

*YAZOO CITY MUNICIPAL
SCHOOL DISTRICT*

Dr. Darron Edwards, Superintendent

“Excellence is our Expectation”

*Faculty and Staff
Handbook
2016-2017*



**Dave Collins, President
Lula Starling, Vice President
Vanessa Crowder, Secretary**

CONTENTS

SECTION I	DISTRICT INFORMATION	
	District Motto.....	5
	School Board Members.....	6
	Central Office Administrative Staff.....	6
	Schools.....	6
	Contact Numbers.....	6
	Claims Payable Schedule.....	7
SECTION II	EMPLOYEE BENEFITS	
	Benefits Continuation (COBRA).....	8
	Cafeteria Plan.....	8
	Direct Deposit and Salary.....	8
	Holidays.....	9
	Insurance.....	9
	Types of Leave.....	9
	Resignation.....	11
	Retirement.....	11
	Sickness (Sick Leave).....	12
	Penalty for Giving False Information.....	14
	Termination of Employment.....	14
	Vacations.....	14
	Worker's Compensation.....	15
SECTION II	EMPLOYEE EXPECTATIONS	
	Absences.....	15
	Acceptable Email Policy	15
	Acceptable Use Policy.....	18
	Accident Reports.....	22
	Alcohol and Controlled Substances Prohibition... ..	22
	Background Checks.....	22
	Classified Personnel Hours and Duties.....	23
	Evaluations.....	23
	Grievances and Complaints Procedures.....	24
	Harassment.....	24
	News Media / Interview Statements.....	25
	Outside Employment.....	25
	Overtime (Classified Employees).....	25
	Parking / Personal Property.....	25
	Personnel Assignment.....	26
	Political Activity of Staff Members.....	26
	Professional Conduct/Dress.....	26
	School Purchases.....	26
	Time Clock Procedures.....	26
	Tobacco Policy – Employees.....	27
	Travel Authorization / Reimbursement.....	27
	Use of District Property.....	27

SECTION IV INSTRUCTIONAL PROCEDURES AND EXPECTATIONS

Activity Fund Procedures..... 28
Cell Phone Use / Texting / Social Media..... 28
Community / Parental Relations..... 29
Confidentiality..... 29
Controversial Issues..... 30
Copyright Material Use..... 30
Discipline Policy..... 30
Field Trips..... 30
First Aid..... 31
First Year Teachers..... 31
Grading..... 31
Homework..... 32
Inclement Weather..... 32
Instructional Model..... 32
Licensure / Licensure Renewal..... 33
Medical Issues..... 33
Parent Conferences..... 34
Promotion / Retention Policy..... 35
Reports of Child Abuse / Neglect..... 36
Salary Schedule..... 37
Student Conduct..... 37
Wellness Policy..... 37

SECTION V EMPLOYEE ASSERTIONS AND SIGNATURE PAGES

Internet Use Policy 38
Mississippi Code of Conduct 41

DISTRICT INFORMATION

Yazoo City Municipal School District
P.O. Box 127
Yazoo City, MS 39194
Telephone: 662-746-2125
Fax: 662-746-5062
www.yzoocty.k12.ms.us

District Motto

Excellence Is Our Expectation

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). For more information, please refer to the *Mississippi Educator Code of Ethics Standards of Conduct*.

Yazoo City Municipal School District Board Members

Mr. Dave Collins - President
Mrs. Lula Starling - Vice President
Ms. Vanessa Crowder - Secretary
- Member
- Member

Central Office Administrative Staff

Dr. Darron Edwards, Ph.D., - Superintendent
- Director of Federal Programs
Mr. Rodney Harris - Director of Transportation
Mrs. Letitia Johnson - Director of Business Affairs
Dr. Georgia Ingram, Ph.D., - Director of Food Service
Mrs. Brenda Martin - Director of Special Education

Schools

Webster Elementary (PreK-1)
622 East 4th Street
Principal: Mrs. Tracey Gregory
662-746-4093

McCoy Elementary (2-5)
1835 School Drive
Principal: Mrs. Ethel Mayberry-Luckett
662-746-5800

Woolfolk Middle School (6-8)
209 E. Fifth Street
Principal: Mr. Torrey Hampton
662-746-2904

Yazoo City High School (9-12)
1825 MLK Drive
Principal: Dr. Michael Johnson
662-746-2378

Alternative Learning Center
215 W. Fifth Street
Principal: Mr. Gregg Giles
662-746-0985

Larry Summers Career &
Technical Center
1825 MLK Drive
Principal: Dr. Michael Johnson
662-746-2378

INTRODUCTION

This handbook has been prepared as a general guide to provide you with information regarding Yazoo City Municipal School District (referred to as Yazoo City Municipal School District or district) policies and personnel procedures including some of your benefits and responsibilities as an employee that affect you.

Please familiarize yourself with this handbook, since it contains important information pertaining to your employment.

We hope this will provide a clearer explanation of the provisions of your employment and assist you in finding answers to questions you may have concerning the policies of the Yazoo City Municipal School District School Board and personnel procedures.

Nothing in this handbook shall be interpreted as establishing a contract of employment between the Yazoo City Municipal School District and the employee. The District reserves the right to review the policies, procedures and benefits and make revisions based on the need for or desirability of change. Thus, any policy, procedure, or benefit outlined in this handbook may be modified with or without advance notice.

As you review these pages if you have additional questions, please contact the Central Office Administrative Personnel 662-746-2125.

YAZOO CITY MUNICIPAL SCHOOL DISTRICT
Dr. Darron Edwards, Ph. D. Superintendent

CLAIMS PAYABLE SCHEDULE 2016-17

Invoices for payment are due at Central Office by 10:00 am. On submission date.

Board Meeting Date	Submission Date of Invoice to Business Office	Check Date
07-20-16	07-06-16	07-21-16
08-11-16	07-29-16	08-12-16
09-08-16	08-26-16	09-09-16
10-13-16	09-30-16	10-14-16
11-10-16	10-28-16	11-11-16
12-08-16	11-18-16	12-09-16
01-12-17	12-16-16	01-13-17
02-09-17	01-27-17	02-10-17
03-09-17	02-24-17	03-10-17
04-13-17	03-31-17	04-14-17
05-11-17	04-28-17	05-12-17
06-08-17	05-26-17	06-09-17
06-30-17	06-21-17	06-30-17

EMPLOYEE BENEFITS

The Yazoo City Municipal School District, in an effort to attract and retain the highest quality personnel to serve the children of the Clinton community, offers a wide range of benefits to eligible personnel. Programs such as social security, workers' compensation, state retirement, and unemployment insurance cover all eligible employees in the manner prescribed by law. Benefits eligibility is dependent upon employee classification and other factors. Details of many of the programs can be found within this handbook.

The following benefit programs are available to eligible employees:

- Cafeteria Plan
- Public Employment Retirement System
- Direct Deposit
- Holidays
- Insurance
- Medical Leave
- Personal Leave
- Sick Leave Benefits
- Vacation Leave (12 month employees)

Some benefit programs require contributions from employees, but others are fully paid by the district. The benefit package for full-time employees represents an additional cost to the Yazoo City Municipal School District.

BENEFITS CONTINUATION (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue insurance coverage under the Yazoo City Municipal School District's health plan when a "qualifying condition" would normally result in the loss of eligibility. Such conditions include resignation, termination of employment, a reduction in the employee's hours, a leave of absence, an employee's divorce or legal separation, a dependent child no longer meeting eligibility requirements, or death of an employee.

Under COBRA the employee or beneficiary pays the full cost of coverage.

CAFETERIA PLAN

Yazoo City Municipal School District participates in the Section 125 Flexible Benefit Plan. Many insurance premiums paid through payroll deduction are exempt from social security, federal, and state income taxes.

DIRECT DEPOSIT AND SALARY

State law mandates the direct deposit of monthly payroll checks. See *MS State Code 37-151-103*. Salary scales available at the Central Office upon request.

HOLIDAYS

The Yazoo City Municipal School District will observe the holidays listed below.

- Labor Day
- Fall Break
- Thanksgiving
- Winter Break
- New Year's Day
- Dr. Martin Luther King Day
- President's Day
- Spring Break
- Easter
- Memorial Day
- Independence Day

Employees should refer to policy GCR11 in the *Yazoo City Municipal School District Board Manual*.

INSURANCE

The Yazoo City Municipal School District participates in the state health insurance plan for school employees. Health insurance is provided for all full-time employees and bus drivers of the district. A full-time employee is defined as one who works 20 hours per week or more. Eligible employees may participate in other insurance plans subject to all terms and agreement between the Yazoo City Municipal School District and the insurance carriers. Information on all available insurance types and plans may be obtained from the Insurance Specialist at the District Administrative Office. Additional insurance will be deducted from the employee's salary. All employees are eligible to participate in voluntary deduction of tax shelter annuities.

LEAVE

Bereavement Leave

The Yazoo City Municipal School District provides time off work to employees when eligible family members pass away. The time off will be paid leave. Employees may be granted up to three (3) consecutive days bereavement leave for an immediate family member. No more than five (5) days in a school year will be granted for bereavement for any employee of the district. Employees should refer to policy GBRIAD in the *Yazoo City Municipal School District Board Manual*.

Donating Leave

An employee may donate a portion of his/her earned personal or sick leave to another employee. The employee receiving the leave must be suffering from a catastrophic injury or illness or have an immediate family member requiring care by the employee receiving leave. Employees should refer to policy GADF in the *Yazoo City Municipal School District Board Manual*.

Family and Medical Leave Act (FMLA)

Employees who have been employed with Yazoo City Municipal School District for at least twelve (12) months and have worked 1250 hours in the immediate past twelve (12) months are eligible for up to twelve (12) weeks of unpaid leave for the following:

1. The birth of a child or placement of a child for adoption or foster care.
2. The care of the employee's spouse, parent, or child with a serious health condition.
3. The employee's own serious health condition.

Employees seeking to use Family Medical Leave must provide 30-day advance notice of the need to take leave when it is foreseeable. Planned medical treatment must be scheduled so that it will not unduly disrupt the employer's operation. Further information on the FMLA may be found in the *Yazoo City Municipal School District Board Manual- Policy GBRIA*.

Jury Duty

There is no deduction in pay for service as a juror except when the employee is the defendant or plaintiff. Any payment made to staff members for service as a juror may not be charged against the salary of the staff member. Leave for jury duty is not charged against any approved leave. Refer to Policy GBRI found in the *Yazoo City Municipal School District Board Manual*.

Military Leave

Mississippi law on the subject of employees called to military service is covered in Mississippi Code 1972, 33-1-21. The law provides that state employees and employees of "any county, municipality or other political subdivision are entitled to a leave of absence from their respective duties for periods not to exceed 15 days without loss of pay, time, annual leave or efficiency rating when ordered to military duty. Employees will continue to receive full pay while on leave for training assignments (up to 15 days) and shorter absences with all other benefits remaining intact until the employee "is relieved from duty." Employees released from military service have 90 days to apply for reemployment and cannot be discharged "without cause" within one year after reinstatement to their school district positions. The law adds that reemployment protection is not extended to employees dishonorably discharged from military service. Reference may be found in the *Yazoo City Municipal School District Board Manual - Policy GBRID*.

Personal Leave

Each licensed employee at the beginning of each school year shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. Except as otherwise listed below, such personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday. A licensed employee may use personal leave as follows:

(1) Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee is being deployed for military service.

(2) Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years experience as an employee of that school district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.

(3i) Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.

Further information may be found in the *Yazoo City Municipal School District Board Manual- Policy GBRI*.

Professional Leave

Requests for professional leave or meetings must take into consideration the good of the student and school. The number of professional leave days granted at one time will be limited and dependent upon the

availability of qualified substitutes.

Absences for professional purposes must be cleared through the principal, then by written request to the Superintendent. Requests should be arranged as far in advance as possible and will generally be limited to in-state activities. Limited professional leave may be granted for officers of meetings of the organization. Attendance at other professional meetings will be contingent upon such factors as numbers involved, expense to the district, and amount of time away from school. Professional leave should be granted only when it will have a positive effect upon the school system.

Resignation

Resignations must be submitted in writing to the principal or supervisor with date of submission, signature, and date the resignation is to be effective. The resignation will be forwarded to the Superintendent. The superintendent may constitute acceptance of such resignation by the Board of Education and may release the employee and the district from any and all further contractual obligations beyond the effective date of the resignation, provided that a suitable replacement for the position can be employed. The superintendent shall also be empowered to refuse an employee's resignation, when such refusal is in the best interest of the school district.

Any resignation received by the superintendent is irrevocable. A licensed employee who leaves the district without having fulfilled his/her contractual obligations and who has not obtained written acceptance of his/her resignation from the superintendent will be considered to be in breach of his/ her contract and may have his/her license revoked.

Retirement

Any employee anticipating retirement during or at the end of the school fiscal year should adhere to the following guidelines:

1. Notify the principal or supervisor of intent to retire.
2. Notify Payroll Clerk at Central Office.
3. Request a retirement package from the Payroll Clerk at least three months before retirement.
4. When the package is received, set up an appointment with the Payroll Clerk to complete retirement papers.

Failure to request a retirement package three months in advance may result in delay of retirement benefits.

Upon retirement from employment, each licensed and non-licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for non-licensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump-sum payment for personal leave as provided in Section 25-11-103(e). Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to an employee at termination or separation from service for any purpose other than for the purpose of retirement.

According to the PERS handbook, accumulated leave days may be credited toward retirement using the following information:

15 - 77 days = 1/4 year 141 - 203 days = 3/4 year

78-140 days = 1/2 year 204 - 266 days = 1 year
Add 1/4 year for each additional 63 days.

Separation with Unearned Leave Time Taken

All leave for the year is posted before it is actually earned. If a classified employee is separated mid-year, any unearned leave taken will be docked from the employees final payroll check.

School Business Leave

Leave for approved school business is at the discretion of an administrator or superintendent. Leave for approved school business is not charged against an employee's leave days.

SICK LEAVE

Absences

For the successful operation of the school, students and school staff must maintain good records of attendance and be punctual as well. Inasmuch as we expect students to attend school regularly and be punctual, the staff is expected to do the same.

In the event a staff member must be absent or tardy from work, he or she must notify his/her immediate supervisor or designee as soon as possible. Such notice must be given the immediate supervisor at least by 6:30 a.m. on the date of the absence. Notification must state the specific cause of the absence.

For any absence due to illness of four (4) or more consecutive working days or two (2) consecutive school days immediately preceding or following a nonschool day; must be prepared to furnish a the certificate of a physician or dentist or the medical practitioner as to the illness of the absent employee. Physician means a doctor of medicine, osteopathy, dental medicine, podiatry or chiropractor.

1. If a teacher is ten (10) minutes tardy and **has not notified the principal** of the reason for tardiness, a substitute teacher will be called and the regular teacher will be docked one-half day's pay.
2. A teacher with three (3) unexcused tardies or (3) unexcused absences will be required to appear before the board for a hearing and may result in suspension without pay.
3. A teacher accumulating five (5) unexcused tardies or 5 unexcused absences during the school year may not be recommended for reemployment.
4. Any person signing in or punching in other than his/her own name will be dismissed.
5. Any employee leaving his/her place of employment without permission for his/her principal may be suspended without pay or terminated.
6. It is the responsibility of the principal to see that this policy is carried out.
7. The accumulation of excessive absences, tardies or any combination thereof may result in termination. Excessive absences are defined as any absences that the principal deems as a hindrance to the optimal functioning of the school and a neglect of duty.

Sick Leave with Pay

Sick leave days (1/2 day or more) may be used for the following:

1. Personal illness of the employee.
 - a. Illness in the immediate family to include: husband or wife, child,

- sister, brother, father, mother, grandparent and grandchildren, or anyone of like relationship by marriage, or persons who have stood in loco parentis.
- b. Absence due to bodily injury.
 - c. Medical or dental appointments.
 - d. Death in the immediate family. This leave is limited to five days per contract period (no more than 3 for first occurrence) per immediate family member to include: husband or wife, child, sister, brother, father, mother, father-in-law, mother-in-law, grandparent and grandchildren, or persons who have stood in loco parentis.
 - e. Any unused portion of the total sick leave allowance shall be carried over to the next school year if the employee remains employed in the school district. In the event the employee terminates, any unused portion of the total leave allowance credited to such employee in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.
2. Employees shall not take sick leave on the first day of the school term, the last day of the school term, the day prior to a holiday, or the day after a holiday, unless a licensed medical physician's statement is received on the day the employee returns to work. This applies to all employees, classified and certified, for all holidays listed on page 10.

See *Yazoo City Municipal School District Board Manual Policy GBRIA - FMLA* for addition guidelines and *GBRI - Personal Illness*.

Penalty for Giving False Information

Any employee who gives materially false information as to the cause of absence which results in the employee receiving any of the benefits of this policy shall forfeit accumulated or future sick or leave that he/she is otherwise entitled to for a period of one year. Full per diem shall be deducted for each day absent and claimed through false information and said number of days shall be deducted from the employee's accumulated sick leave days.

During the one year period for which sick leave has been forfeited, full per diem shall be deducted for any day missed. Any sick leave time that had been accumulated in a legitimate manner prior to the time when benefits were forfeited shall be reinstated when the employee becomes eligible for the benefits of this policy. Further information on sick leave may be found in the *Yazoo City Municipal School District Board Manual - Policy GBRIA*.

Separation with Unearned Leave Time Taken

All leave for the year is posted before it is actually earned. If a classified employee is separated mid-year, any unearned leave taken will be docked from the employees final payroll check.

TERMINATION OF EMPLOYMENT

Suspension: All Employees

The Superintendent or designee may suspend employees under their supervision for failure to comply with Board policies and procedures or reasonable requests of the administration. The employee may have the right to a hearing as outlined in the grievance procedures.

Dismissal for Cause

State law gives the Superintendent the authority to suspend or remove a staff member. Reasons for dismissal include, but are not limited to the

following:

1. Incompetence
2. Neglect of duty
3. Immoral conduct
4. Intemperance
5. Excessive absences
6. Tardiness
7. Brutal treatment of a pupil
8. Insubordination
9. Violation of Confidentiality

Before being removed or suspended, the staff member shall be notified of the charges. The licensed staff member may be entitled to request a public hearing within five (5) working days of the notification. The hearing must be held from five (5) to thirty (30) days from the time of the request. If the licensed employee does not request a hearing within five (5) days after being notified, the decision of the Superintendent is final.

VACATIONS

Employees on a twelve (12) month contract are eligible for ten (10) vacation days per year. The twelve (12) month period will begin July 1 and end the following June 30. Vacation leave is synonymous with personal leave and is limited to a total accumulation of five (5) days. Unused vacation leave allowance can be converted into sick days to an amount consistent with and not to exceed vacation and sick leave of state employees (Mississippi Code 25-3-93 and 25-3-95). Refer to policy GBRI in the *Yazoo City Municipal School District Board Manual*.

WORKER'S COMPENSATION

The Yazoo City Municipal School District provides the Worker's Compensation Insurance Program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Worker's Compensation Insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

An employee should notify his/her immediate supervisor whenever an injury is incurred whether or not medical attention is needed. A worker's compensation form should be filled out within twenty-four (24) hours of the incident. It is important to report all injuries immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. The immediate supervisor will notify the Central Office, make the necessary arrangements for medical attention, and see that all claims forms are properly completed.

EMPLOYEE EXPECTATIONS

ABSENCES

For the successful operation of the school, students and school staff must maintain good records of attendance and be punctual as well. Inasmuch as we expect students to attend school regularly and be punctual, the staff is expected to do the same.

In the event a staff member must be absent or tardy from work, he or she must notify his/her immediate supervisor or designee as soon as possible. Such notice must be given to the immediate supervisor at least by 6:30 a.m. on the date of the absence. Notification must state the specific cause of the absence.

ACCEPTABLE E-MAIL POLICY

The following email policy is intended to maintain an ethical and professional work environment and to meet the requirements governing the use of Yazoo City Municipal School District's computer resources. All email users are responsible for understanding and observing these and all of the applicable policies, regulations and laws in connection with their use of Yazoo City Municipal School District's computer technology resources. Violations of the following policies may result in loss of access to the computer systems, appropriate administrative sanctions including termination and/or legal action.

Following are the Acceptable Use Regulations:

1. "Educational purposes include classroom activity, professional or career development, and limited high quality self-discovery activities" Use of email is limited to educational purposes only. "Users may not use the Yazoo City Municipal School District email system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. The Yazoo City Municipals School District's acquisition policies will be followed for the Yazoo City Municipal School District's purchase of goods or services through the Yazoo City Municipal School District system. Commercial and/or personal use of e-mail is prohibited. School district email accounts should not be given out freely to sales persons, vendors, etc. unless there is a valid reason to do so. "Users will subscribe only to high quality discussion group mail lists that are relevant to their educational or professional career development."
2. You should not assume your email messages are private or that they can be read by only you or the recipient. "Yazoo City Municipal School District employees should be aware that any emails contained in their personal files may be discoverable under state public record's laws." Since the email system is provided by Yazoo City Municipal School District, everything you write is a matter of public record and subject to disclosure. "Yazoo City Municipal School District retains the right to use any email, sent or received, as evidence in any legal or administrative proceedings." "Routine maintenance and monitoring of the system may lead to discovery that the user has been violating this policy, the disciplinary code, or the law. Therefore, system users have no privacy expectation in the context of their personal files on the Yazoo City Municipal School District's system."
3. Use of email to harass, intimidate or otherwise annoy another person, such as broadcasting unsolicited messages or sending unwanted email, is expressly prohibited. "Users will not use the Yazoo City Municipal School District's email to engage in any illegal act" and "The Yazoo City Municipal School District will cooperate fully with local, state or federal officials in any illegal activities conducted through the Yazoo City Municipal School District's system."
4. Never mail or forward chain letters. If you receive a chain letter, delete it. "Users should not engage in 'spamming' whereby the user sends an annoying or unnecessary message to a large number of people."
5. You should not attach pictures, letters or other unnecessary attachments to your email message. The recipient may not be able to view them and they consume large amounts of resources. Large attachments can shut down the recipient's computer and hamper overall operation of the Yazoo City Municipal School District email system. "Users will not attempt to gain unauthorized access to the Yazoo City Municipal School District's system or go beyond their authorized access." Such includes attempting to log in through another person's account or access another person's files and

“users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.”

6. “Yazoo City Municipal School District policies and copyright will govern the use of materials assessed through the Yazoo City Municipal School District’s system. Employees should make a standard practice to request information for the holder of the work if their use in the material has potential of being considered a copyright infringement. Further, the Yazoo City Municipal School District policies on plagiarism will govern use of material assessed through the Yazoo City Municipal School District’s system. Therefore, you should cite quotes, references and sources and respect copyright and license agreements.”
7. Using a pseudonym or writing anonymous email that appears to disassociate you from responsibility for your action is always inappropriate. Concealing or misrepresenting your name or affiliation to mask irresponsible or offensive behavior is a serious abuse. Using identifiers of other individuals as your own constitutes fraud.
8. You should not allow anyone else to use your email account. “Users are responsible for the use of their individual account and should take reasonable precautions to prevent others from being able to use their account. Users cannot provide their password to another person. Users should immediately notify the appropriate person should they suspect their individual account has been comprised.” You will be held responsible for any correspondence originating from your account. “Users will avoid inadvertent spread of computer viruses by only downloading files on a system that has a virus shield installed.”
9. You should not send a district wide mailing or a mailing to extremely large groups of people unless absolutely necessary to conduct district business. “Inappropriate language is restricted and should not appear in any public or private messages. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. “Users will not view, transmit, or download any lewd, obscene or pornographic material.” Users will not relay information that if acted upon could cause damage or danger of disruption in the school setting. Further, users should not engage in personal attacks, including any prejudicial or discriminatory attacks.”
10. All users of the Yazoo City Municipal School District email system should recognize that email use may be limited for reasons related to the capacity or security of the system, or as required for conducting district business.
11. Although unsolicited emails cannot be completely prevented, and such email containing unauthorized material should be immediately deleted from the system, and the sender of such unsolicited email “blocked” or notified that such correspondence is undesirable.
12. The Yazoo City Municipal School District makes no warranties of any kind, either express or implied, that the function or services provided by or through the Yazoo City Municipal School District system will be error free or without defect. The Yazoo City Municipal School District will not be responsible for any damage users suffer, including, but not limited to, loss of data or interruptions in service. The Yazoo City Municipal School District is not responsible for the accuracy or quality of information obtained through or stored on the system. The Yazoo City Municipal School District will not be responsible for financial obligations arising through unauthorized use of the system.”

Refer to the complete policy: Policy IFBED - *Yazoo City Municipal School*

ACCEPTABLE USE POLICY

I have read the Yazoo City Municipal School District **Internet Safety and Appropriate Use Agreement**. I understand and will abide by the terms and conditions as stated. I understand that some Internet violations are unethical and may constitute a criminal offense resulting in legal action. I understand that access to the internet will be supervised by Yazoo City Municipal School District personnel and that provisions of the agreement will be reviewed with students. I further understand that the Yazoo City Municipal School District is not responsible for the actions of individual users or the information they may access.

Printed Name Date Guest/Staff Signature Date

**Yazoo City Municipal School District
Internet Appropriate Use Policy
Internet Safety Policy Revised:**

The Yazoo City Municipal School District is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

Overview

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA). CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet safety policies.

Introduction

It is the policy of Yazoo City Municipal School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

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Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Yazoo City Municipal School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Yazoo City Municipal School District’s staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives. The Yazoo City Municipal School District or designated representatives will provide age-appropriate training for students who use the Yazoo City Municipal School District Internet facilities. The training provided will be designed to promote the Yazoo City Municipal School District’s commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Yazoo City Municipal School District’s Internet Safety Policy;
- II. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. Cyber-bullying awareness and response.
- III. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Yazoo City Municipal School District Internet Terms and Conditions of Use

These guidelines are provided so that you, the user and/or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Yazoo City Municipal School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Personal Safety

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

Illegal Activity

1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Yazoo City Municipal School District laws, policies or regulations.
2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
7. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person (Cyber bullying).

System Resource Limits

1. User shall only use the Yazoo City Municipal School District system

for educational and career development activities and limited, high quality self-discovery activities as approved by Yazoo City Municipal School District faculty.

2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
3. User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people).
4. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.

User Rights

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore the Yazoo City Municipal School District may restrict user's right to free speech for valid educational reasons. Yazoo City Municipal School District will not restrict user's right to free speech on the basis of disagreement with the opinions expressed by user.
2. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
3. User should not expect files stored on school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
4. Yazoo City School Municipal District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school. Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The principal or his designee may deny, revoke, or suspend user privileges to any user determined to be using the system in an inappropriate manner. The decision of the principal will be final.

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

There will be consequences for any user who fails to follow Yazoo City Municipal School District school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of Yazoo City Municipal School District, law enforcement authorities may be involved and any violations of state and

or federal law may result in criminal or civil prosecution.

Adoption

This Internet Appropriate Use/Internet Safety Policy was adopted by the Board of Trustees of the Yazoo City Municipal School District at a public meeting, following normal public notice, on June 14, 2012.

ACCIDENT REPORTS

Any accident involving school personnel, students, or others on school property should be reported immediately to the principal. An accident form must be completed immediately following the accident. All accidents involving district vehicles should be reported to the proper law enforcement agency and the superintendent of schools. Any accident involving school personnel or students participating in a school event away from Yazoo City Municipal School District should be reported immediately to the school supervisory representative on the trip and to the district superintendent.

ALCOHOL AND CONTROLLED SUBSTANCES PROHIBITION

No employee of the Yazoo City Municipal School District, whether licensed or non-licensed, shall possess, sell, use, transmit, or be under the influence of any alcoholic beverage, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana while at work on school property, in school vehicles, or at school-sponsored activities. Valid drugs prescribed to employees are exempted. Violation of the policy by an employee may result in dismissal from employment with the school district.

Transportation employees are subject to regulations by the Federal Highway Administration and the United States Department of Transportation. As such, employees who are engaged as drivers of commercial motor vehicles and who are subject to commercial driver's license requirements must participate in mandatory random drug testing procedures. Drivers are prohibited from using controlled substances and will be tested for Marijuana, Amphetamines, Opiates, Cocaine, and Phencyclidine (PCP). Drivers are prohibited from possessing alcohol while on duty and from consuming alcohol four hours prior to duty or for eight hours after involvement in an accident. Drivers may not at any time refuse to consent to this policy. Any driver in violation of this policy may be subject to termination. Refer to the Code of Federal Regulations 49, Sections 40, 382, 391, and 395 as amended in 1994; the MS Code of 1972, Section 71-7-1; and Policy GBRL in the *Yazoo City Municipal School District Board Manual*.

BACKGROUND CHECKS

The Yazoo City Municipal School District requires that all persons recommended for employment submit to a current criminal records background check and a current child abuse registry check. This check is performed for licensed and non-licensed prospective employees. Prospective employees must pay a processing fee for the checks.

CLASSIFIED PERSONNEL HOURS AND DUTIES

Classified personnel are scheduled for a 40-hour week or less. The duties and responsibilities of classified personnel will be as fixed and prescribed in the job descriptions approved by the Board of Trustees. Time schedules are assigned as follows:

1. Custodians - assigned by building principal and Director of Maintenance
2. Maintenance workers - assigned by the Director of Maintenance

3. Assistant Teachers - assigned by building principal
4. Clerical Staff - assigned by building principal
5. Technology Support Staff - assigned by Director of Technology & building principal
6. Cafeteria workers - assigned by the Director of Food Service and the Cafeteria Managers
7. Bus drivers - assigned by the Director of Transportation

EVALUATIONS

The Yazoo City Municipal School District values the potential for instructional improvement provided by a valid and reliable teacher evaluation system. The evaluation procedures outlined below provide the administrator with the opportunity to assess and evaluate the performance of the teacher on the district-adopted teacher evaluation criteria. Through the evaluation process, strengths and weaknesses will be identified and communicated to teachers. Appropriate guidance and assistance will then be provided as needed to assist in improving performance.

New Teacher Track Evaluation Outline

- A new teacher in the Yazoo City Municipal School District shall be defined as a licensed teacher with less than two (2) years experience in the district. Prior experience in another district is considered valuable but will not take the place of the new teacher track.
- New teacher orientation conferences on evaluation will occur within the first month of the school year.
- Each new teacher shall be formally evaluated by an administrator at least once during each semester of the first two (2) years of employment.
- An Administrator will make at least one formally announced visit and at least one unannounced visit each year.
- The formal feedback conference will occur within one (1) week following each observation.
- Evaluations will be completed and placed in the school personnel file by the last day of the school year.
- Administrator discretion may be used after the first year to allow experienced teachers who are new to the district to be placed into the standard track.

Standard Teacher Track Evaluation Outline

- A standard track teacher is one who:
 - has been employed by the Yazoo City Municipal School District for more than two (2) years, or
 - has successfully completed the new teacher evaluation track.
- Each standard track teacher shall receive a formal evaluation within a three-year cycle.
- During the years when a formal evaluation does not occur, administrators shall make informal feedback visits to encourage professional growth.
- Teachers shall be encouraged to utilize student feedback data to evaluate their performance.
- Summative evaluations shall be completed and placed in the school personnel file by the last day of the school year in which the evaluation takes place.

Intensive Assistance Cycle Evaluation Outline

- A teacher identified by an administrator for the intensive assistance cycle will have a formal evaluation at the end of the designated assistance period.
- After acceptable performance has been attained, the teacher shall be

formerly evaluated using a specified time table as determined by the school administrator.

GRIEVANCES AND COMPLAINTS PROCEDURES

As the primary means of solving staff complaints and grievances, the Board expects each administrator to (1) discover and practice effective means of resolving differences that may arise among employees and administrators; (2) reduce potential reasons of complaints and grievances; and (3) establish and maintain recognized channels of communication between the staff, administration, and Board.

In the resolution of grievances, hearings at all administration levels shall be:

- Conducted in the presence of the administrator who made the ruling which is the subject of the grievance and the presence of any other staff member personally involved.
- Held only after due written notification to all persons concerned.
- Free from interference, coercion, restraint, discrimination, or reprisal.
- Held in private, with only the persons involved and/or their representatives present.
- Summarized in writing or on tape, with an official record kept for the district.

For more information, see Policy JCEA in the *Yazoo City Municipal School District Board Manual*.

HARASSMENT

It is the policy of the Yazoo City Municipal School District to maintain learning and working environments free from any form of sexual or racial harassment, defined as "a knowing and/or willful course of conduct directed at a specific person which seriously alarms, annoys, harasses, or threatens the person, and which serves no legitimate purpose. The course of conduct must be such as would cause, a reasonable person to suffer substantial emotional distress, and must actually cause substantial emotional distress to the person." [Code 97-3-107 (4)]

The school district will act to investigate all complaints, formal or informal, verbal or written, of harassment, threats, violence, or assault, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. For more information and reporting procedures, refer to MS Code 97-3-107 Protecting Students from Harassment and Hate Crime, US Dept. of Ed., 1999

NEWS MEDIA / INTERVIEW REQUESTS

All media information should be referred to the superintendent. The superintendent must approve all information and interview requests prior to publishing or airing with the exception of superintendent media releases.

Parents in the district must sign a release to give or deny permission for their child(ren) to participate in any public relations activities or school related websites.

Educators should report noteworthy activities within classrooms and schools to your immediate supervisor prior to informing the media and the community of events, activities, and stories.

OUTSIDE EMPLOYMENT

The school board considers a professional assignment in the school district a full time job. Employees shall not engage at any time in any outside employment that would interfere with their effectiveness in performing regular assigned duties; would compromise or embarrass the school system; or would in any way conflict with assigned duties. Employees shall not be employed or involved in any private or otherwise public business during hours necessary to fulfill their contractual responsibilities.

OVERTIME

Overtime pay for classified employees will be authorized in extreme emergencies, but only then with the approval of the Superintendent.

In order to earn overtime, an employee must be on the job for forty (40) hours during the work week prior to becoming eligible for overtime. It is the responsibility of the department in which overtime is performed to pay the overtime rate. Paid leaves of absences, except for approved school business, do not count toward the 40-hour workweek.

Overtime shall be paid not less than one and one-half the regular rate of pay for all hours worked which are classified as overtime. Legal reference: Fair Labor Standards Act Amendment of 1966.

PARKING / PERSONAL PROPERTY

The district is not responsible for damage or theft to cars or other personal property. Employees are asked to park their automobiles in designated areas.

PERSONNEL ASSIGNMENT

The superintendent of schools has the power and authority to make assignments to the various schools in the district of all non-instructional, non-licensed employees, and all licensed employees. This includes the authority to make reassignment of such employees as deemed appropriate provided that the employee is properly licensed in the position to which he or she is moved. All reassignments are subject to review by the school board.

POLITICAL ACTIVITY OF STAFF MEMBERS

The Board recognizes and encourages the right of its employees, as citizens, to engage in activities, which exemplify good citizenship. However, the board also recognizes that school property and school time, financed by all of the people, shall not be used for political purposes.

PROFESSIONAL CONDUCT/DRESS

Employees of the Yazoo City Municipal School District should demonstrate professional conduct that follows the generally recognized professional standards. (*Mississippi State Department of Education, Code of Ethics, Standards of Conduct, 1-7.*)

All employees are expected to be neat and well-groomed at all times while at work. An employee's dress or appearance may not be so unusual,

inappropriate or lacking in cleanliness that it clearly disrupts class or the learning environment. Administrators reserve the right to make a determination as to the appropriateness of an employee's appearance and will do so in a non-discriminatory manner.

Administrators/supervisors may ask an inappropriately dressed employee to leave work and return when dressed in proper attire. Violation of this policy may subject an employee to discipline, up to and including termination.

SCHOOL PURCHASES

Purchase orders are required for the purchase of all commodities which are to be paid for with public fund and are purchased by employees of Yazoo City Municipal School District. Purchase requisitions must be approved by the principal/supervisor. If funds other than student activity funds are being used for payment, the purchase order must be approved by the Superintendent or a purchasing agent. Expenses incurred by purchases not authorized by the principal/superintendent will become the personal obligation of the purchaser. Certain exceptions may apply to purchases made by personnel of the maintenance, transportation, and food service departments.

State purchasing laws must be observed in all cases. This includes proper bids or quotes on any purchase over **\$5,000.00**.

TIME CLOCK PROCEDURES

All employees of the Yazoo City Municipal School District must clock in and clock out each day. All work days must be accounted for by either having time worked or leave entered. The district uses a time system requiring the employee to use the biometric readers thus recording their identity and time worked. Requests for leave and time edits should be entered by the employee in a timely manner. It is the responsibility of the principal of each school or departmental directors to ensure that employees are trained in the use of the time system and that the time records are accurate and true. Failure of an employee to follow time clock procedures may result in termination.

TOBACCO POLICY - EMPLOYEES

The Yazoo City Municipal School District Board of Trustees recognizes that smoking is regarded as a health hazard for smokers and non-smokers and that smoking represents a possible safety hazard to buildings and facilities. Because of the Board's responsibility to protect students, staff, visitors, and guests of the school district and maintain a safe environment, smoking is prohibited by all staff, students, visitors, and guests in all school district buildings and district vehicles. The smoking ban is in effect 24 hours a day, seven days a week. For the purpose of this policy, tobacco product will include any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco, chewing tobacco, or electronic cigarettes. See policy GBRM in the *Yazoo City Municipal Board Manual* for further information.

TRAVEL AUTHORIZATION / REIMBURSEMENT

Personnel who have been authorized by the superintendent to travel in performance of their duties shall be reimbursed. Employees will be reimbursed for normal expenses for hotel, food, registration, and transportation based upon actual cost limited to the current allowances

approved by the state. The reimbursement shall not exceed current limits for meals as established by the Mississippi Department of Finance and Administration and shall not exceed the current state rate for travel made in personal vehicles. Overnight stay is required for reimbursement of meals. Original receipts must be provided to the district for all travel expenses except meals and travel in personal vehicles.

The board expects employees to carpool where two or more employees are traveling to the same destination. In such an event, only one travel expense allowance at the authorized rate per mile shall be allowed for any one trip.

Detailed rules for current allowable expenses, reimbursement rates, etc. are available in the office of the Director of Finance.

USE OF DISTRICT PROPERTY

Each individual teacher is held responsible for the condition of his/her classroom. It is no easy task to catch the guilty person involved in cases of defacement of school property. It is more difficult to prove a case against a suspected student. However, all teachers should check student desks from time to time and make an attempt to learn which students might have defaced a desk. Seating charts can be helpful toward this effort. It is the responsibility of all school employees to report acts of defacement.

School district property, furniture, and/or equipment cannot be used for personal reasons. No personal items should be stored on school property.

INSTRUCTIONAL PROCEDURES AND EXPECTATIONS

ACTIVITY FUND PROCEDURES

Activity funds describe all funds received by school officials paid or collected to participate in any school activity, such activity being part of the school program and partially financed with public funds or supplemented by public funds. The school board is authorized and empowered to promulgate rules and regulations designating for what purposes school activity funds may be expended. For a full explanation of the fund-raising activities, purchasing requirements and fiscal management of activity funds, see Code DK in the *Yazoo City Municipal School District Board Manual*.

CELL PHONE USE/TEXTING BY TEACHERS/SOCIAL MEDIA

Teachers are specifically prohibited from the use of cell phones during times assigned for instruction or duties.

It is the duty of all teachers, coaches, extra-curricular sponsors, and staff members (all referred to generally as "Personnel" for the purposes of this policy) to maintain only appropriate communications with students at all times. The Yazoo City Municipal School District recognizes that with advances in communication technology, there are more opportunities for out-of-school and non-school related communications between Personnel and students. The increased opportunity for such communication also increases the risk that Personnel will make inappropriate contact with students.

Further, the Yazoo City Municipal School District recognizes that there are many convenient and efficient means of communication available to

Personnel who need to contact groups of students. Personnel are encouraged to be proactive in the delivery of verbal messages in group settings during scheduled practices or events. The Yazoo City Municipal School District understands that group messaging in certain conditions is justifiable.

However, the use of text messaging, instant messaging, chat rooms, email, giving or accepting invitations to personal social networking sites such as Facebook, Twitter, etc., or calling/accepting calls from individual students is a dangerous practice for the supervising adult, especially when these activities take place outside the normal school day or away from school activities. These communications could easily be misconstrued to be inappropriate contact with students and could lead to dismissal and/or criminal charges. Communication with individual students by personnel through the use of these technologies is not permitted and will be viewed as evidence of inappropriate conduct towards students. Please be reminded that any discussion during and after school hours of school related issues through Facebook, Twitter, or other social media is in direct violation of the Family Educational Rights and Privacy Act (FERPA). Each instance will be dealt with on an individual basis. E-mail communication or texting with your class or teams must be managed through a district provided communication system. This group e-mail and group text messaging must be conducted during appropriate hours of the day.

As advances in communication technology are made, this policy should be interpreted to cover new developments in technology and new methods of written communication. Infractions with regard to communication methods not specifically identified in this policy but within the scope of what this policy is addressing will be treated as violations of this policy. Policy IFBB - *Yazoo City Municipal School District Board Manual*

COMMUNITY / PARENTAL RELATIONS

The Yazoo City Municipal School District encourages appropriate community involvement, parental communication, and business partnerships by the staff in the school system. Refer to Policy LAA in the *Yazoo City Municipal School District Board Manual*.

CONFIDENTIALITY

The Yazoo City Municipal School District shall operate in compliance with the Family Education Rights and Privacy Act of 1974 regarding student information and records.

The Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) have provided schools, school districts, and state educational agencies guidelines in disclosing student records. School officials with a "legitimate educational interest" in any student information can have access to educational records without specific consent of parents or eligible students. A legitimate educational interest is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's educational; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

However, the misuse or improper disclosure of confidential information by school officials or a third party is strictly prohibited and is punishable by federal statutes.

Electronic access to student information will be limited to job duty specifications of each employee. At no time should this information be printed, transferred, or shared under conditions other than those stipulated in FERPA. A complete explanation of FERPA may be found online at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

CONTROVERSIAL ISSUES

In training for effective citizenship, it is frequently necessary for pupils to study issues that are controversial. However, any issue deemed controversial by students or parents which could create a divisive educational setting should be formally approved by the superintendent prior to use in the classroom.

When studies within the classroom create differences of opinion, teachers should implement the following:

1. Deal with the topics and issues as impartially and objectively as possible. Teachers should not intrude their own biases.
2. Handle all such topics in a manner suited to the range of knowledge, maturity, and competence of their students.
3. Have teaching materials dealing with all possible aspects of the topics readily available.
4. Not expect or require that the class reach an agreement. Differences of opinion are the rights of each citizen.

Should there be a complaint about instructional materials; the Board recognizes the right of individuals regarding controversial materials used by students in the Yazoo City Municipal School District. Cross reference *MS CODE 37-7-301*.

COPYRIGHT MATERIAL USE

The Yazoo City Municipal School District employees are responsible for obeying copyright laws and restricted use requirements set forth by publishers and manufacturers.

DISCIPLINE POLICY

The code of student conduct is provided to all teachers, school personnel, students, and parents/guardians at the beginning of the school year. Each school principal is responsible for the dissemination of the district and school policies. A number of board policies are used in clearly defining the code of conduct. Parents, students, and teachers should refer to the school handbook for specific school policy. Board policies upon which school conduct codes are determined may be found in the *Yazoo City Municipal School District Board Manual* and on the district website at www.yazoocity.k12.ms.us.

FIELD TRIPS

Any field trip or educational excursion must enrich or enhance the instructional program of a school. The Yazoo City Municipal School District specifies the following guidelines:

1. Field trips and excursions are trips which involve no overnight stays.
2. The principal must approve all field trips and excursions and shall assign an appropriate number of staff members to have adequate supervision of the students.
3. After approval by the principal written information pertaining to each specific field trip must be disseminated to the parents of involved students at least three school days prior to the date of the trip.
4. School buses or commercial buses must be used to transport students to and from school functions. Students cannot be transported by private vehicles.

5. Student attendance must be accounted for at all times. To take care of emergencies when parents have to be contacted, a list of all students who will be traveling and their home telephone numbers or other emergency numbers, will be submitted to the principal prior to departure.
6. Prior to departure all students must submit a signed Parent consent form to the staff member who is to be in charge of the trip. These forms must be kept on file in the principal's office.
7. In case of any emergency involving an accident or the health of the student, the staff member in charge shall take whatever steps necessary to provide for the needs of the students. In all cases, the parents of the student are to be contacted and apprised of the circumstances of the problem. If required, medical assistance will be sought as soon as possible pursuant to the authorization from the parent(s) on the Parent Consent form. Refer to Policy IFCB - Yazoo City Municipal School District Board Manual.

FIRST AID

School personnel may attend to minor injuries and sickness, but only qualified personnel should attempt to administer first aid to pupils.

FIRST YEAR TEACHERS

New teachers and teachers new to the Yazoo City Municipal School District will have an opportunity to participate in the Clinton Teacher Induction Program (CTIP) which convenes monthly for sessions, including but not limited to the following:

- Legal Issues and Professional Ethics
- Parent/Teacher Conferences and Teacher Evaluation
- Contextual Alignment
- Reading Strategies
- Differentiated Instruction

The training sessions conclude with an evaluation of what participants believe helped them make the transition into the Yazoo City Municipal School District.

GRADING

Grading System

Students' grades are determined by but not limited to daily class work, homework, class participation, test grades and special projects. Parents are invited to contact teacher, counselors and/or administrators concerning any questions relative to a pupil's progress. A minimum of nine daily grades shall be recorded for each student in each course during each nine-week grading period. A minimum of three test grades shall be recorded during each nine-week grading period. Tests shall count one-third, nine-week tests are one-third, and other student evaluations such as daily grades one-third of the nine-week grades.

Grades:

A 90-100

B 80-89

C 70-79

D 65-69

F 0-64

I Incomplete Passing or failing grade to be given after work is complete.

Lowest grade to be recorded at the end of the first, second, and third nine weeks will be a 55. The fourth nine weeks, students will receive the grade they earn. Grades on report card must reflect district scale.

1. There shall be four grading periods.
2. All grades awarded regular education students in grades K-12 shall be awarded on the basis of on-grade-level work.

HOMEWORK

Homework in the Yazoo City Municipal School District is a necessary extension of the classroom experience. It is assigned with regularity and has a clear relationship to curriculum. The nature of the assignments varies with the needs of the student and the type and level of the lesson. In some programs it may be reinforcing of skills; in others, it involves exploring new or related subject matter. Homework assists the students in learning how to organize time, to work independently or in groups, to use good study skills, and to develop self-esteem.

INCLEMENT WEATHER

YCMSD will implement an alternate scheduling option for winter weather. In the event of ice and snow, the district may choose to implement a delayed start of school. While the start will be delayed, the school day will end at the regular time.

INSTRUCTIONAL MODEL

The adopted curriculum of the Yazoo City Municipal School District shall be on the Mississippi College and Career readiness Standards and shall reflect the district's vision, goals and priorities. Our instructional model designed to meet the needs of every students consist of three tiers of instruction.

- Tier I: Quality classroom instruction based on MS Curriculum Frameworks
- Tier II: Focused supplemental instruction
- Tier III: Intensive interventions specifically designed to meet the individual needs of students

Teachers should use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process measured through AIMSweb Assessments.

If strategies at Tier II are unsuccessful, students must be referred to the District Support Team prior to placement in Tier III. The School Support Team (SST) in conjunction with the Intervention Specialists is responsible for developing interventions based on individual, identified student needs. Each school must have a SST implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the SST shall be the school principal as the school's instructional leader or the principal's designee.

Interventions will be as follows:

- Designed to address the deficit areas;
- Research based;

- Implemented as designed by the SST; and
- Supported by data regarding the effectiveness of interventions.

After a referral is made, the SST must develop and begin implementation of an intervention(s) within two (2) weeks. No later than eight (8) weeks after implementation of the intervention(s) the SST must conduct a documented review of the interventions to determine success of the intervention. No later than sixteen (16) weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred to the District Support Team for further direction.

All students in K-6, including those as specified in the following MDE guidelines will be assessed three times annually using the STAR Assessments in reading and math:

- Grades 1-3: A student has failed one (1) grade;
- Grades 4-12: A student has failed two (2) grades;
- A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year; or

Those identified in the lowest quartiles will be referred to the SST for Tier interventions.

LICENSURE / LICENSURE RENEWAL

Educators have the professional and contractual responsibility to participate in the school district's professional development program and in professional development options for license renewal. The selection of professional development options is to be focused on improving student learning. Each educator is responsible for selecting and monitoring his/her individual professional development program. Educators are also responsible for maintaining and submitting documentation for license renewal to the Office of Educator License in the Mississippi Department of Education (See Guidelines for Educator License). Specific questions regarding license renewal must be addressed with the appropriate staff at the Mississippi Department of Education Office of Educator License at 601-359-3483 (Fax: 601-359-2778) or visiting the MDE web site at www.mde.k12.ms.us/ed/licensure/index.html.

License Renewal Requirements

The license may be renewed for one five-year period beyond the present expiration date. Only credits earned from one expiration date to the next may be used for renewal. Only one renewal method may be utilized during a five-year period.

Bachelor's degree or equivalent - Class A

- Ten (10) continuing education units (CEUs) in content area or job/skill related area
- OR
- Three (3) semester hours in content area or job/skill related area
- AND**
- Five (5) continuing education units (CEUs) in content area or job/skill related area
- OR
- Six (6) semester hours in content area or job/skill related area
- OR
- Completion of the National Board of Professional Teaching Standards process

Master's degree or above - Class AA, Class AAA, Class AAAA

- Three (3) semester hours in content area or job/skill related area
- OR
- Five (5) continuing education units (CEUs) in content area or

job/skill related area

OR

- Completion of the National Board of Professional Teaching Standards process

MEDICAL ISSUES

Medication Administration

The Yazoo City Municipal School District recognizes that many students from time to time feel well enough and healthy enough to attend school, but may require medication during school hours. To accommodate this need and to foster better attendance in school, appropriate school personnel will administer medications to students as prescribed by their physician under the following guidelines.

Long Term (Daily) Medications

In the event that a student is taking daily medications ordered by a physician to be given during school hours, the following procedure will apply:

1. The parent/guardian is responsible for getting the medication to school. All medications must be in a proper container with a label from the pharmacy, which states the following; student's name, physician, name of medicine, method and time of administration and amount to be given.
2. School personnel will not administer any prescription medication without a signed and completed School District permission form and a parent's authorization and indemnity agreement. These forms will be effective for the school year in which they are obtained, and will be renewed each school year. Parents are responsible for notifying the school of any medication changes in writing, and an updated permission form must be completed and signed to indicate the changes.
3. The school district shall permit self-administration of medication (such as asthma medications or insulin) if the parent or guardian provides written authorization to the school. Upon fulfilling the requirements, a student may possess and self-administer medications under the supervision of school personnel.
4. Each school will have specific procedures for locked storage of medicine. Logs will be maintained and will include the student's name, person who administers medication, time and date of administration.

Short Term Medication Administration

The medication dosage must be pre-packaged by the parent in individual doses (for instance an envelope or bottle). The package must be labeled with the student's name, name of the medicine, the amount and time it is to be given.

The medications must be left with the teacher or office personnel at the school which the student attends. The school should be provided with a written permission form for the medication to be administered, including the student's name, amount, and time to be given. If difficulty is encountered in administering the medication, such as lost medications, difficulty swallowing, unclear administration instructions, etc., the dose will be missed and a note sent home with a statement of the problem. If the medication is of such a critical nature that missing a dose will represent a hazard to the student, the parent should so state on the note sent to school.

Medical Diagnosis

Teachers, administrators, counselors or any other school personnel are not qualified to make a medical diagnosis in reference to any student. This includes the medical diagnosis of ADD/ADHD.

Medications for Minor Pain Relief

School personnel shall not exceed the usual practice of first aid and shall

not diagnose illness or suspected injury; however, students occasionally develop headaches and minor discomfort at school. If no fever or vomiting is present, appropriate school personnel may administer an age appropriate dose of acetaminophen (Tylenol), or ibuprofen (Advil), with parental permission. Date, time and dosage should be documented accordingly. For information concerning medications, see Policy JGCD - *Yazoo City Municipal School District Board policy Manual*.

PARENT CONFERENCES

Each school principal will provide time for school-wide parent/teacher conferences each year. As the need for parent conferences arise throughout the year, teachers should make every effort to accommodate parents' schedules for conferences. The teacher should inform the principal of any conference in which a third party may be required to attend the conference.

PROMOTION / RETENTION POLICY

Promotion and retention decisions in the Yazoo City Municipal School District are based upon student achievement of objectives as outlined in the Instructional Management Plans of the Yazoo City Municipal School District in the areas of Reading and Math, mastery will be defined as the student demonstrating ability to perform the objectives. To be eligible for promotion to the next grade level, a student must master essential skills as identified in the curriculum framework of the State of Mississippi and the Yazoo City Municipal School District, and must show success in the designated essential skills for subjects taken.

The District will consider the educational needs and welfare of each individual student. Considerations will include but will not be limited to:

1. Academic level
2. Welfare of the student involved
3. Welfare and best interest of all students attending the school(s) involved
4. Health factors

KINDERGARTEN

Students who attain the age of five (5) years on or before September 1 of the calendar year may attend kindergarten in Yazoo City Municipal Schools. It is the goal of the kindergarten program to provide all students with the school readiness skills they need to be successful in the first grade. A student may be retained in kindergarten for an additional year if the principal and the district deems that placement of the student in the first grade would not be the most appropriate educational placement. Students in kindergarten must master state core and district objectives in language arts and mathematics. Kindergarten students will receive report cards at the end of each nine-week grading period to reflect performance of the State Core Objectives.

FIRST GRADE STUDENTS

Students must master the state core curriculum and district objectives in reading, language arts and mathematics. First Grade students must master the State Core Curriculum, which will be

embedded in district test, and the district objectives in reading, language arts, mathematics, science/health, and in social studies with a grade average of 65 in each subject.

SECOND - FIFTH GRADE STUDENTS

Grades Two-Five students must master the State Core Curriculum, which will be embedded in the term and semester test, and the district objectives in reading, language arts, mathematics, science/health, and in social studies with a grade average of 65 in each subject. Students are expected to master skills and read on level in order to advance to the next grade.

ALL THIRD GRADE STUDENTS

In accordance with Mississippi Department of Education Literacy Based Promotion Act, students who fail the 3rd Grade Reading Summative Assessment will be retained in 3rd grade and provided intensive reading intervention and support. The only exception will be if the teacher, principal and district superintendent determines that the child qualifies for a Good Cause Exemption.

SIXTH - EIGHTH GRADE STUDENTS

Grades Six - Eighth students must master the State Core Curriculum, which will be embedded in the term and semester test, and the district objectives in reading, language arts, mathematics, science/health, and in social studies with a grade average of 65 in each subject. Students are expected to master skills and read on level in order to advance to the next grade.

Students who fail Social Studies in the Eighth Grade can only be promoted if:

- (A) **They have no other failing grades and**
- (B) **They attend Summer School for the number of required hours to receive the Carnegie unit.**

NINTH - ELEVENTH GRADE STUDENTS

Promotion in grades 9 through 12 shall be based upon each pupil's accumulation of earned course units (Carnegie units). The Core Curriculum, which includes state and district objectives, requires a final grade of 70 -100 in each subject before Carnegie units will be awarded.

Students graduating in 2010 and beyond must earn a minimum of twenty-four (24) Carnegie units to meet graduation requirements. Each student who is granted a standard high school graduation diploma from Yazoo City Municipal School District must have:

1. Satisfied graduation requirements that have been established by the Yazoo City Municipal School Board of Education, including the requirement of Carnegie units that meet or exceed the state minimum.
2. Participate and achieved a passing score on the four academic end-of-course tests in Algebra I, English II, Biology I and U.S. History **OR** satisfy the State Board testing requirements by meeting **ONE** of the approved

alternate graduation options.

REPORTS OF CHILD ABUSE / NEGLECT

Any school employee having reasonable cause to suspect that a child is neglected or abused is required by Mississippi Code of 1972 (§43-21-353) to make an oral report immediately to the school principal /designated supervisor and by telephone or otherwise to the Department of Human Services (DHS). As soon as possible thereafter, a written report must be filed with DHS. Reports must contain the names and addresses of the child and parents or other persons responsible for the child's care. If known, the child's age, nature and extent of injuries, any evidence of previous injuries, and other information pertinent to establishing cause of the injury and identity of the perpetrator should be included in the report. Reports of abuse and neglect made under this law and the identity of the reporter are confidential except when the court in its discretion determines the testimony of the person reporting to be material to a judicial proceeding. A school employee makes a required report pursuant to this law is presumed to be acting in good faith. Any person reporting in good faith is immune from civil or criminal liability. MS Code (§43-21-355)

SALARY SCHEDULE

Salary schedules are posted on the District website. Go to www.yazoocity.k12.ms.us.

STUDENT CONDUCT

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of actions that they may take to maintain order, discipline, and an appropriated educational environment. A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). In addition, each school will publish a student/parent handbook detailing additional rules specific to that school. Policy JCD - *Yazoo City Municipal School District Board Manual*

WELLNESS POLICY

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well being.

All students in the Yazoo City Municipal School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in the Yazoo City Municipal School District is encouraged to model healthful eating and physical activity as a valuable part of daily life. Board Policy directs schools to effectively utilize school and community resources and to equitably serve the needs and interest of all students and staff, taking into consideration differences in culture. Policy JG - *Yazoo City Municipal School District Board Manual*

Yazoo City Municipal School District Internet Appropriate Use Policy Internet Safety Policy Revised:

The Yazoo City Municipal School District is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

Overview

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and President signed into law, the Children's Internet Protection Act (CIPA). CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet safety policies.

Introduction

It is the policy of Yazoo City Municipal School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Yazoo City Municipal School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called

'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Yazoo City Municipal School District's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives. The Yazoo City Municipal School District or designated representatives will provide age-appropriate training for students who use the Yazoo City Municipal School District Internet facilities. The training provided will be designed to promote the Yazoo City Municipal School District's commitment to:

- IV. The standards and acceptable use of Internet services as set forth in the Yazoo City Municipal School District's Internet Safety Policy;
- V. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. Cyber-bullying awareness and response.
- VI. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Yazoo City Municipal School District Internet Terms and Conditions of Use

These guidelines are provided so that you, the user and/or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Yazoo City Municipal School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Personal Safety

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

Illegal Activity

1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Yazoo City Municipal School District laws, policies or regulations.
2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. User shall not access, transmit, or retransmit language that may be

considered offensive, defamatory, or abusive.

6. User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
7. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person (Cyber bullying).

System Resource Limits

1. User shall only use the Yazoo City Municipal School District system for educational and career development activities and limited, high quality self-discovery activities as approved by Yazoo City Municipal School District faculty.
2. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.
3. User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people).
4. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.

User Rights

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore the Yazoo City Municipal School District may restrict user's right to free speech for valid educational reasons. Yazoo City Municipal School District will not restrict user's right to free speech on the basis of disagreement with the opinions expressed by user.
2. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
3. User should not expect files stored on school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
4. Yazoo City School Municipal District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school. Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The principal or his designee may deny, revoke, or suspend user privileges to any user determined to be using the system in an inappropriate manner. The decision of the principal will be final.

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

There will be consequences for any user who fails to follow Yazoo City Municipal School District school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of Yazoo City Municipal School District, law enforcement authorities may be involved and any violations of state and or federal law may result in criminal or civil prosecution.

Adoption

This Internet Appropriate Use/Internet Safety Policy was adopted by the Board of Trustees of the Yazoo City Municipal School District at a public meeting,

following normal public notice, on June 14, 2012.

I have read the Yazoo City Municipal School District **Internet Safety and Appropriate Use Agreement**. I understand and will abide by the terms and conditions as stated. I understand that some Internet violations are unethical and may constitute a criminal offense resulting in legal action. I understand that access to the internet will be supervised by Yazoo City Municipal School District personnel and that provisions of the agreement will be reviewed with students. I further understand that the Yazoo City Municipal School District is not responsible for the actions of individual users or the information they may access.

_____	_____	_____	_____
Printed Name	Date	Guest/ Staff Signature	Date

Mississippi Educator Code of Ethics Standards of Conduct.

This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators. Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues. Unethical conduct is any conduct that impairs the license holder's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues. Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4). Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4). For more information, please refer to the *Mississippi Educator Code of Ethics Standards of Conduct*.

I have read the Mississippi Educator Code of Ethics Standards of Conduct. I understand and will abide by the terms and conditions as stated. I understand that some violations are unethical and may constitute a criminal offense resulting in legal action

_____	_____	_____	_____
Printed Name	Date	Guest/ Staff Signature	Date