that results in

the destruction, theft, or other loss of property of the district shall be responsible for providing replacement of the property or adequate compensation for the loss, as may be determined by the School Board.

MANDATE

In order to effectively track and inventory all supplies, and equipment ordered for the Jefferson County School District, the following applies:

All purchases must be delivered to the main office at **942 Main Street Fayette, MS 39069** to the attention of the staff member and designation school site/department. **NO EXCEPTIONS**

Enforcement

1. Employees may be held financially responsible for all district equipment, furniture, or other fixed assets assigned to their custody.
2. Principals may be held financially responsible for all district equipment, furniture, fixtures, or other fixed assets assigned to their schools.
3. Administrative heads/directors may be held financially responsible for all district equipment, furniture, fixtures, or other fixed asset assigned to their departments or designated under their control.
4. All employees shall report any lost/stolen/destroyed items immediately to campus police for proper investigation. The fixed asset assistant at said location will compile all reports with retirement form and send them to the district office.
5. The School Board will be presented with a report, and a decision will be made if the item is to be charged to custodian/principal, or if it was no fault of the custodian/principal and no action necessary, other than removing the item from inventory.
6. Cost of lost/stolen/destroyed item will be determined by original cost minus depreciation and will comply with GASB Statement No. 34.
7. If item is to be charged, the custodian/principal will have up to three months to repay for lost/stolen/destroyed item. (For additional information, refer to JCSD Fixed Assets Policy)

Donation of Fixed Assets

The donation of a fixed asset to the school district must be properly processed in accordance with School Board Policy. The administrator/supervisor notifies the Fixed Asset Coordinator of the donated asset and the value assessment for acknowledgment and approval by the Board. Once accepted and approved by the Board, the Fixed Assets Coordinator should affix a property tag to the item at its location and enter the addition to the property record. The item shall be valued at an estimated fair market value and marked as “donation” in the property record.

DONATIONS AND CONTRIBUTIONS

All donations and contributions are considered public funds and will be accounted as public funds. Donations and/or contributions in the amount of \$500 or greater should be formally submitted to the Superintendent for acknowledgment and acceptance. It is permissible for a donation or contribution less than \$500 to be receipted by the local school.

ATTENDANCE (TEACHER)

All staff members are to report as scheduled by the principal and sign in and/or clock in immediately. If you are going to be absent due to illness, notify the principal or person designated by him or her as soon as possible. Staff members who are late must contact the principal's office for arrangements to be made to cover their duties until they arrive. Excessive tardiness may result in consequences including, but not limited to, a conference with the principal, a written reprimand, and/or suspension.

The following action will be taken to address excessive tardiness each nine weeks:

- 1st Offense- Verbal Warning
- 2nd Offense- Written reprimand
- 3rd Offense- 1 day suspension without pay

Habitual violations of this policy may result in dismissal

Except in case of emergency, and with approval of the principal, teachers are expected to remain on the school grounds from check-in until check-out time. Teachers should also remain in their classrooms during class sessions and on their duty posts for the entire assigned time. The principal of each school will set duty hours.

Cafeteria Plan

The Jefferson County School District salaried employees regularly scheduled to work 20 or more hours are eligible to enroll in group health insurance.

The premium is paid by the State of Mississippi. Coverage is available for staff member's spouse and/or dependent children, with the staff member paying 100 percent of the additional premium cost.

Procedure:

Employees are eligible for enrollment in the group health insurance plan when hired. Premiums for dependent coverage are paid through payroll deductions.

Staff members who do not join the group insurance plan at the time of employment, but choose to do so later, must submit an application to do so.

Employees will be asked to provide medical information and may be asked to take a physical examination. They could be denied coverage if they do not enroll at the time of employment.

Employees covered under group health insurance, who leave the employment of the district, have the right to continue his or her coverage under the provisions of COBRA (The Consolidated Omnibus Budget Reconciliation Act of 1985).

COBRA

If employment ceases due to termination, layoff, other change in employment status, or qualifying event, employees will be offered the opportunity to continue, on a temporary basis, their group health care coverage under the state's group health coverage plan.

The qualifying event requirement is satisfied if the event is:

1. The death of a covered employee.
2. The termination (other than by reason of the employee's gross misconduct) or a reduction of hours of a covered employee's employment.
3. The divorce or legal separation of a covered employee from the employee's spouse.
4. A covered employee becoming entitled to Medicare benefits under Title XVIII of the Social Security Act.
5. A dependent child ceases to be a dependent child of the covered employee under the generally applicable requirements of the plan, and a loss of coverage occurs.

COBRA Coverage is available:

- Up to 18 months for covered employees, as well as their spouses and their dependents, when workers otherwise would lose coverage because of a termination or reduction of hours.
- Up to 29 months is available to employees who are determined to have been disabled at any time during the first 60 days of COBRA coverage and applies as well to the disabled employee's non-disabled qualified beneficiaries.
- Up to 36 months for spouses and dependents facing a loss of employer-provided coverage.

Applications and other information regarding group health insurance and the cafeteria plan can be obtained from the **Benefits & Payroll Clerk**.

Benefits

Employees may choose to have payroll deductions for participation in credit union, cancer insurance, dental insurance, cardiovascular insurance, disability insurance, and deferred compensation.

Eligible employees working 20 hours or more per week may also participate in the tax exemption cafeteria plan for health insurance for spouse and/or dependent children.

Contact the **Benefits & Payroll Clerk** for further information regarding participation.

Family Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year.

JOB BENEFITS AND PROTECTION:

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

For more information on job benefits and protection, please contact the business department at (601)786-3721.

REASONS FOR TAKING LEAVE:

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

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son/daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.
- At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

MANDATED PROCEDURE: ANY EMPLOYEE THAT IS ABSENT FOUR CONSECUTIVE DAYS (DUE TO ILLNESS) MUST COMPLETE A FAMILY MEDICAL LEAVE PACKAGE

ADVANCED NOTICE AND MEDICAL CERTIFICATION:

The employee may be required to provide advanced leave notice and medical certification. Employee's leave may be taken or denied if requirements are not met. Ordinarily, an employee must provide a 30 day advance notice when the leave is "foreseeable."

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

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

Sick and Personal Leave

Certified Personnel

Each certified employee at the beginning of each school year shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year.

Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such certified employee if the certified employee remains employed in the Jefferson County School District. In the event any public certified employee transfers from the Jefferson County School District to another, any unused portion of the total sick leave allowance credited to such certificated employee shall be credited to such certified employee in the computation of unused leave for retirement purposes under Section 25-11-109.

Accumulation of sick leave allowed under this section shall be unlimited. No deduction from the pay of such certified employee may be made because of the absence of such certified employee caused by illness or physical disability of the certificated employee until after all sick leave allowance credited to such certificated employee has been used.

For the first ten (10) days of absence of a certified employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such certified employee, there may be deducted

from the pay of such certificated employee \$125.00 / day because of the absence of the certified employee as a result of illness or physical disability.

Thereafter, the regular pay of such certified employee may be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

Non-Certified Personnel

All twelve (12) month non-certified staff will receive seven (7) sick leave and two (2) personal days with unlimited accumulation. All nine (9) month non-certified staff receive five (7) sick leave days and two (2) personal days with unlimited accumulation.

In order for twelve (12) month non-certified employees to be eligible for vacation time, they must have been employed by the Jefferson County School District for a period of at least one-year (twelve (12) months). Thereafter, twelve (12) month non-certified employees will be entitled to a two (2) week paid vacation. Requests should be submitted to the immediate supervisor at least two (2) weeks In advance.

Personal Leave

Beginning with the school year 1983-1984, each certificated employee at the beginning of each school year shall be credited with minimum personal leave allowance, with pay, of two (2) days of absences caused by personal reasons during that school year.

Such personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day before a holiday, or a day after a holiday.

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

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

However, the superintendent of the Jefferson County School District may, in his discretion, allow a certified employee personal leave in addition to any minimum personal leave allowance, under the condition that there shall be deducted from the salary of such certificated employee the actual amount of any compensation paid to any person as a substitute, necessitated because of the absence of the certificated employee.

Beginning with the school year 1992-1993, each certified employee shall be credited with a professional leave allowance, with pay, for each day of absence caused by reason of such employee's statutorily required membership and attendance at a regular or special meeting held within the state of Mississippi of the State Board of Education, the Commission on Teacher and Administrator Education, Certification and Development, the Commission on School Accreditation, the Mississippi Authority for Educational Television and the meetings of the state textbook rating committees.

JURY DUTY

Absences for jury duty will not affect personal leave benefits.

1. Employees must submit a staff absence in Frontline Central and send to the principal or supervisor with a copy of the “letter of attendance” from the court notating the days served by the employee.

RESERVE OR GUARD DUTY

If an employee is called to short-term reserve or guard duty, no deductions will be made from the employee’s salary accumulated sick leave, or vacation time.

MILITARY DUTY

Employees may be granted a leave of absence to fulfill military requirements, such as being activated through a reserve unit. This leave is granted by prior approval of the Superintendent and is taken for up to one year and without pay. Requests for military leave should be received by March 1 prior to the absence or immediately upon notification.

Donation of Leave

Any employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of this school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

1. The employee donating the leave (“the donor employee”) shall designate the employee who is to receive the leave (“the recipient employee”) and the amount of unused accumulated personal leave and sick leave that is to be donated and shall notify the superintendent in writing of his or her designation.
2. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed the number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining. The maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
3. An employee must have exhausted all his or her accumulated personal leave and sick leave before he or she will be eligible to receive any leave donated by another employee.
4. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.

Before an employee may receive donated leave, he or she must provide the superintendent with a physician certification form that states the beginning date of the catastrophic injury or illness. The form should include a description of the injury or illness, and a prognosis for recovery, and the anticipated date that the recipient employee will be able to return to work.

If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro-rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.

Donated leave shall not be used in lieu of disability retirement. For the purposes of this policy, the following

words and phrases shall have the meaning described in this paragraph unless the context requires otherwise:

•catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the school district for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work, are long-term in nature, and require long recuperation periods may be considered catastrophic. "Immediate family" means spouse, parent, stepparent, sibling, child, or stepchild.

Donation of Leave Checklist

Our office will require the following information for review before an employee may be considered to receive donated leave. The completed forms should be received fifteen (15) working days before payroll is due. Failure to submit the following required information may result in delayed review and/or denial of the donated leave:

Physician's certification form

This form can be picked up from the Jefferson County School District Central Office
The physician must state that the injury or illness is catastrophic

Donated leave form

This form can be picked up from the Jefferson County School District Central Office
The donor(s) must receive signed approval from his or her supervisor.
The recipient's signature is also required to certify that all accumulated sick and personal leave has been exhausted.

Compensation Guide: Certified and Non-Certified

All forms of employee compensation will be administered without regard to race, color, religion, age, sex, or national origin. Salaries will be set as deemed appropriate for the type of employment for non-classified personnel and will be according to the salary scale for certified personnel.

Pay Period

The amount of the salary to be paid, the school board shall fix any elected/appointed superintendent, principal, or certificated employee, provided that the requirements of Chapter 19 of this title are met as to superintendents, principals, and certified employees paid in whole or in part from minimum education program funds.

In employing such superintendents, principals, and certified employees and in fixing their salaries, the school board shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the certificated employee, superintendent, or principal.

It is the intent of the Legislature that whenever the salary of the school district superintendent is set by a school board, the board shall take into consideration the amount of money that the district spends per pupil, and shall

attempt to ensure that the administrative cost of the district and the amount of the salary of the superintendent are not excessive in comparison to the per pupil expenditure of the district. §37-9-37 (1992).

The annual salaries so fixed shall be made payable in equal monthly or, within the discretion of the school board, in equal semimonthly installments for the number of scholastics; months for which the school is to be operated.

However, the superintendent of schools, at the request of the principal or certified employee being contracted with, or at the request of the non-certified employee, shall make such salary payable in equal monthly or semimonthly installments for a period of months in excess of the number of months for which the school to be operated but not exceeding twelve (12) months.

If the contract is based on the number of scholastic months for which the school is operated, the monthly payments shall be made on the last regular school day of each calendar month or semimonthly payments shall be made on the 15th of the month or last working day prior to the 15th except for the month of December provided, however, that the last monthly payment may, at the discretion of the school board, be made on the last day of the scholastic term when such principal, certificated or non-certified employee has completed his or her assigned responsibilities.

If the contract is based on a period of months in excess of the number of months for which the school is to be operated, the first such payment shall be made on the last regular school day of the calendar month in which the school opens and the remaining payments shall be made on the last regular school day of each calendar month thereafter for the number of months provided by the contract; provided, however, if the last scholastic month ends during the calendar month in months when school is not in session payments shall be made on what would have been the last regular school day of the month if school were in session.

An appointed superintendent, principal, certificated or non-certificated employee who completes the entire scholastic year shall be entitled to payment for the full number of monthly payments provided by the contract without regard to his activity at the time when his services are not required by the school.

If an appointed superintendent, principal, certificated or non-certificated employee is released during the school term by agreement between the school board and such superintendent, principal, certified or non-certificated employee, then such superintendent, principal, certificated or non-certified employee shall be entitled to such proportion of the annual salary as the time which he/she shall have taught shall bear to the total school term, and any balance which may be due him/her shall be paid at such time as the board may determine, but not later than the close of the then current scholastic year.

Provided further, that upon written request when entering into an employment contract, a superintendent, principal, teacher or any certificated or non-certificated personnel, may, within the discretion of the school board, be paid twice a month on the 15th of the month or the last working day prior to the 15th and on the last regular schooled day of each month except for the month of December. §37-9-39 (1992) LEGAL REF. : Mississippi Code, as cited above.

All payroll checks, except substitute teacher checks, will be issued at the end of the workday by the principal, director, or supervisor at each work site, except substitute teacher checks.

PAYROLL DEDUCTIONS

Compulsory deductions include:

1. federal withholding tax;
2. state withholding tax;
3. social security tax;
4. state retirement (PERS): Retirement benefits are paid each pay period. The district pays 17.40% based on the employee's gross pay and the employee contributes 9.0% of the gross pay;
5. bankruptcies and garnishments (when warranted);
6. child support payments; and/or
7. tax levies.

Optional deductions include:

1. Hospitalization Group Insurance;
2. Dental Group Insurance;
3. Cancer/Intensive Care/Life Insurance;
4. Salary Protection Plan;
5. Child Care/Cafeteria Plan;
6. Medical Reimbursement/Cafeteria Plan; and/or
7. Vision Insurance.

EMPLOYMENT CATEGORY RATE OF PAY

Substitute Teachers, asset by the Jefferson County Board of Education Substitute Janitors, as set by the Jefferson County Board of Education

Substitute Maintenance Workers, as set by the Jefferson County Board of Education Substitute Security Workers, as set by the Jefferson County Board of Education Substitute Cafeteria Workers, asset by the Jefferson County Board of Education.

Substitute Bus Drivers, as set by the Jefferson County Board of Education roster of approved substitute personnel shall be issued annually by the superintendent.

Principals and supervisors shall use the roster of approved substitute personnel in selecting substitutes for emergency services as required.

Retired teachers may substitute teach a maximum of ninety-three days per calendar year.

Qualification for Substitute Teachers

All substitute teachers shall possess at least 60 hours of college credit and if possible be assigned to their area of specialization. Long-term substitute teachers must possess a B.S. degree.

Compensation for Substitute Teachers

All regular substitute teachers shall be paid as set by the Jefferson County Board of Education.

Substitute Personnel

Definition:

Substitute personnel is defined as any person who is employed by the Jefferson County School District either temporarily to fill a short-term vacancy or a regular, full-time employee who is absent but is expected to return prior to the end of the school year or fill a vacancy created by the first of January for the remainder of the school year.

Term of Employment and Compensation

Substitute personnel are approved by the Jefferson County School Board for one academic year. No guarantee shall be made for substitute personnel as to the number of days of employment.

Reduction in Professional Staff Work Force Policy

It shall be the duty of the superintendent to recommend to the school board to reduce the number of certificated staff member and to eliminate or consolidate such positions.

If a reduction in force becomes necessary, the superintendent shall attempt to retain as many certified staff members as possible.

It shall be the exclusive and final judgment of the school board to approve the reduction in force recommendations of the superintendent. The superintendent shall provide each released certified staff member with a letter of explanation and recommendation.

This reduction in force policy is not applicable to the termination or non-renewal of any individual certified staff members whose position thereafter may be refilled by the superintendent.

Reduction in certificated staff may be initiated for anyone or a combination of any of the following reasons:

Declining enrollment and/or enrollment declining below state minimum requirement per class size;

Elimination of course from curriculum by MS Department of Education;

Elimination of course by school board for financial reasons;

Non-approval by MS Department of Education of course for minimum program or vocational reimbursement;

Reduction of number of classes for course due to consolidation of smaller classes within state required limits;

Modification of court ordered desegregation plan;

Any other reason which is not arbitrary or capricious.

Definition of Terms

The term day shall mean calendar day.

The term certified staff member shall mean any employee of the district required to hold a valid certificate by the Commission on Teacher and Administrators of Education, Certification and Development.

The term certification shall mean that area of certification which the certified staff member is currently employed.

The term seniority is defined as the length of full--time contracted employment in education.

Interruptions of service because of resignation, separation, or leave of absence are not included in the computation of the length of service of a certified staff member.

The term local evaluation means the review conducted by supervisory personnel in the district within the school year.

Provisions

For a period of two academic years, no appointment or new certificated staff members will be made while certified staff members who have been terminated because of reduction in force and who are properly qualified to fill such vacancies are available to fill the position.

Priority for such rehiring shall be given to qualified released staff members according to composite scores under the formula Listed in "b" below.

To enable the district to maintain Its most effective certified staff, contracts will be non-renewed or terminated for certificated staff members earning the lowest composite score using the following formula based on certification, seniority, and evaluation. School Employment Procedures Law (SEPA) MISS, CODE ANN. SS 37-9-101 THROUGH 113 (SUPP.1990) LEGAL REF: Miss. Code Ann. SS 39-9-59; 37-9-101 through 133 (supp. 1990): Singleton v. Jackson Municipal Separate School District, 491 F. 2d 1211 (5th Cir. 1970); Cousin v. Board of Trustees of Houston Municipal Separate School District, 726, F. 2d 262 (5th Cir.1984).

School Employment Procedures Law (SEPA) Miss. Code Ann. SS 37-9-101 through 113 (Supp.1990)

All procedures required by SEPA shall be followed.

Nothing in this policy is to be constructed as limiting the powers of the school board to dismiss or release a certificated employee for cause or otherwise permitted by law.

Retirement

Upon retirement from employment, each certified employee shall be paid, at the option of the employee, for all unused accumulated leave earned while employed.

Such payment shall be made by the school district at a rate equal to the amount paid to substitute teachers, and of said payment an amount equal to the regular rate of pay for up to thirty (30) days leave shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Section 25-11-103(e).

Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise

provided by law for unused leave.

Such unused leave may be retroactively claimed or credited, at the option of the employee, by any employee who has retired after January 1, 1994. If the employee chooses to claim such unused leave as compensation, then the school district may pay such a claim.

ADMINISTRATIVE PERSONNEL PROMOTIONS

Administrative personnel shall be promoted on their own merit by the superintendent if, at the commencement of the scholastic year, any licensed employee shall present to the superintendent a license of a higher grade than that specified in such individual's contract, such individual may, if funds are available from minimum education program funds of the district, or from district funds, be paid from such funds the amount to which such higher license would have entitled the individual by October school board meeting of each year, had the license been held at the time the contract was executed. MS Code 37-9-17 (1997)

When it becomes necessary to fill administrative and supervisory vacancies, the supervisor of the vacant positions shall contact the superintendent concerning the vacancy and shall review and update the job description before the position is posted. The vacancy will be posted in all district facilities for fourteen days unless the need exists for a shorter time which will reduce the time to five days.

In emergency cases and based on the needs of the district, the superintendent may forego the posting of positions.

Employees qualified for promotion to administrative and supervisory positions shall submit a letter of interest for each particular position along with other necessary requirements to the superintendent prior to the posted deadline for submission.

All qualified applicants who have complete personnel files shall be considered for the administrative or supervisory position for which they apply. Race, creed, color, national ancestry, age, religion, handicap, marital status, or sex shall not be considered in promotion.

The process of administrative promotion shall be free from pressures considered detrimental to the best conduct of the schools.

Student Teachers

The superintendent of schools is authorized to sign agreements with colleges and universities within the state for the placement of student teachers.

The placement of student teachers shall be made by the personnel office in consultation with the building administrator and the classroom teachers.

The board of education encourages Highly Qualified Teachers of the Jefferson County School District to accept and discharge responsibility of training teacher's in this system. The following shall apply to the student teaching program in this school district:

1. Only experienced teachers (MATAI Certified) approved by the administration officials will be eligible for this supervisory duty;

2. Not more than two student teachers can be supervised by one person, preferably one each semester;
3. Placement of a student-teacher must be approved by the supervising teacher, the school principal, and the superintendent or his designee;

Publication of Teacher's Names

Request for list of names and addresses of teachers must be made through the superintendent's office. Such information is usually to educational agencies. The names and addresses of teachers and faculty members shall be given to limited persons. Upon permission by the addressee, this information can be given to other parties.

Notification: Certified and Non-Certified

All candidates will be notified of their status when the positions for which they have applied have been filled and appointments approved by the board of education. A candidate is an individual who is in the process of screening would be considered a finalist for the vacancy.

Discrimination Complaints

Complaints alleging discrimination based on race, color, sex, religion, national origin ancestry, or handicap (Equal Employment Opportunity Act Title IX and Rehabilitation Act of 1973) shall be reported to the Superintendent of Schools.

Complaints Concerning School Personnel

Constructive criticism of the school is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its task more effectively.

The board places trust in Its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

The administration shall establish procedures for handling any such complaints when they are received.

Gifts to School Personnel

Students and their parents will be discouraged from the routine presentation of gifts to district employees on occasions such as Christmas. When a student feels a spontaneous desire to present a gift to a staff member, the gift will not be elaborate or unduly expensive. The board shall consider as always welcome and, in most circumstances, more appropriate the writing of letters to staff members expressing gratitude or appreciation. On February 6, 1995, the Board voted to make it a policy to eliminate the delivery and/or exchange of Valentine's gifts on the school premises.

Employee Travel

Funds are provided for travel by school board members and employees on the basis that there is an expected benefit to the school district. The Board of Education may require written reports on individual travel from

employees and board members. All travel by employees is subject to the following conditions:

1. Travel expenses will be paid only in those instances in which prior approval has been received from the superintendent. Prior approval shall be based upon budget limitations, assigned duty responsibilities, and expected benefit to the school district.
2. Reimbursement for travel by employee shall be made only upon submission of a signed claim describing the nature and duration of the travel and accompanied by itemization of expenses. Reimbursement claims must be supported by receipts.
3. Transportation by private automobile shall be paid at a mileage rate established by the State of Mississippi, Auditor's Office. Where commercial air or train transportation is available on an appropriate schedule, the district mileage rate or the air coach will be paid.
4. Reimbursement for lodging and meals shall be based upon the actual expenses. However, the reimbursement shall not exceed the per diem rate set by the Mississippi Department of Education.
5. Expenses to be considered for reimbursement are limited to transportation including turnpike charges, meals, lodging, and registration fees of employees.
6. No payment for travel or meeting costs shall be made if travel cost is eligible for payment from other agencies, and no transportation payment shall be made if travel is by district vehicle.
7. The superintendent of schools is authorized to establish additional rules and procedures as may be necessary to implement this policy; however, these rules are subject to board approval.
8. The district does not pay for food unless there is an overnight stay.

Drug-Free Workplace

It is the policy of the Jefferson County School District to maintain a drug and alcohol-free workplace. As a condition of employment, all employees will be required to certify, in writing, that they will abide by the terms of this policy as set out below.

The signed certification will be a part of the employee's permanent personnel file. In accordance with this Public Law 100-690, title Drug-Free Workplace Act of 1988, and Public Law 101-647, the Drug-Free Schools and Communities Act of 1986, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the Workplace of the Jefferson County School District.

Pursuant to this law, all Jefferson County School District employees will notify the Superintendent of Education if convicted for violation of any criminal drug statutes, should said violation in the Workplace, no later than five days after such conviction. The Jefferson County School District will periodically offer a drug and alcohol awareness program addressing the legal, social, and health consequences of drug and alcohol use and abuse in which all employees must participate at least once.

The program will include a discussion on the terms of this policy as well as a discussion of the dangers of drug and alcohol abuse in the Workplace.

As used in this policy, the term "drugs" includes alcohol, inhalants (chemical vapors), (marijuana), controlled substances, and similar substances, which impairs a person's ability to work productively and safely.

The proper use of a drug as prescribed by a licensed physician is not subject to disciplinary action. If an employee's ability to work safely may be affected by the use of a prescribed drug, the employee must inform his or her supervisor so that precautions can be taken.

The Jefferson County School District's policy is that employees shall not be allowed to work or participate in any school district activities while using alcohol or under the influence of alcohol or any controlled substance which alters their ability to work safely and productively.

The Jefferson County Superintendent of Education is hereby directed to provide a drug-free workplace by; publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition;

Establishing a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace;

Jefferson County School District's policy of maintaining a drug-free workplace;

Available drug counseling, rehabilitation, and employee assistance programs

The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Making it a requirement that each employee be given a copy of the statement required by paragraph (1)

Notifying the employee in the statement required by paragraph (1)

As a condition of employment under the grant, the employee will:

- Abide by the terms of the statement;
- Notify the employer of any criminal drug statue conviction for a violation occurring ln the workplace no later thanfive days after such conviction;
- Notifying the agency within ten days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction.

Taking the following actions, within 30 days of receiving notice under subparagraph (4)(b) with respect of any employee who is so convicted:

Suspension of employee until due process hearing

Recommend - show cause for termination

Loitering or Causing Disturbance

All unauthorized individuals making a visit to a school campus must have written permission from the building principal(s), superintendent, or designee of these school administrators.

The Board of Education will, to the full extent of its legal powers, ensure that every student has an opportunity to attend school and receive an education without fear of harm of injury to person or property.

The Board will not permit acts that endanger the safety of pupils or school personnel, or damages to property, or interference with the educational process, or attempts to close the schools.

Disorder and disruption of the school process will not be tolerated and persons attempting such action must be held accountable.

To protect pupil and staff and take steps to ensure effective operation of the schools, the Board will seek the enforcement of all laws and seek prosecution of those who violate the law.

Violation of law and city/county ordinances will be referred to the police department, sheriff department, county attorney, and courts for proper disposition.

The Board recognizes the right of peaceful dissent providing that dissent does not infringe on the rights of others. Further, it encourages open and constructive communication in any area may lead to improvement in education or betterment of the school system itself.

CELL PHONE USE/TEXTING/SOCIAL MEDIA

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.jcpsd.net 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 Bluetooth 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.

CONSEQUENCES FOR FACULTY AND STAFF

- **First Violation of this policy- Verbal warning**

- Second Violation Of this policy- Written reprimand
- Third Violation of this policy- 1 day suspension without pay

Habitual violations or this policy may result in dismissal

DRESS & GROOMING CODE

Employees are expected to be neat, well-groomed, and appropriately dressed for the work that they do. The clothing selected should not be distracting to other staff members or students.

Proper clothing for the Jefferson County School District does not, under normal circumstances, include such items as worn and faded jeans, cutoffs, flip-flops and similar beach sandals, tank tops, sweats or exercise wear, hats, caps, bandanas, sun dresses without jackets, clothing with commercial mottos, slogans or other writing, or form fitting, low-cut, or provocative clothing.

Please avoid wearing shorts, overall/coveralls, miniskirts, wind suits, or any excessively tight clothing.

Capri pants are acceptable.

Hair, regardless of length, must be kept neat, clean, and well-groomed.

Beards and mustaches must be neatly trimmed.

Supervisors are responsible for enforcing the employee dress code.

Employees not in compliance will be sent home.

The time needed to make the necessary changes will be off the clock.

Employees are expected to make this time up at the district's convenience during that work week.

The following should be considered non-acceptable for school:

Faded clothing, torn/ripped clothing.

Skinny jeans, hip hugger pants, overalls, and shorts.

Denim Jeans are acceptable if worn with a dress shirt and jacket.

Jeans worn with t-shirts are only acceptable on days designated by the campus administrator (example: spirit day, homecoming, festivities, etc.

They should not be torn or faded and must fit appropriately.

Leggings, stir-up pants, spandex pants should not be worn.

Wind suit pants, warm-ups, or athletic wear is only acceptable for P. E. teachers, athletic class, and/or athletic practice.

Coaching clothes should not be worn in any other classes without permission from the campus administrator/supervisor.

Tank tops or low-cut shirts and/or blouses above the midriff (ladies) and crewneck or athletic-type shirts (men).

Caps, hats, and bandanas should not be worn.

Flip-flops, other similar beach sandals and rubber-type shoes.

Clothing that is too revealing as to expose undergarments and should not wear clothing that is sexually provocative.

Pants must be worn at the waist and must not reveal underclothing.

Belts must be worn and buckled appropriately for pants.

All skirts or skorts must be no shorter than the knee.

Jewelry must not cause a distraction or interfere with the learning environment.

All hair should be dean, groomed, non-distracting, uniform in style, and worn out of the eyes so that vision is not impaired.

Facial hair shall be trimmed neatly.

CONSEQUENCES FOR FACULTY/STAFF DRESS CODE

- **First Violation of this policy- Verbal warning (Staff may change into proper attire)**
- **Second Violation of this policy- Written reprimand**
- **Third Violation of this policy- 1 day suspension without pay**

Habitual violations of this policy may result in dismissal.

Complaints or grievances presented to the Board shall state specific factual information substantiating charges therein;

Issues presented by letter or petition shall be investigated by the superintendent.

His findings, along with the request for a hearing, shall be submitted at the next regular meeting of the School Board.

Within seven days following the board meeting, the individual citizen group or organization shall be notified by letter whether the Board will grant the request for a hearing.

The date of the hearing shall be so specified in the letter.

At the board meeting, the president shall recognize a person to present the complaint or grievance and may limit the amount of time for the presentation.

The presenter must address the board president and may direct questions or comments to other board members or district employees in attendance at the meeting only upon approval of the president.

Board members and the superintendent have the privilege of asking questions of any person addressing the board.

Access to School Materials/Equipment

Records containing privileged or confidential information about staff or pupils will be restricted to the extent permitted by law in the interest of person or persons involved.

Any employee who removes school property from the premises without approval is subject to dismissal and/or prosecution.

Leaving Campus

It shall be the policy of the Jefferson County School District that teachers, teacher assistants, janitors, or other staff members are not allowed to leave his or her assigned campus during the hours of the regular school day.

If an employee is experiencing a hardship due to this policy, then he or she should submit a letter to his or her principal or director for approval and then the letter should be forwarded to the superintendent for final approval.

Furthermore, in the case of extreme emergency at the discretion of the principal or director the employee may be approved to leave his or her assigned campus.

Furthermore, it shall be the policy of the Jefferson County School District that any employee, certified or non-certified leaving the campus without permission will be docked a full day's pay.

Disciplinary Action

Authority for instituting all forms of disciplinary action related to the Superintendent of Education is vested with the Jefferson County Board of Education.

Authority for instituting all forms of disciplinary action related to other employees is vested with the immediate Supervisor.

The Superintendent of Education may delegate the responsibility of implementing certain forms of disciplinary action to other supervisory personnel.

Procedure:

Disciplinary action is primarily a responsibility of the immediate supervisor.

Beyond that, the following procedures will be followed:

First Group Offenses

These offenses are less severe and will, under most circumstances, be corrected by verbal and/or written reprimands.

An employee who receives three (3) written reprimands within any 2-month period will be subject to disciplinary actions.

Failure to improve performance will result in dismissal.

First Group Offenses including the following:

1. Unsatisfactory attendance, including failure to follow leave of absence policies and failure to notify supervisor when tardy or absent; abuse of sick leave, as defined in "sick leave" policy; excessive tardiness, defined as reporting late to job assignment three or more times per month or ten or more times during any 12 month period.
2. Leaving the work site after reporting for duty without supervisor's authorization.
3. Violation of approved policies and procedures not covered under "second" and "third" group offenses.

Second Group Offenses

Acts of behavior in this group are more severe than first group offenses. A written reprimand from the immediate supervisor will be required for all "second group offenses." Corrective action by immediate supervisor or the Superintendent of Education may include:

- (1) disciplinary actions; (2) suspension with pay; (3) suspension without pay; or (4) dismissal.

Second Group Offenses include the following:

Insubordination, including failure to follow the supervisor's instructions, and/or failure to perform assigned work, and/or failure to comply with approved written policies and procedures.

Reporting to work under the influence of alcohol or when ability is impaired by alcohol or the unlawful use of controlled substances.

Conflict of interest as stated in "Professional Attitudes and Conduct" policy.

Gifts from vendors, as stated in "Standards of Employee Conduct" policy.

Sexual harassment, as stated above.

Unauthorized use of district property.

Third Group Offenses

Acts and behaviors of this group are of such a serious nature that the first occurrence will result in immediate suspension without pay and/or dismissal by the Superintendent of Education.

Third Group Offenses include the following:

1. Use of alcohol or unlawful possession of controlled substances while on the job.
2. Falsification of records, such as but not limited to vouchers, reports, employee time records, leave records, or other official district documents.
3. Willful destruction or defacement of district records or property.
4. Unauthorized leave of absence.
5. Possession of firearms, dangerous weapons, or explosives.
6. Assault and battery.
7. Criminal convictions for felonies or other acts of conduct occurring on or off the job which are of such nature that to continue the employee in the assigned position could constitute negligence in regard to the Jefferson County School District's duties.

TYPES OF DISCIPLINARY ACTIONS

Verbal Reprimand

Verbal reprimands are "official" warnings to an employee. Written reprimands may be prepared by the immediate supervisor. A copy of all written reprimands must be filed in the employee's official personnel file. Written reprimands are applicable to First Group Offenses and Second Group Offenses only.

Probationary Period

The Superintendent of Education or immediate supervisor may reinstate a probationary period, the length of which will be determined by the Superintendent of Education or immediate supervisor. During this probationary period, the employee's performance will be continuously evaluated.

Suspension with Pay

The Superintendent of Education may suspend an employee with pay while determining further action. "Suspension with Pay" is applicable to First/Second Group Offenses. Employees may be suspended with pay prior to the probationary period or dismissal.

Suspension Without Pay

The Superintendent of Education may suspend an employee without pay while determining further action. Suspension without pay is applicable to Second/Third Group Offenses. Employees may be suspended without pay prior to dismissal. Once placed on suspension without pay, the employee is no longer earning any paid leaves of absence or other benefits.

Authority for Disciplinary Action

Authority for instituting all forms of disciplinary action related to the Superintendent of Education is vested with the Jefferson County Board of Education. Authority for instituting all forms of disciplinary action related to subordinate employees is vested with the Superintendent of Education. The Superintendent of Education may delegate the responsibility of implementing certain forms of disciplinary action to other supervisory personnel.

Disciplinary Appeal

Employee may appeal all types of disciplinary action to the Superintendent of Education, or if necessary, to the Jefferson County Board of Education in accordance with provisions of the Board-adopted "Grievance Procedure."

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 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-in-force; Death; Release; and Dismissal.

Retirement

Retirement from the Jefferson County School District will be in 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 In 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 in addition to payment of unused and unpaid annual leave.

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.

Deduction of Pay

It will be the policy of the Jefferson County School District that a full day's pay be deducted from the salary of a certificated/non-certificated employee if he/she is absent from work site the day before or after a legal holiday and two full days' pay during the administering of any State Mandated Tests. Any emergency exceptions will be made at the discretion of the Superintendent.

Classified Staff

Classified non-instructional personnel are "at will" employees and have no property rights in their employment which may be terminated at any time by either the employee or the employer without notice and whose duties do not require a certificate issued by the State Department of Education. Within the limits of the available funds, the Superintendent of schools shall recommend to this school board all none- instructional "employees to be employed and may prescribe the duties and fix the compensation thereof. Such compensation may be paid from any lawful funds. §37-9-3 (1987) The board considers its classified personnel who serve as secretaries, cafeteria workers, custodians, maintenance workers, bus drivers, public relations consultants, and other non-certified non-instructional positions vital to the smooth functioning of the school system. Certified and non-certified personnel are to work together as partners to provide the best possible learning situations for the children and youth of the district.

UNLAWFUL ACTS BY EMPLOYERS:

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

ENFORCEMENT:

The U. S. Department of Labor is authorized to investigate and resolve complaints of Violations. An eligible employee may bring a civil action against an employer for Violations. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

Public Use of District Facilities

Use of Jefferson County High School Auditorium { Admission Charged) - \$500.00

Use of Jefferson County Tri-Plex Gym (Admission Charged)- \$500.00

Monthly Rental Fee for Lease for Jefferson County Tri-Plex or High School Gym (Organizations) - \$350.00
Custodian and Cafeteria Worker fee is \$60.00

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 Tri-Plex 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 and/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).

MISSED PUNCHES

Non-Exempt Employees

In accordance with Federal Wage and Hour requirements, all time worked by (non-exempt) hourly employees must be accurately captured and reported. Daily work time for non-exempt (hourly) employees will be captured using an automated time and attendance system.

- Non-exempt (hourly) employees are required to scan in and out for personal errands and are required to take daily lunch breaks of at least 30 minutes.
- When an employee fails to accurately scan his/her time into the system, a Missed Punch Report will be completed immediately via Frontline Central and submitted to his/her supervisor/administrator.

The Missed Punch Report will be either approved or denied by the administrator and then forwarded to Central Office personnel for correction. Requests to Central Office to correct missed punches must be submitted within 5 business days or the request will be denied.

- Missed Punch Forms must be filled out completely. It must include the correct date of incident, correct time for correction, administrator's signature, and incident number.
- Payroll clerks at each location must run time sheets for their employees on Monday of each week for the previous week. This will ensure that all missed punches are addressed promptly.
- Per the Superintendent, payroll clerks will run timesheets on Thursdays to check for any employee who may be approaching overtime for the week. This will give administrators a "real-time" view of an employee's time and allow for better overtime management. Employees will be sent home when they reach their weekly scheduled hours if the Superintendent has not previously approved overtime.

Missed Punch Incident Ladder

SUBMISSION AFTER FIVE (5) BUSINESS DAYS WILL BE DENIED

- First Incident—free pass.
- Second Incident—written warning (The Missed Punch form serves as written warning).
- Third Incident—written notice of payment for actual clocked time.
- Fourth Incident—written notice of day off without pay.
- Fifth Incident—review by personnel director required.

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.

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.

CONFERENCES

Jefferson County School District policy encourages open communication in all areas. Frequent conferences open many doors and create a well-rounded educational atmosphere. Five major categories of conferences and the corresponding guidelines are listed below:

Principal-Teacher Conference: Principal-teacher conferences will be held at the discretion of the principal or upon the request of the teacher. The principal will maintain a record of the conference.

Principal-Student Conference: The principal is the final school authority in matters pertaining to students. Each student request or problem should be treated with respect and as being important to students.

Teacher-Parent Conference: It is the teacher's responsibility to take the initiative to schedule a parent conference. The principal will determine the procedures and time. When a parent calls the office and requests a conference with a particular teacher, the teacher will confirm the scheduled conference according to procedures specified by the principal. The teacher will keep records of all conferences.

Teacher-Student Conference: Direct, open communication with students, is conducive for appropriate student behavior and progress. Teachers should keep a record of the conferences. The principal or assistant principal will be present at any teacher-parent or teacher-student conference if it is requested and if he or she is given sufficient advance notice.

A Guide for 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

DISCIPLINE GUIDE

Teachers should:

1. Be fair and consistent. Treat each student equally.
2. Be empathetic, accentuate the positive, and avoid the negative.
3. Be thoroughly prepared for all classes and have ample work for all students.
4. Let your classroom reflect positive qualities.
5. Be professional in demeanor and maintain a sense of humor.
6. Admit your errors and apologize if you make the mistake of treating a student unjustly.
7. Let the students assist in establishing a minimum number of classroom rules and help the students understand why they are necessary.
8. Correct students to prevent minor problems from growing into larger ones.
9. Be considered on duty while on campus or at school functions.
10. Speak in a respectful, well-modulated manner.

Teachers should not:

1. Punish the entire class for the misbehavior of a few.
2. Argue with a student.
3. Embarrass a student.

4. Refuse to consider mitigating circumstances.
5. Compare students with one another.
6. Become overly friendly and familiar with students.
7. Repeatedly show favoritism to certain students.
8. Challenge students to repeat an undesirable act or get themselves in a position of “do it or else.”
9. Administer unusual punishments.
10. Punish by leaving a student alone in a classroom, hall, or any unsupervised area.
11. Punish by requiring a student to write lines.
12. Make physical contact in an attempt to discipline. Do not place your hands on students in anger.

CONFIDENTIALITY

The district shall comply with the Family Education Rights and Privacy Act for 1974 (FERPA) and the Protection of Pupil Rights Amendment (PPRA) regarding student information and records. These laws establish the guidelines by which schools, districts, and other education agencies disclose student records. School officials with a “legitimate educational interest” in any student information can have access to the educational records without specific consent of parents or guardians. However, the misuse or improper disclosure of confidential information by school officials or a third party is strictly prohibited. Electronic access to student information will be limited to job-duty specifications of each employee. At no time should this information be printed, transferred, or shared under conditions other than those stipulated in FERPA.

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.

EMPLOYEE CONDUCT

Employees of the Jefferson County Public 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 environment for teaching, learning, and student well-being. The dignity of students and of the educational environment shall be maintained at all times. Unseemly dress, conduct, or the use of abusive, foul, or profane language in the presence of students are expressly prohibited and will not be tolerated.

FIELD TRIPS

Field trips request forms must be submitted to the building principal for approval before being sent to the appropriate elementary or secondary administrator for approval. Overnight field trips must be approved by the School Board.

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 AAAA = 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.

MEDICAL ISSUES

All accidents involving employees must be reported to the immediate supervisor. The standard accident report form shall be completed in duplicate form. The immediate supervisor shall keep on file a copy of the accident report form and a copy shall be forwarded to Human Resources and the Insurance Specialist for filing of Worker's Compensation.

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.

JCSD POLICY AND PROCEDURES FOR REPORTING ABUSE AND NEGLECT

THE LAW

The Mississippi Code (1972 annotated) states the following individuals are required by law to report suspected abuse or neglect:

- A. Attorneys
- B. Doctors
- C. Dentists
- D. Interns
- E. Residents
- F. Nurses
- G. Psychologists
- H. Teachers
- I. Social Workers
- J. School Principals
- K. Child's Caregiver
- L. Minister
- M. Law Enforcement Officers
- N. Or any other person having reasonable cause to suspect a child has been neglected or abused.

Immunity

- 1. Civil Liability—Persons making reports are protected by law from civil liability if they act in good faith.
- 2. It is not necessary that you have absolute proof before reporting. It is the responsibility of Child Protective Services to make the investigation.

REPORTING ABUSE TO SOCIAL SERVICES

This information is needed:

- 1. Name and address of child and parents or caretaker
- 2. Date of birth
- 3. Nature of child's injury
- 4. Identity and address of perpetrator, if known
- 5. Any other pertinent information
- 6. Names and dates of births of other children in the home

REPORTING WITHIN THE SCHOOL SYSTEM

- a. Inform the principal of your findings.
- b. If abuse is suspected, a report must be made to Child Protective Services by the principal, counselor/social worker, school nurse, or teacher.

STEPS TO FOLLOW AFTER SUSPECTING ABUSE

- a. Take the child to a private place and let the child tell you about the suspected abuse. Do not interrogate the

- child. Avoid leading questions. Ask open-ended questions (i.e., What happened next?)
- b. Try to remain calm and non-judgmental.
- c. Let the child know that you believe his/her story.
- d. Reassure the child.
- e. Respect the privacy of the child. Do not tell other people who do not need to know.
- f. Explain to the child what will happen next (i.e., tell them you will call someone who will help them).

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.

Over-the-Counter 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.

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 person'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.

STAFF/STUDENT RELATIONSHIPS

It is the policy of the MPSD Board of Education to prohibit any sexual relationship, contact, or sexually nuanced behavior or communication between a staff member and a student while the student is enrolled in the school system. The prohibition extends to students of the opposite sex or the same sex as the staff member and applies, regardless of whether the student or the staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention.

Staff Guidelines for Non-Fraternization

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context, including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. Staff members shall not exchange gifts with students.
3. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not text students nor participate in any student blogs.
6. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol, or drugs.
7. Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.

8. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
9. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
10. Staff members shall not send students on personal errands.
11. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
12. Staff members shall not attempt to counsel, assess, diagnose, or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistance, pursuant to law and Board policy.
13. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

NONDISCRIMINATION NOTICE/EMPLOYMENT OPPORTUNITIES

Jefferson County School District and its Board shall not discriminate in its policies and practices with respect to compensation, terms, or conditions of employment because of an individual's race, color, religion, gender, age, height, weight, marital status, political beliefs, national origin, veteran status, disability, genetic information, or testing which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

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 STARTS 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 STARTS 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.

Appendixes

Appendix A: COVID-19 Resources

Appendix B: Mississippi Code of Ethics

Appendix C: Acknowledgement Form (Must be submitted to HR by all employees)

Appendix D: Disciplinary Action Form

Principal/Director

Date

Human Resources Coordinator

Date

Superintendent of Education

Date



Jefferson County School District

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 3 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 3 feet 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>

The signature below indicates that the above COVID-19 procedures and guidance have been reviewed and provided to me in writing by my administrator and/or supervisor.

_____	_____	_____
Employee Printed Name	Employee Signature	Date



Jefferson County Public School District Employee Acknowledgment and Receipt Form

I have received my copy of the Employee Handbook.

The employee handbook describes important information about Jefferson County Public School District, and I understand that I should consult the Superintendent or Human Resource regarding any questions not answered in the handbook. I have entered into my employment relationship with JCSD voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Jefferson County School District can terminate the relationship at will, with or without cause, at any time, so long as there is not a violation of applicable federal or state law.

I understand and agree that, other than the School Board and Superintendent of Education or designated representative of the district, no manager, supervisor, or representative of JCSD has any authority to enter into any agreement for employment other than at-will; only the Superintendent of the school district has the authority to make any such agreement and then only in writing signed by the School Board of Education.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with the Jefferson County Public School District. By distributing this handbook, JCSD expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by JCSD. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the JCSD Board of Education and Superintendent has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date