

## SCHOOL DISTRICT LEGAL STATUS

This school district is a political subdivision of the State of Mississippi and is designated as the Jackson Public School District.

The school district is governed by the Board of Trustees whose powers, authority, and duties are imposed or granted by law. The Board of Trustees consists of five members, selected in the manner provided by law.

The Jackson Public School District Board of Trustees derives its legal status from the state legislature which is subject to the constitutions of the State of Mississippi and the United States. Accordingly, education is a state function. This board is subject to legislative action and acts as an agent for the state.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Miss. Code Ann. §§37-6-6; 37-6-5; 37-6-7  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
November 17, 1997

## BOARD OF TRUSTEES LEGAL STATUS

The Jackson Public School District is governed by the Board of Trustees which consists of five members selected in the manner provided by law.

The individual board member has no legal authority to act individually unless specifically delegated authority to act by this school board at its legal meeting. The Constitution of Mississippi stipulates that the responsibility for establishing and maintaining public schools rests with the Mississippi Legislature. The Constitution provides for a State Board of Education which has general supervision of the public schools. The Mississippi Constitution further provides that local public schools under the general supervision of the State Board of Education shall be maintained, developed, and operated by locally elected or appointed boards. Therefore, school boards are instruments of the Mississippi Legislature, and derive their authority from the Mississippi statutes and the regulations of the State Board of Education.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Miss. Constitution, Article 8, Section 201, 203, 204; Miss. Code Ann.  
§37-6-3; §37-6-5; §37-6-7  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
November 17, 1997  
REVIEWED: September 2004

## BOARD OF TRUSTEES AUTHORITY

As a body created under law by the State of Mississippi, the Jackson Public School District's Board of Trustees has authority within the limitations and interpretations of federal and state laws.

The Board of Trustees determines policy, delegates executive, supervisory and instructional authority to its employees, and appraises the results achieved in light of the goals of this school district.

The Board of Trustees shall concern itself primarily with broad questions of policy and with the appraisal of results, rather than with administrative details. The application of policies shall be an administrative task to be performed by the superintendent and her or his staff who shall be held accountable for the effective administration and supervision of the entire school system.

All matters to be submitted to the Board shall first be brought before the superintendent for investigation. If these matters require school board action, they shall be presented to the school board by the superintendent or his or her designee. Board members, acting as individuals, have no authority over school affairs, but have such authority when acting as a body duly called in session.

It shall be the duty of the superintendent and the board to limit the expenditure of school funds during the fiscal year to amounts set forth in the respective school budgets as reflected in the board minutes unless such school fund budgets be revised in the manner provided by law. It shall be unlawful for any school district to budget expenditures from a fund in excess of the resources available within that fund for such expenditures.

Any member of the school board who shall knowingly enter into any contract, incur any obligation, or make any expenditure in excess of the amount available for that purpose for the fiscal year shall be liable for the amount of such excess. However, no board member shall be personally liable (a) in the event of any reduction in minimum education payments by action of the governor, or (b) for claims, damages, awards or judgments due to tort actions. Such immunity shall not be a defense in case of fraud, criminal action, or intentional breach of fiduciary obligations imposed by statute.

In all cases where laws or the regulations of the state superintendent of education do not provide, permit, or prohibit, the Board of Trustees shall consider itself the agent responsible for establishing and appraising educational activities.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Miss. Code Ann. §§37-7-301; 37-61-19, 37-61-21  
DATE: October 16, 1978  
AMENDED: July 21, 1986  
August 29, 1989  
November 17, 1997

## POWERS AND DUTIES OF BOARD OF TRUSTEES

The Board of Trustees shall have the following powers, authority, and duties in addition to all others imposed or granted by law:

- (a) To organize and operate the schools of this district and to make such division between the secondary grades and elementary grades as, in their judgment, will serve the best interest of the school;
- (b) To introduce public school music, art, manual training and other special subjects into either the elementary or secondary grades, as the board shall deem proper;
- (c) To be the custodians of real and personal school property and to manage, control and care for same, both during the school term and during vacation;
- (d) To have responsibility for the erection, repairing and equipping of school facilities and the making of necessary school improvements;
- (e) To suspend or to expel a pupil for misconduct in the school, upon school buses, on the road to and from school, during recess or upon the school playgrounds, and to delegate such authority to the appropriate officials of the school district;
- (f) To visit schools in the district, in their discretion, in a body for the purpose of determining what can be done for the improvement of the school in a general way;
- (g) To support, within reasonable limits, the superintendent, and staff where necessary for the proper discipline of the school;
- (h) To exclude from the schools students with what appears to be infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician, or nurse practitioner that the student is free from such disease;
- (i) To require those vaccinations specified by the State Health Officer as provided in Section 41-23-37, Mississippi Code of 1972;
- (j) To see that all necessary utilities and services are provided in the schools at all times when same are needed;
- (k) To authorize the use of the school buildings and grounds for the holding of public meetings and gatherings of the people under such regulations as may be prescribed by said board;
- (l) To prescribe and enforce rules and regulations not inconsistent with law or with the regulations of the State Board of Education for their own government

and for the government of the schools, and to transact their business at regular and special meetings called and held in the manner provided by law;

- (m) To maintain and operate all of the schools under their control for such length of time during the year as may be required;
- (n) To enforce in the schools the courses of study and the use of the textbooks prescribed by the proper authorities;
- (o) To make orders directed to the superintendent of schools for the issuance of pay certificates for lawful purposes on any available funds of the district and to have full control of the receipt, distribution, allotment and disbursement of all funds provided for the support and operation of the schools of whether such funds be derived from state appropriations, local ad valorem tax collections, or otherwise;
- (p) To select all school district personnel in the manner provided by law, and to provide such employee fringe benefit programs including accident reimbursement plans, as may be deemed necessary and appropriate by this board;
- (q) To provide athletic programs and other school activities and to regulate the establishment and operation of such programs and activities;
- (r) To join, in their discretion, any association of school boards and other public school related organizations, and to pay from local funds other than minimum foundation funds, any membership dues;
- (s) To expend local school activity funds, or other available school district funds, other than minimum education program funds, for the purposes prescribed under Miss. Code Ann. §37-7-301(s);
- (t) To contract, on a shared savings, lease or lease-purchase basis, for energy efficiency services and/or equipment as provided for in Miss. Code Ann. §31-9-14, not to exceed ten (10) years;
- (u) To maintain accounts and issue pay certificates on school food service bank accounts;
- (v) To lease, in the manner provided by law, a school building from an individual, partnership, nonprofit corporation or a private for-profit corporation for the use of such school district, and to expend funds therefor as may be available from any non-minimum program sources.
- (w) To employ all noninstructional and noncertificated employees and fix the duties and compensation of such personnel pursuant to the recommendation of the superintendent of schools and in the manner provided by law;
- (x) To employ and fix the duties and compensation of such legal counsel as deemed necessary;

- (y) Subject to rules and regulations of the State Board of Education, to purchase, own and operate trucks, vans and other motor vehicles, which shall bear the proper identification required by law;
- (z) To expend funds for the payment of substitute teachers and to adopt reasonable regulations for the employment and compensation of such substitute teachers;
- (aa) To acquire in its own name by purchase all real property which shall be necessary and desirable in connection with the construction, renovation or improvement of any public school building or structure. The Board shall have the right of eminent domain if an agreement cannot be reached with the real property owner;
- (bb) To charge reasonable fees related to the educational programs of the district, in the manner prescribed in Miss. Code Ann. §37-7-335;
- (cc) Subject to rules and regulations of the State Board of Education, to purchase relocatable classrooms for the use of such school district, in the manner prescribed in Miss. Code Ann. §37-1-13;
- (dd) To enter into contracts or agreements with other districts, political subdivisions or governmental entities to carry out one or more of the powers or duties of the school board, or to allow more efficient utilization of limited resources for providing services to the public;
- (ee) To provide for in-service training for employees of the district;
- (ff) The school boards of all school districts as part of their duties to prescribe the use of textbooks, may provide that parents and legal guardians shall be responsible for the textbooks and for the compensation to the school district for any books which are not returned to the proper schools upon the withdrawal of their dependent child. If a textbook is lost or not returned by any student who drops out of the public school district, the parent or legal guardian shall also compensate the school district for the fair market value of the textbooks;
- (gg) To conduct fund-raising activities on behalf of the school district that the school board, in its discretion, deems appropriate or beneficial to the official or extracurricular programs of the district; provided that:
  - (i) Any proceeds of the fund-raising activities shall be treated as “activity funds” and shall be accounted for as are other activity funds under this section; and
  - (ii) 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 of the sales or rentals shall be contributed to the student activity fund;

- (hh) To allow individual lessons for music, art and other curriculum-related activities for academic credit or nonacademic credit during school hours and using school equipment and facilities, subject to the board's rules and regulations;
- (ii) To charge reasonable fees for participating in an extracurricular activity for academic or nonacademic credit for necessary and required equipment such as safety equipment, band instruments and uniforms;
- (jj) To conduct or participate in any fund-raising activities on behalf of or in connection with a tax-exempt charitable organization;
- (kk) To exercise such powers as may be reasonably necessary to carry out the provisions of this section; and
- (ll) To expend funds for the services of nonprofit arts organizations or other such nonprofit organizations that provide performances or other services for the student of the school district

In addition to the authority, power and duties set forth in Miss. Code Ann. §37-7-301 above, additional statutory and regulatory requirements for districts are made part of the state accrediting process and are listed in Bulletin 171, 12<sup>th</sup> edition (1995). Process standards are listed below:

#### PROCESS STANDARDS

1. Each school district is governed by a policy-making board that holds regular monthly meetings. (Miss. Code Ann. §37-6-7, 37-6-9, 37-6-11)
2. School board members are bonded in accordance with state law. (Miss. Code Ann. §37-6-15)
3. School board members complete required basic and continuing education programs provided through the School Executive Management Institute. (Miss. Code Ann. §37-3-4[5] and §37-7-306[1])
4. Current copies of school board policies are published and are available for public review. (Miss. Code Ann. §25-61-1 through 17)
5. School board policies follow federal laws related to nondiscriminatory practices in the operation of the school district.



6. School board policies follow state and federal laws and related regulations and procedures for employment, retention, and dismissal of all personnel. (Miss. Code Ann. §37-9-1 through 75, §37-9-101 through 113, §37-7-301[p] and §37-7-301(w))
7. The school board assigns all executive and administrative duties to the superintendent who is properly certified and chosen in the manner prescribed by law. (Miss. Code Ann. § 37-6-3[3], §37-9-7, §37-9-13, 37-9-14, §37-19-1[d], and §37-61-9)

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Miss. Code Ann. §37-7-301;

Mississippi Commission on School Accreditation, Standards 1-7, Twelfth Edition, August, 1995

DATE: October 16, 1978

AMENDED: July 21, 1986

August 29, 1989

December 15, 1997

## BOARD OF TRUSTEES LEGAL STATUS

A member of the Jackson Public School District's Board of Trustees holds a public office.

The Board of Trustees shall have general control and supervision of all matters pertaining to the public schools, and shall enforce school law in each respective unit.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Section §37-7-301; Mississippi Code of 1972  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
REVIEWED: October 27, 2004

NUMBER

The Jackson Public School District's Board of Trustees shall consist of five (5) members.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Section §37-6-7; Mississippi Code of 1972

DATE: October 16, 1978

AMENDED: August 29, 1989

REVIEWED: October 27, 2004

## BOARDMEMBER QUALIFICATIONS

Any person who is a bona fide resident and a qualified elector of the school district may qualify to become a member of the Jackson Public School District's Board of Trustees.

No person while actually engaged in teaching in the Jackson Public School District's schools, or while serving as an employee of the schools, or who is an employee of the municipality shall be eligible for membership.

Every school board member selected after July 1, 1993, shall be required to complete a course of training and education for local school board members, in order to carry out their duties more effectively and to gain exposure to new ideas involving school restructuring. The training, which is provided by the State Board of Education, shall be conducted by the School Executive Management Institute of the State Department of Education or the Mississippi School Boards Association. Upon completion of the course of training, each board member shall file a certificate of completion with the office of the school board. In the event that a board member fails to complete such training within six (6) months of his selection, or six (6) months from April 15, 1993, such board member shall no longer be qualified to serve and shall be removed from office.

In addition to meeting the training requirements, after taking office, each school board member shall be required to file annually in the office of the school board a certificate of completion of a course of continuing education.

Upon the failure of any school board member to file with the school board the certificates of completion as provided above, the school board member shall be removed from office.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Miss. Code Ann. §§37-7-201, 37-7-203

DATE: October 16, 1978

AMENDED: August 29, 1989

November 17, 1997

## TERM OF OFFICE AND METHOD OF SELECTION

The members of the Board of Trustees are appointed to serve for a term of five (5) years, but are so chosen that the term of one member shall expire each year. The members are appointed by the City Council of Jackson.

The term of office begins on the first Saturday of March following the appointment of a trustee in February.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Miss. Code Ann. §§37-7-203

DATE: October 16, 1978

AMENDED: August 29, 1989

REVIEWED: October 27, 2004

## UNEXPIRED TERM FULFILLMENT

All vacancies in the membership of the Board of Trustees caused by death, resignation, or other causes, shall be filled for the unexpired term, by appointment by the City Council of Jackson.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Section 37-7-203; Mississippi Code of 1972  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
REVIEWED: October 27, 2004

## SUPERINTENDENT'S LEGAL STATUS

“The term ‘superintendent’ shall mean the chief executive officer of the school district.”  
It is the responsibility of the superintendent to administer the schools within the district and to implement the decisions of the school board.

The board shall have the power and authority to elect the superintendent for a period not exceeding four scholastic years.

No person shall be eligible to the office of superintendent of schools unless such person shall hold a valid administrator's license issued by the State Department of Education and shall have at least four (4) years of classroom or administrative experience.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Miss. Code Ann. §§37-9-13; 37-9-25; 37-9-14  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
November 17, 1997

## SCHOOL DISTRICT ORGANIZATION PLAN

The Board of Trustees shall organize a school so as to avoid unnecessary duplication and shall determine what grades shall be taught at each school and shall have the power to specify attendance areas and to designate the school each pupil shall attend. The Jackson Public School District shall maintain a uniform system of free public schools consisting of grades K-12, which may be divided between grammar schools, middle schools and high schools or any combination thereof, on such basis and in such grades as the Board of Trustees in its discretion, shall deem necessary and desirable.

It shall be the aim of the Jackson Public School District to maintain, within this basic organizational structure, the flexibility needed for implementing new programs as needs and resources are identified.

The organizational pattern for instruction in the Jackson Public School District provides for three levels. In the elementary school program are grades K through five; in the middle school program, grades six through eight ; and the high school program, grades nine through twelve. Special programs exist for adults, exceptional children, and children who do not attend the regular education program.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Miss. Code Ann. §§37-7-311; 37-13-1 Mississippi Code of 1972  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
November 17, 1997



## SCHOOL ATTENDANCE AREAS

In accordance with state law and regulations, the primary considerations that govern the establishment of a school attendance area are: (1) the need to serve all school-age children who live in the Jackson Public School District; (2) the efficient and educationally effective use of the capacity of each school; and (3) the geographic location of each school in relation to the surrounding student population.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Miss. Code Ann. §§37-15-13, 37-15-15; 37-7-311 (1996)  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
December 15, 1997

## SCHOOL YEAR

It shall be the policy of this district to provide sufficient instructional time for students to attain mastery of specific learner objectives at all instructional levels. Said time shall be allocated and protected to provide student engagement rates (time-on-task) which are sufficient to provide mastery. In order to insure that adequate instructional time is provided, the Board of Trustees directs the superintendent and his staff to incorporate the following directives into all instructional plans for the district.

- A. The opening date of the school year for students shall be no earlier than August 1 and the closing date shall be no later than June 15.
- B. The school year shall consist of a minimum of 180 teaching days, each with a minimum of 330 minutes of instruction. The weekly instructional time shall equal a minimum total of 27 ½ hours of instruction. The Commission on School Accreditation shall be requested to approve any scheduling configuration which provides 27 ½ weekly hours of instructional time but does not meet the 330 minutes minimum per day. Each abbreviated day must provide at least 60% of the 330 minutes (198 minutes) minimum instructional time.
- C. Days on which extra-curricular activities prevent the completion of 330 minutes of instruction shall not be counted as one of the 180 teaching days, with no less than 330 minutes of academic instruction.
- D. The District will not participate in any activity that requires a student to miss more than a total of twenty (20) class periods in courses for which grades and/or units of credit are issued during the school year.
- E. During the school year, a student will not be allowed more than five (5) planned absences (activities) to occur in the same class period in courses for which grades and/or units of credit are issued.
- F. A minimum of 60% of classroom instructional time in the kindergarten program will be spent in learning center activities.
- G. Scheduled academic instructional time shall be protected from undue interruption or delay.
- H. In the event that an emergency situation results in the school district's not meeting the minimum instructional time specified, the State Superintendent of Education may declare a state of emergency and allow the school district to make up actual time lost in increments no less than the length of one class period.
- I. Two of the 180 days may be 60% days provided that there are 198 minutes of actual instruction or testing and the remainder of each day is used for staff development or other activities related to instruction.

- J. Athletic activities (practice, competition, or travel) are prohibited during the teaching day, if the school is on a six-period day. If the teaching day in the school is comprised of seven periods, the student may participate in one class period which involves physical education or athletic practice. Travel time for the purpose of competition may be scheduled during the seventh period if the student involved is scheduled for athletic activities during that period.
- K. The scheduling of competition in extracurricular activities (K-12) such as athletics, band, speech, debate, drama, choral groups, etc., is prohibited during days that tests included in the statewide testing program are administered. This prohibition extends to the day before testing begins, but does not include days scheduled for make-up testing.

The school district schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more than three days prior to the end of the school year. (177 days).

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Standard 30, Bulletin 171, 12<sup>th</sup> edition (1995)  
DATE: November 17, 1997

## SCHOOL CALENDAR

The Board of Trustees shall establish a yearly school calendar in compliance with the state law, rules and regulations. Consideration shall be given to all parties concerned.

The school calendar will include a schedule of dates for the opening and closing of schools. However, the opening date of school for students shall be scheduled no earlier than August 1 and the closing date shall be no later than June 15. The school calendar will note the following occasions to be appropriately observed:

Viola E. Lake Day                      October 13

W. H. Lanier Day                      November 9

Martin Luther King, Jr., Day Third Monday in January

American Education Week

Veterans Day

Commencement exercises for senior high school graduates

Parent/Teacher Conferences. Board meetings shall not be held on days when the Jackson Public School District has Parent/Teacher Conferences.

An absence from school to participate in religious observances shall be considered as an excused absence.

SOURCE:            Jackson Public School District, Jackson, Mississippi

LEGAL REF.:      Section 37-13-61; Mississippi Code of 1972; Bulletin 171, Standard 30.1, 12<sup>th</sup> Edition (1995)

DATE:              August 20, 1979

AMENDED:        March 17, 1986

                      August 29, 1989

                      December 15, 1997

## LEGAL HOLIDAYS

Within the fiscal year the following holidays shall be observed annually and all offices and schools shall be closed on these dates:

Independence Day	July 4 When on Saturday, the preceding Friday will be a holiday. When on Sunday, the following Monday will be a holiday.
Labor Day	
Thanksgiving	Wednesday, Thursday and Friday in November
Christmas Day	December 25
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Spring Break	Two (2) days
Easter	Two (2) days (unless used as makeups for inclement weather)

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: April 21, 1982

AMENDED: April 16, 1984  
July 16, 1990  
February 17, 1993  
May 19, 1997  
December 15, 1997

## AVERAGE DAILY ATTENDANCE

The Board of Trustees recognizes the importance of regular student attendance as a means of exposure to knowledge and to achieve mastery of basic skills. The term "average daily attendance" is defined as the figure which results when the total aggregate attendance during the period or months counted is divided by the number of days during the period or months counted upon which both teachers and pupils are in regular attendance for scheduled classroom instruction. The superintendent and staff are directed to encourage regular student attendance through a planned program designed to accomplish the maximum average daily attendance for the school district.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Miss. Code Ann. §37-19-1 (Supp. 1997)  
DATE: July 21, 1996  
AMENDED: August 29, 1989  
November 17, 1997

## SUMMER SESSIONS

### **Section I: TUITION SECONDARY SUMMER SESSIONS (GRADES 9-12)**

All summer school programs shall require approval from the Commission on School Accreditation.

A program shall be housed in a school building.

A definite schedule of classes shall be followed.

Each program shall be under the leadership of the district superintendent and a principal who has an endorsement in secondary administration. A principal may serve as the administrator of both a summer school and extended school year program only if the programs are held in the same school building.

All teachers and professional support staff shall hold valid certificates endorsed in the areas of teaching assignment.

Teachers shall not be assigned to teach split-level or multi-subject level courses; e.g., an English teacher shall not be assigned to teach more than one level of English within the same setting to students of grades 10 and 11 or, a teacher shall not be assigned to teach any combination of the secondary courses concurrently.

The approval of the principal of the home school must be documented before final enrollment of a student from another school within or from outside the district is officially approved.

- a. A student shall be allowed to enroll annually in one course offered for credit. This includes repeat of a course taken in which no credit was issued.
- b. A student shall be allowed to enroll in a maximum of two courses offered as enrichment (no credit is issued).

Enrollment in academic core courses (English, mathematics, science, social studies) shall not exceed 33 when offered to students for credit.

The maximum time per day a student shall attend a summer school class is five and one-half hours.

Instruction during the summer shall be equal in quality and quantity to that of the regular school year. The instructional program for academic core courses (English, social studies, mathematics, science) shall be consistent with the district's instructional management plan as in the regular session, requiring the mastery of specific learning objectives and meeting the requirements of all major assignments; research papers, compositions, book reports, theme writing, outside reading, etc.

Students shall be provided a safe, orderly climate and one which is conducive to learning: clean classrooms, bulletin boards, reference materials, etc.

When required courses in English, social studies, etc., are offered, the school library shall be made available.

A Carnegie unit shall be awarded for a course only if the course meets the requirements (of the Commission on School Accreditation) for awarding of such unit.

To be eligible to receive a Carnegie unit, a student enrolled in summer school shall be provided a minimum of 145 hours of instruction per course.

**Section II: EXTENDED SCHOOL YEAR REQUIREMENTS, SECONDARY, GRADES 7-12**

All extended school year programs shall require approval from the Commission on School Accreditation.

A program shall be housed in a school building.

A definite schedule of classes shall be followed.

Each program shall be under the leadership of the district superintendent and a principal who has an endorsement in secondary administration. A principal may serve as the administrator of both a summer school and extended school year program only if the programs are held in the same school building.

All teachers and professional support staff shall hold valid certificates endorsed in the areas of teaching assignment.

Teachers shall not be assigned to teach split-level or multi-subject level courses; e.g., an English teacher shall not be assigned to teach more than one level of English within the same setting to students of grades 10 and 11 or, a teacher shall not be assigned to teach any combination of the secondary courses.

The approval of the principal of the home school must be documented before enrollment of a student from another school within or from outside the district is officially approved.

- a. A student shall be allowed to enroll in a maximum of two courses annually under the extended school year program.
- b. A student who is enrolled in a course under the extended school year program shall not be allowed to enroll in a course offered for new credit under the summer school program.

Enrollment in academic core courses (English, mathematics, science, social studies) shall not exceed 33 when offered to students for credit.

The maximum time per day a student shall attend an extended year class is five and one-half hours.



Instruction during the extended school year shall be equal in quality and quantity to that of the regular school year. The instructional program for academic core courses (English, social studies, mathematics, science) shall be consistent with the district's instructional management plan as in the regular session, requiring the mastery of specific learning objectives and meeting the requirements of all major assignments; research papers, compositions, book reports, theme writing, outside reading, etc.

Students shall be provided a safe, orderly climate which is conducive to learning; clean classrooms, bulletin boards, reference materials, etc.

When academic core courses in English, social studies, etc., are offered, the school library shall be made available.

To be eligible to receive a Carnegie unit, a student enrolled in an extended year program must master the remaining required number of objectives as prescribed by the instructional management program of the district.

### **Section III: EXTENDED SCHOOL YEAR REQUIREMENTS – ELEMENTARY, GRADES K-8**

All elementary extended school year programs in elementary schools shall require approval from the Commission on School Accreditation.

A program shall be housed in a school building.

A definite schedule of classes shall be followed.

For grades 7-8, the program shall be under the leadership of the district superintendent and a principal who is endorsed in elementary or secondary administration.

For grades K-6, the program shall be under the leadership of a superintendent and a principal who is endorsed in elementary principal ship.

All teachers and professional support staff shall hold valid certificates endorsed in the appropriate areas of teaching assignment.

Teachers in grades 7 and 8 shall not be assigned to teach split-level or multi-subject level courses; e.g., an English teacher shall not be assigned to teach more than one level of English within the same setting to students of both grades 7 and 8.

The approval of the principal of the home school must be documented before enrollment of a student from another school within or from outside the district if officially approved.

A student who has not completed the learning objectives of three or more courses/subjects shall be allowed to enroll in only two courses/subjects in the extended year program.

A student who is enrolled in two courses in an extended year program shall not be allowed to enroll in any courses/subjects offered for enrichment, pilot, etc.

Enrollment in any course/subject in an extended year program shall not exceed 22 for grade K; 22 for grades 1-4; 30 in self contained academic core courses in grades 5-8; and 33 in departmentalized academic core courses in grades 5-8.

The maximum time per day a student shall attend a summer program class is four and one-half hours.

Academic instruction during the summer shall be equal in quality and quantity to that of the regular school year. The instructional program shall be consistent with the instructional management plan as in the regular session, requiring the mastery of required learning objectives for a course/subject.

Students shall be provided a safe, orderly climate which is conducive to learning; clean classrooms, bulletin boards, reference materials, etc.

In order to achieve the quality and quantity of the regular session, the school library shall be made available when courses requiring library resources are offered.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Mississippi Commission on School Accreditation, Standard 94, Bulletin 171, Tenth Edition, 1988  
DATE: November 27, 1978  
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August 29, 1989  
REVIEWED: October 27, 2004

## SCHOOL DAY

Sufficient instructional time shall be given in order to give students the opportunity to master specific learning objectives. Therefore, the Board of Trustees, shall authorize and establish the length of the school day, according to the needs of the district and state statutes and regulations.

A minimum school day is defined as teachers and students in attendance for scheduled classroom instruction for not less than sixty percent (60%) of the normal school day.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Miss. Code Ann. §§37-13-63; 37-13-67; 37-19-1(h)  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
December 15, 1997

## EMERGENCY CLOSING OF SCHOOLS

The Board of Trustees authorizes the superintendent to close the schools in the event of hazardous weather or other emergencies which threaten the safety of students, staff, or school property. However, the schools shall operate for the required full time each scholastic year.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.:

Miss. Code Ann. §37-13-65 (1996)

DATE: October 16, 1978

AMENDED: August 29, 1989

December 15, 1997

## PHILOSOPHY – THE PEOPLE AND THEIR SCHOOL DISTRICT

Public schools belong to the people. Citizens govern the schools under rights guaranteed to them by the Constitution and statutes of our state. They exercise their proprietorship through the elective process, electing state and federal representatives who establish – through the Legislature and the Congress – the framework of law within which the schools operate. The governing authorities of the municipality appoint school board members to represent the people and to determine local educational plans and policy and to establish publicly-endorsed educational goals and objectives. The Jackson Public School District Board of Trustees thus functions as an agency of the public.

The board is mindful that the people are the ultimate governors of public education and that the board is directly accountable to the people. The board believes that accountability is a shared responsibility involving students, teachers and other employees, the superintendent, and the people themselves, as well as the Board of Trustees. The board therefore asserts these beliefs and expectations:

Students should be trained at home and by the schools so that they will learn to hold themselves accountable for their own actions and decisions as maturing members of a democratic society.

Teachers should hold students accountable for achieving, within the limits of each student's ability, the objectives of each learning experience.

The superintendent should hold teachers and other employees accountable for working with diligent effort and with intelligence and imagination to achieve the objectives directly related to their stated job responsibilities.

The board shall appoint the most capable person available to hold the position of superintendent of schools and should hold the superintendent accountable for providing creative professional leadership and counsel in all aspects of the school district program.

The board should hold itself accountable for carrying out its mandates to plan and to make policy. It should assume leadership in the identification and pursuit of appropriate goals and objectives for the school system and of the resources necessary for their achievement.

**SOURCE:** Jackson Public School District, Jackson, Mississippi

**DATE:** October 16, 1978

**AMENDED:** August 29, 1989

**REVIEWED:** November 11, 2004

## **NONDISCRIMINATION**

### **Section I: NONDISCRIMINATION**

The Board of Trustees is committed to a policy of nondiscrimination on the basis of race, color, creed, sex, religion, marital status, national origin, or disability in accordance with federal and state law. Age shall be considered only with respect to minimums set by law and to maximums established for retirement as specified by the state or policies of this board.

### **Section II: SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Jackson Public School District shall not discriminate against persons with disabilities, including both students and employees in admission to or access to or treatment or employment in its programs and activities to the extent provided by law. Disability is defined as students or staff members having any physical or mental impairment that substantially limits one or more major life activities including learning.

The district will identify, evaluate, and provide an appropriate public education to students with disabilities within the meaning of Section 504 of the Rehabilitation Act of 1973.

**SOURCE:** Jackson Public School District, Jackson, Mississippi

**LEGAL REF:** Equal Employment Opportunity Act, G.S. 115-72, 115-152, 126-16, 135-5(2); Public Laws 92-318; Title IX of the Educational Amendments of 1972, 88-352; Title VI, 92-261; Equal Opportunity Act of 1972; 29 V.S.C. Section 794; Public Law 93-112; Title V, Section 504 of the Rehabilitation Act of 1973

**DATE:** February 16, 1981

**AMENDED:** July 21, 1986

August 29, 1989

August 16, 1993

**REVIEWED:** November 11, 2004

## BOARD OF TRUSTEES OFFICERS

The officers of the board shall be a president, vice president, secretary and two assistant secretaries. The superintendent and a designee of the superintendent shall be the assistant secretaries who shall be required to keep safe the minutes of the board and to make official certification of minutes as required.

At the first regular meeting of the board following the first Saturday of March in each calendar year, the board shall elect its officers from its own members. The officers shall be elected in the following order: president, vice president, and secretary.

Each officer shall serve for a period of one year or until a qualified successor is elected.

Vacancies in the above mentioned offices occurring during the year shall be filled by the board at its discretion.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Section 37-6-9, Mississippi Code of 1972  
DATE: October 16, 1978  
AMENDED: May 21, 1984  
August 29, 1989  
**REVIEWED:** November 11, 2004

## PRESIDENT

The president of the board shall preside at board meetings, shall perform all duties imposed by the state statutes, and shall perform such other duties as may be prescribed by law or by action of the board.

The president shall have the same right as other members to offer resolutions, make motions or second motions, discuss questions, and vote thereon.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Section 37-6-9, 37-7-433, 37-7-475 Mississippi Code of 1972

DATE: October 16, 1978

AMENDED: August 29, 1989

**REVIEWED:** November 11, 2004



## VICE PRESIDENT

The vice president of the board shall have the powers and duties of the president in the event of absence or disability of the president.

**SOURCE:** Jackson Public School District, Jackson, Mississippi

**DATE:** October 16, 1978

**AMENDED:** August 29, 1989

**REVIEWED:** November 11, 2004

## DUTIES OF THE SECRETARY

The secretary of the board shall keep, or cause to be kept, a full and accurate record of the proceedings of the board which shall be transcribed into the official minutes of the board.

The secretary shall sign official district documents that require the signature of the secretary's office.

**SOURCE:** Jackson Public School District, Jackson, Mississippi

**LEGAL REF.:** Section 37-6-9; Mississippi Code of 1972

**DATE:** October 16, 1978

**AMENDED:** August 29, 1989

**REVIEWED:** November 11, 2004

## BOARD MEMBERS (DUTIES)

Members of the board shall attend board meetings, discuss items presented on the agenda, suggest other items for consideration and vote upon motions and resolutions presented.

Official decisions of the board can be arrived at only at duly constituted board meetings. Individual board members or groups of board members do not have independent authority to speak for the board and should make no out-of-meeting commitments unless directed to do so on behalf of the board.

The duties and obligations of an individual board member may be enumerated as follows:

To familiarize oneself with the state school laws, regulations of the State Department of Education, and Jackson Public School District policies, rules, and regulations

To have a general knowledge of educational aims and objectives of the school system

To work harmoniously with other board members without trying to dominate the board or to neglect their share of the work

To acknowledge the necessity for a “team” relationship between each individual board member and the superintendent, reflecting integrity, sincerity, and devotion to the goal of providing the best possible educational program for the community.

To vote and act in the board meetings impartially for the good of the entire school district

To accept the will of the majority vote in all cases and to give wholehearted support to the resulting policy

To represent the board and the Jackson Public School District to the public in such a way as to promote both interest and support

To refer complaints to the proper school authorities, and to abstain from taking individual action

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Section 37-6-1 et seq.; Mississippi Code of 1972

DATE: October 16, 1978

AMENDED: August 29, 1989

**REVIEWED:** November 11, 2004

## NEW BOARD MEMBER ORIENTATION

Each new member of this board shall be afforded every opportunity to become oriented to the functions and responsibilities entailed by appointment to the board. It shall be the duty of the superintendent and the administrative staff to help each new member-elect understand the board's functions, policies, and operation of the school district.

Orientation will be provided to new board members through activities such as these:

1. The appointee will be given selected materials on the functions of the board and of the school system
2. If possible, the appointee will be invited to attend board meetings and to participate in its discussions prior to actual induction.
3. The incoming member will be invited to meet with the superintendent and other administrative personnel whom the superintendent shall designate to discuss the services they perform for the board.
4. A copy of the board's policies will be provided each new incoming member.
5. Workshops for new board members conducted by the Mississippi School Boards Association (MSBA). It shall be the responsibility of the superintendent to contact the MSBA regarding new member training, and to inform the new board member of the time limit for receiving new member training.

Every school board member selected after July 1, 1993, shall be required to complete a course of training and education for local school board members. The course of training approved by the State Board of Education shall be conducted by the School Executive Management Institute of the State Department of Education or the Mississippi School Boards Association. Upon completion of the course of training, each board member must file a certificate of completion with the office of the school board. In the event that a board member fails to complete such training within six (6) months of his or her selection, the board member shall no longer be qualified to serve and shall be removed from office.

In addition to meeting the above requirements after taking office, each school board member shall be required to file annually in the office of the school board a certificate of completion of a course of continuing education.

Upon the failure of any school board member to file with the school board the certificates of completion as provided above such school board member shall be removed from office.

Orientation shall be considered as an ongoing process for all school board members, and may include such activities as those indicated above with the addition of items such as attendance at school board and administrative conferences and conventions on a local, state and national level.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Miss. Code Ann. §§37-7-306 and 37-3-4

DATE: October 16, 1978

AMENDED: August 29, 1989

May 18, 1998

## BOARD MEMBER COMPENSATION AND EXPENSES

State law entitles each school board member to receive a per diem amount of sixty-seven dollars (\$67.00) for no more than thirty-six (36) meetings of the school board during any one (1) fiscal year. In the alternative, state law entitles the board member to receive an annual salary of two thousand, four hundred dollars (\$2,400.00).

The choice made by each school board member shall be irrevocable and shall remain in effect for all successive terms or periods of service of that member. Such compensation shall not entitle any school board member to receive or be eligible for any state employee group insurance, retirement or other fringe benefits.

Board members will be reimbursed for money actually expended by them while on bona fide school business including travel and living expenses while attending out-of-district meetings. Such reimbursement shall be in accordance with Section 25-3-41. The district will pay the expenses of its board members to the annual meeting of the State and National School Boards Associations and to other such meetings at which their attendance would be beneficial to the school district.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Section 37-6-13, 25-3-41; Mississippi Code of 1972  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
May 18, 1998

## BOARD COMMITTEES

Special committees, composed of board members, may be selected for special assignments. Such committees shall be appointed by the president and shall terminate upon completing their assignments, or may be terminated by a vote of the board at any time. All recommendations of an advisory committee must be submitted to the board for action.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

AMENDED: August 29, 1989

May 18, 1998



## BOARD-SUPERINTENDENT RELATIONSHIPS

The board believes that vision, goal setting, and the legislation of policies are the most important functions of a school board, and that the execution of the policies should be the function of the superintendent. (CD) The superintendent shall be the sole person responsible to the board for the entire school program. However, other personnel may be given permission to make reports to the board. All official board actions and decisions will take place only when the board convenes formally.

(CD) This board and the superintendent will strive at all times to preserve institutional integrity and support each other, the faculty, and student body. They will strive to maintain mutual respect for each other and be mindful that it is the solemn duty of each to fulfill the hopes and aspirations of the general school community and to always act within the framework of the local, state and federal laws when implementing duly constituted board policies.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Mississippi Commission on School Accreditation, Bulletin 171, Twelfth Edition, 1997  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
May 18, 1998

## SCHOOL ATTORNEYS

The board has the power and authority to retain a board attorney for legal counsel and service in the legal affairs of the district. The attorney serves at the pleasure of the board and is compensated at an hourly fee that is determined mutually by the board and the attorney. The attorney will receive additional compensation for special services.

The board also employs an attorney to serve as the district's counsel. The district counsel is responsible for handling legal matters of the school district, and serves as the initial contact on legal matters. The district counsel may recommend outside counsel for certain legal matters with approval of the superintendent and board.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
May 18, 1998

## PUBLIC HEARINGS

At its discretion, the board may have a public hearing on matters of great concern to the community. Interested or affected persons should make every effort to discuss matters informally with the superintendent or designee relative to the item to be discussed at the public hearing.

When individuals speak formally before the board at such hearings, they shall submit their views in writing.

Whenever a hearing is conducted by the board, citizens will be permitted to address the board preferably through one or two spokesmen. When the board believes that all pertinent information has been received, it may take these comments under advisement for future action or decision.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
June 16, 2003

## BOARD MEETING PREPARATION

Before actions by the board are requested or recommended, the board shall be provided with adequate data to assist members in reaching sound and objective decisions consistent with established goals. Staff shall complete an agenda form that reflects compliance with board policy.

After reading the information that has been provided, board members shall contact the superintendent to request additional information that may be necessary to assist them in their decision making responsibilities. When possible, the requests should be made prior to board meetings.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
August 16, 1993  
June 16, 2003

## BOARD MEETING AGENDAS

Items of business may be suggested to the superintendent and board president by board members, administrators, or patrons of the district for inclusion on the agenda. Business items suggested by patrons of the district shall be submitted in writing and received in the office of the superintendent at least six (6) days before the meeting in order to be considered for inclusion. Persons wishing to make a presentation and desiring to be on the board meeting agenda shall call the superintendent's office requesting to be placed on the agenda and submit in writing to the superintendent six (6) working days prior to the next board meeting the written statement of the presentation. After requirements are met, the item may be placed on the agenda. The final determination if the item will be placed on the agenda rests with the President of the board of trustees and the superintendent.

Staff must submit all agenda items to the board secretary on the first Monday of every month. Staff must then submit all board materials the following Friday or at the time established by the superintendent. Tentative agendas will be distributed to the district offices and to schools as soon as possible.

Items of business may not be suggested from the floor for discussion or action at the same meeting, except at the discretion of the president or the majority of the board members present.

Except as altered by a vote of a majority of the members of the board, the following shall be the order of business:

Call to order and moment of silence

Establishment of quorum

Reading and approving of minutes

School business

Recess or adjournment

A consent agenda process shall be used. Items for the consent agenda will be determined by the superintendent with input from the board. Consent agenda items will consist of all routine monthly items and others as identified by the superintendent and/or school board. Items that may require lengthy discussion or are for information only shall be placed in the information and/or action section of the agenda. The superintendent may present a report to the board at the regular meeting.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

**BCC/BCG/KCA**

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AMENDED:     December 19, 1983  
                  August 29, 1989  
                  September 17, 1990  
                  May 17, 1993  
                  June 16, 2003

## RULES OF ORDER

The board may adopt its own rules of parliamentary procedures, but in lieu of doing so shall operate under Roberts' Rules of Order (newly) revised.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

AMENDED: August 29, 1989

**REVIEWED: November 11, 2004**

QUORUM

A majority of the members of the board shall constitute a quorum for the transaction of business.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Section 37-6-9; Mississippi Code of 1972

DATE: October 16, 1978

AMENDED: August 29, 1989

**REVIEWED: November 11, 2004**



## VOTING METHOD

The chairperson of the board shall call for a vote by asking each member to respond to the question by voice or by raising of hand. When electing its officers the board may, by mutual consent of its members, vote by secret ballot.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Section 37-6-9; Mississippi Code of 1972

DATE: October 16, 1978

AMENDED: August 29, 1989

**REVIEWED: November 11, 2004**

## BOARD MEETING MINUTES

A complete and accurate set of minutes of each Board of Trustees' meeting shall be kept to comply with all legal requirements. Minutes are the official record of school legislation of the district, and are available to the public, upon request.

Board minutes are maintained in the Minute Book as the official record of all business transactions of the board. All actions of the Board of Trustees are reflected in the minute books.

Corrections in the minutes may be made at the meeting at which they are to be approved. Permanently dated minutes shall be signed by the board's president and the board's secretary upon approval. In the event that the president and/or the secretary are not available, the minutes may be signed by the vice president and assistant secretary.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Section 37-6-9, Mississippi Code of 1972

Mississippi Commission on School Accreditation, Standards 2 and 3,  
Bulletin 171, Tenth Edition, 1988

DATE: October 16, 1978

AMENDED: July 21, 1986

August 29, 1989

November 15, 1993

**REVIEWED: November 11, 2004**

## **PUBLIC PARTICIPATION IN BOARD MEETINGS**

The board of trustees desires to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the district. Stakeholders are encouraged to fully utilize meetings with school officials, , site councils, and administrative procedures to communicate and resolve issues with the school administration prior to presenting the issue to the board of trustees.

The board of trustees establishes the following procedures to receive input from the school community :

### **Part I: PUBLIC PARTICIPATION ON POLICY ISSUES**

Prior to a policy issue being acted upon by the board, the following procedure shall be followed:

1. The policy issue shall be identified and opened for discussion.
2. Any individual wishing to speak on the policy item shall be allowed to address the board for no more than three (3) minutes, at which time the person will be informed that his or her time has expired.
3. After listening to all comments, the board shall take action on the policy issue.

### **Part II: PUBLIC PARTICIPATION TIME**

- A. A public participation time at the beginning of the regular board meeting shall be established for citizens to speak or make comments to the board.
- B. Guidelines for public participation time are as follows:
  1. Each individual wishing to speak must register with the board secretary on the required form prior to the board meeting.
  2. Individuals shall be recognized in the order in which they register.
  3. Each individual shall be limited to three minutes, and shall be notified when the time has expired.

### **Part III: PUBLIC PARTICIPATION PROCEDURES**

The following board meeting procedures shall be observed:

1. The chairman of the meeting shall be responsible for recognizing speakers and maintaining proper order.
2. All comments will be recorded.
3. Persons may speak only once to an item and may not defer their time to another.
4. Speakers may offer comments on school operations and programs that concern them. However, in public session, the board will not

hear complaints about the school personnel. The consideration and disposition of legitimate complaints involving employees will be done in executive session.

**Part IV: APPEALS OR COMPLAINTS BY EMPLOYEES OR FORMER EMPLOYEES**

1. Employees or former employees who have filed a complaint due to a personnel decision may present their appeal or matter to the board for further consideration. This procedure shall be governed by the district complaint procedures, board policy, administrative procedures, and applicable state law.
2. The employees shall limit their remarks to three (3) minutes.
3. The employee's supervisor shall also be present.

**Part V: FINAL APPEALS OF STUDENT DISCIPLINE CASES**

1. Students and their parents may appeal the decision of the Student Appeals Committee to the board.
2. The student and parents have three (3) minutes to present their matter to the board in executive session.
3. Persons who waive their right to appear at the Student Appeals Committee hearing are deemed to have also waived their right to appear before the board.
4. In student discipline cases, the board will have the written record of the previous hearing for consideration.

**Part VI: AGENDA ITEMS**

- A. Anyone wishing to make a presentation and desiring to be on the agenda is required to:
  1. Call the secretary to the Board of Trustees requesting to be placed on the agenda.
  2. Submit in writing to the superintendent, six (6) working days prior to the next board meeting, the written statement of the presentation.
  3. Limit the oral presentation to five (5) minutes.
- B. This written statement of the presentation submitted by the individual wishing to be on the agenda shall be sent to the board members along with other board materials prior to the board meeting.
- C. It is within the board's discretion to determine that all pertinent information has been received from the administration, teachers, parents, and public and each group has had adequate opportunity for input on a subject.

D. The determination of the item being placed on the agenda shall rest with the president of the board of trustees and the superintendent.

Persons appearing before the board are reminded, as a point of information, that members of the board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual board members, but answers must be deferred pending consideration by the full board.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 18, 1978

REVISED: July 17, 1989

AMENDED: December 19, 1983  
May 21, 1984  
September 26, 1989  
July 16, 1990  
September 17, 1990  
May 18, 1992  
May 19, 2003

STUDENT PARTICIPATION IN BOARD MEETINGS

The board and superintendent, in an effort to enhance board-student communications, may invite students, , to attend the regular board meetings as student representatives.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

AMENDED: August 29, 1989

June 16, 2003

BOARD MEETING NEWS COVERAGE

News media representatives shall be welcome to attend all regular and special meetings of the board. Any behavior or actions perceived as disruptive or diverting from the action of the meeting will not be permitted.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Section 7-11-23; Mississippi Code of 1972

DATE: October 16, 1978

AMENDED: August 29, 1989

**REVIEWED: November 11, 2004**

## POLICIES OF THE BOARD OF TRUSTEES

The Board of Trustees shall make every effort to ensure that its policies conform to state and federal laws, including the provisions of the State and United States Constitutions.

Policies adopted by the Board of Trustees shall require annual review and revision necessitated by changing state statutes, state regulations, and system needs.

Committees representing the personnel employed by the Jackson Public School District will be encouraged to participate in policy development. The superintendent shall be responsible for the direction of policy development. Employees serving on policy committees shall be elected through the Shared Governance process.

As new policies are adopted or old ones revised, they shall be added to the policy books maintained in the district's central office and in the central office of each school and shall be accessible to all interested parties. Policies revised at board request shall be submitted within thirty (30) days for board approval and codification.

Policies are guides for action by the administration, which then establishes the rules and regulations to provide specific directions to school district personnel. Administrative procedures to carry out these rules and regulations shall be placed behind the policy in the policy book.

The policies developed by the Board of Trustees, and the administrative rules and regulations developed to implement them, are designed to bring about an effective school system. Consequently, it is assumed that all board employees and students will abide by them.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Mississippi Commission on School Accreditation, Standard 3, 4, 17, Bulletin 171, Tenth Edition, 1988

Section 37-6-7; Mississippi Code of 1972

DATE: August 20, 1979

AMENDED: May 21, 1984

July 21, 1986

August 29, 1989

**REVIEWED: December 3, 2004**



## CONFLICT OF INTERST

It shall be unlawful for any member of the board to have or own any direct or indirect interest individually or as agent or employee of any person, partnership, firm or corporation, in any contract made or let by the board for the construction, repair, or improvement of any school facility, the furnishing of any supplies, materials, or other articles, the doing of any public work or the transportation of children, or in any sub-contract indirectly connected with the above-stated activities.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Section 37-11-27; Mississippi Code of 1972

DATE: October 16, 1978

AMENDED: August 29, 1989

**REVIEWED: December 3, 2004**

## PUBLIC RECORDS

The following policy is adopted to comply with the requirements of the Mississippi Public Records Act of 1983, hereinafter the "Act."

### Section I: RECORDS FOR ACCESS

All "public records" maintained by the district, as defined by the Act, shall be made available for access and duplication, subject to the exceptions and requirements of these policies, and other state or federal laws.

### Section II: REQUESTS FOR ACCESS

Requests for access to public records shall be filed in writing, on forms provided, with the Superintendent of Schools. The request must state with sufficient specificity the nature, location, and description of the public records sought in order to enable the appropriate official(s) of the district to obtain the records for review and/or duplication. In the event that the request lacks sufficient clarity or is otherwise unduly burdensome, it will be returned to the originator for clarification or correction. All requests to inspect or duplicate public records must be filed between the hours of 9 a.m. and 3 p.m., on any working day in the superintendent's or designee's office. Requests for inspection and/or duplication of records shall be honored at such time during the day as the documents are not being used by the appropriate officials of the district. After the records are located and made available for inspection and/or duplication, the originator of the request will be notified of a time, place, and date, not later than fourteen (14) days from the date of the receipt of the request, to allow inspection and/or duplication.

### Section III: FEES CHARGED

Requests for public records, such as information made available for general distribution, shall be made available at no charge.

As allowed by statutes for requests made for public records that require staff time to research, review, duplicate, and mail, a charge will be applicable.

All applicable charges shall be paid to the district in advance of complying with any requests pursuant to the following schedule:

Photocopying, Searching & Reviewing      60 cents per page

### Section IV: EXEMPT RECORDS

The following records are exempt from the Act and from this policy and shall not be subject to disclosure, except under other authority and under appropriate circumstances:

1. Records furnished to public bodies by third parties which contain trade secrets or confidential, commercial, or financial information, as provided by the Act.

2. Records which are confidential or privileged, as provided by constitution, statutory, or case law of this state or of the United States.
3. Records which are developed among judges, judges and their aides, and juries.
4. Personnel records, including but not limited to applications for employment, test questions and answers used in employment examination, and letters of recommendation.
5. Records which represent and constitute the work product of an attorney representing the district, records which are related to litigation by or against the district, or in anticipation of prospective litigation, and communications between the district and the attorney in the course of an attorney-client relationship.
6. Records which would disclose information about a person's individual tax payment or status.
7. Records concerning the sale or purchase of property for public purposes prior to the announcement of the purchase or sale where the release of the record would have a detrimental effect on the sale and purchase.
8. All educational records of students and former students, as defined by Policy JCF and by the Federal Privacy Act; such exemption shall also apply to letters of recommendation respecting admission to any educational agency or institution.
9. Records that are maintained regarding the process of detection and investigation of unlawful activity, in addition to such records as defined in Section 45-29-1 of the Mississippi Code of 1972.
10. Commercial and financial information of a proprietary nature required to be submitted to the district.

**Only records that exist at the time of the request shall be made accessible to the public.**

Section V: DENIAL OF ACCESS

In the event that the district denies a request for access to or copies of public records, the denial will be in writing and contain a statement of the reasons for the denial. The district will maintain a record of all denials for a period of three (3) years.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Section 25-61-3 through 25-61-17; 37-11-5; Mississippi Code of 1972  
DATE: July 1, 1983  
AMENDED: July 16, 1990  
August 16, 1993

## ADMINISTRATIVE ORGANIZATION PLAN

Board policy shall be communicated through the Superintendent of Schools to all district personnel according to the board-approved organization plan.

The organizational chart shall delineate lines and direction of authority and responsibility. Job descriptions reflecting these lines of authority and responsibility shall be kept on file in the office of the superintendent or designee of the superintendent.

The Superintendent of Schools shall have freedom to reorganize lines of authority and to revise the organizational chart subject to board approval of major changes. The board shall expect the Superintendent of Schools to maintain an organizational plan which reflects proper supervision and necessary accountability.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

AMENDED: August 29, 1989

**REVIEWED: December 3, 2004**

COMPLAINT POLICY/LINE AND STAFF RELATIONS

**Section I: LINE AND STAFF ADMINISTRATION**

A complaint is a claim by a full-time employee that there has been an action that has unjustly caused a loss of some employment benefit or has imposed an unjustified burden as a result of a misinterpretation or misapplication of Section G of the Jackson Public School District's Policy Handbook. A complaint may also arise as a result of a written reprimand of any employee or as a result of dismissal of an employee.

Dismissal, suspension, or non-renewal of certificated employees shall be governed by the regulations of the Mississippi Code.

This complaint procedure shall not apply to any matter, which is prescribed by state or federal law and/or regulations, or to any matter over which the board is without power to act. In those instances when the superintendent makes the initial decision to reprimand, terminate or suspend an employee without pay, if the affected employee chooses to file a complaint, they may initiate the complaint at the Step 4 level and forego all preceding steps.

The administration of the district is that of line and staff. Employees shall conduct their affairs with their administrators according to this organizational arrangement. The board of trustees is the policymaker for the school district, and the superintendent, as the board's chief executive officer, is charged with the general operation of the entire school district. The superintendent is responsible to the board of trustees and all other employees are responsible to the superintendent and to the board through the superintendent.

All employees shall refer matters requiring administrative action to their immediate supervisor who shall refer such matters to the next higher authority when necessary. Within individual schools, the principal's administrative organization is the established authority. While employees will report to the designated administrator on specific problems, the principal remains the final authority at the individual school level.

In those circumstances involving sexual harassment by a supervisor, or other complaint of a sensitive nature, the employee may proceed to the next supervisor in line, the executive director of human resources, or the Title IX coordinator for sexual harassment complaints.

In the event a satisfactory answer or resolution is not given by the immediate supervisor, then the employee shall report to the next level of supervision in accordance with the steps outlined in the complaint procedures. All employees shall have the right to appeal any decision made by their supervisor through applicable procedures. All concerns will receive final consideration from the superintendent or his designees.

If satisfactory answers have not been received from the superintendent or his designee, the next step would be with the board of trustees. The procedure for contacting the board of trustees is through a formal letter written to the secretary to the board of

trustees. Once a formal letter is written to the board, arrangements will be made by the superintendent for an audience with the board which may be through an open or closed meeting in accordance with the Open Meetings Act. Because the board serves as an impartial neutral decisionmaker in personnel complaint matters, school district employees should not contact individual board members during the complaint process.

Within the broad framework of board policy, other school officials shall assist the supervisor in charge as assigned. All supervisors have the responsibility for communication with those under their supervision.

This policy does not modify the at-will status of administrative or non-administrative classified employees.

The superintendent may develop administrative regulations that are additional to those outlined in Section II, Employee Conduct and Code of Ethics, of this policy regarding standards of conduct for staff members.

## **Section II: EMPLOYEE CONDUCT AND CODE OF ETHICS**

An employee of the Jackson Public School District must conform to an ethical code. The code must be idealistic and at the same time practical so that it can apply reasonably to all employees. The employee acknowledges that the schools belong to the public they serve and exist to provide educational opportunity to all children.

The effective operation of the school district requires the services of employees of integrity and human understanding. To maintain and promote these essential traits, all employees of the Jackson Public School District are expected to maintain high standards in their school relationships. School district employees shall not use or attempt to use their official positions to secure any valuable thing or benefit for themselves that would not ordinarily accrue to them in the performance of their official duties, if such thing or benefit would represent a substantial and improper influence upon them with respect to their duties.

Employee standards include the following:

1. Maintenance of just and courteous professional relationships with pupils, parents, staff members, and others.
2. Maintenance and improvement of their own efficiency and knowledge of developments in their fields of work through research and continuing professional development.
3. Transaction of all official business with the properly designated authorities of the school system.
4. Placement of the welfare of children as the first and fundamental concern of the school system in all actions and decisions; thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.

5. Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind. Employees should avoid using their positions for personal gain through political, social, religious, economic, or other influence. All responsibilities will be fulfilled with honesty and integrity.
6. Directing any criticism of other staff member or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent, if necessary.
7. Proper use and protection of all school properties, equipment, and materials.
8. Proper care and use of confidential information and student records.
9. Support of the principle of due process.
10. Honor all contracts until fulfillment or release.
11. Obey local, state, and federal laws and regulations in the performance of their job duties.
12. Implement policies of the board of trustees and the administrative rules and regulations of the school district.

No employee, in the course of his/her duties, who has access to or possesses information relating to his/her employment, shall disclose, divulge or otherwise compromise, except as authorized by the superintendent and/or board of trustees, the district's strategy on matters in negotiation, work product and planning for complaint hearings and litigation relating to employer-employee relations, office memoranda, or other matters relating to employer-employee relations the premature disclosure of which would jeopardize the district's negotiating position or planning for complaint hearings and litigation. Confidential information will not include matters disclosed to the general public by the board of trustees, or designees, or matters of non-exempt public records as defined by state law.

Employees shall not record, or cause to be recorded, with an audio or videotaping device, other employees without their knowledge, permission, or consent. However, audio or videotaping of classrooms for observation and evaluative purposes is permissible for use by school personnel only.

Employees are expected to participate, in a truthful manner, in any district investigation and share any information with the appropriate parties that may be relevant to the investigation unless the participation is against the employee's criminal interest.



The district recognizes the obligation of all employees of the school district to be conscious of their professional responsibility not to divulge information presented by a student, parent, a colleague, or an agency when that revelation is not in the best interest of the district. The district recognizes that within a human services organization as complex as a school district, it is necessary to share information on a "need to know" basis. However, the sharing of information should only serve to assist, rectify, or resolve a situation and should never be downgraded to idle gossip or negative commentary to the media, or others within the community.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

AMENDED: August 29, 1989  
September 18, 1995  
September 20, 2004

## COMPLAINT PROCEDURES

### Section I: DEFINITION

A complaint is a claim by a full-time employee that there has been an action that has unjustly caused a loss of some employment benefit or has imposed an unjustified burden as a result of a misinterpretation or misapplication of Section G of the Jackson Public School District's Policy Handbook. A complaint may also arise as a result of a written reprimand of any employee or as a result of dismissal of an employee.

Dismissal, suspension, or non-renewal of certificated employees shall be governed by the regulations of the Mississippi Code.

This complaint procedure shall not apply to any matter which is prescribed by state or federal law and/or regulations or to any matter over which the board is without power to act.

### Section II: REQUIREMENTS FOR PROCESSING COMPLAINTS

1. Since it is important that complaints be filed and processed as rapidly as possible, the number of days indicated at each step are considered as maximum and every effort will be made to expedite the process. At any step in the complaint procedure, the time limits may be extended when necessary.
2. Facts elicited during Step Two proceedings are confidential and do not become part of the employee's official personnel file. A copy of documents, communications, and records dealing with the processing of a complaint will be placed in a separate file in the Office of Human Resources.
3. The failure of a complainant to proceed from one step of the procedure to the next within the set time limits shall be deemed to be acceptance of the decision previously rendered and shall eliminate any future review concerning that particular complaint.
4. The failure of the reviewing officers to communicate their decision to the complainant within the time limits shall permit the complainant to proceed to the next step.
5. If more than one employee in the same division has a similar complaint which has individually been discussed as provided in Step One, the complaints may be consolidated and heard by the Step Two reviewing committee.

6. Complaints filed which have been resolved within the three (3) previous years through the complaint procedure shall be invalid. The Office of Human Resources shall provide the complainant a statement of the ruling involving the same subject matter.
7. Failure to file the complaint in writing on the appropriate form as specified in each step shall mean the complaint is waived.
8. The Step Two reviewing committee may determine whether facts in support of the complaints should be presented in writing or orally by persons having information regarding a specific complaint or by any combination of these methods. Representation of a complainant by other individuals will not be permitted.
9. The filing of a complaint shall in no way interfere with the right of the administration or board to continue its management responsibilities subject to the final decision of the complaint. The action or condition which is the subject matter of the complaint shall remain in effect pending final resolution.
10. The complainants may withdraw their complaint at any step without prejudice. However, they shall not be permitted to re-file that same complaint once withdrawn.
11. No reprisal shall be invoked against any employee for filing a complaint or for participation in any way in this procedure.
12. If the complainant fails to attend a step review without legitimate cause, this constitutes acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning that complaint.

### Section III: ADMINISTRATION

Administration of this complaint procedure shall be the responsibility of the Office of Human Resources.

### Section IV: PROCEDURES

Step One: Within five (5) days of the time a complaint becomes known, the employee will present the complaint in writing by completing a "Step One Complaint Form" to his immediate supervisor with the objective of resolving the matter informally and without further action. Within five (5) days after the written presentation of the complaint, the immediate supervisor shall give his response in writing to the employee. If the complaint is not resolved at the immediate supervisor's level, the employee may, within five (5) days of receipt of the immediate supervisor's written response, proceed to the immediate

supervisor's supervisor for resolution. Within five (5) days, the immediate supervisor's supervisor shall give his response in writing.

Step Two: If the complaint is not resolved at the Step One level, the employee may, within five (5) days of receipt of the immediate supervisor's written response, submit the "Step Two Complaint Form" to the Office of Human Resources. The executive director of Human Resources shall chair a committee consisting of members of the administrative team within 10 days of the receipt of the "Step Two Complaint Form". All other administrators in line of authority will be consulted as necessary. The committee will initially determine whether the complaint on its face merits further consideration. If this determination is negative, the committee shall respond to the complainant in writing with statements that support its decision. Otherwise, the committee will proceed as it deems necessary to obtain sufficient information with which to reach a decision.

The committee will prepare a written summary of all relevant facts, being careful to state such facts fairly and objectively. The committee will then express its findings and conclusions. The summary of facts, findings, and conclusions will then provide the basis for subsequent review in the event of further appeal by a complainant.

Step Three: Within five (5) days of review of the response of Step Two, the complainant may appeal this decision by submitting the "Step Three Complaint Form" to the district counsel who serves as the designee for the superintendent of schools. The superintendent's designee will review the written summary of the Step Two reviewing committee within ten (10) days of receipt of the Step Two appeal and render a written decision within five (5) days following the review.

Step Four: Within five (5) days of review of the response of Step Three, the complainant may appeal this decision by submitting the "Step Four Complaint Form" to the Board of Trustees. The Board shall review the written decision of the superintendent within thirty (30) days of receipt of the Step Three appeal. The Board's decision shall be rendered no later than the conclusion of its next regularly scheduled board meeting. The decision shall be final.

## Section V: COMPLAINT PROCEDURE FORM DISTRIBUTION

### Step 1

1. Complainant retains original copy of written complaint and gives a copy to his immediate supervisor and immediate supervisor's supervisor

### After Written Decision

2. Copy to complainant
3. Copy to Office of Human Resources

4. Copy retained by immediate supervisor and the immediate supervisor's supervisor

Step 2

1. Complainant retains original copy of written appeal

After Review and Written Decision

2. Copy to complainant
3. Copy to Step 1 immediate supervisor and the immediate supervisor's supervisor
4. Copy retained in Office of Human Resources

Step 3

1. Complainant retains original copy of written appeal

After Written Decision

2. Copy to complainant
3. Copy to Step 1 immediate supervisor and the immediate supervisor's supervisor
4. Copy to Office of Human Resources
5. Copy retained by superintendent's designee

Step 4

1. Complainant retains original copy of written appeal

After Written Decision

2. Copy to Complainant
3. Copy to Step 1 immediate supervisor and the immediate supervisor's supervisor
4. Copy to Office of Human Resources
5. Copy to Superintendent's designee
6. Copy retained by Board

Section VI: TIMELINE CHART

	<u>Maximum Number of Days</u>	<u>Restriction</u>
<u>Step 1</u>		
A. Submit written complaint to immediate supervisor and his supervisor within 5 days of the time the complaint becomes known	5	From date the complaint becomes known
B. Written response from immediate supervisor	5	From date of receipt of written complaint
C. Submit written complaint to immediate supervisor's supervisor within 5 days of response from the immediate supervisor	5	
D. Written response from immediate supervisor's supervisor	5	
<u>Step 2</u>		
A. Submit written appeal to Office of Human Resources	5	From date of written response B of Step 1
B. Review conducted by Office of Human Resources committee	10	From date of receipt of written appeal of Step 1
C. Committee renders decision in writing	5	From date of Step 2 review
<u>Step 3</u>		
A. Submit written appeal to superintendent's designee	5	From date of written decision of Step 2
B. Review conducted by superintendent's designee of schools	10	From date of receipt of written appeal of Step 2
C. Superintendent's designee	5	From date of Step 3 review

renders decision in writing

Step 4

- |   |   |  |
|---|---|--|
| A. Submit written appeal to Board of Trustees | 5   | From date of receipt of written decision of Step 3 |
| B. Review by Board of Trustees                | 30  | From date of receipt of Step 3 appeal              |
| C. Board renders decision in writing          | No later than conclusion of <u>next</u> regularly scheduled meeting | From date of Step 4 review                         |

Section VII: DEFINITIONS

- |                                 |  |
|---------------------------------|--|
| ADMINISTRATIVE MANAGEMENT TEAM: | Assistant Superintendents, Deputy Superintendents, and others designated by the Superintendent   |
| COMPLAINANT:                    | Any full-time employee filing a complaint  |
| COMPLAINT FORM:                 | The approved documentation on which a complaint is filed   |
| DAY:                            | Monday through Friday except Board-approved holidays as specified in Section GADR, Policy Handbook   |
| FULL-TIME EMPLOYEE:             | Any person employed on a regular basis and working the number of hours designated for that job   |
| REVIEWING COMMITTEE:            | The individuals responsible for a decision at Step Two, Section IV of complaint procedures   |
| LEGITIMATE CAUSE:               | Class "A" absences: personal illness, illness in immediate family, death in immediate family, professional activity or emergency recognized by the superintendent, court summons, or jury duty |

September 1998

November 2003

June 21, 2004



## **SCHOOL SUPERINTENDENT**

The Superintendent of Schools shall meet those requirements specifically set forth by the State Board of Education.

It is the policy of the board that the Superintendent of Schools, the board's executive officer, with the assistance of his staff, shall be responsible for providing the professional leadership in both business and educational areas and skill in translating the will of the board into administrative action. The Superintendent of Schools is delegated, by the board, the authority to carry out that responsibility.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Section 37-19-1(d), 37-6-3; Mississippi Code of 1972  
DATE: October 16, 1978  
AMENDED: August 29, 1989

**REVIEWED: December 3, 2004**

## DUTIES OF SCHOOL SUPERINTENDENT

The responsibilities of the Superintendent of Schools shall be:

- a. To serve as executive head of the entire school system in charge of both educational and business functions
- b. To administer the development and maintenance of a positive educational program designed to meet the needs of the community and to interpret and carry out policies of the board; to initiate matters of educational policy and to make definite recommendations thereon; to keep abreast of the best educational developments and advice regarding changes in policies.
- c. To recommend the number and types of positions required to provide proper personnel for the operation of such a program.
- d. To recommend policies on organization, finance, instruction, school planning, and other functions of the school program.
- e. To recommend for appointment, to assign, and to define the duties of all personnel, subject to board approval.
- f. To supervise the preparation of the annual budget, to apportion budgeted funds to accomplish policy requirements, and to recommend the budget to the board for approval.
- g. To advise and recommend in matters of business administration; to pass upon all proper requests for equipment and supplies; to point out possible economies; and to supervise activities of the school system.
- h. To keep the board continually informed on the progress and condition of the schools.
- i. To conduct a continuous study of the development and needs of the schools, and to keep the public adequately informed concerning his findings.
- j. To give direct leadership to the school district's program of public information services.
- k. To continue professional development through attendance at the School Executive Management Institute as required, other professional meetings, and participation in supplementary relevant learning experiences.

- l. To develop a written school district long-range 5-year educational plan to carry out local and state objectives as specified by board policy and accreditation standards.
- m. To establish standards for promotion, retention, and graduation of students that incorporate the results of State and local testing programs, these approved as shown by the minutes of the board, and evidence that these policies have been implemented in the schools of the district.
- n. To supervise and evaluate the extent to which principals lead school instructional activity.
- o. To establish uniform disciplinary policies for the school district, commensurate with age/grade levels and case/statutory law.
- p. To coordinate performance-based school district instructional programs.
- q. To take all steps necessary to secure the effective and efficient operation of the school district consistent with the provisions of the school laws and regulations of the State of Mississippi and applicable federal regulations.
- r. To require instructional/administrative staff to be involved in staff development activities which are designated to increase competency among students, teachers and administrators.
- s. To keep the board informed of the extent to which these tasks are accomplished.
- t. To solicit ideas and opinions from certified and classified staff, business leaders, chamber of commerce and other advisory groups as needed to insure the successful and efficient operation of the district.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Mississippi Commission on School Accreditation, Standards 18-30, Bulletin 171, Tenth Edition, 1988

DATE: October 16, 1978

AMENDED: July 21, 1986

August 29, 1989

**REVIEWED: December 9, 2004**

## RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT

When an opening in the superintendency occurs, candidates shall be screened and the most promising candidates shall be interviewed.

The board, upon selection of a candidate or upon reappointment of the incumbent superintendent, shall enter into an explicit contractual agreement with that individual. Such contract shall meet the requirements of the Mississippi law and shall protect the rights of both the board and the superintendent. The contract should specify the expectations of the board and, at the same time, provide for the freedom of leadership necessary and appropriate to the responsibilities of the superintendency.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

AMENDED: August 29, 1989

**REVIEWED: December 9, 2004**

## SEPARATION OF SUPERINTENDENT

It is the policy of the Jackson Public School District to provide the highest possible quality of education for the students enrolled in the schools in the district. In order to achieve this goal, the board recognizes that it may become necessary, from time to time, to release the superintendent from future employment when his performance fails to meet the standards established by the board, or the Mississippi Statutes, or when his services are no longer needed.

When the superintendent is released from future employment under this policy, an opportunity will be provided for the superintendent to present matters in extenuation or exculpation to enable the board to determine whether the recommendation of non-employment is a proper employment decision and not contrary to law. It is not the intent of the Jackson Public School District to establish a system of tenure, expressed or implied. It is the policy of this school district that a non-reemployment decision be rationally related to a legitimate educational interest, not based upon some constitutionally impermissible reason, such as race, sex, religion or exercise of First Amendment rights.

In the event that the board determines not to offer the superintendent a new contract for employment for a succeeding school year, written notice of the decision shall be sent to the superintendent on or before February 1.

Upon the written request of the superintendent, the superintendent shall be entitled to notice of the reasons and a summary of the factual basis for the decision, as well as a hearing, if the written request from him is received by the board within seven (7) days of his receipt of the notice of non-reemployment.

If a hearing is requested, it shall be held before the school board or, at the board's discretion, before a hearing officer designated by the board, and shall be conducted pursuant to the "Rules of Procedure Under the School Employment Procedures Act" adopted by this school district. All proceedings under this policy shall be governed and subject to the "School Employment Procedures Act of 1977," where applicable.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

AMENDED: August 29, 1989

**REVIEWED: December 9, 2004**

## BOARD-SUPERINTENDENT RELATIONSHIPS

The board believes that vision, goal setting, and the legislation of policies are the most important functions of a school board, and that the execution of the policies should be the function of the superintendent. (CD) The superintendent shall be the sole person responsible to the board for the entire school program. However, other personnel may be given permission to make reports to the board. All official board actions and decisions will take place only when the board convenes formally.

(CD) This board and the superintendent will strive at all times to preserve institutional integrity and support each other, the faculty, and student body. They will strive to maintain mutual respect for each other and be mindful that it is the solemn duty of each to fulfill the hopes and aspirations of the general school community and to always act within the framework of the local, state and federal laws when implementing duly constituted board policies.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Mississippi Commission on School Accreditation, Bulletin 171, Twelfth Edition, 1997  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
May 18, 1998

## ADMINISTRATIVE AND SUPERVISORY PERSONNEL POSITIONS

All administrative and supervisory positions in the school system are established initially by the board, state law, or both.

The board will approve the broad purpose and function of the position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Section 37-7-301(p); Mississippi Code of 1972  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
**REVIEWED: December 9, 2004**

## EVALUATION OF ADMINISTRATIVE PERSONNEL

The Superintendent of Schools shall annually evaluate and report to the board on the performance of all administrative personnel reporting to him, and make recommendations regarding their employment and salary status.

As assigned by the Superintendent of Schools, all other administrative personnel shall be annually evaluated by their supervisors and/or department directors.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 20, 1979

AMENDED: August 29, 1989

**REVIEWED: December 9, 2004**



## SEPARATION OF CERTIFIED ADMINISTRATIVE PERSONNEL

It is the policy of the Jackson Public School District to provide the highest possible quality of education for the students enrolled in the schools in the district. In order to achieve this goal, the board recognizes that it may become necessary from time to time to release from future employment, principals and other administrative certified personnel when their performance fails to meet the standards established by the board, or the Mississippi statutes, or when their services are no longer needed.

When a principal or any other certified administrative personnel is released from future employment under this policy, an opportunity will be provided for the employee to present matters in extenuation or exculpation to enable the board to determine whether the recommendation of non-employment is a proper employment decision and not contrary to law. It is not the intent of the Jackson Public School District to establish a system of tenure, expressed or implied.

In the event that the superintendent determines not to offer a principal or other certified administrative personnel a new contract for employment for a succeeding school year, the superintendent shall send written notice of the decision to the employee on or before March 1.

Upon the employee's written request, the employee shall be entitled to notice of the reasons and a summary of the factual basis for the decision as well as a hearing. The written request from the employee must be received by the superintendent within seven (7) days of the employee's receipt of the notice of non-reemployment.

If a hearing is requested, it shall be held before the school board or, at the board's discretion, before a hearing officer designated by the board, and shall be conducted pursuant to the "Rules of Procedure Under the School Employment Procedures Act" adopted by this school district. All proceedings under this policy shall be governed and subject to the "School Employment Procedures Act of 1977," where applicable.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Section 37-9-101 through 37-9-113; Mississippi Code of 1972  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
September 18, 1995

**REVIEWED: December 10, 2004**

## SCHOOL BUILDING ADMINISTRATION, SCHOOL PRINCIPALS

Adhering to the philosophy and objectives of the school system and in accordance with state statutes and regulations, the principal is charged with carrying out and enforcing in an efficient, effective, reasonable, fair, and uniform manner, all mandated policies, rules, regulations, and laws.

Acting with the approval of the superintendent of schools, each principal shall be the chief administrator and instructional leader of the school and is directly responsible to the designee of the superintendent.

All personnel assigned to the building shall be directly responsible to the principal.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

AMENDED: August 29, 1989

**December 10, 2004**

**REVIEWED:**

## TIME SCHEDULES

Administrators shall be at their assigned duties in their locations of responsibility when students are in attendance. When an elementary principal must be away from the building, a teacher must be designated to be in charge during that absence. Where a principal and an assistant principal are assigned to a school, every effort should be made to have one of the administrators in the building at all times.

When administrators leave their assigned responsibilities, they must inform a person on their staff of their destination, expected time of return, and where they can be reached in case of an emergency.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: August 20, 1973  
AMENDED: August 29, 1989

**REVIEWED: December 13, 2004**

## CONFERENCES AND VISITATIONS

Administrators are encouraged to attend and participate in educational meetings. Approval for attendance should be requested well in advance from the superintendent or designee. (DID)

The board encourages visits to other schools and to other school systems for the purpose of observing commendable programs and teachers. (LDG)

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

AMENDED: August 29, 1989

**REVIEWED: December 13, 2004**

## ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken within the school system, where the board has provided no guide for administrative action, the Superintendent of Schools shall have the power to act.

The superintendent's decisions, however, shall be subject to review by action of the board at its next regular meeting. It shall be the duty of the Superintendent of Schools to inform the board promptly of such action and of the need for policy.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

AMENDED: August 29, 1989

**REVIEWED: December 13, 2004**

## APPROVAL OF RESEARCH PROJECTS

All research projects undertaken in the Jackson Public School District must be approved by the superintendent. Any research endeavor must be consistent with the philosophy and goals of the school district and must provide for the possible overall improvement of the district.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: December 18, 1978

AMENDED: August 29, 1989

**REVIEWED: December 14, 2004**

## SHARED GOVERNANCE

Shared Governance is a process whereby decisions are the result of extensive participation by those affected.

Decisions made through this process are usually fairer, more acceptable, better supported, more justifiable, and better understood than those made without input from others. Further, because more information is made available, the resulting decisions are of higher quality.

Shared Governance tends to reduce pressure, tension, aggression, and dissatisfaction. The more people become involved and feel a sense of ownership in decisions, the greater will be their motivation. This ownership in turn increases morale, in addition to preparing people to accept change.

Schools function best where there is a close relationship between administration and teachers, home and school with strong, active community involvement. Shared Governance enables this relationship to develop. The resulting partnership produces benefits for students and promotes a positive climate.

Shared Governance implies that there is not only the opportunity to be involved in decision-making, but that there is also the accompanying responsibility to carry out and support those decisions once they are made.

Shared Governance is not the final answer to all problems, nor can every decision be reached by consensus. However, every effort will be made to arrive at decisions through Shared Governance unless prevented by such factors as law, regulation, policy, and time. The welfare of children must be the primary concern in all decisions. Shared Governance is a means of accomplishing this objective.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: July 21, 1980

AMENDED: August 29, 1989

**REVIEWED: December 14, 2004**



Building Tomorrow Today  
Jackson Public School District

CHA

## **SITE-BASED MANAGEMENT PLAN**

- Section I: Site or School Council: The primary goal of site-based management is to improve student academic performance by vesting greater decision-making authority in a school's parents, teachers, principal, and surrounding community. The purpose of this policy is to clarify and strengthen the District's policies on site-based management.
- Section II: School Health Council: Effective July 1, 2006, the board of trustees shall also establish a local school health council for each school which shall ensure that local community values are reflected in the local school's wellness plan to address school health. Such councils shall be established no later than November 1, 2006. The local health council's duties may include the following:
- A. Recommending age appropriate curriculum and the number of hours of instruction to be provided in health and physical education,
  - B. Recommending appropriate practices that may include a coordinated school health program designed to prevent obesity, cardiovascular disease, Type II diabetes and other health risks through coordination of health and physical education, health and nutritional services, parental involvement, instruction to prevent the use of tobacco, drugs and alcohol and promote a healthy environment, and counseling and psychological services.
  - C. Providing guidance on the development and implementation of the local school wellness plan. Beginning with the 2006-2007 school year, each local school board shall adopt a school wellness plan which shall promote a healthy lifestyle for Mississippi's school children and staff.

The principals of each school shall recommend for approval, by and through the assistant superintendents, to the board of trustees persons to serve on the local school health council. At a minimum, one (1) person from each of the following groups shall be appointed:

- (i) Parents who are not employed by the school district;



- (ii) Public school teachers;
- (iii) Public school administrators;
- (iv) District students;
- (v) Health care professionals;
- (vi) The business community;
- (vii) Law enforcement;
- (viii) Senior citizens;
- (ix) Clergy members;
- (x) Members of nonprofit health organizations; and
- (xi) Faith-based organizations.

## **I. Composition of school councils**

A. All schools in the District shall form “site councils” or “school councils.” These school councils or site councils are different from the school health councils delineated in Section II of this policy.

[The council may select either name, i.e., “site council” or “school council”].

### Decision-Making

- The site council shall make every effort to seek input from and provide information to the various stakeholder groups.
- The site council shall work toward consensus, which for purposes of these procedures, means that all agree or will accept the committee’s decision. However, action may be taken by a majority vote.
- In the event of a site council recommendation that the principal believes to be contrary to the best interest of the school program, the principal may delay implementation of the recommendation and consult with the assistant superintendent for review of the recommendation. If the principal and assistant superintendent are in agreement that the recommendation would be contrary to the school’s and/or district’s goals, the site council members and principal shall reconvene to further discuss the recommendation in question until a new recommendation can be agreed upon.
- If the site council membership so desires, it can agree to appeal to the assistant superintendent for intervention and resolution when an impasse is reached.
- At all times the site council should strive to consider the legal responsibilities of the principal as the agent responsible for accountability

in school governance. The strength of the site council's work will be in its united agreement on any recommendation made to better the education students will receive.

- The site council should participate in district sponsored site council training sessions.

### Membership

School Population	Parents	Teachers	Classified	Principal	Community Members	Students (6-12)
Under 300	3	3	1	1	1	--
Under 500	4	3	1	1	1	1
Over 500	5	4	1	1	1	1

Quorum: A quorum of membership shall be established before official action can be recommended. A quorum shall be defined as three members from parents/community and three staff members. The principal or his or her designee must be present to establish a quorum.

### Election

- The teacher representatives on the site council shall be elected at an annual meeting of the faculty of the school. The election shall take place no later than May 15, with the elected teachers to commence service effective at the first meeting of the council. The principal shall appoint a faculty member to call and chair the annual meeting to elect representatives by secret ballot.
- The classified staff representative shall be chosen by secret ballot no later than May 15 for the election of the classified member. The principal shall appoint a classified staff member to conduct the election. That staff member shall insure that all classified employees have a chance to vote.
- The parent representatives shall be elected at either the April or May PTA meeting (as determined and announced by the PTA Board) so that the committee can be involved in review of data and planning to begin the new school year. Each parent representative on the school council must be a member in good standing of the school PTA and not an employee of the school.
- The PTA minutes should reflect the distribution of the information concerning parent elections to the site council prior to the election as well as the results of the election.

- The site council should develop an active plan to involve parents in the local school, including the election of standing alternates for parent (and staff) representation on the site council to ensure adequate representation of all points of view at site council meetings.
- Spouses may comprise one parent representative. Either one, not both, can constitute representation on the council at any meeting.
- The community representative shall be elected by the other site council representatives at the first meeting after their election in the spring. The community representative shall be non-parent and non-staff and should be an individual who has demonstrated a vested interest in the school's success. Member of such groups as Parents for Public Schools, adopters, mentors, specialty partners, AMOS Network, etc., may be candidates.
- The site council shall include student representation at the middle and high school levels and also work towards providing elementary students with an active method of input. The student representative shall be the student body president. The vice-president shall serve as the alternate. The student representative's term shall commence effective with the first meeting of the council.
- Schools participating in national school models that have similar committee organizations for overseeing implementation of the models may apply for their substitution as site councils. The goal of participatory management should always be maintained.

#### Terms of School Council Representative

- All school council representatives shall serve a two-year term commencing upon their election and expiring with the next election of representatives from the representative's category, but at the exclusion of parents whose children are in the final year at the school. Parents serving on the council must have children in the same local school.
- No elected council member may serve two consecutive terms.

The election of members on the site council shall be staggered to allow continuity. Therefore, for the first election only, one-half the staff and one-half the parents/community representatives shall be elected for one year. Thereafter, the two-year term shall prevail.

## **OFFICERS**

### Non-Principal Co-Chair

- At its first meeting after the spring elections, the school council shall elect a co-chair from the non-school site council members to serve with the principal.
- The site council shall elect a secretary, who shall fulfill the duties commonly associated with the position of an organization's secretary, including but not limited to the recording and attestation of minutes of meetings, and preparation and issuance of notices of meetings and agendas. The secretary shall compile and maintain a complete and accurate list of the school council representatives, and shall furnish this list to the Superintendent.

Note: The school office shall provide support services to the Council Secretary.

## **MEETINGS**

### Number of Meetings Per Year

- The site-based council shall have not less than five meetings per year. One will be held no later than pupil report date. The council is encouraged to meet monthly and to establish a day each month on the school calendar for site council meetings. The school site council shall have flexibility to schedule its meetings according to its needs as long as it maintains the required minimum of five meetings per year.
- In addition to regularly scheduled meetings, co-chairs may agree to call a special meeting upon notice delivered to all council members no later than 48 hours before the meeting.
- In addition to regularly scheduled meetings, any representative of the council may cause a special meeting to be convened by a written request to either co-chair that is signed by six or more representatives, but such special meeting shall take place after notice from the co-chairs is personally delivered to all council members no later than 48 hours before the meeting. A quorum of membership shall be established before official action can be recommended.
- Parents should receive priority in scheduling meeting times for the school council. Meetings can occur both during and after school-day hours.

## Solicitation of Agenda Items

- Agenda items should reference issues related to overall student achievement, behavior and attitude (student, teacher, parent, and community)
- Parents and staff members should know serves on the site council. This information should be posted in the school office and in the hall. The list may also be distributed through PTA newsletters, yearbooks, and handbooks.
- Meetings dates should be posted.
- Agenda items should be presented at each meeting. Items may be submitted orally or written form that is signed or anonymous, but should be turned in one week before the scheduled meeting date. A written request is encouraged. If an emergency arises, the one-week rule should be disregarded upon agreement of a membership quorum.
- The site council chairs should have an idea box available to all members of the school community for the purpose of soliciting agenda items. Minutes of the council shall reflect the inclusion of all agenda items forwarded to and/or submitted by site members.

## **Distribution of Site Council Minutes**

- Minutes of the site council meeting shall be distributed within two weeks of the meeting to:
  - All members of the council
  - Area assistant superintendent, deputy superintendent and superintendent
  - All staff members
  - Student council members, where applicable
  - PTA Board
  - School File: "site council"
  - Public posting in school office
  - Parent/Community through newsletter, where applicable

## **PARAMETERS OF AUTHORITY**

- Each site council shall have authority to make and monitor the facilitation of recommendations affecting its school.

- Each site council shall develop and monitor a data-driven School Improvement Plan and evaluate its effectiveness. All plans must be in consideration of district, state and federal guidelines.
- School Improvement Plans should reflect the use of current data to drive the decision making process. Recommendations should include, but not limited to, the following areas:
  - School Safety Plan, entailing steps for all emergencies, crises, and policies to prevent emergencies
  - Additional resource programs that should enhance the curriculum content
  - Additional teaching materials to enhance textbooks and JPS scope and sequence. The JPS Scope and Sequence documents contain the curriculum objectives (scope) and the order in which they are to be taught (sequence).
  - Use of staff within allotment; reallocating assistant teacher funds; Title 1 staff but not individual staff assignments or reassignments. The principal shall retain the vested right to hire, dismiss, and reassign teachers and staff members when circumstances are appropriate in his/her judgment.
  - Scheduling (block, modular, thematic, regrouping)
  - Staff Development to support school and district needs
  - Facilities Needs (buildings, upgrades, additions)
  - Technology to support school improvement plan
  - School Activities Calendar and use of school-day time
    - Field Trips
    - Special observances
    - Assemblies
    - Extracurricular events
    - Fund Raising

### Budget

- Each council will review its school's budget and make recommendations to support the school improvement plan. Council minutes should reflect the review and the discussion of school budgets. The Chief Financial Officer will send each budget to the school principal and site council, as they become available during the year. Measures should be in place to protect individual personnel and financial information.
- All budgeting should be direct to support the School Improvement Plan and the goals of the district and should also meet district, state, and federal guidelines. All spending must comply with the laws that regulate use of public funds.

- Educational Enhancement Fund, (One cent sales tax money: These funds are teacher-driven, but may be incorporated into a whole-school plan if each teacher votes on its use and signs an agreement in accordance with the vote.)
  - State/Federal Monies
  - JPS Instructional Budget
  - School Wide Grants
  - General Activity Funds
  - Gifts to School (PTA, Adopter)
  - Fund-raiser Profits
  - Technology
  - Textbooks
- Council members from the local school staff should hold a meeting to inform other staff members how school monies are being distributed. The council's minutes shall reflect the reporting procedure.
- Concerns that originate from site council that impact the district operations should be referred from the school council to the Superintendent's Site Council for district-wide consideration.

#### Selection of Principal

In the event a vacancy occurs in the position of school principal, the selection procedure will be as follows:

- The non-principal co-chair of the council shall be notified promptly of the vacancy by the Office of Human Resources. The OHR will meet with site council and assistant superintendent to review (rewrite if necessary) the job description and will describe the method and schedule for advertising the position.
- At a meeting called and chaired by the appropriate assistant superintendent, the entire school council will be given a list of application and their application files. Files shall include a letter of interest, application form, letters of reference, resume, documentation of certification, background check and transcript. The Office of Human Resources shall provide the site council a list of all applicants and indicate those who do not meet the JPS requirements. Files must remain at Central Office. The Office of Human Resources should provide committees a set of potential questions and the rating procedures.
- The interview committee will determine which applicants it wishes to interview, and the committee will so advise the Superintendent or his/her designee. If no applicant is acceptable, the committee may recommend the re-posting of the position and request that an interim principal be appointed.

- The Interview Committee will include:
  - Two staff members from Site Council
  - Two parents from Site Council
  - Two central office representatives, one to be the appropriate area assistant superintendent
  - Two administrators from the same area as the vacancy

The interview committee will conduct interviews of applicants. No other person shall be permitted to be present with the committee during its deliberations. Confidentiality must be maintained by all council members on personnel matters.

- The assistant superintendent chairing the committee shall report in writing the names of the leading two or three applicants recommended by the committee, which may be in order of preference, and the rating of each committee member on each leading applicant. If applicants are unacceptable, the committee may recommend the reposting of the position and request that an interim principal be appointed.
- The Superintendent shall recommend one of the committee's preferred applicants to the Board of trustees, unless the Superintendent determines that the committee's decision is contrary to the interests of the school or the district. In this event, the Superintendent shall notify the assistant superintendent, who in turn will notify the interview committee that a recommendation cannot be made until a later date. At this time, the Superintendent may personally communicate with the committee and may also convene a meeting of the committee.
- The Superintendent retains the vested right to reassign and/or hire principals when circumstances are appropriate in his/her judgment.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: House Bill 319  
DATE: June 19, 2006



## WELLNESS POLICY

The link among nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. These patterns are also linked to a reduced risk for many chronic diseases.

The board of trustees is committed to providing a school environment that enhances learning and development of lifelong wellness practices. To accomplish these goals, the board of trustees sets forth the following components of its wellness policy:

1. Component One. The primary goal of nutrition education is to influence students' eating habits. The district will integrate nutrition education into classrooms as often as possible by using the One-Minute Nutrition Message Lesson Plans. The cafeteria will serve as a learning laboratory to allow students to apply content knowledge and critical thinking skills taught in the classroom. Students will receive consistent nutrition messages in the school, classroom, and cafeteria. The district will also share nutrition education information with families and the broader community in an effort to positively impact students and the health of the community. Families and school staff will be encouraged to participate in school meal programs and encouraged to teach children about nutrition. The district will ensure that teachers who provide nutrition education receive professional development training.

The district will continue to follow state board of education policies on competitive foods and extra food sales. The district will also establish guidelines for foods that available during the school day with the objective of promoting student health and reducing obesity in children.

2. Component Two. It is necessary and important to establish physical goals for students. The district will provide a daily structured period for physical activity for elementary students. Secondary students are encouraged to participate in JROTC, physical education classes, drill team, flag corps, performing arts,

and competitive sports. Elementary students will have up to twenty minutes of physical activity each day. During the summer, the district is committed to offering healthy physical activity programming with the City of Jackson. The district is also committed to providing professional development to content area teachers in the practice of integrating physical activity in the planning and delivery process.

3. Component Three. It is necessary and important to establish nutrition standards for all foods available at school during the school day. The board of trustees is committed to promoting policies that will make healthy food choices available to promote lifelong healthy eating habits while ensuring that all necessary nutrients are provided. A variety of choices shall be given that includes fresh leafy vegetables, fruit, 100% fruit juices, nuts, fresh salads, water, trail mix, beef jerky, reduced-fat dairy products, whole grains and other foods that contain essential vitamins and minerals. One of the board's objectives is to educate students and parents about food consumption behavior to influence healthier choices. The board is committed to offer solutions to provide the healthiest choices available on school campuses during the school day, at after-school programs, and extracurricular activities to meet its wellness goals.

The district is committed to providing adequate time for students to eat and enjoy school meals. Students will be encouraged to make food selections based on the 2005 Dietary Guidelines for Americans by emphasizing healthy menu options. School-based organizations and parent-affiliated groups are encouraged to use services, contests, non-food items, or healthy foods for fundraising activities. Vegetarian and meat-free choices will continue to be provided to students who wish to participate.

The district is committed to implementing the 2006 Mississippi Comprehensive Health Framework for secondary students and providing a Carnegie unit of comprehensive health education available for graduation.

The district will continue to offer a school breakfast and lunch program with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Mississippi Department of Education. Snack programs, if offered, will also meet those meal patterns and standards. New and amended contracts for vending machines shall have guidelines

that contain healthy appealing products such as baked items or those with no trans-fat.

The district will continue to operate child nutrition programs with qualified, professional school foodservice staff. Food safety is a key component of school food operations.

4. Component Four. It is necessary and important to set goals for other school-based activities designed to promote student wellness. Professional development for food service staff in the areas of nutrition, food safety, food preparation and other related areas shall be on-going. Students shall have access to physical activity facilities with appropriate supervision which includes, but is not limited to, existing after-school sports programs in the local schools. Information will be provided to the school community, including parents, students, staff, teachers, and community members, that promotes healthy lifestyles.

The board of trustees is committed to implementation of the wellness policy. Parents, district employees, and community persons served on the committee to develop and implement the wellness policy. The superintendent or his designee shall be responsible for ensuring that the wellness policy is implemented in accordance with the policy and procedures. Upon the recommendation of the superintendent and in accordance with state law, the board will establish and support a local health council in each school that addresses all aspects of a coordinated school health program, including the wellness policy.

This policy will be reviewed annually.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Child Nutrition and WIC Reauthorization Act of 2004, Public Law  
108-265; House Bill 319

DATE: June 19, 2006

## PUBLIC RECORDS

The following policy is adopted to comply with the requirements of the Mississippi Public Records Act of 1983, hereinafter the "Act."

### Section I: RECORDS FOR ACCESS

All "public records" maintained by the district, as defined by the Act, shall be made available for access and duplication, subject to the exceptions and requirements of these policies, and other state or federal laws.

### Section II: REQUESTS FOR ACCESS

Requests for access to public records shall be filed in writing, on forms provided, with the Superintendent of Schools. The request must state with sufficient specificity the nature, location, and description of the public records sought in order to enable the appropriate official(s) of the district to obtain the records for review and/or duplication. In the event that the request lacks sufficient clarity or is otherwise unduly burdensome, it will be returned to the originator for clarification or correction. All requests to inspect or duplicate public records must be filed between the hours of 9 a.m. and 3 p.m., on any working day in the superintendent's or designee's office. Requests for inspection and/or duplication of records shall be honored at such time during the day as the documents are not being used by the appropriate officials of the district. After the records are located and made available for inspection and/or duplication, the originator of the request will be notified of a time, place, and date, not later than fourteen (14) days from the date of the receipt of the request, to allow inspection and/or duplication.

### Section III: FEES CHARGED

Requests for public records, such as information made available for general distribution, shall be made available at no charge.

As allowed by statutes for requests made for public records that require staff time to research, review, duplicate, and mail, a charge will be applicable.

All applicable charges shall be paid to the district in advance of complying with any requests pursuant to the following schedule:

Photocopying, Searching & Reviewing      60 cents per page

### Section IV: EXEMPT RECORDS

The following records are exempt from the Act and from this policy and shall not be subject to disclosure, except under other authority and under appropriate circumstances:

1. Records furnished to public bodies by third parties which contain trade secrets or confidential, commercial, or financial information, as provided by the Act.

2. Records which are confidential or privileged, as provided by constitution, statutory, or case law of this state or of the United States.
3. Records which are developed among judges, judges and their aides, and juries.
4. Personnel records, including but not limited to applications for employment, test questions and answers used in employment examination, and letters of recommendation.
5. Records which represent and constitute the work product of an attorney representing the district, records which are related to litigation by or against the district, or in anticipation of prospective litigation, and communications between the district and the attorney in the course of an attorney-client relationship.
6. Records which would disclose information about a person's individual tax payment or status.
7. Records concerning the sale or purchase of property for public purposes prior to the announcement of the purchase or sale where the release of the record would have a detrimental effect on the sale and purchase.
8. All educational records of students and former students, as defined by Policy JCF and by the Federal Privacy Act; such exemption shall also apply to letters of recommendation respecting admission to any educational agency or institution.
9. Records that are maintained regarding the process of detection and investigation of unlawful activity, in addition to such records as defined in Section 45-29-1 of the Mississippi Code of 1972.
10. Commercial and financial information of a proprietary nature required to be submitted to the district.

**Only records that exist at the time of the request shall be made accessible to the public.**

Section V: DENIAL OF ACCESS

In the event that the district denies a request for access to or copies of public records, the denial will be in writing and contain a statement of the reasons for the denial. The district will maintain a record of all denials for a period of three (3) years.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Section 25-61-3 through 25-61-17; 37-11-5; Mississippi Code of 1972  
DATE: July 1, 1983  
AMENDED: July 16, 1990  
August 16, 1993

## GOALS AND OBJECTIVES

### Fiscal Management

The board recognizes that quality education is the central purpose of the district and that fiscal management must be used as a tool to achieve this purpose. The achievement of the district's purposes can best be reached through sound fiscal management.

The district shall operate a fiscal management system which is educationally sound and which provides an annual operational budget approved by the State Superintendent of Education.

The district shall account for all funds made available to the school district. Appropriate budget revisions shall be made in accordance with state laws. The school district shall have current certified audit reports which indicate that the district has in place a system of financial accounting prescribed by the State Department of Audit and that the financial records present fairly the assets and liabilities of the school district. Books shall be posted on a current monthly basis. Purchases of equipment, supplies and materials shall be made on a timely basis to ensure that delivery is coordinated with user's needs. Instructional equipment, supplies and materials purchased shall relate to the successful implementation of the district's approved educational plan.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Mississippi Commission on School Accreditation, Standards 41-47, Bulletin 171, Tenth Edition, 1988

DATE: December 18, 1978

AMENDED: July 21, 1986

October 16, 1989

**REVIEWED: January 11, 2007**

## ANNUAL OPERATING BUDGET

### Section I: IDENTIFICATION

The annual operating budget is the financial plan for the operations of the school system. It provides the framework for both expenditures and revenues for the year and translates into financial terms the educational programs and priorities of the district.

The school budget represents planned expenditures of funds under control of the school board and requires the board's approval. Tax funds are budgeted for maintenance, operation and debt service. Auxiliary budgets, contained in the maintenance and operation budget, in which part of the resource comes from state reimbursement and ticket sales, are adult education, vocational education and interscholastic athletics budgets. Budgets for operations requiring no direct tax funds are the School Food Service Budget and the W. W. Lake Memorial Library Budget.

### Section II: NEEDS

The basal determinant in budget adoption is program need and goals of the school system. Program need may be expressed in terms of facility, staff, supply, equipment, furniture, services, and fixed charges. Need is largely based on experience of operation and on justified changes or innovations in the program. Supplies are classified as office, general school, instructional, and maintenance and operations.

### Section III: ALLOCATIONS

Budgeted funds provide resources for making allocation to the needs outlined in the school budget. From funds provided for the division of instruction, each school unit receives allocations for instructional equipment and supplies, office supplies, and library needs, appropriate to the level of instruction, type of program, and number of pupils served. Usually these allocations relate to number of pupils served, and are subject to adjustment occasioned by any significant change from projected enrollments made for the ensuing year.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Mississippi Commission on School Accreditation, Standards 41-47, Bulletin 171, Tenth Edition, 1988

DATE: December 18, 1978

AMENDED: July 21, 1986

October 16, 1989

**REVIEWED: January 11, 2007**



## BUDGET GOALS AND OBJECTIVES

In developing each operating annual budget, it will be the policy of the board to provide an optimum educational program for the children of Jackson, consistent with the taxpayers' ability to support such a program and effort to achieve a balanced school budget.

The balanced budget shall be organized so as to facilitate accomplishment of the objectives as stated in the district's Five Year Plan and:

To enable the Jackson Public School District Board of Trustees to carry out the local educational and local fiscal policies embodied in the budget

To control and facilitate fiscal management

To facilitate the gathering of accurate and reliable fiscal data on the operation of the Jackson Public School District

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989

## FISCAL YEAR

The fiscal year as established by law is July 1 through June 30.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Section 37-61-1; Mississippi Code of 1972

DATE: December 18, 1978

AMENDED: October 16, 1989

**REVIEWED: January 11, 2007**

## BUDGET PREPARATION AND DEADLINE

The board shall, on or before July 15 of each year, prepare and file with the state superintendent of public education at least two copies of a budget of revenues and expenditures for the support, maintenance and operation of the schools of the district for the fiscal year commencing July 1 of the year in which such budget is filed.

The budget shall contain a detailed statement of the estimated amounts to be expended and those revenues which will be available. This budget shall be prepared on forms prescribed by the State Department of Education. In addition to the budget information, the budget shall contain such other information as the State Department of Education may require.

Prior to the adoption of the budget, the school board shall hold at least one (1) public hearing to provide the general public with an opportunity to comment on the proposed budget. The public hearing shall be held at least one (1) week prior to the adoption of the budget with advance notice. After final adoption, the budget shall be published in the local newspaper having general circulation in the school district.

On or before July 15, the superintendent shall submit the annual budget as approved by the board to the Jackson City Council.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Section 37-61-9; Mississippi Code of 1972

DATE: December 18, 1978

AMENDED: October 27, 1986

October 16, 1989

**REVIEWED: January 11, 2007**

## BUDGET PREPARATION PROCEDURES

Budget planning shall be an integral part of program planning so that the budget may effectively express the implementation of all programs and activities of the school system. Budget preparation shall be a process involving broad participation, beginning with the user, and involving the administrative staff, superintendent and board of trustees.

The budget drafted for consideration and subsequent action upon the part of the board, will contain requests for revenues for current expense needs and regular capital outlay items.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Mississippi Commission on School Accreditation Standard 41, Bulletin 171, Tenth Edition, 1988

DATE: August 20, 1979

AMENDED: October 27, 1986

October 16, 1989

**REVIEWED: January 11, 2007**

## STAFF INVOLVEMENT

The board acknowledges that the budget directly affects all employees and therefore needs to be cooperatively planned.

Administrators, supervisors, teachers and other personnel throughout the school system may, in the manner designated by the superintendent, be given an opportunity to participate in the budget preparation process.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Mississippi Commission on School Accreditation Standard 45, Bulletin 171, Tenth Edition, 1988

DATE: August 20, 1979

AMENDED: October 27, 1986  
October 16, 1989

**REVIEWED: January 11, 2007**

## CURRICULUM MATERIALS AND INSTRUCTIONAL SUPPLIES

The budget allocation for classroom supplies, libraries, and curriculum materials shall be made on an equitable basis among all schools, and shall meet or exceed the Mississippi Commission on School Accreditation requirements.

There shall be no disparity in the per-pupil expenditure for curriculum materials and instructional supplies among the elementary schools, or the junior high schools, or the senior high schools. Each category of school shall be treated equitably.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Mississippi Commission on School Accreditation Standard 48, Bulletin 171, Tenth Edition, 1988

DATE: April 21, 1982

AMENDED: October 27, 1986

October 16, 1989

**REVIEWED: January 11, 2007**

## ADOPTION PROCEDURES

Before the close of each fiscal year, the superintendent shall prepare a budget for the ensuing year for consideration by the board. The budget shall comply in all respects with the limitations imposed by statute.

The prepared budget, resulting from the combined efforts of the staff, administrative personnel, superintendent and board of trustees, together with a budget message, shall be submitted to the board. The budget message, should, but need not, be submitted at a formal meeting of the board. The message should contain a concise explanation of the educational goals fixed by the budget for the budget year, should set forth the reasons for stated changes from the previous year in program goals, programs, and appropriation levels, and should explain any major changes in educational or fiscal policy .

Prior to the adoption of the budget, the school board shall hold at least one (1) public hearing to provide the general public with an opportunity to comment on the proposed budget. The public hearing shall be held at least one (1) week prior to the adoption of the budget with advance notice. After final adoption, the budget shall be published in a newspaper having general circulation in the school district.

The superintendent shall file a copy of the budget in his office where it shall remain available for public inspection.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Section 37-61-9; Mississippi Code of 1972

DATE: December 18, 1978

AMENDED: October 27, 1986  
October 16, 1989

**REVIEWED: January 11, 2007**

## ENCUMBRANCES

The Jackson Public School District shall use an accounting system that records and shows encumbrances outstanding against each category of expenditures.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: December 18, 1978

AMENDED: October 16, 1989

**REVIEWED: January 11, 2007**



## PERIODIC BUDGET RECONCILIATION

The Board of Trustees may make application to the state superintendent of public education for revision of the budget at any time during the fiscal year, by increasing or decreasing the items of the budget in proportion to the increase or decrease in the estimated revenues.

The superintendent or the designee shall furnish to the school board a financial statement of receipts and disbursements, by funds, on or before the tenth day of each month covering the prior month. The school board is authorized to investigate and audit all financial records of the superintendent at any and all times.

The superintendent or designee shall furnish annual reports to the board of all money received by the district, from what sources, and of all monies expended and for what purposes. If required, the reports shall be accompanied by vouchers and other papers necessary to prove their correctness. Periodic statements of the financial condition of the district will be provided the board.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Section 37-61-21, 37-9-18; Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989

**REVIEWED: January 11, 2007**

## STATE AND FEDERAL AID ELIGIBILITY DETERMINATION

The state allocates the district's portion of state funds in accordance with provisions of the minimum education program funds.

Local funds are generated by levying mileage on district's taxable properties.

In addition, this district may accept, receive, and administer funds or financial assistance from any federal act. All such activities will be coordinated with the State Department of Education and State Board of Education as required.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: December 18, 1978

AMENDED: October 16, 1989

**REVIEWED: January 11, 2007**

## DEBT LIMITATION

The Jackson Public School District Board of Trustees shall not issue bonds in an amount which, added to all of its then outstanding bonded indebtedness, shall result in indebtedness of more than fifteen (15) percent of the district's assessed valuation.

Limitation of indebtedness may be exceeded under the following conditions:

When the total number of students enrolled at any one time during the school year shall have increased by at least fifty (50) percent within the preceding five (5) years, but such exception shall not exceed twenty-five (25) percent of the assessed value of the District's taxable property. However, the pupil increase shall apply only to growth in pupil enrollment and shall not apply to pupil increases brought about by consolidation of school districts.

For purposes of constructing, reconstructing, repairing, equipping, remodeling, or enlarging school buildings and related facilities, but such exception shall not exceed twenty (20) percent of the assessed value of taxable property in the district.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Section 37-59-5, 37-59-7; Mississippi Code of 1972

DATE: December 18, 1978

AMENDED: September 17, 1984

October 16, 1989

**REVIEWED: January 11, 2007**

## LOCAL TAX AND STATE REVENUES

Revenues accruing to the administrative unit by virtue of the minimum education program, and taxes levied by or on behalf of the Jackson Public School District pursuant to legislation regarding tax levy by municipal governing authorities for the benefit of the district, shall be remitted to the school finance officer by the officer having custody thereof.

Fund due from the common school fund and the minimum education fund shall be paid on or about the twenty fifth of each month at approximately 1/12 (one twelfth) of the total entitlement.

Ad valorem taxes imposed and levied by the city council for or on behalf of the school district, shall be collected and distributed to the school district by the county tax collector.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Section 37-19-47; Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989  
**REVIEWED: January 11, 2007**

## REVENUES FROM FEDERAL SOURCES

It is the objective of the Jackson Public School District Board of Trustees to provide equal educational opportunities for all children enrolled within the school district.

In order to provide the best educational opportunities possible for children of the district, it shall be the district's objective to seek as many sources of revenue as possible to supplement the funds provided by local taxation and the basic aid offered by the state.

The district shall participate in federal aid programs which provide direct educational auxiliary services or opportunities to students enrolled in the district.

The directors of the various federal projects of the district shall manage cash so that draws of federal monies are as close as administratively feasible to the related program expenditures.

Monthly request for additional funds for federal projects shall be identified and submitted to the Mississippi State Department of Education no later than the tenth of each month. It shall be the goal of the Board to effectively monitor the receipt and expenditure of all federal funds to ensure that cash balances are neither excessive nor negative each month.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF. Section 27-19-21, 37-19-23, 37-19-35, 37-19-37, 37-47-9; Mississippi Code of 1972  
DATE: December 8, 1978  
AMENDED: October 27, 1986  
October 16, 1989  
April 26, 1994  
  
**REVIEWED: January 11, 2007**

## BOND SALES

Upon the favorable vote of three-fifths (3/5) of the qualified voters of the municipality, the governing authorities, on behalf of the school district, shall issue negotiable bonds as specified, to raise money for the erection, repair, and furnishing of school buildings and related facilities, as provided by law.

All bonds issued by the municipality on behalf of the district shall mature annually, with all maturities not longer than twenty (20) years. Such bonds shall not bear a greater overall maximum interest rate to maturity than eleven (11) percent per annum. No bond shall bear more than one rate of interest.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF. Section 37-59-3, 37-59-11, 37-59-17, 37-59-27, 75-17-101; Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989

**REVIEWED: January 11, 2007**

## GRANTS

The board may accept funds from foundations or private sources and comply with the conditions and requirements necessary for the acceptance and use of grant funds.

Additionally, where beneficial to the students or personnel of this district, the superintendent may sponsor or conduct educational research and special projects.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: December 18, 1978

AMENDED: October 16, 1989

**REVIEWED: January 11, 2007**

## **COST SHARING**

In some cases, the Jackson Public School District (JPSD) may be required to provide cost sharing or matching funds as a condition for the receipt and maintenance of a grant or award.

**Cost sharing or matching** means that portion of project or program costs not borne by the Federal Government.

The following requirements modified from OMB Circular A-110 shall be JPSD's guidelines for receipt of and documentation procedures for cost sharing:

(a) All contributions, including cash and third party in-kind, shall be accepted as part of the JPSD's cost sharing or matching when such contributions meet all of the following criteria.

(1) Are verifiable from the JPSD's records. (NOTE: A cost ledger shall be prepared to account for all reported cost sharing or matching).

(2) Are not included as contributions for any other federally-assisted project or program.

(3) Are necessary and reasonable for proper and efficient accomplishment of project or program objectives.

(4) Are allowable under the applicable cost principles.

(5) Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.

(6) Are provided for in the approved budget when required by the Federal awarding agency.

(7) Conform to other provisions of this Circular, as applicable.

(b) Unrecovered indirect costs may be included as part of cost sharing or matching only with the prior approval of the Federal awarding agency.

(c) Values for JPSD contributions of services and property shall be established in accordance with the applicable cost principles. If a Federal awarding agency authorizes the JPSD to donate buildings or land for construction/facilities acquisition projects or long-term use, the value of the donated property for cost sharing or matching shall be the lesser of (1) or (2).

(1) The certified value of the remaining life of the property recorded in the JPSD's accounting records at the time of donation.

(2) The current fair market value. However, when there is sufficient justification, the Federal awarding agency may approve the use of the current fair market value



of the donated property, even if it exceeds the certified value at the time of donation to the project.

(d) Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program. Rates for volunteer services shall be consistent with those paid for similar work in the JPSD's organization. In those instances in which the required

skills are not found in the JPSD organization, rates shall be consistent with those paid for similar work in the labor market in which the JPSD competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.

(e) When an employer other than the JPSD furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (plus an amount of fringe benefits that are reasonable, allowable, and allocable, but exclusive of overhead costs), provided these services are in the same skill for which the employee is normally paid.

(f) Donated supplies may include such items as expendable equipment, office supplies, laboratory supplies or workshop and classroom supplies. Value assessed to donated supplies included in the cost sharing or matching share shall be reasonable and shall not exceed the fair market value of the property at the time of the donation.

(g) The method used for determining cost sharing or matching for donated equipment, buildings and land for which title passes to the JPSD may differ according to the purpose of the award, if (1) or (2) apply.

(1) If the purpose of the award is to assist the JPSD in the acquisition of equipment, buildings or land, the total value of the donated property may be claimed as cost sharing or matching.

(2) If the purpose of the award is to support activities that require the use of equipment, buildings or land, normally only depreciation or use charges for equipment and buildings may be made. However, the full value of equipment or other capital assets and fair rental charges for land may be allowed, provided that the Federal awarding agency has approved the charges.

(h) The value of donated property shall be determined in accordance with the usual accounting policies of the JPSD, with the following qualifications.

(1) The value of donated land and buildings shall not exceed its fair market value at the time of donation to the JPSD as established by an independent appraiser (e.g., certified real property appraiser or General Services Administration representative) and certified by a responsible official of the JPSD.

(2) The value of donated equipment shall not exceed the fair market value of equipment of the same age and condition at the time of donation.

(3) The value of donated space shall not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately-owned building in the same locality.

(4) The value of loaned equipment shall not exceed its fair rental value.

(5) The following requirements pertain to the JPSSD's supporting records for in-kind contributions from third parties.

(i) Volunteer services shall be documented and, to the extent feasible, supported by the same methods used by the JPSSD for its own employees.

(ii) The basis for determining the valuation for personal service, material, equipment, buildings and land shall be documented.

As noted before, all cost sharing or matching shall be maintained in a cost ledger and shall have supporting documentation.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: June 14, 2004

## **FEDERAL CASH TRANSACTION REPORTING**

In calculating federal request for funds, the Jackson Public School District shall use the following procedures:

Using district expenditure reports, the JPSD shall record total grant expenditures from the beginning of the fiscal period to the current report date.

There shall be a calculation of projected short-term (less than 30 days) grant expenditure needs if grant guideline allow for such projections, and there shall be documentation to support the projection made.

Using district revenue records, the JPSD shall record the total grant revenues received up to the current report date.

To calculate the request for funds, the JPSD shall add the total grant expenditures to the projected short-term expenditure needs and subtract the total grant revenues received and the difference of grant revenues below grant expenditures will be the amount of the cash request. If grant revenues equal or exceed grant expenditures and projected short-term grant expenditures, no cash request shall be made. In no case shall total cash requests exceed the grant award amount.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: June 14, 2004

## LEASING OF BUILDINGS AND GROUNDS

Upon authorization by the board, the president and the secretary of the board shall be empowered to execute a lease for property not needed for school purposes, to any group of persons, to any organization, club or corporation or to any country, municipality or other political subdivision for use of a civic, community, recreational or youth center, or to be used by any country or district fair association in connection with its activities, or to be used for church purposes, or as a library or other public building or as a factory or other industrial enterprise.

Upon board approval of the lease, the superintendent shall make rules and regulations covering the use of such buildings.

At its discretion, the board may lease school lands for oil, gas, and mineral exploration and development, upon such terms and conditions as the board deems proper and advisable.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Section 37-7-471, 37-7-473, 37-7-475, 37-7-305; Mississippi Code of 1972

DATE: December 18, 1978

AMENDED: October 16, 1989

## USE OF SCHOOL FACILITIES

### Section I: USE CLASSIFICATION

A permit may be issued by the superintendent or designee for occasional use of school facilities or equipment to responsible organized groups for school related and community activities approved by the Jackson Public School District provided use by others is not on a continuing basis and will not interfere with the school program. Political campaigning on the premises or facilities is not allowed. Use of the facilities or premises for elections and governmental public forums is permissible. It should be understood that facilities are not available for educational or community activities of an extended frequency and duration, other than those sponsored by the school district. Reimbursement of cost for the approved use thereof, according to the schedule of expenses shown on application, shall be requested by the superintendent to be made at least seventy-two (72) hours in advance of the expected use, to the Jackson Public School District, 101 Near Street. No arrangements are considered made or complete until full payment has been received.

For activities of an educational nature, certain school facilities may be made available to groups at times or in ways which will not interfere with the school program.

Written application shall be made on the form approved by the board.

### Section II: CONDITIONS FOR USE OF SCHOOL FACILITIES

Use of certain school facilities is subject to the following conditions:

1. Applications must be made at least seven (7) days prior to date of intended use;
2. Applications shall not be considered in advance of the current fiscal year beyond the seven (7) days specified in condition one;
3. Refreshments shall not be served in the auditorium or in the gymnasium. JPSD policy strictly prohibits the use of tobacco products and alcoholic beverages on school premises (GBEN and GBEM).
4. The city ordinance regarding smoking, exit control, and seats in aisles, shall be observed, as shall all other city ordinances and local or state laws applicable to public building use;
5. Persons attending meetings shall be required to go directly to the facility for which application is made and to leave by the most direct exit;
6. Portable sound or visual equipment shall be furnished by and at the expense of the applicant;
7. Equipment available for use in the auditorium shall consist of tables, chairs, podium, lectern, and American flag;

8. Regulations governing use of facilities as stated in the application form must be observed;
9. Use of the kitchen is strictly prohibited;
10. Failure of the applicant to comply with any of the foregoing conditions all constitute cause for cancellation of privilege to future use; and
11. The group must agree to hold harmless or indemnify the school district and list the school district as an additional insured.

### Section III: NONDISCRIMINATORY PRACTICES

The Jackson Public School District does not permit the practice of discrimination in granting permission for use of its facilities by any organization or group which excludes persons from participation because of race, color, sex, creed, or national origin. Applicants for the use of school facilities must agree not to engage in or permit such discrimination while using school property.

### Section IV: LIABILITY INSURANCE

A public liability insurance policy which insures this school district against loss due to bodily injury or property damage shall be required in the amount of \$1,000,000 against loss due to bodily injury and property damage, prior to utilizing the facility and shall be in effect during the full term of use of any facility. The policy must be presented with payment.

Coverage shall be evidenced by a valid written certificate of insurance from an insurance company licensed to do business in Mississippi. The Board of Trustees of the Jackson Public School District shall be named as insured or additionally insured during the term of use of the facility. Said certificate must state policy limits, types of coverage, date(s) of coverage, and signature(s). No setup, rehearsal, or event shall commence unless and until the superintendent or designee receives proof of coverage, even if rental fees have been paid. Coverage must provide for ingress and egress on school property to facilities being used.

Securing the required insurance coverage shall be the responsibility of the individual renting the facility at his/her sole cost and expense.

Individuals, businesses, governments, agencies, and organizations having public liability coverage should contact their agent regarding this requirement prior to completing this application. Others should see a reputable agency to secure coverage prior to completing their application.

School related uses of facilities in which the school related class, club, or organization uses the services of an individual, group, or business in a joint business relationship shall meet the insurance requirement before the activity takes place.

Section V: NONCOMPLIANCE WITH DISTRICT POLICIES

The applicant understands that upon failure to comply with any and all of the policies on use of certain school facilities, the board may terminate and cancel all rights and privileges of the applicant to use the facilities or equipment. Any failure to terminate such privileges for the breach of the conditions shall not constitute a waiver of the right to do so because of any other violation of said requirements. Furthermore, the board is authorized to make repairs to any damaged building or equipment, or to replace same in event of complete destruction or loss resulting from use of the building or equipment, and to bill the applicant for same.

Section VI: REPORT ON USE OF SCHOOL FACILITIES

A report on the use of school facilities shall be provided to the board at reasonable intervals.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Miss. Code Ann. §37-7-301(k)

DATE: December 18, 1978

AMENDED: October 27, 1986  
October 16, 1989  
September 19, 1994  
December 14, 1998  
December 15, 2003  
May 15, 2006

**JACKSON PUBLIC SCHOOL DISTRICT**  
Jackson, Mississippi

School Year \_\_\_\_\_ - \_\_\_\_\_

**APPLICATION FOR USE OF SCHOOL FACILITY**

Date of Application: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Description of Activity (Give a brief description of the activity and its purpose) \_\_\_\_\_

\_\_\_\_\_

Check facility desired and fill in dates, opening hour and closing hour. The rate is established on the basis of a minimum two-hour session and **does not** include **custodial** and **supervisory** services deemed necessary by the Executive Director of Facilities. Such rates **does not** include **security guards** or other services, which may be deemed necessary by and are the responsibility of the applicant.

Total cost will be calculated in the last column by the Executive Director of Facilities when application is received. The rate for each additional hour or major fraction thereof shall be 50 percent of the two-hour rate. Opening and closing hours should include time needed for all decorating, arranging, and other pre- and post- function work.

<b>FACILITY/SECONDARY SCHOOLS</b>	<b>DATE(S)</b>	<b>OPEN</b>	<b>CLOSE</b>	<b>RATE</b>	<b>COST</b>
Auditorium				\$150.00	
Lunchroom (not kitchen)				\$100.00	
Library				\$50.00	
Visual Education Room				\$50.00	
Band Room				\$50.00	
Classroom				\$50.00	
Gymnasium				\$150.00	
<b>OTHER</b>					
Playground				\$100.00	
Custodial Services				\$20.00	
Supervisory and Guard Services (when required)				\$20.00	
<b>TOTAL</b>					

<b>FACILITY/ELEMENTARY SCHOOLS</b>	<b>DATE(S)</b>	<b>OPEN</b>	<b>CLOSE</b>	<b>RATE</b>	<b>COST</b>
Auditorium				\$125.00	
Lunchroom (not kitchen)				\$100.00	
Classroom				\$50.00	
Playground				\$100.00	
Custodial Services				\$20.00	
Supervisory and Guard Services (when required)				\$20.00	
<b>TOTAL</b>					

The applicant understands that upon failure to comply with the Jackson Public School Policy KG/DEGA and any or all of the conditions stated therein, the Board of Trustees of the Jackson Public School District or its designee may terminate and cancel all privileges of the undersigned representative or group to use said facilities and/or equipment provided therein, but any failure to terminate such privileges for the breach of said conditions within any particular time period shall not constitute a waiver of the right to do so for any specific breach or as to any other violation of said requirements.



Furthermore, as authorized by board policy, the undersigned applicant understands that he shall be responsible for the costs of any repairs and/or replacements necessary due to any damages or destruction resulting from use of said building or equipment. The applicant agrees to hold harmless and indemnify the Jackson Public School District for any negligent or intentional acts.

Policy KG/DEGA is hereto and incorporated herein as part of this application.

**NOTE: All applicable fees and insurance requirement shall be presented and paid to JPSD at least 72 hours prior to the event. No final arrangements will be made until all necessary payments and insurance has been submitted.**

\_\_\_\_\_  
Group/Organization

\_\_\_\_\_  
Address (including zip code)

\_\_\_\_\_  
Representative Printed Name

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Title of Representative

\_\_\_\_\_  
Office/Contact Number

**RETURN APPLICATION TO:**

Executive Director for Facilities and Operations  
Jackson Public Schools Administrative Office  
101 Near Street  
P. O. Box 2338  
Jackson, MS 39225-2338  
(601) 960-5412 – FAX  
(601) 960-8784 - OFFICE

**JACKSON PUBLIC SCHOOL DISTRICT**  
Jackson, Mississippi

School Year 20\_\_ - 20\_\_

**APPLICATION FOR USE SCHOOL ATHLETIC FIELDS**

**Date of Application:** \_\_\_\_\_ **Date Requested:** \_\_\_\_\_

**Facility Requested:** \_\_\_\_\_

**Description of Activity: (Give a brief description of the activity and its purpose)**

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Check facility described and fill in dates, opening hour, and closing hour. The rate is established at time of use and event and does not include the following:

1. Custodial and supervisory services deemed necessary.
2. Lining the field (for football)
3. Supervising proper utility operation and
4. Use of the following football field equipment, the head linesman chair, the down market, such as permanent electrical or mechanical equipment that is located at the subject field.

No arrangements shall be made until payment and liability insurance has been received by this office 72 hours prior to use.

However, such rates do not include use of the public address equipment or dressing rooms. Security guards or other services, which may be deemed necessary, are the responsibility of the applicant.

The Executive Director will calculate total cost in the last column when the application is received. Opening and closing hours should include time needed for all pre and post function work.

Facility	Dates	Open	Close	Rate	Cost
Newell Field 7:00 a.m. – 3:00 p.m.				400.00	
Newell Field 3:00 p.m. – 11:00 p.m.				800.00	
Hughes Field 7:00 a.m. – 3:00 p.m.				400.00	
Hughes Field 3:00 p.m. – 11:00 p.m.				800.00	
N. Jxn Field 7:00 a.m. – 3:00 p.m.				400.00	
S. Jxn. Field 3:00 p.m. – 11:00 p.m.				800.00	
Practice Fields				200.00	
<b>TOTAL</b>					

The applicant understands that upon failure to comply with the Jackson Public School Policy KG/DEGA and any or all of the conditions stated therein, the Board of Trustees of the Jackson Public School District or its designee may terminate and cancel all privileges of the undersigned representative or group to use

said facilities and/or equipment provided therein, but any failure to terminate such privileges for the breach of said conditions within any particular time period shall not constitute a wavier of the right to do so for any specified breach or as to any other violation of said requirements.

Furthermore, as authorized by Board policy, the undersigned applicant understands that he shall be responsible for all costs of any repairs and/or replacements necessary due to any damage or deconstruction resulting from use of said building or equipment.

Policy KG/DEGA is hereto and incorporated herein as part of this application.

_____	_____
Group/Organization	Address
_____	_____
Representative Signature	Office Telephone
_____	_____
Title of Representative	Home Telephone

**RETURN APPLICATION TO:** Mr. Fred D. Davis, Executive Director  
Jackson Public Schools Administrative Office  
101 Near Street  
Jackson, Mississippi 39203

ADMISSION AND GATE RECEIPTS

When there is a charge for admission to a school event, athletic or otherwise, a report is to be made on the "Proof of Ticket Sales" form. A copy of such report is to be kept in the principal's office as proof of the correctness of the receipt written for funds collected from the event. Copies of this report and/or deposit slips shall be sent to the finance office of the district.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: December 18, 1978

AMENDED: October 16, 1989

**REVIEWED: March 3, 2005**

## CONCESSIONS

### Part 1

The board may let concession rights on a bid basis for serving appropriate light refreshments, selling novelties, etc., to spectators at interscholastic games or other exhibitions.

A written contract or agreement is required to assure satisfactory performance and service, and to specify and control the sale of refreshments and other appropriate items at a fair price.

Concession service may be provided at interscholastic athletic or other exhibitions held on school-owned or rented properties where such service is in keeping with the nature of the activity and facility used.

Funds derived from such contract shall be paid into the district depository.

### Part II

Under certain circumstances the concession rights may be operated by the district under the direction and supervision of the superintendent or designee.

Funds derived under this type of service shall be paid into the district depository under the direction of the Finance Office.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: December 18, 1978

AMENDED: October 16, 1989

REVIEWED: May 3, 2006

## DAMAGE OR LOSS CHARGES

Following discovery of damage or loss of school properties, the principal shall make written report to the superintendent or designee as to the nature and estimated cost of damage, or current replacement price of loss. (EB)

The administrative officer reporting damage to or loss of school property shall submit known names and addresses of the party or parties responsible for damage or loss. In the case of a minor, the name and address of his parent or legal guardian shall be given also. If responsible persons' names are obtained subsequent to the report, such information is to be submitted forthwith in writing. The superintendent or designee shall have loss or damage evaluated and direct the finance office to invoice the parties involved for the amount of damage or loss. On receipt of payment the administrator making the report will be notified by the finance office that payment has been made.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: October 16, 1989

FEES

Certain courses carry special requirements for which charges are made. These fees are used to cover partial cost of materials and supplies used in the course. Full collection of all fees at the opening of school is preferable.

Fees can only be charged to the students with the approval of the principal. A receipt will be issued all students for all fees charged. (JCK)

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: December 18, 1978

AMENDED: October 16, 1989

**REVIEWED: March 3, 2005**

## TUITION INCOME

### Section I: REGULAR SESSION

Students who live outside the Jackson Municipal Separate School District but attend schools in the district with board approval are required to pay tuition. Tuition shall be paid in advance on a school month basis to the finance office where proper receipt shall be issued and the funds transmitted to the district depository. Students enrolling during a current month shall be charged on a pro rata basis for which the length of the school month shall be determined from the currently adopted school calendar. (JBG)

### Section II: SUMMER SESSION

Students shall pay the summer tuition prior to enrollment. The responsibility for collecting and receipting for these funds shall be delegated to the principals of the schools where the student is in attendance. Prenumbered duplicate receipts shall be issued to the students upon payment of the tuition. Reporting and transmitting collections to the finance office shall be the responsibility of the principals, according to a schedule determined by the superintendent or designee prior to the opening date of each summer session.

### SECTION III: ADULT EDUCATION FEES AND TUITION

Adults enrolling in certain classes may be subject to a registration fee to be used in providing instructional materials for the conduct of such classes. Such fees shall be expended at the direction of the principal and handled as other fees in the district. Adult education fees and tuition shall be collected and receipted by the teachers. The reporting of the fees shall be to the finance office, according to a schedule as determined by the superintendent or designee.

### SECTION IV: AMOUNT OF FEES

The exact amount of tuition and fees are set annually by the board.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: December 18, 1978

AMENDED: October 27, 1978

October 16, 1989

**REVIEWED: March 3, 2005**



## GIFTS AND BEQUESTS

The board encourages the development of proposals to private foundations and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, and research and development. All such activities are to meet the following criteria:

They are based on a specific set of internal objectives that relate to the established goals and objectives of the district.

They are to provide measures for evaluating whether or not project objectives are being, or have been achieved.

The execution of all projects is to conform to state and federal laws, and to the policies of the board.

The board may accept and administer any donation that may be made to it for educational or literary purposes.

A donor making a donation of property to the board may prescribe the manner in which the property shall be administered and the object to which it or any part thereof, or the revenues from same, shall be applied.

The board as donee shall administer the property entrusted to it in conformity with the directions contained in the act of donation, for this purpose it is vested with all the necessary powers of administration. Assets which are donated to the school district must be recorded at their fair market value at the date of donation. The school board must acknowledge in their official minutes who will maintain title of ownership to the donated assets.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989

## INVESTMENT EARNINGS

Any funds in excess of the sums which will be required to pay current obligations and funds by law that cannot be used for the payment of current obligations or expenses of the district may be invested.

Funds may be invested in any approved depository within the district in the form of certificates of deposit or such other forms of time deposit as State Statutes allow.

Money may also be invested in the following types of securities:

Obligations or bonds of the United States of America

Obligations of any agency of the United States of America if the payment of interest and principal of such obligations are fully guaranteed by the United States of America.

Obligations or bonds of the State of Mississippi

Bonds and notes of any Mississippi local government, which have been approved by a reputable bond attorney or have been validated by a decree of the Chancery Court

The Board of Trustees authorizes the superintendent to handle all investments for the school district as the chief executive officer.

The superintendent or his designee shall have the power to purchase, sell and exchange securities on behalf of the board. The investment program shall be so managed that investments and deposits can be converted into cash when needed.

Securities and Certificates of Deposit shall be in the custody of the designee of the superintendent who shall be responsible for their safekeeping and for keeping accurate investment accounts and records.

Interest earned on deposits and investments shall be credited to the fund whose cash is deposited or invested. Cash of several funds may be combined for deposit or investment if not otherwise prohibited by law; and when such joint deposits or investments are made, interest earned shall be prorated and credited to the various funds on the basis of the amounts thereof invested, figured according to an average periodic or some other sound accounting principle. The board of trustees may transfer interest earned to other funds to pay any legal claims, assuming the transfer of such interest is legal.

Interest earned on the deposit or investment of bond funds shall be deemed a part of the bond proceeds.

Registered securities acquired for investment may be released from registration, and transferred by signature of the superintendent's designee in the finance office.

The superintendent or the designee shall furnish to the school board on a quarterly basis a report of the district's investments.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-59-43; Mississippi Code of 1972; Financial Accounting  
Manual for Mississippi Schools, 1985, Amended 1989  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989

## EQUIPMENT AND SUPPLIES SALES

When, in the opinion of the Board of Trustees of the Jackson Public School District, property, other than real property, owned by the district is not used or needed for school or related school purposes, the Board may, by resolution, declare the property "surplus" property and may sell such property as allowed by law and as provided herein.

The Board or the Board's designee, the Superintendent of Jackson Public Schools, shall first solicit bids for the surplus property through the competitive bid process as prescribed by law. The surplus property may then be sold to the "highest and best" bidder for cash. Bidders may bid on the property as either property to be used for its traditional purposes, or as "scrap" property. The Board shall reserve the right to reject any and all bids for the sale of such surplus property.

If the surplus property is not sold pursuant to the aforementioned competitive bid process, the Board may, by resolution, set a date for an open meeting to be held within sixty (60) days after the date upon which the bids were opened. The Board shall not be required to be present at the meeting, but instead, the meeting may be conducted by the Board's designee, the Superintendent of Jackson Public Schools. At such meeting, the Board or its designee, the Superintendent, may sell the surplus property by public auction for a cash consideration not less than the highest sealed bid previously received pursuant to the competitive bid process. Any interested party may bid for cash and the property shall be sold to the highest and best bidder for cash. At the meeting, bidders may bid on the property as either property to be used for its traditional purposes, or as "scrap" property. The Board shall have the right to reject any and all bids for the sale of such surplus property.

No sale of surplus property shall be final until the sale has been confirmed by the Board and the purchaser has complied with all terms and conditions as set forth by the Board. All sales shall be made subject to appropriate legal restrictions relative to purchasers having racially discriminatory practices.

If the surplus property is not sold pursuant to the aforementioned competitive bid process nor pursuant to the aforementioned public auction, the Board may, by resolution, declare the property "unsalable" surplus property and may authorize the Board's designee, the Superintendent, to dispose of the property in the most efficient and economical manner in the discretion of the Superintendent.

The proceeds of all sales of surplus property shall be placed in the maintenance fund of the district.

These provisions shall apply only to property owned and held by the Jackson Public School District or property in which the District is invested with legal title.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Section 37-7-453, 37-7-451, 37-7-457, 37-7-471; Mississippi Code of 1972

DATE: December 18, 1978

AMENDED: October 27, 1986

October 16, 1989

April 18, 1990

## PROPERTY SALES

When, in the opinion of the Jackson Public School District Board of Trustees, the use of any building site, or other real property owned or held by the board is unnecessary or undesirable for public school purposes, the board may sell such property. The board shall pass a resolution declaring that such property is not needed or used for school purposes and shall direct that the property be advertised for sale upon competitive bids.

When permitted by law the board reserves the right to sell such property at a negotiated amount reached by both parties.

Such property shall be sold only after the receipt of sealed bids. After the time and place of such sale shall have been duly advertised once each week for three consecutive weeks, the property shall be sold to the highest and best bidder for cash, but the board reserves the right to reject any and all bids.

If the property is not sold pursuant to such advertisement, the board may, by resolution, set a date for an open meeting to be held within sixty (60) days after the date upon which the bids were opened. At this meeting, the property may be sold by auction. Any interested party may bid for cash and property shall be sold to the highest and best bidder for cash, but for less than the price of the highest sealed bid. The board reserves the right to reject any and all bids.

Upon approval of the sale of such property by the board, the president of the board shall be authorized and empowered to execute a deed to the purchaser of the property upon his compliance with his bid. The proceeds of the sale shall be used either to reduce the bonded indebtedness or for capital outlay purposes.

All sales shall be made subject to appropriate legal restrictions relative to purchasers having racially discriminatory practices.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Section 37-7-451, 37-7-453, 37-7-455, 37-7-457; Mississippi Code of 1972

DATE: December 18, 1978

AMENDED: September 17, 1984  
October 16, 1989

REVIEWED: May 5, 2006

## DEPOSITORY OF FUNDS

This school board has full control of the receipt, distribution, allotment and disbursement of all funds which may be provided for the support and maintenance of the schools of such district whether such funds be minimum education program allotments, funds derived from supplementary tax levies as authorized by law, or funds derived from any other source whatsoever except as may otherwise be provided by law for control of the proceeds from school bonds or notes and the taxes levied to pay the principal of and interest on such bonds or notes. The tax collector of each county shall make reports, in writing, verified by his affidavit, on or before the twentieth day of each month to the superintendent of schools of each school district within such county reflecting all school district taxes collected by him for the support of said school district during the preceding month. He shall at the same time pay over all such school district taxes collected by him for the support of said school district directly to said superintendent of schools.

All such allotments or funds shall be placed in the depository or depositories selected by the school board in the same manner as provided in Section 27-105-305 for the selection of county depositories. Provided, however, the annual notice to be given by the school board to financial institutions may be given by the school board at any regular meeting subsequent to the board's regular December meeting but prior to the regular May meeting. The bids of financial institutions for the privilege of keeping school funds may be received by the school board at some subsequent meeting, but no later than the regular June meeting; and the selection by the school board of the depository or depositories shall be effective on July 1 of each year. School boards shall advertise and accept bids for depositories no less than once every three (3) years, when such board determines that it can obtain a more favorable rate of interest and less administrative processing. Such depository shall place on deposit with the superintendent the same securities as required in Section 27-105-315.

In the event a bank submits a bid or offer to this school district to act as a depository for the district and such bid or offer, if accepted, would result in a contract in which a member of this school board would have direct or indirect interest, the school board shall not open or consider any bids received. The superintendent shall submit the matter to the State Treasurer, who shall have the authority to solicit bids, select a depository or depositories, make all decisions and take any action within the authority of the school board under this section relating to the selection of a depository or depositories. ' 37-7-333 (1997)

NOTE: See following "Notice to Bidders" and "Bid Proposal Form".

SOURCE: Mississippi School Boards Association

LEGAL REF.: Miss. Code 37-7-333, 27-105-305, 27-105-315, 27-105-5

DATE.: December 18, 1978  
 AMENDED: October 27, 1986  
 October 16, 1989  
 October 16, 2006

## NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN TO ALL QUALIFIED FINANCIAL INSTITUTIONS THAT THE SCHOOL BOARD OF THE \_\_\_\_\_ SCHOOL DISTRICT, PURSUANT TO THE PROVISIONS OF SECTIONS 37-7-333, 27-105-305, AND 27-105-315 OF THE MISSISSIPPI CODE OF 1972 AS AMENDED, SHALL RECEIVE SEALED BIDS FOR THE PRIVILEGE OF KEEPING THE SCHOOL DISTRICT FUNDS FROM \_\_\_\_\_ THROUGH JUNE 30, \_\_\_\_\_ AND THEREAFTER UNTIL NEW ARRANGEMENTS SHALL BE MADE ACCORDING TO LAW.

SAID BIDS SHALL BE RECEIVED AT THE OFFICE OF THE SUPERINTENDENT \_\_\_\_\_, \_\_\_\_\_, MISSISSIPPI \_\_\_\_\_ UNTIL 10:00 A.M. \_\_\_\_\_, AND EACH SHALL BE SUBMITTED ON THE BID PROPOSAL FORM WHICH MAY BE OBTAINED FROM THE OFFICE OF THE SUPERINTENDENT.

THE SCHOOL BOARD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND TO WAIVE ANY IRREGULARITIES IN THE BIDS. IN ORDER TO BE CONSIDERED EACH SEALED BID SHALL HAVE "DEPOSITORY BID\_\_\_\_(DATE)\_\_\_\_\_" WRITTEN OR TYPED ON ITS FACE.

\_\_\_\_\_  
SCHOOL DISTRICT

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

PUBLISH:

\_\_\_\_\_  
\_\_\_\_\_

BID PROPOSAL FORM

TO SCHOOL BOARD OF \_\_\_\_\_.

We submit the following bid proposal for serving as the depository for the \_\_\_\_\_ School District for the period beginning \_\_\_\_\_, \_\_\_\_\_ and ending June 30, \_\_\_\_\_ and thereafter until new arrangements shall be made according to law:

1. The interest rate to be paid on all savings accounts certificates of deposit of thirty (30) days or more shall be equal to the U. S. Federal Reserve Bank Discount Rate plus or minus \_\_\_\_\_%, said rate to change from time to time as said discount rate changes but in no event shall said interest rate paid be less than \_\_\_\_\_%.

2. The interest rate to be paid on all checking accounts shall be equal to the U. S. Federal Reserve Bank Discount Rate plus or minus \_\_\_\_\_%, said rate to change from time to time as said discount rate changes but in no event shall said interest rate paid be less than \_\_\_\_\_%.

3. As security for the deposits of the \_\_\_\_\_ School District the undersigned financial institution shall deposit with the superintendent of the \_\_\_\_\_ School District the following specified liquid securities in the amounts indicated, (list and completely describe each security, bond or obligation that the undersigned shall deposit with the superintendent of the \_\_\_\_\_ School District, and if additional space is needed, attach said description as Addendum 1 to Bid Proposal Form. All securities shall be of a type specified in Section 27-105-5, Mississippi Code of 1972 as amended.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

4. Upon demand by the superintendent of the \_\_\_\_\_ School District, the undersigned financial institution shall deposit with the superintendent of the \_\_\_\_\_ School District additional items of security of the type specified in Section 27-105-5, Mississippi Code of 1972, as may be required so as to insure that at all times there are sufficient



securities on deposit in an amount equal to one hundred percent (100%) of the maximum sum on deposit in said financial institution at any one (1) time exclusive of that portion of said deposit accounts insured by the Federal Deposit Insurance Corporation.

5. If at any time should the securities deposited with the \_\_\_\_\_ School District depreciate in value, or be deemed insufficient by the superintendent, the undersigned financial institution agrees that upon demand by the superintendent of the \_\_\_\_\_ School District it shall deposit additional securities of the type specified in Section 27-105-5, Mississippi Code of 1972, with the superintendent so as to insure that at all times there are sufficient securities on deposit in an amount equal to one hundred percent (100%) of the maximum sum on deposit in said financial institution at any one (1) time exclusive of that portion of said deposit accounts insured by the Federal Deposit Insurance Corporation.

6. The undersigned financial institution agrees and understands that if this bid is accepted this Bid Proposal Form shall be and constitute a part of the depository agreement between the undersigned and the \_\_\_\_\_ School District.

7. The undersigned financial institution is thoroughly familiar with the provisions of Sections 27-105-305, 27-105-315, and 27-105-5, Mississippi Code of 1972, and agrees to abide by the provisions thereof.

Submitted this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

*(Name of Bidder)*

By: \_\_\_\_\_, \_\_\_\_\_  
*(Name) (Title)*

## BONDED EMPLOYEES

The board shall fix the amount of bond of the superintendent. The surety bond shall not be less than one hundred thousand dollars (\$100,000.00). The board shall pay the premium on the bond from district funds. The bond shall be filled and recorded in the office of the clerk of the Chancery Court.

Other officers, such as the superintendent's designee in the finance office, and the purchasing office shall be bonded for fifty thousand dollars (\$50,000.00). This bond shall cover the faithful performance of all duties placed on these officers by or pursuant to law, and the faithful accounting for all funds in their custody. The premium on the bond shall be paid by the school district. The board shall be filed and recorded in the office of the clerk of the Chancery Court.

The treasurer of each individual school and all other officers, employees and agents of the administrative unit who have custody of public school money in the normal course of their employment, shall give a true accounting bond with sufficient sureties in an amount to be fixed by the board. The premiums on these bonds shall be paid by the school district.

Instead of individual bonds, the board will provide for a blanket bond of \$25,000.00 to cover all officers, employees, and agents of the administrative unit required to be bonded, except the superintendent, designee of the superintendent in finance office, and purchasing agents. These officers may be included within the blanket bond if the blanket bond protects against risks not protected against by the individual bond.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-9-27, 37-9-31, 37-39-21; Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989  
REVIEWED: May 10, 2006

## ACCOUNTING AND REPORTING

The superintendent shall provide for and recommend a system of accounts for use by the Jackson Public School District, which conforms with the principles, practices, and codes as established by the Mississippi State Department of Audit. As directed by the Financial Accounting Manual for Mississippi Schools, issued July 1, 1985, the district shall follow the uniform system of accounts established by the State Department of Audit for keeping records of all funds received, handled, and disbursed by the district.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Financial Accounting Manual for Mississippi Schools, 1985,  
Amended 1989  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989

ACCOUNTING SYSTEM

The Jackson Public School District Board of Trustees shall establish and maintain an accounting system designed to show in detail its assets, liabilities, equities, revenues, and expenditures. The system shall also be designed to show appropriations and estimated revenues as established in the budget resolution as originally adopted and subsequently amended.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Financial Accounting Manual for Mississippi Schools, 1985,  
Amended 1989  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989

## FINANCIAL REPORTS AND STATEMENTS

### Section I: DISTRICT REPORTING

Financial records as may be determined necessary by the board shall be presented periodically. The Board of Trustees shall be furnished a financial statement of receipts and disbursements, by funds, on or before the tenth day of each month concerning the prior month.

The superintendent or designee shall furnish to the city clerk a financial statement of receipts and disbursements, by funds, on or before the tenth (10) day of each month covering the prior month.

### Section II: ADMINISTRATIVE UNITS

The management and reporting of school activity funds is the responsibility of the school principal. Each school activity involving handling of money is required to be under the direction of the school principal and one or more sponsors on whose authority disbursements are made. The principal shall keep a complete record of all monies in his charge in such form and detail as may be prescribed by the finance office, and shall make such reports to the superintendent or designated officer in the finance department as they or the board may prescribe. Special funds of individual schools shall be deposited in an official depository in special accounts to the credit of the individual school, and shall be paid only on checks signed by the principal and clerk of the school.

Nothing in this section shall prevent the board from requiring that all funds of individual schools be deposited with, and accounted for, by the district finance office. If this is done, these monies shall be disbursed and accounted for in the same manner as other school funds except that the check or draft shall not bear the certificate of preaudit.

For the purposes of this section, "special funds of individual schools" includes by the way of illustration and not limitation, funds realized from receipts of school activities, sale of school annuals and newspapers, dues of student organizations, and other activities designated to raise funds.

The Mississippi State Department of Education shall have authority to require administrative units to make such report as it may deem advisable with respect to the financial operation of the public schools.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-61-21, 37-9-18; Mississippi Code of 1972  
DATE: December 18, 1978

AMENDED: October 27, 1986  
October 16, 1989

## INVENTORIES

The Jackson Public School District Board of Trustees shall require that administrative personnel take a physical count of all equipment items at least once each year.

This inventory shall be properly recorded with the department of property accounting.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Financial Accounting Manual for Mississippi Schools, p. 10, 1985,  
Amended 1989  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989

## AUDITS

In any fiscal year in which the State Auditor is not scheduled to perform an audit of the Jackson Public School District, the District shall have its financial records audited as soon as possible after the close of each fiscal year, by an independent certified public accountant licensed to practice accounting in the State of Mississippi. The selection of the accountant and the letting of the audit contract shall be performed in the manner prescribed by the State Auditor. The audit shall be conducted in accordance with the following:

1. Generally accepted auditing standards and the industry audit guide, Audits of State and Local Governmental Units, established by the American Institute of Certified Public Accountants.
2. Statements of financial accounting standards as prescribed by the Financial Accounting Standards Board and the Governmental Accounting Standards Board.
3. The CPA Audit Guide for Public School Districts prepared by the State Auditor's office and other applicable audit guides.
4. Government Auditing Standards (1988 Revision) as required by the U. S. General Accounting Office (The Yellow Book).
5. Specific grant compliance matters in the compliance supplement for single audits of state and local governments issued by the OMB.
6. The OMB Circular A-128, Audits of State and Local Governments and other related OMB Circulars.
7. The Single Audit Act of 1984.
8. Mississippi Code Annotated (1972) for compliance with applicable state laws.

The audit contract shall require an audit of the District's general purpose financial statements including activity funds, and the audit of all funds for compliance with applicable state and federal laws and regulations.

The auditor shall report directly to the superintendent and the board of trustees. The audit contract shall be in writing, shall include all its terms and conditions, and shall be submitted to the legal counsel for his approval as to form, terms and conditions. The terms and conditions of the audit contract shall include the scope of the audit, and the requirement that upon completion of the examination, the auditor shall prepare a typewritten or printed report embodying financial



statements and his opinion and comments relating thereto. The financial statements accompanying the auditor's report shall be prepared in conformity with generally accepted accounting principles. The auditor shall file a copy of the audit report and working papers if requested with the State Auditor. Upon approval by the state Auditor, the auditor shall submit copies of the final reports to the superintendent, the board of trustees and others as the board and State Auditor may direct.

The auditor shall submit all bills and claims for audit fees and costs to the superintendent or designee. Final payment of the fees shall be made only after receiving written approval from the State Auditor.

Each officer, employee and agent of the administrative unit having custody of public money or responsibility for keeping records of public financial or fiscal affairs shall produce all books and records requested by the auditor and shall divulge such information relating to fiscal affairs as they may request. If any employee or agent shall conceal, falsify, or refuse to deliver or divulge any books, records, or information, with an intent thereby to mislead the auditor or impede or interfere with the audit, that employee is subject to prosecution.

Further, an examiner from the office of the State Auditor of Public Accounts shall examine and audit the reports made to the State Department of Education concerning the number of educable children, the number of children in average daily attendance, and the number of the children being transported or entitled to transportation.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-9-18, 37-37-3; Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989

## CASH RECEIPTS

### SECTION I: CASH RECEIPTS DEFINED

“Cash Receipts” shall mean all funds received by school officials on behalf of the school district.

### SECTION II: CASH RECEIPTS MANAGEMENT

All cash receipts must be receipted by the receiving officer under the supervision of the designee of the superintendent in the Finance Department. All cash receipts will be deposited daily into the appropriate account at a local depository.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: January 18, 1988

AMENDED: October 16, 1989

**EXPENDITURE OF FUNDS AND PAYMENT OF CLAIMS**

The board has the full control (power and authority) of the distribution, allotment and disbursement of all funds provided for the support and maintenance of the schools regardless of the source. Disbursements made from the district funds shall be drawn against the books and records of accounts against the proper account, and shall be paid out and expended upon warrants issued in the manner provided by law.

The minimum education program funds of the district, and funds derived from the supplemental school district tax levies and authorized by law, shall be used exclusively for the support, maintenance, and operation of the schools as provided by law.

The board authorizes the superintendent of schools to issue pay certificates against the legal and proper fund of the school district in favor of the claimant for payment of all claims. A detailed listing of all claims paid pursuant to this policy shall be presented to the board for its review and ratification at the next succeeding board meeting.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Section 37-61-3; 37-9-14 of the Mississippi Code of 1972;  
House Bill 758, 2005 Legislative session  
DATE: December 18, 1978  
AMENDED: September 17, 1984  
October 16, 1989  
December 15, 2003  
July 25, 2005

## AUTHORIZED SIGNATURES

All warrants issued by the Jackson Public School District will require two signatures, that of the superintendent and the deputy superintendent of operations.

The board approves the use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts, and in signing the pre-audit certificate on contracts or purchase orders.

The board shall charge the superintendent or designee or some other bonded officer or employee with the custody of the necessary machines, stamps, plates or other devices, and that person and the sureties on his official bond are liable for any illegal, improper or unauthorized use of them.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: February 15, 1982  
AMENDED: September 17, 1984  
October 16, 1989

## **PETTY CASH ACCOUNTS**

The board does not approve petty cash accounts which utilize local, state or federal tax refunds.

The board authorizes the superintendent to establish and maintain administration procedures for the use and handling of petty cash funds.  
(DJ)

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: October 16, 1989

## **PAYROLL PROCEDURE**

The salaries of all district personnel shall be paid by pay certificates issued by the superintendent.

The pay certificates shall specify the month for which the services were rendered. The warrants shall be governed in all respects in the manner prescribed by law. The pay certificates shall show the gross amount of the salary and all authorized deductions.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL RE.: Section 37-9-41; Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: October 16, 1989

## PAY PERIOD

General administrative and certain certified and classified personnel are scheduled for payment at the end of the calendar month. Certain other classified personnel are paid bi-weekly. (DICA)

All personnel employed 218 or more days shall be paid their contract salary in twelve (12) payments, the first being the last work day of July and the remaining payments on the last work day of each month thereafter until the contract and/or employment agreement is fulfilled or terminated.

Personnel who are employed 190 to 217 days shall be paid their salary in eleven (11) or twelve (12) equal payments. The first payment shall be made on the last work day of August and the remaining payments shall be made on the last work day of each month thereafter until the contract and/or employment agreement has been fulfilled or terminated.

Personnel employed 190 to 217 days after the filing of the August payroll will receive their annual salary based on eleven (11) payments.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: June 21, 1982

AMENDED: June 20, 1983  
August 24, 1988  
April 17, 1989  
July 16, 1990  
August 16, 1993  
July 29, 1997

## **SALARY DEDUCTIONS**

Employee shall have federal and state income taxes, Old Age and Survivors Insurance as provided by the Social Security Administration, and Public Employees Retirement System of Mississippi deductions withheld from their salaries.

Except for deductions for absence not covered by paid leave or those required by law or board policy, all other deductions which have been approved by the board are voluntary on the part of the individual employee who completes a form authorizing the deduction.

Legal deductions, such as garnishments, bankruptcy, etc., require a court order.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL RE.: Section 37-9-49; Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: October 16, 1989



# Jackson Public Schools

## Jackson, Mississippi

\_\_\_\_\_ Date \_\_\_\_\_

### REQUEST FOR ATTENDANCE AT PROFESSIONAL ACTIVITY OUTSIDE OF DISTRICT

Name \_\_\_\_\_ Position \_\_\_\_\_

Name of Meeting \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Location of Meeting \_\_\_\_\_ Date: From \_\_\_\_\_ to \_\_\_\_\_

Departing Date \_\_\_\_\_ Returning Date \_\_\_\_\_

Method of Travel \_\_\_\_\_  
(Tourist if by air)

FUND	SPECIFIC FUND	INST ORG.	FUNCTION	OBJECT	BUDGET TYPE	OPER UNIT	FIN. SIGN.

Approved: \_\_\_\_\_  
Assistant Superintendent
Cabinet Member/Superintendent

	Date	Time		Date	Time
Leave Jackson .....	_____	_____	Leave	_____	_____
Arrive _____	_____	_____	Arrive Jackson .....	_____	_____

Invoice No \_\_\_\_\_

Amount \_\_\_\_\_

cc: Original - Finance  
 Yellow - Person making request

**JACKSON PUBLIC SCHOOL DISTRICT  
JACKSON, MISSISSIPPI**

**EXPENSE ACCOUNT**

Policy DID, Section III, Reimbursement for Travel

Name \_\_\_\_\_ Soc. Sec # \_\_\_\_\_ Pay Location \_\_\_\_\_

Address \_\_\_\_\_

Official Meeting Attended \_\_\_\_\_

Location of Official Meeting \_\_\_\_\_

Date of Business Trip: From \_\_\_\_\_ To \_\_\_\_\_

Source of Funds for Activity: (Attach receipts for hotels, plane, etc.)

FUND	SPECIFIC FUND	INST ORG	FUNCTION	OBJECT	BUDGET TYPE	OPER UNIT

(Date and Itemize for Each Day)

DATE									TOTALS
HOTEL									
**MEALS	Breakfast								
	Lunch								
	Dinner								
	Special Events (banquets etc)								
<b>DAILY TOTAL</b>									
REGISTRATION									
LIMOUSINE & TAXI FARES									
BAGGAGE HANDLING									
OTHER (ITEMIZE)									

**TRANSPORTATION**

From \_\_\_\_\_

Distance by automobile \_\_\_\_\_

To \_\_\_\_\_

miles @ .20 per mile \_\_\_\_\_

I hereby certify that the above expenses were actually incurred by me in the performance of my duties as an employee or committee member of the Jackson Public Schools

Airplane Fare (Tourist) \_\_\_\_\_

EXPENSE ACCOUNT TOTAL \_\_\_\_\_

Date \_\_\_\_\_

Signature of Claimant \_\_\_\_\_

Signature of Superintendent or Administrative Team Member \_\_\_\_\_

Prepaid expenses: (Amount)

Registration \$ \_\_\_\_\_

Travel Cost \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

\*\*Total cost of meals per day cannot exceed \$18 00 per day within the State or \$24 00 per day Out-of-State Exception of \$30 00 per day is allowable in Atlanta, Dallas, New Orleans San Francisco and Washington, D C. with receipts.

## PURCHASING

One of the most important aspects of control over expenditures is an efficient and effective system of purchasing. Every school district in the state must establish a purchasing system.

The purchasing practices of the district shall be in accordance with all the state statutes and financial accounting practices approved by all governing state agencies. All purchases shall be made in the best interest of the district. The board declares its intent to purchase competitively without prejudice and to seek maximum value for every dollar expended.

Decisions on purchases shall be based on the best prices, consistent with quality and service. The best interest of the school district shall be given first consideration in all transactions.

The centralized, computerized purchasing process as adopted by the board, utilizes bid documents where required, requisitions, purchase orders, and receiving reports.

The only duly recognized purchasing agent in behalf of the board is the superintendent or the designee.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL RE.: Section 37-39-1, 37-39-15, Ch. 466, SB 2534 (1976);  
Mississippi Code of 1972; Financial Accounting Manual for  
Mississippi Schools, p. 41-42, 1985, Amended 1989;  
Chapter 489, House Bill 999, Regular Session 1986  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989  
November 25, 1991

## PURCHASING AUTHORITY

The board shall authorize the superintendent or his designee to purchase and supervise the purchasing of all supply items, repair parts, vendor performed services, and items of furniture and equipment, in accordance with state law and good purchasing practices.

A centralized purchasing and accounts payable process shall be utilized and said system shall adhere to the prevailing laws, as regards all sections of the statutes as defines public sector transactions, as applicable to a governing board of education.

Centralized purchasing is the most efficient means of handling purchasing. All purchases must be authorized prior to the purchase. All purchase transactions shall be requisitioned on the proper document and ordered utilizing the approved purchase order form or executed contract process. Requisitions which are submitted "after the fact" (i.e., requisition is submitted with vendor invoice attached) shall not obligate the board to make remittance; the individual(s) involved shall be responsible for making payment for all illegal purchases which do not adhere to the established purchasing process.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL RE.: Section 37-39-1, 37-7-301 through 37-7-317; Mississippi  
Code of 1972; Financial Accounting Manual for  
Mississippi Schools, p. 41-42, 1985, Amended 1989;  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989

## FOOD EXPENDITURES

In reference to and in accordance with an opinion issued by the Office of the Mississippi Attorney General, dated July 30, 1999, to the Honorable Phil Bryant, State Auditor, regarding refreshments and meals at meetings, the Board of Trustees of the District has determined that the purchase of food and beverages for certain District functions is a necessary and reasonable expense, and shall be approved and allowed under the following circumstances.

1. The purchase of food (snacks and/or meals) and non-alcoholic beverages (bottled water, coffee, tea, juices and/or soft drinks) for participants at meetings of the board of trustees;
2. The purchase of food (snacks and/or meals) and non-alcoholic beverages (bottled water, coffee, tea, juices and/or soft drinks) for participants at seminars, workshops, staff or other meetings and similar events; and
3. Pursuant to Section 37-7-301(s), activity funds may be used to purchase food (snacks and/or meals) and non-alcoholic beverages (bottled water, coffee, tea, juices and/or soft drinks) for athletic or student recognition banquets for students, parents and employees of the District.

The purchase of food and beverages pursuant to paragraph 2 or 3 of this policy must be approved in advance, in writing, by the Superintendent of Schools or the Superintendent's designee(s) upon a finding or determination by the Superintendent or his or her designee, that the activity in question, i.e., the meeting, workshop, seminar, etc., is reasonably related and incident to a particular District goal or function.

Purchases of food and/or beverages for any other purposes or functions not covered in this policy shall be approved on a case-by-case basis by the board of trustees.

SOURCE: Miss. Code Ann. §37-7-301(s)

DATE: September 20, 1999

## REQUISITIONS

Requisitions are documents, which are completed by requisitioning departments/divisions/schools or teachers; requisitions identify, in writing, that there is a stated need for materials or services. All requisitions are pre-numbered with a unique number for control purposes.

All requests of any kind involving the expenditure of money in the school district budget must be initiated by a requisition. Nothing may be purchased without a proper and correct written requisition and/or documentation being completed and submitted to the correct department for approval and processing. All requisitions shall be initiated by the user. All information must be provided on the requisition form by the user.

Items of supplies, repairs, and furniture and equipment must be defined as such and may not be requisitioned on the same requisition due to budgetary consideration; each type must be placed on the correct type of requisition, by itself.

The district utilizes three types of requisitions in the purchasing process-the New Item Requisition, Warehouse Stock Requisition, and the Requisition for Repairs.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Financial Accounting Manual for Mississippi Schools, p. 41-4, 198, Amended 1989; Section 31-7-301 through 31-7-317; Mississippi Code of 1972

DATE: December 18, 1978

AMENDED: October 27, 1986

October 16, 1989

November 25, 1991



<p>Get the following in duplicate from when requesting furniture and equipment.                  Use separate requisitions for furniture and equipment items and clearly identify all items for which specifications are not presently on file in the Purchasing Department.                  Enclose a copy of all materials used to identify the items requested (i.e. product literature or pages from Vendor Catalog).</p>	<p><b>REQUISITION FOR                  NEW ITEMS                  No 15049                  JACKSON PUBLIC SCHOOLS</b></p>	
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SCHOOL OR DEPARTMENT _____	DATE _____	DELIVER TO _____
SOURCE OF FUNDS _____	BUDGET YEAR _____	

FUND	SPECIFIC FUND	INST ORG	FUNCTION	OBJECT	BUDGET TYPE	OPER UNIT	TRANS CODE	VENDOR CODE

QUANTITY	UNIT OF ISSUE	ITEM NAME	COMPLETE DESCRIPTION MANUFACTURER AND NUMBER	COLOR SIZE WEIGHT ETC.	UNIT PRICE	TOTAL PRICE

SOURCE OF SUPPLY _____	PRINCIPAL'S SIGNATURE _____	TOTAL <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>
ADDRESS _____	WHITE - PURCHASING    CANARY - PURCHASING    PINK - SCHOOL FILE	



## PURCHASE ORDERS AND CONTRACTS

All purchases of goods, services, and equipment for which the board of trustees shall be responsible for payment, must be authorized prior to the purchase using the official purchase order form in the properly executed manner. The purchase order form is a legal document, and is the vendor's only authority to ship and invoice items purchased by the school district. The purchase order is the "acceptance" of the "offer" made by the vendor, via a bid quotation or other published price. No person is authorized to pick up, receive, or receipt any material, supply, or service for the school district unless a proper purchase order has been duly issued and processed.

In case of an emergency, a purchase order number may be assigned to the order by the superintendent or the designee.

A receiving report documenting the fact that all items which were ordered on a purchase order or contract were in fact received. The "pink" copy of the purchase order document shall serve as the "proof of delivery" copy, and once signed, be forwarded to the Finance Department along with vendor invoicing for payment. This then becomes the permanent record for that transaction.

All purchases orders are entered "on-line" into the district's mainframe computer, and the budget encumbrance occurs at the time the purchase order is entered online into the accounting system. The purchase order form consists of five copies and each copy is distributed to the designated party involved in the purchasing process.

On the reverse side of the purchase order is stated the instructions and conditions under which the contract is issued. By acceptance of the order, the vendor agrees to all stated conditions of the sale.

All purchase orders are pre-numbered with a unique number for control purposes at the time of entry into the computer. A sample of the purchase order form is attached.

Contracts are executed for construction projects and other transactions, which are usually of a significant amount of money.

### Section II: Exemptions

Some items are exempt from purchase order requirements; e.g., lunchroom foods that are purchased at bid price and delivered daily, purchases of certain items from student club funds, insurance premiums, progress payments for constructions, payments to engineers, architects, and/or services reached by contractual agreement. Other select items may be exempt because of nature (utilities) of item or nature of transaction.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 31-7-301 through 31-7-317; Mississippi Code of 1972,  
Financial Accounting Manual for Mississippi Schools, p. 41-44,  
1985, Amended 1989  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989

## RECEIVING REPORTS

The pink copy (third copy) of the purchase order form is the receiving report, documenting the fact that the materials ordered or services requested, were in fact satisfactorily received or performed.

Payment is not made to the vendor until all items on the purchase order are received, the pink copy of the purchase order is signed by the party receiving the items, and the signed pink copy forwarded to the purchasing department.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Financial Accounting Manual for Mississippi Schools, p. 41-44,  
1985, Amended 1989  
DATE: October 27, 1986  
AMENDED: October 16, 1989

“OPEN” PURCHASE ORDERS

The board shall permit the issuance of “open” purchase orders, i.e., those purchase orders which are effective for a term not to exceed one fiscal year, for those items or supplies, equipment or services, for which pricing has been given prior board approval. Some examples of the use of “open” purchase orders: annual maintenance contracts on certain equipment, lease/purchase contract payments on approved equipment, food items used in the district’s lunchroom program.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Financial Accounting Manual for Mississippi Schools, p. 41-44,  
1985, Amended 1989  
DATE: October 27, 1986  
AMENDED: October 16, 1989

## OUTSTANDING PURCHASE ORDER REPORT

It is required that the outstanding balances due on all outstanding (unpaid) purchase orders be known at any given time during the fiscal year. The data processing department shall generate an outstanding purchase order report monthly, and upon request, indicating all encumbered purchase orders yet unpaid.

This report shall be utilized for "follow-up" on unfilled orders and allow the district to determine the dollar value of all outstanding encumbrances.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Financial Accounting Manual for Mississippi Schools, p. 41-44,  
1985, Amended 1989; Section 31-7-301 through 31-7-317;  
Mississippi Code of 1972  
DATE: October 27, 1986  
AMENDED: October 16, 1989  
REVIEWED: May 10, 2006

## BIDS AND QUOTATIONS

In purchasing commodities, printing, furniture and equipment, supplies and materials, and services for public works and public buildings, contracts for public construction and other acquisitions, the board prescribes that economy and quality shall be the guide. No discrimination is to be made between the various vendors and minority vendors will be encouraged to participate in the bidding process. Commissions or gratuities for any such purchases to any employee of the district shall be grounds for immediate dismissal.

All purchases shall be made in accord with the provisions of Chapter 489, HB 999, Regular Session 1986, as well as any and all other federal, state, and local statutes which may apply to a ruling board of education.

The board designates the superintendent of schools or the designee as purchasing agent as defined in such statutes to have all powers and discretion conferred by law upon the purchasing agent. Pursuant to Section 37-39-15, the board designates the purchasing agent as authorized agent to place orders for the purchase of supplies and materials from time to time during the period covered by any contract, as such supplies and materials are needed. The board designates the superintendent of schools to determine if an emergency exists in regard to the purchase thereof by competitive bidding shall not apply subject to the requirements of law regarding presentation to the board of documentation of the emergency purchase or repair contract.

The administration is authorized to receive and tabulate all bids prior to the regularly scheduled board meetings and to present to the board a listing of recommended low and/or best bids for the board's consideration. Contracts shall be let to the lowest and best bidder and so recorded in the official board minutes.

All contracts shall be awarded to the lowest responsible bidder, taking into consideration quality, performance, and the time specified in the bids for the performance of the contract. If it is the recommendation that a bid be accepted, other than the lowest bid actually submitted, a reason for the low bid and the bid recommended for acceptance, shall be placed in the minutes of the board meeting. A detailed record of all "bid item rejection" incidents must be maintained and included in the annual audit report by the state auditor.

It is in the intent of the board to adhere strictly to the formal bid process, as relates to what items must be formally bid, the formulation of open and fair product specification, the advertising or public notification of the soliciting of bid quotations procedure as mandated by the law, and the awarding of bids on a fair basis consistent with prevailing laws.

Reasonable efforts are to be exerted to secure multiple bids on all items and the board considers it highly desirable to receive a minimum of three bids.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Sections 31-7-1, 31-7-13, 31-7-203, 37-39-15; Mississippi Code of 1972

DATE: March 16, 1981

AMENDED: October 27, 1986

October 16, 1989

November 25, 1991

## BID SPECIFICATIONS

### Section I:

The board believes that it is the responsibility of the originator of a request to see that each item on a requisition is complete as to specifications. In many cases, the desired specifications will be on file with the purchasing department for ready reference. In other instances, a committee shall be established to develop standard specifications.

All specifications shall be open, and offer an equal opportunity to all bidders offering bid quotations. Proprietary specifications shall not be allowed without prior board approval, before bid specifications are published.

It is the intent of the board to publicly advertise and competitively bid all items and services for which it is deemed to be in the best interest of the school district to do so, and to pay a price which is greater than the prevailing state contract price for any items on state contract. Reasonable efforts are to be exerted to secure multiple bids with a desirable minimum of three bids. When less than three bids are received on major procurements, specifications are to be reviewed to determine if the bid should be rejected and specifications revised to secure additional bids.

The board approves two types of bid quotations- the formal bid and the informal bid documents. Purchases of more than \$5,000.00, as prescribed by law, may be made only after advertising for competitive sealed bids once each week for two consecutive weeks in a local newspaper. The bid opening shall not be less than seven working days after the last published notice. Before an advertisement may be published in the newspaper advertising publicly the board's intent to solicit formal bid must be on file in the purchasing department and receipted by the board secretary. All formal bids must be approved by the board prior to the issuance of any purchase order or contract.

Purchases of not more than \$5,000.00 may be made by obtaining two or more prices in writing from vendors offering products or services of a similar nature. "In writing" may mean on vendor letterhead stationary and signed, or on the district's approval informal bid document. The advertising requirements are waived when utilizing the informal bid process.

### Section II:

As outlined in the state purchasing statutes and as per the direction of the state auditor's office, the following procedure shall apply relative to the receipt of



requisitions for the purchase of commodities and services in the purchasing office and the determination as to the manner in which all such items and services are to be purchased (i.e., competitively bid or purchased on the open market).

All requisitions for commodities and services which are received in the purchasing department on a daily basis from all instructional centers and administrative offices, for programs in progress at any center or office, shall be carefully reviewed to ascertain if the amount of any single requisition is in excess of \$500.00. If the total requisition amount exceeds \$500.00, including freight and installation if applicable, the purchase of the items contained on that requisition shall be competitively bid as defined by the state purchasing statutes. If each requisition total is less than \$500.00, and all pricing submitted is deemed to represent fair market value for the items being purchased or the services rendered, a purchase order may be issued encumbering the requisition, for all items contained on the requisition, without implementing the bid process.

However, the purchasing department may at its discretion solicit competitive bid pricing for items contained on a single requisition which totals less than \$500.00, if it is deemed by purchasing that bidding the items will result in better pricing received than that indicated on the requisition as submitted. Likewise, the purchasing department may at its discretion elect to group requisitions received on the same day and solicit competitive pricing if it is felt that it would be advantageous economically to Jackson Public School District to do so.

Bulk purchases, such as those transacted in response to the many requisitions received in the Spring of each year during the major purchasing period for supplies needed to begin the forthcoming school year, shall be competitively bid in order to realize applicable quantity discounts. Likewise, the purchase of all capital outlay (furniture and equipment) items shall be competitively bid.

Hence, a "purchase" shall be defined as "the total amount of money encumbered by a single purchase order."

NOTE: Multiple requisitions may not be submitted by any party, school, or department in smaller amounts than the total overall amount which is known at a given time, in an attempt to "break-up" the total amount of the purchase into requisitions which are less than \$500.00 in an attempt to circumvent the above defined policy and purchasing laws. In other words, it shall not be permitted to submit a requisition to purchasing one day totaling \$490.00 and other requisitions on successive days in like amounts less than \$500.00 simply to keep the total known amount of the need below \$500.00 to escape the bid procedure. If it is known at the time of purchase that the total transaction amount exceeds \$500.00, all such items shall be competitively bid in compliance with the law; no exceptions. Individuals who attempt to circumvent the law in this manner or any group of individuals, who conspire to do so, shall be reported immediately to the

District's Internal Auditor and shall suffer the penalties thereafter as defined by law.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Section 31-7-1, 31-7-13 through 31-7-19; Mississippi Code of 1972

DATE: December 18, 1978

AMENDED: October 27, 1986

March 20, 1989

October 16, 1989

November 25, 1991

REVIEWED: May 10, 2006

PROPOSAL FORM

Board of Trustees  
Jackson Public School District  
Jackson, Mississippi

Ladies and Gentlemen:

I/We, propose to furnish and deliver all items and/or to perform all services according to all sections of this bid document (Proposal Form, Instructions and Conditions, detailed written Specifications, and Addenda if applicable) and in the quantities at the indicated prices, as called for in the document(s). All quantities indicated have been checked very closely, and both unit price and total price (where requested) have been submitted with the understanding that we shall be responsible for making complete and satisfactory delivery accordingly, within the timeframe agenda (if applicable).

Respectfully submitted,

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_

SIGNED \_\_\_\_\_

WRITE OUT  
SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

IF THE VENDOR IS A CORPORATION, INDICATE THE STATE OF INCORPORATION; IF THE BIDDER IS A PARTNERSHIP, SHOW NAMES OF ALL PARTNERS.  
  
\_\_\_\_\_

(Proposal Form Continued On Following Pages...)

(Proposal Form Continued ...)

The Board of Trustees of the Jackson Public School District (hereafter referred to as "JPSD") is soliciting sealed, written formal bid proposals from qualified vendors (hereafter referred to as "Vendor") for the purchase of furniture, equipment, supplies, materials, labor or services as outlined in the following specifications. Sealed bids shall be received by JPSD, in the Business Office of the Jackson Public Schools, 661 South State Street, Jackson, Mississippi, until the time specified on the Bid Opening Schedule (front page of the formal bid document), at which time all bids shall be publicly opened and read aloud. Neither dating of the bid form nor placing the bid in the mail by this date shall meet legal requirements; the formal bid document must be received in the Business Office of the Jackson Public School District on or before the date and time stated.

JPSD reserves the right to reject any and all bids received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this bid document prior to submitting a bid proposal.

It is the basic philosophy of JPSD to extend to all responsible Vendors equal consideration and the assurance of unbiased judgement in determining whether their product or service meets specifications and the educational needs of the school district. JPSD shall fairly evaluate all formal bid proposals submitted and base all decisions on the "lowest and best" bid concept, purchasing only those products and/or services which meet the specifications as written. All decisions rendered shall strive to achieve the greatest value from every tax dollar expended. JPSD shall make no discrimination based on race, color, creed, religion, or national origin, in either the product evaluation process or in transacting business with Vendors or Vendor representatives.

The advertising and publishing of this formal bid has met all legal requirements (Mississippi Code of 1972, Annotated, Section 31-7-13), hence the requirement to offer public notice of the intent of JPSD to solicit bids via this bid document has been satisfied.

This document is to serve as an invitation to all qualified vendors to extend to JPSD, an offer, for the sale of all products and/or services specified herein. It is the purpose of this bid document to clearly define "open" and "competitive" product or service bid specifications. All items on this bid are to be as specified or JPSD approved equal.

(Proposal Form Continued On Following Pages ...)

(Proposal Form Continued ...)

**Addenda:** Vendor shall acknowledge the receipt of all addenda which were issued during the course of this formal bid. If specified in the text of the addenda, in addition to acknowledging receipt of the addenda below, the addenda may require additional information required for the bid (e.g., pricing), in which case the Addenda shall not only be acknowledged below but shall be completed and attached to the bid at the time the bid proposal is submitted. Receipt of the following Addenda issued during the course of this formal bid is hereby acknowledged:

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_  
Addendum Number \_\_\_\_\_ Date \_\_\_\_\_  
Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

It is acknowledged that this formal bid proposal consists of the following sections: PROPOSAL FORM, INSTRUCTIONS AND CONDITIONS, SPECIFICATIONS and any ADDENDA (if applicable). The detailed specifications section may include blueprints, drawings, or other documents which shall be deemed to be a part of these written specifications. I/We understand that each form is to be signed as required in the specifications, and unless this has been done, the bid proposal may be considered incomplete and therefore rejected. Likewise, it is understood that the submission of all documents called for in the detailed specifications shall be submitted as defined in the specifications, and that failure to do so may result in rejection of the bid in part or in total. I/We, the undersigned, do hereby understand and accept all sections of this bid document and all addenda (if applicable) under which this quotation is being submitted and agree to perform in compliance with the specification requirements as set forth herewith.

I/We further agree that JPSD reserves the right to award the order, if awarded, within forty-five (45) calendar days from the date of the bid opening, unless otherwise indicated in the written specifications which follow. Consequently, I/We agree not to request permission to withdraw the quotation after bids have been publicly opened for this period of time.

Having carefully examined all elements of the specifications and addenda, I/we propose to furnish all furniture, equipment, supplies, materials, labor or services required according to the written bid specifications in connection with this bid and do hereby submit the following formal bid proposal, for the total amounts indicated on the proposal form pages, where requested in the bid document.

The individual signing this Bid Proposal shall be a responsible officer of the company and shall be authorized to sign on behalf of the company.

**\*\* End Proposal Form Section Of This Bid Document \*\***

## INSTRUCTIONS AND CONDITIONS

### Preparation Of Bid Proposals

Vendors should adhere to all of the instructions and conditions as contained in this section of the bid as well as all other sections of these bid specifications; failure to do so may result in rejection of the bid.

All bid proposals must be completed in ink or typewritten; all bids must be manually signed. No erasures shall be permitted; mistakes may be crossed out and corrections inserted adjacent. All corrections (including "white-out") must be initialed in ink by the person signing the bid proposal. The proposal must be signed with the firm or corporate name and by a responsible officer or employee of the firm. Vendor is to acknowledge receipt of any and all addenda (if any) re bid specifications and/or drawings which are published for this bid. All addenda shall be acknowledged as outlined in the Proposal Form section of this bid document.

Vendors should respond by using the proposal form and all other sections of this bid document without alterations, where information is requested. For every item proposed, the "Unit Price," "Total Price," (where requested), and "Quoting On" lines must be completed. All information concerning warranties, delivery dates, etc., where requested, must be completed by the Vendor; all "checklists" must be completed and submitted with the bid, if required in the specifications.

Pages on which there are no items being quoted by the Vendor, may be detached, and only those pages which contain a quoted item(s), along with the signed proposal form (both pages of the proposal form) and all other documents stated in the detailed specifications need be returned. On pages in which there are both items being quoted and items for which a price quotation is not being offered, the Vendor shall indicate "No Bid" on the "Total Price" line for all items not being offered for bid.

Prices must be stated in units specified hereon; i.e., in the units of measure indicated (per each, or dozen, case, etc.). JPSD shall not be responsible for pricing which does not conform to the unit of measure indicated, and likewise JPSD has no authority to amend a unit price once submitted even if the error is obvious. Pricing must be stated in U.S. dollars and cents and shall be offered in a known amount; i.e., a bid which simply states "My bid is \$1.00 lower than the lowest bid received" shall not constitute a legal bid proposal.

### Submission Of Bid Proposals

Bids, once completed, should be placed in an opaque envelope with the enclosed gummed label attached to the outside of the envelope, with the Vendor name and bid number as they appear on the proposal form written on the label, in order that the bid may be accurately registered upon receipt. A responsible official who is a legal representative of the Vendor must sign the attached proposal form, in order for the bid to be valid and acceptable. A bid which is not signed is not binding on the part of the Vendor and therefore does not constitute an informality which may be waived by JPSD. Should a return label not be included with the bid document, address the outside of the envelope as follows:

**IF MAILED:**

Jackson Public School District  
Business Office  
Attention: Charles P. Lowe  
Director Of Internal Services  
P. O. Box 2338  
Jackson, Ms 39225-2338

**IF DELIVERED:**

Jackson Public School District  
Business Office  
Attention: Charles P. Lowe  
Director Of Internal Services  
661 South State Street  
Jackson, Ms 39201

In addition, the following information should be indicated on the outside of the bid envelope: (a) Vendor Name and Address and (b) Bid Name and Number and Bid Opening Date, as listed on the Bid Opening Schedule.

Modification and Withdrawal Of Bids and Late Bids

Bid proposals should be verified before submission for accuracy and correctness, since JPSD shall not be responsible for any errors for which the Vendor is responsible. Bids may be modified or withdrawn by written notice or in person from the Vendor, if received in the Business Office prior to the time set forth in the Bid Opening Schedule; no telephone oral withdrawals shall be accepted. Notations written by the vendor on the outside of the bid envelope stating that an amount is to be "added" or "deducted" from the pricing structure submitted on the bid document sealed inside the envelope shall not be deemed permissible; all such notations shall be ignored relative to pricing submitted by the vendor. The pricing submitted on the form(s) provided by JPSD shall be deemed to constitute the legal pricing offered by the vendor and it is that pricing which shall prevail and for which the vendor shall be accountable.

NO bids may be accepted, modified or withdrawn which are received in the Business Office, after the time set for the opening of bids. NO EXCEPTIONS! Any and all bids received after the bid opening time and date indicated on the Bid Opening Schedule shall be refused and marked "Late Bid" and returned to the Vendor, unopened. No formal bid proposals may be "faxed" and no telegraphic modifications may be made to any bid proposal once received by JPSD; all changes shall be made prior to the bid opening on the document submitted to JPSD.

Acceptance and Award Of Bid Proposals

The Vendor's bid proposal, once submitted and accepted as a valid bid by JPSD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to JPSD as per the terms of the bid specifications, all products and/or services contained therein. Bid proposals are subject to acceptance by JPSD at any time within forty-five (45) calendar days following the bid opening date. Consequently, all price quotations shall be effective for a minimum of forty-five (45) calendar days and a maximum period as indicated in the specifications. All bids must be valid for the effective dates stated in the specification, if applicable.

Award of contract shall be made to the responsible Vendor whose bid, conforming to the specifications, is deemed to be the most advantageous to JPSD, price and all other factors considered. The Vendor acknowledges the right of JPSD to reject the bid, in part or in total, if the Vendor fails to submit the data required in the specifications, or if the bid is in any way incomplete or irregular. Under no circumstances may a Vendor deliver, install, or perform any

service as specified in these specifications without written authorization from JPSD (i.e., a duly issued purchase order or signed contract). All formal bid proposals shall be approved by the Board of Trustees prior to the award of the bid.

The Vendor shall be issued a purchase order document, which shall be deemed acceptance of the bid proposal offer made by the Vendor, for all items and/or services approved by the Board of Trustees and awarded as a result of this bid. However, if in the opinion of JPSD a contract document is required to authorize the award of the bid, Vendor agrees to sign and execute all such contract documents as required in the written specifications. NOTE: if Vendor policy requires that JPSD sign Vendor contract documents, a sample of all such documents shall be included with the bid proposal and shall become a part of the Vendor's bid proposal.

#### No Response To Bid Quotation

Due to the ever-increasing postal rates, it is necessary to remove the names of Vendors from bid mailing lists which do not respond in writing to formal bid proposals which are mailed to them. Henceforth, it shall be interpreted that a Vendor no longer wishes to remain on the bid mailing list for any bid, unless the Vendor offers a bid proposal or returns the cover sheet of the bid marked "NO BID - Please Leave Name On Active Bid Mailing List." Likewise, for the Board's information, please indicate on a sheet of your company's letterhead, the reason(s) why your company is not submitting a bid proposal in response to these specifications at this time. Failure to respond at all to an offer to bid shall result in the removal from the bid mailing list.

#### Rejection Of Bid Proposals

JPSD reserves the exclusive right to reject the bid of any Vendor in part or total for reasons deemed appropriate, such as a documented past experience(s) in which the Vendor failed to perform according to stated specifications once awarded the bid, suspicious financial responsibility of the Vendor, instances in which Vendor offered references were checked with resulting negative connotations, etc. JPSD reserves the right to accept the "lowest and best" bid, which in their judgement, assures JPSD the product(s) or service(s) having the best performance and the highest level of function, quality and value. Any Vendor which does not indicate on the "Quoting On" line for each item on which a quotation is submitted, exactly what is being offered, may expect that item to be rejected, due to the fact that what is being offered cannot be clearly identified and compared to what is specified.

#### Approved Equal

It is the intent of this document to clearly define "open" and competitive product or service bid specifications. All items on this bid are to be as specified or JPSD approved equal; JPSD shall reserve the exclusive right to determine products and or services which are approved as equal to those specified herein. Reference in these specifications to and the use of the name and model number of any article, product, material or item of furniture and equipment by proprietary name, manufacturer or manufacturer's model or catalog number in describing an item, is intended to establish a standard of type, quality and design, and is therefore not intended to limit competition. Vendors may submit



bid proposals for products which are of a different manufacturer and model number from that which is specified, provided the herein procedure is adhered to exactly. However Vendors are encouraged to offer products of those manufacturers and model numbers specified, if at all possible.

For any item(s) which is proposed, which is other than as specified (brand name and number), it is the responsibility of the Vendor to submit, with the bid proposal, a manufacturer's published detailed cut and description, catalog, or other descriptive document, explaining in detail, exactly what is being proposed. Likewise, any support literature for any item(s) proposed which is other than as specified (manufacturer and model number), shall be clearly labeled as to the Vendor's Name, the Item Number as appears in the specifications and the Item Name. It shall be the responsibility of the Vendor to insure that a detailed, technical description is provided for all items which shall allow for an accurate comparison to the item specified. All such support documentation shall be submitted with the bid proposal and shall be organized in one of the following manners:

- (a) Bound Volume of Pages - for each item, a picture and detailed product specification (for the exact manufacturer and model number proposed) shall be pasted on an 8 1/2" X 11" sheet of paper and bound in a cover with the Vendor's Name on the outside of the cover. The item number and item name as listed in the bid specifications shall be indicated at the top of each page. The support literature shall be organized in a bound volume in order by item number. Preferably, only one item shall be placed on each page.
- (b) Published Catalog - it shall be permissible to submit with the bid, a general or manufacturer's product catalog clearly indicating the detailed product information concerning the proposed product; however, if this method is utilized, it shall be the responsibility of the Vendor to place beside the product manufacturer and model number on the "Quoting On" line the correct page number in the catalog which is submitted, on which the product may be found. JPSD shall not research catalog table of contents or indexes attempting to locate items which are offered on this bid.

In addition it shall be the responsibility of the Vendor to clearly define any deviations that exist from specifications, if any, between what is proposed and what is specified, for each item offered, which is other than as specified. All such information relating to product deviations may be placed in the bid proposal either on the page below the item specification or on a separate sheet. If a separate sheet is utilized, the page shall be entitled "Proposed Product Deviations" and each item shall be clearly labeled as to number and name as they appear in the specifications. Failure to provide such documenting evidence to support any such item offered and/or any significant product deviations may result in rejection of the item(s) involved.

#### Alternate Items

Vendors are discouraged from offering alternate items for bid in lieu of specifications. "Alternate Items" shall be defined for purposes of this bid, to be those products which do not differ from what is specified simply because of a manufacturer and model number which is other than as specified, but rather

those products which generally are non-characteristic of the product as specified. Careful preparation has gone into specifying items which meet JPSP defined needs and goals, and alternates to these are not solicited. If at all possible, Vendors are urged to quote on products and/or services as per the specifications listed. Consequently, bid proposals for "alternate" items as defined herein shall not be given consideration.

#### Pre-Bid Approval Of Items

Preference shall be given to those manufacturers and models which have been granted pre-bid approval based on past performance. Vendors are encouraged to request approval of their brands and models for each item(s) which are to be offered via bid in the future, in order to meet specifications as listed on this bid. All such requests shall be made in writing to the Director of Internal Services. After the bid has been published, all decisions as to product approved equals shall be made following the bid opening.

Where applicable, for the products and/or services to be provided in the specifications, preference shall be granted to those Vendors which offer local sales and service, parts inventories, user training orientation, etc. In the case of "tie bids", all factors being equal, the local vendor shall be recommended to the Board of Trustees for approval.

#### Net Prices

In all cases, prices quoted are to be net including all applicable discounts. A separate price shall be offered for each item and not in combination with other items (unless the grouping of items is otherwise allowed as defined in the specifications). Unit price shall prevail in case of a conflict between unit and total price (extension); written price shall prevail in case of a conflict between written and enumerated pricing.

Vendors are instructed to round off all unit pricing and extensions to the nearest whole cent; i.e., round the pricing to two places to the right of the decimal point only. The JPSP mainframe computer database is designed to accept only pricing which is stated in this manner. All items for which pricing is submitted which is other than two places to the right of the decimal shall be accepted; however, all digits beyond a whole cent (more than two places to the right of the decimal) shall be ignored in the bid analysis process and the unit price indicated on the purchase order shall be to the nearest whole cent for each item involved.

Freight - the Vendor agrees to deliver all items prepaid (F.O.B. DESTINATION), to an inside point or points of receipt within the District. If multiple delivery sites are required for items in the bid, either the total number of or the exact address of all such sites shall be indicated in the specifications section of the bid document. All costs for delivery, drayage or freight, for the packing or unpacking, loading and unloading of said articles, are to be borne by the Vendor, and should be included in the unit price.

### Taxes

Vendor pricing shall not include any taxes (unless specified), since JPSPD is tax exempt therefrom. Federal Excise Tax Exemption Certificates shall be executed when required upon request by the Vendor.

### Grouping Of Items

As stated above, no grouping of items shall be allowed unless otherwise defined in the detailed specifications. Most items are to be offered for bid on an "individual" basis and shall be awarded accordingly. However, certain circumstances may arise in which it is to the advantage of JPSPD to group items offered for bid. In certain instances, for the purpose of continuity and to insure product compatibility and design, and to minimize the freight costs involved, similar items may be grouped in the specifications and therefore shall constitute a single unit for bid purposes. All items in each such grouping shall be purchased from one Vendor. In order to be eligible for consideration for award of the bid for any group of items, a price quotation must be offered for ALL items in the grouping and a total price given for all items included in the grouping; award of the bid shall be made following careful analysis of the "lowest and best" bid offered for the entire group of items. Failure to offer a quotation for all items in a group may constitute a "No Bid" for the entire group of items.

### Payment and Invoicing

Unless otherwise indicated in the detailed specifications of this bid document, it is mutually understood that JPSPD shall make remittance in a single lump sum payment following satisfactory delivery of all items listed on the purchase order or following satisfactory performance (final inspection) of all services as specified in the contract. JPSPD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoicing for same, but only after all items included on the purchase order or contained in the contract are delivered and/or satisfied.

Consequently, Vendors agree to submit a single itemized invoice (original and duplicate) to JPSPD, Business Office, Post Office Box 2338, Jackson, Mississippi, 39225-2338, following the delivery of all items and/or services as indicated on the purchase order or contract. Multiple invoice documents (numbers) for the same purchase order or contract shall not be acceptable; following satisfactory delivery of items and/or performance of services, only one invoice shall be submitted per purchase order or per contract, which shall be for all items and/or services contained on the order or in the contract.

Following satisfactory invoicing as defined above and after receipt of all items on the purchase order and/or full performance of all services specified, payment shall be made in full to the Vendor within forty-five (45) calendar days from either the date of delivery or the receipt of satisfactory invoicing, as specified above, (in the Business Office), for the complete order or contract, whichever occurs last.

### Delivery Instructions

Information containing product delivery instructions for each item specified, shall be so indicated in the specifications. The specifications shall indicate if delivery is to be made to one central location or to multiple locations within the school district. Vendor agrees to adhere to delivery date schedules, as requested in the specifications.

### Default and Delays

Upon failure of the Vendor to deliver all of the items ordered or to render service, within the time set or allowed, the successful Vendor shall be considered in default, in which case JPSD reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or furniture and equipment, on the open market or secure the manufacture, delivery, and installation thereof by contract or otherwise. The Vendor shall be charged with any cost occasioned by JPSD whether said cost is the same as originally accepted or any excess cost.

### Damage To School Property

Any damage or loss to JPSD property as a result of any action by the Vendor in the delivery, execution or performance of any item or service stated in these specifications, shall be repaired or replaced to the satisfaction of designated JPSD personnel, at the Vendor's cost, within a reasonable time.

### Assemble and Set In Place

It shall be the Vendor's responsibility to furnish, deliver, completely assemble, set in place and where specified to completely install and make ready for operation to the satisfaction of JPSD all items offered for bid in these specifications. All Vendor personnel shall be legally licensed and fully qualified in the performance of the various areas of installation expertise. Items requiring unpacking shall be unpacked, assembled and set in place by the successful Vendor, at Vendor expense, as directed by the designated representative of JPSD. Where specified, all items shall be furnished, delivered, set in place, and made ready for operation, by the Vendor at Vendor's expense.

### Removal of Debris

Where applicable, Vendor owned materials and equipment may be stored on the job site but the contractor shall maintain full responsibility for the stored items and full responsibility for any acts of vandalism or damage to JPSD owned property as a result of the vandalism. Any materials of a flammable nature must be stored at least 50' from the nearest building. Vendor must maintain the premises free from accumulations of waste, debris and rubbish caused by the execution of the contract, as a result of this bid. Upon completion of all work, crates, boxes, and packing material shall be removed from the point of work or delivery by the Vendor, at Vendor expense, and the premises are to be left free of debris.

### Complying With Specifications

All material furnished must be in conformity with the specifications and shall be subject to inspection and approval by JPSD following delivery. The right is reserved to reject and return at the risk and expense of the Vendor such portion or the entirety of any shipment which may be deemed defective or fail to comply with specifications. If rejected, it shall be held for disposition at the expense and risk of the Vendor. Vendors shall be required to replace that defective portion or the entire order according to specifications without additional cost to JPSD. Any items which may be lost or damaged in transit from the manufacturer to JPSD shall be replaced or restored to the original good condition by the Vendor at no cost to JPSD, to the satisfaction of JPSD.

If required in the detailed specifications, each Vendor and subcontractor(s), together, should visit the site and take such other steps as may be necessary to ascertain the nature and location of the work to be performed, and the general and local conditions which could affect the work or the cost thereof. All visits to the sites shall be made at the Vendor's expense.

### Guarantee

Each Vendor, by presenting a bid under these specifications, binds himself to make positive that all goods are fully up to the standards set by the specifications. Should it be discovered within a reasonable period of time from the date of purchase order or contract that such goods or services are not up to standard, JPSD shall have the right to have such goods or services replaced by others conforming to the standard requirements and the entire expense be borne by the Vendor.

The Vendor shall agree to guarantee and warrant all equipment provided as a result of this bid for a period equal to the stated guaranty/warranty in the specifications. All such warranties shall provide the coverage as indicated in the specifications.

### Samples

JPSD reserves the right to request of any Vendor offering a product for sale via this bid an exact sample for evaluation for any product proposed. Vendor agrees to submit requested sample(s) within ten (10) calendar days from notification of the sample request. Should the Vendor not adhere to this sampling procedure, the item(s) in question may be rejected on these grounds.

Samples must be furnished upon request only, free of expense to JPSD and if not destroyed by tests, shall be returned at the Vendor's expense upon request. Samples are to be submitted to the Business Office to the attention of the Director of Internal Services, 661 South State Street, Jackson, Mississippi. Samples are to represent exactly what the Vendor actually proposes to furnish. Samples shall be properly identified as to bid number, bid date, name of Vendor, and item number as it appears on the bid. Once the bid is awarded, JPSD reserves the right to subject actual shipment samples to randomized testing. In cases when a sample is sent to testing laboratory for analysis in light of specifications, and the tests results indicate that the sample does not comply with specifications, the cost of the test shall be charged to the Vendor submitting the failing sample. The right is reserved to keep the successful

Vendor's sample for comparison with actual shipment. Said sample may be returned to the Vendor or accepted as delivery according to order.

#### Compliance With Laws

If required due to the nature of the specifications contained herein, the Vendor shall give all notices, pay all fees, and comply with all local city, state, and federal laws, codes, ordinances, rules and regulations bearing on the successful conclusion of an order for supplies, services, or equipment. Vendor is to secure and pay for all permits, governmental fees, licenses and assessments necessary to perform all work as outlined in the specifications. The Vendor shall comply with all fire, safety and security regulations.

#### Insurance

It shall be the responsibility of the Vendor, once awarded the contract, to procure and maintain at Vendor expense, any insurance coverage equal in coverage to the minimum requirements applicable to the nature and scope of the project as set forth in these specifications. Vendor shall insure the delivery of all products delivered as a result of this bid until such time as all products are received by JPSD, inspected and approved.

#### Liability and Relationship of Parties

The Vendor shall, and hereby does, indemnify and hold harmless JPSD from any and all claims, suits, actions, judgements, settlements, damages, awards, costs and expenses of any kind or nature whatsoever arising from or out of any assertion or complaint by a third party or parties of any injury or damage resulting from the performance of this agreement by Vendor. Without limiting the generality of the foregoing sentence, as relates to this bid document and any succeeding document(s) as a result of this formal bid, the Vendor (which shall include the vendor of award, the product manufacturer whom the Vendor represents, any subcontractor(s) of either, or any other party acting as an agent of the Vendor or manufacturer) shall hold JPSD, it's officers, agents, servants, and employees harmless from liability of any nature or kind whatsoever against the publisher or author, manufacturer or agent for the use by JPSD of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, environment-sensitive material, or appliance furnished or used under this bid proposal.

Any architects, consulting engineers, or other defined agents acting in behalf of JPSD with regard to this formal bid, shall be deemed to be extensions of JPSD and therefore all terms and conditions in this bid document shall equally apply to said third parties just as they do to JPSD.

Neither this bid nor any succeeding document(s) as a result of this formal bid, shall constitute nor create a partnership or joint venture between JPSD (or any agent acting in behalf of JPSD) and the Vendor, nor does it create a business relationship between the parties other than that specifically provided for by the terms of this agreement.

### Non-Mentioned Items

Any standard manufacturer's parts, components, other equipment or related accessories not specifically mentioned by name or included in these specifications but which are normally a part of the equipment and furnishings necessary to complete the installation or insure the performance of the item, which are normally advertised and sold as a part of the "total product", shall be deemed to be included in the bid and shall therefore be furnished by the Vendor under the framework of this bid, at no additional cost to JPSD.

### JPSD Responsibilities

With regard to installation as per these specifications, it shall be the responsibility of JPSD to provide all electrical, gas and water services (stubouts) to the products as required and in compliance with the manufacturer's product specifications. Floor drains shall be provided by JPSD. However, any and all product connections required to interface the product with electrical, gas, water and drain facilities, whether indicated on attached project plans, drawings and specifications, including all addenda issued pursuant to this bid, shall be solely the responsibility of the Vendor.

JPSD shall allow Vendor access to any facilities involved in these specifications during normal business hours in compliance with JPSD's approved schedule. Upon written request from a Vendor, JPSD may consider special work hours if required to complete a delivery or a project with an impending deadline. Likewise, if applicable, upon written request from the Vendor, JPSD shall allow Vendor access to any project plans, blueprints or other detailed specifications which may not be included within this bid document, but which could reasonably be expected to have a bearing on the bid proposal. All such written requests shall be forwarded to the Business Office to the attention of the Director of Internal Services.

### Product Colors, Finishes and Color Combinations

Where applicable and indicated in the specifications, color selection of all product finishes and furnishings which have been pre-selected by JPSD, shall be adhered to as closely as possible by the Vendor. There are situations in which it is very important to JPSD that all of the products included in the bid or various sections of the bid, be color coordinated in order that a pleasing decorative atmosphere conducive to instruction be established. It shall be the responsibility of the Vendor to submit as a part of the bid, where required in the specifications, proposed manufacturer's color samples for all items offered for which a specific color is indicated. Failure to do so may result in rejection of any and all items involved in that section.

### Adjustments In the Quantities To Be Purchased

All quantities indicated in this bid were projected based on an established need and are stated in "good faith" by JPSD and represent the known quantities which shall be purchased via this bid; however, in order to insure budgetary compliance, a situation may arise in which the quantities indicated for one or more items listed for bid may have to be amended.

**Deletions** - All quantities listed in these specifications are subject to adjustment; JPSD shall reserve the right to delete any and all items entirely

and/or to reduce quantities in number prior to issuing a purchase order at the unit price(s) quoted in the Vendor's bid.

**Additions** - If an "additions" clause is to be implemented with reference to the quantities to be purchased as a result of this bid, it will appear in the detailed specifications section of this document. If there is no reference to the purchase of additional quantities the quantities to be purchased shall be as published herein.

#### Follow-Up Services

The Vendor shall agree to provide to JPSD as part of this bid, at no additional cost, all required user orientation as to the proper use and care for all equipment sold as a result of this bid.

#### Ambiguities

Should questions arise or ambiguities exist regarding any part of parts of the specifications as published, the Vendor shall notify the Director of Internal Services, (601) 960-8796, at least five (5) calendar days prior to the published bid opening date, in order that a written clarification (addendum) from the Business Office can be made known to all Vendors participating in the bid. No addendum concerning clarification of published specifications shall be issued following five (5) calendar days prior to the published bid opening date, unless it is to extend the bid opening date. Interpretation of and subsequent modifications to these specifications shall be made by addenda only; JPSD shall not be responsible for any interpretation of the documents other than as set forth in these specifications or in JPSD authorized written and published addenda.

Should ambiguities exist between this section of the bid (Instructions and Conditions), and the stated specifications which follow, the specifications shall prevail and shall be taken to be the correct interpretation for this bid.

#### Vendor Grievance Procedure

In accordance with JPSD policy this protest and grievance procedure shall be made a part of these formal bid specifications and the Vendor shall agree by the submission of a bid proposal to adhere to the procedure. Should a Vendor disagree with any aspect(s) of the competitive bid process, the nature in which the specifications are written, or deem any recommendation or decision regarding the award or denial of any or all items contained in the bid to be unfair, the Vendor must "show cause" for disagreement by adhering to the following established procedure. This procedure is intended to afford the Vendor an opportunity to register an objection in a standardized manner.

As a public institution it is the intent of the Board of Trustees of the Jackson Public School District (JPSD) to constantly remain in compliance with all state purchasing statutes, federal regulations as applicable and established board policies regarding the competitive bid process and to be fair to all participating vendors while adhering to the written specifications. It shall be the exclusive right of JPSD to determine which is the "lowest and best" bid offered, price and all other factors being considered. It is the policy of JPSD to insure that all written specifications are structured in such a manner so as



to enhance competitive bidding and that the award of all bids be done fairly and honestly, in good faith, and in the interest of the taxpaying public.

The protest procedure shall be as follows, in the sequence as described:

1. Vendor shall submit a formal letter of protest to the Director of Internal Services with a copy being forwarded to the Superintendent of Schools and the Deputy Superintendent for Operations, explaining in detail the exact nature and reason(s) for the protest. The letter shall indicate precisely which item(s) on the bid and/or decisions made relative to the bid are being challenged, stating the protest reason for each.
2. The letter shall state the Bid Number, Bid Title, Bid Opening Date and Item Number(s) involved in the protest and shall be signed by the Vendor representative which signed the bid proposal document.
3. No verbal protest shall be acknowledged by JPSD and only written protests presented by the Vendor in the manner prescribed herein shall be considered.
4. A review committee shall be appointed by the Deputy Superintendent for Operations to review each valid protest by any Vendor which has adhered to the established procedure, and to render a decision regarding the protest expeditiously. The decision of review committee shall be made utilizing written evidence presented by the Vendor and the Director of Internal Services. At the discretion of the review committee the committee may conduct a hearing on the matter.

The recommendation of the review committee shall be submitted to the Deputy Superintendent for approval. The Vendor of protest shall be informed of the decision of the review committee, in written form at the earliest possible date. The decision of the review committee as approved by the Deputy Superintendent for Operations shall be final.

This protest and grievance procedure shall govern any and all Vendor protests accruing from the date of the first publication or distribution date of bid specifications until one week prior to the date scheduled for the item(s) of protest to be presented to the Board of Trustees for approval. Vendors may call the Business Office - Director of Internal Services, (601) 960-8796, for information concerning the scheduled board meeting dates, times, and agenda.

#### Exceptions To These Instructions and Conditions and/or Specifications

The Vendor, when through a voluntary and independent action, places the signature on the proposal form, fully agrees to accept and comply with all instructions and conditions and all other requirements defined in the detailed specifications and outlined in all other documents pertaining to the bid document. Should any Vendor take exception with any part(s) of these instructions and conditions, or any part(s) of the specifications which follow, it is the responsibility of the Vendor to so acknowledge such differences in detail on a separate sheet(s), and attach and submit said sheet(s) with the bid; all such exceptions shall become a part of this bid.

## PURCHASING GUIDES AND VENDOR PRODUCT AND SERVICE LISTS

### Section I:

An equal opportunity shall be provided to all responsible vendors to transact business with the district. To this end, the purchasing agent shall develop and maintain a computerized list, containing the names and addresses, of all potential bidders, for the various types and categories of materials, equipment, supplies and services. Any vendor may be added to the list upon written request, and completion of the appropriate form. Small, minority owned and operated and women owned and operated businesses will be encouraged to develop a business relationship with the district and shall be afforded an equal opportunity to transact business with Jackson Public School District.

### Section II:

Once a vendor is added to the bid mailing list for a category, that vendor shall receive a bid each time items for that category are solicited, until such a time as the vendor does not return a bid quotation at all or returns a bid marked "no bid – remove name on active mailing list."

Tabulations sheets of all formal bids are available in the purchasing office for public view. Such tabulation sheets indicates what items were bid, the vendors responding, and all vendor pricing for each item on the bid. Likewise, the vendor price accepted is indicated on the tabulation sheet.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Section 31-7-1, 31-7-13; Mississippi Code of 1972

DATE: December 18, 1978

AMENDED: October 27, 1986

October 16, 1989

November 25, 1991

REVIEWED: May 10, 2006

## MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION POLICY

### **Section I: Introduction**

The Board of Trustees (hereinafter the “Board”) has adopted a Minority/Women Business Enterprise Participation Policy (hereinafter the “Policy”) to encourage the development of minority and women business enterprises and to promote equal business opportunities in the district and the community. It is the intent of the Board to foster competition among contractors, suppliers, and vendors that will result in better quality and more economical services rendered to the district. Under this policy, the Board has established, as a goal, that twenty percent of all “discretionary expenditures” of the District be awarded to minority business enterprises as allowed by Miss. Code Ann. §31-7-13(u). However, in no case shall twenty percent minority participation be the conclusive factor in determining the successful bidder. Contractors shall indicate on their bid proposals their good-faith efforts to procure MBE participation.

### **Section II: Definitions**

“Minority Business Enterprise (“MBE”) shall mean a business which is an independent and continuing enterprise for profit, performing a commercially useful function and is owned by a majority of persons who are United States citizens or permanent resident aliens (as defined by the Immigration and Naturalization Service) of the United States, and who are Asian, Black, Hispanic or Native Americans, according to the following definitions:

- (i) “Asian” means persons having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.
- (ii) “Black” means persons having origins in any black racial group of Africa.
- (iii) “Hispanic” means persons of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands regardless of race.
- (iv) “Native American” means persons having origins in any of the original people of North America, including American Indians, Eskimos and Aleuts.

“Women Business Enterprise” (“WBE”) shall mean a business which is an independent and continuing enterprise for profit, performing a commercially useful function and is at least fifty-one percent (51%) owned and controlled by one or more females, and certified as such by the City of Jackson, or by the Jackson Public School District.

A “Certified MBE/WBE” shall mean an MBE or WBE which meets the requirements of the City of Jackson or alternatively, the Jackson Public School District. A list of all pre-certified MBEs and WBEs will be maintained by the District in the Business Office, 662 South State Street, Jackson, Mississippi.

### **Section III: Equal Business Opportunity**

It is the policy of the Jackson Public School District (hereinafter “JPSD”) to promote full and equal business opportunities for all persons doing business with the Jackson Public School District, regardless of race, sex and national origin. It is the ultimate goal of Policy DIEJA to promote a business climate that will help to prevent discrimination against minorities and women and promote more competition among vendors, suppliers, and contractors of the district.

The district will seek to increase minority and women participation for contracts that require only informal quotes. These efforts will be for purchases between \$1,500 and \$5,000. Additionally, the district will seek to increase its minority and women participation in the area of professional services to 20%.

The Board has established as a goal of at least twenty percent (20%) of the total “discretionary expenditures” of the district to be provided by minority and women business enterprises (hereinafter “MBE/WBEs”). While the policy provides for voluntary participation and is dependent upon race-neutral and gender-neutral considerations, contractors are encouraged to comply with the Board’s policy. The Board shall annually review the policy, including race/gender– neutral remedies, to determine its effectiveness.

#### **A. Good Faith Efforts**

The Board shall require contractors to demonstrate good faith efforts to obtain the goal of the 20% participation of MBE/ WBEs in all levels of the contracting process. The contractor shall indicate its efforts to obtain minority and women participation on its bid proposal. Failure to do so shall subject the contractor to a rejection of its bid for nonresponsiveness. The district shall determine if the contractor made a good faith effort to procure MBE/WBE participation.

#### **B. Reporting Requirements**

Contractors shall submit with the bid proposal and each payment requested, or as otherwise required by the district, a report detailing its activities and accomplishments relating to MBE and WBE participation. The report shall include the following information relative to the particular project: the name of the MBE/WBE subcontractor, type of service or commodity provided by the MBE/WBE subcontractor, dollar amount of each MBE/WBE subcontract, and total dollar amount and percentage of subcontracts awarded to MBEs or WBEs. Failure to submit the required report may be deemed noncompliance with the contractual requirements or a breach of contract by the contractor at the option of the district. Noncompliance may result in the district withholding payment and, in appropriate instances, termination of the contract. Findings of noncompliance will be forwarded to the legal department for review.

#### **Section IV: Race/Gender – Neutral Remedies**

The board recognizes that race/gender – neutral remedies may be effective tools used to increase WBE/MBE participation. Therefore, the district will continue to explore these remedies. The remedies will include, but will not be limited to, the following:

- Technical assistance techniques to identify and increase the participation of MBE/WBEs in the district's contracting and subcontracting opportunities
- Continuation of the joint certification process with the City of Jackson
- Continuation of legislative efforts to assist with bonding requirements

The district will annually review the success of these measures in order to determine the extent to which the measures can provide equitable access to the district's contracting and subcontracting opportunities.

It is the intent of this policy to comply with all applicable local, state and national legislation and case law concerning the purchasing process, and therefore not the intent to discriminate against nor show favoritism toward any individual or group because of race, color or creed. The JPSD shall not sacrifice product quality for lower pricing, but shall make all purchases in the best interest of the students of the school district and the taxpaying public. It shall be the primary responsibility of the District Counsel's Office, with assistance of the Purchasing Department, to insure that this policy is followed, and that all actions regarding the requisitioning and purchasing process comply with all applicable purchasing statutes as well as the defined goals relative to MBE/WBE participation.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL Miss. Code Ann. §31-7-13(u)(1997); City of Richmond v. J. A. Croson, 488  
SOURCES: U.S. 469, 109 S. Ct. 706 (1989); Adarand Constructors, Inc. v. Peña, 515 U. S.  
200, 115 S.Ct. 2097 (1995)  
DATE: November 17, 1997

## PURCHASING FROM LOCAL VENDORS

It shall be the policy of this board to purchase locally, provided goods or services of equal quality and competitive prices are available from local supplier.

Local vendors shall include those located in the municipal city of Jackson, Mississippi, and/or those located in the state of Mississippi, and/or those domestic vendors located in the United States of America.

The purchasing agent should not feel bound to purchase any item locally that can be secured at a savings in cost to this school district from outside sources. Nor shall the agent feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.

In the case of a "tie bid" (i.e., an instance where two vendors offer the same price quotation for the same item, and each is offering an item which meets the specifications as set forth in the bid) the local vendor shall be awarded the bid for that item.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 31-7-77, 31-7-13, 31-7-12; Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989

## ITEMS EXEMPT FROM THE BID PROCESS

The board acknowledges the following exemptions from the competitive bid process, as allowed by law. However, standardized requisition and purchasing procedures shall be followed in obtaining these items even though they are exempted from bid.

### Section I: SINGLE SOURCE ITEMS

There exist some items which are termed “noncompetitive items,” “single source items,” and “non-comparable items” which may be copyrighted, patented or are peculiar to a particular function and which are available from only one source of supply. The law provides that such items may be purchased from the single source vendor, provided that the price paid does not exceed the vendor’s published price for the item. While exempt from the bid procedure, it is required that all single source purchase transactions be approved by the board and a clear definition of the items being purchased and a certification of the conditions and circumstances particular to each purchase shall be noted on the minutes of the board, PRIOR to the purchase of the single source items. This section of the policy shall not be abused for expediency. A detailed record of all “single source purchases” must be maintained for audit purposes.

- A. Prior to the purchase of any single source item(s), the administrative staff shall present to the Board of trustees a certification of the conditions and circumstances requiring the purchase and a certification that the item(s) is in fact available from a single source of supply only. The board may authorize the purchase and the authorization shall be noted in the Board Minutes.
- B. Purchases of single source item(s) from regulated utility companies, to the extent prices are fixed by tariff, are not subject to public bid requirements.

### Section II: PERISHABLE ITEMS

Food items purchased in connection with the food service program and the home economics programs are exempt from the bid process, due to the nature of the item.

### Section III: REPAIR PARTS

Repairs to equipment are exempted from bid requirements, provided that the vendor performing the repair shall forward to the purchasing department invoices identifying the equipment repaired (manufacturer, model, serial number) specific

repairs made, parts are identified by number and name, all supplies used in the repair process, the number of hours of labor and costs incurred.

Repair parts required by the district to perform "in-house" repairs to Jackson Public School District owned equipment likewise is exempted from the competitive bid process so long as the item of equipment is clearly identified (location, manufacturer model number and serial number) on the purchase order document at the time of purchase.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Sections 31-7-13; Mississippi Code of 1972, (Telecom Systems, Inc., v. Lauderdale County Board of Supervisors, 405 So. 2d 119 (1981))  
Financial Accounting Manual for Mississippi Schools, p.41-44, 1985, Amended 1989;  
DATE: October 27, 1986  
AMENDED: September 19, 1988  
October 16, 1989  
November 25, 1991  
REVIEWED: May 10, 2006



## QUALITY CONTROL

The board requires that all purchases, whether by competitive bid or otherwise, shall take into consideration the quality of the articles supplied, their conformity with developed specifications, their suitability to the requirements of the educational system, and delivery terms.

“Quality buying” is defined as the purchase of goods, supplies, materials, equipment, or services that will fulfill but not exceed the requirements for the purpose intended.

When items are purchased via the formal bidding process, the “lowest and best” bid, all things considered, shall be selected. For any item which is “low bid” that is not accepted, a reason for that item being rejected shall be stated, and all bid item rejections shall be placed in the board minutes.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: §31-7-13, §31-7-11; Mississippi Code of 1972

DATE: December 18, 1978

AMENDED: October 27, 1986

October 16, 1989

November 25, 1991

REVIEWED: April 12, 2006

## WAREHOUSE STOCK ITEMS

It shall be the intent of the board to own and operate warehouse facilities designed to house instructional and support service items, which are frequently utilized and which may be purchased in quantity economically and distributed as requested in a timely manner.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Financial Accounting Manual for Mississippi Schools,  
p.41-44, 1985, Amended 1989  
DATE: October 27, 1986  
AMENDED: October 16, 1989

## **VENDOR RELATIONS**

### Section I:

No officer, agent, manager, teacher, or employee of the Jackson Public School District shall have any pecuniary interest, either directly or indirectly, proximately, or remotely in supplying any goods, wares, or merchandise of any nature or kind whatsoever for any schools; neither shall any officer, agent, manager, teacher, or employee serve as agent for any manufacturer, merchant, dealer, publisher, or author, for any article of merchandise to be used by any schools; nor shall any officer, agent, manager, teacher, or employee receive directly or indirectly any gift, emolument, reward, or promise of reward, for his influence in recommending or procuring the use of any manufactured article, goods, wares, or merchandise of any nature or kind whatsoever for use by any school.

### Section II: SALES CALLS/DEMONSTRATIONS/SERVICES

No agents or persons shall be permitted to use school premises to exhibit or offer for sale articles or services to students or school employees, except those services approved by the superintendent or designee. When approval is granted by the superintendent or designee, a salesman or vendor representative may contact the school principal to schedule appointments for the purpose of conducting school business only.

After approval is granted by the superintendent or designee, school principals may give permission to sales representatives of educational products/services to see members of the school staff before or after the working day. No vendor is allowed in the building during the school day. Exceptions may be granted by the superintendent or designee.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: §25-4-01, §25-4-103, §25-4-105; Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
          October 16, 1989  
          August 16, 1993  
REVIEWED: April 12, 2006

## PAYMENT PROCEDURES

The Jackson Municipal Separate School District will provide for the prompt monthly payment of all salaries due teachers, other school officials and employees, all current bills and other necessary operating expenses.

Vendors which have satisfactorily delivered all goods and/or services specified on the purchase order or contract document, can expect payment within forty-five (45) days, provided that satisfactory invoices (in duplicate) have been received in the purchasing department, and that the pink copy of the purchase order has been signed and received in the purchasing department.

If a vendor does not receive payment for services rendered within 45 days after "acceptance," the school district is liable for payment of interest in an amount equal to 1½% per month on the outstanding balance, until such a time that the balance is paid. "Acceptance," the time from which the 45 day period begins, shall be defined as that time when receipt of invoice(s) is made by the vendor and received (in duplicate) in the purchasing department, and following inspection and approval of goods and/or services by the district, for all items listed on the purchase order or stipulated in the contract. The board shall make remittance only after all items on the purchase order or items and/or services stipulated in the contract have been delivered satisfactorily, and not simply upon receipt of partial shipment and partial vendor invoicing.

Accounts payable vouchers shall be authorized to be written and issued by the finance office in compliance with all prevailing statutes, and that said vouchers may be forwarded to vendors complying with "acceptance" as defined above, and that accounts shall be approved as paid at the board meeting immediately following the remittance process. A computerized general ledger of accounts shall be formulated for support documentation for all expenditures out of all funds, and such documentation shall be presented for approval at the board meeting.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Section 31-7-301 through 31-7-315, 37-5-93; Mississippi Code of 1972

DATE: December 18, 1978

AMENDED: October 27, 1986

October 16, 1989

## **VENDOR PROTEST AND GRIEVANCE PROCEDURE**

### **SECTION I: COMPLIANCE**

As a public institution, it is the intent of the Board of Trustees of the Jackson Public School District to constantly remain in compliance with all state purchasing statutes, federal regulations as applicable and established board policies regarding the competitive bid process and to be fair to all participating vendors while adhering to the written specifications. It shall be the exclusive right of the Jackson Public School District to determine which is the "lowest and best" bid offered, price and all other factors being considered. It is the policy of the Jackson Public School District to insure that all written specifications are structured in such a manner so as to enhance competitive bidding and that the award of all bids is done fairly and honestly, in good faith, and in the interest of the taxpaying public.

The Board acknowledges that on occasion a vendor may disagree with some aspect of the Jackson Public School District's actions in preparing the specifications for or soliciting bids for a public purchase. Therefore, the Board has determined that a uniform procedure should be established to allow vendors the opportunity to register grievances with the Jackson Public School District regarding the solicitation of bids and public purchases by the school district.

### **SECTION II: PROTEST PROCEDURE**

The protest procedure to be followed by the Jackson Public School District and any vendor desiring to register a protest shall be as follows, in the sequence as described:

1. Vendor shall submit a formal letter of protest to the Director of Internal Services with a copy being forwarded to the Superintendent of Schools and Schools and the Deputy Superintendent for Operations, explaining in detail the exact nature and reason(s) for the protest. The letter shall indicate precisely which item(s) on the bid and/or decisions made relative to the bid are being challenged, stating the protest reason for each.
2. The letter shall state the Bid Number, Bid Title, Bid Opening Date and Item Number(s) involved in the protest and shall be signed by the Vendor representative which signed the bid proposal documents.
3. No verbal protest shall be acknowledged by Jackson Public School District and only written protest presented by the vendor in the manner prescribed herein shall be considered.

4. A review committee shall be appointed by the Deputy Superintendent for Operations to review each valid protest by any vendor which has adhered to the established procedure, and to render a decision regarding the protest expeditiously. The review committee's decision shall be made utilizing written evidence presented by the vendor and the Director of Internal Services. At the discretion of the review committee, the committee may conduct a hearing on the matter.

The recommendation of the review committee shall be submitted to the Deputy Superintendent for approval. The vendor of protest shall be informed of the decision of the review committee, in writing, at the earliest possible date. The decision of the review committee, as approved by the Deputy Superintendent for Operations, shall be final.

### **SECTION III: TIMELINE**

The foregoing protest and grievance procedure shall be made a part of the formal bid specifications for each public purchase, and the vendor shall agree by the submission of a bid proposal to adhere to the procedure. The protest and grievance procedure shall govern any and all vendor protest accruing from the first publication or distribution date of bid specifications until one week prior to the date scheduled for the item(s) of protest to be presented to the Board for approval. Vendors may call the Office of the Director of Internal Services for information concerning the scheduled Board meeting dates, times, and agenda.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: §31-7-13; Mississippi Code of 1972  
DATE: March 20, 1989  
AMENDED: October 16, 1989  
REVIEWED: April 13, 2006

## VENDOR PROTEST AND GRIEVANCE PROCEDURE

In accordance with Board Policy DIER this protest and grievance procedure shall be made a part of these formal bid specifications and the Vendor shall agree by the submission of a bid proposal to adhere to the procedure. Should a Vendor disagree with any aspect(s) of the competitive bid process, the nature in which the specifications are written, or deem any recommendation or decision regarding the award or denial of any or all items contained in the bid to be unfair, the Vendor must "show cause" for disagreement by adhering to the following established procedure. This procedure is intended to afford the Vendor an opportunity to register an objection in a standardized manner.

As a public institution it is the intent of the Board of Trustees of the Jackson Public School District to constantly remain in compliance with all state purchasing statutes, federal regulations as applicable and established board policies regarding the competitive bid process and to be fair to all participating vendors while adhering to the written specifications. It shall be the exclusive right of the Jackson Public School District to determine which is the "lowest and best" bid offered, price and all other factors being considered. It is the policy of the Jackson Public School District to insure that all written specifications are structured in such a manner so as to enhance competitive bidding and that the award of all bids be done fairly and honestly, in good faith, and in the interest of the taxpaying public.

The protest procedure shall be as follows, in the sequence as described:

1. Vendor shall submit a formal letter of protest to the Director of Internal Services with a copy being forwarded to the Superintendent of Schools and the Deputy Superintendent for Operations, explaining in detail the exact nature and reason(s) for the protest. The letter shall indicate precisely which item(s) on the bid and/or decisions made relative to the bid are being challenged, stating the protest reason for each.
2. The letter shall state the Bid Number, Bid Title, Bid Opening Date and Item Number(s) involved in the protest and shall be signed by the Vendor representative which signed the bid proposal documents.
3. No verbal protest shall be acknowledged by the Jackson Public School District and only written protest presented by the vendor in the manner prescribed herein shall be considered.

4. A review committee shall be appointed by the Deputy Superintendent for Operations to review each valid protest by any vendor which has adhered to the established procedure, and to render a decision regarding the protest expeditiously. The decision review committee shall be made utilizing written evidence presented by the vendor and the Director of Internal Services. At the discretion of the review committee, the committee may conduct a hearing on the matter.

The recommendation of the review committee shall be submitted to the Deputy Superintendent for approval. The Vendor of protest shall be informed of the decision of the review committee, in written form at the earliest possible date. The decision of the review committee, as approved by the Deputy Superintendent for Operations, shall be final.

This protest and grievance procedure shall govern any and all Vendor protests accruing from the date of the first publication or distribution date of bid specifications until one week prior to the date scheduled for the item(s) of protest to be presented to the Board of Trustees for approval. Vendors may call the Office of the Director of Internal Services, (601) 960-8796, for information concerning the scheduled board meeting dates, times, and agenda.



## LEASE-PURCHASE

### Section I: RESPONSIBLE AGENT

Lease-purchase agreements are a vehicle to assist the Jackson Public School District achieve its major function of providing quality education for all students. The designee of the superintendent shall be responsible for analyzing the benefits of a lease-purchase agreement as opposed to an out-right purchase. This analysis shall be discussed and reviewed by the superintendent prior to any presentation to the Board of Trustees.

### Section II: IMPACTING FACTORS FOR A LEASE-PURCHASE

When analyzing the benefits of a lease-purchase agreement, the designee of the superintendent shall consider the following factors:

1. The surplus cash reserve of the district being above the minimum reserve balance set by the board,
2. The length of time of the lease-purchase agreement,
3. The interest rate of the lease-purchase,
4. The interest rate received on the investment of surplus funds, and
5. The expected increase or decrease of interest rates on the investment of surplus funds during the life of the lease-purchase agreement.

The final recommendation to use a lease-purchase agreement or an outright purchase shall be made by the superintendent prior to presentation for consideration and action by the Board of Trustees.

### Section III: PAYING OFF LEASE-PURCHASE AGREEMENTS EARLY

The designee of the superintendent shall be responsible to review lease-purchase agreements periodically to determine if early payoff would be beneficial. Lease-purchase agreements are to be reviewed closely during the district's budgeting process.

Factors to be considered in analyzing whether to pay off a lease-purchase agreement include the following:

1. Whether the lease-purchase agreement has a clause allowing the early payoff,
2. The surplus cash reserve of the district being above the minimum reserve balance set by the board,
3. The length of time the lease-purchase has remaining before it is paid off,

4. The interest rate of the lease-purchase agreement,
5. The interest rate received on the investment of surplus funds,
6. The expected increase or decrease of interest rates on the investment of surplus funds during the remaining life of the lease-purchase agreement, and
7. The cost associated with the early pay off of the lease-purchase agreement.

The final recommendation to use a lease-purchase agreement or an outright purchase shall be made by the superintendent prior to presentation for consideration and action by the Board of Trustees.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL Operational Performance Audit Of Selected Financial-Related Areas,  
REF.: January 1993  
DATE: August 16, 1993

## **NOTES AND BOND PAYMENTS**

The governing authorities, on behalf of the Jackson Municipal Separate School District, shall annually levy a special tax on all taxable property of the district sufficient to pay the principal and interest upon negotiable notes and certificates of indebtedness incurred. Such levy shall not exceed three (3) mills and shall be collected in a manner prescribed by law.

In the case of notes and bonds issued for the purchase of school transportation equipment, the principal and interest shall be paid out of transportation funds annually provided in the budget by the board.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-59-107, 37-41-99, Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989  
REVIEWED: April 26, 2006

## SCHOOL ACTIVITIES FUND MANAGEMENT

### Section I: ACTIVITY FUNDS DEFINED

'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 include any funds raised and/or expended by any organization unless deposited with existing activity funds, regardless of whether the funds were raised using school facilities.

### Section II: EXPENDITURES

Activity funds shall be spent in accordance with Section 37-7-301, Mississippi Code of 1972.

Activity funds may only be expended for necessary expenses or travel costs incurred by students and their chaperones in attending any in-state or out-of-state school-related programs, conventions or seminars and/or any commodities, equipment, travel expenses, contractual services or school supplies which the Board of Trustees, in its discretion, shall deem beneficial to the official or extracurricular programs of the district.

### Section III: FUND MANAGEMENT

The Finance Office will designate an account for every school for the purpose of handling activity funds. This school account shall handle all monies collected by the different organizations within the school. This account must be handled as all other school accounts and must go through regular district accounting procedures. No separate checking accounts for organizations or the school may be established. Expenditures must be authorized by the sponsor of the organization.

All funds shall be accounted for and reported by the principal in subaccounts as prescribed by the Finance Office and listed in the Activity Fund Manual.

School activity funds shall be expended in such a way as to benefit those students currently in school who had the opportunity to contribute to the accumulation of such funds.

Monies raised by students must be expended for service projects for which the monies were raised within the school and/or community which have been approved by the membership of the sponsoring organization.

Monies raised for a given project and not expended within the school year will be maintained and carried over in the project account for which they were raised.

Only if a project becomes extinct can the remaining funds be transferred to another project account within the school account.

#### Section IV: RECEIPTS

All activity funds received by a local school must be deposited into its account, through the principal. The principal must maintain a three-part receipt book, containing such information as prescribed by the State Auditor's office to record all receipts. A person transferring money to the principal for deposit will be given the original receipt, the second copy will be attached to a deposit voucher, and the third copy of the receipt will be kept in the book and on permanent file in the principal's office. All of these prenumbered 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 deposit voucher. The deposit slip should indicate the sequence of receipt numbers that particular deposit covers.

#### Section V: DISBURSEMENT

Check request vouchers, with original invoices attached, shall be used to disburse activity funds. All purchases made with activity funds must comply with the state purchasing laws.

#### Section VI: BANK RECONCILIATIONS

The Finance Office shall prepare activity fund bank reconciliations. A copy of each month's bank reconciliation will be returned to the local school for review and management purposes.

#### Section VII: BOARD REVIEW

Activity funds are included in the budget process and the financial records of the school district and thus are subject to the same level of management oversight and audit review as all other school district funds. The school district activity fund report shall be reviewed and approved monthly by the Board of Trustees and shall be acknowledged in the board's official minutes.

#### Section VIII: MISCELLANEOUS

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 Board of Trustees.

Any event at a local school where a fee is charged for admission shall use prenumbered tickets and be accounted for in a manner prescribed by the State Auditor's office.

Any arrangement between a local school and a company supplying merchandise, such as school pictures, class rings and caps and gowns, shall be written contract, signed by the principal and the company's representative, approved by the local school board, and on file available for public review in the principal'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. Persons who purchase merchandise shall pay either the company or the activity fund directly. In cases where the merchandise is purchased 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. In the event merchandise is sold through a school, the cost of such merchandise shall be paid from the student activity fund directly to the vendor. Under no circumstances shall a company or a purchaser make payment directly to a principal.

All funds raised by a specific organization (such as PTA) on behalf of a local school may be deposited in the activity fund and used exclusively for such school's benefit. If this money is deposited with activity funds, it shall become subject to these policies. Funds raised utilizing school employees in their official capacity are considered activity funds and are covered by these policies. Funds raised utilizing volunteers and off the school grounds are not considered activity funds unless they are deposited with existing activity funds. Improper administration of this policy and procedure will be cause for disciplinary action including dismissal and the prosecution of any criminal charges that are applicable.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-7-301; Mississippi Code of 1972; Financial Accounting  
Manual for Mississippi Schools, p. 50-52, 1985, Amended 1989  
DATE: November 27, 1978  
REVISED: August 16, 1982  
August 19, 1985  
AMENDED: October 27, 1986  
October 16, 1989  
August 20, 1990

# **ACTIVITIES FUND MANUAL**

*Revised 1995*

**Dr. T. C. Wallace, Jr., Superintendent  
Jackson Public School District  
Jackson, Mississippi**





## PREFACE

The purpose of this manual is to establish a procedure governing the collection and expenditure of school activity funds which will provide uniformity and be in keeping with the **Mississippi Code of 1972, Section 37-7-301**.

This revised *Activities Fund Manual* is designed to familiarize the principals, school secretaries, and finance office staff with the proper administration and supervision of school activity funds. It provides a detailed explanation of the accounting procedures, principles, and methods to be used. The manual recognizes state law and State Department of Audit regulations as well as Jackson Public School District Board policies concerning such activities.

As revisions and changes in procedures are made, updates will be sent out to insure the most current reference material for all principals and school secretaries.



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## GENERAL INFORMATION

### Definition

School activity funds are defined in terms of all funds received by school employees as part of their official duties.

**Certain activity funds are considered public funds.** Disbursement of these funds is subject to bid requirements and other public purchasing laws. Purchasing guidelines as established by law are:

#### Formal Bids:

Purchase transactions costing over \$5,000.00 as prescribed by law may be made only after advertising for competitive sealed bids once each week for two (2) consecutive weeks, in a local newspaper or publication. "Purchase" is defined as "...shall mean the total amount of money encumbered by a single purchase order." All formal bids must be solicited by the Purchasing Department and must be approved by the Board of Trustees prior to the issuance of a purchase order or the execution of a contract.

#### Informal Bids:

Purchase transactions costing between \$1.00 and \$4,999.99 may be made by obtaining two (2) or more prices in writing. "In writing" is defined to mean "... a bid submitted on a bid form furnished by the buying agency and signed by authorized personnel representing the vendor, or a bid submitted on a vendor's letterhead or identifiable bid form and signed by authorized personnel representing the vendor." The law does not allow for oral quotations by vendors; all pricing must be in writing. Quotations may, however, be submitted by vendors via a fax machine if the above format is followed.

The advertising in a local newspaper for competitive bid procedure is waived. Local vendors may offer quotations over the phone, then follow-up the oral quotation in writing or fax them to the Purchasing Department.

#### Rejection of Low Bids Received:

All purchases shall be made from the "lowest and best" bidders, all things considered. If it is the recommendation that a bid be accepted, other than the lowest bid actually submitted, a reason for the low bid item(s) being rejected and the unit price difference between the low bid and the bid recommended for acceptance, should be indicated and placed in the informal bid folder.

#### Purchases Which do not Require Bidding:

- A. *Purchase Transaction Cost of Less Than \$500.00* — For those legal items which cost or have a total cost of less than \$500.00, the law does not require that the items be bid as such. The only guideline set is the assurance that the price paid for any item be fair and that the cost of the item not be in excess of the published prices of the firms from which the purchase is being made.
- B. *State Contracts* — The law provides for the outright purchase (i.e., no bidding required) of certain items via "State Contract Purchasing." Such items may be purchased using Mississippi State Contracts, provided such

items are on file with the State Purchasing Authority. Such items have in fact been bid; however, the bid process was conducted by the Mississippi State Office of General Services, and not school districts.

- C. *Emergency Purchases* — The law does not make provision for those purchases which because of their nature, must deviate from normal procedure. A bona fide operating emergency is defined as an eventuality that (a) cannot reasonably be foreseen (b) demands correction by immediate action, and (c) threatens either an economic loss or the health or safety of the students, school personnel, or the public. If impending damage to facilities is apparent, then an emergency status may be declared **by the Superintendent of Schools**. Procedure calls for the Director of Internal Services and the user to discuss the problem and agree upon the action to be taken. **Never may an emergency be declared because of the failure to plan ahead.** A detailed record of all "emergency purchase" incidents must be maintained and included in the annual audit report by the State Auditor.
- D. *Repairs to Equipment* — Repairs to equipment are exempted from bid requirements, provided that invoices identifying the equipment, specific repairs made, parts identified by number and name, and supplies used in such repairs and the number of hours of labor and costs therefore shall be required for the payment for such repairs.
- E. *Single Source Items* — There exists some items which are termed "Noncompetitive" items, which are peculiar to a particular function and which are available from only one source of supply (Example: some published materials used in the instructional program). The law provides that such items may be purchased from the single source vendor, provided that the price paid does not exceed the vendor's published price. All single source items must be presented to the Board for approval prior to the purchase of such items. This section of the law should not be abused for expediency. A detailed record of all "single source purchase" incidents must be maintained and included in the annual audit report by the State Auditor.
- F. *Perishable Items* — Perishable supplies or food purchased in connection with the school lunch program, and the homemaking programs, are likewise exempt from the bid process, due to the nature of the items.
- G. *PTA and Alternate Sources of Funds* — Monies raised by the PTA, "Band Boosters," or any other school organized activity, which are not placed in the school's activity fund account, are exempt from the bid process. Example: each student in a class or project brings money to school in the exact amount to purchase a yearbook or a textbook; this money is collected for the sole purpose of purchasing the designated item. The expenditure of these private funds would not be bound by the state purchasing statutes.

In such situations, the PTA could negotiate directly with the vendor for the sale and delivery of the items being purchased, or a purchase order could be issued to the vendor for the commodities. If the PTA purchases the commodities directly from the vendor, the PTA must pay the sales tax due on the transaction.

However, if the accounting of the funds, regardless of the source, are placed in the school's activity account, and are made a part of this account,

then the same procedures apply for these funds as would prevail if they were regular district budgeted funds.

## **Character of Funds**

These funds derived from fees, pupil activities, and teacher activities should be expended so as to benefit these groups only (JPSD Policy DJ/JFA) and are not to be confused with the Special Activities Fund which is the entity through which the program of interscholastic athletics in the secondary schools of the district is financed. Separate instructions are issued for receipting and disbursing these funds, and each principal must become familiar with these procedures.

## **Responsibility of Funds**

The management of school activity funds is the responsibility of the school principal, who is expected to observe approved procedures within the framework of good educational administration. Each school activity involving handling of money is required to be under the direction of the school principal and one or more sponsors on whose authority disbursements are made. It is considered prudent that the principal has discretionary authority in the management of all activity funds. **Improper expenditures may be cause for disciplinary action or dismissal and embezzlement charges being brought against the individual.**

## **General Principles**

1. School activity funds are to be used to finance a program of school activities augmenting but not replacing the activities financed by the district.
2. Projects for the raising of school activity funds shall, in general, contribute to the educational experience of pupils and shall not conflict with, but shall add to, the instructional program activities.
3. Funds derived from the student body as a whole shall be expended to benefit the student body rather than individuals or small groups within that body.
4. School activity funds shall be expended in such a way as to benefit those pupils currently in school who had the opportunity to contribute to the accumulation of such funds.
5. Receipt and disbursement recording must follow rules prescribed by the State Auditor and School Board. As a component of the district-wide activities, school activity funds shall be audited as part of the annual audit required in Mississippi Code Section 37-9-18.

## **Sources of Funds**

1. Concessions
2. Exhibitions (stage productions, etc.)
3. Publications

4. School supply store
5. Vending machines
6. General student body projects
7. Fund raising projects by groups within the student body which have been approved in advance by the principal
8. Fees
9. Teacher activities
10. Others (donations, contributions, etc.)

### **Permissible Expenditures**

Activity funds may be expended for travel in connection with school related programs and for equipment or supplies which the Board deems beneficial to official programs or extra curricular activities.

1. Equipment, supplies, printed forms, and postage used exclusively for student body benefits
2. Repairing, moving, and maintaining equipment purchased with these funds
3. Purchasing of merchandise sold in student stores to accommodate approved class and club projects
4. School supplies needed for pupil welfare
5. Supplies needed for events in school buildings involving student participation
6. Instructional program costs
7. Publications
8. Any necessary expenses or travel costs incurred by students and their chaperones in attending any in-state or out-of-state school related programs, conventions, or seminars
9. Payments to police, D.J.'s, etc., for certain school sponsored activities (An invoice for services rendered, showing date, description of services, and individual's signature is required.)
10. Awards to pupils presented in special exercises at the conclusion of the school year
11. Materials for use in the program of studies. Prior to any purchase, the individual must have the permission and approval of the principal.
12. Flowers and plants for student body activities or from teacher courtesy funds

### **Prohibited Expenditures**

1. Equipment, furniture, draperies, supplies, printed forms, and postage for instructional or school business



2. Repair or maintenance of school-owned equipment other than equipment purchased with activity funds
3. Professional books and magazines and memberships in professional organizations other than those relating to approved pupil activities
4. Custodial supplies and equipment
5. Salaries or salary supplements for services
6. Plant improvements from general school activity funds
7. Flowers and plants from general school activity funds - other than for student body activities or from teacher courtesy fund
8. Articles for the personal use of school employees or other persons
9. Merchandising accommodations, loans, and credit to school employees and other persons
10. Contributions to fund-raising drives from general school activity funds
11. Any expenditure not in accordance with board rules
12. Any expenditure by any fund that is in excess of that fund's account balance

## RECORDS AND ACCOUNTS INFORMATION

### Bank Account

1. The district shall maintain **one** interest bearing checking account for each school in a local bank titled, "(Name of School) Activities Fund," into which **all** receipts are deposited. The school secretary shall act as cashier.
2. All accounts shall be active and serving an immediate purpose. When the purpose of the account no longer exists, the account shall be terminated.
3. Investments (C.D.'s or savings accounts) shall only be made in Federally Insured Institutions. All purchases and sales of investments shall be handled by the Finance Office.
4. No loans are to be made.
5. The bank accounts shall be reconciled monthly by the Finance Office. A statement of reconciliation and a copy of the reconciled Bank Statement will be sent to the school.

### Petty Cash

1. A petty cash fund may be set up in each school annually by cashing a check drawn on the activities bank account:

Senior High Schools	\$500 00
Junior High Schools	\$300 00
Elementary Schools	\$150.00
JROTC	\$250.00

2. Disbursements from petty cash must necessarily be small except in rare cases when checks are impracticable.
3. Receipted invoices or other evidence of payment must be retained for all purchases made from this fund, documenting that the expenditures have been approved by the principal or other authorized person.
4. When the unexpended portion of this fund becomes low, the fund should be reimbursed by submitting a petty cash voucher to the Finance Office for the total amount necessary to restore it to the original level. Invoices must be attached to the voucher. (See "Exhibit 10 - Petty Cash Voucher" on page 41.)
5. The reimbursement check will be charged to the appropriate accounts for which expenditures from petty cash were made.

### Receipts

1. All funds received shall be receipted on Activity Fund Receipt. These prenumbered receipts shall be issued in correct numerical order. Skipped receipts shall be voided with the original copies attached to the receipt book. (See "Exhibit 6 - Activity Fund Receipt" on page 37.)

All checks received in the mail must be receipted by the school secretary. (Examples: Bruckners; Jackson Public Schools; adopt-a-school donations).

2. **Receipts must not be altered.** Should an error be made, mark the receipt "Void," leave copies in the book, and write another receipt.
3. A pre-numbered receipt book shall be issued to each sponsor who collects money from pupils. These receipt books shall be kept intact and accounted for in the same manner as the general receipt book kept in the principal's office. All money collected by sponsors should be turned in daily, **but must be turned in weekly.** The money is receipted by the secretary or principal who will show receipt numbers in the sponsor/teacher receipt book.

No funds will be receipted by the principal's office without supporting sponsor/teacher receipts. These receipts will be tallied for agreement with cash being presented and the secretary or principal will then initial the sponsor/teacher book. Sponsors should always require a receipt for monies turned in and should be present while the money is counted by the school secretary.

4. The secretary should balance her cash daily against the total of all receipts written since the date of the last deposit. Any shortage should be reported to the principal and to the Finance Office.

If checks are accepted, the checks must be made payable to the specific school. **Checks are not to be made payable to any individual.** All monies collected shall be deposited intact in the same form (cash or check) as receipted. **No personal or payroll checks shall be cashed from activity fund money.**

5. The employee responsible for removing money from the coke and vending machines must remove the money at least weekly, count the money, turn it in to the school secretary, and obtain a receipt.

For purposes of strengthening internal controls, it is recommended that this duty be assigned to someone other than the school secretary, such as an assistant principal.

6. Receipts are to be written to the individual from whom monies are received. Do not write a receipt to the activity (i.e., candy, cheerleaders, trips, etc.).
7. Monies received from two or more activities require separate receipts.
8. Separate receipts must be written for each teacher or sponsor. If you have teachers or sponsors with the same name, a distinction should be made.
9. Sponsors/teachers must write a receipt to each student unless there is an event such as a field trip where a large number of students are turning a few dollars each at one time. In such a case, sponsors/teachers may write one receipt to themselves for the total of the money collected from those students. A list of student names and money collected from each student should be attached to the receipt.

### Receipts from School Events

When there is a charge for admission to a school event, athletic or otherwise, a report is to be made on a form similar to the "Proof of Ticket Sales" form now in use for athletics or the form provided in this manual. A copy of such report is to be kept in the secretary's office as proof of the correctness of the receipt written for funds collected

from the event. This procedure is required by the State Auditor. (See "Exhibit 7 - School Event Receipt Form" on page 38.)

### **Fund Raising**

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

1. The principal must approve all fund raising activities in advance. This shall be documented by use of a Fund Raising Proposal Form. (See "Exhibit 11 - Fund Raising Proposal" on page 42.)
2. The activity/club sponsor shall fill out the proposal and submit it for approval. One copy of the approved proposal must be sent to the Finance Office.
3. The activity/club sponsor will be assigned the responsibility of supervising the fund raiser and reporting on the results. (See "Exhibit 12 - Fund Raising Report" on page 43.) This report must be kept on file in the principal's office.

This type of fund raiser should not be confused with those fund raisers sponsored by the PTA or Booster Clubs which are not a part of the school's activity fund. (See "PTA and Booster Club Funds" on page 18.)

Also, see "Collections and Solicitations" on page 27 for additional guidance.

### **Deposits**

1. Secretaries must tally their receipt books to be sure all funds receipted are deposited. **All collections must be deposited on a daily basis.** No monies will be held overnight. A bank night depository shall be utilized on all occasions where the deposit cannot be made during regular banking hours.
2. List names (source) of checks received on deposit slips.
3. On the reverse side of the deposit slips, enter secretary's receipt numbers which make up the deposit.
4. A duplicate deposit slip, signed by the bank teller, is to be obtained for each deposit and submitted to the Finance Office with a deposit voucher form. (See "Exhibit 8 - Deposit Voucher" on page 39.)
5. A restrictive endorsement stamp with wording such as "**FOR DEPOSIT ONLY**" \_\_\_\_\_ **SCHOOL ACTIVITY FUND**, should be used for stamping all checks as they are received.

Receipt of personal checks should be discouraged if in payment for immediate delivery of goods, and encouraged if there is adequate time for the check to clear before delivery of goods or activity participation. If any checks which have been deposited are returned by the bank, collect promptly from the maker or endorser the entire amount of the check. Make a separate deposit for this marking the deposit slip "Redeposit - see bank charge (date)."

6. Attach copies of school secretary's receipts and deposit slips to the back of the deposit vouchers. The total on the deposit voucher must agree with the total of attached deposit slips.

7. Differences between the total of school secretary's receipts and the bank deposit must be promptly reported to the Finance Office.

## Disbursements

1. Prior to making a purchase, the activity sponsor shall check with the principal to make sure funds are available in that activity's account. Purchases that would exceed available funds and cause deficits in any fund are prohibited.

Additionally, before any expenditure can be made from a school activity fund, a Check Request Voucher must be issued and signed by the activity sponsor and the principal, directing the Finance Office to draw the check payable to the designated payee for the stated amount. The vendor's original invoice must be attached to the Check Request Voucher. (See "Exhibit 9 - Check Request Voucher" on page 40.)

2. Except for small amounts commonly handled through the petty cash fund, expenditures and refunds must be made by check only. Checks should never be payable to cash, petty cash, or any person other than the one entitled to payment.
3. **All disbursements must be supported by proper documents** which shall be checked and approved by the principal. The *Financial Accounting Manual for Mississippi Public Schools* states that all requests for disbursement must be supported by an original invoice. It has been ruled that copies and fax copies are not permissible. Payments by "statements" are also prohibited. It is important to attach an original invoice to the check request voucher. This policy is to protect the school's funds from over-payment to vendors.
4. Petty cash payments for services rendered must have proper invoices with the signature of the person(s) who rendered the service, date service was provided, and description of services provided, i.e. policemen, disc jockeys, etc.
5. Activity fund disbursement checks are processed on a weekly basis. The deadline for each Friday's checks is the previous Tuesday. Check requests received before **5:00 p.m. Tuesday** will be processed on the Friday of that week for mailing and pony delivery. However, check requests without proper invoices and signatures, or having insufficient fund balances will be held until the problem is solved. The sooner Accounting receives your requests, the more time we have to help you avoid delays. If there are any changes in the check writing schedule, the schools' office managers will be notified by the Accounting Department

## Transfers

Transfers between different general activity accounts or from general accounts to club (agency) accounts may be made as necessary using the "List of Funds Transferred" form. (See "Exhibit 13 - List of Funds Transferred" on page 44.) Transfers from club (agency) accounts must be approved by club members.

The originals (white copies) of all transfer forms used should be sent to the Finance Office. The yellow copies of transfer forms should be retained by the school.

## MANAGEMENT INFORMATION

### Suggested Account Classifications

The "specific fund" area of the budget string controls the activity account classification.

*Annual/Yearbook (Specific Fund 1163)*

All income from the yearbook activities and all expenditures necessary in the production of the school annual should be accounted for under this classification.

*Bookstore/Supplies (Specific Fund 1171)*

The following school supply store transactions should be accounted for under this classification: income from sale of pupil supplies; expenditures for all supplies and materials necessary in the school supply store.

*Courtesy Fund (Specific Fund 7327)*

Income from staff donations should be accounted for under this classification.

*General Arts Fee (Specific Fund 1204)*

Fees collected and expenditures for art, home economics, shop, and choral music should be accounted for under this classification.

*General Fund (Specific Fund 1205)*

Receipts and disbursements of a general nature benefiting the entire student body should be accounted for under this classification.

*Newspaper (Specific Fund 1232)*

All money collected from activities of the school paper should be accounted for under this classification.

*Refreshments - Staff (Specific Fund 1243), Refreshments - Students (Specific Fund 1244)*

Receipts from sales of candy, popcorn, peanuts, coffee, cokes, etc., and expenditures for related supplies should be accounted for under this classification.

*Textbook Fines (Specific Fund 1262)*

All money collected from textbook loss and damage should be accounted for under this classification. All money collected is to be turned over to the proper authority as prescribed by instruction of the Board of Trustees.

*Workbooks/Periodicals (Specific Fund 1275)*

Income from fees for instructional materials, including workbooks, should be accounted for under this classification.

*Clubs and Other Student Organization*

Each club's income and expenditures should be accounted for individually.

*Others*

The need may arise for accounts other than the ones suggested above, but it is recommended that careful examination be made of the existing accounts to be sure that the establishment of an additional account is absolutely necessary. (See "Exhibit 1 - Activity Codes" on page 30.)

## **Account Balances**

1. Principals and school secretaries can access their school's account balances online by using school computer terminals.
2. A monthly report will be sent to each school. The report will include the following account information for each club or activity:
  - name of activity
  - balance at beginning of school year
  - cumulative receipts
  - cumulative disbursements
  - balance at the end of the current period
3. Sponsors must have access to the balance in their activity's account.

## **Filing**

1. Insofar as possible, keep in one place all books and records pertaining to school activity transactions.
2. The following records should be adequately identified and kept available for ready reference for at least three years.
  - a. Teacher receipt books, school secretary's receipt book, deposit vouchers, and duplicate deposit slips
  - b. Check request and petty cash vouchers
  - c. Authorizations and other documents
  - d. Check request and petty cash vouchers, invoices, deposit vouchers, duplicate deposit slips, bank statements, and cancelled checks shall be kept on file in the Finance Office.

## MISCELLANEOUS INFORMATION

### Inactive Account

Any activity fund which becomes dormant and inactive may have its surplus, if any transferred to another activity fund if the approval is granted by the local school's governing board (Board of Trustees).

### Prenumbered Tickets

Prenumbered tickets shall be used at a local school events where a fee is charged for admission. All tickets are to be accounted for in a manner prescribed by the State Auditor's Office. (See "Exhibit 7 - School Event Receipt Form" on page 38.)

### Company Contracts

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 and signed by the principal and company representative (approved by the local school board) and on file available for public review in the principal'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. Persons who purchase merchandise shall pay either the company or the activity fund directly. In cases where the merchandise is purchased 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. In cases where the merchandise is purchased from a school, the vendors shall be paid for the merchandise cost from the activity fund. Under no circumstances shall a company or a purchaser make payment directly to a principal.

### Special Deposits from Organizations

All funds raised by a specific organization (such as PTA or booster club) on behalf of a local school may be deposited in the activity fund and used exclusively for such school's benefit. If this money is deposited with activity funds, it shall become subject to these policies. Funds raised utilizing school employees in their official capacity or on school property are considered activity funds and are covered by these policies. Funds raised utilizing volunteers and off the school grounds are not considered activity funds unless they are deposited with existing activity funds.

If a specific organization donates any assets to the school district, the local school governing board must acknowledge in its official minutes who has title to the donated assets.

### Budgeting

Activities listed under General Funds must be budgeted for each year. The Finance Office shall budget for these funds.



## **Assistance**

Any principal requiring information and assistance in complying with the regulations set forth in this manual is expected to request of the Director of Finance such help as needed.

## **PTA and Booster Club Funds**

Funds raised from **PTA and Booster Club** sponsored activities are not a part of the school's activity fund. Members and officers of these organizations are to collect these funds and determine the expensing and accounting thereof.

Any monies given to the school by the **PTA or a Booster Club** and received by a school (principal or designee), shall be officially receipted. Once receipted, the monies become an integral part of the activity funds. Subsequent disbursement will be under the regulations of State Purchasing laws and district procedures.

# APPENDICES

## **APPENDIX A**

<b>Policy DJ/JFA</b>	<b>School Activities Fund Management</b>
<b>Policy DK</b>	<b>Cash in School Buildings</b>
<b>Policy DL/DJ</b>	<b>Handling Money; Collection of Money from Students</b>
<b>Policy GACF</b>	<b>Collections and Solicitations</b>

## **APPENDIX B**

### **Exhibits**

1. Activity Codes
2. Revenue Codes
3. Disbursement Function Codes
4. Disbursement Object Codes
5. School Codes (Operating Unit)
6. Activity Fund Receipt
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8. Deposit Voucher
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10. Petty Cash Voucher
11. Fund Raising Proposal
12. Fund Raising Report
13. List of Activity Funds Transferred
14. Section 37-7-301(s), MS Code
15. Centralized Activity Fund Accounting Procedures Prescribed by the State Auditor
16. Questions and Answers

## APPENDIX A. JACKSON PUBLIC SCHOOLS BOARD POLICIES

## **School Activities Fund Management**

DJ  
JFA

### **SCHOOL ACTIVITIES FUND MANAGEMENT**

#### **Section I: ACTIVITY FUNDS DEFINED**

“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 deposited with existing activity funds, regardless of whether the funds were raised using school facilities.

#### **Section II: EXPENDITURES**

Activity funds shall be spent in accordance with Section 37-7-301, Mississippi Code of 1972.

Activity funds may only be expended for necessary expenses or travel costs incurred by students and their chaperones in attending any in-state or out-of-state school-related programs, conventions or seminars and/or any commodities, equipment, travel expenses, contractual services or school supplies which the Board of Trustees, in its discretion, shall deem beneficial to the official or extracurricular programs of the district.

#### **Section III: FUND MANAGEMENT**

The Finance Office will designate an account for every school for the purpose of handling activity funds. This school account shall handle all monies collected by the different organizations within the school. This account must be handled as all other school accounts and must go through regular district accounting procedures. No separate checking accounts for organizations or the school may be established. Expenditures must be authorized by the sponsor of the organization.

All funds shall be accounted for and reported by the principal in subaccounts as prescribed by the Finance Office and listed in the Activities Fund Manual.

School activity funds shall be expended in such a way as to benefit those students currently in school who had the opportunity to contribute to the accumulation of such funds.

Monies raised by students must be expended for service projects for which the monies were raised within the school and/or community which have been approved by the membership of the sponsoring organization.

DJ  
JFA

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Monies raised for a given project and not expended within the school year will be maintained and carried over in the project account for which they were raised. Only if a project becomes extinct can the remaining funds be transferred to another project account within the school account.

#### **Section IV: RECEIPTS**

All activity funds received by a local school must be deposited into its account, through the principal. The principal must maintain a three-part receipt book, containing such information as prescribed by the State Auditor's office to record all receipts. A person transferring money to the principal for deposit will be given the original receipt, the second copy will be attached to a deposit voucher, and the third copy of the receipt will be kept in the book and on permanent file in the principal's office. All of these prenumbered 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 deposit voucher. The deposit slip should indicate the sequence of receipt numbers that particular deposit covers.

#### **Section V: DISBURSEMENT**

Check request vouchers, with original invoices attached, shall be used to disburse activity funds. All purchases made with activity funds must comply with the state purchasing laws.

#### **Section VI: BANK RECONCILIATIONS**

The Finance Office shall prepare activity fund bank reconciliations. A copy of each month's bank reconciliation will be returned to the local school for review and management purposes.

#### **Section VII: BOARD REVIEW**

Activity funds are included in the budget process and the financial records of the school district and thus are subject to the same level of management oversight and audit review as all other school district funds. The school district activity fund report shall be reviewed and approved monthly by the Board of Trustees and shall be acknowledged in the board's official minutes.

#### **Section VIII: MISCELLANEOUS**

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 Board of Trustees.

Any event at a local school where a fee is charged for admission shall use prenumbered tickets and be accounted for in a manner prescribed by the State Auditor's office.

DJ  
JFA

Page 3

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 principal and the company's representative, approved by the local school board, and on file available for public review in the principal'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. Persons who purchase merchandise shall pay either the company or the activity fund directly. In cases where the merchandise is purchased 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. In the event merchandise is sold through a school, the cost of such merchandise shall be paid from the student activity fund directly to the vendor. Under no circumstances shall a company or a purchaser make payment directly to a principal.

All funds raised by a specific organization (such as PTA) on behalf of a local school may be deposited in the activity fund and used exclusively for such school's benefit. If this money is deposited with activity funds, it shall become subject to these policies. Funds raised utilizing school employees in their official capacity are considered activity funds and are covered by these policies. Funds raised utilizing volunteers and off the school grounds are not considered activity funds unless they are deposited with existing activity funds.

Improper administration of this policy and procedure will be cause for disciplinary action including dismissal and the prosecution of any criminal charges that are applicable.

**SOURCE:** Jackson Public School District, Jackson, Mississippi

**LEGAL REF.:** Section 37-7-301; Mississippi Code of 1972; Financial Accounting Manual for Mississippi Schools, p. 50-52, 1985, Amended 1989

**DATE:** November 27, 1978

**REVISED:** August 16, 1982

**REVISED:** August 19, 1985

**AMENDED:** October 27, 1986  
October 16, 1989

## Cash in School Buildings

DK

### CASH IN SCHOOL BUILDINGS

Funds entrusted to the care of the school employees are the complete responsibility of such employees. No money shall be left in the school overnight. Consequently, a daily deposit is necessary. A bank night depository shall be utilized on all occasions where the deposit cannot be made during regular banking hours.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: December 18, 1978

AMENDED: October 27, 1986  
October 16, 1989

## Handling Money - Collection of Money from Students

DL  
DJ

### HANDLING MONEY COLLECTION OF MONEY FROM STUDENTS

All monies collected at the individual schools shall be handled in accordance with proper accounting procedures established by the Jackson Public School District Board of Trustees. (DJ) All money transactions shall be recorded on the proper receipts.

**SOURCE:** Jackson Public School District, Jackson, Mississippi

**DATE:** December 18, 1978

**AMENDED:** October 27, 1986  
October 16, 1989



## **Collections and Solicitations**

GACF  
JDF

### **COLLECTIONS AND SOLICITATIONS**

No individual or group of individuals shall be permitted to solicit from employees or students during working hours unless an exception is made by the superintendent.

A list of school employees and/or students shall not be made available to salesmen or organizations for the purpose of solicitation.

Schools or organizations within schools may sell commercial products for related club or organization activities during noninstructional hours with the approval of the principal. School fund-raising projects shall be limited to two (2) per year. However, organizations and clubs which have an official status within a school may engage in one additional annual fund raising project specifically approved by the principal.

Excluded from these regulations are fees collected from students as provided by the board, PTA/PTSA approved projects, cafeteria operations, and faculty and staff projects, not involving students, which are initiated by and for the members.

**SOURCE:** Jackson Public School District, Jackson, Mississippi

**DATE:** October 16, 1978

**AMENDED:** July 16, 1990

## APPENDIX B. EXHIBITS

## Exhibit 1 - Activity Codes

Activity	Fund	Expenditure Objects
Accounting/Computer	1161	6100/6512
Adopt-A-School	1162	6100
After School Care	1160	6100
Annual/Yearbook	1163	5508/5900/6100
Applied Economics/Close Up	1164	6100
Art	1165	6100
Athletics	1166	5100/6100/7310
Academics/Secondary	1167	5100/6100/6512
Band	7321	5100/6100
Baseball	1168	5100/6100/7310
Basketball - Boys	1169	5100/6100/7310
Basketball - Girls	1170	5100/6100/7310
Bookstore/Supplies	1171	6100
Booster Club	7322	6100/8100
Cheerleaders	7323	6100/8100
Chess Club	7324	6100/8100
Choral Music	7325	5100/6100
Class Day/Honors/Awards	1180	5900/6100
Christian Athletics Club	7326	6100
Courtesy Fund	7327	6100
Dance Department	1182	6100/5900
DECA	7328	6100/8100
Donations/Special Programs	1183	5900/6100
Drama	1184	6100/5900
Drill Team	7329	5900/6100/5100
Ecology	7368	5100/6100
Educational Grants	1190	6100
Eight Circle	7330	6100
Elementary Academics	1191	6100/5900
English	1192	6100
Exceptional Ed/Gifted	1193	5900/6100
Explorers Club	7331	6100
Fashion Club	7332	6100
FBLA	7333	6100/8100
FHA/Home Economics	7334	6100/8100
Flag Girls	7335	6100
Football	1198	5100/6100/7310
Foreign Language	7336	6100

<b>Activity</b>	<b>Fund</b>	<b>Expenditure Objects</b>
French Club	7338	6100
Fund Raiser	1199	6100/7310
Future Teachers of America	7339	6100
General Arts	1204	6100
General Fund	1205	5303/5509/5900/6100
Golf	1206	5100/6100/7310
Interact	7342	6100
Interest	1211	7100/9100
Jets Club	7340	6100/8100
JROTC	7341	6100
Junior Class	7343	5900/6100
Junior Classical League	7344	6100/8100
Junior Historical Society	7345	6100/8100
Prom	7346	5900/6100
Kindergarten Instructional Fees	1216	6100
Key Club	7348	6100
Library Books/Fines (can include book fair)	1221	6500/6510
Library Club	7347	6100
Literary Magazine	1222	5509/6100
Math Club	7349	6100
MS Youth Legislature	7365	6100/8100
Mu Alpha Theta	7350	6100/8100
Music	1227	5900/6100
National Helpers Club	7351	6100/8100
National Honor Society	7352	6100/8100
Newspaper	1232	5509/6100
Ninth Grade	7353	6100
Pep Squad	7354	6100/8100
Physical Education	1237	6100
PTA/Special Projects	1238	6100/7310/7320
Project Graduation	1239	5900/6100
Quiz Bowl	1242	6100
Refreshments - Staff	1243	6100
Refreshments - Students	1244	6100
SADD	7355	6100
Safety Programs	7356	6100
Scholarship	7357	6100
School Drama	1249	6100
School Pictures	1248	5900/6100/7310

<b>Activity</b>	<b>Fund</b>	<b>Expenditure Objects</b>
Science Lab	1250	6100
Senior Class	7358	6100
Seventh Grade	7337	6100
Shop	1251	6100
Sixth	7364	6100
AIASA/Industrial Arts Club	1251	6100
Soccer	1252	5100/6100/7310
Southern Teenage Republicans	7369	6100
Sophomore Class	7359	6100
Student Activity	1253	5509/5900/6100
Spanish Club	7360	6100
Speech	1254	6100
Strings	1259	5100/6100
Student Council	7361	6100
Student Shop Club	7362	6100
Student I.D.'s	1255	6100
Tennis	1260	5100/6100/7310
Transcripts	1261	5303
Textbook Fines	1262	6100
Top 10 Scholars	1263	6100
Track	1264	5100/6100/7310
Transportation/Field Trips	1265	5100/6100
Visual Arts	1270	5900/6100
Weightlifting	1272	5100/6100/7310
Workbooks/Periodicals	1275	6510/6512
Y-TAD	7364	6100

## Exhibit 2 - Revenue Codes

Activity	Revenue Function Code	
All funds	1790	Other income student activities
All clubs	1730	Student membership dues/fees
Bookstore/Supplies	1720	Bookstore sales
Donations	1920	Gifts from adopters
Library fines	1730	Fees & damages
Textbook fines	1730	Fees & damages
Transportation	1731	Transportation fees from individuals

## Exhibit 3 - Disbursement Function Code

*Function Code:*

**1920** Student Activities

## **Exhibit 4 - Disbursement Object Codes**

### ***Object Codes:***

- 5100 Student Transportation**
- 5303 Postage**
- 5508 Printing and Binding (by Outside Vendors)**
- 5509 Graphic Arts (Printing & Binding by JPS Printing Department)**
- 5820 Travel Expense (Reimbursements)**
- 5900 Miscellaneous Purchased Services**
- 6100 Supplies & Materials**
- 6160 Professional Materials**
- 6500 Library Books**
- 6510 Periodicals**
- 6512 Workbooks**
- 6514 Repairs to Books**
- 7310 Additional Furniture and Equipment**
- 7320 Replacement of Furniture and Equipment**
- 8100 Dues and Fees**



## Exhibit 5 - School Codes (Operating Unit)

01	JROTC	42	Johnson	83	Watkins
02	APAC/Academic	45	Key	84	Pecan Park
03	APAC/Performing Arts	47	Lake	86	Whitten
04	Davis Magnet	48	Lanier	87	Wilkins
05	Bailey Magnet	50	Lee	88	Woodville Heights
07	Baker	51	Lester	89	Wingfield
08	Barr	52	Northwest	90	CDC
10	Blackburn	53	Marshall	93	ELC
11	Boyd	56	McLeod	94	Exceptional Ed
13	Bradley	58	North Jackson		
14	Brinkley	59	Morrison		
16	Brown	60	Murrah		
18	Callaway	61	Oak Forest		
20	Casey	62	Peeples		
23	Chastain	63	Poindexter		
24	Clausell	65	Powell		
27	Dawson	68	Provine		
31	Forest Hill	69	Raines		
32	French	74	Rowan		
33	Galloway	76	Siwei Road		
35	George	77	Smith		
36	Green	78	Spann		
38	Hardy	79	Timberlawn		
39	Hill	80	Sykes		
40	Hopkins	81	Walton		
41	Isable	82	Van Winkle		

### Exhibit 6 - Activity Fund Receipt

#### ACTIVITY FUND RECEIPT FORMAT

Receipt Number (Prenumbered)		
ACTIVITY FUND RECEIPT		
Name of School _____		
Received from _____	Amount \$ _____	Checks _____
	Amount \$ _____	Cash _____
Received for _____		
Date _____	Received by _____	
Accounting data:		
DJ-90-05		

Accounting data will include:

Revenue Budget String

## Exhibit 7 - School Event Receipt Form

School \_\_\_\_\_ Date \_\_\_\_\_

Event \_\_\_\_\_

### Change Cash

Amount delivered \$ \_\_\_\_\_

### Ticket Accounting

Prenumbered Tickets	Reserved		General Admission		Adults		Students	
	From	To	From	To	From	To	From	To
Checked Out _____								
Sold _____								
Returned _____								

### Financial Accounting

Reserved sales	_____ (No.)	x	_____ (Value)	=	\$ _____ (Amount)
General admission sales	_____	x	_____	=	_____
Adult sales	_____	x	_____	=	_____
Student sales	_____	x	_____	=	_____
			<b>Total sales</b>		_____
			<b>Change cash - amount received</b>		_____
			<b>Total amount received by activity fund</b>		\$ _____

Justification for any differences between total sales amount and total amount receipted to activity fund:

\_\_\_\_\_

\_\_\_\_\_

Tickets sold by:

\_\_\_\_\_

\_\_\_\_\_

I verify this report to be correct:

\_\_\_\_\_ (Principal)

### Exhibit 8 - Deposit Voucher

<b>Voucher No.</b> _____							
<b>JACKSON PUBLIC SCHOOL DISTRICT</b>							
<b>School Activity Funds</b>							
<b>Deposit Voucher</b>							
<b>School Name</b> _____				<b>Deposit Date</b> _____			
<b>School Number</b> _____							
<b>Secretary Receipt Numbers From</b> _____				<b>To</b> _____			
<b>Secretary Receipts Dated From</b> _____				<b>To</b> _____			
<b>Summary of Attached School Secretary Receipts:</b>							
Fund	Inst. Org.	Funct.	Obj	Budg Type	Oper. Unit	Name of Activity	Amount
	00		0000	5			\$
	00		0000	5			
	00		0000	5			
	00		0000	5			
	00		0000	5			
	00		0000	5			
	00		0000	5			
	00		0000	5			
	00		0000	5			
	00		0000	5			
	00		0000	5			
	00		0000	5			
	00		0000	5			
<b>Total Amount Deposited to Bank</b>							<b>\$</b>
<p><b>Note:</b> Deposits should be made daily. Deposit vouchers must be turned in to Finance weekly. The school secretary's receipts making up this deposit should be stapled to the back of this form along with the deposit slip validated by the bank. The total of the attached receipts must agree with the amount deposited.</p>							
DJ-92-01							

### Exhibit 9 - Check Request Voucher

Voucher No. _____							
<b>JACKSON PUBLIC SCHOOL DISTRICT</b> <b>School Activity Funds</b> <b>Check Request Voucher</b>							
School Name _____			Principal's Approval _____				
School Number _____			Date Approved _____				
<p>I have reviewed the attached invoices and believe this school activity fund expenditure is in accordance with the Activity Fund Manual, and Jackson Public School District Board Policy DJ/JFA. Therefore, please issue a check in the amount of \$_____ payable to:</p>							
Payee's Name:			_____				
Social Security No. of Employee:			_____				
Payee's Remittance Address:			_____				
Check is to be:			<input type="checkbox"/> Mailed <input type="checkbox"/> Pony Delivered				
Activity Sponsor's description of items/services purchased: _____ _____							
Activity Sponsor's Signature _____					Date _____		
Club/Activity _____							
Fund	Inst. Org.	Funct.	Obj.	Budg. Type	Oper. Unit	Name of Activity	Amount
	00	1920		6			\$
	00	1920		6			
	00	1920		6			
	00	1920		6			
	00	1920		6			
	00	1920		6			
<b>Total</b>							<b>\$</b>
DJ-92-02							

### Exhibit 10 - Petty Cash Voucher

Voucher No. _____							
<b>JACKSON PUBLIC SCHOOL DISTRICT</b> <b>School Activity Funds</b> <b>Petty Cash Voucher</b>							
School Name _____			Principal's Approval _____				
School Number _____			Date Approved _____				
<p>I have reviewed the attached invoices and believe this school activity fund expenditure is in accordance with the Activity Fund Manual, and Jackson Public School District Board Policy DJ/JFA. Therefore, please issue a check in the amount of \$ _____ payable to my school activity fund, for the purpose of replenishing the petty cash fund.</p>							
<b>Summary of attached invoices:</b>							
Fund	Inst. Org.	Funct.	Obj.	Budg. Type	Oper. Unit	Name of Activity	Amount
	00	1920		6			\$
	00	1920		6			
	00	1920		6			
	00	1920		6			
	00	1920		6			
	00	1920		6			
	00	1920		6			
	00	1920		6			
	00	1920		6			
	00	1920		6			
	00	1920		6			
	00	1920		6			
	00	1920		6			
	00	1920		6			
<b>Total</b>						<b>\$</b>	
DJ-92-03							

## Exhibit 11 - Fund Raising Proposal

<b>JACKSON PUBLIC SCHOOL DISTRICT</b> <b>School Activity Funds</b> <b>Fund Raising Proposal</b>			
School _____	Date _____		
Name of Activity or Club _____			
Name of Fund Raising Company _____			
Description of Items to be Sold _____			
Fund raising will occur between the following dates: From _____ To _____			
Profits will be used for the following purpose:			
<b>ESTIMATED PROFIT:</b>			
Number of units ordered			_____
Times selling price per unit	×	\$	_____
Equals estimated sales	=	\$	_____
Less: Cost of items ordered	\$		_____
Other expenses	\$		_____
Total	-	\$	_____
Equals estimated profit	=	\$	_____
Signature of Sponsor _____			
Signature of Student Officer _____			
Signature of Principal _____			
Signature of Assistant Superintendent _____			
Note: After obtaining the proper signatures, forward one copy of this report to the Finance Office.			
DJ-90-07			

### Exhibit 12 - Fund Raising Report

**JACKSON PUBLIC SCHOOL DISTRICT**  
**School Activity Funds**  
**Fund Raising Report**

School \_\_\_\_\_ Date \_\_\_\_\_

Name of Fund Raising Event \_\_\_\_\_

Selling Price Per Unit: \$ \_\_\_\_\_ Cost Per Unit: \$ \_\_\_\_\_

Names of Persons Selling Items	Number of units issued to persons selling items	Number of unsold units turned in by persons selling items	Money turned in to sponsor by persons selling items	Number of units not accounted for by persons selling items
			\$	
<b>Totals</b>			\$	

Signature of Sponsor \_\_\_\_\_

**Note:** Upon completion of fund raising activity, forward one copy of this report to the principal's office.



### Exhibit 13 - List of Funds Transferred

**Jackson Public School District  
School Activity Funds  
LIST OF FUNDS TRANSFERRED**

This document should be used to record all transfers made between activity accounts. Send the original white copy to the Finance Office and retain the yellow copy for your records.

School: \_\_\_\_\_ Date: \_\_\_\_\_

Names of Activities:		Amount
From (out)	To (in)	
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total Transfers</b>		\$ _____

Reason for Transfer: \_\_\_\_\_

**Note:** Agency funds (those funds beginning with 73) can not be transferred into general activity funds (those beginning with 11 or 12).

Approved By: \_\_\_\_\_  
(Principal)

**Exhibit 14 - Section 37-7-301(s), Mississippi Code Ann. 1972**

Section 37-7-301(s), Mississippi Code Ann. 1972, empowers local school boards to:

"expend local school activity funds, or other available school district funds, other than minimum education program funds, for the purposes prescribed under this paragraph. 'Activity funds' shall mean all funds received by school officials in all school districts 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 using school facilities. Organizations shall not be required to make any payment to any school for the use of any school facility if, in the discretion of the local school governing board, the organization's function shall be deemed to be beneficial to the official or extracurricular programs of the school. For the purposes of this provision, the term 'organization' shall not include any organization subject to the control of the local school governing board. Activity funds may only be expended for any necessary expenses or travel costs, including advances, incurred by students and their chaperones 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 local school governing board, in their discretion, shall deem beneficial to the official or extracurricular programs of the district, including items which may subsequently become the personal property of individuals, including yearbooks, athletic apparel, book covers, and trophies. Activity funds may be used to pay travel expenses of school district personnel. The local school governing board shall be authorized and empowered to promulgate rules and regulations specifically designating for what purposes school activity funds may be expended. The local school governing board shall provide (a) that such school activity funds shall be maintained and expended by the principal of the school generating the funds in individual bank accounts, or (b) that such school activity funds shall be maintained and expended by the superintendent of schools in a central depository approved by the board. The local school governing board shall provide that such school activity funds be audited as part of the annual audit required in Section 37-9-18. The State Auditor shall prescribe a uniform system of accounting and financial reporting for all school activity fund transactions to be implemented by July 1, 1986;"

## Exhibit 15 - Accounting Procedures Prescribed by the State Auditor

### CENTRALIZED ACTIVITY FUND ACCOUNTING PROCEDURES PRESCRIBED BY THE STATE AUDITOR<sup>1</sup>

#### General

Activity funds shall be spent in accordance with Section 37-7-301, Miss. Code Ann. (1972), "for any necessary expenses or travel costs, including advances, incurred by students and their chaperones in attending any in-state or out-of-state school related programs, conventions, or seminars and/or any commodities, equipment, travel expenses, contractual services, or school supplies which the school board, in their discretion, shall deem beneficial to the official or extracurricular programs of the district."

These procedures are to be considered minimum requirements for activity fund accounting. School districts which maintain a system that exceeds these requirements may continue with that system.

Each local school may maintain its own bank account for the receipt and disbursement of activity funds. The account must be interest-bearing, if practicable, it must be styled "(Name of School) Activity Fund" and it must be approved by the school board and entered into its minutes along with the name of those employees who are to be the only person(s) authorized to sign checks on the account. Bank statements for each account will be sent directly by the bank to the central office which will be responsible for preparing monthly bank reconciliations. Accounts must be in financial institutions selected by the school board in accordance with state statutes.

#### Receipts

All activity funds received by a local school must be deposited into its activity fund bank account. The principal must maintain a permanent prenumbered three-part receipt book in which to record all receipts. A person remitting this money to the principal for deposit will be given the original receipt; the second copy will be attached to the transmittal report submitted to the the central office; and the third copy will be kept in the book and on permanent file in the principal's office. All of these prenumbered 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. The school board shall set a dollar amount limit on the amount of money that may be receipted without being deposited. The dollar amount limit should be such that there is never an unreasonable accumulation of undeposited money on hand in each particular school in the district.

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<sup>1</sup> Office of the State Auditor, *Mississippi Public School District Financial Accounting Manual*, (Jackson, Mississippi, effective for fiscal years after July 1, 1992), pp B-10 to B-12

## **Disbursements**

Any disbursement of activity funds must be made from the bank account on prenumbered checks. The disbursement shall be adequately supported by an invoice. All purchases made with activity funds must comply with the state purchasing laws. Only those school district employees authorized by the school district's governing board may sign checks on the account. All prenumbered checks must be accounted for.

## **Reporting to the Central Office**

Within five working days of the close of the month, the principal or his designee shall deliver to the central office a transmittal of all activity fund receipts and disbursements for the preceding month. The transmittal form shall contain receipts and disbursements by individual activity. It will list each check by check number, date, and purpose and each deposit by date, receipt numbers, and source. Upon receipt of the transmittal forms, the central office staff shall review them for accuracy and completeness prior to making the entries to the accounting records. The information from the transmittal form will be used to reconcile the monthly bank statements. All school district activity fund transmittal reports and bank reconciliations shall be reviewed and approved by the school board. The approval shall be acknowledged in the Board's official minutes.

## **Miscellaneous**

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.

Prenumbered tickets shall be used at any event at a local school for which a fee is charged for admission if the event generates receipts of more than \$100.

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 principal and the company's representative, approved by the school board, and on file available for public review in the principal'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 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 a principal.

All funds raised by a specific organization (such as PTA) on behalf of a local school may be deposited in the activity fund and used exclusively for such school's benefit. If this money is deposited with activity funds, it shall become subject to these policies.

The term "Activity Funds" shall not include any funds raised and/or expended by any organization, unless deposited with existing activity funds, regardless of whether the funds were raised using school facilities. Organizations shall not be required to make any payment to any school for the use of any school facility if, in the discretion of the school board, the organization's function shall be deemed to be beneficial to the official or extracurricular programs of the school. For the purposes of this provision, the term "organization" shall not include any organization subject to the control of the school board.

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

School activity funds shall be classified as either General Funds, Enterprise Funds, or Agency Funds.

### **Purchasing**

Purchases made from school activity funds which are totally financed with public funds must be made in accordance with state purchasing laws.

Purchases made from school activity funds which are financed in part with privately generated funds (e.g., student assessments, advertising revenue) and partially financed or supplemented with public funds must be made in accordance with state purchasing laws. When private funds and public funds are combined to purchase items, those private funds are to be treated as public funds.

Purchases made from school activity funds which are financed with privately generated funds that are accounted for in a school district's financial accounting system and are not supplemented in any way with public funds are not required to be made pursuant to the state purchasing laws.

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 the state purchasing laws.

## Exhibit 16 - Questions and Answers

Questions and answers about school activity funds from *Technicalities*, a monthly publication of the Office of the State Auditor.

<b>Bulletin No.</b>	<b>Questions and Answers</b>
1992-05	<p><b>Q</b> May a teacher's travel expenses be reimbursed from activity funds?</p> <p><b>A</b> Yes. (Section 37-7-301(s), Mississippi Code of 1972, Annotated)</p>
1992-03	<p><b>Q</b> Are expenditures by student clubs subject to the state purchasing laws when such club funds are financed by self-generated money?</p> <p><b>A</b> No, the expenditures would be subject to the purchase laws if the club fund was subsidized with public money.</p>
1992-02	<p><b>Q</b> Must a district follow the bid requirements of the public purchasing laws when purchasing merchandise that will be sold to the public in a fund raising project?</p> <p><b>A</b> No, items purchased for resale are not subject to the bid requirements of the public purchasing laws. (Section 31-7-1(e), Mississippi Code of 1972, Annotated)</p>
1992-01	<p><b>Q</b> May a district purchase flowers for a teacher who is in the hospital and pay for the flowers from the general activity fund?</p> <p><b>A</b> No.</p>
1991-11	<p><b>Q</b> May a district purchase and send Christmas cards to its employees or anyone else?</p> <p><b>A</b> We know of no authority for this type of expenditure.</p>
1991-11	<p><b>Q</b> Is the purchase of candy that will be sold to the public in a fund raising effort subject to the public purchasing laws?</p> <p><b>A</b> No. (§31-7-1(e)).</p>
1991-09	<p><b>Q</b> May a district purchase items from a business owned by one of the district's teachers?</p> <p><b>A</b> No. (§§37-11-27 and 25-4-105)</p>
1991-07	<p><b>Q</b> May a district transfer funds from a class or club (agency fund) to the general activity fund?</p> <p><b>A</b> No, unless the class or club approves the transfer.</p>
1991-06	<p><b>Q</b> May cash awards be paid to students from a school's general activity fund?</p> <p><b>A</b> No, we do not know of any authority to pay cash awards.</p>
1991-06	<p><b>Q</b> May district funds including general activity funds be donated to an outside organization or to a college scholarship fund?</p> <p><b>A</b> No, there is no authority to donate public funds.</p>
1991-06	<p><b>Q</b> May a club fund such as the National Honor Society use its money to have a party for its members?</p> <p><b>A</b> Yes.</p>
1991-04	<p><b>Q</b> Must an outside organization, such as the PTA that is purchasing equipment to be given to a district, follow the public purchasing laws?</p> <p><b>A</b> No, such an organization is not a governing authority.</p>
1991-03	<p><b>Q</b> May a club fund of a school contribute money to a charitable cause?</p> <p><b>A</b> Yes, if the contribution is approved by the club's members.</p>
1991-01	<p><b>Q</b> Are the purchases of school supplies that will be resold to students subject to the public purchasing laws?</p> <p><b>A</b> No. (§31-7-1(e))</p>
1990-08	<p><b>Q</b> When are prenumbered tickets and a "school event receipt form" required for a school event?</p> <p><b>A</b> These items are required at a school event when a fee is charged and when more than \$100 is generated. (Page 51 of the <i>Mississippi Public School District Financial Accounting Manual</i>)</p>
1990-07	<p><b>Q</b> On what items must a district pay sales tax?</p> <p><b>A</b> Sales tax must be paid on items that are not used in the ordinary operation of the school or which are to be resold to students or to the public. (§27-65-105)</p>

## CASH IN SCHOOL BUILDINGS

### Section I: GENERAL

Funds entrusted to the care of school employees are the complete responsibility of such employees. The school principal is completely responsible and accountable for all funds entrusted to the principal or designee (assistant principal and/or office manager). The principal is ultimately responsible for all funds handled at the school site.

No money except Petty Cash shall be left in the school overnight, whether in classrooms or in the principal's office. A daily deposit is necessary. A bank night depository shall be utilized on all occasions where the deposit cannot be made during regular banking hours.

### Section II: NIGHT DEPOSITORY PROCEDURES

Principals will establish bank night depositories as follows:

1. Principals must fill out a signature card at the branch bank normally used for school business. The card indicates who has the authority to pick up the money bag from the bank. It should be the principal or his/her assistant. Neither the office manager nor the custodian should be authorized to pick up the money bag from the bank. Large night drop bank bags require a one time fee of \$20, while a small bag costs \$15.
2. The bank issues a lockable bank bag to the principal with keys to the bag and to the bank's night drop window.
3. When there is a school activity where the money collected cannot be deposited during regular banking hours, the person responsible for the money will count it, and receipt it (if it is activity fund money). If it is not activity fund money, a game report or some other written accounting of the money should be prepared. If there is enough time, a deposit slip should be prepared.

The principal or the assistant should lock the money and office receipt or accounting report in the bank bag and take it to the bank's night drop window. It is strongly recommended that the security guards hired for the school event follow the principal to the bank to provide security.

4. On the next banking day, the principal should pick up the money bag at the bank. If the deposit slip was already filled out, the principal may deposit the money at that time.
5. The office manager must give the deposit slip and money to the principal. The principal or his/her assistant makes the deposit.

Section III:       ATHLETIC RECEIPTS

Receipts from athletic events sponsored by the District's Athletic Department are the responsibility of the Athletic Director.

Receipts from athletic events sponsored by the school (such as scrimmages or slam-dunk contests) are the responsibility of the principal and are subject to the procedures listed in Sections I and II.

Section IV:       REPORTING OF THEFT

Money stolen or missing from a school should be reported immediately to the appropriate assistant superintendent responsible for that school.

Section V:       DISCIPLINARY ACTION

Failing to adhere to Policy DK, Cash in School Buildings, may be cause for disciplinary action or dismissal.

SOURCE:       Jackson Public School District, Jackson, Mississippi  
DATE:         December 18, 1978  
AMENDED:     October 27, 1986  
               October 16, 1989  
               September 20, 1993



HANDLING MONEY  
COLLECTION OF MONEY FROM STUDENTS

All monies collected at the individual schools shall be handled in accordance with proper accounting procedures established by the Jackson Public School District Board of Trustees. (DJ) All money transactions shall be recorded on the proper receipts.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: October 27, 1986  
October 16, 1989

## INVESTMENT OF SURPLUS FUNDS

The board authorizes the superintendent to invest any funds in excess of the sums required for current obligations and funds which are not needed, or cannot by law be used, for the payment of the current obligations or expenses of the school district.

The principal and accrued interest from such funds shall be paid into the same fund as that from which the investment was made, and shall, in all respects, be dealt with as are other monies in such fund.

It is the intent of the board for such idle funds to be invested in the legal manner in which the school district will derive the greatest benefit.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Section 37-59-43; Mississippi Code of 1972, Financial Accounting Manual for Mississippi Schools, p. 83-89, 1985, Amended 1989

DATE: December 18, 1978

AMENDED: October 27, 1986  
October 16, 1989

## SCHOOL PROPERTIES DISPOSAL PROCEDURE

When the Jackson Municipal Separate School District shall own land, buildings or other property that are not used for school or related school purposes and are not needed in the operation of the schools, the board may sell and convey such property under the provisions of state statute.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-7-451 through 37-7-483; Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: October 16, 1989

## FIXED ASSET MANAGEMENT SYSTEM

### Section I: GENERAL

The Jackson Public School District, as a part of the continuing effort to enhance accountability and control of public expenditures and assets in order to permit increased government operating efficiency, has established a comprehensive Fixed Asset Management System. While it is the primary responsibility of the Property Accounting Department to serve as custodian for the entire district-wide asset management system and its operation, it is also the duty of each principal or administrative department head or the designee at each location within the district to insure that the proper accounting is executed for all fixed assets under their supervision.

### Section II: DEFINITION

Fixed assets are those tangible properties subject to repeated or continual usage whose useful life may reasonably be expected to exceed one year and whose unit cost is \$150.00 or more. Fixed assets should be distinguished from supply or inventory items intended to be consumed or expended. Fixed assets generally may be categorized as land, land improvements, buildings, or furniture and equipment. Equipment items permanently attached to the building are valued with the main building.

### Section III: TRANSFERRING OF ASSETS

An "on-line" operations division job ticket shall be entered by designated parties, indicating the asset(s) to be transferred and where the asset(s) is to be relocated. A job ticket shall be entered for all assets prior to their relocation.

### Section IV: RETIREMENT OF ASSETS

The "retirement of asset" is defined as any change of an asset from the active status it was given at the time of purchase. The correct form must be completed and the prescribed routing must be followed before any asset may be retired from active duty. No employee has the right to remove from service any asset which has not been designated as such by the proper designee of the superintendent.

### Section V: FISCAL PHYSICAL INVENTORY

A physical inventory shall be conducted by the property accounting office at least once each fiscal year, with the assistance of school and office personnel. Inventory checks assigned to the property accounting office, with the assistance of school and office personnel, shall locate and tag all assets with an acquisition cost of \$150.00 or greater. Upon completion of the physical inventory at each

location, the compilation of the results of the inventory process shall be submitted as part of the district's annual audit.

#### Section VI: SALE OF SURPLUS PROPERTY

"When, in the opinion of Jackson Public School District Board of Trustees, the use of any property, other than real property, owned or held by the board, is unnecessary or undesirable for public school purposes, the board may sell such property either through bid or at public auction. The property shall be sold to the highest bidder for cash, but the board reserves the right to reject any and all bids." (DEK)

The state purchasing statutes call for a list of items which are no longer needed in the operation of the district to be presented to the board with recommendation for approval that said assets be declared surplus and that competitive bids be publicly taken to sell assets at what is deemed to be "fair market value" relative to the utility which remains with each asset sold. The results of the bid procedure are then presented to the board for final approval. A bill of sale is executed by the Purchasing Department and the monies collected from the sale are submitted to the Finance Department for deposit in the appropriate budget account.

If there exists an unusual number of surplus assets which are not appropriate for the bid process, a public auction may be conducted to dispose of all assets at what is deemed a fair and reasonable price. All payments are made in cash and all sales final. All buyers must sign a "nondiscriminatory disclosure", prior to the final sale of any surplus asset, to insure that surplus items purchased will not be resold to any organization or group which practices racial discrimination in any form or manner.

#### Section VII: DISCIPLINARY ACTION

Deviation from adherence to the policies and procedures for inventory counts and other practices as stated in the "Fixed Asset Management System Procedures Manual" is subject to disciplinary action. Procedures as stated in the "Fixed Asset Management System Procedure Manual" are mandatory.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-7-451 through 37-7-481; Mississippi Code of 1972  
DATE: January 18, 1988  
AMENDED: October 16, 1989  
August 16, 1993

## CAPITALIZATION OF FIXED ASSETS

The Jackson Public School District will maintain detailed subsidiary records documenting the valuation (cost of purchased items or fair market value at the date of donation in the case of donated items) of buildings and equipment under the General Fixed Asset Account Group. In order to comply with the State guidelines, this policy will apply to any fixed asset that cost over \$500.00.

Expenditures made for renovation of buildings and major repairs to buildings that add square footage to the building will also be capitalized.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Public School Districts Financial Accounting Manual, p. 7, July, 1985, Amended 1989

DATE: January 18, 1988

AMENDED: October 16, 1989

May 21, 1990

December 16, 1991    Retroactive    July 1, 1990

REVIEWED: May 3, 2006

## DEPRECIATION OF FIXED ASSETS

The Jackson Public School District does not plan to depreciate general fixed assets since this is not a requirement for Governmental and Expendable Trust Funds. Proprietary Funds are the only funds that are required to be depreciated. The Jackson Public School District does not have Proprietary Funds.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Public School Districts Financial Accounting Manual, p.7,8, July, 1985, Amended 1989

DATE: January 18, 1988

AMENDED: October 16, 1989

REVIEWED: May 3, 2006

## **CELLULAR PHONE USAGE POLICY**

The Jackson Public School District provides cellular telephones to employees deemed essential by the superintendent or her or his designee. It is free of cost to the employee. Each employee is provided a maximum of 500 minutes, and free nights and weekends. Roaming calls are an additional cost to the school district. It is the expectation of the school district that each employee remains within her or his allotted number of minutes that are provided each month. It also is the expectation that employees will refrain from making roaming calls when possible. In the event that an employee makes roaming calls that are unrelated to business, he or she will be requested to reimburse the school district for those charges. Employees who fail to reimburse the district shall be subject to disciplinary action, including suspension without pay or termination, when the charges are proven accurate.

The provision of cellular telephones is a privilege that may be revoked if it is abused, as determined by the Superintendent. Telephone records are the property of Jackson Public School District and may be reviewed at any time for any reason by Jackson Public School District. Employees have no expectation of privacy in reference to telephone bills.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: January 22, 2002



## **CELLULAR PHONE USAGE PROCEDURES**

1. Each employee with a cellular phone will have a maximum of 500 minutes that are provided by the school district. Calls placed on nights and weekends are without charge to the district. Free night calls begin at 8:00 p.m., and end at 7:00 a.m. Weekend calls are free beginning on Friday at 8:00 p.m., and ending on Monday at 7:00 a.m.
2. Roaming calls are an additional cost to the school district regardless of when they are made. All roaming calls will require justification. Employees shall reimburse the school district for roaming calls that are non-business related.
3. Employees are encouraged to use the school district's toll free number when calling the school district from out of town. However, employees shall not use cellular phones to call the toll free number, as the district pays twice in those instances.
4. The accounts payable department shall review cellular phone bills monthly. Employees with excessive usage and charges will be notified, asked to monitor their usage, and if applicable, reimburse non-business charges above the allotted minutes.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: January 22, 2002

## GOALS AND OBJECTIVES

The business operations of the school system are essential, yet ancillary and auxiliary, to the central function of the school system, which is education. The board serves as trustee of school facilities and over-seeer of school business operations for the purpose of providing the facilities and services that will support a good educational program.

The board expects the superintendent to ensure that the division for the operation and maintenance of the school plant, equipment and services shall establish and maintain high standards of safety, promote the health of pupils and staff, reflect the aspirations of the community, and support environmentally, the efforts of the staff to provide good instruction.

With the assistance of the superintendent and personnel designated by him, the board shall establish efficient and businesslike procedures for fiscal accounting purchasing, and management of equipment and supplies.

The board shall establish a thorough, effective, and economical maintenance program that will assure a useful life for school sites, plants, and equipment.

SOURCE:	Jackson Public school District, Jackson, Mississippi
LEGAL REF:	Section 37-1-301, Mississippi Code of 1972
DATE:	January 17, 1979
AMENDED:	October 16, 1989
REVIEWED:	May 3, 2006

## BUILDING AND GROUNDS MANAGEMENT

### Section I: RESPONSIBILITY

The superintendent is responsible to the Board of Trustees for the maintenance and security of all equipment and properties of the school district. The superintendent shall establish such procedures and employ such means as may be necessary to discharge this responsibility.

The administrative staff is charged with keeping each school plant clean, attractive, and in good repair. Rooms and specialized areas are to be provided for scheduled activities. Appropriate furniture and storage areas are to be made available for the support of said instructional programs.

When adequate space, furniture, etc., is not available for implementation of the approved instructional and/or ancillary programs of the district, it shall be the responsibility of the superintendent and his staff to report said deficiencies to the Board of Trustees and to work cooperatively with the board in remediating said deficiencies.

### Section II: REMODELING AND CONSTRUCTION

Plans for new construction, modification of existing buildings, or services to the building, shall be coordinated by the superintendent and/or his designee, and subsequently approved by the board.

The regulations of the State Department of Education shall govern all building projects.

### Section III: BUILDING LEVEL

All policies involving the maintenance of a local school building and grounds are the direct responsibility of the principal in conjunction with other administrative offices. Organization for the serving of lunches, the job fulfillment of custodial personnel and others are the responsibility of the principal.

A high standard of school housekeeping is expected of all personnel. Work areas and classrooms should be kept attractive and the furnishings in orderly array. Adequate attention is to be given to ventilation, light and heat, according to the needs of the situation.

Pupils shall be expected to pay an amount sufficient to take care of any damages which they may have accidentally or unintentionally caused to school property.

In the case of willful damage of school property, such charges shall be made and further disciplinary action taken. (DEGD, JCA)

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Mississippi Commission on School Accreditation, Standard  
97, 98, 105, Bulletin 171 Tenth Edition, 1988  
DATE: January 15, 1979  
AMENDED: July 21, 1986  
October 16, 1989  
REVIEWED: May 3, 2006

## SAFETY PROGRAMS

Every effort shall be made to prevent accidents by taking all reasonable precautions to protect the safety of all students, employees, visitors, and those present on district property or at school-sponsored events.

The staff shall adhere to recommended safety practices as they pertain to the school plants, special areas of instruction, student transportation, school sports, occupational safety, etc.

The practices of safety shall also be considered an aspect of the instructional program of the district, and instruction accident prevention, fire prevention, emergency procedures, traffic, bicycle, pedestrian safety, and driver education shall be provided in the appropriate classes under the direction of the principal.

Though the superintendent has the overall responsibility for the safety program of the district, it shall be the responsibility of each principal to supervise the safety program for his school.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: January 15, 1979  
AMENDED: October 16, 1989  
REVIEWED: May 3, 2006

EMERGENCY CLOSING OF SCHOOLS

The Board of trustees authorizes the superintendent to close the schools in the event of hazardous weather or emergencies which threaten the safety of the students, staff, or school property. However, the schools shall operate for the required time each scholastic year.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEAGAL REF: Miss. Code Ann. § 37-13-65 (1996)  
DATE: October 16, 1978  
AMENDED: August 29, 1989  
December 15, 1997  
REVIEWED: May 3, 2006

## EMERGENCY DRILLS

The board directs all schools to formulate and practice emergency drill activities.

### Section I: FIRE DRILLS

The principal shall conduct a fire drill within the first full week at the opening of school and at least once a month thereafter. The drills shall include all students and all school employees. The routes of egress and alternate routes should be clearly understood by all employees and shall be included in teacher handbooks in accordance with the guidelines established by the Jackson Fire Department.

### Section II: EMERGENCY DRILLS

Other emergency drills and evacuations shall be conducted and routes designated when deemed necessary. Procedures for emergency conditions such as tornado, storm and flash floods shall be developed for every school by the principal in accordance with guidelines established by the Jackson Hinds Emergency Operations Center.

In case of an emergency, it may become necessary to retain students at the school building since many parents may not be at home. Parents may come to the school premises to pick up their children if they desire.

### Section III: BOMB THREATS

The personnel of the district shall cooperate with the Jackson Police Department in carrying out procedures for dealing with bomb threats.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-11-5; Mississippi Code of 1972; Mississippi  
Commission in School Accreditation, Standard 104, Bulletin  
171, Tenth Edition, 1988  
DATE: January 15, 1979  
AMENDED: October 16, 1989  
REVIEWED: May 3, 2006

## EMERGENCY DRILLS

When an emergency alert is released from the Jackson-Hinds Emergency Operation Center via alert radio receivers notifying schools of an emergency condition due to threat of attack or other natural and/or man-made emergency conditions, the procedures are to be followed as the alert message dictates.

The outdoor sirens which are strategically located in the Jackson area are used by the Jackson-Hinds Emergency Operation Center to inform the public of emergency conditions.

### Section I: ALERT AND WARNING SIGNALS

#### Alert Signal

The alert signal is a 3 to 5 minute steady blast of the sirens. This signal will be used in a time of threatened natural disaster or peacetime emergency.

Directions: Turn on your radio to any local radio station and follow instructions. Be alert to communications and directions transmitted on the radio alert receiver. Do not use the telephone for further information.

#### Attack Signal

On the outdoor warning signals, the attack warning signal is a 3 to 5 minute wavering sound. This means an enemy attack against the United States has been detected.

Directions: Take protective action. Take shelter immediately. Turn on your radio to 620 on your dial. Be alert to communications and directions on the radio alert receivers. Do not use the telephone to obtain further information.

### Section II: WARNINGS DEFINED WITH DIRECTIONS

#### Severe Thunderstorms

Frequent lighting and damaging winds with gust greater than 58 miles per hour (50 knots) or hail three-quarters of an inch or larger.



Severe thunderstorms are sometimes accompanied by unexpected tornado activity, and so the same procedures as given for a "Tornado Watch" should be followed.

### Tornado Watch

This is an alert that tornado activity may occur and covers areas averaging from 100 to 300 miles.

Teachers or other personnel designated as "spotters" are to watch the sky for approaching tornado action. "Spotters" should have a view of the southwest.

"Spotters," as well as the principal, should have a horn whistle, bell, or other means of signaling an approaching tornado different from other signals in the school. A referee's horn which is available for requisition from the warehouse is frequently used for this purpose. (Do not depend on bells operated by electricity.) The signal should not be sounded for a Tornado watch alert unless the spotter has identified an approaching prior to receiving the tornado warning alert. However, school personnel should be informed of the Tornado watch so they will be more alert to an emergency warning and ready to move pupils to designated areas at a moment's notice.

The radio in the principal's office should be tuned to one of the local radio stations with a direct line to the Weather Service.

### Tornado Warning

Tornado watches are NOT tornado warnings.

A tornado warning signifies a tornado has been sighted in the area or its presence has been detected by radar.

Warning signal should be given immediately and pupils moved to previously designated areas.

During adverse weather warning period, pupils should be seated on the floor with their backs to corridor walls with their hands over their heads. Coats and jackets, when available, should be used to cover

heads, arms and legs, so as to reduce injuries from flying missiles of glass and other debris. Refer to page 2 of the booklet for your school entitled "Best Available Shelter Against Tornado Forces" provided to you by Jackson-Hinds emergency Operation Center for further information and directions.

All portable classrooms are to be evacuated.

Keep pupils away from windows or glass doors, and have them near an inside wall on the lower floor when possible.

### Winter Storm Watches

Winter storm watches are issued to alert persons if there is a possibility of severe winter weather conditions.

### Winter (Ice or Snow) Storm Warnings

Winter storm warnings are issued to alert persons of the specific area where considerable accumulations of ice and/or snow are anticipated.

Upon notification of the above messages, the offices of the Superintendent, the Public Information Office, and the Director of safety and Security are responsible for notifying the other administrative offices.

## Section III:               SELECTING SHELTER AREAS

See page 4 of booklet entitled "Best Available Shelter Against Tornado Forces" for your school.

Avoid using large enclosed areas such as auditoriums, gymnasiums, or lunchrooms.

Pupils in single story buildings should be moved into inner corridors to be protected from flying glass or other debris. They should not be directly under ceiling lights or other type objects that might fall.

Pupils in multiple story buildings should be moved into corridors of the lower floor and basement areas. Boiler rooms should not be used as shelter areas.

Most of our tornados come from the southwest and the walls of a building struck by a tornado are usually thrown outward by expanding area within the building and then blown away.

Tornado drills should be held with all occupants of the building participating often enough for everyone to know what is expected of them in an emergency.

Section IV:           INSRTUCTIONS TO STAFF FOR TORNADO WARNINGS

If possible, turn off the gas supply to the building.

Stoves, laboratory and shop equipment should be turned off.

Pupils and school personnel should remain in the Tornado Warning Posture until the responsible administrator has determined that there is no further threat from the identified tornado.

DATE:               February 8, 1980  
AMENDED:         October 16, 1989  
REVIEWED:        May 3, 2006

## TRAFFIC AND PARKING CONTROLS

### Section I: STUDENT SAFETY

The superintendent or his designee shall, with the Jackson Police Department and other appropriate agencies, provide the best possible safety coverage for students leaving and entering the school grounds. This safety coverage will include the use of safety patrols and the marking of school speed zone areas as provided by law.

### Section II: PARKING

The superintendent or his designee shall develop regulations relative to parking and traffic controls on all school property.

### Section III: ACCIDENTS INVOLVING SCHOOL DISTRICT VEHICLES

All accidents which result in personal injury or property damage, and which involve vehicles owned by the school district, shall be reported in written form to the employee's immediate supervisor who, in turn, shall report to the designee of the superintendent.

All accidents will be reviewed by the superintendent or his designee. If it is found that there has been negligence on the part of the driver, the accident report and the findings of the safety committee will be submitted to the superintendent for necessary disciplinary action.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: January 15, 1979  
AMENDED: October 16, 1989  
REVIEWED: May 3, 2006

## BUILDINGS AND GROUNDS SECURITY

Buildings of the Jackson Public School District constitute one of the greatest investments of the school system. Prudence dictates that this investment be protected adequately.

Security includes, but is not limited to, securing (locking) the buildings, protection from fire hazards, and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. Records and funds should be kept in a safe place and under lock and key when required.

The board encourages close cooperation with police and fire departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it.

An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by leaving keys in the hands of unauthorized persons.

Security alarm systems and other protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. The principal or the designee(s) is responsible for the daily operation of the security alarm system and any other protective devices.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Section 37-7-321; Mississippi Code of 1972
DATE:	January 15, 1979
AMENDED:	November 1, 1984 October 16, 1989
REVIEWED:	May 3, 2006

## VANDALISM PROTECTION

If any pupil shall willfully destroy, cut, deface or damage any school building, equipment or other school property, he shall be liable to suspension or expulsion and his parents or guardian shall be liable for all damages. (JCA)

Citizens, students and members of the police department are urged by the board to cooperate in reporting any incidents of vandalism in property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of the district shall report to the principal of the school every incident of vandalism known to him or her, and, if known the names of those responsible.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. He is further authorized to delegate authority to sign such complaints to press charges.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Section 37-11-19; Mississippi Code of 1972
DATE:	January 15, 1979
AMENDED:	October 16, 1989
REVIEWED:	May 3, 2006

REPAIRS

Requests for building repairs shall be made through the building principal.

To provide for effective building maintenance and repairs, a logical and orderly means for requesting routine maintenance or repairs shall be established.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: January 15, 1979  
AMENDED: October 16, 1989  
REVIEWED: May 3, 2006

LONG RANGE MAINTENANCE OF BUILDING AND GROUNDS

The district shall maintain the plants and equipment in first class condition by a continuous program of repair, reconditioning and remodeling.

Adequate grounds shall be maintained for the educational and recreational program of the students, and the overall requirements for providing such grounds shall be continuously reviewed.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-7-301(c); Mississippi Code of 1972  
DATE: January 15, 1979  
AMENDED: October 16, 1989  
REVIEWED: May 3, 2006



## SCHOOL TRANSPORTATION MANAGEMENT

School bus transportation shall be provided to students in actual attendance in the public schools who live one mile or more from the school the student is authorized to attend. Special education pupils may be exempt from the distance provisions upon discretion of the superintendent or his designee. (JDI)

The following shall be taken into consideration in developing the school transportation system:

Transportation to and from school should be a positive learning experience, leaving pupils in the proper frame of mind to take full advantage of the instructional program offered at school

Certain rules and regulations pertaining to the transportation of public school pupils in the state of Mississippi have been established by the State Department of Education and are published in the Mississippi Pupil Transportation Handbook. Items covered in this handbook which shall be strictly enforced are as follows:

- A. Specifications Governing New School Bus Equipment
- B. Qualifications for School Bus Drivers
- C. Preventive Maintenance of Equipment
- D. Operation of School Buses
- E. Rules and Regulations Pupils Must Observe
- F. Responsibilities of the Administrators, Teachers and Parents

The district's school bus system shall conform to or exceed minimum standards as set forth by the State

District owned buses may be used only for purposes directly connected with the district.

The superintendent or his designee shall submit required records and reports regarding the operation of the school transportation system to the State Board of Education.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: January 15, 1979  
LEAGL REF: Section 37-41-1 through 37-41-101; Mississippi Code of 1972  
AMENDED: October 16, 1989  
REVIEWED: May 3, 2006

## STUDENT TRANSPORTATION SAFETY

All buses and other vehicles owned and operated by this district shall be inspected for safety by the assigned driver and transportation supervisor on a regular basis. Additionally, vehicles will be inspected in accordance with applicable state vehicle inspection laws.

The transportation director shall develop and maintain a safety inspection record which shall be filled out, and signed by the individual who conducts the inspection. All defects noted by local or state inspectors shall be remedied immediately.

All accidents, regardless of the damage involved, must be reported to the transportation supervisor and the transportation director. Any act of the vehicle rubbing, scraping, or touching (other than bushes, overhanging limbs, etc.) other objects or vehicles in such manner as to cause damage to the vehicle constitutes an accident.

All student transportation management shall be in accordance with state statutes.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-41-1 (g), 37-41-47 to 37-41-57; Mississippi Accreditation, Standards 122, 123, Bulletin 171, Tenth edition, 1988  
DATE: January 15, 1979  
AMENDED: October 16, 1989  
REVIEWED: May 3, 2006

## STUDENT CONDUCT ON SCHOOL BUSES

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

The board feels that any effective discipline program must begin with the students and parents. The principals, bus drivers, and parents should share the responsibility for explaining to the students that riding a school bus is a privilege, the standards for behavior on buses are similar to those for classrooms, and that they can expect verifiable complaints of misbehavior to lead to temporary suspension from buses.

Once a student boards the bus – and only at that time – does he or she become the responsibility of the school. Such responsibility shall end when the student is taken to the regular bus stop at the close of the school day.

In view of the fact that a public school bus is an extension of the classroom, the board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases in which a student does not properly conduct himself on a bus, such instances shall be brought to the attention of the building principal by the bus driver upon returning to the school. If necessary, the driver will stop the bus and telephone the principal for help. Only a school official may remove a student from a school bus.

Students who become serious disciplinary problems on a school bus shall have their riding privileges suspended by the principal who shall notify the parents or legal guardian in person or by telephone followed by a letter.

REVIEWED:            May 10, 2006

## SCHOOL BUS SCHEDULING AND ROUTING

The superintendent or his designee shall establish bus routes adhering to safety policies and efficient operation of the transportation system.

A reasonable time schedule for each route shall be established and the driver shall be expected to adhere to this schedule. By the same token, students shall be expected to be at their respective bus stops when the bus arrives.

Once a bus route has been established, the bus driver shall not alter or change assigned routes without the approval order of the supervising officer.

In discharging pupils who must cross the highway, the responsibility of safe crossing rests with the driver.

Student transportation management, including but not limited to scheduling and routing, shall conform to state statutes.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-41-15, 37-41-17, 37-41-19, 37-41-21; Mississippi  
Accreditation, Standards 120, 121, Bulletin 171, Tenth  
Edition, 1988  
DATE: January 15, 1979  
AMENDED: October 16, 1989  
REVIEWED: May 3, 2006

## FIELD TRIPS

### Section I: FIELD TRIP PROCEDURES

The administration is aware of the need for and desirability of field trips to enrich the experiences of students. These trips must be planned in advance and designed to augment lesson plans of the teacher. Forms will be available to each teacher who requests a field trip. Field trips must have the endorsement of the principal, the appropriate central office administrator, and in instances of trips that are overnight, beyond the Jackson Metropolitan area, out of state, or out of country, the superintendent. Teachers requesting permission to take field trips must show the relationship of the trips to bona fide work of the classroom. It should be clearly understood that field trips are educational in nature and not recreational. Proof of insurance shall be required by the administration prior to the student's participation in any and field trips regardless of extended time and distance; however, the administration shall not prohibit any student from attending an educational field trip solely because he cannot produce proof of insurance. In the event that the child cannot produce proof of insurance, the parent must sign a release or waiver of liability in order for the child to attend the field trip. An educational field trip is defined as one that is part of the instructional program or one for which the student receives credit.

1. The teacher in writing at least ten (10) school days in advance on the proper field trip request form must notify the principal. This field trip request must be made prior to any discussion with parents or students and prior to giving any information about the field trip to students or parents.
2. The principal and appropriate central office administrator and/or the superintendent, in certain instances, must give written approval.
3. The parent(s) of each student making the trip must sign permission forms.
4. A field trip must be related specifically to the instructional program.
5. Overnight, out of state and out of country field trips shall be approved by the superintendent. The superintendent or his designee will provide the board of trustees with a list of field trips he approved at the next regular board meeting. The list will be for informational purposes.
6. All field trips must be concluded five (5) school days prior to the week of term examinations.

7. No field trip will be approved during the last fifteen (15) school days of the year.
8. The person initiating the request for the field trip shall be responsible for meeting all requirements related to the trip.
9. All field trips must have at least one chaperone per ten (10) students.
10. Students participating in extended, out-of-state field trips must have insurance on file with the trip sponsor in accordance with these procedures.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: November 27, 1978  
AMENDED: March 23, 1998; April 19, 2004; November 15, 2004  
REVIEWED: May 5, 2006

SPECIAL USE OF SCHOOL BUSES

School transportation facilities may be used to transport participating students, teachers, coaches and sponsors in connection with athletic events, clubs and special events which are considered a part of the educational program of the school.

Students transported under the above provision shall be under the direction and supervision of the principal or a designated faculty member of the school which the students attends.

No trips shall be for more than two hundred miles (200) beyond the territorial limits of the state.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-41-27; Mississippi Code of 1972  
DATE: January 15, 1979  
AMENDED: October 16, 1989

## TRANSPORTATION INSURANCE PROGRAM

The district is a contributing member to a fund in the state treasury known as the "Accident Contingent Fund." This contribution is based on each school bus used by the district for the transportation of students.

Compensation on any claim, as specified by law, shall be disbursed by the district from the "Accident Contingent Fund" to cover any accident as provided by statute upon the receipt of a certified copy by the circuit clerk of any judgment rendered in such cases.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF.:	Section 37-41-39, 37-41-41; Mississippi Code of 1972
DATE:	January 15, 1979
AMENDED:	October 16, 1989



## FOOD SERVICES MANAGEMENT

### Section I: PURPOSE

The purpose of the food service program shall be to provide well balanced meals that are nourishing at moderate prices in pleasant surroundings. The program also provides a teaching situation in which the foods that children need for proper growth and development are served in an appetizing manner so they will be readily accepted. The program contributes to the social education of the child by providing an opportunity to practice good table manners.

### Section II: RESPONSIBILITY

The board assumes the responsibility for the administration, operation and supervision of the food service program. The superintendent is administratively responsible for the administration of the school food service program and shall assign responsibilities and duties for carrying out the program to school personnel. The principal is directly responsible for the operation of the program in the individual school as well as the behavior of students using the school cafeteria.

### Section III: SERVICES

Food services shall include hot lunches and breakfasts through participation in the National School Lunch Program.

As required for participation in the National School Lunch Program, the board agrees to the following regulations:

That the food service program operates on a nonprofit basis

That a "Type A" lunch is available for students to meet at least one-third of their daily food requirements

Those free and reduced-priced lunches are provided to students unable to afford the price of the "Type A" lunch

### Section IV: ELIGIBILITY

Eligibility criteria will be the standards established by the National School Lunch Program. Annually, all eligibility criteria and any changes shall be announced publicly and in a letter to parents.

### Section V: RECORDS

The district shall comply with all regulations regarding the keeping of accounts, records, and the making of reports prescribed by statute. Such accounts and records shall be available at all times for inspection and audit by authorized officials and shall be preserved for a period of four years including the present school year.

Section VI: PROVISIONS OF FREE AND REDUCED PRICE MEALS

The provision of free and reduced priced meals shall be subject to federal funding.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-7-301; Mississippi Code of 1972; CFR Part 220,  
210, and 215  
DATE: January 15, 1979  
AMENDED: October 16, 1989  
REVIEWED: May 5, 2006

## DATA MANAGEMENT

The superintendent shall establish and maintain a data collection, analysis, retrieval and dissemination system which shall generate accurate statistical data and other information as may be desired or needed to operate the district in an efficient, effective and accountable manner. The information shall be available to local, state or federal authorities within the confines of state and federal legislation.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: January 15, 1979  
AMENDED: October 16, 1989  
REVIEWED: May 5, 2006

## INSURANCE MANAGEMENT

The management and control of all insurance required to be carried by the district is assigned to the superintendent and the administrative staff. Underlying such administrative delegation, there will first be prepared for review and approval, specifications for insurance coverage of various types so that the insurance may be placed by competitive bid. Requirements of the state laws shall be followed at all times. Any modification of these specifications, which may from time to time be considered necessary because of changes in the law or substantial changes in the board's exposure value, will be brought before the board for discussion and adoption.

The superintendent or his designee shall be responsible for the safekeeping of all insurance policies.

Purchases of all insurance shall be according to state law and all regulations pertaining to other school purchasing.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Section 37-7-303, 37-7-304; Mississippi Code of 1972
DATE:	January 15, 1979
AMENDED:	October 16, 1989

STUDENT INSURANCE PROGRAM

Student accident insurance shall be made available to each student enrolled in the school district, subject to the premium being paid by the student and his parents or legal guardian. The availability of this insurance program shall be made known to all students yearly.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: January 15, 1979  
AMENDED: October 16, 1989  
REVIEWED: May 5, 2006

Insurance on Construction Under Contract

The contractor shall effect and maintain “Builder’s Risk Insurance,” with extended coverage endorsement, upon the entire structure and site equipment on which the work of this contract is to be done, to 100% of the insurable value thereof – including (1) items of labor and materials connected therewith, whether in, or adjacent to, the structure insured; and (2) materials in place or to be used as part of the permanent construction – including surplus materials. Protective fences, temporary structures, miscellaneous material, and supplies incident to the work. The insurance policy, or policies, shall be written by a company, or companies, satisfactory to the owner, and shall provide that any loss shall be payable to the contractor and owner as their respective interest may appear. The contractor shall keep each building fully insured, without cost to the owner, until final inspection and acceptance of all work.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-7-303; Mississippi Code of 1972  
DATE: January 15, 1979  
AMENDED: October 16, 1989  
REVIEWED: May 5, 2006

FIDELITY INSURANCE

The superintendent shall, during the period of his employment, furnish a good and sufficient surety bond in the penal sum of one hundred thousand dollars (\$100,000), payable to the school district and conditional upon the faithful performance of the duties of his office, including the proper administration of all activities funds and other funds of the district. Such bond shall be filed and recorded in the office of the clerk of the Chancery Court in Hinds County, Mississippi. The premium for such bond shall be paid from the school district maintenance funds. (DG)

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-9-27; Mississippi Code of 1972  
DATE: January 15, 1979  
AMENDED: October 16, 1989  
REVIEWED: May 5, 2006

LIABILITY INSURANCE

Section I: BOARD LIABILITY

The board shall purchase liability insurance in the amount it judges adequate to cover the official action of the board and the employees of the district. This policy shall be paid for with the school district funds.

Section II: VEHICLE LIABILITY

The board may obtain liability insurance on any vehicle operated by the district.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-7-304; Mississippi Code of 1972  
DATE: January 15, 1979  
AMENDED: November 1, 1984  
October 16, 1989  
REVIEWED: May 5, 2006



## COMPUTER USAGE: DATA AND PROGRAM SECURITY

### Section I: PURPOSE

Use of or access to JMSSD and/or programs is for performance of official and approved assignments. Use of the computer for access to data and access to secure areas for other than an approved assignment is prohibited. Disclosure of information obtained in carrying out an assignment is to be safeguarded commensurate with the privacy or value of the data and care must be exercised to further ensure against unauthorized modification or use. This regulation covers all employees and students of Jackson Public School District.

### Section II: SCOPE

This policy applies to all data and programs maintained, stored, or created within the jurisdiction of the Jackson Public School District.

### Section III: COMPUTER SOFTWARE

Recognizing that computer software piracy is a major problem for the industry, the following procedures shall be instituted to discourage violation of copyright laws and to prevent related illegal activities at school:

1. No illegal copies of copyrighted programs may be made or used on school equipment.
2. No "locksmith" type programs will be owned or used by the school, nor will anyone be allowed to use such programs on school equipment.
3. Legal back-up copies of copyrighted programs will be protected to prevent unauthorized additional copies.

### Section IV: PENALTIES

Unauthorized use or abuse of the system can result in revocation of privileges, employee dismissal, or possible criminal prosecution as outlines in Chapter 319 of the General Laws of 1985 of Mississippi.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Chapter 319 General Laws of 1985 of Miss.; Miss. Code of 1972  
DATE: August 19, 1985  
AMENDED: October 16, 1989  
REVIEWED: May 5, 2006

## COMPUTER USAGE: LAPTOP COMPUTERS

### Section I: PURPOSE

The Jackson Public School District recognizes that its teachers and administrative staff may need to use the district's laptop computers off-site, after hours, in order to complete a project or further the district's goals. While said usage is allowed, it must be within strict guidelines.

A teacher or administrative staff who is desirous of using a laptop computer at his or her home must first obtain approval from the Director of the teacher resource Center or his or her principal or supervisor if the computer is located at the school site. An off-site usage agreement which sets forth the purpose and other pertinent information must be completed prior to check-out. Computers will be checked out on an availability basis. Staff must certify that the computers will be used only for district purposes. Failure to abide by this rule may prohibit the teacher or administrative staff member from using the computer in the future, and subject him or her to disciplinary action.

### Section II: LIABILITY

Teachers or administrative staff are ultimately responsible for the laptop computer they carry home. Should it become lost, stolen, or otherwise damaged while in the staff member's possession, the staff member will be required to reimburse the school district for the replacement value of the computer.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: August 18, 1997  
REVIEWED: May 5, 2006

TEACHER RESOURCE CENTER

Jackson Public School District

4851 McWillie Circle

Jackson, Mississippi

OFF-SITE USAGE AGREEMENT

This computer is made available for authorized use through the Teacher Resource Center (hereinafter "TRC") of the Jackson Public School District. The Agreement is in accordance with Policy JIA and places full responsibility on the borrower for the safe operation and prompt return of the computer. The borrower's signature will indicate acceptance of the terms of the Agreement.

1. Laptop computers at the TRC will be loaned for school use only.
2. The computer will only be operated by the undersigned borrower.
3. No unlicensed software will be permitted on district-owned computers.
4. No personal software will be permitted on district-owned computers without prior written approval from the Office of Information Services.
5. The borrower must immediately report any mechanical problems with the computer to the TRC, or Information Services. No attempt should be made to repair the computer by the borrower.
6. The borrower will assume full responsibility for the prompt return of the computer in good condition.
  - a. If the computer is stolen or lost while in the borrower's possession, the borrower must immediately file a police report and notify the TRC and Information Services. The borrower must provide the TRC with the police case number for the stolen property.
  - b. If the computer is damaged while in the borrower's care, he or she shall immediately notify the TRC and Information Services of the damage and how it occurred.

## PRINTING AND DUPLICATING SERVICES/COPYRIGHT LAW

The district does not condone violations of the United States copyright law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others.

An exception to the exclusive rights enjoyed by copyright owners is the doctrine of fair use. The fair use of copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. All of the following factors shall be considered in determining fair use:

- A. The purpose and character of the use, including whether the use is of a commercial nature or for nonprofit educational purposes.
- B. The nature of the copyrighted work.
- C. The amount and importance of the portion used in relation to copyrighted work as a whole.
- D. The effect of the use upon the potential market for or value of the copyrighted work.

A further exception shall be performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other similar place devoted to instruction.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 18, 1993  
REVIEWED: May 5, 2006

PRINTING AND DUPLICATING SERVICES/COPYRIGHT LAW  
(*Reproduction and Use of Copyrighted Materials*)

Section I: STATEMENT OF POLICY

The district and its employees shall comply with the applicable provisions of the Copyright Act of 1976 17 U.S.C. §§ 101 *et seq.* (the "Copyright Act"). Except as specifically provided in this board regulation, copyrighted materials, whether printed or nonprinted, may not be duplicated without first receiving written permission from the copyright holder. Employees who violate this board regulation may be subject to sanctions imposed by the Copyright Act as well as discipline imposed by the district. The principal of each school is responsible for enforcing this board regulation at the school level.

Section II: RESTRICTIONS CONCERNING REPRODUCTION AND  
USE OF COPYRIGHTED MATERIAL

- A. *Off-air (television) videotaping.* The primary purpose of the following restrictions on off-air videotaping is to limit use of off-air videotapes to situations involving either (1) face-to-face instruction or (2) staff review of instructionally related materials for possible acquisition through purchase, lease, rental, or free-loan agreements by the district. As further detailed below, teachers may replay television programs only for a specified period of time.

Broadcast programs are television programs transmitted by television stations for reception by the general public without charge.

Broadcast programs may be videotaped for use in the classroom, subject to the following restrictions:

1. Any teacher desiring that a broadcast program be videotaped by the district for classroom use shall submit a written request to the school librarian. The librarian shall not videotape a broadcast program without a written request, and may not regularly videotape broadcast programs in anticipation of receiving requests. A teacher may videotape a broadcast program at home for classroom use as long as he/she complies with this board regulation regarding its use.
2. Off-air video recordings of broadcast programs may be used once by an individual teacher in the course of regular instruction, and may be repeated once when instructional reinforcement is

## ENERGY MANAGEMENT

The Jackson Public School District endorses and commits to energy management. The district's energy management program has three goals.

1. To help the Jackson Public School District conserve energy to save the nonrenewable resources of our planet;
2. To help maintain a quality learning environment for students, teachers, and staff; and,
3. To save dollars which the district can productively reinvest in its ongoing activities.

These goals can be accomplished each day. All employees are encouraged to conserve energy as part of providing a quality environment for today's students and students of the future.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: March 21, 1994  
REVIEWED: May 5, 2006

## GOALS AND OBJECTIVES

The development of a superior quality educational program and the construction of school buildings which will facilitate the implementation of that program are interdependent. It shall be the policy of the board to seek funds to provide the number and type of facilities needed for the students in this district to best support and accommodate the educational program.

Decisions pertaining to the construction of the educational facilities will be made only after the careful consideration of the viewpoints and needs of students, teachers, parents, and the community.

Architects employed by the board to make plans for the needed facilities must be able to demonstrate that their plans include simplicity of design, sound economics, long-range maintenance costs that are minimal, qualification for lowest insurance rates, high education utility and flexibility.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Section 37-7-301(d), 37-45-21; Mississippi Code of 1972
DATE:	December 18, 1978
AMENDED:	March 19, 1990
REVIEWED:	May 10, 2006

## LONG-RANGE PLANNING

It is the responsibility of the board to develop and implement plans for the school system that will meet the educational requirements of the community today and in the future.

The board's objectives for long-range planning are:

To improve the educational environment for students and teachers by having effective facilities

To maintain the physical facilities with priority given to air conditioning, to renovate, and to the addition of classrooms

To create school complexes which provide the best possible balance of effective grouping of educational resources, efficient management and operations, and community concerns for the character of the school system

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: March 19, 1990  
REVIEWED: May 10 ,2006



## LONG-RANGE FACILITY PLANNING

Planning for building(s) may be initiated by the board on the recommendation of the superintendent or on the board's own appreciation of need. An educational needs assessment shall be initiated to analyze the district's educational and legal requirements. Based on data, professional recommendations as needed, State Department liaison, legal and legislative constraints and budgetary capabilities, the board shall meet its authorized mission to the district citizenry.

Upon initiation of long-range planning activities, input will be actively sought from staff, individual citizens groups in the development of the types of educational and community activities desired for the school building consistent with the identified needs.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: March 19, 1990  
REVIEWED: May 10, 2006

FACILITY EXPANSION

The district may apply to the State Board of Education for funds for capital outlay, for new construction, renovations, and major plant maintenance.

All capital improvements which are financed in whole, in part, with funds received from the state public building fund shall have the site and plans and specifications approved by the State Department of Education. Regardless of source funding, site plans and specifications must be approved by the State Department of Education.

The district, in applying for and using such funds and any other funds, shall comply with the appropriate state statutes.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-45-3, 37-47-17, 37-47-19, et seq.;  
Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: September 17, 1984  
March 19, 1990

## EDUCATIONAL SPECIFICATIONS

The superintendent, with the full participation of the professional staff, shall develop educational specifications for new school facilities. Arrangements will be made by the superintendent, working through principals and other administrators, for the school staff to contribute in the planning of new school buildings. Teachers shall be given the opportunity and encouraged to submit suggestions for possible inclusion in the educational specifications.

Consultants may be utilized in the development of educational specifications when deemed necessary by the superintendent and approved by the board.

SOURCE:	Jackson Public School District, Jackson, Mississippi
DATE:	December 18, 1978
AMENDED:	March 19, 1990
REVIEWED:	May 10, 2006

## ARCHITECTS

### Section I: OBJECTIVE

The Jackson Public School District's objective is to select individuals or firms to provide professional services that will result in the best building for the district. The intent is to distribute the work among the qualified firms that can deliver quality, designed projects on time, and within funds available.

### Section II: CRITERIA FOR SELECTION

Architects/engineers for the school district shall be selected by the board based on the following criteria:

1. Are they legally qualified architects in good standing in their profession?
2. Are their methods of procedure in servicing their clients in harmony with that of the school district they are to serve; e.g., can they work cooperatively?
3. Does it appear that the architects have personal characteristics that will permit them to work harmoniously with board and staff members of the school district?
4. Have they shown an interest in school building to the extent that they consider it a specialized phase of architectural practice?
5. Are their office staffs, organization, location, and financial backing such that the planning of facilities can proceed on a time schedule appropriate to the plant needs of the district?
6. Do they recognize the need, in school planning, for the services of numerous specialized engineers, and will they take advantage of those specialists' contributions in a cooperative manner?
7. Are they accurate estimators?
8. Have they the technical knowledge needed to control the design of the highly complex structure and equipment of a modern building and to secure the best results without waste of money or space.
9. Have they the executive ability and force to compel the proper performance of contracts?
10. Do they have adequate staff to supervise construction activities to ensure adherence to construction standards?

The architects shall be advisors to the administration and board on the phases of the program for which they have technical training and experience.

### Section III: FUNCTIONS

## BOND SALES

The board, based on determined need, shall authorize the governing authorities of the municipality to issue negotiable bonds to raise money for school building construction and equipment, modification, repairs, and remodeling following requisites of the state statutes.

The board shall spend said money for the purposes for which the money was raised.

The process for selling of bonds, calling of election on issuance of bonds and the issuance of bonds shall be done according to state statute.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Section 37-59-3 et seq.; Mississippi Code of 1972
DATE:	December 18, 1978
AMENDED:	March 19, 1990
REVISED:	May 10, 2006

FEDERAL LOANS AND GRANTS

As appropriate and meeting all federal and state statues, the board may seek funds from federal sources to help defray the costs of capital outlay and improvements to school facilities of the district.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: March 19, 1990  
REVIEWED: May 10, 2006

## SITE ACQUISITION

Upon the decision of the board to purchase a given piece of property, expropriation proceedings on such property and negotiations with the owner shall begin immediately in order that no time be lost in establishing data on which to base the market value of the property. When a problem arises during negotiations which delays acquisition of the property by the board, expropriation proceedings will continue to the point where agreement has been reached between the board and the property owner or until court action has been taken to acquire the property. When possible, the board will continue to communicate with the owner, as proceedings develop in order to provide an opportunity for consummation of the purchase rather than resorting to court action. It is the board's intent to negotiate amicably and to avoid friction when possible while continuing negotiations.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: March 19, 1990  
REVIEWED: May 10, 2006

CONSTRUCTION CONTRACTS BIDDING AND AWARDS

After approval of working drawings and specific specifications, the board shall solicit bids to be submitted on or before a specific time. The advertisement shall state that the board reserves the right to reject any and all bids and to readvertise the project if necessary.

All contracts for capital improvements which are financed in whole or in part with funds received from the state, local and/or federal funds shall be awarded and entered into upon receipt of sealed bids in the manner set by statute and federal regulations.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-47-29; Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: March 19, 1990  
REVIEWED: May 10, 2006



SURETY BONDS

Any contractor's performance bond must be in accordance with the United States Treasury – approved bonding list and must be approved by the board.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: March 19, 1990  
REVIEWED: May 10, 2006

PENALTY CLAUSE – CONSTRUCTION CONTRACTS

At the discretion of the superintendent, construction contracts may include a penalty clause with regard to the specified completion date. If a penalty clause is to be invoked, the penalty clause will be included in the specifications.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: March 19, 1990  
REVIEWED: May 10, 2006

BID ADVERTISEMENTS FOR CONSTRUCTION

All contracts for capital improvements shall be awarded and entered into upon receipt of sealed bids and approved by the board. The time and place of letting such contracts, and the manner of bidding shall be duly advertised once a week for three (3) consecutive weeks in a newspaper of general circulation published in the county, with the first publication to be made not less than fifteen (15) days prior to the date on which such contracts are to be awarded.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-47-29; Mississippi Code of 1972  
DATE: December 18, 1978  
AMENDED: March 19, 1990  
REVIEWED: May 10, 2006

## AWARDING OF BIDS FOR CONSTRUCTION

Contracts for construction shall be awarded to the lowest and best bidder, but the board may reject any and all bids. Contracts shall be deemed as having been awarded when the board has taken action at a regular, special or recessed meeting. Contracts for projects involving state funds through the State Board of Education shall not be finally awarded or entered into without the prior written approval of the State Board of Education.

The architect shall prepare the contracts in accordance with the policies of the board and the provisions as set forth in the plans and specifications. The contract shall be executed in quadruplicate along with copies of the performance bond.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Section 37-47-27, 37-47-29; Mississippi Code of 1972
DATE:	December 18, 1978
AMENDED:	March 19, 1990
REVIEWED:	May 10, 2006

BOARD INSPECTION AND ACCEPTANCE OF NEW FACILITIES

It shall be the policy of the board that the acceptance of new construction be withheld until all details are complete and the buildings are certified as complete by the architects and the superintendent.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: March 19, 1990  
REVIEWED: May 10, 2006

## STAFF ORIENTATION TO NEW FACILITIES

Staff orientation to a new school building will begin with the participation of staff members in and research for the planning of the building. When educational specifications for a new building include program changes, arrangements shall be made for appropriate training of staff members so that they will be adequately prepared for implementing the desired changes.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: March 19, 1990  
REVIEWED: May 10, 2006

## NAMING SCHOOL FACILITIES

School facilities may be given names of persons living or not living, preferably teachers, administrators, and trustees of the Jackson Public School District, or of other local citizens whose educational leadership or philanthropies were outstanding. A facility named to honor a person shall not be renamed except for compelling reasons. The name of a facility shall be limited to that of one person. The name of a school facility may be other than of an individual or individuals. Should a facility be abandoned, its name may be given to an unnamed facility in the district.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 18, 1978  
AMENDED: March 19, 1990  
REVIEWED: May 10, 2006

## GENERAL PERSONNEL POLICIES

The excellence of the entire staff determines the success of a quality educational experience for the youth of the district. The Board of Trustees is interested in its personnel as individuals, and recognizes its responsibility for promoting the general welfare of the staff.

The board's specific personnel goals are:

To employ the best available personnel to staff the school system

To provide attractive compensation and benefits for staff welfare

To develop and implement personnel evaluation processes which will contribute to the improvement of staff capabilities and the learning program

To provide an in-service training program for all employees, to improve the educational program and aid each staff member's career aspirations

To develop a climate which will produce the highest staff performance, morale and satisfaction

To recognize and reward staff accomplishments and distinguished service

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Mississippi Commission on School Accreditation, Standard 32, 1986
DATE:	October 16, 1978
AMENDED:	July 21, 1986 July 16, 1990
REVIEWED:	May 12, 2006



PERSONNEL

Section I: CERTIFIED STAFF

Certified staff are employees whose duties require a certificate issued by the Mississippi State Department of Education, or other positions designated by the superintendent.

Section II: CLASSIFIED STAFF

Classified staff are employees whose duties do not require a certificate issued by the Mississippi State Department of Education. Custodians, laborers, semiskilled, and technically trained persons shall be employed to provide services, care operation, and maintenance of school properties and equipment and are designated as classified employees. Employees classified as journey men shall have a current journeyman card in skill area.

Classified employees are "at-will" employees.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: August 20, 1979  
AMENDED: July 16, 1990  
September 18, 1995  
REVIEWED: May 12, 2006

**Title II TEACHER Moving Expense  
Reimbursement Guidelines**

**Section I: General Information**

The Jackson Public School District adheres to the belief that finding quality professional staff is necessary in order for students to achieve and excel. In accordance with Title II guidelines, approved TEACHERS will receive reimbursement for moving expenses related to relocating to Jackson as long as designated funds are available.

**Note:** Special assignment teachers, Classified and Administrative personnel **do not** qualify for reimbursement.

**Section II: Requirements for Accessing Funding**

Requests to be considered for the program must be submitted by application.

**Requirements:**

1. The applicant must be under present contract with the Jackson Public School District.
2. Teachers should be fully certified and licensed by the Mississippi Department of Education.
3. Teacher must be relocating more that 90 miles from their permanent address.
4. Preference will be given to teachers moving the greatest distance.
5. Preference will be given to teachers in high need and/or state tested areas.
6. Program available to teachers as long as designated funds are available.
7. Requests must be submitted within 30 days of issuance of teacher contract.
8. Must show proof of residence or new address.

**Section III: Conditions**

- Participant must agree in writing to remain with the district for one contracted year after receipt of funding. Failure to complete school year for any reason will require applicant to forfeit money.
- Participant must agree to supply any other documentation that the district deems necessary to meet the requirements of district policy, state or federal law.
- The applicant must submit AN ORIGINAL receipt of payment for moving related expenses.
- The applicant must submit a copy of teaching license.
- Participant must sign a Memo of Understanding/Intent to adhere to the Moving Reimbursement guidelines.

**Praxis II - Title II MOVING EXPENSE  
Reimbursement Application**

Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_

School (where employed) \_\_\_\_\_

Position \_\_\_\_\_

Number of miles from Jackson \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

List travel/moving-related expenses below including expense and amount:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**\*\*Enclose original receipts related to move:** \_\_\_\_\_

Your area of certification: \_\_\_\_\_

Type of License: (A, AA, Alternate Route, etc.) \_\_\_\_\_

**Do not write below this line.**

**SUBMIT THIS FORM TO:** **Office of Teacher Recruitment  
JPS Office of Human Resources -  
Central Office**

-----  
Request for moving expense financial support through Title II (maximum \$500.00) \_\_\_\_\_ Accepted \_\_\_\_\_ Declined

Travel receipts received \_\_\_\_\_ yes \_\_\_\_\_ no

Amount requested \$ \_\_\_\_\_ Amount granted \$ \_\_\_\_\_

**Jackson Public Schools  
Teacher Moving Expense Reimbursement Program  
Memorandum of Understanding/Intent**

Participant's Name: \_\_\_\_\_

Original or Permanent Address from which you are moving:

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

New address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

School \_\_\_\_\_ Email: \_\_\_\_\_

Position/Grade/Subject \_\_\_\_\_

Please read the following memorandum of understanding and statement of intent. You must sign this form only if you agree and plan to fully participate in this program.

**Part I. Memorandum of Understanding**

- I understand that I must successfully complete the teacher moving expense reimbursement application to be considered for the program. Successful completion is defined as:
  - Complying with all moving expense guidelines.
  - *Submitting a valid copy of my Mississippi teaching certificate.*
  - Submitting original receipts for all expenses related to moving to the metro Jackson area.

Sign: \_\_\_\_\_ Date \_\_\_\_\_

**Part II. Statement of Intent**

- I intend to provide services to Jackson Public Schools as a certified classroom teacher for 1 year by accepting funds/services through this program.

Sign: \_\_\_\_\_ Date \_\_\_\_\_

- **I understand that failure to comply with the guidelines outlined above could result in my termination from the program and repayment of fees and expenses to Jackson Public Schools.**

Sign: \_\_\_\_\_ Date \_\_\_\_\_

**Jackson Public Schools**  
**Teacher Certification/Licensure Program**  
**Memorandum of Understanding/Intent**

Participant's Name: \_\_\_\_\_  
Home Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Place Of Employment \_\_\_\_\_ Work phone \_\_\_\_\_  
Position \_\_\_\_\_  
University/College attending \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Course Dates: \_\_\_\_\_

Please read the following memorandum of understanding and statement of intent. You must sign this form only if you agree and plan to fully participate in this program.

**Part I. Memorandum of Understanding**

- I understand that I must successfully complete the course to be reimbursed. Successful completion is defined as:
  - o Complying with all course requirements for class attendance as set forth by the instructor and/or the university/college. Undergraduate credit requires a grade of "C" or higher; Graduate credit requires a grade of "B" or higher.
  - o Completing as necessary course requirements as set forth by the instructor and/or the university. *(This includes any out of class assignments, tests, projects, or other assignments given by the instructor).*
  - o Submitting a copy of your grades by supplying an official, sealed transcript.

Sign: \_\_\_\_\_ Date \_\_\_\_\_

**Part II. Statement of Intent**

- Upon obtaining teacher certification, I intend to provide services to Jackson Public Schools as a certified classroom teacher for 3 years by accepting funds/services through this program.

Sign: \_\_\_\_\_ Date \_\_\_\_\_

- I understand that failure to comply with the guidelines outlined above could result in my termination from the program and repayment of fees and expenses to Jackson Public Schools.

Sign: \_\_\_\_\_ Date \_\_\_\_\_

RECRUITMENT AND RETENTION OF CERTIFIED PERSONNEL FOR THE  
MIDDLE SCHOOL MATH AND SCIENCE INITIATIVE

The board of trustees of the Jackson Public School District is particularly desirous of recruiting and retaining qualified middle school teachers who are certified in the subject area in which they teach. The board of trustees, upon the recommendation of the administrative staff, places special emphasis on the delivery of instruction in the mathematics and science areas. Hence, the board of trustees requires all middle school teachers, including new hires, to obtain math or science certification as a prerequisite for teaching math or science courses. For those teachers who already work in the district, this certification must be obtained within three years from the effective date of this policy. New hires must obtain the certification within three years from their hire date. Teachers who fail to obtain the requisite certification will be reassigned to an area for which they are certified.

To the extent allowed by law and in an effort to further its goal, the board will contract with a local university for the provision of coursework to its middle school teachers who wish to obtain math and science certification. Those teachers who obtain certification under this arrangement shall be entitled to a stipend. Teachers who do not complete the certification process will not receive the stipend.

It is the board's desire that these teachers who take advantage of this program remain with the district for a minimum of three years beyond receipt of content certification. In the event a teacher gives a three-year commitment under this program and leaves before the expiration of the commitment, the teacher will be expected to reimburse the district a pro rata portion of the tuition costs relative to the amount of time remaining in the three-year commitment.

This policy shall be effective on and after July 1, 2002.

SOURCE: Jackson Public School District  
DATE: January 22, 2002  
REVIEWED: May 12, 2006

## JOB DESCRIPTIONS

Positions sufficient to promote attainment of the school's goals will be designated by the board.

The board, in harmony with state laws and regulations, will approve the board purpose and function of each position and approve a statement of job requirements as recommended by the superintendent. To promote efficiency and economy of operation the board delegates to the superintendent or his designee the task of writing, or causing to be written a job description for each position. The superintendent will continuously maintain a set of job descriptions.

Job descriptions shall be the basis for selection, salary, evaluation, and job classification standards.

Job descriptions must be kept up to date. Whenever job functions are changed, the job description must be revised to reflect those changes. Also, job descriptions must be reviewed at least biennially to make certain that they reflect the current status of the position.

No statement or language in a job description should be construed as creating a contract for a definite term or for continued employment.

SOURCE:	Jackson Public School District, Jackson, Mississippi
DATE:	October 16, 1978
AMENDED:	July 16, 1990
	September 18, 1995
REVIEWED:	May 12, 2006

ALLOCATION/REALLOCATION OF JOBS

Each job shall be analyzed and allocated to its proper class. When changes in duties and responsibilities of jobs occur, they will be studied and jobs reallocated to another class if sufficient change has resulted. No allocation or reallocation shall be made final until approved by the superintendent or his designee.

SOURCE: Jackson Public School District, Jackson Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVIEWED: May 12, 2006



## RECRUITMENT AND HIRING OF PERSONNEL

### **Section I: ALL PERSONNEL**

Candidates for all positions shall submit formal applications to the Jackson Public School District, Post Office Box 2338, Jackson, Mississippi 39225-2338.

Recruitment for a specific vacancy shall not be undertaken until the need for the position and its qualifications have been established and proper authorization obtained.

Vacancy information will be posted in all district facilities and will be available in the Office of Human Resources. Where feasible, vacancies will be posted on the Internet and on the school district's Instructional Television (ITV).

All applications of candidates who have submitted a letter of interest by the announced deadline will be reviewed. It shall be the policy of the Jackson Public School District to actively recruit and select for employment the best qualified applicant for each position without regard to race, sex, color, creed, national origin, age, religion, or disability.

All successful candidates must undergo a background investigation for criminal history. The school district reserves the right to refuse to hire any candidate or to dismiss any employee who has a criminal history, refuses to consent to a criminal background check, misrepresents material information, or who omits information on the employment application form. Successful candidates for safety-sensitive positions will also be required to undergo drug screening prior to hire. The background procedure is described in greater detail in Section II.

All personnel selected for employment must be recommended by the superintendent and approved by the board of trustees of the Jackson Public School District.

### **Section II: EMPLOYMENT BACKGROUND SCREENING**

The board of trustees is committed to the use of all reasonable means to ensure the safety of its students and employees. The employment background screening process is designed to make the school environment safe and to screen out those persons who could be harmful to students or staff. The employment background screening process in the Jackson Public School District will include:

- Reference checks made with the applicant's most recent supervisors.
  - A child abuse check with the child abuse registry.

- Fingerprinting with checks made at the state level and the national criminal history level. In some instances, a criminal records background check for felony convictions will be utilized.

Beginning July 1, 2000, current criminal records background checks and current child abuse registry checks must be obtained and remain on file for any new hires applying for employment as a certified or classified employee including substitute employees and those former employees who have had a break in service with the school district. In order to determine the applicant's suitability for employment, the applicant shall be fingerprinted and those fingerprints will be forwarded by the Department of Public Safety to the Federal Bureau of Investigation. The fee for such fingerprinting and criminal history record check shall be paid by the applicant, not to exceed fifty dollars (\$50.00).

Under no circumstances shall the superintendent, school board member or any individual other than the subject of the criminal history record checks disseminate information received through such checks except insofar as required to fulfill the purposes of the employment background screening policy.

If the background screening process discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery or sex offense listed in Miss. Code Ann. Section 45-31-3(I), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault which has not been reversed on appeal or for which a pardon has not been granted, the new hire shall not be eligible to be employed in the district. Any employment contract or notification letter for a new hire executed by the superintendent of the Jackson Public School District shall be voidable if the new hire receives a disqualifying criminal record check.

The board of trustees or its designee may, in its discretion, allow any applicant aggrieved by the employment decision under this policy to appear before the board, or before a hearing officer designated for such purpose, to show mitigating circumstances which may exist and which may allow the new hire to be employed in the district. The school board or its designee may grant waivers for such mitigating circumstances, which shall include, but not be limited to: (a) age at which the crime was committed, (b) circumstances surrounding the crime; (c) length of time since the conviction and criminal history since the conviction; (d) work history; (e) current employment and character references; and (f) other evidence demonstrating the ability of the person to perform the employment responsibilities competently and that the person does not pose a threat to the health or safety of the children in the school district.

**Section III: CERTIFIED STAFF**

The nominee for a contracted position shall hold an appropriate, valid, Mississippi certificate for the position for which they are nominated, and shall be a graduate of an accredited institution of higher learning and shall have a Bachelor's degree. Nominees for certain vocational positions may not be required to be a graduate of an accredited institution of higher learning or have a Bachelor's degree, provided their work experience qualifies them for proper certification by the State Department of Education.

Beginning in the 2002-03 school year, the school district is committed to hiring only highly qualified teachers for Title I support programs in accordance with regulations of the Mississippi Department of Education and provisions of the No Child Left Behind Act of 2001. The school district administration shall develop a plan to have all teachers highly qualified by the end of the 2005-06 school year. Staffing patterns will be reviewed annually to ensure that poor and minority students are not, at rates higher than are other children in the district, taught by inexperienced, unqualified, or out of field teachers. When such patterns are noted, strategies will be developed to correct the problem.

The administration will ensure that parents or guardians of students in Title I schools are informed of their right to know the professional qualifications of their child's teacher and will describe where and how this information may be obtained. The administration will monitor the schools to ensure that parents and guardians of all students are notified when those students are taught for four or more consecutive weeks by a teacher who is not highly qualified as defined by law in accordance with the applicable provisions of the No Child Left Behind Act of 2001.

In considering the educational qualifications of a candidate, standards of the Mississippi Accrediting Commission and of the Southern Association of Colleges and Schools shall be used by principals along with the findings of the professional screening committee regarding the candidate's potential for teaching in the district.

SOURCE:	Mississippi School Boards Association
LEGAL REF.:	Miss. Code Ann. 37-9-17; Public Law 107-110; Mississippi Public School Accountability Standards
DATE:	August 20, 1979
AMENDED:	November 16, 1987 August 24, 1988 July 16, 1990 November 16, 1998 September 18, 2000 March 27, 2006 August 21, 2006

## EQUAL OPPORTUNITY EMPLOYMENT

The Board of Trustees believes in the dignity of all individuals and worth of their labors.

The Board of Trustees is an equal opportunity employer. The board shall not refuse to hire and shall not discharge any individual or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of race, sex, color, age, creed, national origin, religion, disability, or marital status. The board shall continue to make opportunities for employment and promotion available to every individual, solely on the basis of qualifications and without regard to race, sex, color, age, creed, national origin, religion, disability, or marital status.

The Jackson Public School District shall not discriminate against employees with disabilities, in admission to or access to or treatment or employment in its programs and activities to the extent provided by law. Disability is defined as employees having any physical or mental impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Equal Employment Opportunity Act, G.S. 115-72, 115-152, 126-16, 135-5(2); Public Laws 92-318; Title IX of the Educational Amendments of 1972, 88-352; Title VI, 92-261; Equal Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973  
DATE: October 16, 1978  
AMENDED: July 21, 1986  
July 16, 1990  
August 16, 1993  
REVIEWED: May 12, 2006

EMPLOYMENT OF THE DISABLED

Persons with physical disabilities shall be considered for employment on the basis of their capability for a particular job. Disabilities, which do not interfere with performance, shall not disqualify an applicant if they do not constitute a hindrance to the school system, its employees, or students.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
August 16, 1993  
REVIEWED: May 12, 2006

## EMPLOYMENT OF RELATIVES

### Section I:

Members of an immediate family shall not be employed to work under the direct supervision of an immediate family member. The immediate family shall be defined as being parent, spouse, child, brother, sister, grandparent, son-in-law, daughter-in-law, father-in-law, mother-in-law, aunt, uncle, niece, or nephew but not restricted to this listing.

### Section II:

Members of an immediate family shall not be employed to work under the same immediate supervisor. Bus drivers, lunchroom workers, site care workers, substitutes, and limited service personnel shall be excluded.

### Section III:

Personnel already employed shall not be terminated as a result of this policy, but one of the related parties shall be reassigned. If a member files a complaint regarding an employment matter, the supervising family member will recuse himself or herself from any involvement in the matter, and the complaint will be heard by the next supervisor in the chain of command.

### Section IV:

This policy shall not prevent the employment of any member of an employee's family provided assignment can be made in accordance with these provisions. This policy applies to all personnel, certified and classified.

### Section V:

The superintendent or his designee, with the approval of the Board, is authorized to make exceptions to this policy when the district is undergoing reduction in funds; reduction of administrators; loss of federal funds, grants, or other resources; and at other times deemed necessary and appropriate. The exception shall be reviewed annually by the Superintendent and Board and will be valid until other arrangements can be made.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978

AMENDED: Section II, April 16, 1984  
July 16, 1990  
January 18, 1994  
June 16, 1997

TERMS OF EMPLOYMENT – CLASSIFIED

Section I: EMPLOYMENT RECOMMENDATION

Annually, prior to July 1, and thereafter as is necessary, the superintendent or the designee shall submit for approval of the board of trustees, the titles and names of all full-time and part-time classified personnel recommended for employment, showing classification, terms of employment, and rates and dates of compensation.

Section II: TERMS OF EMPLOYMENT

New classified personnel will be employed on a 90-working-day probationary basis. At the end of the 90 days an evaluation will be made by the supervisor relative to Non-probationary status. The classified employee becomes eligible for the district fringe benefits upon employment. At the close of the 90-working-day-period, the employee may be recommended for full time employment.

Section III: EMPLOYEE DISMISSAL

A non-supervisory classified employee may be released from employment. When this occurs, an opportunity will be provided for the employee to be heard, pursuant to the employee grievance policies as set out in policy GAE.

Unless the employee files a written complaint within five (5) days of the notice of termination, the administrative action taken will become final.

Section IV: AT-WILL STATUS

Nothing in the preceding is intended to modify the status of classified employees as “at-will” employees.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: September 21, 1981  
AMENDED: July 16, 1990  
February 17, 1992  
September 18, 1995  
REVIEWED: May 12, 2006

ALLOCATION OF STAFF BY SCHOOL

Within the category of elementary schools, the ratio of pupils to teachers, administrators, and auxiliary personnel shall be the same in each building; likewise, within the category of junior high schools, such ratio in all buildings shall be the same; and within the category of senior high schools, such ratio in all buildings shall be the same.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: April 21, 1982  
AMENDED: July 16, 1990  
REVIEWED: May 24, 2006



## VACANCIES

Information relating to vacancies including administrative and supervisory positions shall be available in the office of human resources. Employees interested in any vacant positions are asked to forward a written statement to the human resources office. Employee suggestions of qualified applicants are encouraged.

Vacancy information will be available in the office of human resources and may be posted in all district facilities. The superintendent reserves the right to forego the posting of positions in emergency situations or based on the needs of the district.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Mississippi Commission on School Accreditation, Standard 126, Bulletin 171, Twelfth Edition, 1998 ;  
DATE: August 20, 1979  
AMENDED: July 16, 1990  
December 15, 2003  
REVIEWED: May 24, 2006

## REASSIGNMENTS/TRANSFERS

Certified nonadministrative personnel recommended for reemployment for the following year may apply for transfer to a position in another school and may be given prior consideration over new candidates. All personnel will be reassigned based on the following criteria:

1. Employee has been recommended for reemployment by the principal of the school to which he/she is currently assigned.
2. Employee makes written request on the approved Application for Transfer of Professional Personnel form by the deadline date.
3. Employee commits to the personal training necessary to facilitate a smooth transition on all interdivision transfers. (i.e., elementary to middle, middle to high, etc.). Employees who do not complete training within one year will be subject to non-renewal.
4. Employee has completed three or more years of experience in the Jackson Public School District.
5. A new employee to the district must complete three years of service in the school to which they are initially recommended before being eligible for transfer.
6. Transfers will not imperil the accredited statuses of that school.
7. Employees impacted by the Reduction in Force policy are not eligible for transfer.
8. Forms may be secured from the principals' office or the Office of Human Resources.
9. Employees with a plan of improvement may be transferred only with the approval of the assistant superintendent and the superintendent.

If two or more persons request a transfer and the above criteria are met, the principal will make the recommendation to the designee of the superintendent relative to granting approval of the transfer.

Office of Human Resources will validate the date of for arrival, retain the original copy, and forward a copy to both receiving and sending principals and the applicant. Requests will remain on file n the Human Resources office until after

all transfer request have been acted upon for that school year at which time they will become null and void.

The superintendent may administratively reassign an employee to any area in which the employee holds a valid certificate. These administrative reassignments will be made only when it is necessary for the best interest of the schools. Although consideration will be given to the wishes of he employee, such compliance cannot be guaranteed. Upon request from the reassigned employee, the reassignment may be reviewed by the school board. When possible, advance notice of the reassignment will be given to the employee.

SOURCE: Miss. Code Ann. §37-9-14  
Jackson Public School District, Jackson, Mississippi

DATE: October 25, 1981

AMENDED: April 16, 1984  
July 16, 1990  
February 17, 1992  
April 19, 1993  
November 16, 1998

REVIEWED: May 24, 2006

PROMOTION

When it becomes necessary to fill administrative and supervisory vacancies, the supervisor of the vacant positions shall contact the Office of Human Resources concerning the vacancy and shall review and update the job description before the position is posted. The vacancy will be posted in all district facilities for ten days unless the need exists for a shorter time which will reduce the time to five days. In emergency cases and based on the needs of the district, the superintendent may forego the posting of positions.

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

All qualified applicants who have complete personnel files shall be considered for the administrative or supervisory position for which they apply.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: August 20, 1979

AMENDED: July 16, 1990

January 21, 1997

December 15, 2003

REVIEWED: May 24, 2006

STAFF INVOLVEMENT ON POLICY MAKING

All employees are encouraged to participate in the development of policies for the school system.

Employees are encouraged to give oral or written suggestions in all areas of school activities to the superintendent.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: August 20, 1979  
AMENDED: April 16, 1984  
July 16, 1990  
REVIEWED: May 24, 2006

## CARE OF SCHOOL PROPERTY

It is the duty of every teacher and principal in charge of school buildings to instruct students in the proper care of public property and to exercise due care in the protection of school property against damage, either by defacement or breakage. If the teacher or principal should permit damage to property by gross negligence or willful neglect of duty, the person may be held financially responsible.

All employees must see that any unsanitary condition, damage to school property, or needed repair is reported to the principal.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-11-19; Mississippi Code of 1972  
DATE: August 20, 1979  
AMENDED: July 16, 1990  
REVIEWED: May 24, 2006

CONFIDENTIAL INFORMATION

Employees, by the nature of their occupation, are exposed to confidential information which should not be repeated or discussed with relatives or others outside the school system. Any information discussed by school employees should be done in keeping with the Family Education Rights and Privacy Act, Public Law 93-380 of 1974.

All information regarding students and school-related matters should be regarded as confidential.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Public Law 93-380 of 1974; U.S. Code Section 1232 (g.)
DATE:	October 16, 1978
AMENDED:	July 16, 1990
REVIEWED:	May 24, 2006

CONFLICT OF INTEREST

An employee of the Jackson Public School District shall not engage in selling goods or services to the board and shall not engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with duties and responsibilities in the school system. No staff member shall engage in any type of private business during school time or on school property.

Employees shall not engage in work of any type where the source of information concerning customer, client or employer originates from any information obtained through the school system.

No gifts from any person or group desiring or doing business with the school system shall be accepted by a school employee except for normally valued instructional products or advertising items which are widely distributed.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Section 37-11-25, 37-11-27; Mississippi Code of 1972
DATE:	October 16, 1978
AMENDED:	July 16, 1990
REVIEWED:	May 24, 2006



RECEIPT AND GIVING OF GIFTS

Request for funds from a staff for gifts to its own members shall be done in such a way as not to embarrass those who do not choose to participate.

The board welcomes gratitude and appreciation, rather than gifts, from students and parent for the efforts of its employees. An employee should decline any gift, the acceptance of which could impair their status in the performance of their duties.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: August 20, 1979  
AMENDED: July 16, 1990  
REVIEWED: May 24, 2006

## **COLLECTIONS AND SOLICITATIONS**

No individual or group of individuals shall be permitted to solicit from employees or students during working hours unless an exception is made by the superintendent.

A list of school employees and/or students shall not be made available to salesmen or organizations for the purpose of solicitations.

Schools or organizations within schools may sell commercial products for related club or organization activities during noninstructional hours with the approval of the principal. School fund-raising projects shall be limited to two (2) per year. However, organizations and clubs which have an official status within a school may engage in one additional annual fund raising project specifically approved by the principal.

Excluded from these regulations are fees collected from students as provided by the board, PTA/PTSA approved projects, cafeteria operations, and faculty and staff projects, not involving students, which are initiated by and for the members.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVIEWED: May 24, 2006

OUTSIDE OR DUAL EMPLOYMENT

When a person is employed by the Jackson Public School District on a regular, full time basis, the board considers full time employment. These job responsibilities shall take precedence over any type of outside work.

The board believes that employment in addition to contractual responsibilities should not be undertaken if it:

Prevents the employee from performing responsibilities in an effective manner, and/or

Raises any question of the conflict of interest should the employee's position in the district give him/her access to information or other advantage useful to an outside employer.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVIEWED: May 24, 2006

## POLITICAL ACTIVITIES

The Board of Trustees recognizes that successful functioning of our democratic society depends upon each individual's acceptance of his or her responsibility for participation in politics and government. Employment by the district does not infringe on the individual's rights of citizenship to register to vote, discuss political issues, vote, campaign for candidates or issues, run for or serve in public office or participate on a committee or board which seeks to serve the welfare of the community.

An employee shall not engage in political campaigning while officially carrying out assigned duties. A school employee who engages in political activities does so as an individual and not as a representative of the school system.

To the extent as permitted by law, employees may be candidates for, and serve if elected to, the city council or other offices within the city and county. Campaigning must be done on the time of the employee. Serving in an official capacity will be permitted with prior administrative approval when there is not a significant loss of time from district duties and when a substitute for the employee is not required.

In the event that the elected office will require significant time away from the job, the employee must negotiate an arrangement satisfactory to the Board of Trustees regarding hours to be worked as well as salary to be paid by the district. The arrangement should be agreed on by both parties in advance with contract adjustments allowed, if appropriate. Negotiations will be based on the amount of time the duties of the elected office will take the employee away from all of his/her district duties including classroom, committee and other obligations the employee has to his/her position. However, the Board of Trustees may require the employee to resign from his/her position when the seeking or fulfillment of public office conflicts with the performance of duties as a district employee.

Upon request, the Board of Trustees may grant a leave of absence to an employee for campaigning and/or serving in public office in accordance with Policy GADM.

The Board of Trustees reserves the right to review all situations. However, the political involvement of district employees will not be restricted provided:

1. Absences for political activities have prior approval by administration.
2. The employee does not make use of his/her position in any way to encourage or coerce students or other employees of the system to support a political party, candidate or issue.

3. No district facilities, equipment, supplies or monies are used for campaigning or other political purposes.

This policy shall not be construed as prohibiting the impartial study and discussion of political or other controversial issues in the classroom.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

AMENDED: July 16, 1990

July 20, 1998

REVIEWED: May 24, 2006

WORKDAY

The arrival and departure time of all employees shall be designated by the board which has the authority to set the length of the school day and to require more than the minimum time specified by law. Professional judgment would indicate that teachers should be present while children are at school before and after regular hours. The school site offers maximum efficiency for planning, preparation, and evaluation.

Unless otherwise indicated in the contract or agreement of employment, the workday of full time school personnel shall in general be eight hours in length, Monday through Friday. However, the days and hours an employee shall fulfill the job requirements may vary with the position of the employee.

Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, and group or individual planning, and extracurricular activities, may require hours beyond the stated minimum.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
August 16, 1993  
REVIEWED: May 24, 2006

WORKDAY ALTERATIONS FOR COURSE WORK

Administrators\*, certified fifty week employees, and classified staff shall not take courses during the workday. The workday is defined in Policy GACI.

Exceptions to the above statement may be granted with the fulfillment of the following conditions: permission may be granted to an individual to take a course or courses during the workday with the approval of the immediate supervisor and an acceptance of a reduction in salary commensurate with the time lost based on per diem.

For those taking night courses, permission may be granted to leave one time a week early if necessary to take a night course. The immediate supervisor shall designate the manner in which the time shall be made up without deduction in pay.

\*Defined as all management personnel

SOURCE:	Jackson Public School District, Jackson, Mississippi
DATE:	June 23, 1980
AMENDED:	June 20, 1983
	July 16, 1990
REVIEWED:	May 24, 2006

## WORKDAY ALTERATIONS FOR COURSE WORK

Section GACI, general personnel policies, outlines the terms of the contract of employment or agreement of employment for all employees.

“Unless otherwise indicated in the contract or agreement of employment, the workday of full time school personnel shall be eight hours in length, Monday through Friday.”

Permission may be requested by an administrator, a classified employee, or nay fifty (50) week employee to take a course during the workday with the understanding that, upon approval of the request by his supervisor, a reduction shall be made I his salary commensurate with the time lost, based on his per diem rate.

Employees who take night courses may request permission to leave one time a week. If approved, this absence will be without a reduction in pay and the method of making up the time lost shall be prescribed by the supervisor.

### Request to be Absent During Work Day for Class Attendance

This form is to be completed by all administrators, all 50 week certified employees, and all classified employees who take course during the workday.

1. Name \_\_\_\_\_
2. Position Title \_\_\_\_\_
3. Name of Course \_\_\_\_\_
  - a. Hours Taught : From \_\_\_\_\_ to \_\_\_\_\_
4. Where course is taught \_\_\_\_\_
5. Anticipated time Away From Duty: From \_\_\_\_\_ to \_\_\_\_\_
6. Hourly Rate:
  - a. Before June 30 \_\_\_\_\_
  - b. After July 1 \_\_\_\_\_

The above request is approved (not approved) and the Office of Personnel Services in authorized to deduct the hourly rate required under Policy GACIA.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Supervising Officer

Not Approved \_\_\_\_\_ Date \_\_\_\_\_  
Supervising Officer



## WORKLOAD

Equitable work assignments to meet the needs of the system and the employee will be made. Work duties and hours of employment for personnel will be appropriate to their job classification. The establishment of specific work loads in compliance with state and federal laws and regulations is the responsibility of the superintendent, principals, and other supervisory and administrative personnel.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVIEWED: May 26, 2006

## RESIGNATION

The board considers a contract with a professional employee to be a mutually binding agreement which shall be executed both in spirit and in fact. Therefore, certified employees shall not be released from contract after the contract has been signed.

Emergency circumstances or early release will be considered if a suitable replacement is available.

Contract employees who find it necessary to resign are to notify in writing the designee of the superintendent in the Office of Human Resources and the officer to whom they are directly responsible, stating the reason and the effective date of resignation. Sufficient advance notice shall be given so that a qualified replacement may be secured. At least two (2) weeks notice must be given.

If possible, the effective date of resignation should coincide with a normal break in the school year. Day is defined as any day except Saturday, Sunday, or a legal holiday. The day in which notice is received is not counted a part of the two (2) weeks notice, but the last of the period so computed is to be counted.

If there is evidence that the contract has been willfully breached, the board may request the state superintendent of education to revoke the employee's certificate for a period of one year. Upon request of the employee, the designee of the superintendent in the Office of Human Resources shall acknowledge all resignations of contract employees in writing.

Classified employees who find it necessary to resign are to notify in writing the designee of the superintendent in the Office of Human Resources and the officer to whom they are directly responsible as to the effective date of resignation.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL Section 37-9-55, 37-9-57; Mississippi Code of 1972

REF.:

DATE: October 25, 1982

AMENDED: July 16, 1990  
September 18, 1995

November 17, 2003

REVIEWED: May 26, 2006

ADVISORY COUNCILS

The superintendent shall solicit ideas and opinions from certified and classified staff, business leaders, consultants, the chamber of commerce and other advisory groups as needed to insure the successful and efficient administration of the Jackson Public School District.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 21, 1986  
          July 16, 1990  
REVIEWED: May 26, 2006

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

### **PART I**

In accordance with Title VII of the 1964 Civil Rights Act, as amended in 1972, Section 703, no employee in the Jackson Public School District shall be subject to sexual harassment. Furthermore, students in academic institutions are protected from sexual harassment by Title IX of the Education Amendment of 1972, and shall not be subjected to sexual harassment by their peers or employees.

It is the intent of the school board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors, retaliation against persons involved in sexual harassment complaints and investigations, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

### **PART II**

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

#### **CRITERIA I:**

Submission to such conduct is made either implicitly or explicitly, a term or condition of employment, the assignment of grades, or promotion, or used to deprive the student of access to the educational opportunities and benefits provided by the school district.

#### **II:**

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic and other educational decisions affecting such individual.

#### **III:**

Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment. With regards to students, the criteria are when such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile, or offensive learning/teaching environment.

Criteria I and II are examples of quid pro quo or conditional sexual harassment. The third criteria is an example of hostile work or learning/teaching environment.

### **PART III**

Complaints of violation of this policy should be immediately reported to an administrator, teacher, counselor, or the Title IX coordinator/district counsel without fear of reprisal. If your supervisor or administrator is the person you believe has engaged in sexual harassment, report it to the executive director of human resources or the Title IX coordinator/district counsel. No administrator, manager, or supervisor has the authority to condition the terms and conditions of employment, such as raises, assignments, or promotions, on the receipt or denial of sexual favors. Likewise, no administrator, teacher, or other school official has the authority to condition grades or promotions, or other academic decision on the receipt or denial of sexual favors. Therefore, should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment. Students who engage in sexual harassment of other students shall be subject to disciplinary action, including suspension and expulsion.

### **PART IV**

The school district will not in any way retaliate against an individual who makes a complaint of sexual harassment or against any participant in the investigation nor will it permit any supervisor, administrator, principal, or employee to do so. Retaliation is a serious violation of the sexual harassment policy and should be reported immediately. A person who engages in retaliatory conduct against another individual for reporting sexual harassment will be subject to disciplinary action up to and including termination.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Title VII Civil Rights Act 1964, as amended in 1972, Section 703. 2000  
e et seq.  
DATE: July 21, 1986  
AMENDED: March 17, 1992  
January 18, 2000  
November 17, 2003  
REVIEWED: May 26, 2006

**POSSESSION OF WEAPONS ON SCHOOL  
GROUNDS OR AT SCHOOL ACTIVITIES**

The Jackson Public School District believes that the schools and school functions should have an environment that is safe and conducive to learning and other educational purposes. . Therefore, the possession of pistols, firearms, or other weapons on school premises or at school activities whether on-campus or off-campus, is prohibited. A specific exception exists for the director of security and those security officers in the department of security who are certified in law enforcement, and other duly authorized law enforcement officials. ..

Any person found carrying such pistols, firearms, or weapons is subject to disciplinary or other appropriate action.

SOURCE: Miss. Code Ann. §37-7-321; 97-37-17  
Jackson Public School District, Jackson, Mississippi  
DATE: January 18, 2000  
REVIEWED: May 26, 2006

PRINTING AND DUPLICATING SERVICES/COPYRIGHT LAW  
(*Reproduction and Use of Copyrighted Materials*)

Section I: STATEMENT OF POLICY

The district and its employees shall comply with the applicable provisions of the Copyright Act of 1976 17 U.S.C. §§ 101 *et seq.* (the "Copyright Act"). Except as specifically provided in this board regulation, copyrighted materials, whether printed or nonprinted, may not be duplicated without first receiving written permission from the copyright holder. Employees who violate this board regulation may be subject to sanctions imposed by the Copyright Act as well as discipline imposed by the district. The principal of each school is responsible for enforcing this board regulation at the school level.

Section II: RESTRICTIONS CONCERNING REPRODUCTION AND USE OF COPYRIGHTED MATERIAL

A. *Off-air (television) videotaping.* The primary purpose of the following restrictions on off-air videotaping is to limit use of off-air videotapes to situations involving either (1) face-to-face instruction or (2) staff review of instructionally related materials for possible acquisition through purchase, lease, rental, or free-loan agreements by the district. As further detailed below, teachers may replay television programs only for a specified period of time.

Broadcast programs are television programs transmitted by television stations for reception by the general public without charge.

Broadcast programs may be videotaped for use in the classroom, subject to the following restrictions:

1. Any teacher desiring that a broadcast program be videotaped by the district for classroom use shall submit a written request to the school librarian. The librarian shall not videotape a broadcast program without a written request, and may not regularly videotape broadcast programs in anticipation of receiving requests. A teacher may videotape a broadcast program at home for classroom use as long as he/she complies with this board regulation regarding its use.
2. Off-air video recordings of broadcast programs may be used once by an individual teacher in the course of regular instruction, and may be repeated once when instructional reinforcement is necessary, all within the first ten (10) school days after recording. Thereafter, the recording may be retained only for the purpose of determining whether to request permission from the copyright holder to retain the recording on a long-term or permanent basis.
3. Unless otherwise authorized by the superintendent or designee, each off-air video recording of a broadcast program shall be erased no later than forty-five (45) calendar days after the videotaping of the program. The superintendent may authorize the retention of an off-air video recording beyond the forty-five (45) day period only if the superintendent receives written permission from the copyright owner of the particular program.
4. A broadcast program may be recorded only once by or at the request of an individual teacher, regardless of the number of times the program is actually broadcast.

5. Programs broadcast on premium pay channels such as Showtime, HBO, the Disney Channel, and so on shall not be recorded for classroom instruction.
  6. The use of off-air recordings made from a satellite dish must conform to the forty-five (45) day retention period established for broadcast and cable programming.
  7. A videotaped program shall not be exchanged with or given to other schools in the district or other school districts without the approval by the superintendent or designee.
  8. The videotaped program shall not be used for public or commercial viewing.
  9. The videotaped program shall be used only for the specific curriculum application for which the request was intended, and for no other purpose.
  10. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to the provisions and time lines governing the original recording.
  11. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
  12. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
- B. *Rental, purchase, and use of films and videotapes.* The following restrictions apply to the rental and purchase of commercially produced films and videotapes:
1. The use of commercially produced films and videotapes must be related to systematic course of instruction and not solely for entertainment or recreation, and must take place in a classroom or similar place devoted to instruction.
  2. The purchase or rental of feature-length or educational films and videotapes shall be coordinated by the superintendent or designee.
  3. Only legitimate versions of commercially produced films and videotapes shall be used. Films and videotapes may not be copied without permission from the copyright holder.
- C. *Use and reproduction of computer software.* The district and its employees shall comply with the following restrictions with respect to the use and reproduction of microcomputer programs:
1. If the district is the owner of a copy of a computer program, district employees may make or authorize the making of another copy or adaptation of that computer program provided that:
    - a. The new copy or adaptation is created as an essential step in the utilization of the computer program and that it is used in no other manner or for no other purpose; or
    - b. The new copy and adaptation is for archival or “backup” purposes only and all archival copies are destroyed in the event that continued possession or use of the entire program ceases to be authorized.



2. When copyrighted software is used on a disk-sharing system, efforts shall be made to secure this software from copying.
  3. Copies of the copyrighted programs that are not authorized by this board regulation or by the copyright holder may not be made or used on district computer equipment.
- D. *Reproduction of printed materials.* No employee of the district may duplicate, in any manner, any printed copyrighted material unless such duplication and its use falls within the following board provisions; and the copying meets the tests of brevity, spontaneity, and cumulative effect.

BOOKS AND PERIODICALS

Subject to the following, portions or excerpts from books and periodicals may be reproduced only by or at the request of an individual teacher for use in classroom instruction. Each teacher shall be responsible for ensuring that his/her use and reproduction of copyrighted books and periodicals complies with this board regulation.

A teacher may make or request a single copy of any of the following for use in teaching or preparing to teach.

- A chapter from a book.
- An article from a periodical or newspaper.
- A short story, short essay, or short poem, whether or not from a collective work.
- A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

A teacher may make or request multiple copies (not to exceed more than one copy per pupil in a class or course) of any of the following:

- Poems or excerpts of poems of less than 250 words.
- Complete articles, stories, or essays of less than 2,500 words.
- Prose excerpts of 1,000 words or less or 10% of the work, whichever is less.
- One chart, graph, drawing, etc., per book or periodical issue.
- Excerpts from a children's book containing up to 10% of the words in the text of the book.

A teacher may not make or request multiple copies of the following:

- A work that already has been copied for another course or class in the school.
- More than one work or two excerpts from any one author in any single class term.
- More than three works or excerpts from any one anthology or periodical volume in any single class term.

A teacher shall not perform or request multiple copying more than nine times in any single class term.

A teacher may not make copies of:

- Works intended to take the place of anthologies.
- “Consumable” works such as workbooks and test booklets.
- The same work from term to term.

In each instance where multiple copies are permitted by this board regulation, each copy must include a notice of copyright.

#### PRINTED MUSIC

As with the board regulation provisions for books and periodicals, the duplication of copyrighted musical works to replace collective works or “consumable” material is not permitted. In addition, music may not be copied for the purpose of performance or to substitute for the purchase of music. Printed music may be copied only in the following limited circumstances:

1. Emergency copying to replace purchased copies that are needed for a performance.
2. Copying of excerpts of works for nonperformance purposes, if the excerpts do not constitute performable units (e.g., a movement), the excerpts are not used for performance, and each excerpt is less than 10% of the work.
3. Copying of complete works if out of print or unavailable, and if used only for teaching purposes and not for performance.
4. Recordings of performances of copyrighted print music may be retained only as provided below:
  - Performances by students for evaluation or rehearsal purposes.
  - Recordings made for the purpose of constructing aural exercises or examination.

#### REPRODUCTION OF WORKS BY LIBRARIES

A school library may copy an article from a periodical or an excerpt from a sound recording of other work that it has purchased, at the request of a student, library user, another library, or the user of another library, subject to the following limitations.

- In any calendar year, no more than five articles may be copied out of any periodical published within the last five years.
- In any calendar year, no more than five excerpts may be reproduced from a particular sound recording or from a particular work.
- Any copies made shall become the property of the library or person requesting the copy.
- The school library may not make any copy pursuant to the above if it has knowledge that the copy will be used for anything other than private study, scholarship, or research.
- Libraries shall keep detailed records of all requests.
- The order form requesting the copy shall contain the copyright warning prescribed by the Register of Copyright.

A school library may make copies of unpublished works for preservation, published works to replace damaged copies, and out-of-print works that cannot be obtained at a fair price.

- E. *Educational performances and displays.* Teachers and students may display and perform any copyrighted work, including but not limited to literary works, plays, and musical works, subject to the following limitations.
1. The performance must be part of a regular instructional activity and may not be given primarily for the entertainment or recreation of any part of the audience.
  2. The performance may not be broadcast or televised outside of the school.
- Notwithstanding the limitations described above, teachers and students may perform nondramatic literary or musical works (e.g., performances in band or choral concerts, poetry readings, but not plays or musical theater presentations) outside of regular instruction and may charge admission to such performances, provided that:
1. The proceeds, after deduction for costs, are used for educational or charitable purposes.
  2. Performers, promoters, and organizers are not paid (other than salaries paid to teachers and school employees).

### Section III: DISPLAY AND ORDER WARNING NOTICE

#### WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for or later uses a photocopy or reproduction for purposes in excess of “fair use,” that user may be held liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of that order would involve violation of copyright law.

October 18, 1993

## SALARIES

### Section I:

The laws of Mississippi require that “in fixing salaries, the Board of Trustees shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the teacher, superintendent or principal.” Also, “...the salary paid to each teacher shall be based upon and determined by the type of certificate held by such teacher in the field in which hi is teaching.”

### Section II: CERTIFIED PERSONNEL

The board shall adopt a salary schedule which attracts and holds highly qualified professional personnel. This schedule shall conform to that adopted by the State Department of Education and may include such local supplement as the board deems appropriate.

The adopted salary schedule is a planned method for determining the amount of salary to be paid certified and certain administrative personnel. The salary schedule will ensure that the superintendent is the highest monthly and annually paid school board employee. Requirements for advancement and placement on the salary schedule are so delineated.

### Section III: NON-CERTIFIED PERSONNEL

The job classification system of the Jackson Public School District will be the basis for determining wages for non-certified personnel through the pay scale schedule adopted for each trade and classification.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Section 37-9-33; 37-9-37; Mississippi Code of 1972
DATE:	October 16, 1978
AMENDED:	July 21, 1986
	July 16, 1990
	June 15, 1992
REVIEWED:	May 26, 2006

## SALARY DEDUCTIONS

Employees shall have federal and state income taxes, Old Age and Survivors Insurance as provided by the Social Security Administration and Public Employees retirement System of Mississippi deductions withheld from their salaries.

Except for deductions for absence not covered by paid leave or those required by law or board policy, all other deductions which have been approved by the board are voluntary on the part of the individual employee who completes a form authorizing the deduction.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Section 37-9-49; Mississippi Code of 1972
DATE:	October 16, 1978
AMENDED:	July 16, 1990
REVIEWED:	May 26, 2006

## PAY PERIOD

General administrative and certain certified and classified personnel are scheduled for payment at the end of the calendar month. Certain other classified personnel are paid bi-weekly. (DICA)

All personnel employed 218 or more days shall be paid their contract salary in twelve (12) payments, the first being the last work day of July and the remaining payments on the last work day of each month thereafter until the contract and/or employment agreement is fulfilled or terminated.

Personnel who are employed 190 to 217 days shall be paid their salary in eleven (11) or twelve (12) equal payments. The first payment shall be made on the last work day of August and the remaining payments shall be made on the last work day of each month thereafter until the contract and/or employment agreement has been fulfilled or terminated.

Personnel employed 190 to 217 days after the filing of the August payroll will receive their annual salary based on eleven (11) payments.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: June 21, 1982

AMENDED: June 20, 1983  
August 24, 1988  
April 17, 1989  
July 16, 1990  
August 16, 1993

July 29, 1997

REVIEWED: May 26, 2006

## FAMILY AND MEDICAL LEAVE

### Section I: ELIGIBILITY

Employees are eligible for family and medical leave if they have been employed by the district for at least 12 months and have worked at least 1,250 hours (156 days for 8 hour-day employees or 208 days for 6 hour day employees) during the preceding 12 month period. Full-time instructional employees are presumed to have met the minimum hours requirement.

Eligible employees are entitled to a maximum of 12 work weeks of unpaid leave during a 12 month period only for the following reasons:

- A. The birth, adoption, or placement of a child;
- B. The care of a child, spouse, or parent with a serious health condition;  
or
- C. The employee's own serious health condition because of which he or she is unable to work.

### Section II: DEFINITIONS

For purposes of this policy, the following definitions apply:

- A. A "serious health condition" is defined as an "illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider."
- B. An "immediate family member" is an eligible employee's spouse, child, or parent. In-laws are not included.
- C. A "child" is a biological child, adopted child, foster child, or legal ward for whom the eligible employee is responsible for the day to day care.
- D. An "instructional employee" is one whose principal function is to teach students and includes, but is not limited to, teachers, teacher assistants, coaches, driving instructors, and special education assistants. Employees not in this group are those whose principal job duties do not consist of actual teaching or instructing, including, but are not limited to, teacher assistants or aides without such duties, counselors, curriculum specialists, or bus drivers, secretaries, cafeteria workers, maintenance workers, other classified and/or certified employees.
- E. The "12 month period" within which an eligible employee may take up to 12 weeks of family or medical leave is that 12 month period measured from the date on which the employee's first family or medical leave begins.

### Section III: LEAVE BENEFITS AND CONDITIONS

All family and medical leave is unpaid leave. Before utilizing unpaid family or medical leave, eligible employees must first apply all earned paid leave time in accordance with district policies, with the remainder of the 12 week period consisting of unpaid leave.

The following special conditions apply only to leaves for the birth, adoption, or placement of a child:

- A. The entitlement to leave for birth, adoption, or placement of a child expires 12 months from the birth, adoption, or placement of the child.
- B. Eligible employees may not take intermittent leave or leave on a reduced schedule for birth, adoption, or placement of a child unless prior approval is received from the Office of Human Resources. If such leave is granted, the employee may be temporarily transferred to an available position with equivalent pay and benefits that better accommodate the employee's need for intermittent leave.
- C. If both parents seeking leave for the birth, adoption, or placement of a child are employed in the district, they are entitled to a total leave period of 12 weeks.

The following special conditions apply only to leave taken by instructional employees:

- A. If an instructional employee requests intermittent leave or leave on a reduced leave schedule to care for a family member or because of his or her own serious health condition, either resulting from planned medical treatment, and the employee would be on leave for more than 20% of the total number of working days over the leave period, the district may require the employee to either:
  - 1. Transfer to an equivalent position which better accommodates the recurring leave, or
  - 2. Take leave for periods of a particular duration not greater than the duration of the planned treatment.
- B. If an instructional employee begins leave more than 5 weeks before the end of a semester, the district may require the employee to continue taking leave until the end of the semester if:
  - 1. The leave will last at least 3 weeks, and
  - 2. The employee would return to work during the last 3 weeks of the semester.
- C. If an instructional employee begins leave for a purpose other than his or her own serious health condition during the last 5 weeks of a semester, the district may require the employee to continue taking leave until the end of the semester if:



1. The leave will last more than 2 weeks, and
  2. The employee would return to work during the last 2 weeks of the semester.
- D. If an instructional employee begins leave for a purpose other than his or her own serious health condition during the last 3 weeks of a semester and the leave will last more than 5 working days, the district may require the employee to continue taking leave until the end of the semester.

Although the family or medical leave for all eligible employees is unpaid leave, the employee is considered to be employed while on leave. Therefore, the employee is not entitled to unemployment compensation during the leave period.

#### Section IV: NOTICE

If the need for leave is not foreseeable, an employee must provide notice to the Office of Human Resources within two working days of learning of the need for leave, except in extraordinary circumstances.

If the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member, an employee must provide notice to the Office of Human Resources at least 30 days before the leave is to begin.

If an employee fails to give at least 30 days advance notice for foreseeable leave with no reasonable excuse for the delay, the district may deny the taking of leave until at least 30 days after the date of the notice.

When planning medical treatment, the employee should consult with the Office of Human Resources and make a reasonable effort to schedule the leave so as not to unduly disrupt the district's operations. Upon receipt of notice of leave, the district may, for justifiable cause, require the employee to attempt to reschedule treatment, subject to the ability of the health care provider to reschedule the treatment and to the approval of the health care provider as to any modification of the schedule.

If intermittent leave or leave on a reduced leave schedule is requested, the employee must also provide the district with the reasons why such a leave is necessary along with a schedule of the treatment, if applicable.

#### Section V: MEDICAL CERTIFICATION

An employee, requesting leave to care for a family member or due to his or her own serious health condition, is required to provide medical certification of the need for leave from the health care provider at the time leave is requested. In the case of a foreseeable need, leave will not be granted until the medical certification is provided. In the case of an unforeseeable need, continuation of leave will be denied until the medical certification is provided.

The medical certification must be completed by the health care provider for the ill employee or family member and must contain the following information:

- A. The date on which the serious health condition began;
- B. The probable duration of the condition;
- C. The diagnosis and appropriate medical facts regarding the condition;
- D. If the leave is for the care of a family member, a statement that the employee is needed to provide care and an estimate of the amount of time such need will continue;
- E. If the leave is due to the employee's serious health condition, a statement that the employee is unable to perform the essential functions of his or her job; and
- F. The dates of any intermittent treatment and the duration of such treatment.

If the Office of Human Resources determines that reason to doubt the validity of the medical certification exists, the district may require the employee to obtain a second medical opinion from an independent health care provider selected by the district and at the district's expense. If the first and second opinions differ, the district may require the employee to obtain certification from a third health care provider jointly selected by the district and the employee and at the district's expense. The parties will be bound by the third medical opinion.

The district may require recertification on a monthly basis. Failure to provide recertification may result in revocation of leave.

#### Section VI: ACCRUED BENEFITS

An eligible employee who takes family or medical leave will not lose employment benefits other than the loss of earned paid leave time taken in conjunction with the family or medical leave. The employee is not entitled to accrual of benefits during the unpaid leave period.

Throughout the paid leave time taken under this policy, an eligible employee's coverage under any applicable district health benefit plan(s) will continue. For all unpaid leave time taken, an eligible employee may continue insurance coverage, if applicable; however, before the leave is taken, the employee must prepay the employee premium contribution due under the insurance benefit plan(s). If the employee does not return to work following the leave period, the employee may be required to pay the district for contributions paid by the district during the leave period.

#### Section VII: RETURN TO WORK

An employee returning to work from a family or medical leave shall be reinstated to the same or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

If the leave was taken because of the employee's own serious health condition, the employee must provide a fitness-for-duty certification from his or her health care provider prior to returning to work.

The district may deny job restoration to key employees under the following conditions:

- A. A "key employee" is one who is among the highest-paid 10% of salaried employees. Upon requesting leave, the eligible employee must be given notice that he or she is a key employee and that he or she may be denied restoration of employment.
- B. If the employee was notified when leave was first requested, restoration of employment may be denied when the district determines that the taking of leave by the key employee would result in substantial and grievous economic injury to the district's operations.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Family and Medical Leave Act of 1993  
Mississippi Code Ann. 37-7-307 (Supp. 1992)  
DATE: October 18, 1993  
REVIEWED: May 26, 2006

## WORKERS' COMPENSATION

On October 1, 1993, school districts were required to purchase workers' compensation insurance for employees. Workers' compensation insurance is designed to provide coverage for on-the-job injuries or illnesses without regard to fault. This coverage provides for payment of medical expenses and for partial salary continuation. However, the amount of benefits payable and the duration of payments depend on the nature of the injury or illness. Generally, all medical expenses incurred in connection with a job-related injury or illness are paid in full and partial salary payments are provided. These partial salary payments start with the sixth consecutive workday, pursuant to state law. These payments are normally paid at a rate of 66 2/3% of the employee's average weekly wage, up to a weekly maximum rate established annually by the Mississippi Workers' Compensation Commission.

Employees must use accrued sick days while absent from work due to an on-the-job injury or illness. After all sick days are exhausted and employees are still unable to return to work due to the on-the-job injury or illness, employees may use vacation days or personal days to prevent a reduction in salary.

If the job-related injury or illness qualifies as a serious health condition under the Family and Medical Leave Act (FMLA), any available unpaid leave under the FMLA will run concurrently with any paid leave taken.

In the event of on-the-job injuries or illnesses, employees must immediately report such injuries or illnesses to the appropriate supervisor and the human resources office. This ensures that the school district can assist employees in obtaining appropriate medical treatment. Failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize the right to benefits in connection with the injury or illness.

Questions regarding workers' compensation insurance should be directed to the human resources office.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL SOURCE: Miss. Code Ann. §§71-3-1; 71-3-3, 71-3-7 (1996)  
DATE: December 15, 1997  
REVIEWED: May 26, 2006



Building Tomorrow Today

**Jackson Public School District  
District Counsel's Office**

**Donation of Leave Checklist**

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

1. Physician's certification form

- This form can be found on the JPS intranet under "Forms and Documents."
- The physician must state that the injury or illness is catastrophic as defined in Policy GADEB.
- "*Catastrophic injury or illness*" means life-threatening injury or illness of an employee or a member of an employee's immediate family that incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the school district for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work, are long-term in nature, and require long recuperation periods may be considered catastrophic.

2. Donated leave form

- This form can be found on the JPS intranet under "Forms and Documents."
- The donor(s) must receive signed approval from his/her supervisor.
- The recipient's signature is also required to certify that all accumulated sick and personal leave has been exhausted.

Please forward all documentation to the Office of District Counsel, District Counsel for Jackson Public School District. This office is located at 662 S. President Street which is Central Office. For further assistance, please call 601-960-8916.



Building Tomorrow Today

## Jackson Public School District

### PHYSICIAN CERTIFICATION FORM

When completed, this form goes to the employee, **not Jackson Public School District.**

1. Employee's Name

2. Patient's Name (If different from employee)

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3. The last page of this form describes what is meant by a "catastrophic injury or illness" under the Miss. Code Ann. §37-7-301 and the Jackson Public School District's Donation of Leave Policy GADEB. Does the patient's condition\* qualify under the definition described?

4. Describe the medical facts which support your certification, including a brief statement as to how the medical facts meet the criteria of a catastrophic injury or illness.

5a. State the beginning date of the catastrophic illness or injury and the anticipated date the employee may return to work.

b. State the prognosis for recovery

c. Will it be necessary for the employee to take work only **intermittently or to work on a less than full schedule** as a result of the condition (including for treatment described in Item 6 below)?

If yes, give the probable duration:

d. If the condition is a **chronic condition**, state whether the patient is presently incapacitated\*\* and likely duration and frequency of **episodes of incapacity\*\***

\*Here and elsewhere on this form, the information sought relates **only** to the condition for which the employee is requesting donated leave.

\*\*"Incapacity" for purposes of Donated Leave is defined to mean total inability to work, attend school or perform other regular daily activities due to the catastrophic injury or illness, treatment therefore, or recovery there from.

6. If the employee's **absence from work** is required because of the **employee's own condition**, is the employee **unable to perform his/her job**? (Employee should supply you with information about his or her job.)

7a. If leave is required to **care for an immediate family member (spouse, parent, step parent, sibling, child, or step child)** of the employee with a serious health condition, **does the patient require assistance** for basic medical or personal needs or safety, or for transportation?

b. If the patient will need care only **intermittently** or on a part-time basis, please indicate the probable duration of this need:

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Signature of Health Care Provider

---

Type of Practice

---

Address

---

Telephone Number

---

Date

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**To be completed by the employee needing family leave to care for a family member:**

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

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Employee Signature

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Date

Definition: “**Catastrophic Injury or Illness**” means life-threatening injury or illness of an employee or a member of an employee’s immediate family that incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the school district for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries such as cancer or major surgery that result in intermittent absences from work, are long-term in nature, and require long recuperation periods may be considered catastrophic.



## LEAVE FOR STUDY

Upon recommendation of the supervising officer and the superintendent and upon approval of the board, provision may be made for leave of absence for full-time academic study. Upon completion of satisfactory professional services in the Jackson Public School District in administrative, supervisory or instructional positions for three years, personnel become eligible for leave of absence for study, provided such leave does not exceed two summers and one academic year (summer-academic year-summer). An employee granted full-time leave without compensation may return to the position vacated or be assigned to an equivalent position for which he is qualified. Such leave may commence at the close of a contract period, or begin on a date mutually acceptable to responsible school officers. Application for leave must be presented for approval to the appropriate assistant superintendent and forwarded to the designee of the superintendent in the personnel office on or before December 1 of the previous year. The superintendent will announce all approved leaves by February 15 of the year in which the leave of absence is to be effective.

The following conditions govern the approval of requests for leave of absence for study:

### EXPERIENCE

Persons will be eligible for study leave when they have completed six years of experience as defined by state law, provided that the last three years of school experience have been with the Jackson Public School District.

### SALARY INDEX

Personnel approved for study leave will be advanced on the salary index when reemployed in the same manner as one whose service was uninterrupted.

### COLLEGE CREDIT

Full-time study is defined as that requiring the completion of a minimum of nine (9) semester or twelve (12) quarter hours of college credit each academic period excluding the summer session. Such requirements may be altered subject to transcript verification of prescriber hours for completion of course work.

### EMPLOYEE'S RESPONSIBILITY

All rights and privileges contained in this policy are contingent upon its application under court decrees and the employee's return to the Jackson Public School District immediately upon expiration date of leave.

#### FAILURE TO COMPLY

Failure of participants to comply with conditions governing the policy for full-time academic study nullifies any obligation of the board.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Section 37-19-1; Mississippi Code of 1972
DATE:	October 25, 1982
AMENDED:	July 16, 1990
REVIEWED:	May 26, 2006

POLITICAL LEAVE

Any employee who becomes a candidate for elected political office must refrain, during the contract period, from all forms of political activity during normal working hours and may not use any school facilities for political purposes. Any employee planning to become a candidate may request leave of absence for campaign purposes, provided such request is made prior to announcing of filing qualifying papers, whichever is sooner. The board may grant or deny the request, considering the amount of leave time requested and the nature of the employee's duties. If granted, leave shall be without pay.

Any employee who becomes a candidate or ho is elected to public office may request a release from contract. This request for release from contract shall be granted.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVIEWED: May 26, 2006

LEAVE FOR SUMMER STUDY

Summer study for improvement, or equivalent professional pursuits, shall be allowed without pay to a 50 week employee when approved by the superintendent, provided the employee's contract is in force for the following year.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: June 20, 1983  
July 16, 1990  
REVIEWED: May 26, 2006

## BEREAVEMENT LEAVE

Full pay shall be allowed an employee for a maximum of five days due to each death in the immediate family of the employee. The immediate family is defined as the father, mother, sister, brother, husband, wife, son, daughter, a family member to whom the employee was the sole caregiver or a person in loco parentis to the employee or others where approval sought. In loco parentis is defined as a person who stands in the place of a parent. An absence of two days is allowed on account of death of each of the following: grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
January 20, 1998  
REVIEWED: May 26, 2006

PROFESSIONAL LEAVE

Section I: PROFESSIONAL LEAVE

Full pay shall be allowed an employee while absent from duty for professional purposes when approved in advance by the designee of the superintendent or when occasioned by emergencies recognized by the superintendent.

Section II: PROFESSIONAL LEAVE DIRECTED BY THE SUPERINTENDENT

Any certified employee in the school district that is directed by the superintendent to perform other duties away from the district shall be considered a full-time employee of the school district and continue to receive the same benefits given to any employee under contract with the district, including agreed upon salary.

The school district will be responsible for, up to designated limit, expenses to meet the requirements of the district.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-7307; Mississippi Code of 1972  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
September 20, 1993  
REVIEWED: May 26, 2006

MILITARY LEAVE

Upon written request, leave of absence without pay shall be granted any employee who may be selected or called for military service. Employees who are members of reserve components of the armed forces of the United States shall be entitled to leave of absence without loss of pay, time, annual leave, or efficiency rating for a maximum of fifteen (15) days if ordered to duty for training exercises. Employees involved in military service for longer than fifteen (15) days shall otherwise have those rights and obligations which are described in state and federal law.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 33-1-21, Miss. Code of 1972;  
Veterans Reemployment Rights Statute  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVIEWED: May 26, 2006

LEAVE OF ABSENCE WITHOUT PAY

Section I: FOR TIME LESS THAN A CONTRACT PERIOD

The Jackson Public School District makes provision for leave of absence and reemployment of employees who have completed at least thirty-six point four (36.4) weeks of a forty point four (40.4) week contract or the equivalent proportion of a contract period greater than forty point four (40.4) weeks. These leaves include conditions of illness, military service and political campaigning.

Section II: FOR A FULL CONTRACT PERIOD

Leave of absence for personal reasons shall be granted without pay upon request of a teacher who has completed at least one year of service in the Jackson Public School District. Such leave shall commence only at the close of a school year and must extend for one full school year. An extension may be granted for one additional year.

No more than one percent (1%) of the teaching staff shall be approved for such leave for one school year.

Teachers on leave of absence shall be subject to the same reduction in force policies which apply to all other teachers. They shall be subject to district reassignment away from the school to which they were formerly assigned. The last and latest evaluation scores will be used to determine status for reduction in force.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: May 19, 1980  
AMENDED: Section II, April 16, 1984  
July 16, 1990  
REVIEWED: May 26, 2006



LEAVE OF ABSENCE WITHOUT PAY

Section I: FOR ALL OR ANY PART OF CONTRACT PERIOD

Personnel who have completed at least thirty-six point four (36.4) weeks of a forty point four (40.4) week contract or the equivalent proportion of a contract period greater than forty point four (40.4) weeks may request a leave of absence for all or any part of year for the following conditions: illness, military service, or political campaigning.

A. Illness

Requests for leave of absence for illness must be made in writing on a form provided by the office of personnel services and accompanied by a letter from a licensed medical doctor verifying the need for such leave and projecting the period of time or which the leave should be approved. Extension of such leave, if granted, shall be only for the time recommended by the doctor. Employees who do not return to work on the date required will forfeit their jobs. No compensation shall be received during such leave and no sick leave days or vacation days may be earned. Unused sick leave days or vacation days left in the employee's bank when leave became effective shall be available to him for use upon their return to work. The "personal leave" day may not be accrued or carried over to another contract or employment period.

B. Military

Employees who are called to military service or who enlist in the military service are eligible for a leave of absence commencing with the date of the official orders of the United States Government. Such requests should be made in writing on a form provided by the office of personnel services with a copy of the "orders" attached. Military leaves may be extended for a maximum of three (3) years provided request for extensions made prior to the termination of the current year of leave. Personnel who do not request an extension will be expected to return to their jobs immediately upon completion of their tour of duty. Those who fail to do one or the other will forfeit their jobs. No compensation will be paid during the period of leave and no sick leave or vacation days may be earned.

Employees who are required to attend annual summer training with the National Guard shall not have their compensation or benefits

interrupted. A copy of the orders must be available for the supervising office.

C. Political

Requests for leaves of absence for political campaigning shall be made in writing on a form provided by the office of personnel services. No compensation shall be paid during such leave and no sick leave or vacation days may be earned during the period for which leave is granted.

Employees who take leave for political campaigning must return to work immediately upon conclusion of the leave time or forfeit their jobs.

Section II: PERSONAL LEAVE FOR A FULL CONTRACT PERIOD

Leave of absence for personal reasons shall be provided without pay for teachers who have completed thirty-six point four (36.4) weeks of forty point four (40.4) week contract or the equivalent proportion of a contract period greater than forty point four (40.4) weeks. Such leave shall commence only at the close of a school year and must be extended for one full school year. An extension may be granted for one additional year.

All requests must be made in writing to the office of personnel services on or before June 1, prior to the commencement of the leave. Requests for extension of leave or reinstatement to a position must be made to the office of personnel services in writing on or before March 1 of the year in which the teacher is away on an approved leave. Teachers who do not request extension of leave or reinstatement in compliance with these standards shall forfeit their jobs and their return to the Jackson Public School District shall be only as a new applicant.

Compensation for teachers returning from a leave shall be fixed at the step upon which the salary was based when leave was granted. Seniority in the Jackson Public School District shall also be fixed at the date leave is taken and shall commence only when the teacher returns to duty. Unused sick leave days earned by the teacher shall be available upon return to duty, excluding days earned for partial pay. (GADE, Section VII).

Teachers on leave of absence shall be subject to district reassignment away from the school to which they were formerly assigned.

The term "teacher" shall mean all certified staff employed on a full-time basis in a school, excluding administrative and supervisory personnel.

SOURCE: Jackson Public School District  
REVIEWED: May 26, 2006

ABSENCE WITH PARTIAL PAY

Full pay, less the pay for services of a substitute or less the approved substitute pay rate for the classification of the employee when a substitute is not used shall be allowed for absences occasioned by emergency or obligation recognized by the administrative officer to whom the employee is responsible.

Absence with partial pay shall also be allowed for absence occasioned by death of close relatives other than those listed under Bereavement Leave when that is an obligation to be absent at the time of death.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVIEWED: May 26, 2006

**JURY DUTY**

Full pay shall be allowed an employee while absent from duty when summoned to court for jury duty.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVIWED: June 7, 2006

## LEGAL HOLIDAYS

Within the fiscal year the following holidays shall be observed annually and all offices and schools shall be closed on these dates:

Independence Day	July 4 When on Saturday, the preceding Friday will be a holiday. When on Sunday, the following Monday will be a holiday.
Labor Day	
Thanksgiving	Wednesday, Thursday and Friday in November
Christmas Day	December 25
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Spring Break	Two (2) days
Easter	Two (2) days (unless used as makeups for inclement weather)
Memorial Day	

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: April 21, 1982

AMENDED: April 16, 1984  
July 16, 1990  
February 17, 1993

May 19, 1997

December 15, 1997

May 21, 2001

REVIEWED: June 7, 2006

RETIREMENT

Section I: RETIREMENT

Retirement shall be in accordance with the Public Employees Retirement system (PERS) of Mississippi. Detailed information about the state retirement system can be obtained by contacting:

Public Employees Retirement System of Mississippi  
429 Mississippi Street  
Jackson, Mississippi 39205 Telephone: 359-3589

Section III: ELIGIBILITY

All full time employees of the Jackson Public School District are contributing members of PERS of Mississippi and are eligible for the benefits it provides. The amount each retired individual receives is based on salary and the total period of time in which the member has made contributions. The retired employee also qualifies for Social Security benefits.

Section III: OPTIONAL RETIREMENT

Employees who are members of the PERS may retire at age sixty (60) and have at least four (4) years of creditable service in the PERS or have at least twenty-five (25) years of credit in the PERS.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-19-33; Section III, 25-11-103; Mississippi Code of 1972  
DATE: October 16, 1978  
AMENDED: January 19, 1987  
November 16, 1987  
Section III, July 16, 1990  
Section III, January 19, 1993  
REVIEWED: June 7, 2006

PROFESSIONAL LEAVE FOR CONSULTANT PURPOSES

The staff of the Jackson Public school District shall devote their primary time. Attention and energy to the direction and business of the school system; and shall not during the term of employment be engaged in any business which is in conflict with the interests of the district. The certified/classified staff may serve as consultants to other school districts, professional organizations and associations provided it does not conflict with their primary area of responsibility.

Consultant service shall be defined as a service provided for which an honorarium or remuneration is received in addition to expenses. A staff member shall be permitted one day of consulting service per contract month for a total of no more than twelve days annually, noncumulative. The year shall be from July 1 through June 30. Permission to serve as a consultant may be granted by the superintendent upon written recommendation by the immediate supervisor if it does not interfere with the primary duties of the individual making the request.

Records of requests to serve as a consultant shall be maintained in the superintendent's office.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: August 17, 1981  
AMENDED: July 16, 1990  
REVIEWED: June 7, 2006



PROFESSIONAL LEAVE FOR CONSULTANT PURPOSES

An employee requesting to serve as a consultant to another school district, professional organization or association shall fill out the form Request for Professional Leave for Consultant Purposes. The request shall be made, approved and filed prior to rendering the services. The request shall be maintained in the superintendent's office.

Request for Professional Leave for Consultant Purposes

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Requests permission to serve as consultant to \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_  
\_\_\_\_\_ (dates)

This activity does not interfere with the performance of my primary duties.

Approval:

_____ Immediate Supervisor	_____ Signature of Employee
-------------------------------	--------------------------------

  

Approved    ( )	
Denied        ( )	

  

	_____ Superintendent
	_____ Date

Immediate Supervisor – Yellow Copy  
Staff member-                      Pink Copy  
Superintendent - White Copy

COMPLAINT POLICY/LINE AND STAFF RELATIONS

**Section I: LINE AND STAFF ADMINISTRATION**

A complaint is a claim by a full-time employee that there has been an action that has unjustly caused a loss of some employment benefit or has imposed an unjustified burden as a result of a misinterpretation or misapplication of Section G of the Jackson Public School District's Policy Handbook. A complaint may also arise as a result of a written reprimand of any employee or as a result of dismissal of an employee.

Dismissal, suspension, or non-renewal of certificated employees shall be governed by the regulations of the Mississippi Code.

This complaint procedure shall not apply to any matter, which is prescribed by state or federal law and/or regulations, or to any matter over which the board is without power to act. In those instances when the superintendent makes the initial decision to reprimand, terminate or suspend an employee without pay, if the affected employee chooses to file a complaint, they may initiate the complaint at the Step 4 level and forego all preceding steps.

The administration of the district is that of line and staff. Employees shall conduct their affairs with their administrators according to this organizational arrangement. The board of trustees is the policymaker for the school district, and the superintendent, as the board's chief executive officer, is charged with the general operation of the entire school district. The superintendent is responsible to the board of trustees and all other employees are responsible to the superintendent and to the board through the superintendent.

All employees shall refer matters requiring administrative action to their immediate supervisor who shall refer such matters to the next higher authority when necessary. Within individual schools, the principal's administrative organization is the established authority. While employees will report to the designated administrator on specific problems, the principal remains the final authority at the individual school level.

In those circumstances involving sexual harassment by a supervisor, or other complaint of a sensitive nature, the employee may proceed to the next supervisor in line, the executive director of human resources, or the Title IX coordinator for sexual harassment complaints.

In the event a satisfactory answer or resolution is not given by the immediate supervisor, then the employee shall report to the next level of supervision in accordance with the steps outlined in the complaint procedures. All employees shall have the right to appeal any decision made by their supervisor through applicable procedures. All concerns will receive final consideration from the superintendent or his designees.

If satisfactory answers have not been received from the superintendent or his designee, the next step would be with the board of trustees. The procedure for contacting the board of trustees is through a formal letter written to the secretary to the board of

trustees. Once a formal letter is written to the board, arrangements will be made by the superintendent for an audience with the board which may be through an open or closed meeting in accordance with the Open Meetings Act. Because the board serves as an impartial neutral decisionmaker in personnel complaint matters, school district employees should not contact individual board members during the complaint process.

Within the broad framework of board policy, other school officials shall assist the supervisor in charge as assigned. All supervisors have the responsibility for communication with those under their supervision.

This policy does not modify the at-will status of administrative or non-administrative classified employees.

The superintendent may develop administrative regulations that are additional to those outlined in Section II, Employee Conduct and Code of Ethics, of this policy regarding standards of conduct for staff members.

## **Section II: EMPLOYEE CONDUCT AND CODE OF ETHICS**

An employee of the Jackson Public School District must conform to an ethical code. The code must be idealistic and at the same time practical so that it can apply reasonably to all employees. The employee acknowledges that the schools belong to the public they serve and exist to provide educational opportunity to all children.

The effective operation of the school district requires the services of employees with integrity and human understanding. To maintain and promote these essential traits, all employees of the Jackson Public School District are expected to maintain high standards in their school relationships. School district employees shall not use or attempt to use their official positions to secure any valuable thing or benefit for themselves that would not ordinarily accrue to them in the performance of their official duties, if such thing or benefit would represent a substantial and improper influence upon them with respect to their duties.

Employee standards include the following:

1. Maintenance of just and courteous professional relationships with pupils, parents, staff members, and others.
2. Maintenance and improvement of their own efficiency and knowledge of developments in their fields of work through research and continuing professional development.
3. Transaction of all official business with the properly designated authorities of the school system.
4. Placement of the welfare of children as the first and fundamental concern of the school system in all actions and decisions; thus appointments to

positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.

5. Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind. Employees should avoid using their positions for personal gain through political, social, religious, economic, or other influence. All responsibilities will be fulfilled with honesty and integrity.
6. Directing any criticism of other staff member or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent, if necessary.
7. Proper use and protection of all school properties, equipment, and materials.
8. Proper care and use of confidential information and student records.
9. Support of the principle of due process.
10. Honor all contracts until fulfillment or release.
11. Obey local, state, and federal laws and regulations in the performance of their job duties.
12. Implement policies of the board of trustees and the administrative rules and regulations of the school district.

No employee, in the course of his/her duties, who has access to or possesses information relating to his/her employment, shall disclose, divulge or otherwise compromise, except as authorized by the superintendent and/or board of trustees, the district's strategy on matters in negotiation, work product and planning for complaint hearings and litigation relating to employer-employee relations, office memoranda, or other matters relating to employer-employee relations the premature disclosure of which would jeopardize the district's negotiating position or planning for complaint hearings and litigation. Confidential information will not include matters disclosed to the general public by the board of trustees, or designees, or matters of non-exempt public records as defined by state law.

Employees shall not record, or cause to be recorded, with an audio or videotaping device, other employees without their knowledge, permission, or consent. However, audio or videotaping of classrooms for observation and evaluative purposes is permissible for use by school personnel only.

Employees are expected to participate, in a truthful manner, in any district investigation and share any information with the appropriate parties that may be relevant to the investigation unless the participation is against the employee's criminal interest.

The district recognizes the obligation of all employees of the school district to be conscious of their professional responsibility not to divulge information presented by a student, parent, a colleague, or an agency when that revelation is not in the best interest of the district. The district recognizes that within a human services organization as complex as a school district, it is necessary to share information on a "need to know" basis. However, the sharing of information should only serve to assist, rectify, or resolve a situation and should never be downgraded to idle gossip or negative commentary to the media, or others within the community.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 16, 1978

AMENDED: August 29, 1989

September 18, 1995

September 20, 2004

REVIEWED: June 9, 2006

## COMPLAINT PROCEDURES

### Section I: DEFINITION

A complaint is a claim by a full-time employee that there has been an action that has unjustly caused a loss of some employment benefit or has imposed an unjustified burden as a result of a misinterpretation or misapplication of Section G of the Jackson Public School District's Policy Handbook. A complaint may also arise as a result of a written reprimand of any employee or as a result of dismissal of an employee.

Dismissal, suspension, or non-renewal of certificated employees shall be governed by the regulations of the Mississippi Code.

This complaint procedure shall not apply to any matter which is prescribed by state or federal law and/or regulations or to any matter over which the board is without power to act.

### Section II: REQUIREMENTS FOR PROCESSING COMPLAINTS

1. Since it is important that complaints be filed and processed as rapidly as possible, the number of days indicated at each step are considered as maximum and every effort will be made to expedite the process. At any step in the complaint procedure, the time limits may be extended when necessary.
2. Facts elicited during Step Two proceedings are confidential and do not become part of the employee's official personnel file. A copy of documents, communications, and records dealing with the processing of a complaint will be placed in a separate file in the Office of Human Resources.
3. The failure of a complainant to proceed from one step of the procedure to the next within the set time limits shall be deemed to be acceptance of the decision previously rendered and shall eliminate any future review concerning that particular complaint.
4. The failure of the reviewing officers to communicate their decision to the complainant within the time limits shall permit the complainant to proceed to the next step.
5. If more than one employee in the same division has a similar complaint which has individually been discussed as provided in Step One, the complaints may be consolidated and heard by the Step Two reviewing committee.

6. Complaints filed which have been resolved within the three (3) previous years through the complaint procedure shall be invalid. The Office of Human Resources shall provide the complainant a statement of the ruling involving the same subject matter.
7. Failure to file the complaint in writing on the appropriate form as specified in each step shall mean the complaint is waived.
8. The Step Two reviewing committee may determine whether facts in support of the complaints should be presented in writing or orally by persons having information regarding a specific complaint or by any combination of these methods. Representation of a complainant by other individuals will not be permitted.
9. The filing of a complaint shall in no way interfere with the right of the administration or board to continue its management responsibilities subject to the final decision of the complaint. The action or condition which is the subject matter of the complaint shall remain in effect pending final resolution.
10. The complainants may withdraw their complaint at any step without prejudice. However, they shall not be permitted to re-file that same complaint once withdrawn.
11. No reprisal shall be invoked against any employee for filing a complaint or for participation in any way in this procedure.
12. If the complainant fails to attend a step review without legitimate cause, this constitutes acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning that complaint.

### Section III: ADMINISTRATION

Administration of this complaint procedure shall be the responsibility of the Office of Human Resources.

### Section IV: PROCEDURES

Step One: Within five (5) days of the time a complaint becomes known, the employee will present the complaint in writing by completing a "Step One Complaint Form" to his immediate supervisor with the objective of resolving the matter informally and without further action. Within five (5) days after the written presentation of the complaint, the immediate supervisor shall give his response in writing to the employee. If the complaint is not resolved at the immediate supervisor's level, the employee may, within five (5) days of receipt of the immediate supervisor's written response, proceed to the immediate

supervisor's supervisor for resolution. Within five (5) days, the immediate supervisor's supervisor shall give his response in writing.

Step Two: If the complaint is not resolved at the Step One level, the employee may, within five (5) days of receipt of the immediate supervisor's supervisor's written response, submit the "Step Two Complaint Form" to the Office of Human Resources. The executive director of Human Resources shall chair a committee consisting of members of the administrative team within 10 days of the receipt of the "Step Two Complaint Form". All other administrators in line of authority will be consulted as necessary. The committee will initially determine whether the complaint on its face merits further consideration. If this determination is negative, the committee shall respond to the complainant in writing with statements that support its decision. Otherwise, the committee will proceed as it deems necessary to obtain sufficient information with which to reach a decision.

The committee will prepare a written summary of all relevant facts, being careful to state such facts fairly and objectively. The committee will then express its findings and conclusions. The summary of facts, findings, and conclusions will then provide the basis for subsequent review in the event of further appeal by a complainant.

Step Three: Within five (5) days of review of the response of Step Two, the complainant may appeal this decision by submitting the "Step Three Complaint Form" to the district counsel who serves as the designee for the superintendent of schools. The superintendent's designee will review the written summary of the Step Two reviewing committee within ten (10) days of receipt of the Step Two appeal and render a written decision within five (5) days following the review.

Step Four: Within five (5) days of review of the response of Step Three, the complainant may appeal this decision by submitting the "Step Four Complaint Form" to the Board of Trustees. The Board shall review the written decision of the superintendent within thirty (30) days of receipt of the Step Three appeal. The Board's decision shall be rendered no later than the conclusion of its next regularly scheduled board meeting. The decision shall be final.

## Section V: COMPLAINT PROCEDURE FORM DISTRIBUTION

### Step 1

1. Complainant retains original copy of written complaint and gives a copy to his immediate supervisor and immediate supervisor's supervisor

### After Written Decision

2. Copy to complainant
3. Copy to Office of Human Resources



4. Copy retained by immediate supervisor and the immediate supervisor's supervisor

Step 2

1. Complainant retains original copy of written appeal

After Review and Written Decision

2. Copy to complainant
3. Copy to Step 1 immediate supervisor and the immediate supervisor's supervisor
4. Copy retained in Office of Human Resources

Step 3

1. Complainant retains original copy of written appeal

After Written Decision

2. Copy to complainant
3. Copy to Step 1 immediate supervisor and the immediate supervisor's supervisor
4. Copy to Office of Human Resources
5. Copy retained by superintendent's designee

Step 4

1. Complainant retains original copy of written appeal

After Written Decision

2. Copy to Complainant
3. Copy to Step 1 immediate supervisor and the immediate supervisor's supervisor
4. Copy to Office of Human Resources
5. Copy to Superintendent's designee
6. Copy retained by Board

## Section VI: TIMELINE CHART

	<u>Maximum Number of Days</u>	<u>Restriction</u>
<u>Step 1</u>		
A. Submit written complaint to immediate supervisor and his supervisor within 5 days of the time the complaint becomes known	5	From date the complaint becomes known
B. Written response from immediate supervisor	5	From date of receipt of written complaint
C. Submit written complaint to immediate supervisor's supervisor within 5 days of response from the immediate supervisor	5	
D. Written response from immediate supervisor's supervisor	5	
<u>Step 2</u>		
A. Submit written appeal to Office of Human Resources	5	From date of written response B of Step 1
B. Review conducted by Office of Human Resources committee	10	From date of receipt of written appeal of Step 1
C. Committee renders decision in writing	5	From date of Step 2 review
<u>Step 3</u>		
A. Submit written appeal to superintendent's designee	5	From date of written decision of Step 2
B. Review conducted by superintendent's designee of schools	10	From date of receipt of written appeal of Step 2
C. Superintendent's designee	5	From date of Step 3 review

renders decision in writing

Step 4

- |   |   |  |
|---|---|--|
| A. Submit written appeal to Board of Trustees | 5   | From date of receipt of written decision of Step 3 |
| B. Review by Board of Trustees                | 30  | From date of receipt of Step 3 appeal              |
| C. Board renders decision in writing          | No later than conclusion of <u>next</u> regularly scheduled meeting | From date of Step 4 review                         |

Section VII: DEFINITIONS

- |                                 |  |
|---------------------------------|--|
| ADMINISTRATIVE MANAGEMENT TEAM: | Assistant Superintendents, Deputy Superintendents, and others designated by the Superintendent   |
| COMPLAINANT:                    | Any full-time employee filing a complaint  |
| COMPLAINT FORM:                 | The approved documentation on which a complaint is filed   |
| DAY:                            | Monday through Friday except Board-approved holidays as specified in Section GADR, Policy Handbook   |
| FULL-TIME EMPLOYEE:             | Any person employed on a regular basis and working the number of hours designated for that job   |
| REVIEWING COMMITTEE:            | The individuals responsible for a decision at Step Two, Section IV of complaint procedures   |
| LEGITIMATE CAUSE:               | Class "A" absences: personal illness, illness in immediate family, death in immediate family, professional activity or emergency recognized by the superintendent, court summons, or jury duty |

September 1998

November 2003

June 21, 2004

ACCIDENTS

Accidents occurring during working hours should be reported to the immediate supervisor as soon as possible and relates forms completed within five days.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVEIWED: June 9, 2006

## COMMUNICABLE DISEASES

### Section I:

An employee with a communicable disease should remain at home until the disease is no longer a threat to others. Cases of communicable diseases which might pose a threat to the health of the school or community should be reported to the Office of Personnel Services. When concerned with a unique individual case, the welfare of all students and employees should be the prime consideration. Each individual case shall be resolved in consultation with the Mississippi State Department of Health.

### Section II:

Decisions regarding a person infected with HIV, hepatitis B, or other blood borne diseases shall be based on an individual basis with regard to the behavior, physical condition of the employee and the expected type of interaction with other in that setting. These decisions shall be made using the team approach including the employee's physician, public health personnel, and personnel associated with the educational setting and/or work place. In each case, risks and benefits to both the infected employee and to others in the setting shall be weighed. As conditions change, cases may be reevaluated.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Section 37-7-301, Mississippi Code of 1972
DATE:	September 21, 1987
AMENDED:	July 16, 1990
REVIEWED:	June 9, 2006

## **STAFF ETHICS**

### I. Introduction

By accepting employment with the Jackson Public School District, employees have a responsibility to the school system, to their fellow employees, parents and community and to the students that they serve to adhere to certain standards of behavior, performance and conduct. No set of rules can address all forms of unacceptable behavior. However, generally speaking, the Jackson Public School District expects each of its employees to act in a professional and responsible manner at all times. In addition, examples of some of the more obvious unacceptable behaviors that may subject an employee to disciplinary action, including termination or revocation of certification are set forth below.

### II. Standards of Conduct or Behavior

The effective operation of the school district requires the services of employees with integrity. To maintain and promote these essential traits, all employees of the Jackson Public School District are expected to maintain exemplary standards in their school relationships. School district employees shall not use or attempt to use their official positions to secure any valuable thing or benefit for themselves that would not ordinarily accrue to them in the performance of their official duties, if such thing or benefit would represent a substantial and improper influence upon them with respect to their duties.

Employee standards include the following:

- 1) Maintenance of just and courteous professional relationships with pupils, parents, staff members, community members and others.
- 2) Maintenance and improvement of their own efficiency and knowledge of developments in their fields of work through research, if applicable, and continuing professional development.
- 3) Transaction of all official business with the properly designated authorities of the school system.
- 4) Placement of the welfare of children as the first and fundamental concern of the school system in all actions and decisions; thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.
- 5) Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind. Employees should avoid using their positions for personal gain through political, social, religious, economic, or other influence. All responsibilities will be fulfilled with honesty and integrity.
- 6) Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such

constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent, if necessary. The complaint policy, GAE, is cross-referenced.

- 7) Proper use and protection of all school properties, equipment, and materials.
- 8) Proper care and use of confidential information and student records.
- 9) Support of the principle of due process.
- 10) Honor all contracts until fulfillment or release.
- 11) Obey local, state, and federal laws and regulations in the performance of their job duties.
- 12) Implement policies of the board of trustees and the administrative rules and regulations of the school district.

### III. Prohibited Conduct

Although not exhaustive, any of the following types of conduct by an employee is grounds for discipline, up to and including immediate termination:

- 1) Violation of any board policy or administrative rule, procedure or regulation, including, but not limited to, any board policy or administrative rule, procedure or regulation concerning sexual behavior, discrimination, harassment, alcohol, illegal drugs, unlawful behavior, security or safety.
- 2) Violation of any applicable State Department of Education policy, rule, procedure or regulation, including, but not limited to, any violation of the Code of Professional Practice and Conduct for Mississippi Educators contained in the.
- 3) Violation of any applicable federal, state or local statute, regulation or ordinance governing public school employees including conflicts of interest.
- 4) Violation of any written rules or procedures published by schools or supervisors to employees, provided that such rules and procedures do not violate or conflict with any board policy or administrative rule, procedure or regulation.
- 5) Engaging in any unlawful behavior, with the exception of minor traffic violations outside of work hours, whether on school district property, on student or vendor property, during work time, while in the course of school district business, or otherwise, and whether or not the employee is convicted for such behavior.



6) Any federal or state court felony criminal conviction, guilty plea, plea of nolo contendere/no contest, deferred prosecution, or similar criminal convictions, pleas, or deferred prosecutions rendered in a foreign jurisdiction, which is another state or a foreign country. A conviction includes any finding or admission of guilt and/or any imposition of a fine, jail sentence, probation or other penalty.

7) No employee, in the course of his/her duties, who has access to or possesses information relating to his/her employment, shall disclose, divulge or otherwise compromise, except as authorized by the superintendent and/or board of trustees, the district's strategy on matters in negotiation, work product and planning for complaint hearings and litigation relating to employer-employee relations, office memoranda, or other matters relating to employer-employee relations, the premature disclosure of which would jeopardize the district's negotiating position or planning for complaint hearings and litigation. Confidential information will not include matters disclosed to the general public by the board of trustees, or designees, or matters of non-exempt public records as defined by state law.

The district recognizes the obligation of all employees of the school district to be conscious of their professional responsibility not to divulge information presented by a student, parent, a colleague, or an agency when that revelation is not in the best interest of the district. The district recognizes that within a human services organization as complex as a school district, it is necessary to share information on a "need to know" basis. However, the sharing of information should only serve to assist, rectify, or resolve a situation and should never be downgraded to idle gossip or negative commentary to the media, or others within the community.

8) Employees shall not record, or cause to be recorded, with an audio or videotaping device, other employees without their knowledge, permission, or consent. However, audio or videotaping of classrooms for observation and evaluative purposes is permissible for use by school personnel only.

9) Employees are expected to participate, in a truthful manner, in any district investigation and share any information with the appropriate parties that may be relevant to the investigation unless the participation is against the employee's criminal interest.

10) Any federal or state court criminal conviction, guilty plea, plea of nolo contendere/no contest, deferred prosecution, remand or prayer for judgment continued, or similar criminal convictions, pleas, deferred prosecutions rendered in foreign jurisdictions of any kind, whether felony or misdemeanor, involving minors under 18 years of age or involving public or private school funds, property, employees, visitors or students. A conviction includes any

finding or admission of guilt and/or any imposition of a fine, jail sentence, probation or other penalty.

11) Being under the influence of or the manufacture, sale, distribution, possession, dispensation, transportation or use of alcohol during work time or on school property; or being under the influence of or the manufacture, sale, distribution, possession, dispensation, transportation or use of illegal drugs or the unlawful abuse of prescription drugs at any time.

12) Possession of any unauthorized visible or concealed firearms, weapons or explosives during work time or on school property or bringing such items onto school property, including but not limited to weapons for which the owner has obtained a concealed handgun or weapons permit.

13) Failure to maintain appropriate licensure or certification required: (a) for the particular job(s) or duties being performed by an employee; or (b) to operate school property or equipment necessary for the performance of an employee's work responsibilities.

14) Failure to report an on-the-job injury or accident to an immediate supervisor as soon as the employee has knowledge of such injury.

15) Failure to observe specified district safety or security practices while on school property, or vendor property, during work time, or while in the course of school business.

16) Awareness of a safety or security hazard with respect to school property, employees, visitors or students and not acting timely to report such hazard to appropriate administrative, supervisory or to correct such hazard where possible.

17) Awareness of damage or an accident on or involving school property, employees, visitors or students and not acting timely to report such accident or damage to appropriate administrative or supervisory officials.

18) Harassment of fellow employees, visitors, students, or a student's parent or guardian at any time, whether on school property or vendor property, during work time, or while in the course of school business.

19) Threatening, intimidating, provoking a fight, striking or in any way fighting with: (a) a fellow employee, visitor, student, or a student's parent or guardian at any time; or (b) with any other individual when representing the school district.

20) Gambling, betting or taking bets on school property or with students at any time.

21) Behaving indecently or engaging in immoral or abusive conduct: (a) during work time or while in the course of school business; or (b) on school property or with students at any time.

22) Behaving or engaging in any unethical or lascivious, lustful, lewd, or lecherous conduct at any time, if there is a reasonable and adverse relationship between the underlying conduct and the continuing ability of the employee to perform any of his/her professional functions in an effective manner.

23) Falsification, or inappropriate alteration of, or making false statements or misrepresentations regarding information used or contained in any employment records, including but not limited to applications for employment, time cards, leave forms, payroll data, expense records, personnel file materials, government reports, and any other like documents.

24) Falsification, or inappropriate alteration of, or making false statements or misrepresentations regarding information used or contained in any student records, including but not limited to report cards, grades, attendance records, testing data, testing scores, drop-out summaries, transfer sheets, government reports, and any other like documents.

25) Falsification, or inappropriate alteration of, or making false statements or misrepresentations regarding information used or contained in any school financial records, including but not limited to asset listings, ledgers, purchase orders, financial statements, deposit and withdrawal slips, grant data, government reports, and any other like documents.

26) Submitting false requests or claims to the board or the administration, including, but not limited to, claims or requests relating to jury duty, leave, medical claims, supplies and expense reimbursements.

27) Dishonesty or making false statements or misrepresentations regarding any school or work-related matter.

28) Insubordination, including, but not limited to continuing, intentional refusal to cooperate in any school district-related investigation or to follow and/or carry out the reasonable work related instructions, either direct or implied of a supervisor or any employee with administrative authority.

29) Interference with another employee's job performance.

- 30) Unauthorized use of school property at any time, including, but not limited to, motor vehicles, software, information systems, communication systems, or other school-owned, leased or rented equipment.
- 31) Engaging in personal business during work time, including, but not limited to, the use of school property or equipment for personal profit.
- 32) Unauthorized possession, removal or use of school equipment or property or use of board facilities for any purpose other than official school business.
- 33) Unauthorized possession, use or distribution of school keys, access codes or passwords.
- 34) Theft, embezzlement or misuse of school, fellow employee, student, parent, supplier, visitor, or school club or organization funds or property or the removal of such funds or property without authorization.
- 35) Deliberate sabotage, destruction or damage of board, fellow employee, student, parent, supplier, visitor, or school club or organization property or equipment, or the commission of acts intended to cause destruction or damage to such property.
- 36) Unauthorized disclosure or use of confidential school information or records, including but not limited to violation of the board of trustee or the State Department of Education's confidentiality policies, administrative rules, procedures and regulations with respect to personnel, student and testing data.
- 37) Careless or reckless driving of any vehicle while transporting board employees or students, or careless or reckless driving of a school vehicle at any time whether owned, leased or rented.
- 38) Smoking or use of other tobacco products at any time while on school property including, but not limited to, school vehicles, whether owned, leased or rented.
- 39) Sleeping during work hours.
- 40) Failure to dress in a professional manner consistent with an employee's job duties and staff dress code.
- 41) Failure to notify an appropriate supervisor, if required, when leaving district property before an employee's regularly scheduled quitting time or when arriving after the regularly scheduled starting time.

42) Failure to follow applicable board policies, rules, procedures or regulations regarding the reporting or taking of absences from regularly scheduled duties, including but not limited to any rules or procedures established or published by schools or supervisors to district employees.

43) Use of profanity, obscene, or abusive language toward, or in the presence of any student, or of any fellow employee, visitor, or a student's parent or guardian.

44) Any form of unwelcome or inappropriate physical contact with a fellow employee, except for the purposes of self-defense.

45) Any form of unwelcome or inappropriate physical contact with a student, except for the purposes of appropriate instruction, self-defense or necessary and appropriate physical restraint.

46) Conducting or allowing a "strip" search of students by individuals other than federal or state public law enforcement personnel acting within the scope of their public duties (excluding reasonable requests for students to take off shoes, socks, hats or outer garments such as coats, scarves, gloves, etc.).

47) Any form of sexual, lascivious or romantic contact with or solicitation of a student, including, but not limited to, kissing or hugging regardless of whether such activity is welcome or unwelcome.

48) Dating or attempting to date students, or engaging or attempting to engage, in any activity designed to encourage or which does encourage an inappropriate relationship with students.

49) Awareness of actual or potential: (a) unwelcome or inappropriate physical contact with a student by an employee except for the purposes of appropriate instruction, self-defense or necessary and appropriate physical restraint; (b) sexual, lascivious or romantic contact with or solicitation of a student by an employee, regardless of whether such activity is welcome or unwelcome; or (c) dating, attempting to date students, engaging, or attempting to engage, in any activity designed to create or which does create an improper relationship with students, and not acting to report such matters to appropriate administrative or supervisory officials and/or, where required by law, to outside officials in a timely manner.

50) Abandonment of one's job as a certified employee or leaving a certified position without having secured release from one's contract by the Superintendent.

IV. Warnings

Except where in the discretion of supervisory or administrative personnel the conduct or performance of an employee warrants suspension without pay, nonrenewal or immediate termination, an employee should be warned about his/her unacceptable behavior. If the warning is prepared in writing, the warning should be provided to the employee, and a copy should be placed in the employee's personnel file.

The failure to give warnings, either orally or in writing, shall not prevent the discipline or termination of an employee under this policy or Board Policy GBG.

Employees may be suspended only with the approval of the Superintendent, the Executive Director for Human Resources. or their respective designees.

V. Conflicts of Interest

Employees shall refrain from engaging in conduct that is a conflict of interest.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF.: Miss. Code Ann. §25-4-101 et. seq.  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
August 15, 2005

STAFF-STUDENT RELATIONS

Staff members shall be expected to extend all due ethical consideration in their concourse with students and shall have the full right to expect those courtesies returned both to themselves and to students.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVIEWED: June 9, 2006

## STAFF MEETINGS

Faculty meetings are regularly scheduled. Attendance at these and called meetings is required unless excused by the principal. Advance notice of faculty meetings will be given except in case of an emergency.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVIEWED: June 9, 2006



PROFESSIONAL STAFF ORIENTATION

Orientation shall be considered a year-long process for staff members new to the system, with the program conducted jointly by the central administration and individual schools.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVIEWED: June 9, 2006

## CONTRACTS AND AGREEMENTS FOR EMPLOYEES

### Section I: CONTRACTED EMPLOYEES

Contracts offered to all employees must be signed and returned to the superintendent within ten (10) calendar days after receipt.

Contracts will include the terms of employment and any special conditions. The individual employee must provide all information necessary for this proper certification including credit for prior work experience to the Department of Education. Contracts will be valid only after certification has been secured.

Contracts are not issued for temporary employment positions such as for limited service teachers. In such cases, an agreement for employment letter which shall give adequate notice of terms of employment shall be issued. The employment of limited service teachers and substitute teachers is as at-will employees and their services can be discontinued at any time.

### Section II: NON-CONTRACTED EMPLOYEES

The individual employee must provide all information necessary to complete the personnel file.

SOURCE:	Jackson Public School District, Jackson, Mississippi
DATE:	August 20, 1979
AMENDED:	July 16, 1990
	September 18, 1995
REVIEWED:	June 9, 2006

CERTIFICATES

A professional employee shall hold a valid Mississippi certificate appropriate to the position held at the time of employment. The certificate shall be valid at the time of execution of the contract. The certificate shall be valid at the time of execution of the contract. If the certificate expires during the life of such contract and is not renewed, the contract shall be null and void until the certification is renewed.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-9-7; Mississippi Code of 1972  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVIEWED: June 9, 2006

CERTIFICATES – EXPIRED

Certified employees must maintain a current certificate. Any employee allowing a certificate to expire must have it reinstated prior to the issuance of the contract. An expired certificate is a ground for dismissal.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVEIWED: June 9, 2006

**REDUCTION IN FORCE POLICY**

After meeting the staffing needs of the district, contracts for excess staff shall be withheld for the subsequent school year for personnel with the lowest composite score based on performance (60%), certification (20%), and seniority (20%).

Employees who have attained national board certification or who have received specialized training in areas such as Tech Prep, school reform models, and any others with similar specialized training may be exempt from this policy in the discretion of the superintendent with approval of the board of trustees to enable these programs as selected by the superintendent to continue without additional or at minimum cost to the district.

Employees affected shall be offered positions according to need in order to maintain a quality instructional program. This policy shall be effective on July 1, 2001.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 13, 1982  
AMENDED: February 23, 1983  
          March 21, 1988  
          July 16, 1990  
          May 18, 1992  
          March 19, 2001  
REVEIWED: June 9, 2006

TERMINATION OF EMPLOYMENT

The contract provides for termination of services of certified personnel for cause.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-9-59; Mississippi Code of 1972  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVEIWED: June 9, 2006

RELEASE FROM CONTRACT

Should an employee find it desirable or necessary to be released from a contract, they must make a written application to the designee of the superintendent in the personnel office with a copy to the officer directly responsible, stating clearly the reason for the request. Board action taken on the request will be reported in writing to the employee. Request for release from contract to accept other employment is not sufficient cause for affirmative action by the board.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 25, 1982  
AMENDED: July 16, 1990  
REVEIWED: June 9, 2006

## **RULES OF PROCEDURE UNDER THE EDUCATION EMPLOYMENT PROCEDURES LAW**

### **1. APPLICATION OF POLICY**

The policies and procedures as set forth herein shall be applicable only to teachers, principals, and superintendents elected by the board, or other professional instructional personnel who are required to have a valid license issued by the State Department of Education as a prerequisite of employment and are under formal contract of employment under §37-9-25 of the Mississippi Code of 1972.

### **2. DETERMINATION OF SEPARATION**

In the event that a determination that the best interests of the school district would be served by the release from future employment of the employee, the school district shall send notice of the determination to the employee on or before the applicable date as established by the policies of this district.

### **3. RIGHTS OF EMPLOYEES: NOTICES**

- a. An employee who is notified of nonrenewal shall be entitled to a written statement of the specific reasons for nonreemployment, together with a summary of the factual basis therefor, a list of witnesses and a copy of the documentary evidence substantiating the reasons intended to be presented at the hearing. The employee must provide the superintendent with a written request within ten (10) calendar days of the receipt of the notice of nonreemployment. This information shall be given at least fourteen (14) calendar days prior to the hearing.
- b. If a hearing is requested by the employee within ten (10) days of receipt of the notice of nonreemployment, the board will schedule a hearing before itself or a hearing officer at its discretion. It is the practice of this board to appoint a hearing officer except in extraordinary circumstances. If a request is not made within this ten (10) day period, the decision of the superintendent to nonrenew the employee shall be final. For purposes of this section, notice shall be deemed to have been sent to the employee upon the date of actual receipt thereof or the date of delivery to the United States Postal Service for delivery by certified mail.
- c. If a hearing is held pursuant to these rules, the board shall set the time, place and date of such hearing to be held not sooner than five (5) days, nor later than thirty (30) days from the date of the request from the employee and notify the employee in writing of the same.

### **4. HEARING OFFICER**



- a. The board may, at its discretion, appoint one or more hearing officer(s) to conduct the hearing. Nothing herein shall be construed to prohibit a member of the board or an employee of the school district from serving as the hearing officer or to require that he be legally trained, provided that such person was not responsible for the initial decision of nonreemployment.
- b. The hearing officer shall have full power and authority to conduct the hearing to ascertain pertinent facts and facilitate the hearing. The hearing officer is empowered to do the following:
  1. administer oaths and affirmations;
  2. issue subpoenas, subject to the provisions of Section 7 of these rules;
  3. examine witnesses;
  4. receive depositions or affidavits or have them taken when the end of justice would be served, as hereinafter provided;
  5. regulate the course of the hearing;
  6. hold conferences for the settlement or simplification of the issues by consent of the parties;
  7. dispose of procedural requests or similar matters;
  8. make or recommend decisions in accordance with Section 10 of these rules; and
  9. take other action consistent with the district's rules and policies.

In conducting the hearing, the presiding officer shall not be bound by common law or statutory rules of evidence or by technical or formal rules of procedure except as provided in the Education Employment Procedures Law and by these rules.

## 5. THE HEARING

- a. The administration of the school district has the burden of establishing that the determination to nonrenew the employee from future employment is a proper employment decision and that is based upon valid educational reasons or noncompliance with school district personnel policies.
- b. The employee shall have the burden of establishing that the determination to release him from future employment is based upon legally impermissible reasons (such as sex, race, religion, exercise of first amendment rights, etc.) or that the decision is arbitrary and capricious.
- c. Any oral or documentary evidence may be received, but evidence which is irrelevant, immaterial, or unduly repetitious may be excluded.

- d. An employee may present his case by oral or documentary evidence and may cross-examine witnesses against him.
- e. The school attorney is entitled to cross-examine witnesses presented at the hearing.
- f. The employee shall not be required to testify in his own behalf, but upon doing so shall be subject to cross-examination.
- g. A transcript of testimony and exhibits, together with all papers and requests filed in the proceeding, shall be prepared and shall constitute the exclusive record for decision. A copy of the record shall be made available to a party in interest upon payment of a charge not in excess of the reporter's fees under §9-13-33 of the Mississippi Code of 1972. In the event of a judicial appeal of the board's decision, the entire expense of the transcript and notes shall be assessed as court cost.

## 6. SUBPOENAS

- a. Requests for subpoenas may be made by the employee, the staff member responsible for the decision of nonreemployment, a representative of the administration or the board not later than five (5) days prior to the hearing date.
- b. The hearing officer is authorized to issue subpoenas, at his sole discretion, upon his own motion or upon request where there is a statement or showing of general relevance and reasonable scope of the evidence sought.
- c. Any person compelled to appear before the board or hearing officer is entitled to be accompanied, represented, and advised by counsel and, if the witness is a minor, by a parent or legal guardian.
- d. In the event it becomes necessary to enforce or to quash a subpoena issued to compel attendance of a witness, the proponent may petition the Chancery Court of Hinds County.

## 7. DEPOSITIONS

- a. It is the policy of the school district that depositions will be allowed only in extraordinary cases in which the personal attendance of the witness is impossible or would impose an unreasonable hardship.
- b. Depositions shall be allowed only if an application by a party is approved by the hearing officer, at his sole discretion.
- c. Any costs associated with the taking of depositions shall be the responsibility of the party requesting it, which shall not include attorneys' fees.

## 8. CONDUCT OF HEARING

- a. The first order of business after the hearing is convened is to dispose of any procedural matters.

- b. Prior to receiving any testimony, evidence will be received that all notices and information was timely sent to the employee and that the employee made timely requests for information and a hearing. If a notice or a request is defective or untimely, the presiding officer may order such relief as inappropriate.
- c. Witnesses and other evidence in support of the determination to release the employee from future employment will be introduced first. The hearing officer may interrogate witnesses himself or he may allow a representative of the administration or the board to examine witnesses. The employee or his attorney will also be allowed to cross-examine each witness presenting evidence against him at the hearing.
- d. The hearing will be held in executive session unless the employee elects to have a public hearing, and shall be considered a confidential personnel record. If the hearing is public, the board or hearing officer may order any part of the hearing to be held in executive session, if, in the opinion of the board or hearing officer, the testimony to be elicited deals with matters involving the reputation or character of another person. Testimony by minors shall be held in executive session.
- e. After the evidence in support of the determination has been submitted, the employee will be allowed an opportunity to present his witnesses and evidence. The presiding officer and a representative of the administration or the board will be allowed an opportunity to cross-examine any witnesses for the employee.
- f. After the employee concludes his case, the administration will be allowed an opportunity to present rebuttal evidence, either at the time of the hearing or within a reasonable time upon recess of the hearing.
- g. The hearing officer, at his discretion, may require any portion of the evidence to be submitted in the form of depositions or affidavits. If affidavits are received, counter-affidavits may be presented within such time as the hearing officer may allow.
- h. At the conclusion of the hearing, each party may be allowed an opportunity for closing arguments, if requested by the hearing officer, at his discretion.

#### 9. RECOMMENDED DECISION OF HEARING OFFICER

- a. If the board appoints a hearing officer, he/she shall make a report unless the board orders that the record be transmitted to it without such report.
- b. The hearing officer may, at his discretion, prior to the conclusion of the hearing and to making his report, request proposed findings from all parties.

#### 10. FINAL DECISION

- a. If the board initially hears the matter, it will make its decision on the basis matters presented before it and will send notices of its decision to the parties within 10 days of the conclusion of the hearing.

- b. If the board does not initially hear the matter, the parties will be given a reasonable opportunity to appear before the board, in person or by counsel, to present statements in their behalf. The board will send notice of its decision to the parties within 30 days of the conclusion of the hearing.
- c. The board shall receive the hearing officer's report and the record and shall prepare its own findings and final decision.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: September 16, 2002  
REVEIWED: June 9, 2006

## SUSPENSION OF CERTIFIED EMPLOYEES

Certified employees can be suspended pursuant to state law. The responsible officer shall follow administrative channels in making a recommendation for suspension of an employee. An employee's service record and contracted salary shall be uninterrupted while he is placed on administrative leave with pay unless otherwise directed. A certificated employee may be placed on administrative leave with pay when an investigation is needed to determine the future status of the employee.

This policy does not apply to non-certified employees who have "at-will" status.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL REF:	Section 37-9-59; Mississippi Code of 1972
DATE:	October 16, 1978
AMENDED:	July 16, 1990
	September 18, 1995
REVEIWED:	June 9, 2006

LEAVING EMPLOYMENT PRIOR TO FINAL DATE OF CONTRACT

Any personnel, teaching staff, or administrative staff, who request to leave their employment prior to the final date of their contract will have their compensation reduced per diem rate for each day or part of a day absent.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: October 16, 1978  
AMENDED: July 16, 1990  
REVIEWED: June 9, 2006

EMPLOYMENT/COMPENSATION – FALSE CLAIMS

It shall be grounds for immediate dismissal for any employee to make a false statement or representation knowing it to be false, or willfully to fail to disclose a material fact for the purpose of obtaining or increasing any benefit under the Mississippi Employment Security Law, Worker's Compensation Rules and Regulations, and other employment benefits.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 71-5-19, 71-5-513, Mississippi Code of 1972  
DATE: January 18, 1982  
AMENDED: July 16, 1990  
September 20, 1993  
REVIEWED: June 9, 2006

## COMPUTER USAGE: DATA AND PROGRAM SECURITY

### Section I: PURPOSE

Use of or access to Jackson Public School District data and/or programs id for performance of official and approves assignments. Use of the computer for access to data and access to secure areas for other than an approved assignment id prohibited. Disclosure of information obtained in carrying out an assignment is to be safeguarded commensurate with the privacy or value of the data and care must be exercised to further ensure against unauthorized modification or use. This regulation covers all employees and students of Jackson Public School District.

### Section II: SCOPE

This policy applies to all data and programs maintained, stored, or created within the jurisdiction of the Jackson Public School District.

### Section III: COMPUTER SOFTWARE

Recognizing that computer software piracy is a major problem for the industry, the following procedures shall be instituted to discourage violation of copyright laws and to prevent related illegal activities at school:

1. No illegal copies of copyrighted programs may be made or used on school equipment.
2. No "locksmith" type programs will be owned or used by the school, nor will anyone be allowed to use such programs on school equipment.
3. Legal back-up copies of copyrighted programs will be protected to prevent unauthorized additional copies.

### Section IV: PENALTIES

Unauthorized use or abuse of the system can result in revocation of privileges, employee dismissal, or possible criminal prosecution as outlined in Chapter 319 of the General Laws of 1985 of Mississippi.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 97-45-1 through 97-45-13; Mississippi Code of 1972  
DATE: August 19, 1985  
AMENDED: July 16, 1990  
REVIEWED: June 9, 2006



## COMPUTER USAGE: LAPTOP COMPUTERS

### Section I.      PURPOSE

The Jackson Public School District recognizes that its teachers and administrative staff may need to use the district's laptop computers off-site, after hours, in order to complete a project or further the district's goals. While said usage is allowed, it must be within strict guidelines.

A teacher or staff member who is desirous of using a laptop computer at his or her home must first obtain approval from the Director of the Teacher Resource Center or his or her principal if the computer is located at the school site. An off-site usage agreement which sets forth the purpose and other pertinent information must be completed prior to check-out. Computers will be checked out on an availability basis. Staff must certify that the computers will be used only for district purposes. Failure to abide by this rule may prohibit the teacher or staff member from using the computer in the future, and subject him or her to disciplinary action.

### Section II:     LIABILITY

Teachers or staff are ultimately responsible for the laptop computer they carry home. Should it become lost, stolen, or otherwise damaged while in the staff member's possession, the staff member may be required to reimburse the school district for the replacement value of the computer.

SOURCE:        Jackson Public School District, Jackson, Mississippi

DATE:           August 18, 1997

**TEACHER RESOURCE CENTER**

**Jac son Public School District**

**101 Near Street**

**Jac son, Mississippi 3 203**

**OFF SITE USAGE AGREEMENT**

This computer is made available for authorized use through the Teacher Resource Center (hereinafter “TRC”). The Agreement is in accordance with Policy JIA and places full responsibility on the borrower for the sole operation and prompt return of the computer. The borrower’s signature will indicate acceptance of the terms of the Agreement.

1. Computers at the TRC will be for school use only.
2. The computer will only be operated by the undersigned borrower.
3. No unlicensed software will be permitted on district-owned computers.
4. No personal software will be permitted on district-owned computers without prior written approval from the Office of Information Services.
5. The borrower must immediately report any mechanical problems with the computer to the TRC, or Information Services. No attempt should be made to repair the computer by the borrower.
6. The borrower will assume full responsibility for the prompt return of the computer in good condition.
  - a. If the computer is stolen or lost while in the borrower’s possession, the borrower must immediately file a policy report and notify the TRC, Information Services. The borrower must provide the TRC with the policy case number for the stolen property.

- b. If the computer is damaged while in the borrower's care, he or she shall immediately notify the TRC, Information Services, or principal of the damage and how it occurred.
  - c. The borrower understands that the Jackson Public School District may hold him or her financially responsible for the loss and may take necessary action to recover said loss.
7. Unauthorized use may result in disciplinary action up to and including termination.

**TO BE COMPLETED BY PERSONNEL:**

**Property Description:**

**Item Asset Number:**

**Check Out Date:**

**Property Returned In Good Condition**      **Yes**                      **No**

**If No, please explain:**

AGREED:

Signature: \_\_\_\_\_

Borrower

TRC Director

Borrower's Address: \_\_\_\_\_

Borrower's School: \_\_\_\_\_

Borrower's Telephone Numbers: \_\_\_\_\_

Work

Home

## PROHIBITION OF DRUGS & ALCOHOL

The Jackson Public School District enforces a drug and alcohol policy for all employees in order to provide a safe, drug-free environment for all students and employees. Testing will be conducted in compliance with the Omnibus Transportation Employee Testing Act of 1991, 49 CFR, Part 40, Drug and Alcohol Testing of Employees, Miss. Code Ann. §71-7-3, and in compliance with the Drug-Free Workplace Act of 1988, 34 CFR, Part 85, Subpart F and 34 CFR, Part 85, Section 85.615 and 85.620.

### Section I: DRUG-FREE WORKPLACE

It is a violation for any employee to manufacture, distribute, dispense, possess, or use unlawfully on or in the workplace, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedule 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 1300.11-1300.5. Those employees tested under the authority of the Omnibus Transportation Employee Testing Act of 1991, 49 CFR, Part 40, will be tested for the following drugs: marijuana, cocaine, amphetamines, opiates, and phencyclidine. Those employees involved in safety-sensitive positions will be tested consistent with procedures of the Omnibus Transportation Employee Testing Act of 1991 and the Drug-Free Workplace Act of 1988.

“Workplace” is defined as the site for the performance of work done; 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.

The Jackson Public School District mandates that all employees report to work without any alcohol, illegal, or mind-altering substances in their systems. Any violation of the standards of conduct set forth in this policy may result in a referral for criminal prosecution and termination of employment. Employees who receive a positive confirmed drug and/or alcohol test result may contest the accuracy of that result or explain it in the manner set forth in the procedures to this policy.

### Section II: OFF-DUTY CONDUCT

Off-the-job use of drugs, alcohol or any other prohibited substance which results in impaired work performance, including but not limited to absenteeism, tardiness, poor work product, or harm to the school system’s image or relationship with the government is prohibited. Employees should realize that these regulations prohibit all illicit drug use on and off duty.

### Section III: PRESCRIPTION DRUGS

The proper use of medication prescribed by a physician is not prohibited; however, the Jackson Public School District prohibits the misuse of prescribed or over-the-counter medications and requires all employees using drugs at the direction of a physician to notify the district’s medical review officer or their supervisor where these drugs may affect their job performance, such as by causing drowsiness. Employees may confidentially report the use of prescription or over-the-counter medications to the medical review officer or their supervisor prior to being tested.

Section IV: SUBSTANCE SCREENING

- A. *Applicants:* Substance screening is required for all final applicants applying for a position for which drug testing is required by the provisions of the Omnibus Transportation Employee Testing Act of 1991 and also those employees in safety-sensitive positions including the following job categories and those employees who drive district vehicles as part of their primary duties in carrying out their job responsibilities: bus drivers, bus aides, mechanics, gas attendants, offset equipment operator I, offset equipment operator II, graphic arts specialist III, darkroom specialist II, crew foreman, coordinator, bonds and facilities, carpentry, climate control, courier, custodians, drivers education, electronics department, electrical department, fixed assets, food service warehouse, plant and operations, plumbing department, preventative maintenance, JROTC, safety and security, site care, and warehouse central. Such testing may be required either alone or as part of a pre-employment physical examination. Before submitting to testing, applicants are required to sign a consent/release form which indicates that they have read and understand the drug and alcohol policy and agree to submit to testing. Refusal to execute the required consent/release form shall not invalidate the results of the drug or alcohol test, or bar the employer from administering the drug or alcohol test, or from taking action that is consistent with this policy, or from refusing to hire the applicant. Applicants will be disqualified for hire if they test positive, refuse to submit to a test, or refuse to execute the required consent/release form.
- B. *Reasonable suspicion:* All employees of the district, and not just those listed under this policy, are subject to a request for screening if reasonable suspicion exists to support such a request.
- C. *Random testing:* The district reserves the right to conduct random, unannounced substance screening of its employees.
- D. *Searches:* The district reserves the right to search desks; cabinets; tool boxes; vehicles, including personal vehicles brought on the school district's property; bags or any other property at the school or in vehicles brought onto the district's property. An employee may be asked to be present and remove a personal lock. Where the employee is not present or refuses to remove a personal lock, the coordinator of safety and security services will do so for him/her. The district may release any illegal or controlled drug or paraphernalia to appropriate law enforcement authorities. All searches should be conducted with the coordinator of safety and security services.

Section V: CONDITION OF EMPLOYMENT

As a condition of employment, all employees shall abide by the terms of this policy (Drugs and Alcohol, GBEM) respecting a drug-free workplace and drug screening.

An employee is subject to termination for any violation of the policy, that is, for testing positive, for refusing to submit to the drug screening, for refusing to execute a release, or for refusing to cooperate with an investigation or search by the administration.

Sanctions against employees shall be in accordance with prescribed school district administrative regulations and procedures.

It is a condition of continued employment that employees shall notify their supervisor of any conviction involving a controlled substance no later than five (5) days after such conviction. The district will notify any federal agency from which it receives a grant of any conviction within ten (10) days after receiving notice of such conviction.

Section VI: EMPLOYEE ASSISTANCE PROGRAM

The district's employee assistance program includes:

- A. Professional development programs:
  - 1. Regarding the dangers of drug and alcohol abuse;
  - 2. Training on the effects and consequences of substance use on personal health, safety, and work;
  - 3. Manifestation and behavioral causes that may indicate substance use; and
  - 4. Documentation of training provided.
- B. Awareness of available drug counseling programs for employees including those who have a positive confirmed test result.
- C. Awareness of the drugs and alcohol policy and procedures and the penalties for violation of the policy.
- D. Distribution of this policy and drug counseling information upon employment and annually thereafter.

For further information and guidance, the Office of Human Resources should be contacted.

Section VII: ON-THE-JOB DRUG USE

An employee who is aware of a fellow employee's on-the-job drug or alcohol use or attendance at work while under the influence of either drugs or alcohol is required to notify the administrative officer in charge of the drug user. Failure to do so may result in disciplinary action.

Section VIII: CONFIDENTIALITY

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the employer through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

However, all employees will be required to execute a consent/release form permitting the school district to release test results and related information to the unemployment compensation commission or other relevant government agency.

Section IX: POSTING OF NOTICE

Notice of drug and alcohol testing shall be posted in an appropriate and conspicuous location at each work site and copies of the policy shall be made available for inspection during regular business hours by employees in the offices of the district counsel, human resources executive director, or other suitable locations.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Drug-Free Workplace Act of 1988, 34 CFR, Part 85, Subpart F, and 34 CFR, Part 85, Section 85.615 and 85.620, Omnibus Transportation Employee Testing Act, 1991, P.L. 102-143, 49 CFR, Part 40, Miss. Code Ann. §71-7-3

DATE: August 29, 1989

AMENDED: July 16, 1990  
August 16, 1993  
January 18, 1994  
January 18, 1996  
May 16, 2005

## DRUGS AND ALCOHOL

## A. APPLICANTS

Substance screening is required for all final applicants applying for a position for which drug testing is required by the provisions of the Omnibus Transportation Employee Testing Act of 1991 and certain safety sensitive positions including but not limited to the following job categories: bus drivers, bus aides, mechanics, gas attendants, offset equipment operator I, offset equipment operator II, graphic arts specialist III, darkroom specialist II, crew foreman, coordinator, bonds and facilities, carpentry, climate control, courier, custodians, drivers education, electronics department, electrical department, fixed asset, food service warehouse, plant and operations, plumbing department, preventative maintenance, ROTC, safety and security, site care, and warehouse central. Such testing may be required either alone or as part of a pre-employment physical examination. Applicants are required to sign a consent/release form before submitting to screening which indicates that they have read and understand the drug and alcohol policy and agree to submit to testing. Refusal to execute the required consent/release form shall not invalidate the results of the drug and alcohol test, or bar the employer from administering the drug or alcohol test, or from taking action that is consistent with this policy, or from refusing to hire the applicant. Applicants will be disqualified for hire if they test positive, refuse to submit to a test, or refuse to execute the required consent/release form.

Substance screening may be required of any employee if there exists reasonable suspicion to support such request.

## B. CURRENT EMPLOYEES

## 1. Reasonable Cause

All employees of the district and not just those subject to the Omnibus Transportation Employee Testing Act of 1991 or those employees in safety-sensitive positions will be required to submit to screening whenever a supervisor observes circumstances which he/she believes indicate an employee has used a controlled substance or otherwise violated the substance abuse rules. The supervisor's determination that reasonable suspicion exists to require the employee to undergo an alcohol and drug test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. Among other things, reasonable cause testing may result from supervisor observation, coworker complaints, performance decline, attendance or behavior changes, involvement in a workplace or vehicular accident, or other actions that indicate a possible error in judgment or negligence, or other violations of the drug or other school district policy.

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The supervisor or supervisors requesting testing shall prepare and sign written documents explaining the circumstances and evidence upon which they relied within 24 hours of the testing, or before the results of the tests are released, whichever is earlier. The required observations for alcohol and/or controlled substance reasonable suspicion testing shall be made by a supervisor or designee



who has been trained for at least 60 minutes on alcohol misuse and an additional 60 minutes on controlled substance misuse. While one supervisor may request a reasonable cause test, when feasible, supervisors are encouraged to obtain a second supervisor as a witness.

## 2. Random Testing

The Jackson Public School District will conduct random, unannounced screening for alcohol and controlled substances for all employees under the Omnibus Transportation Employee Testing Act of 1991 and those employees who hold safety-sensitive positions, including employees in the following job categories: bus drivers, bus aides, mechanics, gas attendants, offset equipment operator I, offset equipment operator II, graphic arts specialist III, darkroom specialist II, crew foreman, coordinator, bonds and facilities, carpentry, climate control, courier, custodians, drivers education, electronics department, electrical department, fixed asset, food service warehouse, plant and operations, plumbing department, preventative maintenance, ROTC, safety and security, site care, and warehouse central will be screened for controlled substances only. The school district will administer tests of employees in a number equal to or greater than 50 percent of the workforce — without advance notice — in the first 12 months of testing. All employees are prohibited from possessing, drinking, or being impaired or intoxicated by alcohol while at work or on duty. While employees are prohibited from having any alcohol present in their system while on duty, a breath alcohol concentration (BAC) of .04 will be accepted as presumptive evidence of intoxication. Additionally, mandated employees (employees subject to provisions of 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991) with a BAC of .02-.039 will be placed out-of-service for a period of no less than 24 hours. Evidential breath testing devices (EBTS) on the National Traffic Highway Safety Administration Conforming Products List will normally be used to determine BAC. Tests of employees for alcohol will be conducted in a number equal to or greater than 25 percent of the affected work force – without advance notice – in any given 12 month period. There will be no maximum number of samples that any one individual will be required to provide during the testing schedule. Subsequent testing will be conducted at levels equal to or greater than the initial testing level. Computerized random sample lists will be provided to the drug program coordinator. The list of employees in the random pool will be updated on a quarterly basis. Employees will be required to report to the school district designated collection site for testing as soon as possible, but in no case later than four (4) hours following notification. Annually, the tests will be spread reasonably over twelve (12) months.

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## 3. Post-Accident Testing

Employees under the Omnibus Transportation Employee Testing Act of 1991 and those employees who hold safety-sensitive positions, including employees in the following job categories: bus drivers, bus aides, mechanics, gas attendants, offset equipment operator I, offset equipment operator II, graphic arts specialist III, darkroom specialist II, crew foreman, coordinator, bonds and facilities, carpentry, climate control, courier, custodians, drivers education, electronics department,

electrical department, fixed asset, food service warehouse, plant and operations, plumbing department, preventative maintenance, JROTC, safety and security, site care, and warehouse central are required to immediately notify their supervisor and the respective executive staff member of any accident resulting in injury or damage to school system property. The Department of Transportation (DOT) requires post-accident drug and alcohol testing following any accident which results in the: (1) loss of human life, or (2) receipt of a citation under state or local law for a moving traffic violation arising from the accident. The Transportation Office or other department where the employee is assigned shall then notify the drug program coordinator. The school district policy requires an employee involved in a reportable accident, defined as an accident resulting in injury requiring more than simple first aid or resulting in damage to property, to undergo substance screening within 32 hours of the occurrence of the accident. The school district will discipline any employee who fails to report an accident or to submit to substance screening where required by law or this policy. The accident report, needed in compliance with school district policy and applicable laws and regulations, shall be completed.

#### 4. Return to Duty Testing

All employees referred through administrative channels who undergo a counseling or rehabilitation program or who are suspended for abuse of substances covered under this policy will be subject to unannounced testing following return to duty for no less than twelve (12) months and no more than sixty (60) months. Such employees shall be tested at the frequency stipulated in the abeyance contract or as scheduled by the medical review officer. The employees will be tested a minimum of six (6) follow-up tests during the first twelve months. Testing will be on a daily, weekly, monthly, or longer basis at the discretion of the medical review officer and will be in addition to the other types of tests provided in this policy. Employees testing at a level 0.04 BAC for alcohol or positive for drugs must be assessed by a substance abuse professional (SAP), satisfy the recommendations of the assessment, test negative for drugs and below 0.02 BAC for alcohol, and be released as drug free by the medical review officer prior to returning to duty.

#### 5. Recertification Physical Examinations

All mandated employees with commercial driver's licenses may be required to undergo urinalysis as part of their recertification physical examination.

### C. TESTING PROCEDURES

#### 1. General Guidelines

The school district and its lab shall rely, when practical, on the guidance of the federal department of transportation procedures for transportation workplace drug testing programs, 49 C.F.R. Parts 40.1 through 40.39 and 49 C.F.R. Parts 382, 391, and 395.

#### 2. Substances Tested for All Employees

Employees will regularly be tested for: amphetamines, cannabinoids, cocaine, opiates, and phencyclidine. Testing for alcohol will also be conducted subject to the final provisions of the Omnibus Transportation Employee Testing Act of 1991. Employees may be tested for other substances without advance notice as part of a separate test performed by the school district for safety purposes. Such tests will be coordinated with the drug program coordinator.

### 3. Testing Procedure

The Jackson Public School District reserves the right to utilize blood, hair, breath, saliva, or urinalysis testing procedures. Only urinalysis and breath tests will be utilized in the pre-employment and random testing. All initial positive urine specimens will be confirmed by gas chromatography/mass spectrometry (gc/ms).

## D. COLLECTION SITES

The school district will designate ~~collection sites in areas where individuals may~~ provide specimens.

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## E. COLLECTION PROCEDURES

The Jackson Public School District and the laboratory have developed and will maintain a documented procedure for collecting, shipping, and accessing urine specimens. The district and the laboratory will utilize a standard Urine Custody and Control Form for all employee testing. A Standard Breath Alcohol Testing Form for all employee alcohol testing will be utilized. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will also be used for urine sample transportation. Alcohol results will use approved tamper-evident tape.

Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure as reasonable. A person who collects or takes a specimen for a drug test pursuant to this policy shall collect an amount sufficient for two (2) drug tests as defined by the Department of Transportation. Where the school district has an employee collect the specimen, the school district will provide instruction and training to that employee. All alcohol testing will be performed by a certified breath alcohol technician (BAT).

All employees will also be required to execute the Jackson Public School District applicant/employee screening consent form.

## F. OCCASIONS WHEN THE COLLECTION PERSONNEL SHOULD DIRECTLY OBSERVE THE SPECIMEN BEING PROVIDED

The school district has adopted the direct observation procedures as set out in section 40.25 of the department of transportation regulations. An employer or medical representative at the collection site may directly observe the employee actually provide the specimen where there is reason to believe that an individual may alter or substitute the specimen. Section 40.25 (e)(2) sets out the only four circumstances where direct observation is appropriate.

1. The employee has presented a urine specimen that falls outside the normal temperature range, and the employee declines to provide a measurement of oral body temperature by sterile thermometer, or the oral temperature does not equal or exceed that of the specimen.
2. The last urine specimen provided the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2 g/l.
3. The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.).
4. The employee has previously been determined to have used a controlled substance without medical authorization and the particular test is being conducted as a part of a rehabilitation program or on return to service after any required rehabilitation.

A second specimen should be obtained under direct observation wherever there is reason to believe that the individual may have altered or substituted the specimen.

Where necessary, Jackson Public School District representative or medical personnel may obtain a specimen outside of a designated collection site (such as, at a public restroom at an accident investigation).

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#### G. EVALUATIONS AND RETURN OF RESULTS TO THE SCHOOL DISTRICT

The laboratory will transmit (by fax, mail, or computer, but not orally over the telephone) the results of all tests to the school district's medical review officer. The medical review officer will be responsible for reviewing the quantified test results of employees and confirm that the individuals testing positive have used drugs in violation of school district policy. Prior to making a final decision, the medical review officer shall give the individuals an opportunity to discuss the result either face-to-face or over the telephone.

The medical review officer shall then promptly tell the drug program coordinator which employees or applicants test positive.

#### H. REQUEST FOR RETEST

Where a split specimen has been collected, an employee may request a retest of the split specimen within 72 hours of notification of the final test result. Where only one sample is submitted for testing, the employee may request a retest of the original sample within 72 hours after notification of the final test result. Requests must be submitted to the drug program coordinator.

The employee may be required to pay the associated costs of retest in advance but will be reimbursed if the result of the retest is negative.

#### I. RELEASE OF TEST RESULTS

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the employer through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with the Policy Consent/Release Form.

However, all employees will be required to execute a consent/release form permitting the school district to release test results and related information to the unemployment compensation commission or other relevant government agency.

The medical review officer shall retain the individual test results for positive specimens for five (5) years and **negative for twelve (12) months.**

J. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The school board's **Employee Assistance Program (EAP)** shall include education and training for supervisors who are authorized to determine reasonable suspicion testing. These supervisors must receive a minimum of 60 minutes on alcohol abuse and an additional 60 minutes of training on controlled substance use and abuse.

The training shall cover the physical, behavioral, and performance indicators of probable use and misuse of alcohol and controlled substances. Documentation of training attendance must be maintained.

The drug program coordinator should be contacted for further guidance.

K. INVESTIGATION/SEARCHES

Where a supervisor has reasonable cause to suspect that an employee has violated the substance abuse policy, he or she may inspect vehicles which an employee brings on the school board's property, lockers, work areas, desks, purses, briefcases, tool boxes, or other belongings, and at locations where school-related activities are being conducted without prior notice in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Where the employee is not present or refuses to remove a personal lock, the drug program coordinator will do so for him or her. The school board may release any illegal, or controlled drugs, or paraphernalia to appropriate law enforcement authorities.

All searches should be coordinated with the drug program coordinator.

The school district will discipline, including discharge, employees for any violation of the policy, including refusing to submit to screening, to execute a release or otherwise cooperate with an investigation or search by the administration.

All employees who test positive in a confirmative substance test will be subject to discipline up to and including discharge. Rehabilitation, at a pre-approved treatment provider, may be available to individuals who violate the policy. However, unless other provisions are available to the effected individual, assistance will be limited to the degree

of treatment provided within the school district's employee benefit plan. The human resource officer should be contacted for guidance.

No employee may be returned to regular duties after any rehabilitation or testing positive unless certified as safe and not using drugs by the school district's medical review officer. Any employee returned to duty after violating the policy or testing positive will be subject to aftercare and random testing as set out in a written probation agreement which he/she will be required to execute.

Note: These procedures should not be construed as contractual in any nature. They represent the district's current guidelines in dealing with a developing problem under evolving laws and facts, and may be changed without advance notice.

March 28, 2005

**JACKSON PUBLIC SCHOOL DISTRICT**  
**APPLICANT/EMPLOYEE SCREENING CONSENT FORM**

I, \_\_\_\_\_, do hereby give my consent to the Jackson Public School District to collect a urine and/or blood sample from me on this date, and I further give my consent to the school district to forward the sample(s) to the testing laboratory for its performance of appropriate tests thereon to identify the presence of drugs and/or alcohol. I further give the laboratory my permission to release the results of such tests to the school district's medical review officer, if appropriate. I understand that the refusal to submit to testing or a positive test result will affect my initial or continued employment and result in disciplinary action as described in the school district's drug and alcohol policy (GBEM). I also understand that it is not the purpose of this test to identify any disability I may have.

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\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

**JACKSON PUBLIC SCHOOL DISTRICT**  
**EMPLOYMENT CONSENT/RELEASE FORM**

I have read policy GBEM, Drugs and Alcohol and agree to abide by the Jackson Public School District's drug and alcohol rules. I agree to submit to drug or alcohol tests at any time as a condition for my initial or continued employment. I authorize any laboratory or medical provider to release test results to the Jackson Public School District and its medical review officer.

I expressly authorize the district or its medical review officer to release any test-related information, including positive results, to the unemployment compensation commission or other government agency investigating my employment or the termination thereof.

I understand that this agreement in no way limits my right to terminate my employment or be terminated in accordance with federal and state law.

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DATE

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EMPLOYEE SIGNATURE

MARCH 2005



## SMOKING/TOBACCO PRODUCTS ON SCHOOL PREMISES

### Section I: PROHIBITION OF SMOKING AND TOBACCO PRODUCTS

The Jackson Public School District Board of Trustees recognizes that smoking represents a health and safety hazard which may have serious consequences for the smoker and nonsmoker and the safety of the District. Because of the Board's grave concern for the safety of the District, and in order to protect the students, staff, visitors, and guests of the District from an environment that may be harmful to them, and because of its possible harm to personal well-being, the Board hereby prohibits smoking by all staff, students, visitors, or guests in all school district buildings, district vehicles, and on district grounds.

It is specifically directed that the smoking ban will be in effect 24 hours a day, seven days a week, and will apply to anyone present in school district buildings, district vehicles, and on district grounds.

For purposes of this policy, "smoking" will include any and all use of tobacco, including but not limited to cigars, chewing, cigarettes, and pipes.

The Board hereby directs the superintendent of the District to adopt the necessary rules and procedures to ensure the enforcement and implementation of this nonsmoking policy.

It is understood that this policy will be in addition to existing Board Policy concerning the prohibition of smoking by students on school property and buses.

This policy is effective July 1, 1991.

### Section II: PROCEDURES

Procedures for implementing Board policy regarding nonsmoking affect (4) groups of persons.

- A. Employees found to be in violation of the District smoking policy will be disciplined according to the following management system: first offense – verbal warning; second offense – written warning with a copy in employee's file; third offense – disciplinary procedure which may lead to dismissal.
- B. Community Groups house school facilities must abide by this policy. The package distributed to groups who request building utilization forms shall include a copy of the smoking/tobacco products policy. If it

is discovered that an individual group is not in compliance with this policy, that group will be denied use of District facilities for a period of no less than 18 months.

- C. Spectators at outside school sponsored events will be encouraged to abide by the tobacco free ban on district grounds.
- D. Students found to be in violation of the district smoking policy shall be disciplined in accordance with district policy and procedures on student discipline.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: December 17, 1990  
AMENDED: July 9, 1991  
REVIEWD: June 9, 2006

## **RULES OF PROCEDURE UNDER THE EDUCATION EMPLOYMENT PROCEDURES LAW**

### **1. APPLICATION OF POLICY**

The policies and procedures as set forth herein shall be applicable only to teachers, principals, and superintendents elected by the board, or other professional instructional personnel who are required to have a valid license issued by the State Department of Education as a prerequisite of employment and are under formal contract of employment under §37-9-25 of the Mississippi Code of 1972.

### **2. DETERMINATION OF SEPARATION**

In the event that a determination that the best interests of the school district would be served by the release from future employment of the employee, the school district shall send notice of the determination to the employee on or before the applicable date as established by the policies of this district.

### **3. RIGHTS OF EMPLOYEES: NOTICES**

- a. An employee who is notified of nonrenewal shall be entitled to a written statement of the specific reasons for nonreemployment, together with a summary of the factual basis therefor, a list of witnesses and a copy of the documentary evidence substantiating the reasons intended to be presented at the hearing. The employee must provide the superintendent with a written request within ten (10) calendar days of the receipt of the notice of nonreemployment. This information shall be given at least fourteen (14) calendar days prior to the hearing.
- b. If a hearing is requested by the employee within ten (10) days of receipt of the notice of nonreemployment, the board will schedule a hearing before itself or a hearing officer at its discretion. It is the practice of this board to appoint a hearing officer except in extraordinary circumstances. If a request is not made within this ten (10) day period, the decision of the superintendent to nonrenew the employee shall be final. For purposes of this section, notice shall be deemed to have been sent to the employee upon the date of actual receipt thereof or the date of delivery to the United States Postal Service for delivery by certified mail.
- c. If a hearing is held pursuant to these rules, the board shall set the time, place and date of such hearing to be held not sooner than five (5) days, nor later than thirty (30) days from the date of the request from the employee and notify the employee in writing of the same.

### **4. HEARING OFFICER**

- a. The board may, at its discretion, appoint one or more hearing officer(s) to conduct the hearing. Nothing herein shall be construed to prohibit a member of the board or an employee of the school district from serving as the hearing officer or to require that he be legally trained, provided that such person was not responsible for the initial decision of nonreemployment.
- b. The hearing officer shall have full power and authority to conduct the hearing to ascertain pertinent facts and facilitate the hearing. The hearing officer is empowered to do the following:
  1. administer oaths and affirmations;
  2. issue subpoenas, subject to the provisions of Section 7 of these rules;
  3. examine witnesses;
  4. receive depositions or affidavits or have them taken when the end of justice would be served, as hereinafter provided;
  5. regulate the course of the hearing;
  6. hold conferences for the settlement or simplification of the issues by consent of the parties;
  7. dispose of procedural requests or similar matters;
  8. make or recommend decisions in accordance with Section 10 of these rules; and
  9. take other action consistent with the district's rules and policies.

In conducting the hearing, the presiding officer shall not be bound by common law or statutory rules of evidence or by technical or formal rules of procedure except as provided in the Education Employment Procedures Law and by these rules.

## 5. THE HEARING

- a. The administration of the school district has the burden of establishing that the determination to nonrenew the employee from future employment is a proper employment decision and that is based upon valid educational reasons or noncompliance with school district personnel policies.
- b. The employee shall have the burden of establishing that the determination to release him from future employment is based upon legally impermissible reasons (such as sex, race, religion, exercise of first amendment rights, etc.) or that the decision is arbitrary and capricious.
- c. Any oral or documentary evidence may be received, but evidence which is irrelevant, immaterial, or unduly repetitious may be excluded.

- d. An employee may present his case by oral or documentary evidence and may cross-examine witnesses against him.
- e. The school attorney is entitled to cross-examine witnesses presented at the hearing.
- f. The employee shall not be required to testify in his own behalf, but upon doing so shall be subject to cross-examination.
- g. A transcript of testimony and exhibits, together with all papers and requests filed in the proceeding, shall be prepared and shall constitute the exclusive record for decision. A copy of the record shall be made available to a party in interest upon payment of a charge not in excess of the reporter's fees under §9-13-33 of the Mississippi Code of 1972. In the event of a judicial appeal of the board's decision, the entire expense of the transcript and notes shall be assessed as court cost.

## 6. SUBPOENAS

- a. Requests for subpoenas may be made by the employee, the staff member responsible for the decision of nonreemployment, a representative of the administration or the board not later than five (5) days prior to the hearing date.
- b. The hearing officer is authorized to issue subpoenas, at his sole discretion, upon his own motion or upon request where there is a statement or showing of general relevance and reasonable scope of the evidence sought.
- c. Any person compelled to appear before the board or hearing officer is entitled to be accompanied, represented, and advised by counsel and, if the witness is a minor, by a parent or legal guardian.
- d. In the event it becomes necessary to enforce or to quash a subpoena issued to compel attendance of a witness, the proponent may petition the Chancery Court of Hinds County.

## 7. DEPOSITIONS

- a. It is the policy of the school district that depositions will be allowed only in extraordinary cases in which the personal attendance of the witness is impossible or would impose an unreasonable hardship.
- b. Depositions shall be allowed only if an application by a party is approved by the hearing officer, at his sole discretion.
- c. Any costs associated with the taking of depositions shall be the responsibility of the party requesting it, which shall not include attorneys' fees.

## 8. CONDUCT OF HEARING

- a. The first order of business after the hearing is convened is to dispose of any procedural matters.

- b. Prior to receiving any testimony, evidence will be received that all notices and information was timely sent to the employee and that the employee made timely requests for information and a hearing. If a notice or a request is defective or untimely, the presiding officer may order such relief as inappropriate.
- c. Witnesses and other evidence in support of the determination to release the employee from future employment will be introduced first. The hearing officer may interrogate witnesses himself or he may allow a representative of the administration or the board to examine witnesses. The employee or his attorney will also be allowed to cross-examine each witness presenting evidence against him at the hearing.
- d. The hearing will be held in executive session unless the employee elects to have a public hearing, and shall be considered a confidential personnel record. If the hearing is public, the board or hearing officer may order any part of the hearing to be held in executive session, if, in the opinion of the board or hearing officer, the testimony to be elicited deals with matters involving the reputation or character of another person. Testimony by minors shall be held in executive session.
- e. After the evidence in support of the determination has been submitted, the employee will be allowed an opportunity to present his witnesses and evidence. The presiding officer and a representative of the administration or the board will be allowed an opportunity to cross-examine any witnesses for the employee.
- f. After the employee concludes his case, the administration will be allowed an opportunity to present rebuttal evidence, either at the time of the hearing or within a reasonable time upon recess of the hearing.
- g. The hearing officer, at his discretion, may require any portion of the evidence to be submitted in the form of depositions or affidavits. If affidavits are received, counter-affidavits may be presented within such time as the hearing officer may allow.
- h. At the conclusion of the hearing, each party may be allowed an opportunity for closing arguments, if requested by the hearing officer, at his discretion.

#### 9. RECOMMENDED DECISION OF HEARING OFFICER

- a. If the board appoints a hearing officer, he/she shall make a report unless the board orders that the record be transmitted to it without such report.
- b. The hearing officer may, at his discretion, prior to the conclusion of the hearing and to making his report, request proposed findings from all parties.

#### 10. FINAL DECISION

- a. If the board initially hears the matter, it will make its decision on the basis matters presented before it and will send notices of its decision to the parties within 10 days of the conclusion of the hearing.

- b. If the board does not initially hear the matter, the parties will be given a reasonable opportunity to appear before the board, in person or by counsel, to present statements in their behalf. The board will send notice of its decision to the parties within 30 days of the conclusion of the hearing.
- c. The board shall receive the hearing officer's report and the record and shall prepare its own findings and final decision.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: September 16, 2002  
REVEIWED: June 9, 2006

## PROFESSIONAL DEVELOPMENT

### PREFACE

Professional development serves as a bridge that connects where perspective and experienced educators and staff are now and where they will need to be to meet the challenges of guiding all students in achieving higher standards of learning and development.

Professional development is a learning process initiated by an employee, school, and/or the school district that is designed to equip teachers, administrators, and other staff to improve the education of school children. It is based on identified needs and is the key to improving student achievement and operations using standards and assessments.

### **Section I: DEFINITION OF PROFESSIONAL DEVELOPMENT**

Professional development is defined as any professional growth training for certified and/or classified staff.

### **Section II: GOALS**

- 1** To meet the unique needs of certified and classified personnel
- 2** To involve learners in identifying what they need to learn and to develop the learning opportunities or process to be used
- 3** To use data in the design and evaluation of professional development efforts
- 4** To provide results-driven, high quality professional development activities
- 5** To provide specific training to teachers and administrators to help students achieve proficiency and above

To enhance the skills and knowledge of classified staff

### **Section III: PROFESSIONAL DEVELOPMENT MODEL**

In an effort to ensure that the conditions needed for successful professional development are fulfilled, JPS has adopted the STAR Model for Professional Development. This model is directly focused on helping to achieve student learning goals and is based on the National Staff Development Council standards. Five key components comprise this model:

- 1** Content/Key Focus Area: Name/description of the professional development offering
- 2** Facilitation and Elaboration: Structure of group (e.g. grade level teams, study groups, etc.)
- 3** Networking and Benchmarking: Opportunities to observe model districts/staff and opportunity for others to observe participants' work and provide feedback



- 4** Reading and Research: Examination of data and research-based exemplars
- 5** Job-Embedded and Experiential: Application of the lesson; opportunity for teachers/participants to review model behaviors and process outcomes

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: February 18, 1980

AMENDED: June 20, 1993

July 21, 1986

January 18, 1988

July 16, 1990

June 17, 1991

May 18, 1992

June 19, 1995

August 18, 1997

November 16, 1998

May 16, 2005

REVIEWED: June 14, 2006

## EVALUATION OF CERTIFIED AND CLASSIFIED STAFF

### Section I: STAFF EVALUATION

The Board of Trustees recognizes that evaluation of staff is essential to improve performance by aiding employees in identifying areas for improvement and growth. The process should also serve when necessary as a basis for administrative decisions. All certified and classified employees shall be subject to annual evaluation procedures.

The formal performance appraisal system shall be based on job descriptions and on-the-job performance of every employee. The system shall be compatible with systems promulgated by the Mississippi State Department of Education.

Evaluation procedures shall be coordinated by the Office of Human Resources.

### Section II: TEACHER EVALUATION

A teacher observation instrument shall be used which measures the level of competence in major instructional skills (i.e., the 16 generic competencies, described in the Mississippi Effective Teaching Skills Program). A minimum level of competence for each teaching position shall be established. The minimum standard set by the district shall and/or not be less than the minimum required for School/District Accreditation.

### Section III: STUDENT SUPPORT PERSONNEL

An observation instrument shall be used, for student support personnel, which measures the level of competence of said personnel in implementing major student support skills. These behaviors shall include the development and implementation of a student support program which addresses student and instructional program needs. The behaviors shall further provide for individual and group counseling with students and consultation with parents, teachers, administrators, and agency personnel.

### Section IV: LIBRARY MEDIA SPECIALIST

An observation instrument shall be used for library media specialists which measures demonstrated skills in organization and administration of library media resources of the school and support of the instructional program of the school. The observation instrument shall measure the extent to which the media specialist has established the media program as an integral part of the total instructional program.

The following items will be used as indicators of acceptable performance and shall be a part of the measurement instrument:

1. Demonstrates a pattern of regular involvement in instructional planning with administrators and teachers of the school.
2. Serves as resource person in curriculum development and implementation by coordinating purchases with instructional needs and objectives and

coordinating instructional television services in such a manner as to complement the instructional management program in the school.

3. Contributes to the development of needs and short-or-long-range goals for the total school program.
4. Consults with and employs teachers' input in selecting and purchasing materials, books, and audiovisual supplies and equipment.
5. Uses the Internet to teach students and impart knowledge.

#### Section V: ADMINISTRATIVE/SPECIAL ASSIGNMENT PERSONNEL

An administrative evaluation instrument shall be used which measures the level of competence in major administrative skills (i.e., leadership, job performance, professional growth, initiative, loyalty, adaptability, interpersonal relationships, and management) as it relates to district reform and change initiatives directed at improving student achievement. A minimum level of competence for each administrative/special assignment position shall be established.

Administrative/special assignment personnel who receive a standard (item 3) or high (item 4) as outlined in the Administrative Evaluation Procedures of the Jackson Public School District shall be eligible for the applicable step increase and subsequent raise as approved by the Board of Trustees.

Administrative/special assignment personnel who receive a rating less than standard on any performance area on the evaluation report will be subject to a plan of improvement, loss of the salary step increase and subsequent raise, or termination/non-renewal as recommended by the superintendent.

#### Section VI: SELECTION, RECOMMENDATION, AND EVALUATION OF COACHES

The principal, athletic director, and superintendent shall approve the selection of coaches, the subsequent recommendation of coaching supplements and the evaluation of performance. This approval requirement shall not apply to intramural sponsors and sponsors of other extra-curricular activities such as the yearbook or cheerleaders. Furthermore, the attendance of athletic coaches at clinics or workshops for their particular sport shall be required. The school district will bear the expenses of the clinics or workshops and the athletic director will set forth procedures which establish specific time frames and appropriate cost limitations for attendance.

#### Section VII: EVALUATION COORDINATION

Evaluation procedures shall be coordinated by the Office of Human Resources.

DATE: January 24, 1983  
AMENDED: July 21, 1986  
July 16, 1990  
August 16, 1993  
January 21, 1997  
REVIEWED: June 14, 2006

## WRITTEN REPORTS

The school board shall take and shall extend all efforts to limit and reduce the number and length of written reports that classroom teachers are required to prepare.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Section 37-3-49; Mississippi Code of 1972  
DATE: July 28, 1988  
AMENDED: July 16, 1990  
REVIEWED: June 14, 2006

## PHILOSOPHY

The Jackson Municipal Separate School District Board of Trustees and staff believe that students are individuals of great worth and are entitled to mature to their utmost capacity emotionally, intellectually, socially, and vocationally. Respect for themselves, for fellow human beings, and for the values of a democratic way of life is an important part of the students' development. Education should lead to an enthusiasm for life and a love for learning and inquiry that will enable the students to successfully meet the challenges faced in a rapidly changing society.

The board and staff believe in the following statements, which support its philosophy. These statements give direction in defining a good school program as one that:

Accepts each child and provides for individual differences

Believes all students can learn and reach acceptable standards designed for their needs and abilities

Relies on active participation of students in learning activities, as opposed to passive absorption of content

Improves students' ability to think rationally, to express thoughts clearly, and to read and listen with understanding

Links school life to life in the community so that school learning experiences make life outside school more meaningful and successful

Regards fine arts as integral parts of the curriculum

Views discipline as increasing ability in self management

Regards the teacher as a guide to learning rather than one merely exercising authority

Provides personnel, facilities, equipment, materials, and auxiliary services to meet the needs of the students

Keeps the public informed concerning the direction and needs of the school system

Provides in-service professional training, leadership training, and complete evaluation of all components of the program

Provides proper liaison and cooperation between all agencies, professional groups, clubs, etc., whose responsibility it is to provide educationally-related service and/or assistance to youth and adults

Operates budgeting and accountability procedures and services necessary for businesslike operation

Provides for continuing education for students who are handicapped and for students who are adults and have not attained the basic goals of education or who need further basic skills for work or worthwhile use of leisure time.

SOURCE: Jackson Municipal Separate School District, Jackson,  
Mississippi

DATE: November 27, 1978

REVIEWED: May 12, 2006

## INSTRUCTIONAL GOALS

The Common Body of Knowledge (CBOK) is the curriculum for the Jackson Municipal Separate School District. Teachers are required to teach the content and specific instructional objectives found in CBOK as it is not an optional curriculum.

The focus of the Jackson Municipal Separate School District is on the learner, the student. The student's educational development toward the school's goals is the central concern of the board's policies and the administrative regulations. The teacher is a key figure in carrying out the school's responsibility in the educational process. However, the teacher alone cannot effectively achieve all the objectives of education. The purpose of the various administrative departments is to provide conditions in the schools which permit teachers to work with the maximum effectiveness and to provide them with a variety of tools and specialized assistance in developing and carrying out a program which will meet the needs of boys and girls in the world in which we live. The board will seek to provide the facilities, personnel, equipment, and materials necessary for the education of all students for whom it is responsible.

Working with the home, teachers and administrators will foster to the degree possible the following goals of instruction:

To help students develop and maintain good physical and mental health

To help students achieve command of the fundamental skills and knowledge which are basic to all other learning

To help students learn to receive and to express ideas effectively

To help students gain an understanding of our constitutional form of government and knowledge of the history of the United States and of the part the United States plays in world affairs, and to help students accept the obligations of good citizenship

To help students understand the scientific approach to the problems of life, recognizing the need for conservation of human and natural resources and the contributions made by science to the world in which we live

To help students acquire salable skills in the fields of their choice which will enable them to take their place in the economic world

To help students become intelligent consumers of material goods, cultural products, and services



To help students develop a vocational interests which are satisfying and which provide for worthy use of leisure time

To help students develop spiritual understanding; learn to recognize the ethical, aesthetic, and moral values of experience, and act accordingly

### Setting Educational Objectives

It shall be the responsibility of each professional staff member under the direction of the principal to have specific educational objectives consistent with the broad instructional goals as outlined above.

Since joint staff-student responsibility exists for the accomplishment of instructional objectives, it is important that both teacher and student understand that CBOOK is the instructional focus for the District.

Educational objectives will serve as the criteria by which learning materials are selected, content outlines, instructional procedures and educational technology developed, and tests prepared.

### Evidence of Achievement

The board expects to have the staff present evidence of the degree to which achievement has occurred consistent with the school's goals and objectives.

SOURCE: Jackson Municipal Separate School District, Jackson, Mississippi

DATE: November 27, 1978

AMENDED: August 20, 1984

## CURRICULUM DEVELOPMENT

The Board of Trustees recognizes the necessity to adapt and develop the curriculum constantly if the district is to meet the needs of its students. The board charges the superintendent and his staff with the responsibility for curriculum planning and development and shall direct instructional and instructional support staff to work cooperatively to plan yearly, unit and daily learning activities. The curriculum will in all cases be consistent with the philosophy, goals, and policies of the district.

SOURCE: Jackson Municipal Separate School District, Jackson, Mississippi

LEGAL REF: Section 3707-301 (b); Mississippi Code of 1972

Mississippi Commission on School Accreditation, Standard 16,  
Bulletin 171, 1986

DATE: November 27, 1978

AMENDED: July 21, 1986

## DEVELOPMENTAL PROGRAMS

The professional staff shall be encouraged to seek improvement of the educational program of the schools through all appropriate means including carefully designed developmental programs consistent with goals and objectives of the school system.

These efforts to improve instruction by the Jackson Municipal Separate School District which utilize field testing of commercially prepared materials shall also be consistent with goals and objectives of the school system and approved procedures for participation in such effort.

As with all instructional programs operating within the Jackson Municipal Separate School District, parents or legal guardian of children involved in a developmental program or field testing endeavor shall have the right to inspect all instructional materials or other supplementary instructional materials which shall be used in connection with such programs.

SOURCE: Jackson Municipal Separate School District, Jackson, Mississippi  
DATE: November 27, 1978  
REVIEWED: May 12, 2006

## CURRICULUM DEVELOPMENT EVALUATION

So as to ensure curriculum revision and development consistent with the educational needs of the students enrolled in the Jackson Municipal Separate School District, a continuous evaluation of educational programs and curricula shall be implemented by the superintendent and his designee. The Board of Trustees reserves the option of providing released time for planning and revising of the school's educational programs.

The program of studies shall be in consonance with that recommended by the Mississippi Department of Education.

SOURCE: Jackson Municipal Separate School District, Jackson, Mississippi  
LEGAL REF: Mississippi Commission on School Accreditation, Standard 31,  
Bulletin 171, 1986  
DATE: November 27, 1978  
AMENDED: July 21, 1986

CURRICULUM DESIGN BASIC PROGRAM  
(FIVE YEAR PLAN)

The Board of Trustees shall develop and operate the school district on the basis of a five-year educational plan developed in compliance with regulations set forth in the State Department of Education Bulletin 171 entitled "Requirements of the Commission on School Accreditation: Policies, Procedures, Regulations, and Standards of Performance."

It shall be responsibility of the superintendent to supervise the development of said plan and to submit it to the board for its consideration, revision, and approval. The plan submitted to the board for consideration shall comply with all regulations set forth in Mississippi State Department of Education Bulletin 171 and all other relevant State Department of Education Documents. The educational plan will serve as the district's and each school's basis for operating each school year.

Section I:

The five-year educational plan shall be based on information secured from the following sources and in the order listed.

- A. A survey of opinions and attitudes regarding the district and/or its individual school administration (s) and programs.

The following groups will be surveyed:

1. All certificated personnel
2. A random sample of all non-certificated school employees
3. A random sample of all elementary and secondary students
4. A random sample of the community at large

- B. A written mission statement

The mission statement shall reflect the results of the survey required in Item "A", outline the purpose of the educational program, and be used to make decisions concerning the following: Number 1 must be fulfilled to receive minimum credit.

1. District-level allocations of time to be spent in basic skills instruction (percent of time to be spent on basic skills)
2. District-level specifications of written instructional objectives in every subject at each grade level
3. District-level testing of student mastery of specified instructional objectives

4. Identification of materials, supplies, and support services needed for basic skills instruction in the District's instructional management plan
5. District-level specifications of performance-based promotion, retention, grading, and graduation requirements

C. Curriculum analysis

The plan submitted for the school board's consideration shall contain an outline of the district's curriculum as contained in the district's Instructional Management Plan. The Plan will indicate how the curriculum will be aligned from subject to subject and from grade to grade, and it will be reflective of student, community, state, and national needs.

D. Analysis of existing achievement data

The superintendent shall utilize existing student achievement data derived from standardized testing, teacher-made tests, promotion and retention records, and instructional management test results in developing the proposed education plan.

Section II:

The Educational Plan submitted to the school board for consideration and approval shall contain the following components.

- A. A set of clearly defined, measurable objectives specifying projected academic gains in student achievement over the time period of the plan. The plan shall specify the grade level at which achievement gains will be measured and the instrument of measure to be made.
- B. It is the policy of this board that grading, promotion, and retention of students shall be based on standards of student performance. The superintendent and his staff shall develop and submit to the board for its consideration and adoption such standards. The superintendent and his staff should use as a minimum the following criteria in developing these standards: student mastery of the district-specified learning objectives as evidenced by scores earned on teacher-made tests, criteria referenced tests such as instructional management tests, evaluation instruments as designated by the State Department of Education, and other tests selected by the school district. The points in the educational program at which the standards will be applied shall be specified. The board requires that as a minimum, the standards be applied at grades 3, 5, 8, and 11 to correspond with the requirements

of the statewide testing program and the statewide curriculum guidelines and may be applied at additional program points.

- C. It shall be the policy of this district that standards for graduation be based on students' academic performance. The superintendent and his staff shall develop and submit to the board for its approval a plan which establishes written minimum standards which must be met by students prior to graduation. The plan shall include but not be limited to requirements that students pass the state mandated 11<sup>th</sup> grade competency test. The plan shall include methods to be used in assessing the degree to which standards have been met. The plan shall have courses required for graduation by the Mississippi State Department of Education and the district and college entrance requirements. The plan shall have a reporting system designed to inform board members of the extent to which the total student enrollment in each senior class attained said standards.
- D. It is the policy of this district to reteach students who fail to meet specified district standards of performance at (each grade level) Designated program points. The superintendent and his staff shall develop and submit to the board for its consideration and adoption a plan for reteaching said students and for reporting annually to the board the effects of implementation of the plan on student achievement.
- E. It is the policy of this board to provide a planned system for the provision of feedback to students and their parents or guardians relevant to the levels of performance of students in the district.

The superintendent and his staff shall develop this system and present it to the board for approval and adoption. It shall be the duty of the superintendent to provide on annual basis documentation that this reporting system is being utilized.

- F. It is the policy of this district that written job descriptions which states responsibilities and required credentials be in place for each professional employee in the district. The superintendent and his staff shall develop and submit to the board for its consideration and approval such job descriptions. Said job descriptions shall specify the time to be spent by the position holder in staff development activities and shall be applicable to the personnel appraisal system implemented by the district.
- G. It shall be the responsibility of the superintendent and his staff to collect and provide to appropriate officials in the Mississippi State

Department of Education such information on student, staff, and community demographic data as may be required by said agency.

Section III:

The Five-Year Plan shall be assessed and revised annually subject to sections "I" and "II" of this policy.

Section IV:

Board responsibility in reporting progress in carrying out the educational plan.

- A. Educational plan shall be presented to the board annually by the superintendent for approval and upgrading and shall be made available to the public upon request.
- B. Once each school year, the board will provide to the local media a report outlining progress in carrying out the five-year educational plan, identifying specific needs and plans to address needs.
- C. The board will hold public meetings to review and discuss annual report of progress. Meetings shall be publicized at least two weeks in advance in the local newspaper.
- D. At least 21 days prior to the meeting at which the board reports on district progress, the principal of each school in the district will hold a public meeting at which the principal shall review and discuss the school's progress in meeting the school's five-year plan and identifying addresses school-level needs. Prior to meeting, meetings shall be publicized for at least 2 weeks in advance in the local newspaper. Results of these meetings shall be incorporated into district-level public meetings.

Section V:

The Board of Trustees shall provide funding for evaluation(s) exclusive of State Department Personnel.

It shall be the responsibility of each building to provide instructional leadership activities as the school level which emphasize pupil achievement. Each principal shall develop and monitor the implementation of instructional management strategies, provide a safe and orderly school environment, support the teaching faculty, and create a climate of high student and teacher expectations. The principal shall operate the school in a manner that will ensure that the minimal



requirements of the school district's long-range plans and accreditation regulations are met. Each building principal shall:

- A. develop instructional activity in the school in accord with district administrative guideline
- B. assure that a variety and sufficient quantity of resources are available and used by the school staff to carry out the local instructional management plan
- C. assure that all staff positions are filled by teachers who meet minimal state guidelines for teaching in the field of preparation
- D. requires that the local instrumental management plan is in use in all classrooms
- E. have in place a procedure to determine that each teacher understands the scope of work that she/he is to accomplish for the school year
- F. annually monitor and report to the central office, the local school board, and the community the extent to which students are mastering the objectives in each subject area for which grades are given
- G. conduct all pupil promotion and retention activity in the school under guidelines established by the district board of education
- H. annually distribute written rules to parents, teachers, and students about the school disciplinary procedures
- I. manage school activities to avoid interruption of the required school days and restraining interruptions of the class setting
- J. assure that physical facilities of the school are clean and orderly
- K. properly use apportioned funds to maintain equipment used as a part of the instructional process
- L. emphasize practices which encourage regular pupil attendance

It shall be the policy of this school board that students have the opportunity to participate in a wide-range of organized learning experiences designed to prepare them to be productive, informed, and creative citizens, workers, and leaders.

The elementary program shall offer instruction in the areas of reading, language arts, mathematics, science, and social studies. Such instruction will

be based upon a written instructional management plan, will address the objectives contained in the state-wide testing program where applicable, and will be conducted by properly certified and endorsed staff.

- a. In grades K-3, instruction in the areas of reading, language arts, and mathematics shall be offered, with science and social studies content used to teach basic skills objectives.
- b. In grades 4-8, instruction shall be offered in the areas of language arts, (to include developmental reading), mathematics, science, and social studies.

The secondary program, through 1990, shall include annually a minimum of 19 Carnegie units in the following curriculum. The secondary program beginning with the 1987-88 ninth grade students, shall include a minimum of 20 Carnegie units in the following curriculum. These courses shall be structured in such a manner that each academic year graduate of the school desiring to enter a four-year state-supported institution of higher learning as a freshman, can meet the state entry requirements.

Note: This applies to the graduating class of 1988-89 which entered Grade 9 at the beginning of the 1985-1986 school year.

SUBJECT AREA	CREDIT
<u>Required Courses</u>	Content of each required course must include the core skills identified in the State Curriculum Structure. Course titles must appear in Appendix E in order to count for graduation credit.
English	4
Mathematics	2
Science	
	2, 1 of which is laboratory based on biological science
Social Studies	
	2, to include United States History-1877 to Present, MS State and Local Government, U.S. Government

Elective Courses

Note: Contents of each elective course must include the core skills identified in the State Curriculum Structure. Elective Courses not having

identified content in the State Curriculum Structure must be approved by the Commission before being offered.

8, selected from courses (other than Required Courses) appearing in the State Curriculum Structure.

English  
Mathematics  
Science  
Social Studies  
Art  
Computer Education  
Driver Education  
Foreign Language  
Health and Physical Education  
Journalism  
Military Science  
Music  
Oral Communication  
Reading  
Vocational and Nonvocational Education  
(Agriculture, Business, Marketing/Distributive,  
Health Occupations, Trade and Industrial, Industrial Arts, Home  
Economics)

It shall be the policy of this district that teaching be based upon a planned program of instructional management where student objectives have been developed for every subject area for which grades are issued. Said instructional management shall include all objectives contained in State Curriculum Guidelines.

Student evaluation procedures shall be fair and accurate. They shall be based upon demonstrated mastery of course objectives which match the state objectives. Each objective shall be measured at least one time each year.

The superintendent shall require the professional staff to review and revise the planned instructional program. Student performance results and teacher input shall be taken into account in the review and revision process. Said review shall be done not less than one time each year.

SOURCE: Jackson Municipal Separate School district, Jackson, Mississippi  
LEGAL REF: Section 37-13-11, 13-13-13, 37-13-15; Mississippi Code of 1972

Mississippi Commission on School Accreditation  
Standard 4, 8, 13, 14, 15, Bulletin 171, 1986

DATE: November 27, 1978

AMENDED: July 21, 1986

January 19, 1987

REVEIWED: June 23, 2006

## ACCREDITATION

### Section I: STATE

The superintendent shall make application annually to the Mississippi Accrediting Commission for the accreditation of all elementary, junior high, and senior high schools in the system.

### Section II: REGIONAL

The superintendent shall make application annually to the Southern Association of Colleges and Schools for accreditation of all elementary, junior high, and senior high schools in the system.

SOURCE: Jackson Municipal Separate School District, Jackson,  
Mississippi  
DATE: November 27, 1978  
REVIEWED: June 23, 2006

## SUMMER SESSIONS

### Section I: SECONDARY SUMMER SESSIONS (GRADES 9-12)

All summer school programs shall require prior approval from the Commission on School Accreditation.

A program shall be housed in a school building.

A definite schedule of classes shall be followed.

Each program shall be under the leadership of the district superintendent and a principal who has an endorsement in secondary administration. A principal may serve as the administrator of both a summer school and extended school year program only if the programs are held in the same building.

All teachers and professional support staff shall hold a valid certificate endorsed in the areas of teaching assignment.

Teachers shall not be assigned to teach split-level or multi-subject level courses: e.g., an English teacher shall not be assigned to teach more than one level of English within the same setting to students of grades 10 and 11 or, a teacher shall not be assigned to teach any combination of the secondary courses concurrently.

The approval of the principal of the home school must be documented before final enrollment of a student from another school within or from outside the district is officially approved.

- a. A student shall be allowed to enroll annually in one course offered for credit. This includes repeat of course taken in which no credit was issued.
- b. A student shall be allowed to enroll in a maximum of two courses offered as enrichment (no credit is issued).

Enrollment in academic core courses (English, mathematics, science, and social studies) shall not exceed 33 when offered to students for credit.

The maximum time per day a student shall attend a summer school class is five and one-half hours.

Instruction during the summer shall be equal in quality and quantity to that of the regular school year. The instructional program for academic core courses (English, social studies, mathematics, science) shall be consistent with the

district's instructional management plan as in the regular session, requiring the mastery of specific learning objectives and meeting the requirements of all major assignments; research papers, compositions, book reports, theme writing, outside reading, etc.

Students shall be provided a safe, orderly climate and one, which is conducive to learning: clean classrooms, bulletin boards, reference materials, etc.

When required courses in English, social studies, etc., are offered, the school library shall be made available.

A Carnegie unit shall be awarded for a course only if the course meets the requirements (of the Commission on School Accreditation) for awarding of such unit.

To be eligible to receive a Carnegie unit, a student enrolled in summer school shall be provided a minimum of 145 hours of instruction per course.

## Section II: EXTENDED SCHOOL YEAR REQUIREMENTS, SECONDARY (GRADES 9-12)

All extended school year programs shall require a prior approval from the Commission on School Accreditation.

A program shall be housed in a school building.

A definite schedule of classes shall be followed.

Each program shall be under the leadership of the district superintendent and a principal who has an endorsement in secondary administration. A principal may serve as the administrator of both a summer school and extended school year program only if the programs are held in the same building.

All teachers and professional support staff shall hold valid certificates endorsed in the areas of teaching assignment.

Teachers shall not be assigned to teach split-level or multi-subject level courses; e.g., an English teacher shall not be assigned to teach more than one level of English within the same setting to students of grades 10 and 11 or, a teacher shall not be assigned to teach any combination of the secondary courses.

The approval of the principal of the home school must be documented before enrollment of a student from another school within or from outside the district is officially approved.

- a. A student shall be allowed to enroll in a maximum of two courses annually under the extended school year program.
- b. A student who is enrolled in a course under the extended school year program shall not be allowed to enroll in a course offered for new credit under the summer school year.

Enrollment in academic core courses (English, mathematics, science, social studies) shall not exceed 33 when offered to students for credit.

The maximum time per day a student shall attend an extended year class is five one-half hours.

Instruction during the extended school year shall be equal in quality and quantity to that of the regular school year. The instructional program for academic core courses (English, social studies, mathematics, science) shall be consistent with the district's instructional management plan as in the regular session, requiring the mastery of specific learning objectives and meeting the requirements of all major assignments; research papers, compositions, book reports, theme writing, outside reading, etc.

Students shall be provided a safe, orderly climate, which is conducive to learning; clean classrooms, bulletin boards, reference materials, etc.

When academic core courses in English, social studies, etc., are offered, the school library shall be made available.

A Carnegie unit shall be awarded for a course only if the course meets the requirements of the Commission on School Accreditation for awarding of such unit.

To be eligible to receive a Carnegie unit, a student enrolled in an extended program must master the remaining required number of objectives as prescribed by the instructional management program of the district.

### Section III: EXTENDED SCHOOL YEAR REQUIREMENTS- ELEMENTARY (GRADES K-8)

All elementary extended school year programs in elementary schools shall require prior approval from the Commission on School Accreditation.

A program shall be housed in a school building.

A definite schedule of classes shall be followed.

For grades 7-8, the program shall be under the leadership of the superintendent and a principal who is endorsed in elementary or secondary administration.



For grades K-6, the program shall be under the leadership of the superintendent and a principal who is endorsed in elementary principal-ship.

All teachers and professional support staff shall hold valid certificates endorsed in the appropriate areas of teaching assignment.

Teachers in grades 7 and 8 shall not be assigned to teach split-level or multi-subject level courses; e.g., an English teacher shall not be assigned to teach more than one level of English within the same setting to students of both grades 7 and 8.

The approval of the principal of the home school must be documented before enrollment of a student from another school within or from outside the district is officially approved.

A student who is enrolled in two courses in an extended year program shall not be allowed to enroll in any courses/subjects offered for enrichment, pilot, etc.

Enrollment in any course/subject in an extended year program shall not exceed 22 for grade K; 22 for grades 1-4; 30 in self contained academic core courses in grades 5-8; and 33 in departmentalized academic core courses in grades 5-8.

The maximum time per day a student shall attend a summer program class is four and one-half hours.

Academic instruction during the summer shall be equal in quality and quantity to that of the regular school year. The instructional program shall be consistent with the instructional management plan as in the regular session, requiring the mastery of required learning objectives for a course/subject.

Students shall be provided a safe, orderly climate, which is conducive to learning: clean classrooms, bulletin boards reference materials, etc.

In order to achieve the quality and quantity of regular session, the school library shall be made available when courses requiring library resources are offered.

SOURCE: Jackson Municipal Separate School District, Jackson, Mississippi

LEGAL REF: Mississippi Commission on School Accreditation, Bulletin 171, Appendix H, I, 1986

DATE: November 27, 1978

AMENDED: July 21, 1986

REVIEWED:

## GRADE AND SUBJECT CLASSIFICATION

### Section I: REGULAR CLASSIFICATION

Principals shall be governed by the regulations of the Mississippi Accrediting Commission in accepting students from accredited and nonaccredited schools in grade and subject classification. Students applying for admission from nonaccredited schools shall be temporarily placed in the grade or subject in which they have been recommended by the nonaccredited school. Principals shall allow enough time for examination, observation, and fair appraisal of the scholastic status of such students to determine whether or not proper classification has been made. Following such evaluations, proper placement of students shall be made by the principal.

No student is to be officially enrolled in a Jackson Public School after attending another school until proper records of previous school attendance are provided the principal of the school to which admission is requested. Upon receipt of the school records, the principal will make proper grade and subject classification of the student. Beginning with the 1980-81 ninth-grade student the following grade classifications shall be made annually:

#### 1. Elementary School

Satisfactory completion of the approved basic program of studies for each grade, one through five, will entitle the student to be promoted annually and classified one grade above the grade satisfactorily completed.

#### 2. Middle School

##### Sixth Grade

A student must have satisfactorily completed grades one through five to be classified as a sixth grade student.

##### Seventh Grade

Satisfactory completion of five sixth-grade subjects in the middle school is prerequisite to being classified as an seventh-grade student.

##### Eighth Grade

Satisfactory completion of five seventh-grade subjects in the middle school is prerequisite to being classified as an eight-grade student.

#### 3. High School

##### Ninth Grade

A student must take four ninth-grade subjects, two of which shall be mathematics, science, social studies, or English in order to be classified as a ninth-grade student.

Tenth Grade

Conditional classification of a tenth-grade student requires the student to have satisfactorily completed 5 units.

Eleventh Grade

A total of 11 Carnegie units is required for a student to be classified as an eleventh-grade student

Twelfth Grade

A student must have 16 Carnegie units, including all the JPSD required courses, to be classified as a twelfth-grade student. All student must pass the State Functional Literacy Exam in order to participate in graduation exercises and receive a JPSD diploma.

Section II: Irregular Grade Classification

1. Four or more subjects completed

Students who complete four or more subjects in a particular grade sequence (two of which shall be in mathematics, science, social studies, or English language arts) shall then be enrolled in a school offering the next grade sequence of courses appropriate for the satisfactory completion of their high school program of studies.

2. Failing four or more subjects

Students who fail to complete four or more subjects in a particular grade sequence (two of which shall be in mathematics, science, social studies, or English language arts) shall then be enrolled in a school offering the major portion of the subjects previously failed by the students.

3. Subjects not offered at a particular school

Students unable to satisfy required subject deficiencies in the academic school year should plan to complete such courses during a summer school session.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: April 20, 1981

REVISED: August 20, 1984

AMENDED: January 19, 1987

April 17, 1989

September 18, 1995

March 24, 1997

## EXCEPTIONAL CHILDREN

The Jackson Municipal Separate School District is committed to serving all children regardless of race, color, creed, religion, sex, age, handicap or national origin. No child shall be denied the benefits of or be subject to discrimination in any education program or activity. Opportunities will be provided in accordance with state and federal laws. Programs will be developed as needs are identified and defined.

### Section I: EXCEPTIONAL CHILDREN

- A. An exceptional child shall be defined (as amended by Chapter 394, House Bill 235, and the Mississippi Code Supplement of 1974) as any child of educable or trainable mind, under twenty-one (21) years of age for whose particular needs institutional care and training are not available in this state or who cannot or should not pursue regular classwork because of defective hearing, vision, speech, mental retardation or physical handicap or because of the possession of an exceptionally high degree of intellect, ability or creative talent. Such children shall be determined by competent professional persons in such disciplines as medicine, psychology, special education, speech pathology and social work. Such professional persons shall be approved by the State Department of Education.
- B. All students must be declared eligible by the State Department of Education's approved regional screening team before participating in special education programs.

### Section II: REFERRAL AND RECORDS

A local survey committee is responsible for coordinating the process of referral, evaluation, placement, reassignment and re-evaluation of students for special education programs. The principal of the school where the student is in attendance shall serve as chairman. The committee's composition will include classrooms teachers and other support personnel with knowledge of the student and special education programs.

The duties of the committee include collecting data on the student referred, determining the need for evaluation, insuring parental involvement, making recommendations to the regional screening team regarding eligibility, determining options for placement, insuring that each student has the proper program for placement and reassessing and evaluation on a regular basis.

The records of the children served by this program shall be kept in confidentiality. A file of psychological and other data shall be kept in the office of the assistant

superintendent for exceptional educational services on each child who has been referred for special education services and for whom the screening process has been initiated. Release of information contained in this file is specified in the student records policy.

### Section III: ELIGIBILITY FOR SPECIAL EDUCATION SERVICES

To be eligible for special education services, the student must qualify as an exceptional student as defined by law, be declared eligible by a regional screening team, and have the parents or legal guardian approval for placement in the program. The assistant superintendent or designee, shall designate the school and program to which the student will be assigned. No student will be assigned to a special education program unless records from the regional screening team indicate eligibility. In cases where the student previously attended special education classes, placement under this classification shall be withheld pending a letter of verification from the school last attended attesting the enrollment of the student in a special education program and verifying the student's eligibility for such classification in this school district.

In cases where a student is placed in a special education program and then absent for one attendance month or more, the student will be placed in a withdrawn status for attendance reporting purposes; however, if the student then is presented for re-enrollment within the same school year, the student will be placed back in a special education program based on the previous eligibility determination.

SOURCE: Jackson Municipal Separate School District, Jackson, Mississippi

LEGAL REF: Section 37-23-3; Mississippi Code of 1972

DATE: May 19, 1980

REVIEWED:

## CHILDREN WITH DISABILITIES

The Jackson Public School District is committed to providing appropriate educational services to children with disabilities. The district is committed to providing full educational opportunities to all children with disabilities through age twenty-one by the year 2000. The opportunities will be provided in accordance with applicable state and federal laws and court decisions.

### Section I: FREE APPROPRIATE PUBLIC EDUCATION

The district provides free appropriate public education programming for students with disabilities ages three through twenty.

### Section II: FULL SERVICE GOAL

The district is committed to serving students with disabilities and hereby sets a goal of providing full educational opportunities to all students with disabilities through age twenty-one by the year 2000. The opportunities will be provided in accordance with applicable state and federal laws and court decisions. At this point, Mississippi Law does not allow public schools to provide educational opportunities to students with disabilities over the age of twenty.

### Section III: CHILD FIND

Each year the district will have an awareness campaign aimed at finding unserved students with disabilities ages birth through twenty-one. When a student who is suspected of having a disability is referred, he/she will be evaluated and, if a disability is recommended by an Assessment Team and confirmed by a Screening Team, either placed in an appropriate class or placed on a waiting list with plans being made for the provision of a free appropriate public education to him/her with applicable state and federal laws and court decisions.

### Section IV: INDIVIDUALIZED EDUCATION PROGRAM (IEP)

The district will develop or revise, whichever is appropriate, and implement an Individualized Education Program for each student with a disability. The program will be reviewed periodically but not less than annually.

### Section V: DUE PROCESS

The district insures that students with disabilities and their parents are guaranteed due process with respect to the provision of a free appropriate public education.

## Section VI: PROTECTION IN EVALUATION

Evaluation materials and placement procedures used by the district will be, to the maximum extent possible, selected and administered so as not to be racially or culturally discriminatory such that no student will be misclassified, misplaced, or unnecessarily labeled as having a disability because of the inappropriate selection, administration, or interpretation of the materials or procedures.

## Section VII: CONFIDENTIALITY

The district will protect the confidentiality of all data in its records relative to students with disabilities.

## Section VIII: LEAST RESTRICTIVE ENVIRONMENT

The district will, to the maximum extent appropriate, educate students with disabilities with students having no disabilities in their age group. The removal of the students with disabilities from the regular educational environment will occur only when the nature or severity of the disability is such that education in regular classes with supplementary aids and services cannot be achieved satisfactorily. A continuum of alternative placements based on individual children's IEP's will be provided to students with disabilities in the district. Placement of students with disabilities will be determined at least on an annual basis and will be as close to the students home as possible. This does not mean that if there is only one student in a school and if he needs the service of a teacher in a self-contained class that this will be provided on a one-to-one basis when there are several other children with the same need in a nearby school. These children will be brought together to be provided appropriate services. In selecting the least restrictive environment for each student, consideration is given to any potentially harmful effect on the child and the quality of services needed. If a student with a disability can function socially, emotionally, and mentally with students with no disabilities of a similar chronological age, he/she will be given that opportunity in accord with his/her IEP.

Equal opportunities for participation to the maximum extent appropriate in a variety of nonacademic and extracurricula services must be available to children with disabilities.

## Section IX: PARTICIPATION OF PRIVATE SCHOOL CHILDREN

To the extent consistent with the number and location of students with disabilities enrolled in private schools, an opportunity will be made available for their participation in activities assisted by or carried out under Part B.

Section X: PLACEMENT IN PRIVATE SCHOOLS

For any student with a disability placed in a private school by local school district personnel as a means of providing a FAPE, that student will be provided a FAPE in accord with State Regulations.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: November 27, 1978  
LEGAL REF: Public Law 94-142, Section 8(C) 1975, 20 U.S.C. 1411, 1412 (2) (B) (C), Senate Rept. No. 94-168, p. 19; 20 U.S.C. 1411 (6) (1) (B), (6) (2) (B), (C) (2) (a) (ii), 20 U.S.C. 1414 (a) (1) (A), 1412 (2) (d) (5) (c) (5) (b) (2) (b) (4) (6), 1417 (c), 1414 (a) (1) (c) (IV) (a) (5), 1415 (a)  
AMENDED: June 20, 1983  
August 20, 1984  
January 27, 1986  
November 25, 1991  
REVIEWED:



## EXTRA-CURRICULAR ACTIVITIES

The primary purpose of extra-curricular activities should be to meet those school-related interest and needs of students not provided for to a sufficient degree by the curricular program of the school. The objectives of the extra-curricular program should logically be related to the objectives of the overall educational program. The emphasis should be on helping the students to develop the unique talents and skills they possess.

The district shall not permit any student in grades K-6 to participate in any interschool competitive sports program of a varsity pattern with scheduled games and championship.

Schools will not allow the school name to be used by others in designating the identity of such a team.

### Section I: ELIGIBILITY RULES REGARDING STUDENT PARTICIPATION GRADES 7-12

#### A. ACADEMIC

1. Maintain an average of at least 70 in each of five subjects, including semester exams, during the fall semester to participate in the spring semester. All subjects carry equal weight.
2. Maintain a final grade average of 70 or above in each of five subjects at the end of the school year or at the end of the summer session, in order to be eligible for the fall semester.
3. If any pupil is failing two or more subjects at the end of the first semester or at the end of the year (including summer school), he/she will not be eligible for next semester.
4. A warning will be issued at the end of the first term and third term on the basis of those term's grades, i.e., if a pupil is failing two or more courses at the end of those terms. If the grades are not improved to the requirement, that pupil would not be eligible the following semester. The pupil will be on probation (but allowed to participate) during the next term as further warning of ineligibility if grades are not improved that term.
5. A senior student must maintain an average of at least 70 in four units of credit the first semester to be eligible the second semester of his/her senior year.
6. The addition of semester examinations to the calculation of eligibility will require these items:

- a. Use of the same formula used in calculating grades for one-half unit (semester courses, i.e., each of the two terms counts twice and the semester exam once in adding the number of points earned, and this figure is divided by five to arrive at the average for the semester. Data processing would compute a semester average for each course taken by pupils to determine eligible participation and provide an eligibility print-out each semester.
  - b. Data Processing is to print a “warning” on each pupil’s appraisal report when after the first and/or third term that pupil’s grades are below the requirement. This would give an added emphasis to the importance of improving grades.
7. Coaches and sponsors are to responsible for reporting and encouraging student progress through parent conferences, tutoring, and pupil conferences. Each coach/sponsor will continue to submit eligibility lists each semester, using the new criteria for determining eligibility.
8. Credits earned in an accredited summer school shall be considered an extension of the school year. In computing a student’s (grades 7-12) overall average for the year, the numerical average earned in the summer session shall be included in the overall computation.
9. Accredited correspondence courses may be accepted for establishing extra-curricular eligibility, provided the course has been completed and recorded by the opening of school. (See Evaluating and Reporting Student Progress, Secondary Level, Revised 1984, JPSD, for numerical value of final grade.)
10. If a student who is eligible to participate in extra-curricular activities during a particular semester drops out of school for one or more semesters, he or she is then ineligible until he/she passes five subjects with an average of 70 in each subject during a semester. A student who qualifies for participation in extra-curricular activities for a particular semester cannot drop out of school for one or more semesters and then be eligible for the next semester he/she returns to school.
11. The following are EXCEPTIONS to the previously stated academic criteria:

- Students who have been tested, screened, and placed in a TMR or EMR special education program
- Students who have been tested, screened, and placed in keeping with their IEP in a Special Education Certificate Program
- Students ruled eligible as the result of the previously stated criteria (i.e., TMR, EMR, IEP) are to be assigned a date of entering the ninth grade by the Director of Athletics or his designee corresponding to other students of that age for the purpose of participating in interscholastic athletics
- Specific Learning Disability students shall be exempt from the district criteria, but must comply with current Mississippi High School Activities Association standards if pursuing a regular diploma
- Students who participate in extra-curricular activities for which membership requirements extend beyond those outlined herein shall abide by such extra-agent criteria (for example, academic average to qualify a student for participation in the National Honor Society)
- A transfer student entering the Jackson Public schools whose grades do not meet district guidelines preceding entry into the school district shall be placed on "probation" for a period of nine weeks (i.e., grading term) during which he/she will be able to participate in extra-curriculars, the student would have to exhibit an average of 75 in four basic courses in order to continue eligibility for the semester.

12. The sponsor within a school who is responsible for any extra-curricular activity shall complete a Report of Student Eligibility to participate in Extra-Curricular Activities form at the end of each semester. This form will be completed no later than 5 days following the dissemination of pupil appraisals. The form shall be turned in to the principal who shall verify its accuracy by signing the document and keeping it on file in a location

so designated by the principal. The sponsor of the extra-curricular activity shall also sign the form. As regards the Eligibility List(s) for participation in interscholastic athletics as required by the Mississippi High School Activities Association, sponsors/coaches of these activities will turn in the necessary forms to the Director of Athletics or designee. Students whose names will appear on the Mississippi High School Activities Association eligibility lists, however, will qualify for these lists only as they meet the academic criteria established herein by the Jackson Public School District. In addition athletic teams will report the eligibility of student-athletes by semester by using the district eligibility form.

B. CITIZENSHIP

To be eligible to participate in extra-curricular activities a student must exhibit acceptable conduct and citizenship standards. The local school and the individual sponsors of extra-curricular activities, in agreement with the school administration, shall define "Acceptable conduct and citizenship standards". Recognition of acceptable performance and proper conduct shall be encouraged, expected and enforced by the local school.

Section II. ACTIVITIES AFFECTED BY CRITERIA

The extra-curricular activities below are those affected by the Academic and Citizenship criteria:

Interscholastic Athletics  
Intramural Athletics  
Student Council (including all officers)  
Annual Staff  
Newspaper Staff  
Literary Magazine  
Quill and Scroll  
Future Business Leaders of America  
Distributive Education Club of America  
Drama Club  
Cheerleaders  
Drill Team  
Flag and Rifle Corps  
Challenge Bowl  
Safety Club  
Home Economics Related Occupation

Junior Achievement Club  
Library Club  
Computer Club  
Band (interscholastic competition; performance at athletic events; performances at invited functions, etc.)  
Choir (interscholastic competition; performances at out-of-class events)  
Black History Club  
Foreign Language Clubs

The above extra-curricular activities are not meant to be all-inclusive. Should a question arise about a particular activity, the school principal will contact the Office of the Deputy Superintendent for Instruction for a ruling as regards the classification of an activity.

### Section III. SPONSORING

School groups shall not be used for any commercially sponsored activity.

### Section IV. CONFLICT WITH RELIGIOUS OBSERVANCES

On days of religious observance, practice sessions and performances group activities shall not be scheduled except for those groups requested to appear in church services, or for a memorial or other appropriate services. When an activity is scheduled on days of religious observance, participation shall not be mandatory but left to the discretion of the student and/or parent. These appearances shall be approved and scheduled by the principal.

### Section V. EVENING PRACTICE

Every effort should be made to avoid late evening sessions on school days. When such a meeting is necessary, a request shall be made and approved by the principal.

### Section VI. EXAM WEEK

Performances shall not be scheduled during exam week. Practice sessions and/or group meetings during such time shall be restricted to afternoon after school hours of not more than two (2) hours duration.

### Section VII. DURING SCHOOL DAY

Students shall not be removed from regularly scheduled classes during the school day for practice sessions, performances, or other extra-class activities, except for scheduled activities receiving prior approval of the principal.

## Section VIII. INNER-SCHOOL

Motivational and promotional programs shall be scheduled between articulating schools only. Such programs presented at junior high schools by senior high school groups shall be confined to the activity period of the junior high school.

## Section IX. OUT-OF-DISTRICT

Out-of-district performances, trips, or activities involving student groups shall be restricted to interscholastic schedules approved by the principal. Authority for non-interscholastic activities out of the district shall be requested in writing by the sponsor, approved by the principal and the designee of the superintendent. Prior approval shall be obtained by the sponsor before discussion of the activity with the students involved.

## Section X. MUSICAL AND DRAMATIC PERFORMANCES

Senior high schools shall be limited to one musical and two dramatic presentations each school year. The musical and dramatic performances shall be limited to a maximum of three days (Thursday, Friday, and Saturday). Should a matinee performance be given, such performance shall be restricted to Saturday.

SOURCE: Jackson Public School District, Jackson Mississippi

DATE: November 27, 1978

AMENDED: August 20, 1984

August 19, 1985

July 21, 1986

May 20, 1988

## ATHLETICS

The board believes individual students will grow physically and mentally through their experience in self-discipline and their contribution to team effort made possible through competitive interscholastic and intramural team and individual sports activities.

Those teachers having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as established by the board and administration, including such matters as scheduled, financial expenditures, relationships with other schools, and health and safety regulations.

No students may start practice for any athletic team until they have been examined and pronounced physically fit by a medical doctor. Written consent from the parents or legal guardian is required prior to practice as well. (JDD)

District participation in interscholastic athletics shall be subject to approval by the board. This shall include approval of membership in any leagues, associations, or conferences, of rules for student participation, and of annual sports schedules.

SOURCE: Jackson Municipal Separate School District, Jackson, Mississippi  
DATE: November 27, 1978  
LEGAL REF: Section 37-7-301(r), 37-13-19; Mississippi Code

## INTERSCHOLASTIC ATHLETICS

The interscholastic athletic program of the secondary school is viewed as an extension of the educational process. The program encompasses planned competitive sports designed to provide educational experiences leading to positive self-image, the development of skills for good citizenship and the development of socialization skills.

### Section I: PROGRAM

The authorized program of interscholastic athletics for secondary schools provides for team and individual competition for both junior and senior high school as follows:

#### Junior High School

Basketball  
Football  
Tennis  
Track  
Soccer  
Volleyball

#### Senior High School

Baseball	Golf
Basketball	Tennis
Football	Track
Softball	Volleyball
Soccer	Cross Country

### Section II: ADMISSION, AWARDS

#### Admission

Prior to September, annually, the superintendent or designee shall submit a schedule of prices for admission tickets for approval by the board.

#### Awards

A plan of individual awards for participants in interscholastic athletics shall be devised which shall be submitted for approval by the superintendent.

SOURCE: Jackson Municipal Separate School District, Jackson, Mississippi

DATE: August 20, 1979

LEGAL REF: Section 37-7-301(n), 37-13-19; Mississippi Code

REVIEWED:



## ADULT EDUCATION

The board recognizes its educational responsibility to the entire community. Accordingly, the district shall offer a school program and courses outside the regular school day and not as an integral part of the elementary and secondary school programs for persons over 18 years of age.

The program shall be administered by the superintendent through his designee and shall be subject to the control of the State Department of Education. The program shall be supported by a combination of local taxation and federal and state aid. The board shall appoint adult education instructors on the recommendation of the superintendent and shall set their salaries.

All physical facilities of the school system shall be available for use in the adult education program when they are not scheduled for regular school or other approved activities. Activities shall not be limited to those which can be conducted in school buildings, but may be conducted at other places and with other facilities within the district with the prior approval of the superintendent or his designee.

SOURCE: Jackson Municipal Separate School District, Jackson,  
Mississippi  
DATE: November 27, 1978  
LEGAL REF: Section 37-35-3 to 37-35-7; Mississippi Code of 1972  
REVIEWED:

## DRIVER TRAINING

The superintendent shall develop a curriculum according to the rules and regulations established by the Mississippi State Board of Education, which will provide driver education training to eligible students of the district. The state board of education shall purchase for cash or by lease-purchase agreement the necessary equipment and materials.

The board shall provide the facilities and the necessary personnel. The program shall be open to all district students who are fourteen years of age or above and regularly enrolled in the tenth, eleventh, or twelfth grade.

A temporary permit issued by the Mississippi Highway Safety Patrol shall be issued and valid only while a student is actually enrolled in driver training. The permit shall expire at the end of the course.

SOURCE: Jackson Municipal Separate School District, Jackson,  
Mississippi  
DATE: November 27, 1978  
LEGAL REF: Section 37-25-1 to 37-25-27; Mississippi Code  
AMENDED: August 20, 1984  
REVIEWED:

## WORK-STUDY PROGRAMS

### Part I

The board grants permission to principals to approve a limited class schedule for twelfth grade students who need to be away from school for a portion of the school day to work or because of hardship. Such approval for a limited schedule is to be granted after the following things have been done:

1. Conference involving principal, parent or legal guardian and student
2. Written request from parent or legal guardian outlining desired schedule change for the student
3. Letter to parent or legal guardian from the principal approving the request

### Part II

The twelfth grade student must fulfill the following requirements:

1. Must be taking at least one unit beyond what is required for graduation
2. Must complete the Work Study Program form
3. Must leave the school campus after the last scheduled class each day. If not, the student will be placed in a supervised study class for the remainder of the school day.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: August 18, 1980

AMENDED: August 20, 1984

September 17, 1990

REVIEWED:

JACKSON PUBLIC SCHOOL DISTRICT  
Work Study Program Request Form  
TWELFTH GRADE

NAME OF STUDENT: \_\_\_\_\_  
SCHOOL PRESENTLY ATTENDING: \_\_\_\_\_  
TOTAL NUMBER OF UNITS OF CREDIT: \_\_\_\_\_  
(Include number scheduled for 12<sup>th</sup> grade)

**Part**

Your twelfth grade (daughter or son) has requested to leave school after (fourth or fifth) period to work. Listed below are the requirements he/she must follow:

1. Must be taking at least one unit beyond what is required for graduation.
2. Must complete the Work Study Program form. (Signatures of parent(s)/guardian, employer, student, and principal.)
3. Must leave the school campus after the last scheduled class each day. If not, your child will be placed in a supervised study for the remainder of the school day.

\_\_\_\_\_  
SIGNATURE OF PARENT

\_\_\_\_\_  
DATE

**E r**

This is to certify that I have employed:

Name of Student: \_\_\_\_\_  
Nature of Student's Job: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF EMPLOYER

\_\_\_\_\_  
DATE

**St t**

I understand and agree to follow these procedures and if failing to do so will be placed in a regular study class and my work study program will be cancelled.

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
DATE

APPROVED:

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL

\_\_\_\_\_  
DATE

## SCHOOL ORGANIZATION

The organizational pattern for instruction is the 5-3-4 plan. In the elementary school program are grades one through five; in the middle school program, grades six through eight; and in the senior high school program, grades nine through twelve. Special programs exist for adults and for exceptional children.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: November 27, 1978  
AMENDED: September 18, 1995  
REVIEWED:

## GROUPING FOR INSTRUCTION

The board believes that children should be grouped for instruction to provide the most effective learning environment. Age and grade differences should not constitute a barrier to grouping. Rather, the basic criteria for grouping should be the learning being sought and the student's ability to achieve this purpose.

School personnel shall make certain that every available indication as to a student's achievement, skills deficiencies and ability are utilized in determining the student's placement. Among items which shall be considered are: grades on permanent records, skills deficiencies as reflected by scores on standardized tests, teacher observations, temperament of the child, and ability of the teacher to work with certain types of children.

A student's assignment to a group or level shall not be considered permanent. If, in the judgment of the teacher, a change is deemed advisable, the teacher shall discuss the matter with the principal. Every effort shall be made to assign the student to a group in the best educational interests of the student.

The placement of a student shall be discussed with the parent, and at the junior and senior high school levels, should be cooperatively decided by the student, parent, guidance counselor and administrator.

Grouping shall be conducted so as not to discriminate against any student on the basis of race, ethnic background, or sex. Grouping shall also be conducted in accordance with applicable laws and regulations covering education of the handicapped.

SOURCE: Jackson Municipal Separate School District, Jackson,  
Mississippi  
DATE: November 27, 1978  
REVIEWED:

## CLASS ORGANIZATION

Students shall be assigned by the principal or designee to classes for instruction. The classroom teacher shall be in charge of students assigned to them by the principal and shall be responsible for the class instruction.

Classes in the junior and senior high schools shall be organized by subject. Teacher assignments shall be by area of certification to the degree possible within constraints of class sizes and subject enrollments.

SOURCE: Jackson Municipal Separate School District, Jackson,  
Mississippi  
DATE: November 27, 1978  
REVIEWED:

## CLASS SIZE

In making student and teacher assignments to classes, principals shall be governed by state statute, Standard 17 of the Mississippi Commission on School Accreditation.

Class sizes shall be in accordance with existing state statutes.

SOURCE: Jackson Municipal Separate School District, Jackson,  
Mississippi  
LEGAL REF: Section 37-19-1; Mississippi Code of 1972  
Mississippi Commission on School Accreditation, Standard  
17, Bulletin 171, 1986  
DATE: November 27, 1978  
AMENDED: July 21, 1986  
REVIEWED:



## DEPARTMENTAL ORGANIZATION

All certified secondary employees, exclusive of the administrative office staff, shall be organized according to their assignments into departments for the purpose of planning educational services for each of the following areas of instruction within secondary schools.

- A. Art
- B. Business
- C. Computer Science
- D. Driver Education
- E. English
- F. Foreign Language
- G. Guidance
- H. Home Economics
- I. Industrial Arts
- J. Journalism
- K. Library
- L. Mathematics
- M. Music
- N. Physical Education
- O. ROTC
- P. Science
- Q. Social Studies
- R. Special Education
- S. Speech
- T. Vocational Education

SOURCE: Jackson Municipal Separate School District, Jackson,  
Mississippi  
DATE: November 27, 1978  
AMENDED: August 20, 1984  
REVIEWED:

## CLASSROOM MANAGMENT

The Board of Trustees recognizes the need for an organized classroom management system, which supports teachers' efforts to teach and address the growth of student achievement.

The general purpose of the management plan is to provide an orderly environment conducive to student learning.

It shall be the responsibility of each building principal to monitor the use of appropriate classroom management practices, which shall include, but not limited to, organizational strategies, instructional techniques and processes, disciplinary skills and communicative procedures.

SOURCE: Jackson Municipal Separate School District, Jackson,  
Mississippi  
DATE: July 21, 1986  
LEGAL REF: Mississippi Commission on School Accreditation, Standard  
4, Bulletin 171, 1986  
REVIEWED:

## INSTRUCTIONAL RESOURCES

The board believes that materials and personnel appropriate to the needs of the school program must be available to each student and teacher. Available system resources shall be allocated to schools on an equitable basis, recognizing system policies and local school needs.

It shall be the responsibility of the superintendent and the professional personnel to recommend instructional and library materials, which will enrich and support the curriculum, to stimulate growth in factual knowledge, conceptual understanding and application, literary appreciation, aesthetic values and ethical standards.

SOURCE: Jackson Municipal Separate School District, Jackson,  
Mississippi  
LEGAL REF: Section 37-43-31; Mississippi Code of 1972  
DATE: November 27, 1978  
REVIEWED:

## PROGRAM OF STUDIES

The program of studies shall be consistent with that prescribed by law and the standards of the Mississippi State Accrediting Commission and the Southern Association of Colleges and Schools.

SOURCE: Jackson Municipal Separate School District, Jackson,  
Mississippi  
DATE: November 27, 1978  
REVIEWED:

TEXTBOOK SELECTION AND ADOPTION

The board, upon recommendation of the superintendent, shall adopt textbooks from the list approved by the Mississippi State Textbook Procurement Commission.

The professional staff may assist and advise the superintendent through a textbook selection committee. The membership of the committee shall include teachers and appropriate administrative staff. Students and parents may also serve on the committee.

SOURCE: Jackson Municipal Separate School District, Jackson, Mississippi  
DATE: May 17, 1982  
LEGAL REF: Section 37-43-3, 37-43-31, 37-7-301(n); Mississippi Code of 1972  
REVIEWED: July 19, 2006

PROHIBITION OF CORPORAL PUNISHMENT

Corporal punishment has been prohibited in the Jackson Public School District since July 1, 1991. It continues to be the policy of the board of trustees that corporal punishment is prohibited in the school district. Accordingly, the school district prohibits the use of corporal punishment. Corporal punishment is defined as punishment by striking, touching or hitting any portion of a student's body with a paddle, ruler, hand, or other instrument or as the infliction of, or causing the infliction of, physical pain on a student. The use of corporal punishment shall be grounds for discipline up to and including suspension without pay and termination.

Each school shall adopt a discipline plan consistent with the school district's Student Handbook and Code of Conduct that sets firm, consistent, positive limits and that provides warmth and support for appropriate student behavior. Each school shall seek input from its site council during the development of discipline plans. Discipline should have the qualities of understanding, consistency, firmness and fairness.

SOURCE: JACKSON PUBLIC SCHOOL DISTRICT

DATE: February 20, 2006