

Harrison County School District 2020-2021 School Calendar

August 2020

3-5 Teacher Workdays
6 First Day of School
26 Failure Notices

September 2020

7 Labor Day
9 Progress Reports
30 End of First Month (39 days)

October 2020

8-9 Nine Weeks Test (Secondary)
12 Fall Holiday
19 Report Cards
30 End of Second Month (21 days)

November 2020

4 Failure Notices
18 Progress Reports
23-27 Thanksgiving Holidays
30 End of Third Month (16 days)

December 2020

17-18 Nine Weeks Test (Secondary)
18 60% Day for Students
18 End of Fourth Month (14 days)
21-31 Christmas Break (see also Jan)

January 2021

1,4-5 Christmas Break/students (cont'd)
4-5 Teacher Workday
6 Students Return
11 Report Cards
18 Martin Luther King Holiday
27 Failure Notices
29 End of Fifth Month (17 days)

February 2021

10 Progress Reports
15-17 Mardi Gras
26 End of Sixth Month (17 days)

March 2021

11-12 Nine Weeks Test (Secondary)
22 Report Cards
31 End of Seventh Month (23 days)

April 2021

2 Good Friday
5-9 Spring Break
14 Failure Notices
28 Progress Reports
30 End of Eighth Month (16 days)

May 2021

22 Graduation
24-25 Nine Weeks Test (Secondary)
25 60% Day for Students
25 End of Ninth Month (17 days)
26-27 Teacher Workdays
27 Report Cards

HARRISON COUNTY SCHOOL DISTRICT 2020-2021 QUICK REFERENCE CALENDAR

GRADING PERIODS

FIRST TERM August 6, 2020 – October 9, 2020 (46 Days)
SECOND TERM October 13, 2020 – December 18, 2020 (44 Days)
THIRD TERM January 6, 2021-March 12, 2021 (44 Days)
FOURTH TERM March 15, 2021-May 25, 2021 (46 Days)

TERM TESTS

FIRST TERM (SECONDARY) October 8-9, 2020
SECOND TERM (SECONDARY) December 17-18, 2020
THIRD TERM (SECONDARY) March 11-12, 2021
FOURTH TERM (SECONDARY) May 24-25, 2021

PROGRESS REPORTS

September 9, 2020
November 18, 2020
February 10, 2021
April 28, 2021

REPORT CARD DATES

October 19, 2020
January 11, 2021
March 22, 2021
May 27, 2021

HOLIDAYS

Labor Day – September 7, 2020
Fall Holiday – October 12, 2020
Thanksgiving Holiday – November 23-27, 2020
60% Day for Students – December 18, 2020
Christmas Holidays – December 21, 2020-January 5, 2021**(students)
*January 4, 2021**teachers return and students return on January 6, 2021*
Martin Luther King Day – January 18, 2021
Mardi Gras –February 15-17, 2021
Good Friday –April 2, 2021
Spring Break – April 5-9, 2021
60% Day for Students – May 25, 2021

SPECIAL WORKDAYS

Teacher Workdays

August 3-5, 2020 (3 days)
January 4-5, 2021 (2 days)
May 26-27, 2021 (2 days)

Teacher Assistant Workdays

August 4-5, 2020
May 26-27, 2021

School Calendar	1
Foreword	5
Superintendent's Message	5
Administration	5
Board of Education	5
Directors	6
Harrison County School District Mission Statement & Belief Statements	7
History of the Harrison County School District	7
Code of Ethics	8
Accidents	15
Accounting Procedures	15
Address/Telephone	16
Arrest of Employee	16
Asbestos Policy	16
Assignment to Schools	16
Attendance (Teacher)	17
Attendance (Secondary Students Grades 7-8, 9-12)	17
Attendance (Grades 1-8)	18
Bed Bugs	20
Bullying	19
Care of Classroom	20
Cell Phones	20
Child Nutrition Policy	30
Code of Conduct/Students	24
Code of Ethics/Standards of Conduct	10
Code of Ethics Employee Agreement	75
Communicable Diseases	20
Compliance Policies - Confidentiality	20
Conferences	20
Copyright of Instructional Materials	21
Cumulative Records: The Preparation and Usage	22
Discipline	23
Discipline Guide	30
Drug Abuse Policy for Employees	31
Discrimination	34
Dress	35
Duties/Responsibilities of Teachers	35
EEF	15
Emergencies	36
Employee Account Agreement	74
Employee/Student/or Other Third-Party Injury	36
English Learner	36
Exam Exemption Policy (Secondary)	39
Failure Notices/Progress Reports	1
Family & Medical Leave Act	39
Fees	40
Field Trips	40
Fire & Severe Weather Drills	40
Fixed Assets	70
Foster Care	45
Grading	40
Grievance Procedure (Certified Personnel)	43
Homebound Instruction	45

Homeless Children	45
Homework	45
House Bill 527	44
Illnesses	46
Insurance	46
Jury Duty	46
Leave	46
Lesson Plans	47
Liability	47
Licensure	48
MCCRS/Grouping Policy	48
School Policy for the Administration of Medicine	49
HCSD Policy & Procedures for Reporting Abuse or Neglect	50
Online Grading System	43
Outside Employment	51
Parent Involvement Policy	51
Parents' Right to Know Policy	52
Parties	52
Payroll Information	52
Personnel Appraisal	54
Professional Development	55
Promotion & Retention	55
Property/Equipment	56
Reduction in Force (Lay-Off)	57
Report Cards	1
Resource Persons	57
Safety	57
Search & Seizure	57
Sex Education	57
Sexual Harassment	57
Social Networking	58
Student Religious Liberties Act of 2013	58
Student Teachers	58
Substitute Teachers	58
Suicide Prevention In-Service Training	58
Teacher Assistants	59
Multi-Tiered System (MTS)	59
Technology	60
Technology (Educational) INOW, Website, Cofapps	69
Textbooks	64
Threats & Violence (Workplace)	64
Title IX	65
Tobacco Use Policy	65
Transfers/Non-Accredited Schools	65
Unlawful Activity	66
Visitors	67
Weapons	67
Website	69
Wellness Policy	31
Withdrawal Procedures	68
Workers Compensation	68
Work Orders	69

FOREWORD

The administrative procedures contained within this handbook are designed to guide you through this school year. Retain this handbook and place all future bulletins in it for your reference.

SUPERINTENDENT’S MESSAGE

Harrison County School District is committed to excellence by focusing on each individual student and providing exemplary instruction. Our schools serve unique communities that encompass both rural and urban neighborhoods.

We have created a culture of teaching and learning that starts with students’ earliest entrance into our programs and follows them throughout their school years. At the earliest levels of our students’ education, we partner with private educational agencies in the area of pre-K curricula and student preparation. We recognize that a well-rounded education inspires students and encourages their individual talents. As students progress through our system, we fully support their pursuits of extra-curricular activities such as band, athletics, fine arts, computer science, and robotics.

Our rigorous instruction includes accelerated classes in all schools. We offer a variety of dual-credit and advanced-placement classes that allow students to earn college credits while attending high school.

Our flexible course offerings accommodate both college-bound and career-bound students. Students may earn industry certification at the high school level that will allow them to pursue a career immediately after graduation. Our district offers graduation tracks that are traditional and early exit

We support our faculty and district employees by providing continual high-quality professional development and learning opportunities.

As superintendent, I am proud to be a part of a team that is dedicated to caring for and educating our communities and the world’s next generation of workers, leaders, and stewards of the future.

Roy Gill
Superintendent of Education

ADMINISTRATION

Roy Gill.....Superintendent of Education
Mitchell King.....Assistant Superintendent

BOARD OF EDUCATION

District I.....Rena Wiggins
District IITom Daniels
District IIIDavid Ladner
District IVDr. Barbara Thomas
District VBill Bradley

SCHOOL BOARD MESSAGE

The members of the Harrison County School Board welcome all new and returning teachers and assistant teachers. We are so excited to have each of you on our team. As a team, we are committed to continuously provide outstanding academic and extra-curricular programs that are designed to produce the skills and tools our students need to be successful in our global society. Our commitment includes the Collegiate Academy Program for our high school students and a computer science curriculum for all students. These programs will address the growing needs of our students. The Collegiate Academy Program allows qualified students to receive an associate degree within the same timeframe of their high school diploma.

Parental involvement is very crucial to the success of our students. We encourage each of you to reach out to our parents and invite them to be actively involved in their child’s education.

The School Board is proud of the entire Harrison County School District staff and stand ready to support you as together we strive to provide all students with the opportunity to receive an excellent education in an environment that is conducive to success. Together we can make the 2020-2021 the best year ever.

Rena Wiggins
School Board President

DIRECTORS

Averie Bush, Athletics.....	539-6509
Brad Barlow, R.D. Child Nutrition.....	539-7231
Dorene Hansen, Curriculum and Accountability.....	539-6234
Melissa Garrison, Federal Programs.....	831-5328
Larry Benefield, Maintenance/Transportation	832-4107
Shelia Curtis, Special Education.....	832-9344
Dr. Laretta Marks, Student Services.....	539-7229
Mike Valdez, Technology.....	539-1849
Cathy Garner, Security and Internal Compliance.....	539-6538
District Administration Office.....	539-6500

EDUCATIONAL PHILOSOPHY AND BELIEF STATEMENTS OF THE HARRISON COUNTY SCHOOL DISTRICT

MISSION STATEMENT

Harrison County School District is committed to providing a healthy, safe, and caring learning environment that is dedicated to quality instruction. Through high expectations and academic excellence, students will be productive citizens, empowered leaders, and lifelong learners.

HISTORY OF THE HARRISON COUNTY SCHOOL DISTRICT

The Harrison County School District was created in 1957 as a result of a statewide reorganization placed into law by the Mississippi legislature. Districts coming together to form the new district were Pineville, Lyman, Orange Grove, Turkey-Creek, North Gulfport, Woolmarket, d'Iberville, Saucier, Lizana and part of the Dedeaux and Sellers districts.

The district has grown rapidly and is today one of the largest in Mississippi, both in size of area it serves and in the number of pupils enrolled. Today the district consists of twenty-two schools.

All procedures, Mississippi Codes, Mississippi Public School Accountability Standards for enactment of policy and procedures are available online through links provided on the Harrison County School District website. <http://harrison.msbapolicy.org/>

CODE OF ETHICS

We, the educators of the Harrison County School District, acknowledge the challenges of the profession we have chosen and engage ourselves, individually and collectively, to assess our colleagues and to be assessed by them in accordance with applicable provisions of this code.

PRINCIPLE I: Commitment to the Student

We affirm our belief in the worth and dignity of humanity. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard these goals to be essential to the protection of freedom to learn and the guarantee of equal education opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. In fulfilling our obligations to the student, we:

- Deal justly and considerately with each student.
- Encourage the student to study varying points of view and to respect his/her right to form his/her own judgment.
- Withhold confidential information about the home of a student unless we deem the release serves professional purposes, and will benefit the student, or the release is required by law.
- Conduct conferences in an appropriate place and manner.
- Avoid exploiting our professional relationship with any student.
- Tutor in accordance with officially approved policies.
- Inform appropriate individuals and agencies of the educational needs of the student and assist in providing an understanding of the educational experiences of the student.
- Seek constantly to improve learning facilities and opportunities.

PRINCIPLE II: Commitment to the Community

We believe that patriotism in the highest form requires dedication to the principles of our democratic heritage. We share the responsibility for the development of sound public policy with other citizens. We are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public. In fulfilling our obligations to the community, we:

- Share the responsibility for improving the educational opportunities for all.
- Recognize that each educational institution may have a person authorized to interpret the official policies.
- Acknowledge the right and responsibility of the public to participate in the formulation of educational policy.
- Use educational facilities for intended purposes consistent with applicable policy, law, and regulations.
- Assume full potential and citizenship responsibilities, but refrain from exploiting the institutional privileges or professional positions to promote political candidates or partisan activities.
- Protect the educational program against undesirable infringement.

PRINCIPLE III: Commitment to the Profession

We believe that the quality of the services of the educational profession directly influence the future of the nation and its citizens. We therefore exert every effort to raise educational standards, to improve our services, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions that attract persons worthy of the trust to careers in education. Aware of the value of united effort, we actively support the plans and programs of our profession. In fulfilling our obligations to the profession, we:

- Recognize that a profession must accept responsibility for the conduct of its members and understand that the conduct may be representative of the profession.
- Participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education.
- Cooperate in the orientation of student teachers, interns, and those colleagues new to their positions.
- Refrain from assigning professional duties to non-professional personnel when such assignments are not in the best interest of the student.
- Keep the trust under which confidential information is exchanged.
- Interpret and use the writing of others and the finding of educational research with intellectual honesty.
- Maintain the integrity of the profession when dissenting by basing public criticism of education on valid assumptions as established by careful evaluation of facts.
- Represent our professional qualifications honestly and identify ourselves only with reputable educational institutions.
- Respond accurately to requests for evaluations of colleagues.
- Provide job-seeking applicants with an honest description of the assignment, the conditions of work, and related matters.

PRINCIPLE IV: Commitment to Professional Employment Practices

We regard the employment agreement as a solemn pledge to be executed both in the spirit and in fact and in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with a governing board are built upon personal integrity, dignity, and mutual respect. In fulfilling our obligations to professional employment practices, we:

- Apply for or offer a position on the basis of professional and legal qualifications.
- Apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates.
- Fill no vacancy except where the terms, conditions, policies, and practices permit the exercise of our professional judgment and skill, and where a climate conducive to professional service exists.
- Adhere to the conditions of contract or to the terms of an appointment until either has been terminated legally or by mutual consent.
- Give prompt notice of any change in the availability of service, in status of application, or change of position.
- Conduct professional business through the recognized educational and professional channels.
- Accept no gratuities or gifts of significance that might influence our judgment in the exercise of our professional duties.
- Engage in no outside employment that will impair the effectiveness of our professional service and permit no commercial exploitation of our professional position.

CODE OF ETHICS AND STANDARDS OF CONDUCT - STATE BOARD POLICY

Mississippi Educator Code of Ethics and Standards of Conduct

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

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

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

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

Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4). Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).

Code of Ethics Standards

Standard 1: Professional Conduct

An educator should demonstrate conduct that follows generally recognized professional standards.

- 1.1. Ethical conduct includes, but is not limited to, the following:
 - a. Encouraging and supporting colleagues in developing and maintaining high standards
 - b. Respecting fellow educators and participating in the development of a professional teaching environment
 - c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
 - d. Providing professional education services in a nondiscriminatory manner
 - e. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
 - f. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children.
- 1.2. Unethical conduct includes, but is not limited to, the following:
 - a. Harassment of colleagues
 - b. Misuse or mismanagement of tests or test materials
 - c. Inappropriate language on school grounds or any school-related activity
 - d. Physical altercations
 - e. Failure to provide appropriate supervision of students and reasonable disciplinary actions.

Standard 2. Trustworthiness

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

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

- a. Properly representing facts concerning an educational matter in direct or indirect public expression
 - b. Advocating for fair and equitable opportunities for all children
 - c. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.
- 2.2. Unethical conduct includes, but is not limited to, the following:
- a. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
 - 1. employment history, professional qualifications, criminal history, certification/recertification
 - 2. information submitted to local, state, federal, and/or other governmental agencies
 - 3. information regarding the evaluation of students and/or personnel
 - 4. reasons for absences or leave
 - 5. information submitted in the course of an official inquiry or investigation
 - b. Falsifying records or directing or coercing others to do so.

Standard 3. Unlawful Acts

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

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

Standard 4. Educator/Student Relationship

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

- 4.1. Ethical conduct includes, but is not limited to, the following:
- a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students
 - b. Nurturing the intellectual, physical, emotional, social and civic potential of all students
 - c. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
 - d. Creating, supporting, and maintaining a challenging learning environment for all students.
- 4.2. Unethical conduct includes, but is not limited to the following:
- a. Committing any act of child abuse
 - b. Committing any act of cruelty to children or any act of child endangerment
 - c. Committing or soliciting any unlawful sexual act
 - d. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
 - e. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
 - f. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.
- Examples of these acts may include but not be limited to:

1. sexual jokes
2. sexual remarks
3. sexual kidding or teasing
4. sexual innuendo
5. pressure for dates or sexual favors
6. inappropriate touching, fondling, kissing or grabbing
7. rape
8. threats of physical harm
9. sexual assault
10. electronic communication such as texting
11. invitation to social networking
12. remarks about a student's body
13. consensual sex

Standard 5. Educator Collegial Relationships

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

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

Standard 6. Alcohol, Drug and Tobacco Use or Possession

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

- 6.1. Ethical conduct includes, but is not limited to, the following:
 - a. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.
- 6.2. Unethical conduct includes, but is not limited to, the following:
 - a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
 - b. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
 - c. Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7. Public Funds and Property

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

- 7.1. Ethical conduct includes, but is not limited to, the following:
- a. Maximizing the positive effect of school funds through judicious use of said funds
 - b. Modeling for students and colleagues the responsible use of public property.
- 7.2. Unethical conduct includes, but is not limited to, the following:
- a. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
 - b. Failing to account for funds collected from students, parents or any school-related function
 - c. Submitting fraudulent requests for reimbursement of expenses or for pay
 - d. Co-mingling public or school-related funds with personal funds or checking accounts
 - e. Using school property without the approval of the local board of education/governing body.

Standard 8. Remunerative Conduct

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

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

Standard 9. Maintenance of Confidentiality

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

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

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

Standard 10. Breach of Contract or Abandonment of Employment

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

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

ACCIDENTS

All personnel should be familiar with the emergency plan for their particular campus, and this procedure should be followed as closely as possible; however, no procedure can be pre-formulated and be completely applicable in all situations. The following is provided for general guidance and should be modified as the situation demands:

1. Remain calm, take charge, and determine what action is needed.
2. Act decisively. If the situation is serious, send for help from the office.
3. If first aid is indicated and if you are knowledgeable, administer first aid.
4. Resume normal activities as soon as possible.
5. A report prepared or completed by the principal must be submitted to the office prior to the end of the school day for all accidents. A copy of the report should be submitted to the district safety supervisor.

ACCOUNTING PROCEDURES

All monies collected by the teacher shall be receipted, using a receipt provided by the principal. Strictest care must be taken in the handling of these funds. The following points are to be adhered:

1. Any collection of money must receive prior approval of the principal.
2. All money should be receipted when collected.
3. Keep receipted money in a secure place.
4. Money and the copy of the office receipt book should be turned in to the school bookkeeper as soon as possible. The money must agree with the receipts it covers. Money should not remain in the classroom.

The principal is responsible for all funds collected and disbursed in the school. For this reason, no collection of funds or purchases of any kind may be made without the prior knowledge and written approval of the principal. If approval of a purchase is given, a purchase order will be provided. When it is properly filled out, the appropriate signatures will validate it, and the approved purchase may be made.

EEF

Eligible teachers, the "Cardholder," may receive a procurement card to provide access to Education Enhancement Funds as authorized by Mississippi Senate Bill 2761 that will be utilized to make financial commitments on behalf of the State and school district. As the only authorized cardholder, Cardholder agrees to accept the responsibility for the protection and proper use of the EEF Procurement Card in accordance with the terms and conditions of the Teacher Cardholder Agreement in effect. The account will have an initial amount available and that amount will decrement over the school year as purchases are made.

Your card is not embossed with your name, but you **must** sign it prior to use. Your EEF Procurement account number and supply card number are unique to you.

- Never allow any other person to use your account or card.
- Remember that this account is for classroom materials only, no personal use.
- If the cardholder becomes unemployed during the school year, the procurement card should be turned in immediately to the Program Coordinator.
- Cardholder agrees not to request cash advances.
- Cardholder agrees not to charge travel related expenses on the procurement card. (Any form of travel related expenses is not allowed).
- Cardholders must notify the Program Coordinator of any items purchased that the district may require to be placed on the district's fixed asset inventory as donated by the State of Mississippi.
- Teachers whose jobs are federally funded do not receive EEF cards.

Funds Availability

Funds will be available beginning in the fall of each school term. Funds will be loaded before cards are disbursed. They will remain available until the last day in March of each year. This date is set by the Mississippi Department of Education and is subject to change.

ADDRESS/TELEPHONE

Keep on file in the school office a current address, telephone number, and the name and telephone number of the persons that should be notified in an emergency. When any of this information changes, an employee must report the change to the office within one working day. This change must also be reported to the central office payroll department within 5 working days.

ARREST OF EMPLOYEE

Employees arrested for any reason shall be required to notify their supervisor within 24 hours. This notice will include a statement of charges lodged against the employee and the disposition of said charges.

ASBESTOS POLICY

All school buildings owned by the Harrison County School District have been inspected for asbestos. A management plan has been developed and sent to the Mississippi Department of Education for their approval.

A copy of the results of the inspection, along with a copy of the management plan, can be found in the office of the principal of each of the schools and the Office of the County Superintendent of Education, located at 11072 Hwy 49, Gulfport, MS. Any interested party should feel free to go to any of these sites to read these reports.

ASSIGNMENT TO SCHOOLS

The school board shall determine the attendance area, and each pupil whose parents or guardians reside in the area served by the Harrison County School District must attend the school to which he/she is assigned. The Harrison County School District accepts only students, who physically reside full-time, weekdays/nights and weekends, within the limits of the school district with the following exception: the child of an out-of-district school employee is eligible to attend school in the district, based on the mutual consent of the school boards.

Each student must have on file at his/her assigned school a verification of residency form as required by state law. The parent(s) or legal guardian(s) of a student seeking to enroll must provide the school district with at least two documents as verification of their address. Addresses containing post office boxes will not be accepted. If the residence of a student changes, the parent(s) or guardian(s) will be required to provide the school with at least two documents of verification of the new address.

In cases of extreme hardship, parent(s) or legal guardian(s) may petition the superintendent to attend a school outside their assigned attendance area. To obtain this hardship waiver, a form must be completed at the district office detailing the reason for the change. Parents must understand that being granted a hardship placement requires them to transport the student to the approved school. Hardship placements are contingent upon availability at the requested school site. Students wishing to participate in sporting events or related activities must meet the requirements of the Mississippi High School Activity Association.

ATTENDANCE (TEACHER)

All staff members are to report as scheduled by the principal and sign in immediately. If you are going to be absent due to illness, notify the principal or person designated by him or her as soon as possible.

Staff members who are late must contact the principal's office in order for arrangements to be made to cover their duties until they arrive. A dated, written explanation for the tardiness must be submitted to the office on that date. Excessive tardiness may result in consequences including but not limited to a conference with the principal, a written reprimand, and/or suspension. The following action will be taken to address excessive tardiness each nine weeks.

- 3 tardies – Conference with an administrator and a warning.
- 5 tardies – Written reprimand.
- 6 or more tardies – Further action will be taken including but not limited to a recommendation for suspension at the principal's discretion.

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

ATTENDANCE (Secondary Students – GRADE 7 – 8)

Students in credited courses must be present 63% of the class in order to be marked as present for that class.

ATTENDANCE (SECONDARY STUDENTS – GRADES 9-12)

Regular and punctual attendance on the part of all students is necessary for successful schoolwork. Even one instance of tardiness or one absence may be detrimental to good schoolwork. Certainly, repeated tardiness and frequent absences cause students to become discouraged and often cause failure. It is, therefore, important that parents have their children in school on time every day that school is in session and only in unavoidable cases should a student be taken out of school before the close of the school day. Regular attendance will pay good dividends in the course of a school year.

To receive credit in a course, Mississippi law requires not only a passing grade in the course but also a minimum amount of seat time. To receive credit, a student must attend each class a minimum of 41 class days during a one-half-credit course, 82 class days during a one-credit course, and 164 class days in two-credit course. On this basis, any student who is absent more than 4 absences in a one-half credit course, more than 8 absences in a one-credit course, and more than 16 absences in a two-credit course will be denied course credit and the student will receive a grade of 50/No Credit.

When a student is absent from school, the parent/legal guardian is required to contact the school before 8:00 a.m. each day the student is absent. In order for the absence to be excused, a note from the parent/ guardian or a doctor's excuse must be submitted to the office within two days of the absence. In a case of five (5) unexcused absences, the school will attempt to contact the parent. For this reason, it is imperative that the parent provides the school with a correct phone number.

A student should adhere to the following attendance policy to receive credit.

- Allowed four (4) absences in a one-half credit class, excused or unexcused.

- Allowed eight (8) absences in a one-credit class, excused or unexcused.
 - Allowed sixteen (16) absences in a two-credit class.
1. With 94-minute classes now in effect, school attendance becomes an extremely important responsibility of the students and parents.
 2. When a student misses his/her second (2nd) day in a one-half credit course or the fourth (4th) day in a one credit course, students will be notified in writing that they may not miss more than 4 days in a one-half credit course or 8 days in a one credit course. If a student misses more than the allotted days, the student will be dropped from the class, and 50/No Credit (NC) will be given.
 3. After loss of credit due to attendance, credit may be reinstated by a School Level Attendance Committee after a review of documentation and seat time requirements are met. There will be a minimum of four hearing meetings during the school year to include one in each month in October, January, March, and May. The School Level Attendance Committee will be composed of district and/or school level certified staff members. It is the student's and parent's responsibility to keep all documentation for your own records and turn in original documentation to the school for any official documented absence(s). Parent notes that constitute a valid excuse for absence (see page 17, School Attendance Law) will be accepted. If the student and parents are not satisfied with the determination made by the School Level Attendance Committee, an appeal can be filed with the Harrison County School Board. It will be at the discretion of the School Board as to whether or not the appeal will be heard.
 4. In order to be marked present in a class, instead of a tardy, a student MUST NOT be more than five (5) minutes late to any class or check out more than five (5) minutes before the end of any class.
 5. It is the student's responsibility to initiate making up all work with his/her teacher. A student will receive a zero (0) on work not made up. Zeroes shall not be given to students who have been suspended or are awaiting Alternative School Placement/Behavior Modification.
 6. Current documentation of chronic illness must be placed on file annually. The homebound policy will be used in these documented cases with the permission of the principal.
 7. Missing classes due to school trips will be governed as follows:
 - Students may miss classes a maximum of five (5) days per year.
 - Students must be passing all classes.
 - Students may not have more than sixteen (16) demerits.

ATTENDANCE (GRADES K-8)

The Board of Education of the Harrison County School District classifies all absences in grades K-8 as unexcused except for the following reasons:

1. Illness or injury that prevents the student from being physically able to attend school.
2. Isolation ordered by county health officials or the State Board of Health.
3. Death or serious illness of a member of the immediate family (defined as parents, grandparents, brother, sister, including stepbrother or stepsister, child or spouse).
4. Required appearance in court or an administrative tribunal.
5. Observance of religious events.
6. Medical or dental appointments that are approved by the administration prior to the absence, except in case of emergency.
7. Valid educational opportunities approved by the administration prior the absence. "Prior to Approval" forms will be available in the principal's office of each school. Forms may be picked up by the student or the parent. After two or more consecutive absences, three days will be given for arrangements to be made for make-up work. Telephone calls regarding

absences are not acceptable. Students must submit a note signed by the parent/guardian stating the reason for the absence. Additional verification may be required if deemed appropriate. Teachers should send all absence notes to the office upon receipt.

The following procedures will be used to notify the attendance officer of the Harrison County Family Court of a violation of the compulsory school attendance law:

1. Fifth (5th) unexcused absence (excluding suspensions)—attendance officer will be notified.
2. Tenth (10th) unexcused absence (excluding suspensions)—attendance officer will be notified.
3. Twelfth (12th) unexcused absence (excluding suspensions)—attendance officer will be notified.
4. Harrison County Truancy Officers will have access to all student attendance records.

Please be aware that students who arrive late or who are checked out early six (6) times during the year will not be eligible to receive a perfect attendance award at the end of the school year.

Note: Any student absent for twenty consecutive days will be dropped from the roll unless the legal guardian advises the principal that the student has a legitimate reason for extended absence. The principal will determine the course of action to be followed concerning a student's progress and placement following an extended absence.

Unlawful Absences of Children, SENATE BILL 3043

Law enforcement officers shall be authorized to investigate all cases of nonattendance and unlawful absences of children. They shall file a petition with the youth court under Sections 43-21-451, against a parent or child under the provisions of the Mississippi Compulsory School Attendance Law.

BULLYING

Bullying or harassing behavior is any pattern of gestures or written communication, electronic or verbal, any physical act of any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that takes place on school property, at any school-sponsored function, or on a school bus that:

- Places a student or school employee in actual and reasonable fear of harm to his/her person or damage to his/her property;
- Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. No person shall engage in an act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying. A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying shall report the incident to the appropriate school official. Bullying should be reported as soon as possible.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance and must be consistent with the Board of Education's approved code of student conduct.

CARE OF CLASSROOMS

It is the responsibility of the classroom teacher to maintain a neat, orderly, and functional environment for instruction. The following might be used for a checklist for the classroom:

1. Are the surroundings arranged in a manner that promotes organization, safety, and use?
2. Is there a variety of instructional materials or work?
3. Are appropriate housekeeping habits maintained?
4. Is the classroom attractive and inviting?

CELL PHONE POLICY

It shall be the policy of the Harrison County School District that employees may carry their cell phones during school hours. Employees must adhere to the following: Phones are to be turned off and not visible during class except for school emergencies or with permission of the principal. All HCSD employees are prohibited from wearing blue tooth devices while on campus.

COMMUNICABLE DISEASES

If an employee has a disease that is highly contagious, such as measles, chicken pox, staph, impetigo, etc., the principal may require a doctor's clearance prior to the employee's return to work.

BED BUG POLICY

Bed bugs are often spread through hitch hiking on items transported by individuals from one location to another. There is no evidence that bed bugs transmit disease. However, bed bugs can severely reduce the quality of life by causing discomfort, sleeplessness, embarrassment and for some people anxiety.

When a student is identified with bed bugs present on them at school, the parent will be contacted and education materials about transporting bed bugs and care at school will be given to the parent to prevent the spread of bed bugs at school. Prompt reporting is necessary, so the presence can be confirmed, and prompt action taken to prevent the spread. Based on an assessment, the principal and/or the school nurse may require the student to be dismissed for the remainder of the day to address the infestation.

COMPLIANCE POLICIES – CONFIDENTIALITY

The Harrison County School District adheres to the requirements outlined in the Family Education Right to Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) Copies of these regulations are available on the district website at www.harrison.k12.ms.us

CONFERENCES

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

Principal-Teacher Conference

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

Principal-Student Conference

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

Teacher-Parent Conference

It is the teacher's responsibility to take the initiative for scheduling a parent conference. The principal will determine the procedures and time. When a parent calls the office and requests a conference with a particular teacher, the teacher will confirm the scheduled conference

according to procedures specified by the principal. The teacher will keep records of all conferences.

ESSA parent-teacher conferences at least annually, is required in all Title I elementary schools as per Public Law 114-95 Section 116.

Teacher-Student Conference

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

Teacher-Teacher Conference

Teachers (staff) are encouraged to cooperate directly on matters of mutual constructive nature. Keep the principal informed.

A Guide for Effectively Addressing Parent Issues

Listen

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

Acknowledge

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

Problem Solve

- Avoid arguing
- Ask probing and clarifying questions to understand what is causing the problem
- Repeat the parent's concerns back to them for clarification and understanding
- Explain the facts
- Emphasize what you can do over what you can't do
- Attempt to respond to the parent's issue or handle their request during the encounter
 - If unable to solve the parent's issue:
 - Personally contact someone who can assist the parent if able
 - Refer the parent to someone in the office if necessary
 - Take ownership by ensuring parent follow-up. Check back in with the parent to ensure the issue has been resolved
- Explain the benefit to the parent for actions taken

Exercise Emotional Control

- Avoid defensiveness
- Separate the problem from the parent's emotion

COPYRIGHT OF INSTRUCTIONAL MATERIALS

It is the intent of the Harrison County Board of Education to adhere to the provisions of current copyright laws and congressional guidelines. Infringement of copyright is both illegal and unethical and therefore contrary to the School District's policy. It is also the policy of the Harrison County School District to adhere to the provisions of copyright laws in the area of microcomputer software. The principal at each school is responsible for establishing practices

that will enforce district copyright policy at the school level. (Consult the Harrison County School District Policies and Procedures Manual for the District's Copyright Policy.)

CUMULATIVE RECORDS: THE PREPARATION AND USAGE

CONSULT THE MISSISSIPPI CUMULATIVE FOLDER MANUAL (IN THE TESTING, GRADES, GUIDELINES)

Cumulative Folder

The cumulative record folder is a record developed to assist in the student's educational growth and progress. The teacher and other school personnel use it as a tool for student guidance and the improvement of instruction. A well-developed cumulative record may afford a teacher an opportunity to analyze student's school history, test scores, and rate of growth so that a proper course of action for helping the student can be determined. A cumulative record is only as useful as the quality of data entered.

Permanent Record

The permanent record is the legal school record for the student. This information contains most of the information recorded on the cumulative folder.

Recording of Data on Cumulative Folder and Permanent Record

- A. All information should be on labels or recorded in permanent black ink except address, telephone numbers, and transfer of attendance, which should be written in pencil.
- B. When any change or correction is made on the cumulative folder, draw a line through the incorrect information, record the correct information and initial the correction. Correction fluid or tape is not to be used.
- C. The following data shall be filled out completely on the cumulative folder and permanent record: (a detailed description of each item is found in the Mississippi Cumulative Folder and Permanent Records Manual located in the school office)
 1. Personal and family data (copy of birth certificate)
 2. Certified Birth Certificate Number
 3. Verification initials
 4. Social Security Number (no longer required)
 5. Race
 6. Sex
 7. Place of birth
 8. Date of birth
 9. Address and telephone number
 10. Father, Mother, and/or Guardian
 11. Attendance
 12. First and second semester grades / yearly average
 13. Standardized Test Record
 14. Immunization Certificate of Compliance
 15. Medical information

Teachers shall maintain accurate and up-to-date cumulative folders and permanent records on each student. Each time a student's record is accessed, the teacher shall sign-in and state the purpose for accessing the folder. Please follow principal's instructions in accordance with state law.

DISCIPLINE

Where people exist together, it is necessary to have rules, laws, or understanding to avoid confusion, chaos, and even violence. The public school is no exception. When parents send their children away from home for seven or eight hours daily, the institution entrusted with their care receives the authority to regulate the conduct of students for their good and for the welfare of the total group. This authorized regulation of conduct is school discipline. Authority is given to the school to set rules and regulations that must be respected and observed at school, on the buses, and at school-sponsored activities. The authority to maintain school discipline is affirmed by State Law and decisions of the U.S. Supreme Court.

NON SCHOOL RELATED CONDUCT HOUSE BILL 776

The school district shall have the authority to suspend, expel or change the placement of students for misconduct while not on school property or at activities other than school sponsored events. The local school board shall have the authority to expel a pupil or to change placement to an alternative school or a home bound program for misconduct in the school, on the road to and from school, or at any school related activity or event, or for misconduct on property other than school property or other than at a school related event when such conduct, in the determination of the superintendent or principal, renders the pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

SCHOOL DISCIPLINE PLAN

In conformance with the Mississippi School Safety Law of 2001 (Section 37-11-53, MS Code of 1972, amended), the following requirements shall be met by this school district:

(1) A copy of the school district's discipline plan shall be distributed to each student enrolled in the district, and the parents, guardian, or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of the district. The School Board shall have its official discipline and code of student conduct legally audited on an annual basis to insure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions. As part of the first legal audit occurring after July 1, 2001, the provisions of Section 37-11-55 and Section 6 of Senate Bill No. 2239, 2001 Regular Session, shall be fully incorporated into the school district's discipline plan and code of student conduct.

(2) The discipline plan of the schools of this district shall include, but not be limited to, the following (a) a parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his/her minor child's disruptive acts against school property or persons; (b) a parent, guardian or custodian of a compulsory-school-age child enrolled in the school may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in (a) above or for any other discipline conference regarding the acts of the child; (c) any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in (b) above may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conferences; and (d) a parent, guardian or custodian of a compulsory-school-age child enrolled in the district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

(3) Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed two hundred fifty dollars (\$250.00).

(4) The school district shall be entitled to recover damages in an amount not to exceed twenty thousand dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years who maliciously and willfully damages or destroys property belonging to the school district. However, this section shall not apply to parents whose parental control of school child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

(5) The school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period of time specifically agreed upon by the reporting teacher and school principal. If the parent, guardian or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

Ref: Sections 37-3-81; 37-3-83; 37-11-54; 37-11-55; 37-11-53; MS Code of 1972, Amended

CODE OF CONDUCT-STUDENTS

In conformance with the Mississippi School Safety Law of 2001 (Section 37-11-55, MS Code of 1972, amended), this school board shall adopt and make available to all teachers, school personnel, students and parents or guardians, at the beginning of each school year a code of student conduct developed in consultation with teachers, school personnel, students and parents or guardians. The code shall be based on the rules governing student conduct and discipline adopted by the school board and shall be made available at the school level in the student handbook or similar publication. The code shall include, but not be limited to:

Specific grounds for disciplinary action under the school district's discipline plan; procedures to be followed for acts requiring discipline, including suspension and expulsion, which comply with due process requirements; An explanation of the responsibilities and rights of students with regard to attendance, respect for persons and property, knowledge and observation of rules of conduct, free speech and student publications, assembly, privacy and participation in school programs and activities; Policies and procedures recognizing the teacher as the authority in classroom matters, and supporting that teacher in any decision in compliance with the written discipline code of conduct; such recognition shall include the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment to the office of the principal or assistant principal. The principal or assistant principal shall determine the proper placement for the student, who may not be returned to the classroom until a conference of some kind has been held with the parent, guardian or custodian during which the disrupting behavior is discussed and agreements are reached that no further disruption will be tolerated. If the principal does not approve of the determination of the teacher to remove the student from the classroom, the student may not be removed from the classroom, and the principal, upon request from the teacher, must provide justification for his/her disapproval. Ref: Section 37-11-55 MS Code of 1972 Amended.

STUDENT CONDUCT-DISRUPTIVE BEHAVIOR

DISRUPTIVE BEHAVIOR

1. The School Safety Act of 2001 provides a procedure for disciplining students whose behavior, as determined by the principal or designated administrator of each school, seriously

interferes with the school environment as defined by the act. The Superintendent is authorized to more fully develop and implement the following procedures in the school district. These provisions of the School Safety Act of 2001 are cumulative and in addition to existing school district discipline procedures.

- The teacher is the authority in the classroom and, as such, is charged with classroom management. The administration will continue to support the teacher in decisions made in compliance with the written discipline code of conduct, school policies and procedures.
- Teachers continue to have the authority to remove students from their classrooms under existing policies and statutes for certain behaviors and/or actions, and such behavior would not necessarily constitute “disruptive behavior” as defined in the School Safety Act of 2001 (“Act”). In accordance with the Act and the Attorney General opinion dated June 25, 2001, this District designates the building principal of each school to make the determination as to whether a student’s behavior seriously interferes with the school environment. Every removal from the classroom does not constitute an instance of “disruptive behavior” as defined by the Act.
- “Disruptive Behavior” means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher’s or school administrator’s ability to communicate with the students in a classroom, with a student’s ability to learn, or with the operation of a school or a school-related activity, and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.
- “Habitually disruptive” refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.
- Should a student be removed from the classroom by a teacher because a teacher, in his or her professional judgment, has determined that the student is disrupting the learning environment under this Act, the teacher should describe the student’s behavior in the information provided to the principal. If the principal disagrees with the teacher’s decision to remove the student, the principal may return the student to the classroom. The teacher may request that the principal provide justification for returning the student to the classroom. A student does not have to be engaged in disruptive behavior as defined by Mississippi Code Ann. §37-11-54 (or the Act) to be removed from the classroom. A student may be removed from the classroom for other qualifying behavior under the school district’s discipline plan.
- Should the principal determine that the student’s conduct does rise to the level of disruptive behavior” required in the Act or in accordance with existing procedures addressing the removal of the students from class, the parent/guardian will be contacted and a conference held with the parent/guardian by the most effective and/or efficient means available, including but not limited to telephone, e-mail, written notice via mail or delivery. After the conference and application of the appropriate discipline under the school discipline plan, the student may return to class.

- After the second incident of disruptive behavior as determined by the principal, the principal, the student's parent or guardian and the reporting teacher or teachers shall develop a behavior modification plan. The conference to develop the plan may be held in person or via telephone. If the parent/guardian does not respond or refuses to participate, the teacher(s) and the principal shall prepare the plan and mail a copy to the parent/guardian.
- Once determination has been made by the principal that the student has not complied with the behavior modification plan, the principal shall follow the procedure for disciplining the student according to the student code of conduct and discipline plan, which may include expulsion to the alternative school for applicable offenses. The Act limits the expulsion remedy to students age 13 and above. However, under board policy and other discipline procedures, expulsion may also apply to students under age 13.
- If a student under age 13 has two instances of behavior that the principal classifies as "disruptive behavior," the District will appoint trained personnel to evaluate the child's behavior through an appropriate behavioral assessment. The assessment will not be one such that it is in conflict with federal laws, requiring parental notification of certain types of evaluations.
- Any discipline, including expulsion, for "habitually disruptive" behavior under the Act, must follow existing procedures to ensure that the student is afforded his/her due process protections. (Sections 37-11-55 (b)).

2. The school district will more fully develop and implement procedures for devising behavior modification plans under the School Safety Act.

3. It is this school district's policy to have procedures for dealing with a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities. These procedures will specifically address discipline measures for gang-related activity in the school, on school property or vehicles, or at school related activities.

SCHOOL SAFETY ACT/STUDENT BEHAVIOR

This school district shall meet requirements established under the Mississippi School Safety Act of 2001, which provides for the establishment of a School Safety Center by the Department of Education; a Safety Grant Program, available to eligible public-school districts; and a School Crisis Management Program under the State Department of Education.

The school board of this district, with the assistance of the State Department of Education School Safety Center, shall adopt a comprehensive local school district safety plan and shall update the plan on an annual basis. (Section 37-3-83 (2), MS Code of 1972, amended)
The school district may annually apply for school safety grant funds subject to appropriations by the legislature. In order to be eligible for such program, the school board, if it desires to participate, shall apply to the State Department of Education by May 31 before the beginning of the applicable fiscal year on forms provided by the department and shall be required to establish a local School Safety Task Force to involve members of the community in the school safety effort.

This school district may use audio-visual-monitoring equipment in classrooms, hallways, buildings, grounds and buses for the purpose of monitoring school disciplinary problems. (Section 37-3-83 (6), MS Code of 1972, amended)

In order to access the services of a response team established under the School Crisis Management Program under the State Department of Education, a request must be made by the school principal or the superintendent, who shall make the request to the State Department of Education or its contact designee. A response team shall enter a school to work with students and faculty for a period of no more than three (3) days, unless otherwise requested by the school district. The request made by the school district to access the services of a response team following a school safety incident may seek a review of the school district's safety plan, and the results of this evaluation may be published by the school board in a newspaper with wide circulation in the district.

The superintendent of school principals may request and utilize the services of quick response teams provided under the School Safety Law; however, school officials are not required to request the services of quick response teams.

Ref: Sections 37-3-81, 37-3-83, 37-11, 54 MS Code of 1972, amended

Corporal Punishment

1. Corporal punishment may be administered by the principal, assistant principal, or teacher. In all cases, the principal or assistant principal must be present along with a second certified person; one will administer the punishment, the second will observe as a witness. Corporal punishment is to be administered to the buttocks only and must not be excessive. Corporal punishment will not be administered in anger. Corporal punishment will not be administered in the presence of other students and will only be administered in the principal's office or in another private location designated by him/her. Corporal punishment is prohibited for students with a disability who have an IEP or Section 504 Plan.
2. In all cases where corporal punishment is administered, a discipline form must be completed immediately and must contain the following information:
 - a. Student's name
 - b. Date
 - c. Details of specific incident for which punishment was administered
 - d. Number of licks administered
 - e. Signature of person administering punishment
 - f. Signature of witness
3. The office copy of the discipline form is to be filed in the principal's office. The parent's copy is to be sent home or through the mail. The teacher's copy is to be retained by the teacher.
4. Parent permission must be given prior to administering corporal punishment.

Suspension

1. A short-term suspension is defined as denial of school attendance for three (3) days or less. A short-term suspension may be imposed upon any student by the principal or assistant principal of the school in which the student is enrolled. A conference with the student's parent is required prior to the student's reinstatement.
2. A long-term suspension is defined as any denial of school attendance for five (5) days. A long-term suspension may be imposed upon any student by the principal or assistant principal of the school in which the student is enrolled.
3. Both long-term and short-term suspensions shall be governed by the following procedures:
 - a. A student may be suspended only once for each offense.
 - b. A student suspended during a nine weeks examination period shall be offered an opportunity to take any examination missed at such time and place as determined by the principal.
 - c. The principal of each school shall keep a record of suspensions imposed during each year. Such record shall contain the name, race, and sex of each student suspended, the

dates of such suspension, and a brief description of the incident or misconduct requiring the suspension.

- d. The Harrison County School Board has given the principal the authority to dismiss, suspend, or recommend expulsion for any reason for which the Harrison County School District policy dictates dismissal, suspension, or expulsion of a student.
- e. No student shall be suspended without affording the student an opportunity to express his/her version of the incident to an administrator of the school. The student shall be fully advised of the charges lodged against him/her prior to the suspension unless there are reasons that make it inadvisable to do so. These reasons must be put in the record of the incident by the principal.
- f. After completing the investigation as set forth above, the principal of the school may suspend without further notice of proceedings. Upon the suspension of a student, the principal of the school should promptly send to the parent or guardian of the student a "Notice of Suspension." The notice shall state the name of the student, the nature of the incident resulting in suspension, the length of the suspension, and the exact date the student should return to school. The notice shall further advise the parent or guardian that conferences with the principal of the school and/or teacher(s) can be arranged to discuss the incident and disciplinary measures taken if the parent or guardian expresses the desire for the same. A parent /guardian conference with the principal is required for reinstatement of the student on short-term suspension. A conference with the Director of Student Services or his/her designee is required prior to reinstatement of student on long-term suspension. Concurrent with the mailing of the "Notice of Long-Term Suspension," the principal shall forward the name of the student, a statement of the infraction at issue, and the student's disciplinary record to the Director of Student Services.
- g. While not a requisite, it is desirable that the principal of the school affords the parent or guardian of the student an opportunity to confer with the principal concerning the student's behavior before suspending each student. The record maintained by the principal of the school shall show whether such conference was held with the parent or guardian of the student.

C. Expulsion Hearing Procedures

The Harrison County School District Disciplinary Committee and the Director of Student Services or other designee of the Superintendent will serve as investigator, convener and administrative officer for the committee. He/she will have no vote and shall prepare a summary of the hearing to include conclusion and recommendations of the committee. He/she shall present the cases to the board requiring board action. He/she shall transmit other letters or documents to proper persons following each hearing so as to bring each case to a proper conclusion. The committee will be made up of three (3) district school administrators, one (1) of whom will be of the same race as the student appearing before the committee and excluding the principal of the student charged.

D. Expulsion

Students who are expelled may apply for re-admission at the beginning of the next school year. Such students must show evidence of rehabilitation and must appear before the Disciplinary Review Committee for possible reinstatement. The power to expel a student is vested in the Harrison County School Disciplinary Review Committee subject to the review of the Superintendent and the Harrison County School Board.

Any principal who determines that a student committed infractions justifying expulsion shall send a letter of recommendation containing the student's disciplinary record, and the principal's recommendation. Concurrently, the principal shall mail a "Notice of Recommendation for

Expulsion” to the parent or guardian of the student. Students recommended for expulsion may remain in attendance pending the hearing before the Disciplinary Review Committee only if, in the opinion of the principal, the student’s attendance is not disruptive to the educational program or the operation of the school. Upon receipt of the principal’s recommendation, the superintendent or his/her designee shall notify the parent /guardian of the student recommended for expulsion of the exact time and place of the hearing (by certified mail, return receipt requested). This hearing shall be held within ten (10) days of the principal’s recommendation for expulsion.

The Disciplinary Review Committee shall have the duty to review the evidence advanced by the principal in support of his/her recommendation and to hear and review any rebuttal advanced by the student, parent, or guardian. Although proceedings will be conducted informally and formal rules of evidence shall not apply, the student and parent have the right to:

1. Have counsel present at the hearing.
2. Cross-examine or pose questions to persons giving statements that are adverse to student.
3. Offer statements by the student and parent /guardian and any other person who has information relevant to the charges advanced by the principal.
4. Request that the hearing be held in executive session.

The conclusion of the committee will rest solely upon applicable school rules, law and upon evidence admitted at the hearing. The Disciplinary Review Committee shall record all the facts considered before making a decision. If action of the school board is required, the recommendation of District Disciplinary School Committee shall be rendered in writing, recorded, and presented at the next regular or recess meeting of the school board. The designee of the Director of Student Services shall verbally advise the parent of the student and principal of the school of the committee’s recommendation as soon as possible. This decision will be mailed within two days or transmitted in writing by the Director of Student Services or his/her designee to the student and parent/guardian and to the principal.

E. General Provisions and Statement of Policy

All persons concerned are hereby placed on notice that the disciplinary actions and procedures herein established and authorized are to be conducted in accordance with applicable statutes and in accordance with school district policies published and distributed by the superintendent and are subject, in particular, to the following controlling principles:

1. The severity of the punishment must be appropriate to the offense.
2. The punishment inflicted against any particular student should be consistent with the punishment inflicted in other cases involving similar or identical circumstances. Uniformity of decisions and dispositions among the various principals of the school district should prevail to the extent reasonably possible.
3. Discrimination based upon race, color, creed, sex, handicap, national origin, and arbitrariness by the administration of the discipline is strictly prohibited (any charge of such discrimination or arbitrariness advanced by the student, parent, or guardian shall avoid any suggestion or implication that the race, sex, or creed of a student will have any impact on the disciplinary measures taken).
4. As a general rule, no student shall be expelled without clear proof that:
 - a. He or she poses a threat to the orderly operation of school programs or activities or is a danger to the physical well-being of other students, faculty, or to school property.
 - b. The parent or guardian of the student has been notified of the student’s grievous misconduct and the possibility of expulsion due to the student’s

misconduct. It is the firm policy of the school district to resort to expulsion only as a last resort.

DISCIPLINE GUIDE

A. Teachers Should:

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

B. Teachers Should Not:

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

CHILD NUTRITION PROGRAMS

Programs: All schools within The Harrison County School District (HCSD) participate in the USDA School Breakfast Program and The National School Lunch Program. Eligible schools also participate in optional programs such as the After-School Snack Program, Fresh Fruit and Vegetable Program and Summer Feeding Programs. Contact your school office for optional program participation.

Free & Reduced Meal Benefits: Students may receive free or reduced-price meals if the household meets current income guidelines. In order to take advantage of these benefits, a new meal application **MUST BE COMPLETED ANNUALLY** during registration or throughout the school year if household income or size changes. A child does not automatically qualify for free or reduced-price meals if they qualified the previous school year. A child is not approved until the meal application has been processed by the Department of Child Nutrition. Once processed, an eligibility letter will be mailed to the household listing the approval status. Please include your current address on the meal application to receive a letter determining your student's eligibility status.

Cafeteria Accounts: Students & staff will receive a unique cafeteria account number once enrolled or hired. Advanced meal payments can be made in person at the school cafeteria or online by using the school district's website, selecting the Department of Child Nutrition. Online pre-payments give customers additional options such as the ability to add funds to multiple customers or monitor cafeteria transactions. Funds may be used at any cafeteria or kiosk throughout the school district once the customer has been processed for transfer to a new location.

Refunds: Refunds may only be issued to the legal guardian on the account. Requests of \$20.00 or less may be made in person in the school cafeteria or in writing. Requests of \$20.01 or more must be requested in writing from the HCSD Department of Child Nutrition located at the 11072 Highway 49 Gulfport, MS 39503. Refunds on customer accounts of withdrawn students or separated employees must be requested by the last school day of each school year. Funds left on accounts from withdrawn students or separated employees past the last school day will be considered forfeited and applied as a donation to district's negative cafeteria balances for the respective school year.

Students without Money for Meals: Meal charges are not allowed in HCSD. For more information see HCSD School Board Policy EEAA – Alternate Meals Policy.

Nutrition: The Child Nutrition Programs are federally supervised with specific meal pattern requirements for all meals served. Students with special dietary needs will be accommodated once a physician's diet order is provided to the School Nurse for entry into the district's student information database.

Meal Prices:

K-12 Student Breakfast: \$1.50
K-12 Reduced Breakfast: \$0.30

K-12 Student Lunch: \$2.70
K-12 Reduced Lunch: \$0.40

Adult Breakfast: \$2.25

Adult Lunch: \$3.35

****Meal prices are subject to change due to market costs****

WELLNESS POLICY: The HCSD Board of Trustees has enacted a Wellness Policy to meet the health needs of our students and to comply with guidelines determined by the Mississippi Department of Education and the State Legislature. Restrictions are set on food and beverage items that may be brought onto campus. Parents that would like to offer suggestions are encouraged to join a School Wellness Council. For more information on this School Board Policy, please visit the HCSD website or request a copy from your school office.

This institution is an equal opportunity provider.

DRUG ABUSE POLICY FOR EMPLOYEES

The Harrison County School District is committed to protecting the safety, health and well-being of all students, employees, visitors and other individuals on district property or at school-sponsored events. Consequently, it is the policy of the Harrison County School District (HCSD) to maintain a drug and alcohol abuse-free workplace. As a condition of employment, all employees will be required to certify, in writing, that they will abide by the terms of this policy as set out below. The signed certification will be a part of the employee's permanent personnel file.

This policy applies to all district employees, including those employee-drivers who maintain a Commercial Driver's License (CDL) as a job requirement. These employee-drivers are covered by the Omnibus Transportation Employee Act and are subject to the District's U.S. Department of Transportation (DOT) Policy for Regulated Employees as well as the District's Controlled Substances Policy to the extent that the Controlled Substances Policy exceeds the provisions of the DOT Policy. In all instances where provisions are similar between the two policies, the DOT Policy prevails.

In accordance with Public Law 100-690, the Drug Free Workplace Act of 1988, and Public Law 101-647, the Drug-Free Schools and Communities Act of 1986, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace of the HCSD. Pursuant to this law, all HCSD employees will notify the Superintendent of Education if convicted for violation of any criminal drug statutes, should said violation occur in the workplace, no later than five (5) days after such conviction.

Prior to instituting this revised Controlled Substances Policy and annually thereafter, the HCSD will provide all employees with a one (1) hour minimum education program on alcohol and other drug abuse, in general, and its effects on the workplace, specifically. In addition, prior to instituting this revised Controlled Substances Policy and annually thereafter, the HCSD will provide all supervisory personnel with a minimum of two (2) hours of training on recognizing employee substance abuse and the appropriate course of action.

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

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

The district's policy is that employees shall not be allowed to work or participate in any HCSD activities while using alcohol or under the influence of alcohol or any controlled substance which alters his/her ability to work safely and productively.

Reporting to work under the influence of, or when ability is impaired by, alcohol or the unlawful use of a controlled substance is cause for termination. The unlawful manufacture, sale, distribution, solicitation, possession with intent to sell or distribute, or use of alcohol or other drugs is prohibited while on the job, on the office premises or participating in any HCSD activity and is cause for termination.

Any employee found to be in violation of this policy who is allowed to return to work will be required to:

1. provide documentation of successful completion of a substance abuse rehab/treatment/assistance program;
2. submit to a return-to-duty drug and/or alcohol test with a negative result;
3. comply with the provisions of a follow-up testing program;
4. comply with the terms and conditions of a written last chance agreement.

The district will maintain a resource file of employee assistance service providers, alcohol and other drug abuse programs, mental health providers, and other persons, entities or organizations available to assist employees with personal or behavioral problems. In addition, the district shall provide all employees a summary of the information contained within the

resource file, to include all information necessary to access the services listed in the resource file and shall post, in conspicuous places, a listing of multiple employee assistance providers in the area.

An employee who suffers from the problems of drug abuse or alcoholism must recognize that it is his/her responsibility to address these problems. Upon request by the employee for assistance with a substance abuse problem, the HCSD Personnel Office will advise the employee of leave, insurance benefits and any additional information, as needed, from the resource file. It is the employee's obligation to seek diagnosis and/or treatment and to abide by any program of care prescribed by medical personnel. A request for assistance may not be entertained if it is made after the employee engages in misconduct which the HCSD Superintendent considers to be cause for discharge, and no request for assistance will prevent the HCSD Superintendent from taking disciplinary action based on the misconduct which may have been related to the employee's use of alcohol or drugs.

The HCSD, however, is under no obligation to maintain the employment of anyone who constitutes a threat to the workplace or whose current use of alcohol or drugs prevents him/her from working safely or productively, or otherwise performing his/her duties.

The HCSD has the right to revise this policy. Nothing in this policy grants any property right to an employee who serves at the will and pleasure of the HCSD Superintendent of Education.

Drug/Alcohol Testing

Each applicant/employee, as a condition of employment, will be required to submit to the following types of drug and alcohol tests:

The HCSD will require all job applicants to submit to a drug test as a condition of the employment application. A negative test result must be obtained prior to the applicant beginning employment for the district. A refusal to submit to a test or positive confirmed test result is a basis for refusal to hire.

The HCSD will require an employee to submit to reasonable suspicion drug and/or alcohol testing if there is a belief that said employee is using or has used drugs in violation of the district's policy drawn from specific objective and articulated facts and reasonable inferences drawn from those facts in light of experience, and may be based upon, among other things:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
2. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness or deterioration in work performance;
3. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
4. Evidence that an individual has tampered with a drug and alcohol test during his employment with the district;
5. Evidence that an employee is involved in the use, possession, sale, solicitation or transfer of drugs while working or while on the district's premises or operating the district's vehicle, machinery or equipment;
6. Information that an employee has caused or contributed to an accident while at work that results in off-site first aid or medical treatment. This post-incident test should be administered immediately after the employee is treated for his/her injuries, but all affected employees should submit to testing within one hour of the incident or notification by Administration.

In all cases of reasonable suspicion testing, the district shall provide transportation to and from the testing site except in those post-incident situations where it has been determined that the employee is not in need of assistance. In addition, in all instances where the results of an on-site initial screening test are non-negative, the employee will be temporarily suspended from duty until the final results are known, and the district shall provide or arrange for transportation to the employee's place of residence or other mutually agreeable location. If the final results are negative, the employee will be returned to duty and made whole for any lost wages.

An employee will be subject to the same consequences as a positive test result if he/she refuses the test, adulterates or substitutes the specimen, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Testing Procedures and Methodology

All drug testing will be conducted in accordance with Mississippi Code 71-7-1 through 71-7-33. Testing for the presence of alcohol or the metabolites of drugs may be conducted by the analysis of any biological sample or specimen. A specimen means a tissue or product of the human body chemically capable of revealing the presence of drugs in the human body, such as blood, breath, hair, saliva, sweat or urine. The substances that will be tested for are amphetamines, cannabinoids (marijuana), cocaine, opiates and phencyclidine (PCP).

To ensure the accuracy and fairness of our testing program, all drug testing will include the following elements as applicable:

1. A process which will ensure individual privacy during the collection process and the confidentiality of test results;
2. A documented chain of custody procedure which will be used to ensure the integrity of each specimen;
3. An initial screening test;
4. A confirmation test using a different chemical process;
5. Use of a SAMHSA-certified drug testing laboratory for all confirmation tests;
6. Review by a Medical Review Officer (a licensed physician trained in the field of drug testing) including the opportunity for individuals who test positive or are found to have submitted an adulterated or substituted specimen to provide a legitimate medical explanation, such as a physician's prescription, for the positive/adulterated/substituted result; and,
7. The opportunity for a re-test of the original specimen (at the individual's expense).

Confidentiality

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the district through this drug and alcohol testing program are confidential communications and access to this information is limited to those who have a legitimate need to know and will only be released in accordance with the provisions of the aforementioned statute. An employee may request and receive from the district a copy of his/her test result report.

DISCRIMINATION

The Harrison County School District offers educational and employment opportunities to all persons without discrimination and without regard to sex, age, religion, color, national origin, or handicap.

DRESS

Teachers are required to dress in a professional manner.

Professional dress that positively reflects the school must be worn to all school-related functions and events, both on-campus and off-campus.

- Jeans/pants with holes in them are not considered professional attire and are not permitted.
- Hats/Ballcaps may be worn outside for protection but are not permitted to be worn inside the buildings.
- T-shirts worn during school hours are not considered professional attire and are not permitted. (T-shirts that support a school activity or sport are permitted during approved events).
- Earrings must be worn in earlobes only. For safety reasons, no other body piercing with rings or other jewelry is permitted.
- For safety reasons, no tongue rings will be allowed.
- Flip flops that are considered to be “shower shoes” or “beach shoes” are not allowed.
- Sweat suits and wind suits are not allowed (with the exception of P.E. Coaches-must be professional).
- Tank tops, low-cut shirts, and clothing that reveal undergarments are not allowed.
- Tops must be longer than finger-tip length and **professional in appearance** if leggings/jeggings/meggings are worn.
- Inappropriate application of make-up, hair color, or hair cut that appears to be costume in nature is not permitted.
- Tattoos deemed to be inappropriate or unprofessional by the administration must be covered.

DUTIES/RESPONSIBILITIES OF TEACHERS

The duties and/or responsibilities of teachers are as follows:

1. To plan, organize, and conduct a program of instruction in the subject area or grade in which the teacher is assigned;
2. To participate in all pre-school conferences and in-service training programs;
3. To attend all faculty meetings;
4. To assume custody of the pupils assigned to their care and to take precautions that will ensure the pupil's safety and general welfare;
5. To perform extra-curricular duties that are assigned by the principal;
6. To refrain from dismissing class sessions;
7. To be responsible for all school property and equipment which are assigned to their care;
8. To be responsible for the behavior of all pupils with whom they have contact on campus;
9. To prepare all records as directed by the policies of the HCSD or as directed by the principal or the superintendent;
10. To make any and all requests to the HCSD School Board through the principal or superintendent;
11. To prepare daily lesson plans (SEE SECTION; LESSON PLANS in this manual);
12. To practice and to require the students to maintain good-housekeeping in the classroom;
13. To notify the principal or his designee of any anticipated absences and to obtain prior approval for said absence when possible;
14. To arrive on campus at the designated time and remain until the staff release time;
15. To refrain from discussing students or school business in an improper manner or place;

16. To abide by all reasonable rules and assignments of the principal or other administrative personnel;
17. To avoid doctrinal, sectarian, or denominational teaching;
18. To keep abreast of material/changes in the assigned subject area or grade;
19. To strive to maintain a working relationship with the parents/guardians of students and to keep the parents of students informed of the student's progress;
20. To follow all accounting practices as outlined by district policy.

Only the principal, the superintendent, or their designee may release a teacher from the duties and responsibilities listed above.

EVERY STUDENT SUCCEEDS ACT (ESSA)

The Every Student Succeeds Act (ESSA), which reauthorizes the Elementary and Secondary Education Act of 1965 (ESEA) builds upon the critical work states and local educational agencies (LEAs) have implemented over the last few years. The reauthorized law sets high standards and contains policies that will help prepare all students for success in college and future careers.

MISSISSIPPI STATE REPORT CARD

The Mississippi State Report Cards contain the accountability grades and information about school and district performance on statewide assessments, the graduation rate (for high schools and districts) and teacher qualifications. They are located on the Mississippi Department of Education's website.

EMERGENCIES

Consult the HCSD EMERGENCY OPERATION PLAN on file in the office of each school.

EMERGENCY WEATHER PROCEDURES

It may become necessary for the Superintendent of Education to cancel school or dismiss school early due to an emergency situation. Announcements will be made over radio/television stations should school be cancelled or released early due to weather or other emergencies.

EMPLOYEE IDENTIFICATION

All Harrison County School district employees can be identified using the identification badges provided by the district office. These badges should be worn in plain sight.

EMPLOYEE/STUDENT/or OTHER THIRD-PARTY INJURY

HCSD teacher or employee injured as a result of the actions of a student/parent or other third party under the state law workers compensation carrier can exercise their right to seek reimbursement. State Statute as it relates to section 71-3-71 'Compensation for injuries where third parties are liable'.

ENGLISH LEARNER PROGRAM (EL)

Philosophy

The Harrison County School District recognizes the need and the requirement to provide EL (English Learner) students with linguistic and academic instruction, and support services to develop English language proficiency such that, over time, they progress through school at a rate commensurate with their native English-speaking peers. To ensure educational efforts are consistent district-wide, the following requirements will be met:

- Language minority children will be allowed to attend school, regardless of their ability to produce a birth certificate, social security number, or immigration documents.

(Enrollment in Harrison County Schools is dependent upon two kinds of information: proof of residency in the district and proof of the required vaccinations.)

- Language minority children will be placed within one year of their age–appropriate grade level.
- Language minority children will not fail a subject or be retained in a grade because they do not speak English.

Identification

The Home Language Survey will be completed at the time of school enrollment to identify the students who qualify for EL Program Services. Students identified by this survey as in need of EL services will be assessed for placement in the EL program.

Assessment

EL students will be tested for English language proficiency within the first 30 calendar days at the beginning of the school year. If a student enrolls after the beginning of the school year, the student will be assessed within 10 days of enrollment. This assessment will reveal individual student's strengths and weaknesses in order to plan the student's academic placement. This assessment will include four areas of language: understanding, speaking, reading, and writing. Prior to placement, parents will be notified, through a form of communication they can understand, of the student's placement in the EL program, the parent's right to visit the program, and the parent's right to withdraw/refuse participation in the program.

Exiting English Language Program Services

To exit the EL program a student must have a 4-5 overall ELPT (English Language Proficiency Assessment) score, along with a 4-5 in both reading and writing on the ELPT Assessment as per the Mississippi Department of Education. It gauges listening, speaking, reading, writing, oral communication and comprehension to give each EL student an overall score, as well as, sub-scores in each domain for students in grades Kindergarten through 12th grade.

When an EL achieves these levels on the ELPT, the student is eligible to exit the EL program and enter a federally mandated four-year "monitoring" period. Schools will continue to monitor the student and provide support as needed. During the monitoring phase a student will not receive the EL grading scale accommodations or modifications and is not required to take the state mandated English Language Proficiency Assessment as per state and federal mandates.

Programming

Pullout or "push-in" programming services will be provided for EL students as needed. Pullout service requires the student to be pulled out of the regular classroom for special instruction in English. An itinerant teacher or paraprofessional will provide pullout instruction for individual students or small groups of students as is dictated by the number of students and scheduling feasibility. The "push in" program consists of an itinerant teacher or paraprofessional instructing students in the classroom. The type of service provided will be decided on an individual basis and detailed on the student's Language Service Plan. Programming will address the areas of language acquisition: listening, speaking, reading, writing, oral communication and comprehension.

Parent Refusal of EL Program

If a student is identified as qualifying for EL service, parents may refuse EL services for their child or they may choose to withdraw from the program at any time. If a parent refuses services, a Language Service Plan will still be completed each year and in the section titled “EL Services,” parent refusal will be indicated. The student will be considered EL because a lack of English proficiency has been established. The student will be given the state’s English Language Proficiency assessment. HCSD must still provide services to ensure academic success as per federal law.

Grading

Strict adherence to a “letter” grading system is often inappropriate for ELL students. In order to ensure consistency of grading between teachers and/or schools and to ensure ELL students do not fail due to English proficiency, the policy for grading ELL students in the Harrison County School District will be Pass or Fail.

**NO FAILING GRADES MAY BE GIVEN DURING THE ELS’ PROGRESS
FROM LEVEL 1 – “Beginning” THROUGH
LEVEL 3 – “Intermediate” LANGUAGE PROFICIENCY.**

Modified Grading Scale for ELs

Kindergarten- 5th Grade:

1. Levels 1-3 (Beginning, Early Intermediate, Intermediate)

- a. 65-100% Passing (S=Satisfactory)
- b. 46-64% Passing (N= Needs Improvement)
- c. 0-45% (U= Unsatisfactory) [Documentation Necessary for 0-45%]
- d. “EL” noted on the report card

2. Level 4-5 (Proficient, Above Proficient)

- a. Common criteria for assigning grade (with necessary accommodations and modifications)
- b. “EL” noted on the report card

6th Grade- 12th Grade:

1. Levels 1-3 (Beginning, Early Intermediate, Intermediate)

- a. 65-100% Passing (S=Satisfactory)
- b. 46-64% Passing (N= Needs Improvement)
- c. 0-45% (U= Unsatisfactory) [Documentation Necessary for 0-45%]
- d. “EL” noted on the report card

2. Level 4-5 (Proficient, Above Proficient)

- a. Common criteria for assigning grade (with necessary accommodations and modifications)
- b. "EL" noted on the report card

Award Carnegie unit credit to students in levels 1-3 based on classroom modifications and accommodations for student's success.

All students are subject to the attendance policies regarding awarding credit for classes.

EXEMPTIONS (SECONDARY)

Exemptions from end of course exams will be granted to all students on the following basis. Students with grades ranging from 80-89 are allowed one (1) excused absence. Students with grades ranging from 90-100 are allowed two (2) excused absences. Students who qualify for the exemption may take the exam, and the grade received on the exam will be computed only if it improves the students' final average. Exemptions are not applicable to dual credit classes.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) was enacted on February 5, 1993 and became effective on August 5, 1993. FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons. These reasons include:

1. The birth or placement of a child for adoption or foster care.
2. To care for an immediate family member (spouse, child, or parent) with a serious health condition.
3. To take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the same employer are jointly entitled to a combined total of 12 work weeks.

To be covered under FMLA the employee must:

1. Work for a covered employer. Harrison County School District is a covered employer.
2. Have worked for the employer at least 12 months.
3. Have worked at least 1,250 hours over the prior 12 months.
4. Work at a location where at least 50 employees are employed by the employer within 75 miles.

Subject to certain conditions, employees or employers may choose to use or require the use of accrued paid leave (such as sick or vacation) to cover some or all of the otherwise unpaid FMLA leave. An employee's paid leave cannot be credited as FMLA leave after the leave has been completed.

Group health insurance coverage will continue while an employee is under FMLA leave whenever the coverage was provided prior to the leave being taken. The terms remain the same as if the employee had continued to work.

Except for accrued or earned benefits, such as seniority, the employee must be restored to the same benefits upon return from FMLA leave as if the employee had continued to work the entire FMLA leave period.

Upon return from FMLA leave, an employee must be restored to his or her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. The employee is required to provide the employer with 30 days advance notice when the need for leave is "foreseeable." When such an advanced notice is not possible or the need for the leave cannot be foreseen, the employee must give the employer notice as soon as possible. Notice

should be given to the employee's principal or immediate supervisor and must be approved by the superintendent and the board of education.

FEES

According to state statute 37-7-335, Fees; hardship waiver; confidentiality,

(1) The school board of any school district shall be authorized to charge reasonable fees, but not more than the actual cost for the following:

- Supplemental instructional materials and supplies, excluding textbooks;
- Any other fees designated by the local school board as fees related to a valid curriculum educational objective, including transportation; and
- Extracurricular activities and any other educational activities of the school district which are not designated by the local school board as valid curriculum educational objectives, such as band trips and athletic events.

(2)(a) All fees authorized to be charged under this section, except those fees authorized under subsection (1)(c) of this section, shall be charged only upon the condition that the school board of each school district shall adopt a financial hardship waiver policy that shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public. The board shall insure that a pupil eligible to have any such fees waived as a result of an inability to pay for said fees, shall not be discriminated against nor shall there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means in no case shall any school district's procedures expose any pupil receiving a hardship waiver to any type of stigma or ridicule by other pupils or district personnel.

The confidentiality of the financial hardship waiver policy adopted by such school board shall apply to any students who have an inability to pay any fees authorized under subsection (1)(c) of this section.

(3) In no case shall the inability to pay the assessment of fees authorized under the provisions of this section result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript, or the right to participate in any activity related to educational enhancement.

FIELD TRIPS

Request forms for field trips may be obtained from each school office. All trips must have educational objectives that augment instruction. Request forms must be completed and submitted for approval a minimum of 15 days prior to the proposed trip.

FIRE AND SEVERE WEATHER DRILLS

The district has planned procedures to ensure the safety of each student in the event of a fire or severe weather. Drills are held periodically during the year to ensure speed and efficiency in getting children to their assigned places of safety.

Fire evacuation procedures should be explained to each child. Pupils must leave the classroom in orderly lines and march to an assigned place outside the building. Monitors will inspect all sections of the building to ascertain that all pupils have safely vacated the building.

GRADING - KINDERGARTEN

Kindergarten teachers will evaluate student progress weekly. Parents will receive a report card at the end of each nine weeks.

GRADING (GRADES 1-8)

One of the basic functions of a teacher is to evaluate the progress of the students assigned. In carrying out this function the following policy will be observed:

1. Daily work, (including homework, presentations, reports), counts as 50% of the total nine-weeks grade.
2. Weekly or chapter tests (minimum of four per nine week period) count 50% of the total nine-weeks grade.
3. A child must be on roll at least 15 days during a nine-week period in order to receive a report card.
4. Grade books:
 - a. Teachers are to keep accurate and up-to-date records of students' grades and/or levels of achievement. Keep in mind that parents can view teacher grade books online.
 - b. A parent/guardian, upon request, will be granted access to the teacher's grade books in the presence of the teacher or principal to review the grades entered therein for their children.
 - c. A minimum of two grades per subject per week must be given.
5. Progress reports:
 - a. Progress reports will be issued to all students on the Wednesday following the fourth (4th) Friday of the term.
 - b. A failure notice will be issued to all students who are failing on the Wednesday following the second (2nd) Friday of the term.
7. Grades shall not be lowered for disciplinary reasons.
8. Report cards shall have both number and letter grades for grades first through twelve.
9. Grades will not be ranked.
10. Any change of a final grade (as recorded on a cumulative folder or permanent record) must be presented and approved by a panel consisting of, at a minimum, the teacher issuing the grade, the building level administrator, and a central office administrator.
11. Students may not be arbitrarily issued a grade of 50 to represent failing grades; they must receive the grades that were earned.
12. At the end of each school year, teachers should submit a hard copy of their grade book to the principal.

GRADING SCALE FOR GRADES 1 - 6

95 – 100	A
85 – 94	B
75 – 84	C
70 – 74	D
0 – 69	F

GRADING SCALE FOR GRADES 7-8

90 – 100	A
80 – 89	B
70 – 79	C
65 – 69	D
0 – 64	F

There will be no reassignment or reassessment of letter grades issued before the implementation date (8/1/2008) of this grading scale.

LETTER GRADE CONVERSION FOR TRANSFER STUDENTS IN GRADES 1-6

When the transcript for a student who transfers into the district does not specify a numerical grade for a course, the following designation will be applied:

A+ = 99	B+ = 94	C+ = 84	D+ = 74	F = 69
A = 97	B = 90	C = 80	D = 72	
A- = 95	B- = 85	C- = 75	D- = 70	

GRADES 7-8

A+ = 99	B+ = 89	C+ = 79	D+ = 69	F = 64
A = 95	B = 85	C = 75	D = 67	
A- = 90	B- = 80	C- = 70	D- = 65	

GRADING (SECONDARY 9-12)

One of your basic functions as a teacher is to evaluate the progress of the students assigned to you. In carrying out this function, observe the following policy:

1. Daily work, including homework, recitations, reports, etc. counts as 2/5 of the total nine weeks grade.
2. Weekly or chapter tests (minimum of three per nine weeks period) count 2/5 of the total nine weeks grade.
3. Nine weeks test counts 1/5 of the final grade.
4. A child must be on roll at least seven (7) days during a nine weeks period in order to receive a report card.
5. Grade books:
 - a. Teachers are to keep accurate and up-to-date records of the student's grades and/or levels of achievement. Parent/guardian, upon request, will be granted access to the teacher's grade books in the presence of the teacher or principal to review the grades entered therein for their children.
 - b. A minimum of two grades per subject per week or eighteen (18) must be given.
6. Progress reports:
 - c. Progress reports will be issued to all students on the Wednesday following the fourth (4th) Friday of the term.
 - d. A failure notice will be issued to all students who are failing on the Wednesday following the second (2nd) Friday of the term.
7. Grades shall not be lowered for disciplinary reasons.
8. Report card grades shall be both number and letter.
9. Any change of a final grade (as recorded on a cumulative folder or permanent record) must be presented and approved by a panel consisting of, at a minimum, the teacher issuing the grade, the building level administrator, and a central office administrator.
10. Students may not arbitrarily be issued a grade of 50 to represent failing grades; they must receive the grades that were earned.
11. **At the end of each school year, teachers should submit a hard copy of their grade books to the principal.**

GRADING SCALE FOR GRADES 9-12

90 – 100	A
80 – 89	B
70 – 79	C
65 – 69	D
0 – 64	F

There will be no reassignment or reassessment of letter grades issued before the implementation date (8/1/2008) of this grading scale.

LETTER GRADE CONVERSION FOR TRANSFER STUDENTS IN GRADES 9-12

If a transcript for students who transfer into the district does not specify a numerical grade for a course, the following designation will be applied:

A+ = 99	B+ = 89	C+ = 79	D+ = 69	F = 60
A = 95	B = 85	C = 75	D = 67	
A- = 90	B- = 80	C- = 70	D- = 65	

ONLINE GRADING SYSTEM

The Harrison County School District has converted to the web-based student package Power School; each school will send parent letters with instructions on how to log in to the website to view student's grades.

GRIEVANCE PROCEDURE (CERTIFIED PERSONNEL)

A "grievance" under this procedure shall mean a complaint by persons who believe they have been treated unfairly or otherwise discriminated against in their employment. The following steps shall be used in processing such grievances:

STEP 1

- a. The aggrieved person shall present his/her grievance in writing to his/her immediate supervisor.
- b. If the grievance is sexual in nature and is directed toward the aggrieved person's supervisor, the grievance shall be presented in writing to the immediate supervisor of the individual toward whom the grievance is directed. The grievance process will then follow the steps as outlined.
- c. The aggrieved person or administrative supervisor may request a conference prior to the time a decision is rendered.
- d. The administrative supervisor shall render a written decision to the aggrieved within ten (10) days after receipt of the grievance.

STEP 2

- a. If the aggrieved person is not satisfied at Step 1, he/she may within five (5) days, notify in writing, his/her administrative supervisor of his/her intent to appeal to the appropriate authority.
- b. The aggrieved person shall present his/her appeal in writing to the appropriate central office administrator and shall include copies of all correspondence from STEP 1.
- c. The aggrieved person or central office administrator may request a conference prior to the time a decision is made.
- d. The central office administrator shall render a written decision to the aggrieved within ten (10) days after receipt of the appeal.

STEP 3

- a. If the aggrieved is not satisfied at STEP 2, he/she may within five (5) days notify in writing the central office administrator, of his/her intent to appeal to the Superintendent of Education.
- b. The aggrieved person shall present his/her appeal in writing to the superintendent and shall include copies of all correspondence from Steps 1 and 2.
- c. The aggrieved person or the superintendent may request a conference prior to the time a decision is rendered.
- d. The superintendent shall render a written decision within thirty (30) days after the receipt of the appeal.

STEP 4

- a. If a hearing is requested, said hearing may be handled at the regularly scheduled meeting of the Board or at a called meeting. The aggrieved may request an executive session.
- b. Request for a hearing must be made ten (10) days before a regularly scheduled board meeting in order to be included on the agenda. Such request must be made in writing.
- c. In all formal hearing procedures, cross-examination shall be permitted.

- d. Hearings will be recorded electronically, or a written summary will be made. Requests for summaries must be made in writing, and a fee will be charged for such summaries.
- e. A full record of an individual's grievances will be kept in that individual's personnel file.

HOUSE BILL 527

House Bill 527 establishes the Education Employment Procedure Law of 2001.

Section 1

It is the intent of the legislature to provide for accountability in the teaching profession and to provide for the non-renewal of licensed education employees in a timely, cost-efficient and fair manner, to provide the employee with an opportunity for a hearing, and to require non-renewal decisions to be based upon valid educational reasons or noncompliance with school district personnel policies.

Section 2

This section clarifies that the protection under Act applies only to licensed education personnel. In addition, it establishes a new probationary period where the notice and hearing requirements are applicable for the first two years of Mississippi school employment, and at least one year in the current district. The language provides "grandfather" protection for existing employees meeting these conditions.

Section 3

This section established February 1 as the date for a school board to give initial notice of its preliminary non-reemployment decision to the superintendent.

Section 4

This section is revised to establish that the superintendent, without prior approval of the school board, shall give notice to any principals being non-renewed no later than March 1 and for other educators no later than April 15.

Section 5

New procedures are established for an employee receiving notice of non-renewal; A deadline of ten (10) days is given to employees to request a hearing rather than seven (7) days.

- If a request for a hearing is made, then the employee is entitled to the specific reason for the non-renewal
- A list of witnesses
- A copy of all documentary evidence fourteen (14) days before the hearing.

The employee is required to provide, within five (5) days of the hearing, a list of witnesses, and a copy of all documentary evidence.

Section 6

New procedures are established for hearing:

- A board designee can set the date and time of the hearing without requiring the board to have a special meeting just for that purpose.
- Hearing officers are prohibited from having a conflict of interest.
- Ex parte communications to hearing officers are prohibited.
- Hearings shall be held in executive session unless the employee elects a public hearing. However, even if the hearing is public, the board or hearing officer may close any portion of the hearing where children testify or where the evidence relates to the reputation or moral character of another party.
- The hearing officer may prepare a report for the board to consider; however, the board can only consider evidence presented at the hearing in making a conclusion whether the non-reemployment decision is proper and is based upon valid educational reasons or noncompliance with school district personnel policies.

Section 7

Effective July 1, 2001
Approved by the Governor
MDE Contact Person: (601) 359-2038

SUSPENSION – ALL EMPLOYEES

The principal or other appropriate administrative personnel shall have the power to suspend employees under their supervision, once approval has been given by the Superintendent of Education, for failure to comply with school policies and procedures or reasonable requests of the administration. The employee shall have the right to a hearing as outlined in the procedures governing staff grievances.

The Superintendent of Education shall have the power to suspend an employee for failure to comply with school policies or reasonable requests of the administration. The employee shall have the right to a hearing as outlined in the procedures governing staff grievances.

FOSTER CARE

The district will ensure that children in foster care remain in their schools of origin when their living arrangements change (either by entering foster care or changing foster care placement) unless it is determined to be in the student's best interest to change schools. Should a school transfer become necessary, the district will coordinate with the receiving school to ensure enrollment without delay.

HOMEBOUND INSTRUCTION

Students may be enrolled in the homebound program following the sixth consecutive day of absence that is a result of an illness diagnosed by a physician, provided that all requirements for homebound enrollment are met. Parents are asked to contact the school principal to arrange for up to fifteen (15) days of homebound instruction. School board approval is needed for each period of fifteen (15) days of homebound instruction thereafter.

HOMELESS CHILDREN AND YOUTH

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted to the district school in the attendance area in which the student is actually living, or to the student's school of origin as requested by the parent and in accordance with the student's best interest. Transportation will be provided to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the district's liaison for homeless students will make that determination. If this is not feasible and the child must attend a school other than the school of origin, the district will coordinate with the other LEA to determine the best interest of the student. Parents will receive written explanation of the decision and notification of their right to appeal.

HOMEWORK

Teachers may assign a reasonable amount of meaningful homework.

- A. All homework will be checked by the teacher.
- B. No homework will be given on weekends or holidays without special permission from the principal.
- C. Teachers are expected to provide assignments and other assistance to homebound students as specified by the principal.

ILLNESSES

If a student is ill, he/she should be sent to the office with a pass, and if his/her condition so indicates, have another student accompany him/her. Even if you believe a student is feigning illness, it is still better practice to treat him/her as though he/she were sick. The office will assume responsibility for future action. When handling accidents or illnesses involving body fluids, gloves should be worn. For more information about policies pertaining to communicable diseases and head lice procedures, see the student handbook.

INSURANCE

- A. All school employees in our district are covered by a blanket liability policy.
- B. The only insurance deduction to be made on payroll will be group insurance approved by the insurance committee, the superintendent and the school board. Insurance must be taken only during the enrollment period in order to qualify for payroll deduction. This enrollment period will be the first ten days of school. Cancellation of insurance is subject to the regulations of the cafeteria plan under which the Harrison County School District operates.
- C. Teachers and students may purchase school-day accident insurance with on and off-campus options.

JURY DUTY

Employees shall be released for jury duty and will be paid their salary. Should an employee be dismissed from the jury prior to 12:00 noon on any given day, the employee will return to his/her place of employment for the remainder of the school day.

Employees must submit their jury excuse notice from the court to their bookkeeper upon return to work.

LEAVE

- A. Administrative leave may be approved for absence due to professional service such as educational conferences, conventions, and school evaluations, if the teacher attending represents the school. Such absence must be approved in advance by Mr. King. No deduction from salary will be made, and such time will not count against accrued time. Administrative leave request for professional service that is out of state requires school board approval.
- B. Leaves of absence without pay may be granted for approved study, health, or service in the armed forces. No leave of absences shall exceed one year. Request for such leave must be made as far in advance as possible and must be approved by the school board.
- C. **Personal Leave:** Each teacher shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during the school year. Such personal leave shall not be taken on the first day of the school term, the last day of the school term, or a day previous to a holiday, or a day after a holiday. Employees absent on those days for personal reasons will be docked a full day's pay. For each multiple of eight days of sick leave accrued by the teacher in prior school years, the teacher may take one day of personal leave, which shall be charged against accrued sick leave. All absences for personal reasons must be approved 3 school days in advance by the principal.
- D. **Temporary Disability:** During the first year of employment, prior to FMLA taking effect, leave of absence without pay, beyond accumulated sick leave and for a minimum of one nine weeks may be granted for temporary disabilities under the following options:
 - Option 1:** Teachers requesting leave to begin at the end of a grading term and to expire at the beginning of a grading term will be returned to the position held at the time of their leave.
 - Option 2:** Teachers requesting leave to begin at a time other than the end of a grading term will be offered a comparable position within the district when available after a request for return to duty has been made.

Teachers who refuse to accept their position when offered will be considered resigned. An extension to leave for temporary disability may be granted through an administrative hearing. All teachers, regardless of the option chosen, may be required to present a doctor's certification of their ability to return to work at the time their request is made.

It is the policy of the Harrison County School District to contract with fully certified temporary teacher or classes whose teacher is on leave of absence subject to availability of such certified teacher.

- E. **Sick Leave:** Sick leave with full pay for absence because of personal illness or illness in the immediate family will be granted as set forth below.
 - 1. The immediate family is limited to father, mother, husband, wife, son, daughter, brother, sister, or person who is in loco parentis to the employee. When there is a death in the family, two working days of sick leave may be taken.
 - 2. Full time teachers under contract shall accrue sick leave as follows:
 - a. During the first three years of employment – 7 days per year.
 - b. During the fourth through tenth year – 8 days per year.
 - c. During the eleventh year and thereafter – 10 days per year.
 - 3. Accumulation of sick leave is unlimited. For excess sick leave taken beyond the accumulated amount, payroll deductions will be made as follows:
 - a. From 1 to 10 excess days – the established substitute amount of teacher compensation.
 - b. After the 10th day – the full amount of pay will be withheld.
 - c. After the allotted days the employee shall provide a doctor/medical excuse for any absence.
 - 4. Any leave beyond 10 days excess must be submitted to the superintendent or his designee for approval.

All accumulated sick leave shall terminate upon the termination of employment in the Harrison County Schools and shall not be restored if the teacher should later be re-employed in the county system. However, a teacher who transfers from one school to another with the Harrison County School District retains any accumulated leave.

LESSON PLANS

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

LIABILITY

- A. The effective teacher is concerned for the welfare of students and takes measures to insure their welfare. Nevertheless, it is wise to be aware of the possible consequences of negligence.
- B. The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically, the teacher must do the following:
 - 1. Strictly adhere to all stated policies of the district and the individual school.

2. Never leave students unsupervised.
 3. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions that are reasonable and proper in any situation involving student misconduct.
 4. Use discretion in the administration of corporal punishment. (See section entitled "Discipline").
 5. Report any unsafe condition in the school plant or on campus to the principal so that it may be corrected.
- C. Failure by teachers to meet their responsibilities may have severe consequences, and teachers may be held legally liable for negligence in the performance of their duties.

Teachers are advised to secure coverage under a professional liability insurance plan.

LICENSURE

See guidelines for Mississippi Educator Licensure, K-12 in the Principal's office.

MS College and Career Readiness Standards/Grouping POLICY

Instructional Practice and Learning Opportunities to Address for the Mississippi Assessment Program (MAAP)

It is the policy of the Harrison County School District that all students are provided instruction for adequate and appropriate learning that will result in achievement levels and achievement growth levels commensurate with the students' readiness to learn. Consequently, instruction in the Harrison County School District will be directly linked to the MS College and Career Readiness Standards. Instructional grouping based on academic readiness will be in place in Reading/Language Arts and Mathematics. This readiness grouping will result from pre-assessment of the MS College and Career Readiness Standards. Students will progress through the MCCRS based on readiness to learn, rather than a lock-step chronological process of skill instruction. The result of this policy will be MCCRS skill readiness grouping for all students in grades K-8 in reading, language, and math. Readiness grouping may be in a variety of forms. Cluster grouping, which groups students by skill readiness assessment within the classroom or group-regroup, which continuously regroups students within the classroom or within grade-levels by skill readiness assessment may be used. The key component in the skill readiness grouping process is the assurance that students are pre-assessed, taught appropriate skills based on the pre-assessment results, assessed on the skills taught and moved to the next bank of skill instruction based on this assessment. This process will address both achievement and annual yearly growth of achievement for all students, including special education students. Achievement and growth of achievement are required for accreditation of schools and the district.

Students demonstrating exceptional academic need will be afforded a variety of instructional opportunities including computer assisted instruction Multi-Tiered System of Support (MTSS) interventions before and/or after school tutoring, reduced class size, specialized programming, and extended school year. Students taking courses in the MAAP who demonstrate exceptional academic need and/or have failed the MAAP test will be provided opportunities to retake the course or participate in compensatory programming (see Harrison County School District policy: Credit Recovery).

SCHOOL POLICY FOR THE ADMINISTRATION OF MEDICINE

- A. **Prescription Medication** A Medication Authorization Form for the administration of medication must be completed online by the parent/guardian and placed on file at the school before any medication will be given at school. A new authorization must be completed at the beginning of each year or whenever there is a change in the medication dosage or schedule. In accordance with state law, students who need to keep certain medications in their possession for emergencies will need authorization from their parent/guardian and the physician. All authorization forms are available online at the time of registration or from the school nurse. Prescription medications must be supplied and brought to school by the parent/guardian or authorized adult.

The medication must be in the original labeled container. The prescription label must have the student's name, name of the medication, dosage, route, time to be given, and the name of the prescribing physician. Parents should request the pharmacist to provide a container labeled for school use. Only the required number of doses needed at school should be brought in the container. It is the responsibility of the parent/guardian to ensure that adequate medication is available at the school. Any new or changing medications must be brought by the parent/guardian to the school nurse.

In the event the school nurse is not available to administer medication, e.g., field trip, unlicensed school personnel, who have completed the Assisted Medication Administration Training, will assist the student with taking his/her medicine. Some restrictions may apply.

All medications will be kept in a secure area at school and administered only by designated personnel. All students' medications must be picked up by the parent/guardian at the end of the school year or when the medication is no longer needed. Medications left at school will be disposed of on the school nurse's last workday of the year.

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

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

- C. **Medication Administration on Field Trip** – Due to the severity of student's medical conditions on school campuses, school nurses may not attend field trips. Provisions will be made to train professional school staff to assist students with medication administration on field trips. Some restrictions may apply.

The school reserves the right to refuse administration of any medication when circumstances warrant such action. This may include adverse reaction, incomplete instructions for administration, non-compliance by the parent or student with school policy, or other extenuating circumstances. The parent/guardian will be notified of these situations.

HCSD POLICY AND PROCEDURES FOR REPORTING ABUSE AND NEGLECT THE LAW

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

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

IMMUNITY

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

STEPS TO FOLLOW AFTER SUSPECTING ABUSE

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

REPORTING WITHIN THE SCHOOL SYSTEM

- a. Inform the principal of your findings.
- b. If abuse is suspected, a report must be made to Child Protective Services (897-5790) by the principal, counselor/social worker, school nurse, or teacher.

REPORTING TO SOCIAL SERVICES

This information is needed:

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

OUTSIDE EMPLOYMENT

Outside employment shall not be permitted if the employment jeopardizes the effective performance of an employee or makes it difficult to adequately perform his/her duties or responsibilities assigned by the Harrison County School District. Any outside employment inconsistent with the moral and ethical aspects of teaching children, as stated in the policies and regulations of the Harrison County School District shall not be permitted.

Any employee engaged in outside employment shall furnish to the principal, superintendent and board of education a description of the outside employment. If outside employment is deemed incompatible with the policies of the Harrison County School District, the employee will be given a choice of resigning from the outside employment or having his/her contract terminated.

TITLE I FAMILY ENGAGEMENT OVERVIEW

The Harrison County School District acknowledges the importance of family engagement as a vital, integral part of the implementation of its Title I program. It is the District's goal to increase parental engagement at the district and school level. To accomplish this goal, the district will:

1. Put into operation programs, activities and procedures for the engagement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA) as amended. These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. (Note: The Every Student Succeeds Act, Section 1116 also reiterates these ESEA requirements.)

2. Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental engagement plans meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

3. Convene a district wide and a building level annual meeting of the parents of Title I schools to: (a.) Discuss the development of the District's Title I plan. (b.) Discuss the process of reviewing and providing input into the improvement of the district and school plan. (c.) Discuss with parents the activities and programs available through Title I funding (d.) Inform parents of their right to provide input in the design and implementation of the Title I program. (e.) Provide parents an opportunity to establish mechanisms for maintaining a continuous communication among parents, teachers, administrators, and Title I personnel through the website, meetings, online communication tools, and newsletters. This information will be given to parents in a language or manner that is understandable to parents.

4. Maintain a copy of the district's family engagement policy on the district's website and to make copies of the policy available to Title I parents without access to internet.

5. The district will provide coordination and technical assistance and other necessary supports to assist Title I schools in planning and implementing effective parent engagement activities to improve student academic achievement and school performance through meetings at the district and school level.

6. District Title I personnel will be available to assist schools in building capacity for strong parental engagement by the following: (a.) Disseminating information from the State Department regarding the assessment model and mandated academic standards. (b.) Providing materials and trainings in the area of the state's academic standards, state and local academic

assessments, monitoring student's progress and how to communicate with the school. (c.) Provide training to all Title I staff in appropriate means of communicating to parents, especially parents of English Language Learners.

7. Coordinate, to the extent possible, Title I parental engagement with programs such as Head Start, state-run preschool programs, and other programs for early intervention. For review of the full Parental Engagement Policy, please see the policy on the district website, or contact your child's school. Link:

http://www.harrison.k12.ms.us/departments/federal_programs/parent_engagement

8. ESSA parent-teacher conferences must occur at least annually and are required in all Title I schools as per public law 114-95 Section 1116. Documentation of the conferences must be kept on file in each Title I school office.

9. At a minimum, Title I schools must hold one Family Engagement Meeting per month (seven in total) at various times to inform parents how to help their student at home. Documentation of these meetings must be kept on file in each Title I school office.

PARENTS' RIGHT TO KNOW POLICY

Parents of students in Title I schools are guaranteed annual notification of their "Right to Know" about the teacher qualifications of their children. Parents may request and receive from the school office the professional qualifications of the student's classroom teachers, including: (a) whether or not a teacher is state certified; (b) whether or not a teacher is teaching under emergency or other provisional status; (c) the baccalaureate degree major of a teacher and any other graduate degree major or certification; and (d) whether or not the child receives services from a paraprofessional, and if so, his or her qualifications. In addition, at any time parents may request information on required assessments that include: subject matter assessed, purpose of the assessment, source of the requirement for the assessment, amount of time it takes to complete the test, schedule for the assessment (if available), time/format of disseminating results, as well as, information about the requirement for students to be assessed. Please allow at least ten working days for the school office to complete your request.

PARTIES

Each homeroom class is permitted to have a Christmas, Valentine's Day, and end-of-the-year party during the school year. The principal must authorize any other party. Money may not be collected from students for parties or for gifts. Balloons, flowers, and gifts sent to students will not be allowed in the classrooms or on the bus. These items will not be accepted in the office.

PAYROLL INFORMATION

When applicable, June and July checks will be mailed to the teacher. It is the responsibility of the employee to update personal information as changes occur. Teachers are responsible for filing the following documents with the superintendent's office prior to the issuance of their first pay warrant:

1. Valid Mississippi Teaching Certificate
2. Verification of previous teaching experience
3. College transcript
4. W-4 Form
5. Retirement Membership Form
6. Signed contract
7. State Tax exemption form

8. Drug free statement
9. I-9 form
10. Pre-employment background check

To Access Active Resources

Step 1: Navigate to the Harrison County School District web site
www.harrison.k12.ms.us

Step 2: Click “**Active Resources Employee Account**”
(located to the right of the web site under Staff Links)

Step 3: Click on “**Sign up for an Account!**”

Step 4: Provide requested information.

- You will be responsible for remembering your username and password. Please use something that is easy for you to remember but difficult for others to guess.
- All passwords must include at least one numeric character.

Step 5: Once your account is successfully created you will be prompted to log in.

You will be able to access and print your demographic information, all withholding options, wage statements, W2's and request address and phone number changes and leave requests.

INCENTIVE PAY

HCSD began offering Incentive Pay for teachers in the 2019-2020 school year. Each year a determination is made to offer incentive pay to the subject/area or school in greatest need. This determination changes with the need of the school district. See School Board Policy GBCAA for further details.

PERSONNEL APPRAISAL

All personnel will be evaluated annually using the Professional Growth Rubric. The guidelines below are based on school performance classification and will be the minimum requirements for all personnel.

<p align="center">Professional Growth Rubric for the Harrison County School District</p>						
School Performance Classification	Number of Walk Through Observations Required	Observations Formal/Informal	Pre-Conference	Post-Conference	Length of Formal/Informal Observations (Minimum)	Review of Artifacts (Minimum)
A	2	Both	Optional	Required	30 min.	Lesson Plans Only
B	3	Both	Optional	Required	30 min.	Lesson Plans Only
C	4	Both	Optional	Required	45 min.	All Supporting Documentation for all Standards
D and F	5	Both	Required	Required	Full Lesson – Bell to Bell	All Supporting Documentation for all Standards

PROFESSIONAL DEVELOPMENT

Professional development is critical to school improvement. Successful district and school professional/staff development programs strengthen the effectiveness of the educational organization, improve student learning and performance, and promote professional growth for all employees. High quality staff development programs are essential to creating schools in which all students and staff members are learners who continually improve their performance.

Educators have the professional and contractual responsibility to participate in the school district's professional development program in professional development options for license renewal. The selection of professional development options is to be focused on student learning. Each educator is responsible for maintaining and submitting documentation for license renewal to the Office of Education Licensure in the Mississippi Department of Education. (See Guidelines for Educator Licensure)

Harrison County School District's Beliefs for Professional Development:

- Professional development should be grounded in knowledge and research about teaching and learning
- Provide opportunities to explore, question and debate in order to integrate new ideas into classroom practices
- Provide a common language around best educational practices for dialogue within and across disciplines
- Be accessible and inclusive to all staff and be seen as an integral part of daily practice
- Stimulate and support site-based initiatives
- Provide for sufficient time to follow-up support for staff to master new content and strategies
- Draw on the expertise of staff and take into account the differing degrees of experience present in the school setting
- Ensure participation to remain current in the field of education
- Increase the likelihood that learning needs of students are met
- Align with the District Strategic Plan, Mississippi College and Career Readiness State Standards, and the state mandated assessments
- Provide for each stage of the educator's career and at the appropriate levels

PROMOTION AND RETENTION

KINDERGARTEN

A kindergarten student can be retained if adequate progress has not been demonstrated on the benchmark assessment and the decision to retain will be based on the best interest of the student as determined by the teacher and principal.

FIRST and SECOND GRADE

Students must pass reading, mathematics, and language with a minimum average of 70. Harrison County School District also requires that students meet the minimum required score for the district benchmark assessment

THIRD GRADE

Third grade students must pass reading, mathematics, language, science and social studies with a minimum average of 70. In accordance with the Literacy-Based Promotion Act, third grade

students who are not reading on grade level by the end of the third grade will be retained unless they qualify for a Good Cause Exemption.

FOURTH THROUGH SIX GRADES

All fourth through sixth grade students must pass, reading, mathematics, language, science, and social studies with a minimum average of 70, or they will be retained.

SEVENTH AND EIGHTH GRADES

Each course taken must be passed by a 65% average, at least. All academic courses failed must be repeated.

The following courses will be offered to earn high school Carnegie units in the 8th grade.

World Geography – ½ unit

Mississippi Studies – ½ unit

Cyberfoundations I – 1 unit offered to 7th and 8th grade students

CCSS Math – 1 Unit

Please see Course Credit attendance policy for Carnegie units.

MID-YEAR PROMOTION

Students in second, fourth, fifth and sixth grades that failed to meet the Harrison County School District's promotion policy and are one or more years behind are eligible for mid-year promotion if they meet the required criteria. Please see building Administrator for details. Third graders are not eligible for mid-year promotion due to the Literacy-Based Promotion Act.

Honor Roll K-8 Yearly

- A student who earns the "Honor Roll" each nine weeks will receive the "Yearly Honor Roll" recognition.
- A student who earns the "A Honor Roll" each nine weeks will receive the "Yearly A Honor Roll" recognition.

Nine Weeks Honor Roll

- The nine weeks average in each subject area must be equal to 85 or above and on grade level for the nine weeks "Honor Roll".
- The nine weeks average in each subject must be equal to 95 or above and on grade level for the nine weeks all "A Honor Roll".

The method of Honor Roll recognition shall be left up to the discretion of the principal.

PROPERTY/EQUIPMENT

- A. Teachers are responsible for all school property and equipment and shall use public property with care and consideration. Any maintenance problem or malfunction of equipment should be promptly reported to the school office.
- B. Teachers should require students to exercise care in use of school property and equipment. Any damages sustained to property or equipment must be assessed and paid for, no matter how minor. These occurrences must be reported promptly to the office.
- C. The use of cellular phones/devices by employees is prohibited in the classroom during school hours.
- D. Televisions, radios, and computers must be used for educational purposes only.

REDUCTION IN FORCE (LAY-OFF)

This policy is available at every school within the HCSD. See your principal for a copy.

RESOURCE PERSONS

Well-planned use of resource persons makes a valuable contribution to the educational program. Teachers are encouraged to arrange for such persons to discuss appropriate topics that enhance the regular instructional program. The principal must approve all requests for resource persons and presentations prior to invitations being issued.

SAFETY

The objective of the HCSD is to conduct all operations safely and efficiently. The district shall provide a safe and healthful workplace, free of recognized hazards that might endanger the health or safety of you and your fellow workers. A vast majority of accidents and injuries occur not because of unsafe conditions but because of unsafe acts. Be ever mindful of safety.

Management is responsible and accountable for a high level of safety performance and supports work practices that reflect the safest and most efficient methods available for completing required tasks. Safety awareness and promotion is the responsibility of all HCSD employees. SAFETY SHALL BE FIRST.

SEARCH AND SEIZURE

When a principal or his designee has probable cause or reasonable suspicion, that school official has a legal right and responsibility to search personal belongings, desks, persons, cell phones, and/or vehicles for any item specifically prohibited by school board policy. A witness should be present during any search. It is not necessary to give prior warning of a search.

The school official should seek cooperation from the student if a search is to be made of his person, requesting for instance, that the contents of a purse or pocket be placed on a table for inspection.

Students are permitted to park on school premises as a matter of privilege, not of right. The interior of a vehicle driven by a student on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized contraband items are contained inside.

SEX EDUCATION

In accordance with Section 37-13-171, Mississippi Code of 1972, House Bill 999, the school district will provide instruction implementing an abstinence-plus curriculum which will include the social, psychological and health gains to be realized by abstaining from sexual activity and the likely negative psychological and physical effects of not abstaining. According to Mississippi law:

- Sex education instruction is age and grade appropriate.
- Students must be separated by gender when teaching the sex education curriculum.
- Instruction cannot include instruction and demonstration on the use and application of a condom.
- Teachers are prohibited from teaching that abortion can be used to prevent the birth of a baby.

SEXUAL HARASSMENT

Harrison County School District affirms employee protection provided under Title VII, and therefore shall not tolerate verbal or physical conduct by any employee, male or female, which

harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

Grievance procedures for sexual harassment are found within the Grievance Procedures in the Harrison County School District, published within the Teacher, Elementary and Secondary Handbooks.

SOCIAL NETWORKING

While it is permissible to use electronic communication to notify students of school-related activities, teachers and other school employees are to refrain from contacting students for a social purpose. This includes but is not limited to social communication via phone calls, text messaging, instant messaging, e-mail, and other contacts via social networking sites.

- All employees, faculty and staff of this school district who participate in social networking websites (like Instagram, Twitter or Facebook) shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom activity. This determination will be made by the principal of the school.
- Teachers that utilize social networking sites are reminded that any published comments that identify students or staff members in the district may violate student district policy related to student/teacher privacy.
- Teachers and other school employees are required to report immediately to the principal any electronic communication from a student that may be considered inappropriate in nature.

STUDENT RELIGIOUS LIBERTIES ACT OF 2013

The Harrison County School District will adhere to all provisions outlined in the "Student Religious Liberties Act of 2013. Please see District Policy Manual posted on the HCSD website.

STUDENT TEACHERS

Student teachers will be assigned to a supervising teacher who will be charged with the development of the student teacher's skills and with proper utilization of the student teacher. Student teachers are not to administer or prescribe punishment to students. Student teachers will abide by all rules and regulations of the Harrison County School District.

SUBSTITUTE TEACHERS

- A. When the regular classroom teacher must be absent, it is the responsibility of the principal or his designee to obtain a substitute teacher. The principal or his designee must be notified as soon as possible when the teacher is to be absent.
- B. Classroom teachers shall not contact a substitute teacher.
- C. All substitute teachers will be obtained from an outside approved agency by the Harrison County School.
- D. Classroom teachers will maintain a substitute teacher file which remains in the classroom at all times. The file must contain any information that might be needed by a substitute in the classroom (schedule, class roll, plans for instruction, current duty assignment, etc.).

SUICIDE PREVENTION EDUCATION IN-SERVICE TRAINING

The Board of Trustees of the Harrison County School District recognizes that suicide is a major cause of death among youth and should be taken seriously. It is the policy of this school district that in-service training on suicide prevention education will be conducted for all school district employees and all newly hired employees after the 2017-2018 school year. The board establishes this policy in an effort to take positive steps toward reducing student suicide through prevention, intervention, and postvention.

ASSISTANT TEACHERS

- A. Teacher assistants are paraprofessionals who work under the supervision of the classroom teacher to whom they are assigned; however, teacher assistants are ultimately responsible to the school principal. In no case shall the teacher assistant discharge duties assigned by the classroom teacher or principal that are in conflict with the administrative policies, procedures and requests.
- B. Assistants should be used primarily for instructional purposes and any additional duties assigned by principal.
- C. Assistants who are not assigned to a classroom teacher work under the direct supervision of the principal.
- D. Assistants are not to administer or prescribe punishment to students. Misbehavior should be reported to the teacher or principal.
- E. Assistants are not responsible for planning a program of study for students.
- F. Assistants are to conform to the standards set for teachers in the areas of ethics, dress, etc.
- G. Assistants should feel free to discuss any problem they might have in regard to their employment with their principal.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

The Multi-Tiered System of Supports integrates Response to Intervention (RtI) for academics and RtI for behavior into a unified model that recognizes the reciprocal influence academic performance and social/emotional/behavior have on each other. The main goal of the MTSS to be prevention oriented by knowing which students need support and implementing supports as early as possible each school year. Interventions will be evidence-based and targeted to the student's needs. Progress monitoring data will be used to determine when to make changes in instruction.

The Mississippi Department of Education shall require every school district to follow the instructional model which consists of three (3) tiers of instruction:

Tier I: Quality classroom instruction-based Mississippi College-and-Career-Readiness Standards and Mississippi Curriculum Frameworks

Tier II: Focused supplemental instruction

Tier III: Intensive interventions specifically designed to meet the individual needs of students.

If strategies at Tier 1 and Tier 2 are unsuccessful, students must be referred to the Multi-Tiered System of Supports. On those occasions that the Multi-Tiered System of Supports interventions are not successful, the procedures for assisting students considered at-risk of academic failure will be followed. This committee will recommend improvements and/or forward the referral to the MET. This Board of Education approved procedure is provided to principals, who chair the Multi-Tiered System of Support, and is published in the District Policies and Procedures Manual.

It is the policy of the Harrison County School District that the referral of a student to the Multidisciplinary Evaluation Team (MET) will begin the State of Mississippi's process for determining the eligibility of a student for special services. Under the provisions of the Individuals with Disabilities Education Act (IDEA) students should only be considered after appropriate instructional variations and interventions have been implemented in the regular classroom and the student continues to be "at risk," or if the student is obviously disabled. Teachers must conduct probes and submit results according to the timelines dictated by the Multi-Tiered Support System.

TRAVEL EXPECTATIONS

When traveling in the scope of your employment, all employees are expected to uphold the Code of Ethics and be mindful that they represent Harrison County School District. All social media posts should be made through the school or Public Relations department. Employees are expected to car pool when applicable.

TECHNOLOGY

The vision of the Harrison County School District is to provide students with the tools and abilities needed to become successful citizens in the global information society. With students as the primary recipients of the technology, the district's mission of integrating technology in the classroom allows instruction to move from a teaching-centered environment to a learning-centered environment. This integration provides the tools to accomplish the National Educational Technology Foundation Standards for students.

All district schools and facilities are networked to form the Harrison County District Intranet. Through the extension of this network, Internet access is available in District classrooms, libraries, and administrative areas. Currently, most classrooms are equipped with multimedia computers and a laser printer. The computer to student ratio of 1:4 provides Internet and email access, classroom access to the automated library circulation system, productivity software, and appropriate grade level and/or subject area software. Software for kindergarten through eighth grade is an integrated learning program. This type of program performs a diagnostic, prescriptive, and prognostic assessment for each student. Secondary software addresses a variety of required and elective courses with student access to productivity tools such as word processing, spreadsheets, and presentation applications. In addition, technology enhanced courses are offered, such as distance learning courses, Tech Prep courses, and STEM courses.

Harrison County School District Electronic Access/Acceptable Use Policy

Harrison County School District, referred to as the District, is providing employees and students with access to the District's electronic communication system, referred to as the District system, which includes Internet access. The District system has a limited educational purpose. The term "educational purpose" includes use of the system for classroom activities and professional development. The purpose of the District system is to assist in preparing students for responsible citizenship and success in life. The District system provides electronic access to a wide range of information and the ability to communicate with people throughout the world. In addition, the District system will enhance District intercommunication, productivity, and assist in the upgrading of skills through greater exchange of information with peers and the worldwide community.

ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY RESOURCES

HARRISON COUNTY SCHOOL DISTRICT DEFINITION OF THE DISTRICT SYSTEM

The District's computer systems and Intranet are any configuration of hardware and software. The systems and networks include, but are not limited to, all of the computer hardware (i.e. servers, laptops, probe-ware, presentation stations, smart boards and digital cameras), operating system software, application software, stored text, and data files. This includes, but is not limited to, electronic mail, local databases, externally accessed databases, such as the Internet, CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity. All electronic transmissions will be archived according to district policy.

Purpose

Providing access to the District system promotes academic excellence in accordance with the District's educational objectives. This computer technology provides resource sharing, innovation, and communication that will help launch today's schools into the information age. The District system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited, high-quality, self-discovery activities. Providing students and employees with access to the District system also includes Internet access. Users are expected to use Internet access through the District system to further educational and personal goals consistent with the mission of Harrison County School District and its policies.

General User Responsibilities

Users are responsible for appropriate behavior on the District system just as they are in a classroom or on school grounds. Communications on the system are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with District standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user and/or his parent/guardian are personally responsible for his/her actions in accessing and utilizing the District system. The user is advised never to create, access, keep, or send anything that they would not want open to the general public. District system users have a limited privacy expectation in the contents of their personal files on the district system. Routine maintenance and monitoring of the District system may lead to discovery that the user has or is violating the District's Acceptable Use Policy or the law.

District Responsibilities

The District maintains and reserves the right to review any material on user accounts for the purpose of maintaining acceptable use of the system. The District will maintain the system properly and efficiently to allow full access to the user. The District will notify the parents about the District system and the policies governing its use. In accordance with the Children's Online Privacy Protection Act, the District will maintain Internet filtering software to limit access to certain sites and to monitor access to electronic resources. The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District system will emphasize the ethical use of this resource.

Educator Responsibilities

Educators are responsible for disseminating and enforcing the District Acceptable Use Policy. Teachers are responsible for teaching proper techniques, for guiding student access to educational use of the system, and for assuring that students understand that if they misuse the network they will lose their privilege to access the Internet from the classroom environment.

Parent Responsibilities

Even though the District maintains a filtering system, it is not possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Furthermore, the District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. This includes setting and conveying standards for appropriate and acceptable use when the student is using the District system, specifically the Internet. Therefore, it is ultimately a parental/guardian responsibility for the student's understanding of and compliance with the District Acceptable Use Policy including the consequences of non-compliance.

Student Responsibilities

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on school grounds. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth in the Student Account Agreement. The use of the network is a privilege, not a right, and may be revoked if abused. The user and/or parent/guardian are personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to create, access, keep, or send anything that they would not want their parents or teachers to access.

Conduct of Behavior

Proper behavior, as it relates to the use of District system, is no different than proper behavior in all other aspects of Harrison County School District activities. All users are expected to use the District system in a responsible, ethical, and polite manner. Any use of the District system must be consistent with the educational objectives and professional development of Harrison County School District.

Consequences of Violating the Acceptable Use Policy

The District may suspend or revoke a system user's access to the District system upon violation of the District Acceptable Use Policy and/or administrative regulations regarding acceptable use. Improper or unethical use may result in disciplinary actions consistent with the existing Student Discipline Policy and/or Employee Policy Handbook as adopted by the Harrison County School Board and published in the Student Handbook, as well as the Mississippi Penal Code or other state and Federal Laws. This may also require restitution for costs associated with system restoration, hardware, or software.

Acceptable Uses

The District system will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals.

Unacceptable Uses

1. Commercial use of the District's system is strictly prohibited.
2. Software may not be placed on any computer, whether stand-alone or networked to the District system, without permission from the school principal or Technology Department.
3. All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
4. Student use of the District system is allowed only when the student is supervised and granted permission by a staff member.
5. Attempting to log on or logging on to a computer or email system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable and may result in the revocation of access.
6. Improper use of any computer or the network is prohibited. This includes but is not limited to the following:
 - Using racist, profane, or obscene language or materials
 - Using the network for financial gain, political or commercial activity
 - Attempting to or harming equipment, materials or data, etc. associated with the system
 - Attempting to or sending anonymous messages of any kind
 - Using the network to access inappropriate material
 - Knowingly placing or creating a computer virus on a computer or the network
 - Using the network to provide addresses or other personal information

- Accessing of information resources, files and documents of another user without their permission
- Engaging in spamming or posting of chain letters to the District system
- Installing software, shareware, freeware, etc. to the District system.

Rights of All Users

The user has full rights within these guidelines and responsibilities to the instructional, networked system provided by the District. By authorizing use of the District system, the District does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the District system. Routine maintenance and monitoring of the District system may lead to a discovery that a user has violated this policy, another District policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

Parents/guardians may request the termination of their child's individual student Internet access at any time. It is the student's responsibility to comply with their parent/guardian request for no individual Internet access. Parents/guardians should be aware that District teachers utilize Internet and electronic resources for classroom instructional purposes. District employees should be aware that data and other materials in files maintained on the District system might be subject to review, disclosure or discovery under Mississippi Statutes and Federal Laws. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with Harrison County School District policies conducted through the District system.

Statement of Compliance

In compliance with the Harrison County School Board and The Children's Internet Protection Act, the District system is equipped with an Internet filtering software program that limits access to and material that may be harmful to minors. However, no filtering system is perfect, and the District does not guarantee that all objectionable content will be blocked.

The District complies with the Children's Online Privacy Protection Act (COPPA) that was signed into law on October 21, 1998 and is effective as of April 21, 2000. The purpose of COPPA is to regulate the online collection and use of personal information provided by and concerning children under the age of thirteen. Users will not post personal contact information about themselves or other people. Personal contact information includes but is not limited to address, telephone numbers, school address, work address or telephone number, names, etc.. Users will promptly disclose to school personnel any message they receive that is inappropriate.

Disclaimer of Damages

The Harrison County School District assumes no liability, either expressed or implied, for network information services accessed on District system. The District shall not be responsible for any damages suffered while using the system. These damages include loss of data as a result of delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system errors or errors committed by individual users. Use of any information obtained from the information system is at the user's risk. The Harrison County School District specifically disclaims any responsibility for the accuracy of the information obtained through on-line information services.

In addition, each user, and his or her parent or guardian, if a minor, voluntarily releases, holds harmless and indemnifies the Harrison County School District, its officers, board members,

employees and agents, for and against all claims, actions, charges, losses, or damages which arise out of user's use of the District system, including, but not limited to, negligence, personal injury, wrongful death, and property loss or damage, and those set forth under Disclaimers of Damages.

Rules and regulations are subject to change by the administration. This acceptable use policy is a legal and binding document.

TEXTBOOKS

- A. The labels on the inside cover of the textbooks shall be filled out completely by the teacher before the books are issued to pupils. Duplicate textbook cards will be made for all pupils receiving textbooks. Students must take their book cards home, have a parent/guardian sign their cards, and return their cards to the appropriate teacher. These cards will be filled out completely so that the identity and condition of the books issued are clearly shown.
- B. Teachers must record the condition of the book, the book number, and the kind of book on the school copy, the student copy, and in their grade books next to the name of the student. This latter entry is especially important in case the book card is misplaced. Additionally, this entry assists frequent checking of book numbers throughout the year.
- C. At the end of the session, upon transferring to another school, or at any other time ordered by the principal, all books shall be returned by the pupil and the textbook card, signed by the teacher, shall be given to him as a receipt. The pupil shall present this card upon re-enrollment at the school next attended before any books are issued to him.
- D. If at any time during the session the pupil loses a book, he/she shall be charged a replacement fee. This fee shall be based upon the average life of four years for each book, and he/she shall be given a 25% discount off the contract price for each year the book had been used. For a book used more than four years and lost, the minimum charge would be 25% of the contract price. All such losses and collections shall be reported to the principal, and the money transmitted to the State Textbook Board through the superintendent's office.
- E. Teachers, book custodians, and superintendents distributing books to pupils are authorized to collect for any damage or excessive wear of the textbooks. The amount collection should be determined by the extent such damage has impaired the future use of the book and should be sufficient to impress upon parents and children the necessity for proper care and the use of the state-owned textbooks.

WORKPLACE THREATS & VIOLENCE

Nothing is more important to the Harrison County School District than the safety and security of its employees. Threats, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on Harrison County School District property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest and prosecution.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of threatening behavior. If the principal or supervisor is not available, personnel should report the threat to the next in charge or the assistant superintendent.

All personnel who apply for or obtain a protective or restraining order which lists the Harrison County School District property as being protected areas, must provide to the principal a copy of the petition and declarations used to seek the order, a copy of any temporary protective or

restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The Harrison County School District understands the sensitivity of the information requested and developed confidential procedures, which recognize and respect the privacy of the reporting employee.

TITLE IX

- A. The Harrison County School District is in compliance with the requirements of Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in federally assisted educational programs. Title IX states: "No person in the United States shall, on the basis of sex be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Questions concerning Title IX may be directed to the Local Director of Compliance, Mitchell King. You may write to 11072 Highway 49, Gulfport, MS 39503 or call (228) 539-6500.
- B. Title IX Grievance Procedure. (Refer to district grievance procedure contained in this handbook.)

TOBACCO USE POLICY

Mississippi Law prohibits the use of any tobacco product on any school property. Tobacco products are defined as any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco, vaping products or electronic cigarettes. Violators shall be subject to a warning the first conviction, \$75 for a second conviction and a fine not to exceed \$150 shall be imposed for subsequent violations.

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

Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for a criminal violation. Mississippi Adult Tobacco Use on Educational Property Act 2000 HOUSE BILL 641

TRANSFERS

- A. The superintendent has the authority to change the grade or school assignment of all teachers and other employees. All such changes are subject to the approval of the school board.
- B. Teachers who desire a transfer from their present teaching assignment must make such a request in writing to the assistant superintendent by March 1st. All transfers must be completed by April 30th.
- C. Transfers must be approved by the assistant superintendent.
- D. All transfers will be considered on their own merits.
- E. The principal has the authority to determine the assignment of any employee within the school.
- F. The principal has the authority to recommend to the superintendent the transfer of any employee.
- G. The principal has the authority to execute student transfers when they are deemed age or academically appropriate.

TRANSFER STUDENTS FROM HOME SCHOOLS OR NON-ACCREDITED SCHOOLS

Pupils from non-accredited schools will not be accepted without examinations, using district tests and/or special subject tests within thirty (30) days after transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of the administration of such test. Schools shall not permanently enroll a student who was formerly enrolled in the state until the Mississippi cumulative folder of official transcript of credits is received from the school from which the student transferred.

A non-accredited school shall be defined as a school that is not recognized by any of the following accreditation processes:

- a. A state accrediting agency
- b. Mississippi Independent School Association, or
- c. Southern Association of Colleges and Schools (SACS) or
- d. Any sister affiliation of SACS.

The procedure for enrollment of transfer students who were enrolled in a non-accredited school or in a correspondence school or who were receiving home schooling will be as follows:

- a. The student will be temporarily assigned during registration to grade level or subject indicated on report card, transfer papers, or written documentation from correspondence school or private tutor.
- b. The principal will submit in writing, upon student registration a list of names of students who register from a non-accredited school, a correspondence school, home schooling, or private tutor, the list will be given to the appropriate central office administrator.
- c. The administrator will arrange for testing of each student within thirty days of enrollment to the school.
- d. Students coming from non-accredited or home schools are required by district policy to enroll in the four (4) MAAP courses (English II, Algebra I, U.S. History, and Biology) and to be administered the corresponding End-of-Course state assessments.
- e. Principals will assign the student to grade level or subject based on the student's achievement level on the test, no more than two grades above or below placement had the student remained in school

UNLAWFUL ACTIVITY

As directed by Mississippi Code, Section 37-11-29, the following policy is enacted in the Harrison County School District.

The superintendent will notify youth courts and local law enforcement agencies of expulsions and crimes committed on school property or during school related events. Further, school officials and employees will report criminal activity of students to a law enforcement agency.

1. Any teacher or other school employee who has knowledge of any unlawful activity or violent acts that occurred or may have occurred on educational property during a school-related activity shall report such activity or acts to the principal of the school who shall notify the appropriate law enforcement official.
2. The superintendent shall notify, in writing, the parent, guardian, or custodian, the youth court, and local law enforcement of any expulsion of a student for unlawful activity as defined in Section 37-11-29. Section 37-11-29 defines unlawful activity as any crime other than ordinary traffic violations involving a penalty of less than fifty dollars (\$50.00) and costs.
3. The superintendent shall notify the youth court and local law enforcement agencies, by affidavit, of the occurrence of any unlawful activity as defined by Section 37-11-29

committed by a student or students upon school property or during any school-related activity, regardless of location, and the identity of the student or students committing the unlawful activity as defined by Section 37-11-29.

4. When the principal has a reasonable belief that an act has occurred on educational property or during a school-related activity involving assault resulting in serious physical injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law or possession of a controlled substance in violation of the law, the principal shall immediately report the act to the appropriate local enforcement agency. School property shall include any public school building, bus, public school campus, grounds, recreational area, or athletic field in the charge of the principal. Principals will use the prescribed form provided by the State Board of Education for making these required reports.
5. Any superintendent, principal, teacher, or other school personnel participating in the making of a report as a result of this policy or participating in any judicial proceeding resulting from this policy shall be presumed to be acting in good faith and as a result shall be immune from any civil liability that might otherwise be incurred or imposed.

“Unlawful” activity shall mean:

- A. Aggravated assault, including but not limited to:
 1. Assault resulting in serious physical injury or,
 2. Assault involving use of a weapon
- B. Assault on a school employee, simple or aggravated
- C. Indecent liberties with a minor
- D. Possession of a firearm or other weapon
- E. Possession, use or sale of any controlled substance
- F. Rape
- G. Sexual battery
- H. Other sexual offense
- I. Murder or other homicide
- J. Kidnapping; or
- K. Other violent act, including fighting.

VISITORS

- A. All visitors and parents must present a photo ID at the office that will be scanned through the National Sex Offender Registry database before a visitor’s badge is issued. Visitors will not be allowed to interrupt the instructional day. Parents need to make arrangements to visit their child classroom with the teacher. Parents are welcome to visit their child classroom, however this is not the time to have a parent conference, this needs to be schedule during teachers planning time or a time convenient for the teacher.
- B. Students shall not be permitted to bring persons other than their parents or guardian to school.
- C. Teachers shall report any unauthorized visitors to the office immediately.

WEAPONS

The Harrison County Board of Education recognizes that the possession of pistols, firearms or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors, and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms, explosive devices (including fireworks) or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms, or weapons.

EMERGENCY CARE (FIRST AID)

The school attempts to provide an environment in which the student will be safe from accidents. Emergencies shall be dealt with promptly by teachers, first aid specialists, and principals by taking appropriate action, including sending a child to the hospital, summoning medical aid, or an ambulance. In all cases where it is necessary to send a student to the hospital, every effort must be made to notify parents.

If an accident occurs, first aid will be administered. School personnel shall not exceed usual practice of competent first aid (American Red Cross Standard First Aid). When a student becomes ill or injured at school, he/she shall be observed by a school staff member and, if necessary, parent/guardian will be contacted.

WITHDRAWAL PROCEDURES (Students)

- A. Any student withdrawing from school must have a parent contact the school and sign a record form before withdrawal procedures will be initiated.
- B. Teachers are responsible for providing and accurately recording all necessary information for the withdrawn student on the cumulative folder and other records within two school days of the student's withdrawal.

WORKERS' COMPENSATION

All employees of the Harrison County School District are covered for medical expenses and loss of income due to accidental injury on the job through workers' compensation. On-the-job-accidents must be reported to the employee's principal or supervisor within twenty-four (24) hours.

Absences Resulting From On-The Job Injuries (Workers' Compensation)–Licensed and Non-licensed

In the event that an employee is injured on the job and must be absent from work because of a job-related injury occurring on the job, the employee shall be eligible for school district benefits in accordance with workers' compensation paid by the district. An employee may elect to use his/her accumulated sick leave benefit only for that portion of the daily rate of pay that is not covered by workers' compensation. Eligible sick leave benefits will be computed after workers' compensation claim(s) have been fully considered by the state agency responsible for determining the merits of the claim(s) and a final computation has been made. In the event that the employee does not elect to use his/her accumulated sick leave benefits to supplement workers' compensation, his/her compensation for absences resulting from an on the job injury will be limited to benefits from workers' compensation only and he/she will retain all accumulated sick leave. Any person who willfully makes any false or misleading statement or representation for the purpose of obtaining or wrongfully withholding any benefits or payment under the state law is guilty of a felony and on conviction thereof may be punished by a fine not to exceed five-thousand dollars (\$5,000) or double the value of the fraud, whichever is greater, or by imprisonment not to exceed three (3) years, or by both fine and imprisonment.

If an employee files a workers' compensation claim, so long as the employee is receiving direct benefits under the Workers' Compensation program, he/she shall not be eligible for benefits paid by the Harrison County School District for sick leave or in connection with salary or for any other program providing benefits to employees under regular employment. District provision of such benefits shall be reinstated at the time the employee resumes regular employment with the Harrison County Schools and is no longer receiving direct benefits under Workers' Compensation.

If an employee is out with an injury, a temporary replacement can be hired to fill the position up to ninety (90) days. An employee out on Workers' Compensation will not accumulate personal or sick leave.

If an employee is out on Workers' Compensation and unable to return to work after ninety (90) days, the school district will hire someone to fill that position. Upon obtaining a doctor's release, the employee can bring the said release to the Personnel Department, at which time the Personnel Director will attempt to find another position within the district.

Harrison County School District Educational Technology

The philosophy of Harrison County School District, referred to as the District, is for each student to utilize technology as a learning tool within the academic curriculum. Therefore, regular classrooms throughout the District are equipped with four multimedia computers a laser printer and other technology resources. Reduced ratio classrooms are equipped with two multimedia computers and a laser printer. Daily updated anti-virus software is installed on all the systems throughout the District. In addition, technology is integrated in Information Communication Technology (ICT) classes, STEM courses, and Robotics activities.

School libraries throughout the district have been automated with multiple student multimedia stations. In addition to library access, Destiny® software, the library circulation/catalog system is also accessible from classroom computer stations. Digital cameras, presentation stations, probe ware, data video projectors, e-Instruction, and laptop computers are available in each library. Both the classroom and library systems are networked to the school local area network and the District wide area network.

WEBSITE

Every teacher in the district is responsible for maintaining Power School, which includes a grade book program, discipline records, and attendance records.

MAINTENANCE

Computers, printers, and tables in classrooms need to be cleaned on a regular basis. Dust will be pulled into the inside of the computer and can damage the internal components. Not only will this shorten the lifespan of the system, but file systems and applications also may not work properly. When covering computers, use sheets or cloths, NOT PLASTIC. Do not dispose of the sheets that cover the computers.

Please clean crayon and pen marks from monitors, computers, and keyboards. If mouse components or headphones are missing, check with your school administration about ordering replacements. If students damage or take these items, follow school discipline procedures for vandalism or theft.

Use only laser paper, transparencies, labels, etc. in the laser printer. The use of any other types of printer supplies will result in damage to the printers. Please check with your school administration about replacement procedures for consumable items such as paper and printer toner cartridges. A printer photoconductor unit needs to be replaced along with a toner cartridge for every third toner cartridge.

WORK ORDERS

Before submitting work orders, please make sure that all cables are plugged in securely to the system and to both the electrical and network wall outlets. If the system freezes, many times a

reboot will correct the problem. If the printer lights are not on, check the cables to the power connections for both the printer and the printer interface. This will ensure maximum use of limited resources of personnel and equipment. Work orders are to be submitted to the designated person at the school level.

Help Desk

ALL technology work requests must be submitted throughout district helpdesk. Any district employee with an account can log in to the helpdesk by going to the site, clicking on windows login and using their credentials.

Helpdesk: <http://www.harrison.k12.ms.us/departments/technology>

FIXED ASSETS

As per regulations set forth by the State of Mississippi, Office of State Auditor, each school district must conduct an inventory of fixed assets. This is necessary to verify the existence and condition of fixed assets as to reconcile fixed asset records.

In order to meet this requirement, it is the procedure of the Harrison County School District to complete a physical inventory twice a year. The inventories will take place during teacher workdays at the beginning and end of each school year. Your campus administrator will inform you of the actual inventory dates.

To complete each inventory, it is the responsibility of the teacher/staff member to verify property code number and serial number of each fixed asset item in his/her assigned location and to notify the school level fixed asset manager of any discrepancy. A room inventory sheet, signed by the staff number and school level fixed asset manager, must be posted in each room and correct at all times. It is also the responsibility of the staff member to notify the school level fixed asset manager of any item(s) that become broken and/or removed from your assigned location during the school year. The school level fixed asset manager will make the necessary corrections within fixed assets and reprint a room inventory list for signatures and posting. All fixed asset items are the responsibility of the staff member to whom they are assigned for proper use and safe keeping.

NETWORK ACCESS

User Accounts:

District accounts are created for every employee to have access to the district network. All employees are required to accept and sign the District accounts give access to log in to our local network, Microsoft 365, and the district's public Wi-Fi.

Teachers can access accounts and log on as follows:

Username: This will usually be your first initial and last name.

Password: In the password field, type the password that you specified.

Example: username=rgill

password=My Password

The password must contain characters from three of the following categories:

- Uppercase letters (A through Z)
- Lowercase letters (a through z)
- 8 digits
- Non-alphanumeric characters (special characters): (~!@#\$\$%^&* -+=`~\()\{\}\[\];:~!@#<>,.?/)

To simplify that.....

Must have 8 digits, upper case letter, lower case letter, and a special character.

Password history is set to 10. That means you will not be able to repeat any of the last 10 passwords they used. You will be forced to change their password after 6 months.

Students can access accounts and log on as follows:

Username: This will usually be your first name, a period and last name.

(Example: John.Smith)

Password: The first time you log into the district system you will enter your birthday (i.e.121770). You will then be prompted to create a new password. Passwords are case sensitive and should be lower case. Please verify that the entry in each field, username, and password are correct. If any of the fields are incorrect, you will not be able to access the network resources. Check with your school administrator or Instructional Literacy Coach if you or a student encounters any problems accessing accounts.

K-2nd student password policy will be at least 6 characters long (No need for complexity). Password history will be at least 1. That means they will not be able to use the same password every time (or at least not the very last one they had). They will be forced to change their password after 6 months.

3rd-12th student password policy is the same as teachers.

OFFICE 365:

All staff and students with a district account have access to Microsoft 365.

Microsoft 365: <https://www.office.com/>

PUBLIC Wi-Fi

Public Wi-Fi is available district-wide and can be accessed by all students/staff with their district account.

Connecting to the public Wi-Fi example: Orange Grove Elem would be ogepublic. Once you connect, you'll receive an iBoss login page and you then login with your district credentials

EMAIL

An email account has been created for each teacher. Your email address is as follows:

username@harrison.k12.ms.us

For Example: Roy Gill rgill@harrison.k12.ms.us

To access your mail from school, login to the network and select the Microsoft Outlook® application. In addition to sending and receiving electronic messages, this application provides an electronic calendar, task list, personal contacts address book, and public folders. With electronic messages, you can attach files to send to personal email accounts or presentation locations, share information with colleagues, and communicate with students and parents. Through the global address book you can establish personal mail lists to send messages to specific grade levels, contacts, department members, etc. In public folders, information such as district and school policies, news, and training schedules are posted for your review.

To access your email from the Internet, home, etc.:

- In your web browser type the following address: www.harrison.k12.ms.us
- Click the "Check Your Email" link on the district web site's home page.

- In the User Name and Password Dialogue Box – In the field beside User Name, type in “Harrison”, a forward slash and your username that you use to log on to your computer at work. This will usually be your first initial and last name. In the password field, type the password you use to access your computer at work.

Example: **username= rgill**
 Password= My Password

INTERNET Filters

Harrison County School District is in compliance with the Children’s Online Privacy Protection Act (“COPPA”) and the Children’s Internet Protection Act (“CIPA”). Internet access is filtered throughout the District to reduce the student accessibility of inappropriate sites and material. However, due to the nature of the Internet, the district recognizes that it is impossible to control all materials that users may procure from the electronic resources. Filters do not block keywords that are typed into a search engine or directory, but filters access to specific sites. Teachers may submit a request through their school administration for a specific site to be “unblocked” based on a particular academic assignment with specific timelines.

Favorites Folders

The district has enabled a feature that shares your Internet Favorites Folder with the other computers in your classroom. To use this feature, save websites in your Favorites Folder, organized by lesson folders within your Favorites. Your students will be able to utilize your Favorites List to access Internet resources based on your designation and plans.

BRING YOUR OWN DEVICE (BYOD) Policy

The purpose of the BYOD policy is to authorize students to bring their own technology devices to school for use in our classrooms under certain strict conditions. Public Wi-Fi is provided on every campus district wide. When connected to the districts public Wi-Fi all staff and students must comply with the districts Bring Your Own Device (BYOD) and Acceptable Use Policy (AUP).

Harrison County School District Employee Account Agreement

So as to ensure that employees understand what constitutes acceptable use of technology in the Harrison County School District, the district asks all employees to review the following agreement and then sign it acknowledging that they agree to abide by the spirit of this agreement.

Do not allow the student to have access to the Internet if the parent/guardian has not given consent.

Emphasize to students that they must check the reliability of all information accessed on the Internet.

If students damage any district technology device, follow school discipline procedures for vandalism, followed with Harrison County Technology Maintenance Reports.

When covering the computers, use sheets or cloths, not plastic.

Regularly, clean the computer workstations and clean all crayons, pen, or other foreign marks from the monitors, computers, and keyboards.

Follow district policy and report any and all malfunctions immediately. Prior to submitting work orders, please be sure that all cables are plugged in securely to the system and to both the electrical and network wall outlets. Follow troubleshooting guidelines found on the District web site.

If mouse components, headphones, or other components are missing, check with your school administration about ordering replacements.

If you have software that you would like to use for classroom instruction (i.e. textbook software, subject area software, etc.), upon approval of your school administrator, make a request to the Technology Department to install the software.

Submit a request through your school administration for a specific site to be unblocked based on a particular academic assignment.

Do not share your password with anyone, especially students, and do not try to obtain another's password.

Do not access, send, promote, or print hate mail threats, harassing information derogatory remarks, material of a sexual nature, and other anti-social communications.

Do not access, alter, or otherwise tamper with computer system files, network files, or other students' files. Do not log onto, look at, or otherwise tamper with any directory or drive other than the one to which you are assigned.

Do not interfere with the operation of the district system by installing illegal software, shareware, or freeware, including games, MP3's, other music, or video.

Do not waste limited resources such as disc space, paper, ink cartridges, or printing capacity by printing unnecessarily or excessively.

Do not use the district system for commercial activities, product advertisement, or political lobbying.

Do not transmit any materials in violation of any U.S. or state regulation, including, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Do not send emails to a general audience, including chain mail, which are not in accordance with District goals and objectives.

Check your email regularly and respond in a timely manner.

Use of email, chat rooms, or other forms of direct electronic communication should be in line with course objectives and/or professional development goals.

**Harrison County School District
Employee Account Agreement**

I understand that the District may suspend or revoke my access to the District system upon violation of the District Acceptable Use Policy and/or administrative regulations regarding acceptable use. I understand that if I use the system improperly or unethically, this may result in disciplinary actions consistent with the existing District Policy as adopted by the Harrison County School Board and published in the Teacher Handbook, as well as the Mississippi Penal Code or other state and Federal Laws. This unacceptable use may also require restitution for costs associated with system restoration, hardware, or software.

Name _____

Position _____

School or Department _____

I have read the District Electronic Access/Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, I may face disciplinary action in accordance with District Policies/Personnel Policies.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the District system to purchase products or services.

Signature _____

Date _____

This acceptable use policy is a legal and binding document. The agreement will be kept on file in the school office.

This space reserved for District System Administrator

Assigned User Name: _____

Assigned Password: _____

Harrison County School District
Code of Ethics and Standards of Conduct: Employee Agreement

I have been issued a copy of the Harrison County School District Teacher Handbook which contains the Mississippi Educator Code of Ethics and Standards of Conduct. My signature below denotes that I have read and understand that:

- There are a number of obligations within the teaching profession that I must adhere, one of which is a set of principles which defines professional conduct.
- The principles that are reflected in the code of ethics have been set forth to the education profession and the public it serves for the purpose of implementing standards of professional conduct and procedures.
- This code applies to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators.
- Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues.
- Unethical conduct is any conduct that impairs the license holder's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues.
- **My educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4).**
- **The Superintendent of Education shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).**

Name of Employee: _____

Signature: _____ Date: _____