

# Jackson County School District

Regular Meeting

Monday, May 11, 2026 - 5:00 PM

Our District Office Board Room

4700 Colonel Vickrey

VANCLEAVE, MS 39565

*Jackson County School District*

*Strategic Plan Goals*

1. Decreased Safety Incidents
2. Increased Student Achievement
3. Sound Financial Management
4. Improved Facilities and Infrastructure
5. Positive Educational Experience
6. Effective Leadership

In Progress

## AGENDA

1. Call to Order
2. Invocation
3. Pledge
4. **Approve Consent Agenda Items**
5. **Approve Consent Agenda**
6. **Approve Agenda**
7. **Minutes**
- A. **Approve April 13, 2026 Meeting Minutes** 4
8. **Superintendent of Education**
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    1. East Central Attendance Center
    2. St. Martin Attendance Center
    3. Vancleave Attendance Center14
  - B. Public Comments
  - C. f.y.i. Construction Update- Machado|Patano
  - D. **Financial Management**
  - E. **Human Resources and Risk Management**
    1. **Approve the 2026-2027 Employee Handbook** 16
  - F. Policies
    1. **Approve Policy JCDAC: Drugs and Alcohol** 59
    2. **Approve Policy JGCB: Student Health Services Inoculations** 60
    3. **Approve Policy JRD: Detention Facility Records** 61
    4. **Approve Policy GFABFB: Job Description: Physical Therapist** 62
    5. **Approve Policy GFABO: Job Description: Occupational Therapist** 63
    6. **Approve Policy GFACC: Job Description: School Food Service Worker** 64
    7. **Approve Policy GAA Professional Educator Code of Conduct** 65
    8. **Approve Policy GGBF: Salary Scale: Food Service Employees** 66
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B. Approve Renewal Contract between Jackson County School District and The Children's Center for Communication and Development at USM	
3. Student Services/Federal Programs	
4. Career and Technology	
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1. Operations	
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6. Approve Travel Request for CTE Instructor to Attend Methods of Sports Medicine	
7. Approve Travel Request for CTE Instructor to Attend Methods of Business Marketing & Finance	
8. Approve SMAC Travel Request for State Track Meet	
9. Approve Travel Request for the 2026 MSSCA Conference	
10. Approve Travel Request for CTE Instructors to Attend NTI Cohort XIV Summer II Training	
11. Approve Travel Request CTE Instructor to Attend Methods of Welding	

**12. Approve ECAC Travel Request Update-MAPT Conference**

M. f.y.i. Superintendent Update

N. **Closed Session**

O. **Executive Session**

1. Student Discipline

2. Legal/Personnel Matters

**JACKSON COUNTY BOARD OF EDUCATION MINUTES**

*Regular Session  
Monday, April 13, 2026*

A Regular Session of the Board of Trustees of Jackson County School District was held Monday, April 13, 2026, beginning at 5:00 PM at the District Office located at 4700 Colonel Vickrey Rd., Vancleave, Mississippi.

Members Present:

<b>Amy A. Peterson</b>	<b>Chairwoman</b>
<b>Deanna Smith</b>	<b>Vice Chairwoman</b>
<b>Lea Bailey</b>	<b>Secretary</b>
<b>William Collier</b>	<b>District 3</b>
<b>Stefanie Moran</b>	<b>District 4</b>
<b>David Baggett</b>	<b>Superintendent</b>
<b>Jack Pickett, Esq.</b>	<b>Board Attorney</b>

Those present were: See attached sign in sheet.

Board Chairwoman Peterson called the meeting to order at 5:02 p.m.

Lea Bailey gave the invocation. Deanna Smith led the pledge.

**Approve Consent Agenda Items, Motion by Board Member Smith, Seconded by Board Member Moran, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

Item	8	D-1	Approve 2026-2027 JCSD Property Insurance Removal
Item	8	F-1	Approve Policy JAA: Equal Education Opportunities
Item	8	F-2	Approve Policy JAD: Student Handbook
Item	8	F-3	Approve Policy JB: Students Complaints of Sexual Discrimination/ Harassment
Item	8	F-4	Approve Policy JBAC: Truancy
Item	8	F-5	Approve Policy JBD: Attendance
Item	8	F-6	Approve Policy JGA: Pandemic/Epidemic Emergencies
Item	8	F-7	Approve Policy JKAA: School Sponsored Fundraisers
Item	8	F-8	Approve Policy GBAAB: Negotiation of Salaries with Out of State Retirees
Item	8	F-9	Approve Policy GFABJ: Special Education Case Manager Job Description
Item	8	F-10	Approve Policy GFAEG: Educational Technology Specialist Job

		Description
Item	8	F-11 Approve Policy GF AEJ: Student and Technology Support Manager Job Description
Item	8	F-12 Approve Policy GF AFB: Federal Programs Coordinator Job Description
Item	8	F-13 Approve Policy GF BCH: Director of Student Services/Federal Programs Job Description
Item	8	F-14 Approve Policy GF BCI: Homebound Teacher Job Description
Item	8	F-15 Approve Policy JB AB: Homeschooling/Transfer Student Testing
Item	8	F-16 Approve Policy GB OA: Professional Personnel Release from Contract
Item	8	F-17 Approve Policy GB K: Professional Personnel Suspension/Dismissal
Item	8	F-18 Approve Policy GF AGA: Curriculum Specialist Job Description
Item	8	F-19 Approve Policy JB A: Compulsory School Attendance/School Age
Item	8	F-20 Approve Policy JB B: Entrance Age
Item	8	G-1A Approve Teacher Candidate Contract for 2026-2027 Between the University of Southern Mississippi and Jackson County School District for Student Teacher Candidate Placements
Item	8	G-1B Approve Mississippi Gulf Coast Community College and Jackson County School District Spring 2026 Dual Credit and Collegiate Academy Addenda
Item	8	G-1C Approve St. Martin Upper Elementary School Test Security Plan Addendum for Calendar Year 2026-2027
Item	8	G-1D Approve St. Martin East Elementary School Test Security Plan Addendum Calendar Year 2026
Item	8	G-1E Approve Vancleave Middle School Test Security Plan Addendum Calendar Year 2025-2026
Item	8	G-1F Approve Vancleave Lower Elementary School Test Security Plan Addendum for Calendar Year 2025-2026
Item	8	G-1G Approve Renewal of Problem-Attic from EduAide Software for 2025-2026 for 13 Campuses in Jackson County School District
Item	8	G-1H Approve 2026-2027 Renewal of Mackin Education Sources for Purchase Of MS Shared Digital Collection Membership Middle and High School Students
Item	8	G-1I Approve SEAS Student Performance Platform Renewal of ATTAIN-RTI/MTSS Annual Maintenance for the 2026-2027 School Year
Item	8	G-1J Approve Renewal of Edmentum for 2026-2027
Item	8	G-1K Approve Progress Learning Quote Q-49559-1 for Vancleave Middle School Renewal for 2026-2027
Item	8	G-1L Approve HMH Proposal #009540649 for Into Reading Version 3 for Grades 4-5; 3-Year Duration
Item	8	G-1M Approve Renewal of Lexia Q-684922-1 for the 2026-2027 School Year For Grades K-5
Item	8	G-1N Approve Curriculum Associates Quote 459557.2 for 2026-2027 Renewal of i-Ready for Grades 9-12
Item	8	G-1O Approve Purchase of Renewal for IXL Learning Math and Addition of IXL Reading for the 2026-2027 Year Per Quote 1587471-1
Item	8	G-1P Approve Renewal of Imagine Learning for Edgenuity for Grades 6-12 For the 2026-2027 School Year per Quote Q-237832
Item	8	G-1Q Approve Purchase of HMH Writable Grades 3-5, 3 Year Duration Per

- Proposal #009545304
- Item 8 G-1R Approve HMH Proposal #009540662 for the Purchase of MS Into Literature Curriculum for Grades 6-8; 3-Year Duration
  - Item 8 G-1S Approve Renewal Proposal #009594945 HMH Into Reading, V-3, 3-yr Duration for Grades K-2 ELA Curriculum
  - Item 8 G-1T Approve Purchase of Discovery Education DreamBox Reading Plus and Professional Development for JCSD High Schools for the 2026-2027 School Year
  - Item 8 G-1U Approve Renewal of Instructure Mastery Connect for 2026-2027
  - Item 8 G-1V Approve Renewal of Renaissance Products for the 2026-2027 School Year Per Quote Q-359763v10
  - Item 8 G-1W Approve Renewal Purchase of Enrichment Plus Books for MS MAAP Biology I Student Review Guides for High School Students for 2026-2027
  - Item 8 G-1X Approve Renewal of HMH Proposal #009540490 for Into Reading K-3; 3-Yr Duration
  - Item 8 G-3E Approve Level All Contract for 2026-2027
  - Item 8 G-3F Approve FY26 School Improvement Grant (1003a) Funding Application
  - Item 8 G-3G Approve Instructure (Parchment) Contract for 2026-2027 (Renewal)
  - Item 8 H-3C Approve School Lunch Hero Day 2026 Resolution
  - Item 8 H-3D Approve 2026-2027 Meal Prices
  - Item 8 H-3E Approve SFSP 2026 Bid Results
  - Item 8 J-1 Approve JCSD Facilities Use Application for Vancleave Youth Softball League
  - Item 8 J-2 Approve the Pass Christian School District 2026-2027 Agreement Between School Districts for Non-Payment of Maintenance Funds & Tuition for Transfer Students with Jackson County School District
  - Item 8 J-3 Approve the Long Beach School District 2026-2027 Student Transfer Agreement
  - Item 8 J-4 Approve student Transfers and Releases for 2026-2027
  - Item 8 J-5 Approve Coke Contract with JCSD Vancleave Attendance Center
  - Item 8 J-6 Approve SMUE Yearbook Agreement
  - Item 8 J-7 Approve ECUE Library Discard List
  - Item 8 J-8 Approve SMHS JROTC Request to Use West Jackson County Safe Room For Annual JROTC Military Ball
  - Item 8 J-9 Approve Facilities Use Agreement Between JCSD and MSU
  - Item 8 J-10 Approve ECLE HMH Amira Suite 1 Year Proposal
  - Item 8 J-11 Approve SMHS Contract for Sunset Photography Studios
  - Item 8 J-12 Approve ECLE Resolution- Lisa Koen
  - Item 8 J-13 Approve ECLE Resolution- Lori Owens
  - Item 8 J-14 Approve VHS Resolution Lanetta Goff
  - Item 8 J-15 Approve VHS Resolution Brandi Overstreet
  - Item 8 J-16 Approve Resolution for Billy DeBose VMS
  - Item 8 J-17 Approve Resolution for Alicia Green VMS
  - Item 8 J-18 Approve Resolution for Kimberly Somers VMS
  - Item 8 J-19 Approve Resolution for Vanessa Guilotte VMS
  - Item 8 J-20 Approve ECUE Donna Knight Resolution
  - Item 8 J-21 Approve ECHS Kelli Vice Resolution
  - Item 8 J-22 Approve ECHS Kelli Higginbotham Resolution

- Item 8 J-23 Approve ECHS Shawn Chesser Resolution
- Item 8 J-24 Approve ECHS Melinda Sharpton Resolution
- Item 8 J-25 Approve ECHS Ronnie Towell Resolution
- Item 8 J-26 Approve ECHS James Dixon Resolution
- Item 8 J-27 Approve VHS Resolution for Karen Tootle
- Item 8 J-28 Approve ECHS Kay Loris Resolution
- Item 8 K-1 Approve ECHS PTO Fundraiser Authorization-Raffle
- Item 8 K-2 Approve SMMS Fundraiser for Beta Club
- Item 8 K-3 Approve VHS of Bingo Cheer Fundraiser
- Item 8 K-4 Approve ECHS FFA Fundraiser Authorization-Donation
- Item 8 K-6 Approve Fundraiser for VLE-Scholastic Book Fair
- Item 8 K-7 Approve Grant Award for FabLab STEAM Camp: Engineering A Better Tomorrow
- Item 8 K-8 Approve ECMS Fundraiser Authorization- Adopt a School
- Item 8 L-1 Approve SMAC Athletic Travel Request to Attend State Championship For Powerlifting
- Item 8 L-2 Approve SMHS Travel Request to Attend Warrior National Competition
- Item 8 L-3 Approve SMHS Travel Request to Attend Senior Trip at Top Golf
- Item 8 L-4 Approve Travel Request for Special Education to Attend the Time is Right Conference
- Item 8 L-5 Approve ECHS Travel Request for Boys Powerlifting
- Item 8 L-6 Approve SMNE Travel Request for Josten's Renaissance Global Conference
- Item 8 L-7 Approve Travel Request for JCTC to Attend Educators Rising 2026 Executive Board Meeting
- Item 8 L-8 Approve Travel Request for JCTC To Attend American School Counselor Association 2026 Conference
- Item 8 L-9 Approve SMNE Travel Request for Jostens Renaissance Global Conference
- Item 8 L-10 Approve Travel Request for JCTC to Attend Educators Rising 2026 National Conference
- Item 8 L-11 Approve ECAC Travel Request to Attend MAPT Summer Conference
- Item 8 L-12 Approve Travel Request for VHS to Attend SE Conference on School Climate
- Item 8 L-13 Approve ECHS Travel Request to Attend Southeast Conference on School Climate
- Item 8 L-14 Approve SMNE Travel Request to Attend Josten's Renaissance Global Conference
- Item 8 L-15 Approve SMMS Travel Request to Attend NTI Summ II CTE Certification
- Item 8 L-16 Approve SMAC Athletic Travel Request for State Archery Meet
- Item 8 L-17 Approve ECHS Travel Request-State Powerlifting Meet
- Item 8 L-18 Approve Emergency Travel Request for Assistant Superintendent to Attend New Board Training
- Item 8 L-19 Approve Child Nutrition Travel to MDE Office of Child Nutrition 2026 State Conference
- Item 8 L-20 Approve Child Nutrition to Attend SNA Annual Conference 2026
- Item 8 L-21 Approve Travel Request for Assistant Superintendent to Attend ASCA

Awards Dinner

Item 8 L-22 Approve Travel Request for Superintendent to Attend MASS Conference

**Approve Consent Agenda**, Motion by Board Member Bailey, Seconded by Board Member Collier, with the following vote taken:

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Approve Agenda**, Motion by Board Member Smith, Seconded by Board Member Bailey, with the following vote taken:

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Approve March 9, 2026, Regular Meeting Minutes**, Motion by Board Member Smith, Seconded by Board Member Collier, with the following vote taken:

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Approve March 12, 2026, Special Session Meeting Minutes** Motion by Board Member Bailey, Seconded by Board Member Moran, with the following vote taken:

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

Acknowledgements and Announcements

Public Comments

f.y.i. Construction Update- Machado|Patano

**Approval to Purchase Two (2) School Buses as Included in the FY26 Budget, Motion by Board Member Bailey, Seconded by Board Member Collier, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Approve Advertisement for FY27 Notice of Public Hearing and Proposed Ad Valorem Tax Effort {MS 27-39-207}, Motion by Board Member Bailey, Seconded by Board Member Collier, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

Discuss March 2026 Monthly Financial Reports {MS 37-9-18}

**Approve Asset Disposal, Motion by Board Member Collier, Seconded by Board Member Moran, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Approve Prepaid Claims Docket, Motion by Board Member Collier, Seconded by Board Member Smith, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Approve Open Claims Docket, Motion by Board Member Bailey, Seconded by Board Member Moran, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

Present the 2026-2027 Employee Handbook

**Approve April Personnel Agenda, Motion by Board Member Bailey, Seconded by Board Member Collier, with the following vote taken:**

Board Member Peterson	Abstain
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

f.y.i. Monthly Worker's Compensation

Present Policy JCDAC: Drugs and Alcohol  
Present Policy JGCB: Student Health Services Inoculations  
Present Policy JRD: Detention Facility Records  
Present Policy GFABFB: Job Description: Physical Therapist  
Present Policy GFABO: Job Description: Occupational Therapist  
Present Policy GFACC: Job Description: School Food Service Worker  
Present Policy GGBF: Salary Scale: Food Service Employees  
Present to Adopt Inventory Management Policy (Federal Funds)  
Present to Adopt Policy: Professional Personnel Release from Contract  
Present Policy GBRI: Absence from Duty  
Present Policy GFBCJ: Job Description: Instructional Interventionist  
Present GGBN: Salary Scale: Cafeteria Manager  
Present Policy JCA: Student Conduct  
Present to Rescind Policy JGFD: Leaving School Grounds (2004)  
Present Policy GAA: Professional Educator Code of Conduct

Present Jackson County School District Student Handbook for 2026-2027

f.y.i. Monthly School Improvement Board Reports for ATSI School: SMEE (Updated February Version s of 3.20.2026)

f.y.i. Monthly School Improvement Board Reports for ATSI/TSI School: SMEE, SMUE, SMMS, SMHS, and ECMS

**Approve the ASCA (RAMP) Coaching Renewal Contract, Motion by Board Member Collier, Seconded by Board Member Moran, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Approve Insightful Solutions, LLC Renewal Contract for District-Wide School Counselor Support, Motion by Board Member Bailey, Seconded by Board Member Moran, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Approve Classroom Additions to SMUE, Motion by Board Member Bailey, Seconded by Board Member Moran, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Approve Classroom Additions to VUE, Motion by Board Member Collier, Seconded by Board Member Moran, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Approve Classroom Additions to ECUE, Motion by Board Member Bailey, Seconded by Board Member Smith, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

f.y.i. East Central Boys Soccer Locker Room

Present St. Martin Girls Softball Locker Room Expansion

f.y.i. March 2026 Free and Reduced Percentages

f.y.i. March 2026 Average Daily Breakfast and Lunch Participation

**Approve SFSP 2026 Bid Results, Motion by Board Member Smith, Seconded by Board Member Collier, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

f.y.i. Past Due Leases

Open Hunting and Fishing Bid State Lease No. 18150

**Approve Hunting and Fishing Lease Agreement with Gary Vanderslice, Motion by Board Member Collier, Seconded by Board Member Smith, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Approve Hunting and Fishing Lease Agreement with Charles Rice, Motion by Board Member Moran, Seconded by Board Member Bailey, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Approve ECHS Volleyball Fundraiser Authorization, Motion by Board Member Collier, Seconded by Board Member Bailey, No Action Taken**

**Closed Session, Motion by Board Member Collier, Seconded by Board Member Smith to go into Closed Session at 6:08 p.m., with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Executive Session, Motion by Board Member Collier, Seconded by Board Member Smith, to exit Closed Session and enter Executive Session at 6:17 p.m., with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

**Executive Session, Motion by Board Member Collier, Seconded by Board Member Smith, to exit Executive Session at 6:25 p.m, with the following vote taken:**

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

There being no further business to come before the Board at this time, a motion was made by Board Member Bailey, Seconded by Board Member Smith to adjourn at 6:25 p.m. with the following vote taken:

Board Member Peterson	Aye
Board Member Smith	Aye
Board Member Bailey	Aye
Board Member Collier	Aye
Board Member Moran	Aye

Meeting adjourned 6:25 p.m.

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Amy Peterson, Chairwoman

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Attested by Lea Bailey, Board Secretary

# School Board Recognition

Board Meeting Date April 13, 2026

Submitted by Dean Ledona

	Name (Person/Team)	S
1.	<u>Nicholas Lambes/Choir VHS</u>	
2.		
3.		
4.		

## All Superior and Sweepstake Award

- |                      |                    |
|----------------------|--------------------|
| Simon Abrego         | Noah Sheline       |
| Amy Aleman-Maldonado | Brooklyn Sherrod   |
| Emily Burrows        | Mckenzie Stallings |
| Emma Cecrle          | Emily Suarez       |
| Chloe Clark          | Kidd Summerlin     |
| Katelyn Comeaux      | Layla Summerlin    |
| Baily Delgaicco      | Saveia Taylor      |
| Devin Downey         | Savannah Triolo    |
| Gabriel Elzey        | Kali White         |
| Presleigh Ely        | Kayla Will         |
| Allison Espinoza     | Laney Grace Willis |
| Michael Galle        | Camden Windham     |
| Lauren Grady         |                    |
| Samuel Havard        |                    |
| Saniyah Hughes       |                    |
| Zoey Jacquet         |                    |
| Nahum Lopez-Oliver   |                    |
| Abigail Maddox       |                    |
| Cecilia Maddox       |                    |
| Chloe McVicker       |                    |
| Payton Moreno        |                    |
| Lucas Payne          |                    |
| Evan Poague          |                    |
| Olivia Potter        |                    |
| Paige Remley         |                    |
| 14                   |                    |
| Samantha Register    |                    |
| Braxton Seymour      |                    |

**\*\* Any student who is submitted for recognition must have the permission FIRST! Before you submit the Consent and Waiver form for**

# School Board Recognition

Board Meeting Date April 13, 2026

Submitted by Dean Legoma

	Name (Person/Team)	School	Position (student, teacher, coach, etc.)	Reason for Acknowledgement
1.	<u>Nicholas Lambes/Choir</u>	<u>VHS</u>		VHS Honor Ensemble-Superior
2.			Katelyn Comeaux Devin Downey Saniyah Hughes	
3.			Olivia Potter Mckenzie Stallings Layla Summerlin Kali White	
4.				

**\*\* Any student who is submitted to be acknowledged MUST have parent permission FIRST! Before you submit their name, you must check the Consent and Waiver form for permission for his/her name or picture to be**



# Employee Handbook

~~2025-2026~~

2026-2027

Mr. David Baggett, Superintendent

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*The Jackson County School District is an equal opportunity employer. The Jackson County School District does not and shall not discriminate on the basis of race, color, religion (creed), age, national origin (ancestry), disability, marital status, sex, military status or any other classification that is protected by federal, state, or local law in any of its activities or operations. These activities include, but are not limited to, hiring and firing of employees, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members, clients, volunteers, subcontractors, and vendors.*

## FORWARD

### Message from Superintendent David Baggett

Dear Esteemed Team Members,

As the Superintendent of Education, I am honored to address you as we embark on our collective mission within The Jackson County School District. Our purpose is rooted in the belief that every student deserves access to a safe, nurturing environment where quality education flourishes. It is our commitment to foster an atmosphere conducive to learning, where students not only acquire essential skills but also develop the confidence to pursue their aspirations and contribute meaningfully to society.

At the heart of our mission lies the conviction that education is the cornerstone of personal and societal progress. Through our dedication and expertise, we empower students to unlock their full potential and shape their futures according to their dreams and aspirations. Together, we strive to cultivate responsible, productive citizens who are equipped with the knowledge, skills, and values necessary to navigate an ever-changing world with resilience and integrity.

This employee handbook serves as a roadmap, guiding us in our shared endeavor to fulfill the mission of The Jackson County School District. It outlines the principles, policies, and procedures that underscore our commitment to excellence. As valued members of our educational community, your contributions are integral to the realization of our vision. I extend my deepest gratitude for your unwavering dedication and tireless efforts in service of our students' success.



**David Baggett- Superintendent  
Jackson County School District**  
[dbj3189@jcsd.ms](mailto:dbj3189@jcsd.ms)  
(228) 283-3000



**Dr. Monty Noblitt**

Assistant Superintendent of Curriculum & Instruction

Jackson County School District

[Montgomery.noblitt@jcsd.ms](mailto:Montgomery.noblitt@jcsd.ms)

(228) 283-3000



**Mr. Chris LeBatard**

Assistant Superintendent of Support

Jackson County School District

[christopher.LeBatard@jcsd.ms](mailto:christopher.LeBatard@jcsd.ms)

(228) 283-3000

## Board Member Bio

**Ms. Deanna Smith, Vice Chairwoman- [dejsmith1074@gmail.com](mailto:dejsmith1074@gmail.com)**

District 1 Representative  
Term Expires: December 31, 2029

Employed with Mississippi Export Railroad

Education: Bachelor's Degree in Mathematics and Minor in Secondary Education, University of Southern Mississippi

**Mr. Lea Bailey, Secretary- [lmbailey@yahoo.com](mailto:lmbailey@yahoo.com)**

District 2 Representative  
Term Expires: December 31, 2029

Employed with Airgas USA

Education: Bachelor in Business Administration from University of Southern Mississippi

"I am honored to have been elected to serve my community and to represent the faculty and staff, students, and taxpayers of the Jackson County School District. Together, we can Raise the Standard."

**Mr. William Collier, Member- [wcj4383@jcsd.ms](mailto:wcyj4383@jcsd.ms)**

District 3 Representative  
Term Expires: December 31, 2031

Employed as a motorcycle officer with the Pascagoula Police Department, serving as an instructor, traffic safety enforcement, field training officer, and crisis intervention coordinator.

**Ms. Stefanie Moran, Member- [smj4404@jcsd.ms](mailto:smj4404@jcsd.ms)**

District 4 Representative  
Term Expires: January 4, 2027

Employed as a cybersecurity executive in the financial services industry with a strong background in governance, risk management, and fiscal oversight.

Education: Bachelor of Science in Business Administration in Information Technology Management and a Master of Science in Management and Leadership from Western Governors University.

Stefanie is a dedicated community volunteer and proud mother of three, committed to raising the standard by strengthening local schools and supporting student success.

**Ms. Amy A. Peterson, Chairwoman- [amyapeterson@att.net](mailto:amyapeterson@att.net)**

District 5 Representative  
Term Expires: December 31, 2027

Retired Principal from Jackson County School System (Vancleave Lower Elementary)

Education: Master's Degree in Education Administration, University of Southern Mississippi  
Bachelor's Degree in Elementary Education. University of Southern Mississippi

**PROFESSIONALISM**

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

Employees are expected to act in a professional manner with each other, administrators, students, parents and the public. As professionals, all employees will follow the MS Code of Ethics and assume responsibility for one's actions. Professional behaviors include being respectful and displaying appropriate interactions with others. Confidentiality is expected regarding grades and personal student information. Regular attendance and consistently being on time for class is expected. All employees are expected to follow all school rules.

## **MISSION STATEMENT**

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

## **DISTRICT GOALS**

1. Decrease number of Safety Incidents
2. Increase Student Achievement
3. Maintain Sound Financial Management
4. Develop and Improve Facilities and Infrastructure
5. Create a Positive Educational Experience
6. Maintain Positive and Effective Leadership

## **EMPLOYMENT**

The employment of certified employees depends upon proper licensure by the Mississippi Department of Education or other required credentials. Each certified employee is recommended by the Principal for the type of license indicated on his/her application. A valid copy of each certified employee's license must be on file in the Office of Human Resources.

## **CONTRACTS**

A contract shall not be issued to a certified employee who does not possess a valid Mississippi Educator's license with the proper endorsement for employment or other required credentials. All contracts shall be based on the issue date of the license. The signature of a certified employee on a contract represents good faith on the part of the certified employee to fulfill the requirements set forth by the administration and the Board of Education. After a contract is signed, any resignation must be approved by the School Board.

All certified employees will be evaluated annually according to the state and district personnel appraisal instruments using the competencies appropriate for the employee position.

## **PUBLIC RELATIONS**

Our school employees are the best public relations persons for The Jackson County School District. The teacher's classroom management, teaching methods, treatment of the children, as well as the school employees or almost anything an employee does or says is carried to the public by the child. Every employee should show a genuine interest in every child in school.

## **NEWS MEDIA**

The Superintendent is the spokesperson for The Jackson County School District. No one should talk to the news media without permission from the Superintendent. (The only exception is for athletic events).

## **SUBPOENA REQUESTS INVOLVING STUDENTS**

All subpoenas regarding or involving students or student records are to be forwarded to the Superintendent, who will seek legal advice prior to any actions occurring.

## **SCHOOL TERM**

A school calendar will be available to employees prior to the opening of school.

## **TEST SECURITY FOR STATE ASSESSMENTS**

The Jackson County School District is dedicated to maintaining the integrity and security of the Mississippi State Assessments. As such, in accordance with guidelines set forth by the Mississippi State Department of Education, the District Test Coordinator will develop an annual District Test Security Plan for the approval of the Jackson County School Board. In turn, each School Test Coordinator will develop an annual School Test Security Plan. It is the responsibility of each individual employed by The Jackson County School District to study and implement the provisions set forth by the District Test Security Plan, their School Security Plan, as well as Appendix F of the Mississippi Public Schools Accountability Standards. Any school employees of The Jackson County School District involved in state testing must attend a State Assessment Training each school year.

## **CELL PHONES**

The Jackson County School District believes that the school district was created for the primary purpose of effectively educating the children attending school. The District further believes that to accomplish this mission, it is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited. Specifically prohibited is the use of personal cell phones by employees while supervising students or when the use is not related to instruction.

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

Employees should not use cell phones to take inappropriate pictures of students for personal use or forward pictures of students to others.

The District further prohibits the use of personal text messaging in any form by all employees to individual students. *If a teacher receives a text message from a student, he/she should make their building Principal aware of this conduct.* School personnel are to use the district's approved (by your supervisor and/or Principal) service to communicate with parents and students regarding emergency situations, school events, and other important issues.

## **EXTRA DUTY**

All employees will be asked to do extra duty during the school year. This duty will be distributed equally and fairly among the faculty. Employees are expected to perform their duties as assigned. Teachers who travel from school to school (i.e. Gifted, Speech and Language, Occupational, and/or Physical Therapist, ELL, PBS) may not have this same expectation due to travel time to and from schools.

## **TEACHER ABSENCE**

When a teacher is absent for any reason, he/she should notify the Principal at the earliest possible hour – one hour prior to the beginning of school on the day of absence unless an extreme emergency occurs.

## **PERSONAL APPEARANCE**

Dress guidelines for Teachers, Teacher Assistants, Administrators, and Office Support Staff

Each employee should follow the below guidelines:

1. Employee should be neatly groomed.
2. Employee should wear attire that is neat and clean in appearance.
3. No shorts or warm-up suits in the classroom or office setting. Coaches/PE teachers can wear shorts (no more than 3" above the knee) while teaching PE.
4. No midriff tops, tank tops, jersey tops, halter tops, spaghetti straps, off the shoulder, low cut tops, or revealing apparel. Sleeveless shirts, tops, or dresses may be worn, but the shoulder straps must be 2 inches or more in width and not to reveal any undergarments. Employees should not wear clothing that would be inappropriate for students to wear (length, tightness, etc.).
5. No beach style flip flop shoes shall be worn.
6. No sweatshirts or t-shirts bearing inappropriate logos or advertisements. No political affiliations may be worn.
7. School or district mascot/name and holiday sweatshirts or t-shirts will be acceptable, if approved by the supervisor.
8. Undergarments must be worn.
9. None of the following are allowed:
  - Visible body piercings (other than ears) or a small stud in the nose. No gauges or other visible piercings, including tongue piercing.
  - Exposed midriffs.
  - Sunglasses worn in the building.
  - Clothing that is in poor taste, immodest, or offensive because of reference to race, sex, ethnic group, etc.
  - Oversized clothing, "sagging" and/or "low-riding" clothing.
  - Unnatural hair colors [Only natural hair colors permitted, i.e., blonde, brunette, etc.]
  - Clothing or appearance styles that are deemed as a distraction by other employees or administration.
  - Tight clothing or clothing top cut so low in front to expose any part of the breast or be excessively low in the back.

10. The proper attire for **male personnel** includes the following:
  - Button-up shirts or polo shirts with collar.
  - Slacks – professional style with appropriate fit
  - Exceptions may be made at the discretion of the school Principal for spirit days, motivational activities, cleaning, and moving activities. Blue jeans may be worn at the discretion of the Principal.
  - Clothes, to include blue jeans, should be free of rips, holes or tears.
  - Sneakers or other appropriate shoes must be worn.
11. The proper attire for **female personnel** includes the following:
  - Blouses must be made of material which cannot be seen through. Sleeveless blouses are acceptable as long as the openings adequately cover undergarments. No backless apparel allowed.
  - Skirts, dresses, are to be no more than 3” above the knee. Denim skirts and dresses are allowed.
  - Slacks, Capri pants – professional style with appropriate fit.
  - Leggings may be worn under a dress as long as the dress is no shorter than 3 inches above the knee. **Leggings and/or yoga pants are not to be worn as pants.**
  - Exceptions may be made at the discretion of the school Principal for spirit days, motivational activities, cleaning, and moving activities. Blue jeans may be worn at the discretion of the Principal.
  - Clothes, to include blue jeans, should be free of rips, holes or tears.
  - Sneakers or other appropriate shoes must be worn.

Specialized employees such as maintenance, mechanics, custodians, transportation, and food service should follow a dress code approved by their supervisors.

### **ARRIVING AND LEAVING SCHOOL GROUNDS**

Employees are expected to arrive on campus at the time set by the building Principal, not to exceed 35 minutes prior to the first bell. Employees are expected to remain at school continuously through the school day.

If an employee must leave school during the school day, he/she must obtain permission from the Principal before leaving. All employees are responsible for all students during the time the students are under the supervision of the school.

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

### **VISITORS TO THE SCHOOL CAMPUS**

The Board of Education of The Jackson County School District is dedicated to maintaining a secure and educationally sound environment for its students and employees. Therefore, to ensure safety, security, and an atmosphere conducive to teaching and learning on all

campuses, it shall be the policy of this Board that upon entering the campus of any school within this district, all visitors must report immediately to the school office and obtain permission before visiting any part of the campus.

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

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

### **STUDENT HANDBOOKS**

Each teacher and employee will have available a Student Handbook which becomes a part of the Employee Handbook. Each employee should become equally as familiar with the Student Handbook as with the Employee Handbook. The Employee Handbook and Student Discipline Policy **JD JCA** are School Board policies that all employees should know and follow.

### **STUDENT ATTENDANCE**

Employees should stress the importance of daily attendance and help administrators enforce attendance policies. Employees should encourage students to come to school every day.

### **STUDENT DISMISSAL**

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

### **DISCIPLINE**

The Jackson County School District Board of Education expects all employees to maintain an atmosphere conducive for learning. Each employee is expected to become thoroughly knowledgeable of procedures applicable to students.

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

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

### **CONFERENCES WITH PARENTS**

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

## **LESSON PLANS**

Each teacher must develop lesson plans as instructed by the Principal. Each teacher shall file with the Principal a teaching plan to be used in case of an emergency absence. Substitutes must have information to carry on class work during any period of a teacher's absence.

## **PAY DAY**

All JCSD personnel will receive their pay checks on the last business day of the month according to the 12 month/232-day work calendar. All checks will be directly deposited.

## **PURCHASING**

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

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

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

All supplies, materials, equipment, and other property purchased by the school shall remain the property of the school, even those purchased with an EEF card or grant. Equipment purchases must follow district purchasing guidelines. All equipment purchased must remain at the school.

## **PURCHASE OF EQUIPMENT BY ORGANIZATIONS OR GROUPS**

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

## **STUDENT ACTIVITY FUNDS**

The Board of Education of The Jackson County School District authorizes the expenditures of local school activity funds, or other available school district funds, other than minimum education program funds, for any necessary expenses or travel costs incurred by students and their chaperons in attending any in-state or out-of-state school related programs, conventions or seminars and/or any commodities, equipment, travel expenses, purchased services or school supplies which the School Board, in its discretion, shall deem beneficial to the official or extracurricular programs of the district, including items which may subsequently

become the personal property of students, including yearbooks, athletic apparel, book covers, and trophies.

“Activity funds” shall mean all funds received by school officials paid or collected to participate in any school activity, such activity being part of the school program and partially financed with public funds or supplemented by public funds. The term “activity funds” shall not include any funds raised and/or expended by any organization unless commingled in a bank account with existing activity funds, regardless of whether the funds were raised by school employees or received by school employees during school hours or using school facilities and regardless of whether a school employee exercises influence over the expenditure or disposition of such funds.

Each Attendance Center’s **Bookkeeper’s Coordinator’s** Office, Jackson County Technology Center Office, and JCSD Fab Lab Office will maintain its own bank account for the receipt of activity funds. The account must be approved by the School Board and entered into its minutes along with the name of the only persons authorized to sign checks on the account. Accounts must be in financial institutions selected by the School Board in accordance with state statutes. A copy of the school activity account will be kept on file in each Attendance Center Bookkeeper’s Office, the Jackson County Technology Center Office, and JCSD Fab Lab Office available at any time to the teachers, students, or parents.

All activity funds received by a local school must be deposited into its activity fund bank account.

The **Bookkeeper Coordinator** of the Attendance Center, Director of the Technology Center, and JCSD Fab Lab must maintain a permanent three-part receipt book in which to record all receipts. A person remitting activity funds for deposit will be given the original receipt, the second copy will be attached to the transmittal report to the Business Office, and the third copy will be kept in the book and on permanent file in the **Bookkeeper Coordinator** of the Attendance Center’s Office, Jackson County Technology Center Office and JCSD Fab Lab Office. All of these pre-numbered receipts must be accounted for. A copy of the deposit slip indicating the amounts of money deposited to the bank must also be attached to the transmittal report. The deposit slip should indicate the sequence of receipt numbers that particular deposit covers. No more than Five Hundred Dollars (\$500.00) shall be maintained in a school building beyond bank closing hours.

Funds raised by any organization (such as PTA, PTO, PTSO or Booster Club) will be separate and not part of the activity fund.

If any organization donates any assets to the school district, the School Board must acknowledge in its official minutes who has title to the donated assets.

Pre-numbered tickets shall be used at any event at a local school for which a fee is charged for admission.

Any activity fund which becomes dormant and inactive may have its surplus, if any, transferred to another activity fund if approval is granted by the School Board.

This School Board may authorize to conduct, on behalf of the school district, fund-raising activities deemed by the Board, in its discretion, to be appropriate or beneficial to the official or extracurricular programs of the district. Any proceeds of such fund-raising activities shall be treated as activity funds and shall be accounted for as are other activity funds. Approval of all fund-raising activities must have prior approval of the Principal, Superintendent and School Board. Booster Club accounts are exempt from this step.

Any arrangement between a local school and a company supplying merchandise, such as school pictures, class rings and caps and gowns, shall be by written contract, signed by the Superintendent and the company's representative, approved by the School Board, and on file available for public review in the Superintendent's office. The contract shall include all provisions of the arrangement including any rebate or commission to the school. Any rebate or commission provision in a contract shall be fully disclosed in the School Board minutes and to any prospective purchasers of the merchandise. In cases where the merchandise is purchased by the student directly from the vendor, any such rebate or commission to the school shall be paid by check from the company directly to the school's activity fund. Under no circumstances shall a company or a purchaser make a payment directly to an individual person.

Purchases made for school activities which are totally financed with privately generated funds that are not accounted for in a school district's financial accounting system (e.g. student purchases directly from a vendor) are not required to be made pursuant to state purchasing laws or have prior approval by the School Board (ex. Club accounts).

NOTE: Please also refer to [Financial Accounting Manual for Mississippi School District](#).

Expenses for the following may be made prior to Board approval:

Athletic Officials, Game guarantees, ROTC purchases, Tournament fees, Field Trips (only if vendor will not accept a purchase order at the time of entrance).

Expenses related to travel incurred for scheduled athletic activities (as sanctioned by MHSAA Mississippi High School Activities Association). Examples of such expenses are: meals, hotel accommodations, etc.

These reports will be presented as part of the transmittal report on the claim docket. Exceptions to this policy will be approved by the Superintendent of Education and presented to the Board at the next scheduled Board meeting.

Legal Reference: Mississippi Code Section 37-7-301(s)  
Cross Reference: Policies DI- Accounting and Reporting  
DJEA-Purchasing Authority  
DK-Student Activities Fund Management

## **FUND-RAISING ACTIVITIES**

The School Board may authorize to conduct, on behalf of the school district, fund-raising activities deemed by the Board, in its discretion, to be appropriate and beneficial to the official or extracurricular programs of the district. Any proceeds of such fund-raising shall be treated as activity funds and shall be accounted for, as are other activity funds. All fund-raising activities must have prior approval of the Principal, Superintendent and School Board in accordance with Policy DK. Food sold on campus during the school day to students must meet Federal smart snack regulations.

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

## **LENDING EQUIPMENT**

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

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

## **BORROWING EQUIPMENT**

Borrowing district equipment for personal use is prohibited.

## **CARE OF ROOMS**

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

## **ENERGY**

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

## **TOBACCO AND VAPE FREE ENVIRONMENT POLICY**

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

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

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

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

1. Upon the First violation, the employee will be given a written reprimand stating the date and the place of the violation. This reprimand will be placed in the employees personnel file. The employee will receive a warning that further violations shall be considered an act of insubordination and will result in further consequences stated in items 2 and 3. The written reprimand will be removed from the employee's file if the employee remains free of tobacco incidences for a period of two years.
2. The Second violation shall result in the employee's suspension without pay for ten working days. However, if the employee agrees to immediately enroll in an approved tobacco cessation program; this suspension will be reduced to five working days without pay.
3. A Third violation shall result in the initiation of dismissal procedures, subject to appropriate procedural requirements.

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

LEGAL REFERENCE: Mississippi Adult Tobacco Use on Educational Property Act of 2000. (Section 97-32-25, 97-32-27, and 97-32-29).

REFERENCES: Mississippi Adult Tobacco Use on Educational Property Act of 2000. (Sections 97-32-25, 97-32-27, and 97-32-29).

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

## **GUM CHEWING**

Teachers are not to chew gum while instructing.

## **GRADING SYSTEM**

The number of grades and grading policy must be followed according to the student handbook. Grades will be posted in a timely manner based on the grade level.

## **PROGRESS REPORTS**

All students will receive progress reports according to the approved school calendar.

## **REPORT CARDS**

Grades will be posted according to the approved school calendar. Report cards will be sent home to parents by students four times during the school year one week after each nine-week term ends. All students will receive their reports the same day.

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

If a student is financially indebted to the school for damage, misuse, or loss of school property, such as library fines, charges for lost or damaged textbooks, Chromebook, or disciplinary fines imposed for vandalism, the Principal may hold all report cards until the debt is cleared. Students withdrawing from school prior to the last day of the term will not receive a report card. A withdrawal form will be issued to those students with partial grades recorded by the teacher. There will be no exceptions.

## **CUMULATIVE AND PERMANENT RECORDS**

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

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

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

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

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

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

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

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

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

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

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

The parent or eligible student has the right to refuse to let the district designate any or all types of information about the student as directory information. The parent or eligible student must notify the Principal (or designee) in writing within five (5) days of receipt of the Handbook and Code of Conduct for Students and Parents that he or she does not want any or all of those types of information about the student designated as directory information. Otherwise, consent is implied for The Jackson County School District to release directory information to others including military recruiters as outlined below.

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

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

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

~~Family Policy Compliance Office~~  
~~Student Privacy Policy Office~~  
U.S. Department of Education  
~~600 Independence Avenue, S.W.~~  
~~400 Maryland Ave, SW~~  
Washington, DC 20202-8520

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

## **TEXTBOOKS AND CHROMEBOOKS**

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

Teachers are responsible for assessing and collecting fines for lost or damaged textbooks and Chromebooks. Teachers should stress proper use and care of books and Chromebooks.

If a textbook or Chromebook is lost or not returned by a student who withdraws from the district, the parent or legal guardian will be required to compensate the district for the fair market value of the book(s) or Chromebooks. (HB1063) Assessment of damages which show unnecessary wear or abuse of textbooks or Chromebooks will be left to the judgement of the school administrator.

### **LUNCH FEES FOR TEACHERS**

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

### **COLLECTION OF MONEY**

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

### **RESPONSIBILITY FOR LOSS OF FUNDS**

Money will be accepted in the office Monday through Friday until 1:00 P.M. No monies will be accepted on Saturday or Sunday. Money is not to be left in the classroom and is the responsibility of the teacher.

### **ADVERTISING OR PROMOTIONS WITHIN THE SCHOOL**

There will be no advertising or promotional materials of any type passed out to students at school or displayed within the school without consent of the Principal and Superintendent. All other advertising or promotional materials will be approved by the Principal.

### **COMMUNICABLE DISEASES**

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

### **SECTION I:**

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

An employee with a communicable disease should remain at home until the disease is no longer a threat to others. If any employee is absent more than five (5) consecutive days due to illness, he/she shall submit a medical excuse from a medical doctor regarding the time missed from work.

## **SECTION II:**

Decisions regarding a person infected with a disease(s) shall be made on an individual basis with regard to the behavior, physical condition of the employee and the expected interactions with others in that setting.

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

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

## **PROCEDURES FOR CARING FOR ILL AND INJURED STUDENTS**

### **1. ROUTINE ILLNESS and/or INJURY:**

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

### **2. EMERGENCY ILLNESS and/or INJURY:**

- a. In the case of a medical emergency, DO NOT MOVE student or leave student unattended. Send for the Principal or designee. Follow first aid procedure.
- b. If student is able to be moved, school authorized personnel will accompany student to office.
- c. Refer to District Student Information System or other District approved resources for specific medical condition and/or instructions. Notify parent/guardian immediately.
- d. If emergency is life-threatening:
  - i. Principal or school-authorized personnel should call ambulance (911).
  - ii. Parent or approved designee will be called.

- e. Authorized school personnel are to record dates, student's name, type of condition and treatment in a log.
- f. If not life-threatening but immediate medical attention is required, notify nurse and parent/guardian. If parent/guardian or approved designee cannot be contacted within a reasonable length of time, the Principal or authorized personnel may have the student transported to the nearest hospital, but will continue to try and contact the parent/guardian. Any expense involved will be the responsibility of the parent/guardian.

### **TITLE IX and TITLE VI**

~~The Jackson County School System does not discriminate on the basis of sex, race, color, religion, national origin, or disability, and is in compliance with Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. Please contact Human Resources at P.O. Box 5069, Vancleave, Mississippi 39565, or reach out by phone at 228-283-3000 (See JCSD Board Policy JAA and GA EA, PL 92-318).~~

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

~~Step #1—Any person with an alleged grievance of discrimination shall file a written complaint with the local school Principal, forwarding a copy to the Department of Human Resources.~~

~~Step #2—If the problem is not mutually solved; the complainant shall appeal to the Department of Human Resources.~~

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

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

### **ATHLETICS and ACTIVITIES**

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

Athletic Schedule – The Athletic Director will be responsible for finalizing schedules in all sports with approval of the Assistant Superintendent

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

### **FIELD TRIPS**

The Jackson County Board of Education recognizes the need and desirability of field trips to enrich the experiences of students. A well-planned field trip is considered a worthwhile

educational experience. Therefore, educational field trips related to class subjects may be authorized:

1. The Principal shall be notified in advance of the trip. Field trips must have the endorsement of the Principal and must be designed to augment the lesson plans of the teacher.
2. A trip permission form must be endorsed by the Assistant Superintendent in advance of the trip.
3. All field trip arrangements are the teacher's responsibility, including transportation, waivers, chaperones, etc. Students shall be under the direct supervision of a teacher and/or other school personnel. Students will not be excluded because additional supervision for them is needed. The teacher must request in advance for additional supervision. School buses may be used for transportation for field trips. Only authorized personnel may drive a school bus.
4. Before each field trip, each pupil must present to his/her teacher a document signed by the parent/guardian, giving the pupil permission to participate in the field trip.
5. Field trips shall not be taken after May 1. An exception to the May 1 deadline can be made if the following conditions are met:
  - a. If the trip complies with the guidelines and approval process stated in this policy.
  - b. If the trip has been approved by the Assistant Superintendent.
6. Fees charged for trips using district-owned vehicles will be charged .50 per mile each way. Individual schools will be responsible for paying this fee. The sponsoring school is also responsible for driver fees, additional gasoline and oil, and other incidental fees. Reward trips are trips that are not necessarily related to instructional goals but are a form of reward for students/organizations. If students may be excluded from such trips for not meeting the criteria established by the Principal (or designee), parents shall be notified said criteria and shall sign a document verifying receipt of the notification from the school. Students should not be arbitrarily disallowed from participation in these trips.

Field trips will follow School Board Policy IFCB.

### **EMERGENCY PROCEDURES**

Employees should refer to School Board Policy EBBC and supervisors for drill procedures. Each school will follow its school crisis plan during bad weather days or in any time of emergency or crisis.

### **EMPLOYEE BADGES**

All staff are required to wear employee ID badges while on campus. There is a fee associated for replacement badges. Contact Human Resources for more information.

## **PROCEDURE FOR SICK, PERSONAL AND VACATION LEAVE**

Employees should refer to School Board Policy GBRI and supervisors for policies governing certified, non-certified, and administrative procedures.

Pursuant to Section 37-7-307, Mississippi Code of 1972, as amended, each 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. Employees who work ten, eleven or twelve months will receive an additional day of sick leave for each additional month of full-time work. Part-time employees shall receive sick leave on a prorated basis for their equivalent schedule of workdays. Employees hired after the beginning of the school year shall receive a prorated leave allowance equivalent to the number of days on their contract.

### **Leaves and Absences:**

Except as otherwise provided for herein, for purposes of this policy, the term “employee” means any employee of the Jackson County School District other than bus drivers and bus aides, who are recommended to work twenty (20) hours or more per week. “Certified employees” means any employee of the Jackson County School District required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development. This policy is mean to comply with Miss. Code Ann. §37-7-307 and shall be interpreted in accordance therewith.

### **Sick Leave:**

Each 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. Part time employees shall receive sick leave on a prorated for their equivalent schedule of work days. Employees hired after the beginning of the school year shall receive a prorated leave allowance equivalent to the number of days on their contract.

Any unused part of the total sick leave allowance shall be carried over to the next school year and credited to such employee if the employee remains employed with the District. In the event certified employee or teacher assistant transfers to another public-school district in Mississippi, any unused portion of the total sick leave allowance credited to such certified employee or teacher assistant shall be credited to such certified employee or teacher assistant in the computation of unused leave for retirement purposes under Miss. Code Ann. §25-11-109. Accumulation of sick leave allowed under this policy shall be unlimited.

Employees shall be credited one (1) additional day of sick leave, cumulative to seven (7) days per school year. Employees who work ten, eleven, or twelve months per their contracts will receive an additional day of sick leave for each additional month of full-time work.

No deduction from the pay of such employee may be made because of absence of such employee caused by illness or physical disability until after all sick leave allowance credited to such licensed employee or teacher assistant has been used.

~~Sick leave can only be used for illness or physical disability of the employee or employee's family during the school year. Sick leave may be used for illness, or death of members of the immediate family: father, mother, spouse, brother, sister, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, or foster parents and foster children, or grandparents of employee or spouse. Sick leave may also be used to bond with the newborn child of, adopted child of, or child placed for foster care with the employee. Bonding may only be used within twelve (12) months of the birth or placement.~~

**Sick leave can only be used for illness or physical disability of the employee or employee's family during the school year. Sick leave may be used for illness and/or death of members of the immediate family: a father, mother, spouse, brother, sister, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, or foster parents and foster children, grandchildren or grandparents of employee or spouse. Sick leave may also be used to bond with the newborn child of, adopted child of, or child placed for foster care with the employee. Bonding may only be used within twelve (12) months of the birth or placement.**

~~After being absent five (5) consecutive days due to any employee or family illness or physical disability, a certified employee is required to submit a written statement to the JCSD superintendent for School Board for review. This requirement is waived for certified employees who are on FMLA. An individual abusing this policy may have all cumulative and credited current leave canceled.~~

~~After being absent five (5) consecutive days due to an employee, family illness, or physical disability, an employee may be required to submit a written statement to his/her supervisor for review. If requested, the employee will furnish the JCSD superintendent with an official medical statement of justification of the extended absence for possible review by the Board of Education. These requests will not be made for employees out of FMLA. An individual abusing this policy may have all cumulative and credited current leave canceled.~~

**After being absent five (5) consecutive days due to employee or family illness or physical disability, certified employees are required to submit a written statement to the JCSD superintendent for School Board review. This requirement is waived for certified employees who are on FMLA.**

**Under the same circumstances, non-certified employees may be required to submit a written statement to their supervisor for review. If requested, the employee will furnish the JCSD superintendent with an official medical statement justifying the extended absence for possible review by the Board of Education. These requests will not be made for employees who are on FMLA.**

**An individual abusing this policy may have all cumulative and credited current leave canceled.**

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 licensed

employee, there shall be deducted from the pay of such certified employee the established substitute amount of certified employee compensation paid in that local school district. In lieu of deducting the established substitute amount from the pay of such certified employee, the policy may allow the certified employee to receive full pay for the first ten (10) days of absence because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such certified employee. Thereafter, the regular pay of such absent certified employee shall be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

For the first ten (10) days of absence of an employee due to illness or physical disability, in any school year, in excess of the sick leave allowance credited to the employee, there shall be deducted from the pay of such employee the amount equal to the minimum wage rate times the number of hours that employee was absent. Thereafter, an amount equal to the annual salary divided by the number of hours per year the person is to be on duty times the number of hours absent will be deducted from his/her salary.

The monthly cut-off date used for twelve (12) month staff shall be as follows: Dock pay will be turned in on twelve-month staff through the end of the month if the employee is expected to be out through that date. If dock pay has already been turned in prior to a twelve-month employee's absence not covered by leave days, a telephone call shall be made to payroll before direct deposit/paychecks are processed for that month, followed by revised dock sheets.

**Professional Leave:**

Paid leave for professional development, training, or other work outside the employee's normal workdays may be approved by the employee's supervisor. Each employee shall be credited with a professional leave allowance, with pay, for each day of absence by reason of such employee's required 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 Licensure and Development, the Commission on School Accreditation, the meetings of the state textbook rating committees, or other meetings authorized by local School Board or superintendent.

**Personal Leave and Vacation:**

Each employee will be credited with two (2) personal days for absences caused by personal reasons during the school year. Personal days may be used in lieu of sick days only when all sick days have been exhausted. Employees may not utilize more than two (2) consecutive personal days during a school year without prior approval from the Superintendent. In the event an employee wishes to seek approval to utilize more than two (2) consecutive personal days during a school year, the requesting employee shall submit a letter of request to the Superintendent before the first proposed day of absence from duty.

Personal leave shall not be taken by employees on the first day of the school term, the last day of the school term, on a day previous to a holiday, or a day after a holiday, except in the following circumstances: (i) Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on

the applicable day, an immediate family member of the employee is being deployed for military service. (ii) Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years' experience as an employee of that school district or a minimum of thirty (30) day of unused accumulated leave that has been earned while employed in that school district. (iii) Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.

Full-time employees who work twelve (12) months will receive ten (10) days of vacation days per year. If a 12-month employee leaves early in a fiscal year, that employee will have 0.83 days of vacation removed from their balance for each full month not worked.

Any unused personal and vacation leave at the end of the school year, up to five (5) days, may be carried over to the next school year, if the employee remains employed in the District. Any unused personal or vacation leave at the end of the school year, in excess of five (5) days, shall be converted to sick leave and carried over to the next school year (as sick leave). Thus, unused personal and vacation leave beyond five (5) days will convert to sick leave the following school year. The annual conversion of unused vacation or personal leave for sick days shall not exceed the allowable number of personal leave days provided in Miss. Code Ann. §25-3-93. The annual total number of converted unused vacation and/or personal days added to the annual unused sick days for any employee shall not exceed the combined allowable number of days per year provided in Miss. Code Ann. §25-3-93 and §25-3-95.

If a certified/exempt employee is absent ½ day or less, ½ day of leave will be charged. Certified employees absent more than ½ day will be charged one full day leave. If a non-certified/non-exempt employee is absent from work their time will be charged hour for hour.

**Disposition of Leave upon Notice of Termination or Retirement:**

Employees, upon termination, will be compensated for any unused compensatory leave balance, per school policy GADB.

Certified employees, upon retirement from employment, may elect to be paid for not more than thirty (30) days of unused accumulated leave earned while employed with this district at a rate equal to the daily long-term substitute teacher rate per day. Upon retirement from employment, employees may elect to be paid for not more than 240 hours of unused accumulated leave earned while employed with this district at a rate equal to the federal minimum wage per hour. The payment shall be made on their final paycheck and shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Miss. Code Ann. §25-11-103. Any remaining lawfully credited unused leave, for which payment has not been made, shall be credited to PERS subject to the limitations provided by law.

In the event of death, a maximum of thirty (30) days of paid leave may be reported as wages. All such payments are subject to the maximum annual earnings limitation.

Unless retiring, under no circumstances will a terminating employee receive compensation for any accumulated leave. Unused leave will be counted as credited service and certified to PERS.

Legal Reference: MS Code of 1972, Section 37-7-307 (2015) MS Code of 1972, Section 25-3-93 (2013) MS Code of 1972, Section 25-3-95 (2013) AG Opinion No 2003-0335 dated July 7, 2003

## **WORKERS COMPENSATION**

All employees of the Jackson County School District are protected under the Mississippi Workers Compensation Law (MWCL). The MWCL provides indemnity and medical payments for work-related injuries. Indemnity payments cover your loss of wages if you are unable to work due to an injury and medical payments cover any/all medical expenses including mileage. Indemnity is paid at 66 2/3% of your average weekly earnings based on the previous 12 months from the date of injury. For more information concerning maximum indemnity rates, mileage rates, and fee schedules go to the Mississippi Workers Compensation Commission's website ([www.mwcc.ms.gov](http://www.mwcc.ms.gov)).

All accidents should be reported to your immediate supervisor immediately and the school must complete all required forms and submit them to the Human Resources Department in the District Office within 24 hours, even if the employee does not seek treatment. Should you need further information about workers compensation, please contact the Director of Human Resources (228-283-3000).

Absences due to a Workers Compensation injury may run concurrent with FMLA.

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 work weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition. It also requires that employee's group health benefits are maintained during the leave. The FMLA is administered by the Employment Standards Administration's Wage and Hour Division within the U.S. Department of Labor.

An eligible employee must have been employed with the District for one year and they must have worked 1,250 hours in the previous 12 months prior to the commencement of the beginning of FMLA leave. An eligible employee shall be entitled to a total of 12 work-weeks of family and medical leave during any 12-month period. The District uses a **calendar forward** year method to determine how much time an employee is entitled to under FMLA.

### **Military Family Leave:**

Military Caregiver Leave (also known as Covered Service-Member Leave): Under the first of these military leave entitlements, eligible employees who are family members

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

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

Requests for leave should be made through Human Resources Department. **The FMLA request form can be found under the JCSD website under Human Resource and the HR Forms tab.** Paid leave runs concurrently with FMLA.

#### **Advance Notice and Medical Certification:**

The employee may be required to provide advance leave notice and medical certification. Taking leave may be denied if requirements are not met.

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

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

#### **Job Benefits and Protection:**

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

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

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

### **Unlawful Acts by Employers:**

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

### **Enforcement:**

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

An eligible employee may bring a civil action against an employer for violations. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement, which provides greater family or medical leave rights.

### **For Additional Information:**

Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor at the following website:  
<https://www.dol.gov/whd/fmla/index.htm>

### **NOTICE OF EMPLOYEES RIGHTS TO CONTINUE GROUP HEALTH COVERAGE**

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

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

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

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

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

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

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

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

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

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

Also, if you have changed marital status or you or your spouse have changed addresses, please call The Jackson County School Human Resources Department, 228-283-3000.

## TITLE IX and TITLE VI

The Jackson County School System does not discriminate on the basis of sex, race, color, religion, national origin, or disability, and is in compliance with Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. Please contact Human

Resources at P.O. Box 5069, Vancleave, Mississippi 39565, or reach out by phone at 228-283-3000 (See JCSD Board Policy JAA and **GAEA** GAE, PL 92-318).

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

## **GRIEVANCE PROCEDURE FOR STAFF**

Reference: School Board Policy GAE

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

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

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

The following definitions shall apply to this grievance procedure:

1. A "grievance" is a complaint by an individual based upon an alleged violation of a person's rights under state or federal law or Board policy.

2. A “grievant” is a person or persons making the complaint.
3. The term “days” shall mean working school days and shall exclude weekends or vacation days.

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

## **SECTION 504 / AMERICANS WITH DISABILITIES ACT**

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

The Jackson County School District is in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972 in admission or access to, or treatment or employment in, its program and activities to the extent provided by law.

The Jackson County School District is an equal opportunity employer. The Jackson County School District does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sex, military status, or any other classification that is protected by federal, state, or local law in any of its activities or operations. These activities include, but are not limited to, hiring and firing of employees, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our employees, clients, volunteers, subcontractors, vendors, and clients.

The person holding the position of Director of Curriculum and Instruction, Dr. Tanya Sonnier, has been designated as the Section 504 and ADA Coordinator:

Director of Curriculum and Instruction  
Dr. Tanya Sonnier  
4700 Colonel Vickrey Road  
Vanceleave, MS 39565  
228-283-3000

The Title VI, and Title IX Coordinator will handle inquiries regarding The Jackson County School District’s nondiscrimination policies covering discrimination. Any person having inquiries concerning The Jackson County School District’s compliance with the regulations regarding discrimination is directed to contact:

Director of Human Resources  
Karen Glass  
Title IX Coordinator  
4700 Colonel Vickrey Road  
Vanceleave, MS 39565  
228-283-3000

## **BULLYING – EMPLOYEES AND STUDENTS**

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

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

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

Reference: SB 2015; Mississippi Code Annotated 37-7-301€

## **SEXUAL HARASSMENT – EMPLOYEES AND STUDENTS**

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

## A. General Prohibitions

### 1) Unwelcome conduct of a Sexual Nature may include

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

### 2) Sexual Harassment

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

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

## B. Specific Prohibitions

### 1) Administrators and Supervisors

- a) It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- b) No administrator shall reside in the same residence with anyone he/she supervises.
- c) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

### 2) Non-Administrative and Non-Supervisory Employees

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

### 3) District Employees

- a) Relationships between supervisors and an employee under their supervision is prohibited.
- b) If there are relationships between individuals who occupy equal levels of authority, then these individuals will exhibit professional conduct in the workplace.

### C. Reporting, Investigating and Sanctions

- 1) It is the express policy of the Board of Education to encourage victims of a sexual harassment to come forward with such claims. This may be done through the Employee Grievance Resolution Procedure. (Policy GAE)
  - a) Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report the conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision.
  - b) Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct is unwelcome, 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, as stated in The Jackson County School District Policy GAE.
- 3) Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural requirements.

### **DRUG-FREE WORKPLACE POLICY- Policy GBRL**

No employee engaged in work in connection with the Jackson County School District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined under state and federal law.

"Workplace" is defined to mean the site for the performance of work done in connection the Jackson County School District. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment in the Jackson County School District, each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction.

As a condition of employment in the Jackson County School District, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be nonrenewed or his or her employment may be suspended or terminated, at the discretion of the board. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

## **MEDICAL MARIJUANA**

This policy applies to medical cannabis. Under the Mississippi Medical Cannabis Act, this school district:

1. Is not required to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.
2. May refuse to hire, discharge, discipline, or otherwise take an adverse employment action against an individual with respect to hiring, discharging, tenure, terms, conditions, or privileges of employment as a result, in whole or in part, of that individual's use of medical cannabis, regardless of the individual's impairment or lack of impairment resulting from the medical use of medical cannabis.
3. Does not allow the use of medical cannabis by employees while on district property, while at a district sponsored event, or while performing district business.

## **DENIAL OF LICENSE**

The State Board of Education, acting through the commission, may deny an application for any teacher or administrator license if the applicant is actively addicted to or actively dependent on alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect, at the time of application for a license. 37-3-2

(11) (c)

## **SUSPENSION OF LICENSE**

The State Board of Education, acting on the recommendation of the commission, may revoke or suspend any teacher or administrator license for specified periods of time if the teacher or administrator has been convicted, has pled guilty or entered a plea of nolo contendere to a felony, as defined by federal or state law. 37-3-2 (12) (d)

Dismissal or suspension of a licensed employee by a local school board pursuant to Section 37-9-59 may result in the suspension or revocation of a license for a length of time which shall be determined by the commission and based upon the severity of the offense. 37-3-2 (13) (a)

LEGAL REF.: MS CODE as cited

21 U.S.C. 812

21 CFR 1300.11-1300.15

CROSS REF.: Policy GBRM-2 Drug and Alcohol Testing Policy

## **NOTICE to EMPLOYEES ENGAGED in WORK on FEDERAL GRANTS**

***YOU ARE HEREBY NOTIFIED*** that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done in connection with a federal grant. That includes any place where work on a school district federal grant is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal statute for a violation occurring in the workplace, no later than 5 days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the school district.

### **SECTION 504 / AMERICANS WITH DISABILITIES ACT**

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

~~The Jackson County School District is in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972 in admission or access to, or treatment or employment in, its program and activities to the extent provided by law.~~

~~The Jackson County School District is an equal opportunity employer. The Jackson County School District does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sex, military status, or any other classification that is protected by federal, state, or local law in any of its activities or operations. These activities include, but are not limited to, hiring and firing of employees, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our employees, clients, volunteers, subcontractors, vendors, and clients.~~

~~The person holding the position of Director of Curriculum and Instruction, Dr. Tanya Sonnier,~~

~~has been designated as the Section 504 and ADA Coordinator:~~

~~Director of Curriculum and Instruction  
Dr. Tanya Sennier  
4700 Colonel Vickrey Road  
Vanceleave, MS 39565  
228-283-3000~~

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~~Director of Human Resources  
Karen Glass  
Title IX Coordinator  
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228-283-3000~~

## **PREVENTION OF SCHOOL VIOLENCE**

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

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

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

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

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

“Switchblade knife” shall mean a knife containing a blade or blades which open automatically by the release of a spring or similar contrivance.

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

It shall be a felony for any person to possess or carry, whether openly or concealed, any gun,

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

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

It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded can, switchblade knife, blackjack, metallic knuckles, razors, razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not to exceed six (6) months, or both.

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

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

This section shall not apply to:

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

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

### **COMPUTER / INTERNET APPROPRIATE USE POLICY**

Employees should use computers only for work purposes. Abuse of Appropriate Use Policy IJ-R will not be tolerated.

### **PERSONAL SAFETY**

1. Users will not disclose, use, disseminate, or divulge personal and/or private information about him/her, minors or others including personal identification information, etc. Jackson County School District will not disclose personal information on websites – such as their full name, home or email address, telephone number, and social security number.
2. Users will immediately report to The Jackson County School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

### **ETHICS AND STANDARDS OF CONDUCT CODE**

All employees are required to sign and follow the state and district ethics and standards of conduct code located in Policy GAA. You may find the MS Educator Code of Ethics on our Jackson County School District website under Human Resources or you may access it on line at [www.mdek12.org/educatormisconduct/educator](http://www.mdek12.org/educatormisconduct/educator).

**ALL DISTRICT EMPLOYEES ARE EXPECTED TO FOLLOW ALL SCHOOL BOARD POLICIES THAT CAN BE FOUND ON OUR DISTRICT WEBSITE.**

## Jackson County School District 2026 - 2027 Calendar

July 20-23, 2026	No Students	Monday - Thursday	Professional Development/Teacher Workdays
July 24, 2026		Friday	Students First Day/Cafeteria Opens
August 21, 2026		Friday	60% Day for Students/ Professional Development for Staff
August 25, 2026		Tuesday	1st Nine Weeks Progress Reports
September 7-8, 2026	NO SCHOOL	Monday-Tuesday	Labor Day Holiday
September 28, 2026		Monday	End of 1st Nine Weeks
October 2, 2026	No Students	Friday	Teacher Workday/Professional Development
October 5-9, 2026	NO SCHOOL	Monday-Friday	Fall Break
October 15, 2026		Thursday	1st Nine Weeks Report Cards
November 3, 2026		Tuesday	2nd Nine Weeks Progress Reports
November 23-27, 2026	NO SCHOOL	Monday-Friday	Thanksgiving Holidays
December 15, 2026		Tuesday	End of 2nd Nine Weeks/1st Semester 60% Day for Students
December 16-17, 2026		Wednesday-Thursday	Weather Makeup Days 1st Semester (if needed)
Dec. 16, 2026-Jan. 1, 2027	NO SCHOOL	Wednesday-Friday	Christmas/Winter Holidays
January 4, 2027	No Students	Monday	Teacher Workday/Professional Development
January 5, 2027		Tuesday	School Resumes - 2nd Semester Begins
January 7, 2027		Thursday	2nd Nine Weeks Report Cards
January 18, 2027	NO SCHOOL	Monday	Dr. Martin Luther King, Jr. Holiday
February 4, 2027		Thursday	3rd Nine Weeks Progress Reports
February 8-12, 2027	NO SCHOOL	Monday-Friday	Mardi Gras Holidays
February 26, 2027		Friday	60% Day for Students/ Professional Development for Staff
March 16, 2027		Tuesday	End of 3rd Nine Weeks
March 24, 2027		Wednesday	3rd Nine Weeks Report Cards
March 26 - April 2, 2027	NO SCHOOL	Friday-Friday	Spring Break
April 22, 2027		Thursday	4th Nine Weeks Progress Reports
May 20, 2027		Thursday	East Central High School Graduation
May 24, 2027		Monday	St. Martin High School Graduation
May 25, 2027		Tuesday	Vancleave High School Graduation
May 26, 2027		Wednesday	End of 4th Nine Weeks/2nd Semester - 60% day for students - Last Day of School
May 27, 2027	No Students	Thursday	Teacher Workday/Professional Development
May 27-28, 2027		Thursday-Friday	Weather Makeup Days 2nd Semester (if needed)
June 1, 2027		Tuesday	4th Nine Weeks Report Cards

**Policy JCDAC: Drugs and Alcohol (Possession or Reasonable Suspicion)**

**Status:** DRAFT

**Original Adopted Date:** 11/18/2024 | **Last Reviewed Date:** 11/18/2024

**DRUGS AND ALCOHOL**

Students are absolutely prohibited from carrying, possessing in any manner, using or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin or their derivatives or compounds, drugs commonly called LSD, "pep" pills, tranquilizers, or any other narcotic drug, barbiturate, substance ingredient or compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof or any other controlled substance regulated by law.

The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication which is under the supervision and direction of such physician. The district does not allow the use of medical cannabis while on district property. With regard to prescription medications, the Jackson County School District student handbook applies.

The provisions of this policy shall apply to all students during all of the period of time that they are under and subject to the jurisdiction of this school district, while participating in or going to or from any school-related activity, while under the supervision and direction of any teacher, principal or other authority of this school district or when such conduct does or may threaten to interfere with or disrupt the educational process or pose a threat to the safety of the student or others.

Any student violating any of the provisions of this policy shall be automatically suspended and recommended for expulsion by the superintendent or principal of the school in which the student is enrolled. The suspension shall be effective immediately subject to the procedures of due process as stated in JCA Policy.

This policy is for the discipline and protection of the students of this school district and their general welfare. Nothing herein contained shall be construed to avoid any prosecution under any pertinent criminal statute of the State of Mississippi.

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**Policy JGCB: Student Health Services Inoculations**

**Status:** DRAFT

**Original Adopted Date:** 01/05/2004 | **Last Revised Date:** 11/18/2024 | **Last Reviewed Date:** 11/18/2024

**STUDENT HEALTH SERVICE INOCULATIONS**

This school board has the power, authority and duty to require those vaccinations specified by the state health officer as provided in Section 41-23-37. 37-7-301 (i).

Whenever indicated, the state health officer shall specify such immunization practices as may be considered best for the control of vaccine preventable diseases. A listing shall be promulgated annually or more often, if necessary.

Except as provided hereinafter, it shall be unlawful for any child to attend any school, kindergarten or similar type of facility intended for the instruction of children (hereinafter called "schools"), either public or private, with the exception of any legitimate home instruction program as defined in Section 37-13-9, for ten (10) or less children who are related within the third degree computed according to the civil law to the operator, unless they shall first have been vaccinated against those diseases specified by the state health officer.

A certificate of exemption from vaccination for medical or religious reasons may be offered on behalf of a child by a duly licensed physician and may be accepted by the local health officer who, in his opinion, such exemption will not cause undue risk to the community.

Certificates of vaccination shall be issued by local health officers or physicians on forms specified by the Mississippi State Board of Health. These forms shall be the only acceptable means for showing compliance with these immunization requirements, and the responsible school officials shall file the form with the child's record.

If a child shall offer to enroll at a school without having completed the required vaccinations, the local health officer may grant a period of time up to ninety (90) days for such completion when, in the opinion of the health officer, such delay will not cause undue risk to the child, the school or the community. No child shall be enrolled without having had at least one (1) dose of each specified vaccine.

Within thirty (30) days after the opening of the fall term of school (on or before October 1 of each year), the person in charge of each school shall report to the county or local health officer, on forms provided by the Mississippi State Board of Health, the number of children enrolled by age or grade or both, the number fully vaccinated, the number in process of completing vaccination requirements, and the number exempt from vaccination by reason for such exemption.

Within one hundred twenty (120) days after the opening of the fall term (on or before December 31), the person in charge of each school shall certify to the local or county health officer that all children enrolled are in compliance with immunization requirements.

For the purpose of assisting in supervising the immunization status of the children, the local health officer, or his designee, may inspect the children's records or be furnished certificates of immunization compliance by the school.

It shall be the responsibility of the person in charge of each school to enforce the requirements for immunization. Any child not in compliance at the end of ninety (90) days from the opening of the fall term must be suspended until in compliance, unless the health officer shall attribute the delay to lack of supply of vaccine or some other such factor clearly making compliance impossible. 41-23-37

Children with a Certificate of Medical/Religious Exemption who are not adequately immunized will be excluded from school if there is a threat of vaccine preventable diseases occurring in the community. The child will be excluded until the infectious disease is no longer present or is no longer a threat to the safety and welfare of the child or other children in the school.

The Superintendent or his/her designee will develop procedures to support this policy.

The Mississippi Public School Accountability Standard for this policy is Standard 6 and 28.

**Policy JRD: Detention Facility Records**

**Status:** DRAFT

**Original Adopted Date:** 11/18/2024 | **Last Reviewed Date:** 11/18/2024

To ensure students in youth detention facilities continue to receive appropriate educational services, local educational agencies (LEAs) must have policies and procedures to ensure the relevant records of students who move to, and from, youth detention facilities are sent to and received from the sponsoring school district as soon as practicable to enable the effective delivery of educational services.

Grades received from the Juvenile Detention Center (JDC) education program shall be incorporated into each student's academic performance grade.

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**Policy GFABFB: Job Description: Physical Therapist**

**Status:** DRAFT

**Original Adopted Date:** 08/11/2011 | **Last Reviewed Date:** 08/11/2011

**QUALIFICATIONS:**

1. Hold a BS degree or higher in Physical Therapy from an accredited program.
2. Certification to practice in Mississippi by the MS Board of Physical Therapy.

**REPORTS TO:**

Director of Special Education

**DUTIES:**

1. Administer therapy to students identified with a disability requiring physical therapy as determined by a physician or referred by a teacher and to the MET Team for whom physical therapy would be beneficial.
2. Shall administer manual exercises, increase the student's strength, and decrease or prevent deformity and crippling in the areas of motor development:
  - a. Gross motor development;
  - b. Sensory perception;
  - c. Functional capacity;
  - d. Respiratory and circulatory efficiency;
  - e. Environmental and equipment adaptations/modifications to increase participation in functional daily activities.
3. Shall provide a therapy plan parents can administer at home to integrate therapeutic practices noted above into the student's education program; and assist the student in integrating into and participating in normalized school, home and community environments.
4. Shall develop and maintain written therapy plans annually for individual IEPs and participate in meetings for review.
5. Shall obtain parental permission before administering therapy.
6. Shall provide direct treatment within the LRE to assist the student in achieving the goals and objectives on the IEP and provide progress monitoring for growth.
7. Shall perform evaluations for JCSD Special Education Department.
8. Shall interpret assessment findings and correctly convey information to parents and school teams.
9. Shall provide documentation for equipment assessment as it relates to the educational environment.
10. Evaluate, fit, and adjust prosthetic and orthotic devices.
11. Procure, maintain, and inventory equipment, materials, and supplies.
12. Plan for transition from school to community, preparing students to function independently of therapy service when targeted outcomes are achieved.
13. Perform such other duties as may be assigned by the Principal and/or Director of Special Education.
14. Ability to lift/carry 30-40 lbs. as needed.
15. Ability to push/pull 50-70 lbs. for wheelchair and/or equipment as needed.

**TERMS OF EMPLOYMENT:**

187 days employment, salary to be approved by the Board of Education

**EVALUATION:**

Performance in this position shall be evaluated regularly by the Director of Special Education and/or the Principal at each individual school.

**Policy GFABO: Job Description: Occupational Therapist**

**Status:** DRAFT

**Original Adopted Date:** 11/10/2008 | **Last Revised Date:** 04/16/2009 | **Last Reviewed Date:** 04/16/2009

**QUALIFICATIONS:**

Hold a BS degree or higher in occupational therapy

**REPORTS TO:**

Director of Special Education

**DUTIES:**

1. Administer therapy to those students requiring occupational therapy as determined by a physician or to those students referred by a teacher and to whom occupational therapy would be beneficial.
2. Shall employ conditioning exercises in the areas of motor development:
  - a. Positioning, adapting to the environment;
  - b. Gross motor skills;
  - c. Posture, ambulation;
  - d. Cardio respiratory functioning;
  - e. Joint mobility, muscle strength;
  - f. Fine motor, perceptual-motor, and sensorimotor skills, sensory integration;
  - g. Environmental and equipment adaptations to increase participation in functional daily activities.
3. Shall provide a therapy plan parents can administer at home to integrate therapeutic practices noted above into the student's education program; and assist the student in integrating into and participating in normalized school, home and community environments.
4. Shall maintain written therapy plans annually for individual IEPs.
5. Shall obtain parental permission before administering therapy.
6. Shall provide direct treatment to student to assist the student in achieving the goals and objectives on the IEP.
7. Shall perform evaluations for JCSD Special Education Department.
8. Shall provide documentation for equipment assessment as it relates to the educational environment.
9. Perform such other duties as may be assigned by the Principal and/or Director of Special Education.
10. Ability to lift/carry 30–40 lbs. as needed.
11. Ability to push/pull 50–70 lbs. for wheelchair and/or equipment as needed.

**TERMS OF EMPLOYMENT:**

187 days employment, salary to be approved by the Board of Education

**EVALUATION:**

Performance in this position shall be evaluated regularly by the Director of Special Education and/or the Principal at each individual school.

**Policy GFACC: Job Description: School Food Service Worker**

**Status:** DRAFT

**Original Adopted Date:** 10/21/2002 | **Last Revised Date:** 04/15/2024 | **Last Reviewed Date:** 04/15/2024

**QUALIFICATIONS:**

1. Ability to communicate well.
2. Good physical condition; i.e., able to stand, lift up to 40 lbs, and stoop for long periods.
3. Diplomatic, congenial manner; neat, well-groomed appearance.

**REPORTS TO:** Food Service Manager

**JOB GOAL:** Assists in preparing and serving attractive, nutritious meals to students and staff in a clean, cheerful atmosphere.

**DUTIES AND RESPONSIBILITIES:**

1. Follow supervisor's instructions in producing, portioning and serving food.
2. Organize food in an attractive manner for presentation and fast service.
3. Serve correct portions of food to students and staff in a friendly manner.
4. Ensure that during meal service periods the supply of food offered is replenished.
5. Store all food products to assure freshness and safety.
6. Clean and sanitize the kitchen and service work areas daily utilizing all sanitary guidelines.
7. Perform major cleaning of all equipment and storerooms at regularly scheduled intervals as determined by the manager.
8. Assist with physical count of inventory, receiving of inventory and record keeping of inventory.
9. Maintain storerooms in an orderly manner.
10. If cashiering, record all school lunch monetary transactions and checks/verifies lunch information.
11. Remove trash to the pick-up area, maintain the area in a sanitary manner.
12. Perform related duties as assigned and as required.

**PHYSICAL DEMANDS:** The job requires lifting up to 40 lbs. in varying frequencies. The job requires walking, standing, kneeling, bending, carrying, pushing, pulling and/or squatting in various intervals as needed for long periods of time.

**TERMS OF EMPLOYMENT:** ~~Full-time and part-time~~ Food Service workers are employed 184 days. Salaries are established by Board policy GGBF.

**EVALUATION:** Performance for this position will be evaluated annually by the Cafeteria Manager in accordance with the Board's policies and procedures on evaluation.

**Policy GAA: Professional Educator Code of Conduct**

Status: DRAFT

Original Adopted Date: 09/12/2011 | Last Revised Date: 02/10/2025 | Last Reviewed Date: 02/10/2025

**PROFESSIONAL EDUCATOR CODE OF ETHICS AND STANDARDS OF CONDUCT**

All professional educators in the school district shall comply with the Mississippi Professional Educator Code of Ethics and Standards of Conduct as outlined in Mississippi Department of Education policy Rules 14.10 and 14.17.

The superintendent or his or her designee shall establish procedures to assure that all school district employees comply with this policy. The procedures shall include, but are not limited to:

Providing all licensed employees with a copy of the *Mississippi Educator Code of Ethics and Standards of Conduct* – located on the JCSD website under Human Resources.

1. Maintaining a signed statement in each licensed employee's personnel file verifying that he or she has been given notice of the *Mississippi Educator Code of Ethics and Standards of Conduct*;
2. Advising all licensed employees that his or her contract with the school district is subject to the *Mississippi Educator Code of Ethics and Standards of Conduct*; and may be revoked or suspended pursuant to its terms; and
3. Providing annual in-service training for all employees on the *Mississippi Professional Educator Code of Ethics and Standards of Conduct*.

The Superintendents shall report to the Mississippi Department of Education all license holders who engage in unethical conduct relating to an educator/student relationship.

The Mississippi Public School Accountability Standard for this policy is standard 2.

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**Policy GGBF: Salary Scale: Food Service Employees**

**Status:** DRAFT

**Original Adopted Date:** 07/24/2008 | **Last Revised Date:** 06/09/2025 | **Last Reviewed Date:** 06/09/2025

The salary scale for Food Service employees shall be as follows:

Yrs Exp	Food Service	
0	\$10.25	\$12.75
1	\$10.50	\$13.00
2	\$10.75	\$13.25
3	\$11.00	\$13.50
4	\$11.25	\$13.75
5	\$11.50	\$14.00
6	\$11.75	\$14.25
7	\$12.00	\$14.50
8	\$12.25	\$14.75
9	\$12.50	\$15.00
10	\$12.75	\$15.25
11	\$13.00	\$15.50
12	\$13.25	\$15.75
13	\$13.50	\$16.00
14	\$13.75	\$16.25
15	\$14.00	\$16.50
16	\$14.25	\$16.75
17	\$14.50	\$17.00
18	\$14.75	\$17.25
19	\$15.00	\$17.50
20	\$15.25	\$17.75
21	\$15.50	\$18.00
22	\$15.75	\$18.25
23	\$16.00	\$18.50
24	\$16.25	\$18.75
25	\$16.50	\$19.00
26	\$16.75	\$19.25
27	\$17.00	\$19.50
28	\$17.25	\$19.75
29	\$17.50	\$20.00
30	\$17.75	\$20.25
31	\$18.00	\$20.50
32	\$18.25	\$20.75
33	\$18.50	\$21.00
34	\$18.75	\$21.25
35	\$19.00	\$21.50

The definition of full-time Food Service Employee is an employee who works from the time the cafeteria is officially opened by the manager until it is officially closed by the manager. Food Service employees will be paid in twelve (12) monthly payments with the hourly rate being based on working 1,183 hours – 184 days annually and will be considered full-time when scheduled 4 hours or more. Food Service employees are to be paid at the rate of time and a half of their hourly wages for Summer Feeding and all special functions approved by the Child Nutrition Director.

Staff filling the position of food service worker may be credited with previous experience if the previous employment was in a job requiring skills related to this position. Verification of this experience must be provided by the previous employer(s).

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**Policy GBRI: Absence From Duty**

**Status:** DRAFT

**Original Adopted Date:** 09/17/2007 | **Last Revised Date:** 03/09/2026 | **Last Reviewed Date:** 03/09/2026

Except as otherwise provided for herein, for purposes of this policy, the term “employee” means any employee of the Jackson County School District other than bus drivers and bus aides, who are recommended to work twenty (20) hours or more per week. “Certified employees” means any employee of the Jackson County School District required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development. This policy is meant to comply with Miss. Code Ann. §37-7-307 and shall be interpreted in accordance therewith.

**Sick Leave:**

Each 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. Part-time employees shall receive sick leave on a prorated for their equivalent schedule of work days. Employees hired after the beginning of the school year shall receive a prorated leave allowance equivalent to the number of days on their contract.

Any unused part of the total sick leave allowance shall be carried over to the next school year and credited to such employee if the employee remains employed with the District. In the event a certified employee or teacher assistant transfers to another public school district in Mississippi, any unused portion of the total sick leave allowance credited to such certified employee or teacher assistant shall be credited to such certified employee or teacher assistant in the computation of unused leave for retirement purposes under Miss. Code Ann. §25-11-109. Accumulation of sick leave allowed under this policy shall be unlimited.

Employees shall be credited one (1) additional day of sick leave, cumulative to seven (7) days per school year. Employees who work ten, eleven, or twelve months per their contracts will receive an additional day of sick leave for each additional month of full-time work.

No deduction from the pay of such an employee may be made because of the absence of such employee caused by illness or physical disability until after all sick leave allowance credited to such licensed employee or teacher's assistant has been used.

Sick leave can only be used for illness or physical disability of the employee or employee's family during the school year. Sick leave may be used for illness and/or death of members of the immediate family: a father, mother, spouse, brother, sister, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, or foster parents and foster children, grandchildren or grandparents of employee or spouse. Sick leave may also be used to bond with the newborn child of, adopted child of, or child placed for foster care with the employee. Bonding may only be used within twelve (12) months of the birth or placement.

After being absent five (5) consecutive days due to any employee or family illness or physical disability, a certified employee is required to submit a written statement to the JCSD superintendent for the school board for review. This requirement is waived for certified employees who are on FMLA. An individual abusing this policy may have all cumulative and credited current leave canceled.

After being absent five (5) consecutive days due to an employee, family illness, or physical disability, an employee may be required to submit a written statement to his/her supervisor for review. If requested, the employee will furnish the JCSD superintendent with an official medical statement of justification of the extended absence for possible review by the board of Education. These requests will not be made for employees out of FMLA. An individual abusing this policy may have all cumulative and credited current leave canceled.

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 licensed employee, there shall be deducted from the pay of such certified employee the established substitute amount of certified employee compensation paid in that local school district. In lieu of deducting the established substitute amount from the pay of such certified employee, the policy may allow the certified employee to receive full pay for the first ten (10) days of absence because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such certified employee. Thereafter, the regular pay of such absent certified employee shall be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

For the first ten (10) days of absence of an employee due to illness or physical disability, in any school year, in excess of the sick leave allowance credited to the employee, there shall be deducted from the pay of such employee the amount equal to the minimum wage rate times the number of hours that employee was absent. Thereafter, an amount equal to the annual salary divided by the number of hours per year the person is to be on duty times the number of hours absent will be deducted from his/her salary.

The monthly cut-off date used for twelve (12) month staff shall be as follows: Dock pay will be turned in on twelve-month staff through the end of the month if the employee is expected to be out through that date. If dock pay has already been turned in prior to a twelve-month employee's absence not covered by leave days, a telephone call shall be made to payroll before direct deposit/paychecks are processed for that month, followed by revised dock sheets.

#### **Professional Leave:**

Paid leave for professional development, training, or other work outside the employee's normal workdays may be approved by the employee's supervisor. Each employee shall be credited with a professional leave allowance, with pay, for each day of absence by reason of such employee's required 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 Licensure and Development, the Commission on School Accreditation, the meetings of the state textbook rating committees, or other meetings authorized by local school board or superintendent.

#### **Personal Leave and Vacation:**

Each employee will be credited with two (2) personal days for absences caused by personal reasons during the school year. Personal days may be used in lieu of sick days only when all sick days have been exhausted. Employees may not utilize more than two (2) consecutive personal days during a school year without prior approval from the Superintendent. In the event an employee wishes to seek approval to utilize more than two (2) consecutive personal days during a school year, the requesting employee shall submit a letter of request to the Superintendent before the first proposed day of absence from duty.

Personal leave shall not be taken by employees on the first day of the school term, the last day of the school term, on a day previous to a holiday, or a day after a holiday, except in the following circumstances: (i) Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee is being deployed for military service. (ii) Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years experience as an employee of that school district or a minimum of thirty (30) day of unused accumulated leave that has been earned while employed in that school district. (iii) Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.

Full-time employees who work twelve (12) months will receive ten (10) days of vacation days per year. If a 12-month employee leaves early in a fiscal year, that employee will have 0.83 days of vacation removed from their balance for each full month not worked.

Any unused personal and vacation leave at the end of the school year, up to five (5) days, may be carried over to the next school year, if the employee remains employed in the District. Any unused personal or vacation leave at the end of the school year, in excess of five (5) days, shall be converted to sick leave and carried over to the next school year (as sick leave). Thus, unused personal and vacation leave beyond five (5) days will be converted to sick leave the following school year. The annual conversion of unused vacation or personal leave for sick days shall not exceed the allowable number of personal leave days provided in Miss. Code Ann. §25-3-93. The annual total number of converted unused vacation and/or personal days added to the annual unused sick days for any employee shall not exceed the combined allowable number of days per year provided in Miss. Code Ann. §25-3-93 and §25-3-95.

If a certified employee is absent ½ day or less, ½ day of leave will be charged. Certified employees absent more than ½ day will be charged one full day's leave. If a non-certified employee is absent from work, their time will be charged hour for hour.

#### **Disposition of Leave upon Notice of Termination or Retirement:**

Employees, upon termination, will be compensated for any unused compensatory leave balance, per school policy GADB.

Certified employees, upon retirement from employment, may elect to be paid for not more than thirty (30) days of unused accumulated leave earned while employed with this district at a rate equal to the daily long-term substitute teacher rate per day. Upon retirement from employment, employees may elect to be paid for not more than 240 hours of unused accumulated leave earned while employed with this district at a rate equal to the federal minimum wage per hour. The payment shall be made on their final paycheck and shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Miss. Code Ann. §25-11-103. Any remaining lawfully credited unused leave, for which payment has not been made, shall be credited to PERS subject to the limitations provided by law.

In the event of death, a maximum of thirty (30) days of paid leave may be reported as wages. All such payments are subject to the maximum annual earnings limitation.

Unless retiring, under no circumstances will a terminating employee receive compensation for any accumulated leave. Unused leave will be counted as credited service and certified to PERS.

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**Policy GFBCJ: Job Description: TST Instructional Interventionist**

Status: DRAFT

Original Adopted Date: 09/15/2008 | Last Revised Date: 06/14/2021 | Last Reviewed Date: 09/17/2021

**QUALIFICATIONS:**

1. Bachelor's degree with major in education
2. Minimum of three years teaching experience

**REPORTS TO:**

Principal

**JOB GOAL:**

To provide for programming and instruction of students who are at risk of not succeeding in school.

**AREAS OF RESPONSIBILITY:**

1. TST Coordinator
2. Coordinate Universal Screenings
3. Coordinate Instructional Interventions
4. MSIS as pertains to TST

**JOB DUTIES:**

1. Assist teachers in the referral process for TST
2. Assist teachers in providing quality classroom instruction for all students (Tier 1)
3. Assist teacher in selecting appropriate interventions for students at risk (Tier 2)
4. Coordinate intensive interventions specifically designed to meet the individual needs of students (Tier 3)
5. Maintain minutes of TST meetings
6. Report to the principal the status of open referrals
7. Maintain data that documents the progress monitoring and interventions of all students at Tier 3 to ensure the integrity of the interventions.
8. Plan, coordinate, and carry out Universal screenings according to the District screening schedule.
9. Monitor and update MSIS information on TST referrals.
10. Perform all other duties and responsibilities assigned by the principal in order to contribute to an effective TST operation.
11. Conduct staff trainings regarding the TST process.

**TERMS OF EMPLOYMENT:**

187 work days Salary Schedule: Teacher Salary Schedule (District) Policy GGBC

**EVALUATION:**

Performance in this position will be evaluated annually by the principal in accordance with provisions of the Board's policies on evaluation.

ESSER funded positions are temporary positions that will only be available through December 2024.

**Qualifications:**

To qualify for the position of an Instructional Interventionist, he/she shall possess the following:

1. Hold a Valid Mississippi Teachers License
2. Minimum of three years of successful teaching experience
3. Demonstrated knowledge of MTSS, curriculum design, and Section 504 processes.
4. Strong communication, organizational, and leadership skills.
5. Ability to lift/carry up to 25 pounds as needed

**Job Goal:**

The Instructional Interventionist supports instructional excellence across the school by providing leadership in curriculum implementation, coordinating the Multi-Tiered System of Supports (MTSS), and

overseeing Section 504 processes.

**Reports To:**

Principal and Director of Curriculum & Instruction

**Duties and Responsibilities:**

**1. MTSS Coordination**

- Oversee the implementation of the school-wide Multi-Tiered System of Supports (MTSS).
- Facilitate MTSS meetings and support teachers with the development, documentation, and monitoring of Tier I, Tier II, and Tier III interventions.
- Analyze student data to identify students in need of academic or behavioral intervention.
- Assist teachers in selecting research-based interventions and progress-monitoring tools.
- Ensure MTSS documentation is complete, accurate, and compliant with district and state guidelines.

**2. Curriculum Support**

- Assist teachers in planning, aligning, and implementing district-approved curriculum.
- Provide instructional coaching, modeling lessons, and support effective classroom strategies.
- Lead professional learning communities (PLCs) and support data-driven instructional decision-making.
- Collaborate with administrators, Director of Curriculum & Instruction, to review curriculum materials, pacing guides, and assessment data.
- Support new teachers and provide guidance on instructional best practices.

**3. Section 504 Oversight**

- Coordinate and oversee all Section 504 processes for the school.
- Schedule and facilitate 504 meetings, ensuring compliance with federal and state regulations.
- Maintain accurate and confidential records of 504 evaluations, plans, and parent communications.
- Train staff in their responsibilities under Section 504 and monitor implementation of accommodations.
- Serve as the primary point of contact for parents regarding 504 matters.

**4. General Responsibilities**

- Maintain strong communication with administrators, Director of Curriculum & Instruction, teachers, families, and district support staff.
- Assist with school-wide data collection, assessment administration, and instructional planning.
- Support school improvement initiatives and help monitor progress toward academic goals.
- Participate in ongoing professional development to remain current on instructional practices and compliance requirements.
- Perform other duties as assigned by the principal or district administration.

**Terms of Employment:**

187 Workday Salary Schedule: Teacher Salary Schedule: District Policy GGBC

**Evaluation:**

Performance in this position will be evaluated annually by the principal and the Director of Curriculum & Instruction in accordance with the provisions of the board's policies on evaluation.

**Funding:**

This position is district-funded.

**Policy GGBN: Salary Scale: Cafeteria Manager**

**Status:** DRAFT

**Original Adopted Date:** 09/15/2008 | **Last Revised Date:** 06/09/2025 | **Last Reviewed Date:** 06/09/2025

**Salary Scale: Cafeteria Manager**

The salary scale for the Cafeteria Manager shall be as follows:

Yrs Exp	Cafeteria Manager	
0	\$14.00	\$16.75
1	\$14.25	\$17.00
2	\$14.50	\$17.25
3	\$14.75	\$17.50
4	\$15.00	\$17.75
5	\$15.25	\$18.00
6	\$15.50	\$18.25
7	\$15.75	\$18.50
8	\$16.00	\$18.75
9	\$16.25	\$19.00
10	\$16.50	\$19.25
11	\$16.75	\$19.50
12	\$17.00	\$19.75
13	\$17.25	\$20.00
14	\$17.50	\$20.25
15	\$17.75	\$20.50
16	\$18.00	\$20.75
17	\$18.25	\$21.00
18	\$18.50	\$21.25
19	\$18.75	\$21.50
20	\$19.00	\$21.75
21	\$19.25	\$22.00
22	\$19.50	\$22.25
23	\$19.75	\$22.50
24	\$20.00	\$22.75
25	\$20.25	\$23.00
26	\$20.50	\$23.25
27	\$20.75	\$23.50
28	\$21.00	\$23.75
29	\$21.25	\$24.00
30	\$21.50	\$24.25
31	\$21.75	\$24.50
32	\$22.00	\$24.75
33	\$22.25	\$25.00
34	\$22.50	\$25.25
35	\$22.75	\$25.50

Employees Cafeteria Managers will be paid in twelve (12) monthly payments, with the hourly rate being based on working 8 hours per day for 187 days or 1496 hours annually.

Staff filling this position may be credited with previous experience if the previous employment was in a job with skills related to this position. Cafeteria Managers are to be paid at the rate of time and a half of their hourly wages for Summer Feeding and all special functions approved by the Child Nutrition Director.

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**Policy JCA: Student Conduct**

Status: DRAFT

Original Adopted Date: 01/05/2004 | Last Revised Date: 11/13/2023 | Last Reviewed Date: 11/13/2023

**Student Code of Conduct**

In implementing conduct and personal appearance regulations, it should be kept in mind that the primary responsibility for the conduct and personal appearance of a student rests with the student and the parents. Every effort should be made to impress upon the students and the parents that discipline and order can only be maintained in the school when the school is not used as a vehicle for disruptive influences. In carrying out school regulations, students, parents, teachers and the administrative staff should observe the following:

a. Fighting

b. Disorderly conduct

c. Harassment, intimidation or threats

d. Disruption of school operations, functions, purposes or activities

e. Disobedience

f. Disrespect

g. Insubordination

h. Insulting language

i. Insulting behavior

j. Obscene Language or Gestures

k. Vandalism

l. Malicious mischief

m. Theft or damage to Public or Private Property. Restitution shall be made within a reasonable period of time. If restitution is not made, students will not be allowed to attend school until complete restitution is made, the days missed will be unexcused, and work missed cannot be made up.

n. Unauthorized use of school property

o. Unauthorized entry of school premises

p. Loitering

q. Use of tobacco

r. Student attempting to sell or distribute an object or substance which has not been authorized for sale or distribution by the administration.

s. Public display of affection

t. Chewing gum on campus

Possession of:

a. Fireworks, explosives or incendiary materials

b. Knives, firearms, slingshots, or any item which would readily lend itself for the use as a weapon

c. Pornographic materials

d. Contraceptives

e. Stolen property

f. Tobacco

g. Cards or gambling paraphernalia

h. Noise making devices (this includes radios, tape players, and televisions)

i. Other disruptive materials

j. Other materials, possession of which is punishable by law

k. Chewing gum

l. All of the above will apply to students who are transported on a school bus

1. Administrators and teachers shall hold students to strict account for disorderly conduct or misconduct at any school, on the way to and from school, on the playgrounds during recess, at school meetings, programs, functions and activities, and upon school buses. The Superintendent or principal/school administrator of any school may suspend any pupil from school for good cause. Any suspension of a student for more than ten (10) days shall be forwarded to the Superintendent for review.
2. The superintendent or the principal/school administrator of a school shall have the power to suspend a pupil for any reason for which such pupil might be suspended, dismissed or expelled by the Board of Education, but such action of the superintendent or principal shall be subject to review by the District Discipline Appeal Committee. The following steps should be followed by the parents should they wish to appeal a decision made by the administrator: Step 1 -- Appeal to the District Discipline Appeal Committee Step 2 Appeal to the School Board.
3. Courts have ruled that teachers must maintain their effectiveness and respect in order to perform their duties as a teacher. The effectiveness and respect must be maintained on or off the school premises and during or after school hours. (ref. MS Code 37-11-21)
4. The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the principal or designated administrator of each school, seriously interferes with the school environment as defined by the Act. The Superintendent is authorized to develop and implement this procedure in the Jackson County School District. These provisions of the School Safety Act of 2001 are cumulative and in addition to existing district discipline procedures The superintendent or principals are authorized to institute appropriate disciplinary action including immediate suspension and/or recommendation for expulsion, if warranted, of any student for disorderly conduct or misconduct including but not limited to, the following:
5. Students will be recommended for expulsion for the remainder of the semester for the following offenses:
6.
  - a. Use of alcoholic beverages
  - b. Under the influence of alcoholic beverages
  - c. Use of illegal drugs
  - d. Under the influence of illegal drugs
  - e. Possession of illegal drugs
  - f. Possession of alcoholic beverages
  - g. Possession of drug paraphernalia
  - h. Indecent exposure
  - i. Public indecent displays or actions (including in cars parked in the vicinity of any school building or activity):

**Any student who brings a firearm to school shall be expelled from school or placed in the Alternative School for a period of not less than one calendar year.**

- o Student Search and Seizure -- Courts have ruled that teachers and school administrators are "in loco parentis" of students. This means that teachers and administrators are acting in place of parents during the school day and may do anything a parent would do to maintain discipline. In addition, school officials must protect all students from possible harm. Therefore, courts have ruled that school officials may conduct searches of students when there is reasonable suspicion that the student might possess items that might harm themselves, or other students (drugs or drug paraphernalia, alcohol, weapons, stolen

items, tobacco, or any other items that might cause harm to the student or other students). These court rulings were made in order to protect all students from possible harm. "Emerging First and Fourth Amendment Rights of the Student," 1 J. Law and Education 449, 451 (1972). "In re Donaldson" 269 Cal. App. 2nd 509, 75 Cal. Rptr. 220 (1969) "Mercer v. State" 450 S.W. 2nd 715 (1970).

- o A student who is recommended for expulsion will be suspended out of school a minimum of five (5) days or until a hearing is held before the District Discipline Appeal Committee. The parent has five (5) days in which to contact the superintendent's office to request a hearing before the District Discipline Appeal Committee.
- o Should the parent or guardian of the student be dissatisfied with the findings and recommendations of the District Discipline Appeal Committee, the parent or guardian may request in writing within five (5) days of receipt of notice of such findings, a hearing before the Board of Education.
- o Other disciplinary action may consist of corporal punishment under existing school policy, loss of privileges, lower grade in citizenship, denial of participation in school activities, probation, or a combination of one or more of such actions, including appropriate constructive assignments, depending on the seriousness and circumstances of the offense and the attitude of the student.

As a result of the violence and numerous shootings that have taken place nationally on school campuses, the Jackson County School District feels that it must take action to prevent an incident of this nature from occurring in our district. The following actions will be taken with students making threats to do bodily harm on a school campus or at a school function:

1. Students making threats, to other students, teachers, administrators, other school personnel or in the community that they would like to do bodily harm to someone on the school campus or at a school function will be reported to the sheriff's department. Students making these threats will be recommended to the school board for expulsion. Before the student returns to school, he/she will need to provide school officials with documentation that he/she has undergone counseling and/or psychological evaluation and that he/she poses no threat to students or school personnel.
2. Students who hear other students making threats to do bodily harm to students, teachers, administrators or other school personnel are encouraged to report this to a teacher or a school administrator. The names of students making such reports will be kept in confidence.
3. School personnel are aware of the unwritten code that you do not "tattle" on a fellow student, but feel that, when the lives of one or more students, teachers, administrators or other school personnel are threatened, this code does not apply. Students who withhold such information could face disciplinary action.

The term "minor" when used in any statute, shall include any person, male or female, under twenty-one years of age. MS Code Section 1-3-27

A student code of conduct, developed under the leadership of the school and district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school publishes a student/parent handbook detailing additional rules specific to that school and the established procedures for the school to meet the criteria set forth in the applicable board policies.

Students in violation of Board of Trustees (BOT) policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

## SECONDARY SCHOOLS

The administration of the Jackson County School District (JCS D) is based on the theory that secondary students are young ladies and young gentlemen and, as such, should be capable of conducting themselves in accordance with

accepted standards of conduct. Every student is expected at all times to keep in mind that his/her conduct should not interfere with others, rather that it should be an example to others.

The primary emphasis of the schools is to provide the best quality education for the boys and girls of the district. The school system feels strongly that a basic prerequisite for any successful instructional program is that a clear understanding of the operation is based upon the policies and resulting rules. Therefore, it is imperative that policies and resulting rules be understood and followed without exception.

## ELEMENTARY SCHOOLS

Helping children to develop self-discipline and to conduct themselves in an acceptable manner is a major behavioral objective of the school as well as of the home. Parents may assume that a student's behavior is satisfactory or better unless they are notified differently. In most cases it is believed that a call will suffice -- if not, the parents may be asked to come to the school for a conference in order to affect an acceptable solution to the problem.

The school will expect and demand nothing less than good conduct on the part of students. It is believed that the above described procedure will be effective in achieving a desirable learning atmosphere and in guiding students toward assuming a greater degree of responsibility for their behavior. It should be fully understood that any student whose conduct interferes with the learning of others will be removed from the classroom and dealt with accordingly.

## GENERAL RULES OF STUDENT CONDUCT

1. Students are expected to conduct themselves in all school activities in such a manner that will promote development rather than inhibit it.
2. A teaching situation which is conducive to learning must be maintained. Therefore, any student whose actions make it impossible for the teacher to devote full attention to the class will be disciplined, including but not limited to being sent to the principal's office. The principal and/or their designee will review the case and try to resolve the problem. A student who has been sent from class repeatedly will be suspended from school.
3. Any student who starts a disturbance or who participates in one will be suspended from school immediately and will be able to re-enter only after satisfactory assurance has been given in writing to the principal by the student and by his/her parents or guardians that there will not be a recurrence of this sort of behavior.
4. Corridor courtesy requires that students walk in an orderly manner on the right side of the corridor.
5. Profanity, cheating, stealing, and gambling can never be accepted by the schools of this system. Such offenses can result in suspension or expulsion.
6. Radios and/or other sound reproducers shall be forbidden on campus unless specifically requested by the teacher in charge.
7. All schools in the JCSD are smoke-free and tobacco free zones. Smoking, vaping and any use of tobacco are prohibited on property owned or used by the school, whether during school, after school or at school-related events. Students caught smoking, vaping or using other forms of tobacco will face discipline consequences.
8. A student is strictly prohibited by law from possessing a weapon, as identified in Policy JCDAE, while on school property, going to school, going from school or during school-related activities. Any student violating this rule shall be subject to immediate suspension and recommendation of expulsion by the principal, his/her designee or the Superintendent and subject to all other penalties and requirements provided by law and JCSD policies.
9. A student is strictly prohibited by law from possessing, using, being under the influence or selling any controlled substance, including drugs and alcohol as identified in JCSD policy, while on school property, going to school, going from school or during school-related activities. JCSD does not allow the use of medical

cannabis while on JCSD property. Any student violating this rule shall be subject to immediate suspension, placement at the Alternative School or expulsion by the principal, his/her designee or the superintendent and subject to all other penalties and requirements provided by law and JCSD Policies.

10. A student who commits an unlawful or violent act shall be subject to immediate suspension, placement at the Alternative School or expulsion and subject to all other penalties and requirements provided by law and JCSD policies.
11. A student who carries or otherwise has in his/her possession a firearm on campus, in violation of Policy JCBH, shall be subject to immediate suspension and recommendation of expulsion for a minimum of one calendar year by the principal, his/her designee or the superintendent and subject to all other penalties and requirements provided by law and JCSD policies.
12. A student, upon his/her second suspension for a disciplinary reason, will be informed that any further suspensions may result in a recommendation for placement in the Alternative School or expulsion.
13. Student behavior that harasses, threatens or bullies other students or school personnel will not be tolerated. The JCSD shall treat hazing, as defined in MS Code 97-3-105; and bullying, as defined in MS Code 37-7-301 as serious offenses subject to criminal prosecution.

The JCSD's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff including but not limited to bullying, cyber-bullying, defamation, intimidation or other threatening behavior.

"Cyber-bullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs through JCSD's network and the internet, whether accessed on campus or off campus, during or after schools hours. In the situation that cyber-bullying originated from a non-school device, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be disruptive of the educational environment or detrimental to the students and staff of the school. Administration may, in its discretion, contact law enforcement or other appropriate authorities.

14. Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB, Students Complaints of Sexual Discrimination/Harassment - Title IX.
15. Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substance Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in MS Code Section 97-37-17, shall be subject to automatic expulsion or placement at the Alternative School for up to a calendar year by the Superintendent or principal of the school in which the student is enrolled; provided, however, that the Superintendent is authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the District Discipline Appeal Committee.

#### ARTIFICIAL INTELLIGENCE (AI)

Students are expected to use all technology responsibly and ethically. Obtaining assistance from Artificial Intelligence (AI) tools for the purpose of plagiarism is strictly prohibited. Any attempt to obtain assistance from AI tools for the purpose of plagiarism will be subject to discipline up to and including academic penalty, suspension, or expulsion.

#### SEXUAL MISCONDUCT PROHIBITED

is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, the Mississippi Department of Education (MDE) and the Department of Human Services (DHS), provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation is true.

Any superintendent, or his/her designee, who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35. Any superintendent, principal, teacher or other school personnel participating in the making of a required report pursuant to this section or participating in any judicial proceeding resulting therefrom shall be presumed to be acting in good faith. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. (MS Code Section 97-5-24)

Further, JCSD prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

#### HARASSMENT PROHIBITED

JCSD affirms student protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any student, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment." Such offenses can result in suspension or expulsion.

#### SPECIAL EDUCATION STUDENTS

Special education students are responsible for adhering to the same rules of conduct as non-disabled students. All special education students are entitled to a free, appropriate public education, even those who have been suspended or expelled. Whenever a special education student is removed for disciplinary reasons from his/her current education setting and placed in an interim alternative setting, the setting must be one which enables the student to continue to participate in the general curriculum, to continue to receive services and modifications designed to address the student's behavior. The Director of Special Education or his/her designee should be contacted immediately when a special education student commits a violation of the rules of conduct which may result in the removal from the classroom by alternative placement or expulsion. All procedural safeguards described in IDEA shall be followed whenever a special education student is disciplined.

**Policy JGFD: Leaving School Grounds**

**Status:** DRAFT

**Original Adopted Date:** 01/05/2004 | **Last Reviewed Date:** 01/05/2004

**Leaving School Grounds**

When the student leaves home, their parents assume that they are in school. In order for the teachers and administration to locate the student in the event of an emergency call from home, it is very important that all students follow their schedule closely.

A student is not allowed to leave the school grounds without his/her parent(s) making prearrangements with the school as specified by the principal.

A student should never leave school for any reason without permission from the principal. Once a student boards a school bus or arrives on the campus by other means, then the student must check out through the office before leaving school for any reason. Failure to do so will result in the time missed being unexcused and will result in disciplinary action.

Any student who has permission to leave campus early and takes another student with him/her, who has not properly checked out through the office, will receive the same punishment as the student leaving without permission. The earliest a senior, who is not in Co-Op, can leave school is at the end of 4th period, or the second block of each semester.

Students failing a class will not be allowed to check out each day just to miss that class.

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Pending MSBA: to Adopt

Professional Personnel Release from Contract

Original Adopted Date:

All contracted licensed employees desiring to be released from contract shall submit a written request to the school board for release. Such request shall be made through Superintendent's office and shall include clearly stated reasons for the release. The licensed employee seeking such release may appear before the school board to address the board regarding such request at the meeting where such application for release is being considered upon providing notice of their intent to appear to the Superintendent's office along with their request for release. If the board acts favorably upon the request for release, the licensed employee shall be released from his/her contract, and said contract shall be null and void on the date specified in the school board's order.

§37-9-55

If any licensed employee in this school district shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided by law, the contract of such licensed employee shall be null and void. In addition, upon the written recommendation of the majority of the members of the school board, the license or certificate of the licensed employee may be suspended by the State Board of Education for a period of one (1) school year as provided by law. §37-9-57

## **Inventory Management (Federal Funds)**

**Policy Status: DRAFT for Board Review**

**Legal Citation: 2 C.F.R. § 200.313**

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**I. Purpose and Scope** In accordance with the Uniform Grant Guidance (**2 C.F.R. § 200.313**), the Jackson County School District establishes this policy to ensure the effective management, tracking, and safeguarding of all equipment acquired as a whole or in part with federal funds. This policy applies to all departments and personnel responsible for the procurement and oversight of federally funded assets.

**II. Inventory Records and Reporting** the District's Inventory Management System shall maintain accurate records for all federally funded equipment. These records must include the description, serial number or other identification, funding source (including the Federal Award Identification Number), acquisition date, and cost. To maintain compliance with federal monitoring standards, the system must specifically track and report:

- **Asset Condition:** The current physical state of the equipment (e.g., New, Good, Fair, Poor).
- **Disposition Data:** Complete records regarding the ultimate disposal of the asset, including the date of disposal and sale price if applicable.

**III. Safeguarding and Preventative Measures** To prevent loss, damage, or theft of federally funded property, the district implements the following internal controls:

- **Physical Security:** Equipment must be stored in secured, restricted-access locations when not in use. High-value portable electronics (e.g., laptops, tablets) must be secured in locking carts or cabinets.
- **Identification:** All items must be permanently tagged and identified as property of the Jackson County School District, noting the specific federal program (e.g., IDEA Part B).
- **Reconciliation:** A physical inventory of the property must be conducted, and the results reconciled with the property records, at least once every two years.

RESOLUTION OF THE BOARD OF SUPERVISORS  
OF JACKSON COUNTY, MISSISSIPPI AUTHORIZING  
ENNIT MORRIS, PRESIDENT, TO EXECUTE LETTER TO  
JACKSON COUNTY SCHOOL BOARD FOR THE WHISPERING  
PINES MAINTENANCE FACILITY PROJECT

WHEREAS, Jackson County, Mississippi, desires to authorize Ennit Morris, President, to execute the attached Letter to the Jackson County School Board for the Whispering Pines Maintenance Facility Project;

BE IT, THEREFORE, RESOLVED that the Board of Supervisors hereby authorizes Ennit Morris, President, to execute the attached Letter to the Jackson County School Board for the Whispering Pines Maintenance Facility Project.

The motion to approve the foregoing resolution was made by Supervisor Cumbest, seconded by Supervisor Taylor, and the following vote was recorded:

Supervisor Cumbest

Supervisor Morris

Supervisor Taylor

Supervisor Ross

Supervisor Bosarge

yes  
yes  
yes  
no  
yes

RESOLVED, this the 2<sup>nd</sup> day of February, 2026.

ATTEST:

Josh Eldridge  
Josh Eldridge, Clerk of the Board

BOARD OF SUPERVISORS OF  
JACKSON COUNTY, MISSISSIPPI

By: Ennit Morris  
Ennit Morris, President





**JACKSON COUNTY BOARD OF SUPERVISORS  
ENNIT MORRIS, DISTRICT TWO SUPERVISOR**

2500 CRISWELL AVENUE | P.O. BOX 998 | PASCAGOULA, MS 39568  
OFFICE: 228-769-3170 | FAX: 228-762-6578

April 6, 2026

RE: Whispering Pines Golf Course Maintenance Facility  
16<sup>th</sup> Section Land Access Request

Dear Jackson County School Board:

The Jackson County Board of Supervisors has engaged an engineering firm, Morgan Dean Engineers, to design a new Maintenance Facility for the Whispering Pines Golf Course. The proposed maintenance facility would be on 16<sup>th</sup> section land that is directly north of the Whispering Pines Golf Course. The Jackson County Recreation Department has already been in contact with your staff to begin the process of expanding the lease area where the proposed maintenance facility would be. As a part of the design process our engineer needs to have geotechnical investigations performed in order to adequately design the facility foundations. These geotechnical investigations would consist minor clearing of a 10' – 12' wide strip along a path through the area where the maintenance facility will be, then a small drilling rig would perform 7 bores at various depths to collect soil samples for further analysis. All efforts will be made to avoid large trees, especially any large marketable pine trees. The engineer's geotechnical sub consultant who would be performing these investigations is W Geotechnical and Testing, Inc., and they would be ready to mobilize to the site within the next 2 – 3 weeks, upon approval of this request. The Jackson County Board of Supervisors requests access onto the 16<sup>th</sup> section land to perform these geotechnical investigations. A map of the proposed boring locations is attached for your convenience.

Sincerely,

A handwritten signature in blue ink that reads "Ennit Morris".

Ennit Morris, Board President

Enclosure

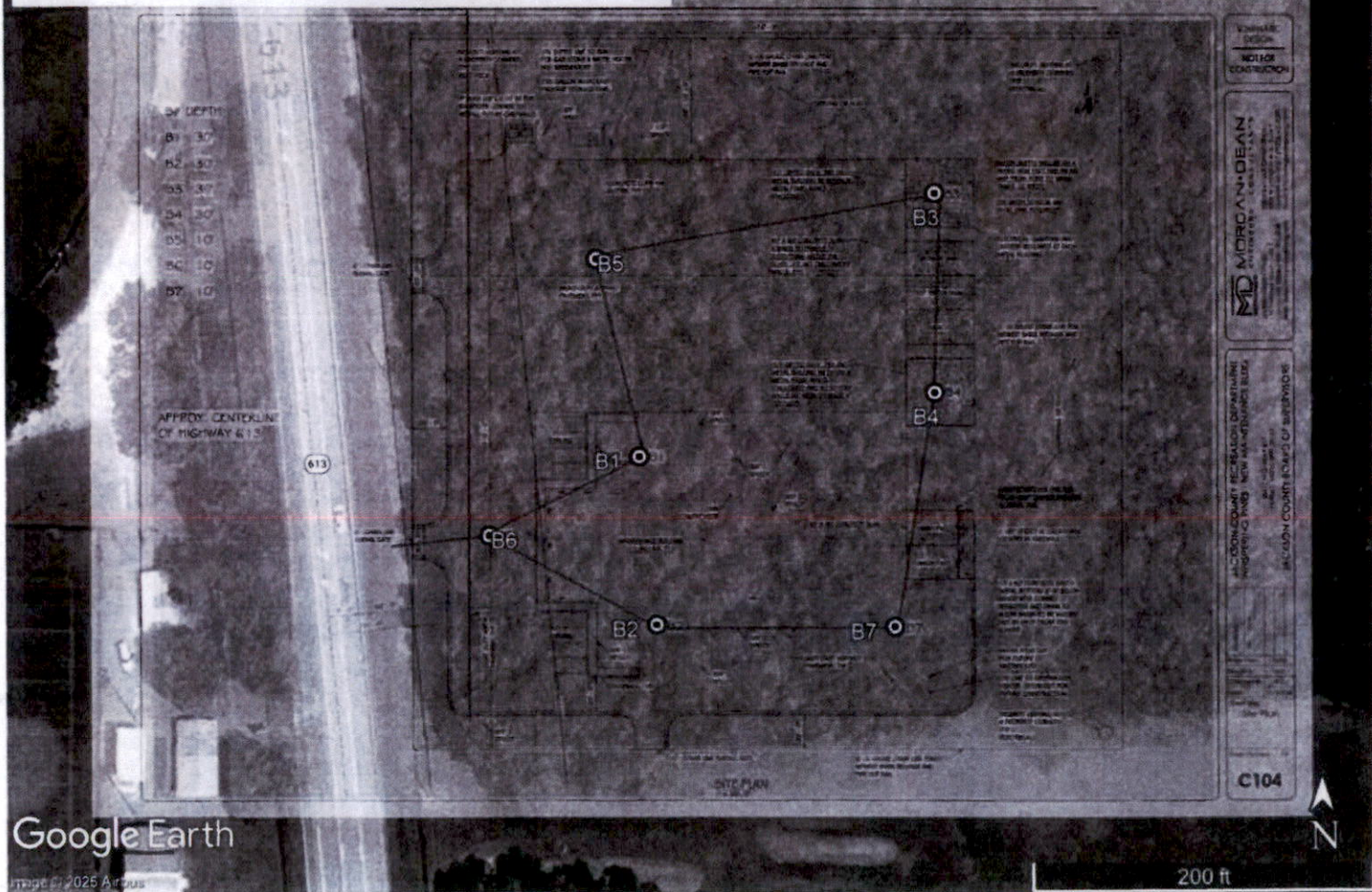
EM:mh

# Whispering Pines Maintenance Building

G-1824  
 B1-B4 = 30'  
 B5-B6 = 10'  
 Mulch Path about 10-12' Wide, try to miss big Pine trees.

**Legend**

- ⊙ Proposed Boring Locations
- ⊞ Proposed Mulch Path



Prepared by:  
Tiffany Lowey  
Jackson County School District  
4700 Colonel Vickrey Road  
Vanceleave, Mississippi 39565  
(228) 283-3000

Return to:  
Same \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
( ) - \_\_\_\_\_

STATE OF MISSISSIPPI  
COUNTY OF JACKSON

**HUNTING AND FISHING LEASE**  
**16TH SECTION PUBLIC SCHOOL TRUST LAND**

THIS 16TH SECTION PUBLIC SCHOOL TRUST LANDS HUNTING AND FISHING LEASE AGREEMENT, (hereinafter "Lease Agreement"), is made and entered into this the 15th day of April 15, 2024 by and between the LESSOR,

Jackson County School District  
PO Box 5069  
4700 Colonel Vickrey Road  
Vanceleave, MS 39565  
(228) 283-3000  
and LESSEE,

Byron Johnson  
208 East Fire Department Road  
Lucedale, MS 39452  
(601) 947-0641

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**INDEXING INSTRUCTIONS:**

Section 16-T4S-R6W containing 625.65 acres (PIN: 01516020.001)

**WITNESSETH:**

That, for the term and in consideration of the rentals hereinafter set forth, and the covenants, conditions, and obligations to be observed and performed by LESSEE, and by the authority and under the direction of the LESSOR, as recorded in its official Minutes, LESSOR does hereby lease and rent unto LESSEE the following described land (hereinafter the "Leased Premises") to-wit:

Section 16 Township 4 S Range 6 W

**MORE PARTICULARLY DESCRIBED IN EXHIBIT "A" ATTACHED HERETO AND INCORPORATED BY REFERENCE AS IF COPIED FULLY HEREIN.**

1. **Term.** Subject to the other provisions herein contained, the term of this Lease Agreement shall be for Five Years (5) years, beginning the 1<sup>st</sup> day of July, 2026, and ending on the 30<sup>th</sup> day of June, 2031 (called the "primary term"). For purposes of this Lease Agreement the Anniversary Date shall be July 1st of each year.

Provided that this lease has not been terminated prior to the expiration date hereof and that LESSEE is in compliance with all terms and provisions of this lease, LESSEE may extend this lease upon the terms and in the manner provided in MISS. CODE ANN. 1972 §29-3-41 or such other statute as then may be applicable.

2. **Annual Rent.** LESSEE covenants and agrees to pay as rent to LESSOR the sum of Five Thousand Five Dollars and 20/100 (\$5,005.20) per annum, on or before the Anniversary Date of this lease each year; provided, however, that the payment of rent for the first year of this lease shall be due at the time of approval by the LESSOR. The obligation of LESSEE to pay rent under this Lease Agreement is unconditional, and the rent shall not be subject to set off for any reason or cause. LESSOR and LESSEE agree that in the event of termination or cancellation, any rental payment made during the term of this Lease Agreement is not refundable, and LESSEE waives any right or claim it may have to refund of rent paid. In the event LESSEE is delinquent in the payment of rent, LESSEE shall pay a late charge equal to fifteen percent (15%) of the amount of rent past due for more than 30 days and thereafter shall pay interest on any rent past due at an annual rate (the "Default Rate") equal to the maximum rate then allowed by law or, if there is no maximum rate, then a rate equal to five percent per annum above the discount rate, excluding any

surcharge thereon, on ninety-day commercial paper in effect at the Federal Reserve Bank in the Federal Reserve district in which LESSOR is located, calculated according to the actuarial method.

3. **Taxes.** LESSEE covenants and agrees to pay any and all general and special taxes and assessments, including drainage taxes, if ever any there be, applicable to the Leased Premises and LESSEE'S interest therein; further, LESSEE covenants and agrees to pay any and all survey costs and recording fees in connection with this Lease Agreement or any other fees so determined by law. All payments for general and special taxes and assessments, including drainage taxes shall be made directly to the governmental authority responsible for collecting such taxes and assessments. During the final year of the lease term, LESSOR or the governmental authority responsible for collecting taxes and assessments may require payment of any such taxes or assessments in advance or require that other security be given to insure that taxes will be paid when due. In the event it becomes necessary for the County Tax Collector or any other authority responsible for collecting general and special taxes or assessments to retain the services of attorneys to collect any taxes or assessments due from LESSEE under this lease, then LESSEE agrees to pay all costs and expenses of such actions or collections, including a reasonable attorneys' fee for the County Tax Collector or such other authority responsible for collecting said taxes or assessments.

4. **Forest Land Purpose and Lessee's Separate Acknowledgement:** The Leased Premises covered by this Lease Contract is classified as Forest Land as provided by law and that the Lessor holds the same for the purpose of planting, growing, protecting, maintaining, conserving and harvesting therefrom trees, timber, pulpwood and other forest products for the benefit of the students of the school district. The Lessee acknowledges and understands that management of the leased premises is conducted by the school district through an agreement with the Mississippi Forestry Commission and that the Lessee's exercise of any of its rights under this Lease Contract shall in no way impede or hinder the Lessor and/or its agents from carrying out any management practice, tool and/or technique necessary to fully exploit the leased premises as forest land. The Lessor further acknowledges and understands that its rights under this Lease Contract shall be at all times be subordinate to the Lessor's basic and primary rights to manage the leased premises in the manner recommended and carried out by the Forestry Commission, which may include timber harvesting, planting, removal, controlled burning and any other management practice, technique or tool, the execution of which could occur in the winter months during deer season.

Separately acknowledged by Lessee this day. \_\_\_\_\_  
(Lessee initials) (Date)

5. **Default.** Any one of the following events shall constitute ground for immediate DEFAULT of this lease, at LESSOR'S option:

- i. Failure to pay rent, or any taxes or assessments within 60 days after the due date thereof;
- ii. Use of the Leased Premises for commercial hunting operation;
- iii. Any breach by LESSEE of any covenant, duty or obligation of this Lease Agreement.

In the event of LESSEE'S breach of any covenant or obligation contained in this lease, excepting the obligation to pay rent, taxes or assessments, LESSEE shall be entitled to notice in writing of the breach and shall have thirty (30) days from the date of the notice to cure or correct such breach. Upon the failure of LESSEE to correct or cure such breach, LESSOR shall have the option to declare this lease in immediate default. No notice to LESSEE is required prior to declaring this lease in default for the failure to pay any rent, tax, or assessment hereunder. LESSOR'S failure to assert any grounds for default shall not be deemed a waiver of the right to do so at any later time.

6. **Remedies.** Upon declaring this lease in default, LESSOR shall have the following rights and may exercise anyone or more of the following remedies in addition to such other rights, remedies, penalties and liens as may be allowed by other provision of this lease, by law or in equity: (a) LESSOR may declare this lease terminated and may then enter upon and take possession of the Leased Premises; LESSOR shall not be obligated to re-let the premises, but any amount received pursuant to any subsequent lease shall be the exclusive property of LESSOR; (b) LESSOR may declare all rent for the remaining term of the lease to be immediately due and payable and LESSEE shall be liable therefor with interest until paid at the highest rate allowed by law; upon failure to pay the same promptly, LESSOR may declare this lease terminated and may collect the accelerated amount of rentals due without credit to LESSEE for any sums received on re-letting; (c) LESSOR may permit this lease to remain in force and may collect rents in intervals or as the same accrue; (d) LESSOR may require specific performance of LESSEE'S obligations with respect to condition of the premises or may hold LESSEE liable for the cost of performing such obligations.

7. **Breach of Lease Agreement.** If LESSEE breaches any of the provisions of this Lease Agreement and fails to cure the same after thirty (30) days written notice from LESSOR (as to a breach for which notice is applicable), then LESSEE, in addition to any other damages for which

it may be responsible, shall pay LESSOR its reasonable costs and expenses in enforcing the Lease Agreement, including but not limited to fees charged by attorneys, expert witnesses, surveyors and appraisers.

8. **Assignment.** This lease SHALL NOT BE ASSIGNED OR SUBLEASED. Assignment or sublease of this Lease Agreement or any rights hereunder shall automatically terminate this lease, without any further notice or action by LESSOR.

9. **Notices.** All notices specified by this instrument shall be in writing and sent by registered or certified mail, postage prepaid to the following addresses or hand-delivered in person, delivered by facsimile or otherwise to the following persons. By written notice, either party may change the persons or addresses to whom notice shall be given.

16th Section Manager  
Tiffany Lowery  
4700 Colonel Vickrey Road, Vancleave, Mississippi 39532  
(228) 283-3000

To LESSEE:  
Byron Johnson  
208 East Fire Department Road  
Lucedale, MS 39452  
(601) 947-0641

10. **Indemnification.** LESSEE shall protect, indemnify, defend save, and hold harmless LESSOR, the State of Mississippi, and the Secretary of State, their officers, board members, employees and agents, from and against all claims, demands, liabilities, suits, injuries, and any and all losses or damages and cost of every kind and nature whatsoever ("loss"), including but not limited to all court costs and attorney's fees and all personal injury or death and/or damage to any person or entity including, but not limited to, LESSOR and its property or other loss arising out of any alleged noncompliance with laws or caused by LESSEE'S exercise of its rights under this Lease Agreement and/or resulting from the actions or omission of LESSEE in connection with its presence on or any use of the Leased Premises by LESSEE, its officers, agents, subcontractors, employees or invitees. Provided, however, it is understood that the indemnity provided by LESSEE as described in this paragraph shall not extend to intentional or negligent acts of LESSOR, its officers, or agents. In the event the intentional or negligent acts of LESSOR, its officers or agents, are not the direct and sole proximate cause for one hundred percent (100%) of

the loss of claim, LESSEE shall be responsible to fulfill its obligations under this paragraph for the percentage of liability not attributable to LESSOR, its officers or agents.

11. **Condemnation.** If the whole of the Leased Premises, or such portion thereof as will make the Leased Premises unsuitable for LESSEE'S permitted activities, should be condemned for any public use or conveyed under threat of condemnation, then this lease shall terminate on the date possession is acquired by the condemning authority, and rent shall be apportioned as of that date. All compensation awarded or paid upon such total or partial taking of the Leased Premises shall belong to LESSOR without participation by LESSEE except to the extent the award fairly represents the value of improvements which are the property of LESSEE. It is provided, however, that nothing herein shall preclude LESSEE from prosecuting any claim directly against the condemning authority for damages or any other amounts to which a tenant may be entitled provided that no such claim shall diminish or otherwise adversely affect the amount of LESSOR'S award.

12. **General Duties of LESSEE.** LESSEE expressly covenants and agrees:

(a) To use every precaution to protect the aforesaid timber, trees, and forest products from fire or other damage, and to that end, LESSEE will assist and exercise every effort in putting out any fire that may occur on said lands. In the event that any fire shall be willfully or negligently started or allowed to escape on said lands by LESSEE, LESSOR shall have the right immediately to cancel this lease without notice, and any unearned rentals heretofore paid shall be forfeited to LESSOR. In addition, LESSOR shall be entitled to recover from LESSEE any damages which LESSOR sustains as the result of such fire;

(b) Not to damage any tree or tree seedlings in any way, nor cut or pierce any tree of any kind, dead or alive, and not to attach any stand or blind or other paraphernalia to any tree of any kind except with the prior written permission of the County Forester or authorized timber manager; and further, to assume responsibility, and to pay for any trees, timber, or other forest products that may be cut, used, damaged and/or removed from said lands by LESSEE;

(c) To comply, and to require compliance by all persons to whom hunting and/or fishing privileges as aforesaid shall be extended hereunder, with all laws, rules and regulations now existing or hereinafter enacted by any county, state, or federal authority with respect to uses and activities permitted hereunder. Any violation of any such laws, rules or regulations shall constitute a material breach of this lease and shall give LESSOR the right and privilege of canceling this lease, with or without notice, and in such an event any unearned rentals paid hereunder shall be forfeited to

LESSOR as liquidated damages for breach of this agreement. Bag limits and fishing limits and the length of hunting and fishing seasons shall strictly conform to the effective local, state or federal game laws and regulations;

(d) To exercise all reasonable precautions in and about the enjoyment of LESSEE'S rights hereunder with respect to LESSEE'S safety and the safety of others using said privileges under LESSEE'S authority;

(e) Not to construct or install upon said lands any plantings, food plots, roads, bridges, fences, camps, buildings, lodges, shelters, docks, dog pens, piers, landings or other structures, permanent or temporary, without having first obtained in writing the consent of LESSOR thereto;

(f) Not to hinder, impede or deny access to representatives, agents or employees of the LESSOR, the Mississippi Forestry Commission, the Mississippi Department of Wildlife Fisheries and Parks or the Secretary of State while carrying out their official responsibilities; instead, LESSEE covenants and agrees to cooperate with these representatives in carrying out their official responsibilities; LESSEE further agrees to furnish his name, address and telephone number to the County Forester or forest manager and to keep said information current with said individual;

(g) Not to conduct or permit the conduct of any unlawful or immoral activities upon the Lease Premises;

(h) To exercise due diligence in the protection of the topsoil and other property of LESSOR on the Leased Premises. And not to bring or leave litter, trash, rubbish or any toxic or hazardous substance upon the Leased Premises. And not to commit, cause to be committed or permit any act of waste upon the Leased Premises. Waste shall include, but shall not be limited to acts, or the failure to act, that result in the loss of topsoil, or the contamination of soil, or surface or ground water;

(i) To be responsible to LESSOR for any and all damages to the Leased Premises caused by the activities of LESSEE;

(j) Not to use, or permit the use of the Leased Premises for any activity deemed extra-hazardous;

(k) Not to use vehicles on any road or any part of the Leased Premises while the soil is wet to the extent that ruts and erosion will result on the road or land from such use;

(l) To maintain the Leased Premises in a neat and orderly manner and refrain from creating or causing any unsafe or unsightly conditions, attractive nuisances or other nuisances;

(m) To strictly comply with all federal, state and local laws and regulations pertaining to the environment including, but not limited to, laws and regulations relating to air, water, soil and toxic or hazardous substances;

- (n) Not to make any alteration upon the Leased Premises without the express prior written consent of LESSOR;
- (o) Not to alter or obstruct any drain or drainage way on the Leased Premises;
- (p) To surrender and deliver full, quiet and peaceful possession of the Leased Premises to LESSOR upon expiration or termination of this lease.

13. **Warranties.** This lease is made and accepted (1) without any representation or warranties of any kind on the part of LESSOR as to title or suitability to the purpose for which the same is granted; and (2) expressly subject to any and all existing easements, reservations, rights-of-way, contracts, leases or other encumbrances or servitudes now of record or on the ground affecting the lands herein described, or to any such agreements that may hereafter be granted from time to time to others by LESSOR.

14. **Lease Premises.** LESSEE assumes responsibility for the condition of the premises and LESSOR shall not be liable or responsible for any damages or injuries caused by any vices or defects therein to LESSEE or to any occupant or to anyone in or on said premises who derives his right to be thereon from LESSEE.

15. **Reservations.** LESSOR reserves title to all oil or gas, coal, lignite or other minerals in, on, or under the Leased Premises, together with the right to enter and remove the same, but not in a manner which interferes with LESSEE'S operations on the Leased Premises.

16. **Rights-of-Way.** LESSOR reserves the right to grant or sell rights-of-way across said lands for roads, highways, railroads, fiber optic cables or any public utility line, provided that any such roads, highways, railroads, fiber optic cables or public utility lines be constructed in a manner so as not to interfere with LESSEE'S operations.

17. **Recording.** LESSOR will deliver this Lease Agreement to the Chancery Clerk of Jackson County for recording, and LESSEE has herewith delivered to LESSOR a check in the sum of Thirty-Five Dollars (35.00) payable to such Chancery Clerk as recording fees.

18. **Immunity.** No provision of this Lease Agreement, whether requiring LESSEE to maintain insurance or to indemnify LESSOR or otherwise, shall be construed as a waiver by LESSOR of any provision of law related to governmental immunity.

19. **Interpretation.** The parties to this Lease Agreement acknowledge that they have freely entered into this Lease Agreement and any ambiguities shall not be construed against a single party.
20. **Definition of LESSEE.** It is further stipulated and agreed that wherever the word "LESSEE" is used herein, it is intended, and shall be deemed, to include and shall be binding upon LESSEE'S members, agents, servants, employees, contractees, invitees, licensees, and guests.
21. **Governing Law.** This Lease Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Mississippi. Jurisdiction and venue for any actions arising from this Lease Agreement and any amendments hereto shall rest exclusively in the Chancery Court of Jackson County, Mississippi.
22. **Secretary of State.** By virtue of the signature below, the Secretary of State of the State of Mississippi has approved this Lease Agreement in accordance with the Secretary's authority for general supervision of 16th Section Public School Trust Land. Approval of this Lease Agreement by the Secretary of State indicates that the LESSOR has exercised the care and skill of an ordinary prudent person to protect the beneficiaries of the 16th Section Public School Trust Land.
23. **Supervisory Right.** Secretary of State, as supervisory trustee, shall have the right to institute any action to enforce the terms of this Lease Agreement in the event LESSOR fails to do so in a timely manner. In the event the Secretary institutes legal action to enforce the terms of this Lease Agreement he shall have all rights as are conferred to LESSOR.
24. **Additional Provisions.** This Lease Agreement contains an Exhibit "B." Any additional or special provisions to this Lease Agreement are set forth in Exhibit "B" and incorporated by reference as if copied fully herein. If there are no additional or special provisions then Exhibit "B" shall state "NONE."
25. **Contractual Deposit.** Lessee will also deposit \$450.00, a sum equal to the estimated ad valorem taxes due on the leased premises herein described for one year with the Jackson County School District at the beginning of this Lease Contract in order to cover the ad valorem taxes due the following year after the expiration of the lease and/or said amount may also be used to pay for any delinquent annual rentals. Should Lessee fail to pay its annual rental or ad valorem taxes as and when due, these funds may be expended by the 16th Section Trust to pay any taxes on the

lease or any delinquent lease payments. Failure to pay taxes or lease payments as and when due will constitute a default, notwithstanding the use of the deposited funds to pay said taxes or delinquent lease payments. All deposited funds not applied to the payment of delinquent lease fees or taxes will be refunded to the Lessee.

26. **Entire Agreement.** This Lease Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Lease Agreement shall not be binding upon either party except to the extent incorporated in this agreement. This Lease Agreement contains Exhibits "A" and "B." If Exhibits "A" and "B" are not attached to this Lease Agreement, then this Lease Agreement shall be null and void.

**IN WITNESS WHEREOF**, this Lease Agreement is executed by LESSOR and pursuant to order entered upon its minutes, is executed by LESSEE this the \_\_\_\_\_ day of \_\_\_\_\_, 2026.  
Signed, Sealed and Delivered in the Presence of:

**LESSOR:**

BY: \_\_\_\_\_

Printed Name: DAVID BAGGETT,

**Superintendent of Schools**

BY: \_\_\_\_\_

Printed Name: AMY A. PETERSON,

**School Board President**

**LESSEE:**

BY: \_\_\_\_\_

Printed Name: BYRON JOHNSON

**APPROVED**  
**SECRETARY OF STATE**  
**Michael Watson**  
**Secretary of State**

\_\_\_\_\_

**JACKSON COUNTY BOARD OF SUPERVISORS**

BY: \_\_\_\_\_  
PRESIDENT, BOARD OF SUPERVISORS

This lease was approved by the Jackson County Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**ACKNOWLEDGMENT**

School District

**STATE OF MISSISSIPPI**

**COUNTY OF \_\_\_\_\_**

Personally appeared before me, the undersigned authority in and for said county and state, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, within my jurisdiction, the within named David Baggett, Superintendent of Schools and Amy A. Peterson, Chairman of the Jackson County School District Board of Education, who acknowledged that in said representative capacity as Superintendent of Schools and Chairman of the Board of Education of the Jackson County School District, they executed the above and foregoing instrument for and on behalf of said Board of Education, after first having been duly authorized so to do.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_ (Affix official seal, if applicable)

**ACKNOWLEDGEMENT**

Lessee - Personal

**STATE OF MISSISSIPPI**

**COUNTY OF \_\_\_\_\_**

Personally appeared before me, the undersigned authority in and for said county and state, on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, within my jurisdiction, the within named Byron Johnson, who acknowledged that he/she executed the above and foregoing instrument.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_ (Affix official seal, if applicable)

**ACKNOWLEDGEMENT**

Jackson County Board of Supervisors

STATE OF MISSISSIPPI

COUNTY OF \_\_\_\_\_

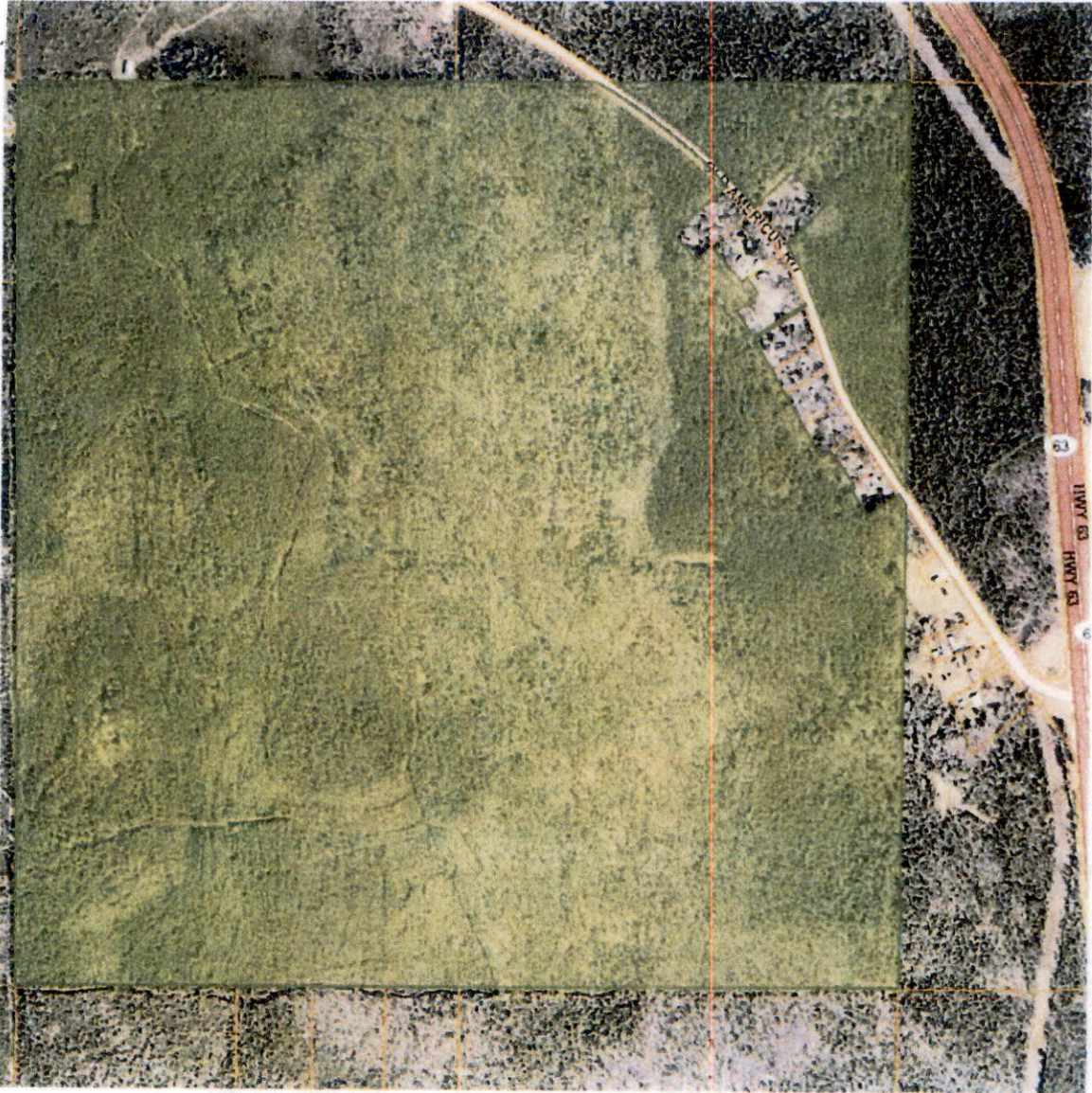
Personally appeared before me, the undersigned authority in and for said county and state, on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, within my jurisdiction, the within named \_\_\_\_\_, who acknowledged that he/she is President of the Jackson County Board of Supervisors and that in said representative capacity he executed the above and foregoing instrument, after first having been authorized so to do.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_ (Affix official seal, if applicable)

EXHIBIT "A": DESCRIPTION OF PROPERTY

16-4-6/625.65 acres)



## **EXHIBIT "B": ADDITIONAL PROVISIONS**

1. The Lessee further recognizes, understands and acknowledges that in addition Forest Lands purpose as set forth in paragraph 4 herein, the subject leased premises also includes land which the Jackson County Board of Education has included in its strategic building plan for the district. Therefore, Lessee's exercise of any of its rights under this agreement shall in no way impede or hinder Lessor in the full development, use, protection and enjoyment of said land for such purposes, and if it becomes necessary, expedient or advisable for the Lessor to prohibit, curtail, or suspend all hunting and/or fishing on the leased premises, Lessor shall have the right to do so upon written notice thereof to Lessee, or Lessor may cancel this lease as herein provided.

**BID TABULATION SHEET- Bid Opening April 13, 2026**

Proposal #1 Section 16-4S-6W SL#18150 (Containing 625.65 acres) Minimum bid: \$5.50 per acre

<b>Name of Bidder</b>	<b>Bid Price \$ Per Acre</b>	<b>Total Bid \$</b>	<b>Notes:</b>
Byron Johnson	\$ 5.50	\$ 3,441.75	current lessee
Seth Babin	\$ 8.00	\$ 5,005.20	

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Cols	Depth
40621	IPL0313877	Legal Ad - IPL0313877	2652346	1.0	37.0L

ATTENTION: JACKSON CO SCHOOL DISTRICT IP  
 PO BOX 5069  
 VANCELEAVE, MS 39565  
 kamani.inabinette@jcsd.ms

STATE OF MISSISSIPPI  
 COUNTY OF HARRISON

Before me, the undersigned Notary personally appeared the undersigned, who, being by me first duly sworn, did depose and say that he/she is a clerk of The Sun Herald, a daily newspaper published in the city of Gulfport, in Harrison County, Mississippi and the publication of the notice, a copy of which is hereto attached, has been made in said paper in the issue(s) of:

2.0 insertion(s) published on:  
 02/22/26 Print, 03/01/26 Print

### NOTICE OF INVITATION FOR SEALED BIDS HUNTING & FISHING LEASE JACKSON COUNTY SCHOOL DISTRICT

Sealed bids will be received by the Jackson County School District, 4701 Colonel Vickery Rd., Vancleave, Mississippi, 39565 up to and no later than 2:00 P.M. (CST) on **March 9, 2026** for a hunting and fishing lease on the following land in Jackson County Mississippi:

Property #1 - Section 16-T04S-R06W containing 625.65 acres with a minimum bid requirement of \$5.50 per acre.

Property #2 - Section 16-T04S-R05W containing 621.43 acres with a minimum bid requirement of \$5.50 per acre.

Property #3 - Section 16-T06S-R08W containing 643.00 acres with a minimum bid requirement of \$6.75 per acre.

All bids shall be submitted on a School District Bid Form. For bid forms and additional information, you may contact Tiffany Lowery, 16th Sectional Land Manager, at (228) 283-3000 or www.jcsd.ms.

The Jackson County School Board reserves the right to reject any or all bids.

PL0313877  
 Feb 22 Mar 1 2026

[Print Tearsheet Link](#)

[Marketplace Link](#)

*Mary Castro*



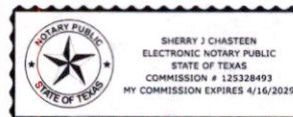
Mary Castro

*Sherry J Chasteen*



Sworn to and subscribed before me on

Mar 2, 2026, 9:01 AM EST



Online Notary Public. This notarial act involved the use of online audio/video communication technology. Notarization facilitated by SIGNIX®

**NOTICE OF INVITATION FOR  
SEALED BIDS  
HUNTING & FISHING LEASE  
JACKSON COUNTY SCHOOL  
DISTRICT**

Sealed bids will be received by the Jackson County School District, 4701 Colonel Vickery Rd., Vancleave, Mississippi, 39565 up to and no later than 4:00 PM. (CST) on **March 9, 2026** for a hunting and fishing lease on the following land in Jackson County Mississippi:

Property #1 - Section 16-T04S-R06W containing 625.65 acres with a minimum bid requirement of \$5.50 per acre.

Property #2 - Section 16-T04S-R05W containing 621.43 acres with a minimum bid requirement of \$5.50 per acre.

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The Jackson County School Board reserves the right to reject any or all bids.

10313877  
Feb 22, Mar 1 2026



**Complete after Fundraiser:**

Actual use of revenue: \_\_\_\_\_

Total revenue generated: \_\_\_\_\_

Bank and name of account where revenue was deposited into: \_\_\_\_\_

Revised January 2024

**JACKSON COUNTY SCHOOL DISTRICT  
Fundraiser Authorization Form**

This form must be completed and have administrative approval before entering into any agreement with a vendor, before any advertising and before any solicitation begins.

Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

**If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.**

School Name: SMAC Athletics

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: St Martin High School Volleyball

Full Name of Sponsor/Coach/Outside Officer: Jason Quaregna

Dates of fundraising activity: Beginning - 05/14/2026 Ending - 05/28/2026

Location of fundraising: Online (GoFundMe, Donors Ch # of Fundraiser: 3 of 3 fundraisers

Describe the fundraiser: SNAP! Online donation fundraiser. Athletes submit emails and phone numbers, and the company promotes using the information to collect donations.

# of students involved: 45 Anticipated revenue: \$ \$1,000.00

Anticipated use of revenue: To help offset seasonal costs with team expenses and help to upgrade equipment.

Were students informed in writing that the fundraiser is voluntary? Yes

Jason Quaregna  
Jason Quaregna (Apr 15, 2026 11:37:34 CDT)  
Signature of Sponsor/Coach/Outside Organization Officer

Apr 15, 2026  
Date

**Approved by:**

David Lapointe  
David Lapointe (Apr 15, 2026 13:54:57 CDT)  
Signature of Principal

Apr 15, 2026  
Date

C. Lebatard  
Christopher Lebatard (Apr 15, 2026 14:42:30 CDT)  
Signature of Asst. Superintendent

Apr 15, 2026  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Chairman

\_\_\_\_\_  
Date

**Complete after Fundraiser:**

Actual use of revenue: \_\_\_\_\_

Total revenue generated: \_\_\_\_\_

Bank and name of account where revenue was deposited into: \_\_\_\_\_

Revised January 2024

**JACKSON COUNTY SCHOOL DISTRICT  
Fundraiser Authorization Form**

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School Name: SMAC Athletics

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: St Martin High School Volleyball

Full Name of Sponsor/Coach/Outside Officer: Jason Quaregna

Dates of fundraising activity: Beginning - 06/01/2026 Ending - 06/14/2026

Location of fundraising: In school and community # of Fundraiser: 2 of 3 fundraisers

Describe the fundraiser: coco cola case sale fundraiser. Athletes will offer cases of coco cola products. Cases will be delivered and the athletes will distribute to those who purchased.

# of students involved: 45 Anticipated revenue: \$ \$2,000.00

Anticipated use of revenue: To help offset seasonal cost with team expenses and help to upgrade equipment.

Were students informed in writing that the fundraiser is voluntary? Yes

Jason Quaregna Apr 15, 2026  
Jason Quaregna (Apr 15, 2026 11:21:34 CDT) Date

Signature of Sponsor/Coach/Outside Organization Officer

**Approved by:**

David Lapointe Apr 15, 2026  
David Lapointe (Apr 15, 2026 13:55:19 CDT) Date

Signature of Principal

C. Lebatard Apr 15, 2026  
Christopher Lebatard (Apr 15, 2026 14:41:56 CDT) Date

Signature of Asst. Superintendent

\_\_\_\_\_  
Date

Signature of Superintendent

\_\_\_\_\_  
Date

Signature of Board Chairman

**Complete after Fundraiser:**

Actual use of revenue: \_\_\_\_\_

Total revenue generated: \_\_\_\_\_

Bank and name of account where revenue was deposited into: \_\_\_\_\_

Revised January 2024

**JACKSON COUNTY SCHOOL DISTRICT  
Fundraiser Authorization Form**

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

**If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.**

School Name: VHS

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: SNAP Mobile Fundraising

Full Name of Sponsor/Coach/Outside Officer: Raina Holmes/Principal

Dates of fundraising activity: Beginning - 04/13/2026 Ending - 05/15/2026 110

Location of fundraising: Online (GoFundMe, Donors Cr # of Fundraiser: 1 of 3 fundraisers

There will be donations made online through email and phone numbers. Students will reach out to the community through the email and phone number process to request donations for the fundraiser.


Describe the fundraiser: N/A

# of students involved: 700 Anticipated revenue: \$ \$45,000.00

Anticipated use of revenue: To raise money to put down turf in the high school courtyard.


N/A

Were students informed in writing that the fundraiser is voluntary? Yes


 04/01/2026  
Raina Holmes (Apr 1, 2026 14:54:33 CDT) Date

Signature of Sponsor/Coach/Outside Organization Officer

**Approved by:**

 04/01/2026  
Raina Holmes (Apr 1, 2026 15:11:57 CDT) Date

Signature of Principal

 04/02/2026  
Montgomery Noblitt (Apr 2, 2026 08:30:50 CDT) Date

Signature of Asst. Superintendent

\_\_\_\_\_  
Signature of Superintendent Date

\_\_\_\_\_  
Signature of Board Chairman Date

**Complete after Fundraiser:**

Actual use of revenue: \_\_\_\_\_

Total revenue generated: \_\_\_\_\_

Bank and name of account where revenue was deposited into: \_\_\_\_\_

Revised January 2024

**JACKSON COUNTY SCHOOL DISTRICT  
Fundraiser Authorization Form**

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

**If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.**

School Name: VHS

The requesting club or activity is a(n): outside organization

The resulting money will be collected by: members of an outside organization

Name of Activity/Sport/Outside Organization: Chevron

Full Name of Sponsor/Coach/Outside Officer: N/A

Dates of fundraising activity: Beginning - 04/01/2026 Ending - 04/30/2026

112

Location of fundraising: Online (GoFundMe, Donors Cr # of Fundraiser: 0 of 3 fundraisers

Describe the fundraiser: Chevron Employee Match Donation Check

N/A

# of students involved: 0 Anticipated revenue: \$ \$500.00

Anticipated use of revenue: To help pay for field trips for the SPED students

N/A

Were students informed in writing that the fundraiser is voluntary? No

  
Jamie Miller (Apr 15, 2026 14:21:05 CDT)

Signature of Sponsor/Coach/Outside Organization Officer

04/15/2026

Date

**Approved by:**

  
Raina Holmes (Apr 15, 2026 14:30:17 CDT)

Signature of Principal

04/15/2026

Date

  
Montgomery Noblitt (Apr 15, 2026 14:32:38 CDT)

Signature of Asst. Superintendent

04/15/2026

Date

Signature of Superintendent

Date

Signature of Board Chairman

Date

**Complete after Fundraiser:**

Actual use of revenue: \_\_\_\_\_

Total revenue generated: \_\_\_\_\_

Bank and name of account where revenue was deposited into: \_\_\_\_\_

Revised January 2024

**JACKSON COUNTY SCHOOL DISTRICT  
Fundraiser Authorization Form**

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Fundraisers requested by clubs and activities that are part of the school's student activity program will be prioritized over fundraisers of external clubs and activities.

**If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.**

School Name: ECLE

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: ECLE Yearbooks

Full Name of Sponsor/Coach/Outside Officer: Maegan Parker

Dates of fundraising activity: Beginning - 7/24/2026 Ending - 5/14/2027

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers  
Yearbook Sales

Describe the fundraiser: \_\_\_\_\_

# of students involved: 575 Anticipated revenue: \$ 7,000.00  
Student

Anticipated use of revenue: Incentives

Were students informed in writing that the fundraiser is voluntary? Yes

Maegan Parker  
Maegan Parker (Apr 2, 2026 14:45:32 CDT)  
Signature of Sponsor/Coach/Outside Organization Officer

04/02/2026  
Date

**Approved by:**

Ai  
Angela Sievers (Apr 14, 2026 08:26:28 CDT)  
Signature of Principal

04/14/2026  
Date

Montgomery Noblitt  
Montgomery Noblitt (Apr 14, 2026 10:15:14 CDT)  
Signature of Asst. Superintendent

04/14/2026  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Chairman

\_\_\_\_\_  
Date

**JACKSON COUNTY SCHOOL DISTRICT  
Fundraiser Authorization Form**

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**If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.**

School Name: ECLE

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: ECLE Fall and Spring Book Fair

Full Name of Sponsor/Coach/Outside Officer: Renee Jordan

Dates of fundraising activity: Beginning - 9/14/2026 Ending - 3/5/2027


Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers  
Scholastic books sold to

Describe the fundraiser: students.

# of students involved: 575 Anticipated revenue: \$ 16,000.00

Anticipated use of revenue: rewards. To purchase books, supplies and student

Were students informed in writing that the fundraiser is voluntary? Yes

  
Renee Jordan (Apr 2, 2026 11:26:38 CDT)  
Signature of Sponsor/Coach/Outside Organization Officer

04/02/2026  
Date

**Approved by:**  
  
Angela Sievers (Apr 2, 2026 11:47:14 CDT)  
Signature of Principal

04/02/2026  
Date

  
Montgomery Noblitt (Apr 2, 2026 13:20:36 CDT)  
Signature of Asst. Superintendent

04/02/2026  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Chairman

\_\_\_\_\_  
Date

**JACKSON COUNTY SCHOOL DISTRICT  
Fundraiser Authorization Form**

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**If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.**

School Name: ECLE

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: ECLE PTO Cookie Dough Fundraiser

Full Name of Sponsor/Coach/Outside Officer: Emily Speights

Dates of fundraising activity: Beginning - 1/25/2027 Ending - 2/5/2027

Location of fundraising: In school only # of Fundraiser: 1 of 3 fundraisers  
Students to sell cookie

Describe the fundraiser: dough.

# of students involved: 575 Anticipated revenue: \$ 25,000.00

Anticipated use of revenue: Technology. Playground Equipment, Supplies, and

Were students informed in writing that the fundraiser is voluntary? Yes

Emily Speights 4/02/2026  
Emily Speights (Apr 2, 2026 12:25:11 CDT)

Signature of Sponsor/Coach/Outside Organization Officer Date

**Approved by:**

Angela Sievers 04/14/2026  
Angela Sievers (Apr 14, 2026 08:27:26 CDT)

Signature of Principal Date

Montgomery Noblitt 04/14/2026  
Montgomery Noblitt (Apr 14, 2026 10:14:13 CDT)

Signature of Asst. Superintendent Date

Signature of Superintendent Date

Signature of Board Chairman Date

**JACKSON COUNTY SCHOOL DISTRICT  
Fundraiser Authorization Form**

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**If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.**

School Name: ECAC Athletics

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: Volleyball

Full Name of Sponsor/Coach/Outside Officer: Kayla Everett

Dates of fundraising activity: Beginning - 07/01/2026 Ending - 09/04/2026

Location of fundraising: In school and community # of Fundraiser: 1 of 3 fundraisers

Describe the fundraiser: Athletes will sell ribs and boston butts to the community


na

# of students involved: 20 Anticipated revenue: \$ \$1,500.00

Anticipated use of revenue: camp, equipment, uniforms for athletes

ba

Were students informed in writing that the fundraiser is voluntary? Yes

  
Kayla Robinson (Apr 14, 2026 15:08:34 CDT)  
Signature of Sponsor/Coach/Outside Organization Officer

04/14/2026  
Date

**Approved by:**

  
Joseph Tiblier (Apr 14, 2026 17:26:15 CDT)  
Signature of Principal

04/14/2026  
Date

  
Christopher Lebatard (Apr 15, 2026 11:05:44 CDT)  
Signature of Asst. Superintendent

04/15/2026  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Chairman

\_\_\_\_\_  
Date

**JACKSON COUNTY SCHOOL DISTRICT**  
**Fundraiser Authorization Form**

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**If a contract with an outside money vendor is required, please attach the unsigned contract to this request form.**

School Name: ECAC Athletics

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: Volleyball Mom & Me Princess Party

Full Name of Sponsor/Coach/Outside Officer: Kayla Everett

Dates of fundraising activity: Beginning - 07/01/2026 Ending - 07/31/2026


Location of fundraising: In school and community # of Fundraiser: 2 of 3 fundraisers  
athletes will dress up as princess characters and serve the kids snacks/drinks

Describe the fundraiser: na

# of students involved: 20 Anticipated revenue: \$ \$1,500.00

Anticipated use of revenue: campus, uniforms, equipment for athletes  
na

Were students informed in writing that the fundraiser is voluntary? Yes

  
Kayla Robinson (Apr 14, 2026 15:08:00 CDT)  
Signature of Sponsor/Coach/Outside Organization Officer

04/14/2026  
Date

**Approved by:**

  
Jaime Tiblier (Apr 14, 2026 17:25:42 CDT)  
Signature of Principal

04/14/2026  
Date

  
Christopher Lebatard (Apr 15, 2026 11:04:10 CDT)  
Signature of Asst. Superintendent

04/15/2026  
Date

Signature of Superintendent

\_\_\_\_\_  
Date

Signature of Board Chairman

\_\_\_\_\_  
Date

**JACKSON COUNTY SCHOOL DISTRICT  
Fundraiser Authorization Form**

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School Name: ECAC Athletics

The requesting club or activity is a(n): school student activity program/club

The resulting money will be collected by: school employees

Name of Activity/Sport/Outside Organization: Volleyball Back to School Dance

Full Name of Sponsor/Coach/Outside Officer: Kayla Everett

Dates of fundraising activity: Beginning - 07/01/2026 Ending - 07/31/2026


Location of fundraising: In school only # of Fundraiser: 3 of 3 fundraisers

Describe the fundraiser: Volleyball will host a back to school dance for students  
na

# of students involved: 20 Anticipated revenue: \$ \$1,500.00

Anticipated use of revenue: camp, uniforms, equipment  
na

Were students informed in writing that the fundraiser is voluntary? Yes

  
Kayla Robinson (Apr 15, 2026 06:53:56 CDT)  
Signature of Sponsor/Coach/Outside Organization Officer

04/15/2026  
Date

**Approved by:**

  
Jamie Tiblier (Apr 15, 2026 07:35:24 CDT)  
Signature of Principal

04/15/2026  
Date

  
Christopher Lebalard (Apr 15, 2026 11:03:17 CDT)  
Signature of Asst. Superintendent

03/31/2026  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Chairman

\_\_\_\_\_  
Date

**TRAVEL REQUEST FORM**

School/Department: Vancleave High School

Employee's Name: Alanha Johnson and Emma Wages

Type of Travel: Non-Local

Start Date of Trip: 06/01/2026                      End Date of Trip: 06/04/2026

Destination:                      City: Hammond                      State: LA

Trip/Name of Workshop: Universal Dance Association Camp

**ITEMS NEEDING FUNDING** *(Check all that apply)*

- Registration Fee                      Vendor Name:  
*(Fee schedule required)*                      Amount:
  
- Hotel                      Vendor Name:  
*(Confirmation or quote required)*                      Amount:
  
- Rental Vehicle                      Vendor Name:  
*(Two quotes required)*                      Amount:
  
- Mileage Reimbursement *(Personal Vehicle) OR*
- Fuel Reimbursement *(School or Rental Vehicle) Not to exceed:*
- Meals *(overnight stay required) (calculated per DFA rates) Not to exceed:*
- Airfare *(including baggage fees) (two quotes required) Not to exceed:*
- Taxi, Shuttle, or other transportation
- Parking
- Other *(specify):*    Permission for VHS Dance Team to travel out of state

**COST SOURCE REQUESTED**                      Select One

Employee's Signature                      Alanha Johnson  
(by signing, the employee acknowledges having read the JCSD Travel Policy DJDAA and the JCSD Travel Procedure's Manual)

Principal's Signature:                      Raina Holmes  
Raina Holmes (Apr 2, 2026 08:29:10 CDT)

Director's Signature:                      Dean Lepoma  
Dean Lepoma (Apr 2, 2026 08:31:34 CDT)

Assistant Superintendent's Signature: Christopher Lebatard  
Christopher Lebatard (Apr 2, 2026 09:56:44 CDT)

Superintendent's Signature: \_\_\_\_\_



# Travel Request Form VHS Dance Team to Hammond, LA


Final Audit Report


2026-04-02

Created:	2026-04-02
By:	Michelle Magee (mmj3091@jcsd.ms)
Status:	Signed
Transaction ID:	CBJCHBCAABAAuuwvCAZG8EMLb425uOz__NWjZcP7SwD0

## "Travel Request Form VHS Dance Team to Hammond, LA" History

121

-  Document created by Michelle Magee (mmj3091@jcsd.ms)  
2026-04-02 - 12:43:06 PM GMT
-  Document emailed to ajj3709@jcsd.ms for signature  
2026-04-02 - 12:44:03 PM GMT
-  Email viewed by ajj3709@jcsd.ms  
2026-04-02 - 12:47:02 PM GMT
-  Signer ajj3709@jcsd.ms entered name at signing as Alanha Johnson  
2026-04-02 - 12:47:23 PM GMT
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Signature Date: 2026-04-02 - 12:47:25 PM GMT - Time Source: server
-  Document emailed to Raina Holmes (rhj1911@jcsd.ms) for signature  
2026-04-02 - 12:47:27 PM GMT
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2026-04-02 - 1:29:00 PM GMT
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Signature Date: 2026-04-02 - 1:29:10 PM GMT - Time Source: server
-  Document emailed to Dean Lepoma (dlj211@jcsd.ms) for signature  
2026-04-02 - 1:29:11 PM GMT
-  Email viewed by Dean Lepoma (dlj211@jcsd.ms)  
2026-04-02 - 1:31:18 PM GMT

 Document e-signed by Dean Lepoma (dlj211@jcsd.ms)

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 Document emailed to Christopher Lebatard (clj3941@jcsd.ms) for signature

2026-04-02 - 1:31:35 PM GMT

 Email viewed by Christopher Lebatard (clj3941@jcsd.ms)

2026-04-02 - 2:56:21 PM GMT

 Document e-signed by Christopher Lebatard (clj3941@jcsd.ms)

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 Agreement completed.

2026-04-02 - 2:56:44 PM GMT