

REGULAR MEETING OF THE STONE COUNTY SCHOOL BOARD
PROFESSIONAL DEVELOPMENT CENTER 6:00pm
AUGUST 3, 2020 3rd MEETING
AGENDA

- I. CALL TO ORDER, INVOCATION AND PLEDGE TO THE FLAG
- II. ADOPTION OF AGENDA
- III. APPROVAL OF MINUTES – JUNE 30, 2020, JULY 13, 2020, JULY 23, 2020, JULY 27, 2020
- IV. SUPERINTENDENT’S REPORT
- V. MCHENRY SITE UPDATE/BETSY ROWELL
- VI. SMS P.E. SAFETY UPDATE
- VII. PUBLIC COMMENTS (3 minute limit)
- VIII. PARENT TO ADDRESS THE BOARD (10 minute limit)
- IX. SCHOOL BOARD ATTORNEY AGREEMENT
- X. CONSENT AGENDA
 - a. Claim docket approved
 - b. 2020/2021 Budget and related documents
 - c. 2019/2020 Inter-Fund Transfer
 - d. USDA Lease Renewal
 - e. Bank Signature Cards
 - f. Authorization for New Bank Account at The First 2019/2020 Shortfall Debt
 - g. 2020/2021 Student Athletic Handbook
 - h. 2020/2021 Stone Education Center Handbook
 - i. 2020/2021 Coaches Handbook
 - j. 2020/2021 School Safety Plans
 - k. 2020/2021 Professional Development Learning Calendars for Schools
 - l. Contract/Agreement between Coca-Cola Bottling Co. Gulf Coast & SCSD
 - m. Contract/Agreement between Memorial Hospital at Stone County & SCSD
 - n. Contract/Agreement between MS Dept. of Rehabilitation & SCSD
 - o. Contract/Agreement between Panda Doc & SCSD
 - p. Contract/Agreement between News ELA & SCSD
 - q. Contract/Agreement between BSN/Under Armour & SCSD
 - r. Contract/Agreement between Major Clarity, Inc. & SCSD
 - s. Contract/Agreement between Kristi Mong, Phd & SCSD
 - t. Contract/Agreement between Nancy Ann Sherman & SCSD
 - u. Contract/Agreement between Inflow Communications & SCSD
 - v. Student Releases
 - w. Travel approved
- XI. JUNE 30, 2020 FINANCIAL REPORTS APPROVED
- XII. POLICIES
- XIII. PERSONNEL
 - a. Resignations

- b. Retirement
- c. Recommendations – New Employees
- d. Recommendations
- e. Supplements

XIV. ADJOURN

REGULAR MEETING OF THE STONE COUNTY SCHOOL BOARD
JUNE 30, 2020 17th MEETING
MEETING CONVENED AT 6:00 P.M. – PROFESSIONAL DEVELOPMENT CENTER

MEMBERS PRESENT

NINA SHAW
JACOB SMITH
RODNEY BEECH
DR. DORIS MATTHEWS
DIANE JOHNSON

OTHERS PRESENT

INITA OWEN, SUPERINTENDENT
SEAN COURTNEY, BOARD ATTORNEY

DRAFT

1. CALL TO ORDER

School Board President, Diane Johnson, called the meeting to order. Rodney Beech gave the invocation and Diane Johnson led the pledge to the flag.

2. AGENDA ADOPTED

Motion made by Doris Matthews, and seconded by Rodney Beech, to approve the agenda with additions as recommended by Superintendent Inita Owen. The vote to approve was unanimous.

3. APPROVAL OF JUNE 1, 2020 & JUNE 17, 2020 BOARD MEETING MINUTES

Motion made by Nina Shaw, seconded by Jacob Smith, the Board voted unanimously to approve the minutes as printed and as recommended by Inita Owen, Superintendent.

4. SUPERINTENDENT'S REPORT

District Registration- July 14 & 15 9:00a.m. to 6:00p.m., Paving Plan at SES, Keesler Federal Credit Union- Kindergarten Backpacks, 3.2 million dollar BP Restoration Grant for CTE building

5. BID OPENING FOR CHEMICAL SPRAYING/PLANTING 16-4S-11W

Motion made by Rodney Beech, seconded by Doris Matthews to approve the recommendation made by the Forrester Sam Morgan to accept the bid for \$73.91 per acre on section 16-4S-11W for chemical spraying/planting. The vote to approve was unanimous.

6. BXS INSURANCE- FRANK BORDEAUX

Talked to Board about the new insurance premiums/coverage

7. SCEDP- BETSY ROWELL

Did not come to meeting

8. PUBLIC COMMENTS (3 minute limit)

Pam Rawls-SMS Soccer, L. Olier- Online Registration/SMS Football Liability Form, A. Ross- Livestreaming Board Meetings, Email Addresses for Board Members, Bullying Linc on Website Not Working, R. Courtney- Can Students Wear Last Year's District T-Shirt?, S. Galloway- Gym Safety Plan for P.E..

9. BXS INSURANCE COVERAGE

Motion made by Doris Matthews, seconded by Jacob Smith to approve the bind coverage through BXS Insurance for the period that covers 7/1/2020-7/1/2021. This proposal includes Commercial Property (McHenry), Equipment Floater, General Liability, Sexual Misconduct Liability, Law Enforcement Liability, School Leaders E&O Liability, Commercial Auto, and Crime. The 20/21 estimated renewal premium will cost \$289,291. The motion to approve was unanimous.

10. RESOLUTION/LIMITED TAX PROMISSORY NOTE

Motion made by Rodney Beech, seconded by Nina Shaw, to approve a RESOLUTION AUTHORIZING TO ENTER INTO A LOAN AND ISSUE A LIMITED-TAX PROMISSORY NOTE IN THE AMOUNT OF \$242,000.00. The vote to approve was unanimous.

11. RESOLUTION/REVENUE SHORTFALL PROMISSORY NOTE

Motion made by Jacob Smith, seconded by Doris Matthews, to approve a RESOLUTION AUTHORIZING TO ENTER INTO A LOAN AND ISSUE REVENUE SHORTFALL PROMISSORY NOTE IN THE PRINCIPAL AMOUNT OF \$225,084.00. The vote to approve was unanimous.

12. 1ST READING DISTRICTWIDE STUDENT HANDBOOK 2020-2021

Motion made by Nina Shaw, seconded by Jacob Smith, to approve the first reading of the 20-21 Stone County School District wide student hand book. The vote to approve was unanimous.

13. CONSENT AGENDA

Motion made by Jacob Smith, seconded by Rodney Beech, to approve the consent agenda. The motion to approve was unanimous.

- (a) Claim docket approved, regular claim numbers 197007 to 197262 in the amount of \$516,546.25; Child Nutrition claim numbers 19424 to 19428 in the amount of \$3,500.30; regular district check numbers 197263 to 197266 in the amount of \$2,016.13; Regular claim numbers 197267 to 197271 in the amount of \$52,788.80.
- (b) Approval to expend funds prior to adoption of final budget. Expend funds in July and August prior to the adoption of the final budget. MS code section 37-61-9 requires that the budget be adopted by August 15th, of each year and our planned adoption date is August 3, 2020.
- (c) Approval of Bank Accounts Check Signing Cards and Bank Authorizations;
Held at The First:
Lance Bolen, Tiffany Farmer, Terra Colleen Hickman, Inita Owen, Cassie Hardy: SCSD: Stone Middle School Activity Fund
Lance Bolen, Tiffany Farmer, Terra Colleen Hickman, Inita Owen, Cassie Hardy: SCSD: Stone Middle School Agency Fund
Adam Stone, Jonathan Story, L. Brett Byrd, Inita Owen, Cassie Hardy: SCSD: Stone High General Activity Fund
Adam Stone, Jonathan Story, L. Brett Byrd, Inita Owen, Cassie Hardy: SCSD: Stone High Agency Fund
Adam Stone, Jonathan Story, L. Brett Byrd, Inita Owen, Cassie Hardy: SCSD: Stone High Culinary Arts Coffee Shop
Inita Owen, Cassie Hardy, Teena Blasko: Stone County School district Child Nutrition
Sandra Danzey, Cyntria Young, Inita Owen, Cassie Hardy: Stone County School District: Stone Elementary Activity Fund,
Krista Sablich, Danielle Miller, Inita Owen, Cassie Hardy: Stone County School District: Perkinston Elementary Activity
Kevin Conard, Inita Owen, Cassie Hardy, Teena Blasko: Stone County School District: Stone County School District Athletic Department
- (d) Approval of the educational summer trips planned for Deanash Children's Home. Title I funds will pay expenses.
- (e) Approval & acceptance of the MDE Office of Career and Technical Education's Nontraditional Grant in the amount of \$3,000.00.
- (f) Approval of the Mississippi Comprehensive Performance-based System (MCAPS) Consolidated Federal Programs Application for the 2020-2021 school year.
- (g) Approval of the FY21 1003(a) School Improvement District Plan, Assurances, and Budget as developed in the Mississippi Comprehensive Performance-based System (MCAPS).
- (h) Approval of the 2020-2021 Project Application IDEA (Individuals with Disabilities Education Act) Part B and Preschool funds.

(4) Perk Elementary to Stone Elementary; parents to provide transportation.

	STUDENT'S NAME	GRADE
21	Wyatt Joe Vandezande	K

(r) Approval of the disposal of the following fixed assets and remove the items from the existing inventory:

	FIXED ASSET NUMBER & DESCRIPTION	LOCATION		FIXED ASSET NUMBER & DESCRIPTION	LOCATION
1	#7980 Sony Camcorder	C/O	11	#8053 Dell Desktop Computer	SHS
2	#8612 Dell Laptop	Bus Shop	12	#9023 Dell Desktop Computer	SHS
3	#8786 Virtual Desktop	SES	13	#10303 Samsung Tablet Nook	SHS
4	#8811 Dell Laptop	SMS	14	#7876 Daktech Server	SHS
5	#8362 Dell Computer	SMS	15	#7827 Daktech Desktop Computer	SHS
6	#8516 Dell Laptop	SMS	16	#7830 Daktech desktop Computer	SHS
7	#8365 Dell Computer	SMS	17	#6834 Interwrite Board	SHS
8	#8649 Dell Laptop	SMS	18	#8581 Dell Laptop Computer	SHS
9	#1919 Zenith Television	SHS	19	#7452 Dell Laptop Computer	SHS
10	#6708 JVC VCR DVD Player	SHS			

(s) Travel:

STONE HIGH SCHOOL

	PERSON ATTENDING	DATE/DATES	EVENT NAME & DESTINATION	PAID BY
1	F. Wegner & 1 Student	7-16-20	All Star Tennis Match North vs. South Jackson, MS	Athletics

14. FINANCIAL REPORTS APPROVED

Motion made by Rodney Beech, seconded by Doris Matthews, to approve the May 31, 2020 school district financial reports as recommended by Cassie Hardy, Business Manager. The vote to approve was unanimous.

15. POLICIES

Review of policies: AA to AFC (School District Organization) & BA to BBBB (School Board Operations). **Reviewed**

16. PUBLIC RELATIONS DISCUSSION

Rodney Beech requests a proposal to have a part time person oversee social media.

17. 2020-2021 SCSD PERSONNEL SALARIES (Exhibit "A")

Motion made by Rodney Beech, seconded by Doris Matthews to approve the 2020-2021 SCSD Personnel Salaries in the estimated gross amount \$13,795,616.18 as proposed by Superintendent, Inita Owen. The vote to approve was 4-0, Jacob Smith refrained from voting.

18. PERSONNEL

Motion made by Rodney Beech, seconded by Nina Shaw, to approve the personnel as recommended by Inita Owen, Superintendent. The vote to approve was unanimous.

(a) RESIGNATIONS:

	EMPLOYEE	POSITION	LOCATION	EFFECTIVE DATE	EXPLANATION
1	Robert Peyton Owen	Teacher/Coach	SHS	6-30-2020	Written Notification
2	Trinity Riley	Teacher Assistant	SES	6-30-2020	Written Notification
3	Kerrington Cospelich Anselmo	Teacher Assistant	SES	6-19-2020	Written Notification
4	Kimberly Cordell	Teacher Assistant	SES	7-31-2020	Written Notification

(b) RECOMMENDATIONS – NEW EMPLOYEES: Per Salary Scales

	EMPLOYEE	POSITION & SALARY	LOCATION	EFFECTIVE DATE	REPLACEMENT/ EXPLANATION
5	Samuel Broom	Math Teacher, Pending Licensure	SHS	8-3-2020	G. Cade Amacker
6	Leronica Evans Williams	6-8 Sped Teacher, Cert. Pending	SMS	8-3-2020	Cyntria Young
7	Angie Theriot	1 st Grade T.A.	SES	8-3-2020	Molly Wallace
8	Sabrina Deakle	6-8 Tutor, 30 hrs. per week @ \$25.00 per hr. w/benefits	SMS	8-10-2020	Kara Brown

(c) TRANSFERS:

	EMPLOYEE	POSITION & SALARY	LOCATION FROM	EFFECTIVE DATE	REPLACEMENT
9	Molly Wallace	SES 1 st Grade Teacher	SES Assistant Teacher	8-3-2020	Brandi Phillips
10	Brandi Phillips	SES 5 th Grade Teacher	SES 1 st grade Teacher	8-3-2020	Christopher Granger
11	Christopher Granger	SES 4 th Grade Teacher	SES 5 th Grade Teacher	8-3-2020	George Cospelich
12	George (Tony) Cospelich	SES Title I Reading Interventionist	SES 4 th Grade Teacher	8-3-2020	Michelle Ladnier
13	Tori Hester	SES 4 th Grade Teacher	SES 2 nd Grade Teacher	8-3-2020	Courtney White
14	Courtney White	SES 2 nd Grade Teacher	SES 4 th Grade Teacher	8-3-2020	Torie Hester
15	Trent Holliman	SES 4 th Grade Teacher	SES Math Coach Title I	8-3-2020	Rachel Lefort
16	Rachel Lefort	SES 2 nd grade Teacher	SES 4 th Grade Teacher	8-3-2020	Courtney Heirs
17	Jacqueline Moore	SES Title I Math Interventionist	SES 5 th Grade Math Teacher	8-3-2020	Trent Holliman
18	Lucretia Simpson	SES 2 nd Grade Teacher	SES Kdg. Teacher	8-3-2020	Position Moved to 2 nd Grade

19	Imani Moore	SES 5 th Grade Teacher	SES 4 th Grade Teacher	8-3-2020	Jacqueline Moore
20	Makala Cospelich	SES 2 nd Grade Assistant	SES Kdg. Assistant	8-3-2020	Trinity Riley
21	Shana Compston	SES PE2 T.A.	SES 1 st Grade Assistant	8-3-2020	Stacey Lee
22	Stacey Lee	SES 1 st Grade T.A.	SES PE2 Activity	8-3-2020	Shelby Taranto
23	Madison Wedgeworth	SES 1 st Grade T.A.	SES Computer Activity	8-3-2020	Shana Compston
24	Callison Newton	SES Computer Activity T.A	SES Kdg.T.A.	8-3-2020	Madison Wedgeworth
25	Jade Pierce	SES 1 st Grade T.A.	SES Kdg. T.A.	8-3-2020	Esther Warden
26	Amber Turmon	SES Kdg. T.A.	SES SPED T.A.	8-3-2020	Callison Newton
27	Kara Brown	SHS English Teacher	SMS Tutor	8-3-2020	Peyton Owen
28	Kim Free	PES 1 st Grade Teacher	PES 3 rd Grade Teacher	8-3-2020	Casey Mallett
29	Angela Stringfellow	PES T.A. 2 nd Grade (Title 1)	PES 1 st Grade T.A.	8-3-2020	Kim Fairley
30	Stephanie Rogers	PES Kdg. Assistant	PES 2 nd Grade T.A.	8-3-2020	Kelly Burke
31	Kimberly Fairley	PES SPED T.A.	PES Title I T.A.	8-3-2020	New Position
32	Kelly Burke	PES 2 nd Grade T.A.	PES Kdg. T.A.	8-3-2020	Stephanie Rogers
33	Janie Morgan	PES Kdg. Teacher	PES 2 nd Grade Teacher	8-3-2020	Shelby Taranto
34	Shelby Taranto	PES 3 rd Grade Math Teacher	PES Kdg. Teacher	8-3-2020	Kim Free
35	Colleen Brooks	PES 2 nd Grade Math Teacher	PES 1 st Grade Teacher	8-3-2020	Position Shifted from 1 st to 2 nd
36	Jonathan Dudeck	PES 3 rd Grade Math Teacher	PES Math Coach Title I	8-3-2020	Anna Morrison
37	Arlene McMurphy	PES Title I Math Coach, Part Time	PES 2 nd Grade Teacher	8-3-2020	Jonathan Dudeck
38	Rosa Krohn	PES Title I Math Coach, Part Time	PES 2 nd Grade Teacher	8-3-2020	Jonathan Dudeck
39	Casey Mallett	PES 2 nd Grade Reading Teacher	PES 1 st Grade Teacher	8-3-2020	Rosa Krohn Arlene McMurphy
40	Anna Morrison	PES 2 nd Grade Reading Teacher	PES 3 rd Grade Math Teacher	8-3-2020	Janie Morgan

(d) SUMMER MAINTENANCE:

	EMPLOYEE	POSITION & SALARY	LOCATION	EFFECTIVE DATE	REPLACING
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41	Benjamin Dixon	Summer Maintenance, 40 hrs. per week @ \$8.25 per hour	Transportation	6-8-2020	N/A
42	Brittney Hendrix	Summer Maintenance, 40 hrs. per week @ \$8.25 per hour	Transportation	6-10-2020	N/A

(e) SUPPLEMENTS

	EMPLOYEE	POSITION	LOCATION	EFFECTIVE DATE	REPLACEMENT/ EXPLANATION
43	Leronica Williams	SMS Girls Head Basketball Coach, Asst. SMS Softball	SHS	SY20-21	Hannah Herrington
44	Glynis Williams	SAM's Manager	District Office	7-1-2020	Sandra Parson's Sam Supplement

(f) ESY 2020:

	EMPLOYEE	POSITION	LOCATION	EFFECTIVE DATE
45	Cyntria Young	Teacher, \$27.98/hr., 4 days a week for a total of 8 days	ESY	July 6-9 & July 13-16
46	Cynthia Monroe	Teacher, \$31.64/ hr., 4 days a week for a total of 8 days	ESY	July 6-9 & July 13-16
47	Amber Turmon	T.A./ Bus Aide, \$11.83/ hr., 4 days a week for a total of 8 days	ESY	July 6-9 & July 13-16
48	Lisa Chandler	T.A. \$11.10/ hr., 4 days a week for a total of 8 days	ESY	July 6-9 & July 13-16
49	Debbie Farve	Bus Driver, \$48.90/day, 4 days a week for a total of 8 days	ESY	July 6-9 & July 13-16
50	Robbie Meadows	Bus Driver, \$48.20/day, 4 days a week for a total of 8 days	ESY	July 6-9 & July 13-16
51	Virgie Scarbrough	Bus Asst. \$8.00/hr., 4 days a week for a total of 8 days	ESY	July 6-9 & July 13-16
52	Alice Johnson	T.A. \$13.10/hr., 4 days a week for a total of 8 days	ESY	July 6-9 & July 13-16
53	Connie Thornton	Teacher \$32.09/hr. 4 days a week for a total of 8 days	ESY	July 6-9 & July 13-16
54	Jessica Montesdeoca	Speech	ESY	July 6-9 &

		Path.\$32.43/hr., 4 days a week for a total of 8 days		July 13-16
55	Tiffani Jones	Behavior Counseling, \$33.10/hr., 4 days a week for a total of 8 days	ESY	July 6-9 & July 13-16

19. SUPERINTENDENT EVALUATION INSTRUMENT

The Board went into closed session

20. ADJOURN

There being no further business, the Board voted to adjourn until August 3, 2020 with a motion made by Rodney Beech, seconded by Nina Shaw. The vote to approve was unanimous.

**SPECIAL CALLED MEETING OF THE STONE COUNTY SCHOOL BOARD
JULY 13, 2020 1st MEETING
MEETING CONVENED AT 6:00 P.M. – PROFESSIONAL DEVELOPMENT CENTER**

DRAFT

MEMBERS PRESENT

**NINA SHAW
JACOB SMITH
RODNEY BEECH
DR. DORIS MATTHEWS
DIANE JOHNSON**

OTHERS PRESENT

**INITA OWEN, SUPERINTENDENT
SEAN COURTNEY, BOARD ATTORNEY**

1. CALL TO ORDER

School Board President, Diane Johnson, called the meeting to order. Jacob Smith gave the invocation and Diane Johnson led the pledge to the flag.

2. AGENDA ADOPTED

Motion made by Rodney Beech, and seconded by Doris Matthews, to approve the agenda with amendments and move item #8 Public Comments to item #3. The vote to approve was unanimous.

3. PUBLIC COMMENTS (3 minute limit)

Kyle Nobles- Regarding school opening & commend Administration, Rev. James- Be proactive, consequences of no masks, Willie Rolkowsky- Glad schools are reopening, how will bus drivers enforce keeping masks on children, Austin Giarmon- Had questions regarding data & CDC, , mask wearing, exposure threshold, mandate masks, teacher input of reopening schools, sick leave & reserve staff, public wants more info on “what ifs”, Suanna Haley- Proactive when outbreak happens, mandatory masks, plan for when COVID happens again virtual taught/miss out on school, more info needed, Debra Gandey- Teachers protocaol re regarding mask wearing, substitutes trained, desks spaced 6’ apart do classrooms accommodate that, digital learning, paper packets are not enough, students get behind, Blocks digital learning, Laura Olier- Delay start times, bus spacing, CDC recommend be in contact with medical proof to create plan, hybrid model/virtual learning, does not want a traditional start.

4. SCSD 2020/2021 SCHOOL READINESS PLAN

Motion made by Rodney Beech, seconded by Nina Shaw to approve the SCSD 2020/2021 School Readiness Plan. The vote to approve was 4-1. Diane Johnson opposes because face masks are not mandatory in the plan.

5. KIDS FIRST EDUCATION AGREEMENT (PROFESSIONAL DEVELOPMENT)

Motion made by Rodney Beech, seconded by Jacob Smith, to approve the agreement between Kids First Education & SCSD for the 2020-2021 school year for support teaching, and learning via service delivery to include: training, coaching, modeling, co-teaching, consultation, and technical assistance. The vote to approve was unanimous.

6. KIDS FIRST EDUCATION AGREEMENT (DISTRICT RECOVERY/REOPENING SUPPORT)

Motion made by Doris Matthews, seconded by Jacob Smith to approve the agreement between Kids First Education & SCSD for the 2020-2021 school year for support teaching and learning- provide content specific academic recovery support in response to the impact of COVID-19. The vote to approve was unanimous.

7. KELLY EDUCATIONAL STAFFING AGREEMENT

Motion made by Nina Shaw, seconded by Rodney Beech, to approve the agreement between Kelly educational Staffing & SCSD for a term of 1 year for exhibit A of existing contract with K.E.S.. This exhibit will add the services of a substitute nurse. The vote to approve was unanimous.

8. PERSONNEL

Motion made by Rodney Beech, seconded by Doris Matthews, to approve the personnel as recommended by Inita Owen, Superintendent. The vote to approve was unanimous.

(a) RECOMMENDATIONS – NEW EMPLOYEES SY2020-2021: Per Salary Scales

	EMPLOYEE	POSITION & SALARY	LOCATION	EFFECTIVE DATE	REPLACEMENT/ EXPLANATION
1	Jodi Cobb	SPED T.A.	SES	8-3-2020	Brooke Wintzell

(b) TRANSFERS:

	EMPLOYEE	POSITION & SALARY	LOCATION FROM	EFFECTIVE DATE	REPLACING
2	Amber Turmon	SES SPED T.A.	Kdg. T.A.	8-3-2020	N/A
3	Jaelyn Parker	District Office Child Nutrition Director	SHS Culinary Arts Instructor	7-20-2020	Kevin Conard

9. PUBLIC COMMENTS- moved, see item #3

10. ADJOURN

There being no further business, the Board voted to adjourn until August 3, 2020 with a motion made by Rodney Beech, seconded by Nina Shaw. The vote to approve was unanimous.

NOTICE OF SPECIAL CALLED MEETING

STONE COUNTY SCHOOL DISTRICT

BOARD OF EDUCATION

A special called meeting of the Board of Education of the Stone County School District will be held July 13, 2020, beginning at 5:30 P.M. at Stone Middle School’s Professional Development Center, 532 East Central Avenue. The Board will meet for the purpose of:

- **SCSD 2020/2021 School Readiness Plan**
- **Personnel**

**SPECIAL CALLED MEETING OF THE STONE COUNTY SCHOOL BOARD
 JULY 23, 2020 3rd MEETING
 MEETING CONVENED AT 3:00 P.M. – PROFESSIONAL DEVELOPMENT CENTER**

DRAFT

MEMBERS PRESENT

**NINA SHAW
 JACOB SMITH
 RODNEY BEECH
 DR. DORIS MATTHEWS-Late Arrival
 DIANE JOHNSON**

OTHERS PRESENT

**INITA OWEN, SUPERINTENDENT
 SEAN COURTNEY, BOARD ATTORNEY**

1. CALL TO ORDER

School Board President, Diane Johnson, called the meeting to order. Rodney Beech gave the invocation and Diane Johnson led the pledge to the flag.

2. AGENDA ADOPTED

Motion made by Rodney Beech, and seconded by Nina Shaw, to approve the agenda as recommended by Superintendent, Inita Owen. The vote to approve was as follows.

Nina Shaw- Yea Jacob Smith- Yea Diane Johnson- Yea Rodney Beech- Yea

3. 2nd READING OF 20/21 STUDENT HANDBOOK

Motion made by Jacob Smith, seconded by Rodney Beech, to approve the 2nd reading of the 20/20 districtwide student handbook. The vote to approve was as follows.

Nina Shaw- Yea Jacob Smith- Yea Diane Johnson- Yea Rodney Beech- Yea

4. PERSONNEL

Motion made by Rodney Beech, seconded by Nina Shaw to approve personnel as recommended by Inita Owen, Superintendent. The vote to approve was as follows.

Nina Shaw- Yea Jacob Smith- Yea Diane Johnson- Yea Rodney Beech- Yea

(a) RESIGNATIONS:

	EMPLOYEE	POSITION	LOCATION	EFFECTIVE DATE	EXPLANATION
1	Julie Dotts	1 st Grade T.A.	SES	8-1-2020	Written Notification
2	LaShawn Harris	Data Clerk	SMS	7-21-2020	Written Notification
3	Brooke Wintzell	Teacher Assistant	SES	7-13-2020	Written Notification
4	Kara Brown	English Teacher	SHS	7-21-2020	Written Notification

(b) RECOMMENDATIONS – NEW EMPLOYEES: Per Salary Scales

	EMPLOYEE	POSITION & SALARY	LOCATION	EFFECTIVE DATE	EXPLANATION
5	Amanda Cunningham	Sped Teacher	PES	8-3-2020	Amanda Cunningham
6	Brittany Parker	iReady Math T.A.	SES	8-3-2020	Kimberly Cordell
7	Katie Thomason	Kdg. T.A.	SES	8-3-2020	Callison Newton
8	Stacie Davenport	1 st Grade T.A.	SES	8-3-2020	Julie Dotts
9	Ashley Williams	Kdg. T.A.	SES	8-3-2020	Makala Cospelich
10	Patrick Harrison	SPED Teacher, License Pending	SHS	8-3-2020	Patrick Harrison

(c) TRANSFERS:

	EMPLOYEE	POSITION & SALARY	LOCATION FROM	EFFECTIVE DATE	REPLACEMENT
11	Callison Newton	SES iReady Math T.A.	SES Kdg. T.A.	8-3-2020	Madison Wedgeworth
12	Rita Smith	PES SPED T.A.	PES STEAM Activity Teacher	8-3-2020	Brayden Strickland
13	Brayden Strickland	PES Activity PE 2 T.A.	PES SPED T.A.	8-3-2020	Rita Smith
14	Lewis Brown	SHS Health Teacher, License Pending	SMS T.A.	8-3-2020	Abraham Holloway

5. MCHENRY SITE PROPOSAL

The Board went into closed session to discuss Industrial Development. No action was taken.

6. ADJOURN

There being no further business, the Board voted to adjourn until August 3, 2020 at 6:00p.m. with a motion made by Jacob Smith, seconded by Rodney Beech. The vote to approve was unanimous.

NOTICE OF SPECIAL CALLED MEETING

STONE COUNTY SCHOOL DISTRICT

BOARD OF EDUCATION

A special called meeting of the Board of Education of the Stone County School District will be held July 23, 2020, beginning at 3:00 P.M. at the Professional Development Center at Stone Middle School 532 East Central Avenue, Wiggins, MS.

The Board will meet for

- **2nd Reading of 20/21 Student Handbook**
- **Personnel**
- **McHenry Site Proposal**

**SPECIAL CALLED MEETING OF THE STONE COUNTY SCHOOL BOARD
JULY 27, 2020 2nd MEETING
MEETING CONVENED AT 6:00 P.M. – SUPERINTENDENT’S OFFICE**

DRAFT

MEMBERS PRESENT

**NINA SHAW
JACOB SMITH
RODNEY BEECH - Absent
DR. DORIS MATTHEWS
DIANE JOHNSON**

OTHERS PRESENT

**INITA OWEN, SUPERINTENDENT
SEAN COURTNEY, BOARD ATTORNEY**

1. CALL TO ORDER

School Board President, Diane Johnson, called the meeting to order. Sean Courtney gave the invocation and Diane Johnson led the pledge to the flag.

2. AGENDA ADOPTED

Motion made by Nina Shaw, and seconded by Doris Matthews, to approve the agenda as recommended by Superintendent, Inita Owen. The vote to approve was unanimous.

3 BUDGET HEARING

Cassie Hardy presented the budget to the Board

4. PUBLIC COMMENTS (3 minute limit)

NONE

5. ADJOURN

There being no further business, the Board voted to adjourn until August 3, 2020 at 6:00p.m.with a motion made by Nina Shaw, seconded by Doris Matthews. The vote to approve was unanimous.

NOTICE OF SPECIAL CALLED MEETING

STONE COUNTY SCHOOL DISTRICT

BOARD OF EDUCATION

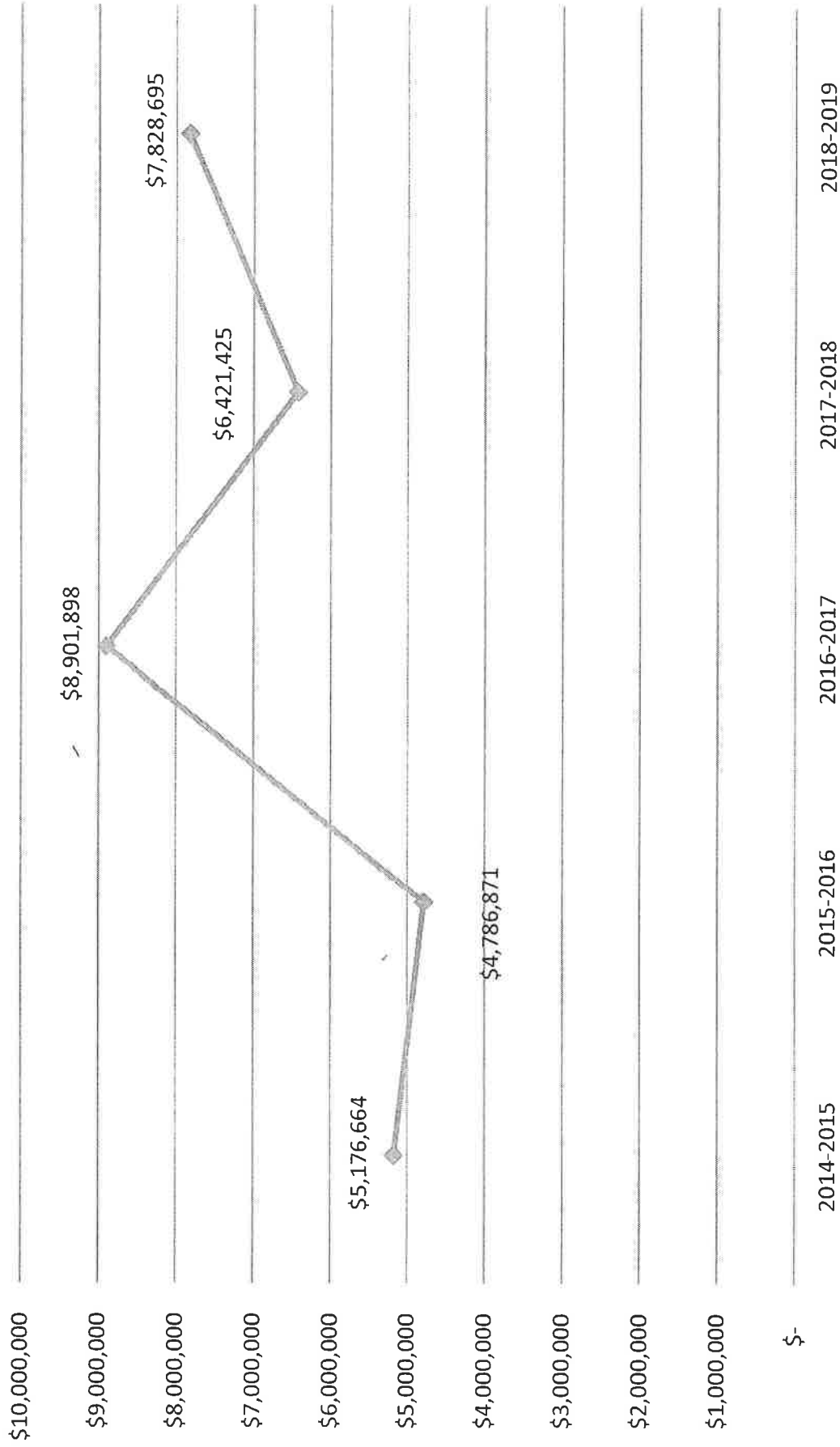
A special called meeting of the Board of Education of the Stone County School District will be held July 27, 2020, beginning at 6:00 P.M. at the Professional Development Center at Stone Middle School 532 E Central Ave. Wiggins, MS 39577

The Board will meet for:

- **Public Budget Hearing**
- **Public Comments**

SUPERINTENDENT REPORT

Stone County School District Fund Balance Dollar Amount



July 16, 2020

Inita Owen, Superintendent Stone County Schools
& Stone County School Board
214 N Critz St.
Wiggins, MS 39577

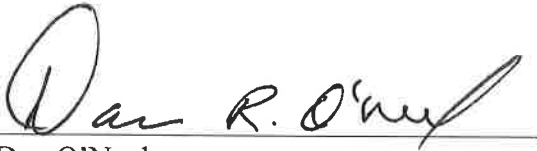
Dear Ms. Owen & Members of the Board,

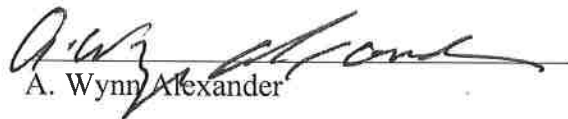
Dan O'Neal and I are very interested in seeing a new high school being built for students of Stone County.

To help accomplish this we are willing to donate 40 acres of land for this high school. The location can be of your choice out of the property shown on the attached map within reasonable parameters.

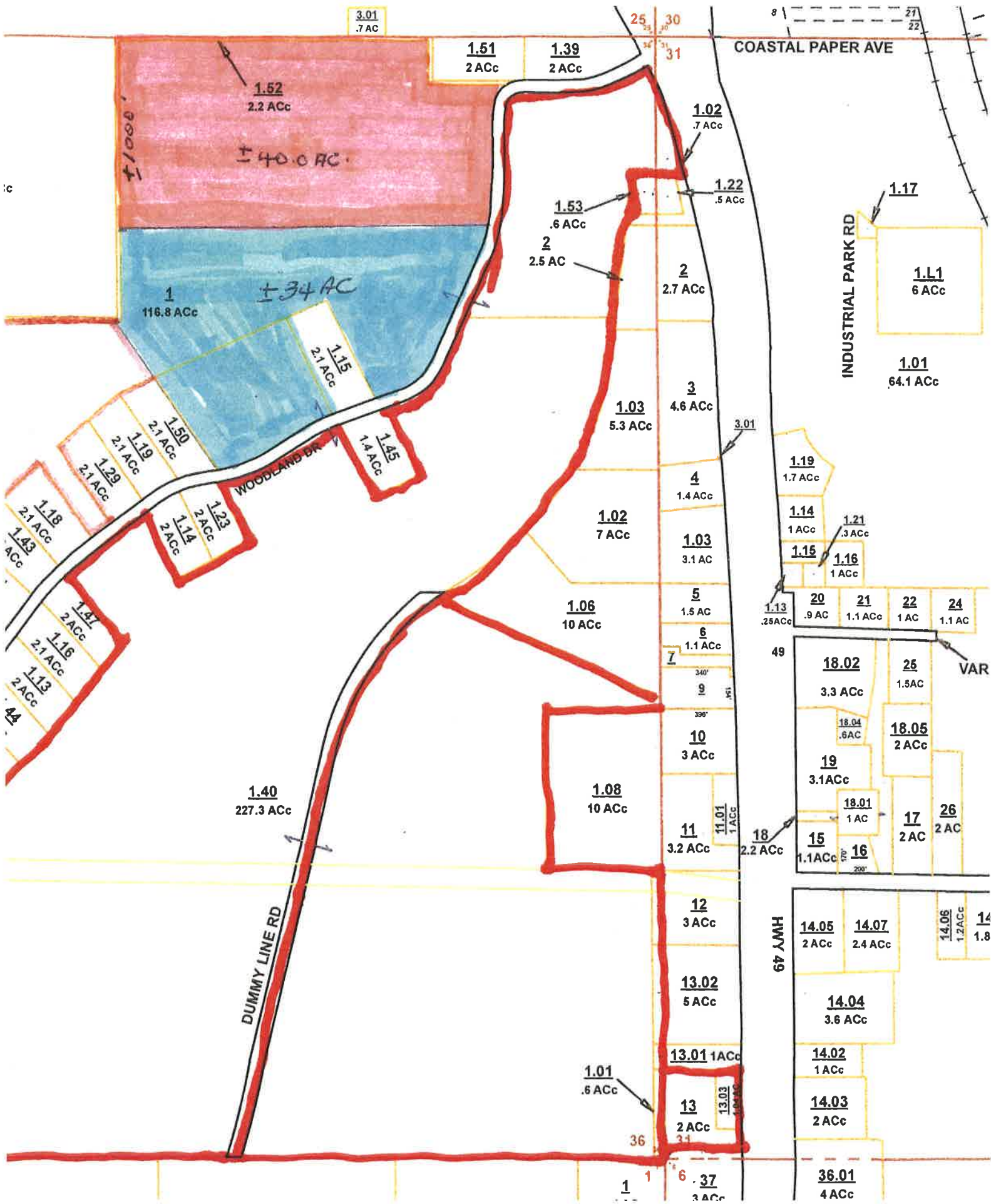
This letter shall serve as our firm commitment to deed you this land on the parcel you wish to acquire as soon as we receive your agreement to fulfill your commitment on this building project.

Sincerely,


Dan O'Neal


A. Wynn Alexander

AWA/kws



Stone Middle School

PROUD to be a TOMCAT

532 East Central Avenue

Wiggins, Mississippi 39577

Telephone: (601) 928-4876

Fax: (601) 928-6440

Lance Bolen, Principal

Colleen Hickman, Assistant Principal

Tiffany Farmer, Assistant Principal

Rose Pouriraji, School Counselor

July 29, 2020

Stone Middle School Physical Education and Gymnasium Safety Plan

Stone Middle School periodically reviews all policies and procedures related to school and student safety. At SMS, the faculty, staff and administration take pride in providing a safe and secure learning environment for all students. According to niche.com, Stone Middle School received B+ ratings for academics, teacher quality, and diversity. While public school review.com, ranked SMS in the top 30% of all middle schools in Mississippi. SMS does not receive those rankings and accolades year after year if student safety and security were not a top priority.

As for our current school year, we have analyzed our referral data from the 2019-2020 school year, discussed the data with our physical education teachers for the 2020-2021 school year and have jointly developed a plan that will allow us to improve upon an already solid and effective safety plan for our physical education classes. In fact, our lead physical education teacher is an active member of the Blue Cross and Blue Shield Organization that promotes a healthy Mississippi and he had a large part in Stone Middle School being one of the recipients of a BCBS physical education equipment grant. We are proud of the efforts that our physical education staff takes daily to keep to our students safe, healthy and active. Most issues, which arise in these environments, revolve around students that choose not to take an active part in the activity or sport being played.

For the 2020-2021 school year, SMS has made the following adjustments to our physical education and gymnasium safety plan:

1. Reduction in student enrollment numbers in physical education classes;
2. Structured activities will be planned and executed as per lesson plans;
3. Students will participate in the physical education activity daily unless a parent note or medical excuse is provided to the teacher(s);
4. Physical education teachers will remain in the gym or go outside together, thus providing 2 adults to be present based on class size;
5. Physical education faculty personnel changes for the 2020-2021 school year; procedures and expectations clarified;
6. Teachers are expected to use proximity and effective circulation among student population to deter undesired behavior;
7. All football coaches work at SMS, thus eliminating the need for campus commuting during SMS instructional time;
8. Administrators will make sure PE substitutes are aware of procedures and expectations regarding the safety of SMS students.

July 27, 2020

To Whom It May Concern,

August 3rd 2020

I wish to speak at the board meeting on ~~July 27th~~, 2020 in regard to the lack COVID-19 mitigation measures presently communicated to the parents in the community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gerald Wilborn', with a long horizontal flourish extending to the right.

Gerald Wilborn

88 BOBBY HUNT RD, WIGGINS, MS

(504) 717-9346

A handwritten signature in black ink, appearing to read 'Ante Oue', with a long horizontal flourish extending to the right.

✓

Agreement For Board Attorney

This contract is made and entered into the 3rd day of August 2020, by and between the Board of Education of the Stone County School District (**BOARD**) and Sean Courtney's Law Firm (**FIRM**) Wiggins, Mississippi.

Employment: The BOARD hereby employs the FIRM as Board Attorney for the Stone County School Board. The scope of services to be performed is outlined in the Stone County School District's School Board Attorney job description. It is understood and agreed upon by both parties that the services provided hereunder are unique, professional services to be provided by Sean A. Courtney. The FIRM agrees to such employment under the terms and conditions as set forth herein.

Term: This contract shall apply to the 2020-2021 school year (August 3rd, 2020 until August 2nd, 2021). The BOARD has the right to terminate this agreement at any time if the Board believes it is in the best interest of the school district to change legal counsel.

Compensation: In exchange for its services, the FIRM will be paid an annual retainer of \$15,000.00 payable in equal installments of \$1,250.00 per month. In consideration of said retainer, the FIRM agrees to represent the BOARD at all regularly scheduled school board meetings and perform 36 hours of representation per school year. Should the FIRM exceed the 36 hours of representation per school year, the school district shall be billed at a rate of \$ 150.00 per hour. In addition to the foregoing fees, the FIRM will also be reimbursed for reasonable out-of-pocket expenses incurred or advances made on behalf of the school district in the performance of its duties hereunder. The FIRM will maintain all training requirements as required by the Commission on Continuing Legal Education. The BOARD will cover the cost of the CSBA required conference and 2 other Hot Topic conferences of the FIRMS's choice. All conferences must be attended within the state of Mississippi and the BOARD will pay for all travel expenses, registration fees, lodging, and meals without the BOARD incurring any hourly rate expenses associated with the accumulation of said requirements and / or conferences.

Conflict of Interest: The FIRM agrees not to accept any engagement known to be in conflict with the interest of the school district without prior approval from the BOARD or its designee.

In Witness Whereof, the parties hereto have signed this Agreement effective on the 3rd day of August, 2020.

Stone County School District

Sean A. Courtney Law Firm

By: _____
Board President's Signature

By: _____
Attorney's Signature

✓

**School County School District
Board Attorney
Job Description**

Title: School Board Attorney

FLSA: Classification Exempt

Qualification: Must be an attorney-at-law licensed to practice law in the State of Mississippi

Reports To: Stone County School District Board of Education

- Attend and provide legal advice at all regular school board meetings and other school board meetings on an "as needed" basis as requested by the Board or Superintendent

Prepare and render legal opinions upon the request of the Board or Superintendent

Provide legal assistance in the drafting of legal documents, policies, rules and regulations, resolutions, applications and other legal or quasi-legal upon request

- Advise the Board, Superintendent and approved school staff and give such written opinions as may be deemed necessary

Prepare legal instruments relating to the business of the Board as shall be required and construct such correspondence in connection therewith as may be necessary to advance such matters or as may be requested by the Board

Prosecute, defend, or otherwise appear as counsel for the Board in all actions which may be brought by or against it or any officer or employee thereof in his or her official capacity for or by reason of any matter in which the board is interested in a court of the state, whenever requested by the Board

Provide legal services on employment /employee issues and represent the Board in mediation, fact-finding, arbitration of court action pursuant to the Mississippi Education Employment Procedure Law

Represents the District in litigation and arbitration and proceedings

Prepare legal opinions and other legal documents in a timely manner
Review and advise the Board and Superintendent regarding notices and specifications for bidders when necessary

- Advise the Board, Superintendent and staff regarding the impact of judicial decisions that affect the school district

Coordinate and assist with student and employee hearings which come before the Board

- Provide legal services and advice on student issues

- Advise administrative personnel in areas of legal concern in the day-to-day operation of the District

Prepare and submit to the Board a report on the current status of matters being handled by the attorney's office for the school district as requested by the Board or Superintendent

- Support Board policy and actions to the public and staff

- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters

Perform such other duties as may be directed by the Board or Superintendent

Last
Year

APPROVED

AUG 05 2019

Stone Co. School Board

Agreement For Board Attorney

This contract is made and entered into the 6th day of August 2019, by and between the Board of Education of the Stone County School District (**BOARD**) and Sean Courtney's Law Firm (**FIRM**) Wiggins, Mississippi.

Employment: The BOARD hereby employs the FIRM as Board Attorney for the Stone County School Board. The scope of services to be performed is outlined in the Stone County School District's School Board Attorney job description. It is understood and agreed upon by both parties that the services provided hereunder are unique, professional services to be provided by Sean A. Courtney. The FIRM agrees to such employment under the terms and conditions as set forth herein.

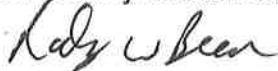
Term: This contract shall apply to the 2019-2020 school year (August 6, 2019 until August 5, 2020). The BOARD has the right to terminate this agreement at any time if the Board believes it is in the best interest of the school district to change legal counsel.

Compensation: In exchange for its services, the FIRM will be paid an annual retainer of \$15,000.00 payable in equal installments of \$1,250.00 per month. In consideration of said retainer, the FIRM agrees to represent the BOARD at all regularly scheduled school board meetings and perform 36 hours of representation per school year. Should the FIRM exceed the 36 hours of representation per school year, the school district shall be billed at a rate of \$ 150.00 per hour. In addition to the foregoing fees, the FIRM will also be reimbursed for reasonable out-of-pocket expenses incurred or advances made on behalf of the school district in the performance of its duties hereunder. The FIRM will maintain all training requirements as required by the Commission on Continuing Legal Education. The BOARD will cover the cost of the CSBA required conference and 2 other Hot Topic conferences of the FIRMS's choice. All conferences must be attended within the state of Mississippi and the BOARD will pay for all travel expenses, registration fees, lodging, and meals without the BOARD incurring any hourly rate expenses associated with the accumulation of said requirements and / or conferences.

Conflict of Interest: The FIRM agrees not to accept any engagement known to be in conflict with the interest of the school district without prior approval from the BOARD or its designee.

In Witness Whereof, the parties hereto have signed this Agreement effective on the 6th day of August, 2019.

Stone County School District



Board President's Signature

Sean A. Courtney Law Firm



Attorney's Signature

STONE COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 7/31/2020

Report Date: 7/31/2020

Claim No: 197272 To 197387

Claim Status: Open

Claim No.	Claimant Name	Claim Amount	Fund	Description
197272	SOUTHERN PIPE & SUPPLY CO. INC	\$425.00	1120	WATER COOLER PES
197273	LOWES	\$160.54	1120	WEEDEATER, STRING AND LITHIAN
197274	MS MUSIC, INC. - HATTIESBURG	\$78.00	1120	BASS CLARINET REPAIR
197275	STONE PRINTING CO, INC	\$73.00	1120	HANDBOOKS
197276	ADAMS & REESE LLP	\$145.50	1120	MAY SERVICES RENDERED
197277	CAMERON, LINDA	\$65.00	1120	CDL REIMBURSEMENT
197278	HUDSON FARM SUPPLY, INC	\$100.00	1120	KILLZALL
197279	SOUTHERN PIPE & SUPPLY CO. INC	\$940.24	1120	A/C PES CAFE
197280	OWENS BUSINESS MACHINES INC	\$8,559.96	1120	Copy Services
		\$61.25	2110	Copy Services
		\$131.29	2711	Copy Services
197281	BXS INSURANCE, INC	\$12,075.04	1930	McHenry Property Insurance
		\$2,917.44	2711	McHenry Property Insurance
197282	BXS INSURANCE, INC	\$274,262.91	1120	Property & Casualty Insurance
197283	BXS INSURANCE, INC	\$788.00	1120	Renewal of Public Bonds:
197284	STONE COUNTY ENTERPRISE	\$20.52	1120	Legal Notice.Fy21 project app
197285	STONE COUNTY ENTERPRISE	\$1,008.00	1120	Legal Notice.Ad Val Tax Effort
197286	STONE COUNTY ENTERPRISE	\$84.40	1120	Legal Notice.qualified elector
197287	MS SCHOOL BOARD ASSOCIATION	\$4,500.00	1120	MEMBERSHIP DUES
197288	BANK OF WIGGINS	\$246,253.23	4021	3 Mil note payment
197289	BANK OF WIGGINS	\$62,884.03	4017	2017-2018 Shortfall Note
197290	GOVERNMENT LEASING AND	\$100,655.93	1120	Energy Conservation Pymt
197291	SHRED IT USA LLC	\$110.56	1120	Off-Site Shred Service
197292	CHANCERY CLERK OFFICE	\$31.00	1120	Recording Fee
197293	SANICO, INC	\$33.12	1120	Rug Rental
197294	MARTIN, ROSE M	\$65.00	1120	CDL REIMBURSEMENT
197295	WATERS INTERNATIONAL	\$2,739.88	1120	June purchases
197296	CINTAS CORPORATION #0240	\$200.56	1120	Uniform Rental
197297	JACKS HOME IMPROVEMENT CENTER	\$365.90	1120	June invoices
197298	ALEXANDER HARDWARE & SUPPLY	\$237.51	1120	June invoices
197299	C SPIRE WIRELESS	\$51.38	1120	CELL PHONE USAGE
197300	SOUTHERN COMMUNICATIONS-SRV	\$1,547.91	1120	RADIO SERVICE
197301	PITNEY BOWES CREDIT CORP	\$681.69	1120	POSTAGE MACHINE LEASE AGREEMNT
197302	JACKS HOME IMPROVEMENT CENTER	\$210.55	1120	EST MONTHLY SUPPLIES



STONE COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 7/31/2020

Claim No.	Claimant Name	Claim Amount	Fund	Description
197303	ALEXANDER HARDWARE & SUPPLY	\$1,085.61	1120	EST MONTHLY SUPPLIES
197304	MS ASSOCIATION OF SCHOOL	\$1,250.00	1120	DISTRICT MEMBERSHIP
197305	MS SCHOOL BOARD ASSOCIATION	\$3,000.00	1120	ANNUAL RENEWAL
197306	MASS	\$1,250.00	1120	MEMBERSHIP DUES
197307	REDD PEST SOLUTIONS	\$2,992.00	1120	DISTRICT WIDE PEST CONTROL SVC
		\$1,368.00	2110	DISTRICT WIDE PEST CONTROL SVC
197308	CENTRAL ACCESS CORPORATION	\$36,348.80	1120	MARATHON & SAM SPECTRA LICENSE
197309	MASBO	\$200.00	1120	"STAYING ALIVE" WEBINAR
197310	AT&T-MCHENRY INTERNET/PHONE	\$111.12	2711	McHenry Property Internet
197311	AT&T LONG DISTANCE SERVICE	\$30.14	1120	Long distance
197312	AT&T	\$3,750.00	1120	Ethernet
197313	AT&T	\$1,012.82	1120	Service
197314	TICE ENGINEERING, INC.	\$3,678.75	2901	2020 ROADWAY IMPROVEMENTS
197315	HOLMES, WILLIE	\$192.00	1120	INSURANCE REIMBURSEMENT
197316	PRINE, CHARLES	\$192.00	1120	INSURANCE REIMBURSEMENT
197317	FIELDS, CHRISTINE	\$428.00	1120	INSURANCE REIMBURSEMENT
197318	BANK OF WIGGINS	\$19,443.52	4016	16-17 Shortfall Note
197319	CHANCERY CLERK OFFICE	\$52.00	1120	RECORDING FEE
197320	FRONTLINE TECHNOLOGIES	\$2,201.85	1120	RENEEWAL APPLTRACK
197321	MHSAA	\$613.00	1120	CATASTROPHIC INSURANCE/H.S
197322	MHSAA	\$50.00	1120	2020/2021 MHSAA MEMBERSHIP
197323	MHSAA	\$270.00	1120	CATASTROPHIC INSURANCE/M.S.
197324	MHSAA	\$195.00	1120	2020/2021 MHSAA MEMBERSHIP
197325	FULLER, DONALD HALL	\$400.00	1120	MIDDLE SCHOOL ATHLETIC DUES
197326	WASTE MANAGEMENT OF MS, INC.	\$2,816.68	1120	DISTRICT WIDE WASTE PICKUP
		\$94.30	2711	DISTRICT WIDE WASTE PICKUP
197327	MGCCC	\$9,075.00	1151	SHS-DUAL CREDIT--FALL
197328	STONE COUNTY SCHOOL DISTRICT	\$81,195.00	2410	TRANSFER FUNDS TO COVER
197329	STONE CO SCHOOL DISTRICT	\$22,009.54	4015	TRANSFER FUNDS TO COVER
		\$34,494.39	4016	TRANSFER FUNDS TO COVER
		\$580.89	4017	TRANSFER FUNDS TO COVER
197330	THE PEOPLES BANK	\$70,449.60	4018	LOAN 20191086, SCSD SF NOTE
197331	TAYLOR PUBLISHING	\$5,739.00	1152	YEARBOOK 2019-2020
197332	PandaDoc, Inc.	\$2,159.20	1120	SOFTWARE LICENSES
197333	FIREPLACE, INC.	\$4,000.00	2211	PARENT FAMILY ENGAGEMENT
197334	GENERAL MEDICAL DEVICES, INC	\$3,735.57	2590	COVID SUPPLIES
197335	USA TESTPREP, LLC	\$382.50	1120	BLENDED LEARNING/AT RISK

STONE COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 7/31/2020

Claim No.	Claimant Name	Claim Amount	Fund	Description
197335	USA TESTPREP, LLC	\$3,315.02	2311	BLENDED LEARNING/AT RISK
197336	THE READING WAREHOUSE	\$1,123.00	2511	Prof. Development Resources
197337	806 TECHNOLOGIES, INC	\$2,500.00	2290	FEDERAL PROGRAMS MONITORING/
197338	ALEXANDER HARDWARE & SUPPLY	\$38.74	1120	EST MONTHLY SUPPLIES
197339	JACKS HOME IMPROVEMENT CENTER	\$303.71	1120	EST MONTHLY SUPPLIES
197340	SOUTHERN PIPE & SUPPLY CO. INC	\$277.51	1120	EST MONTHLY SUPPLIES
197341	NECAISE LOCKSMITH, INC	\$322.00	1120	EST MONTHLY SUPPLIES
197342	WATERS INTERNATIONAL	\$2,264.62	1120	EST MONTHLY SUPPLIES
197343	THE PARTS PLACE	\$89.88	1120	EST MONTHLY SUPPLIES
197344	BURKES AUTO PARTS, LLC	\$155.49	1120	EST MONTHLY SUPPLIES
197345	SMITHS AUTOMOTIVE PARTS &	\$1,908.87	1120	EST MONTHLY SUPPLIES
197346	KENTWOOD	\$35.73	1120	ANNUAL WATER DELIVERY
197347	CINTAS CORPORATION #0240	\$287.61	1120	EST UNIFORM/TOWEL,SOAP SUPP
197348	SANICO, INC	\$66.24	1120	EST YEARLY RUG RENTAL
197349	SOUTHERN FIRE SAFETY SYSTEMS	\$528.00	1120	FIRE EXTINGUISHER MAINT
197350	STRICKLAND, CURTIS J	\$1,312.50	1120	MONTHLY SERVICE
		\$437.50	2110	MONTHLY SERVICE
197351	SOUTHERN PIPE & SUPPLY CO. INC	\$1,214.72	1120	A/C PES RM 45
197352	PARKER SERVICE CENTER, LLC	\$100.00	1120	TOW SERVICE TRUCK 73
197353	COOK, TAMMY	\$44.85	1120	MILEAGE REIMBURSEMENT
197354	PERKINSTON ELEMENTARY SCHOOL	\$630.87	1151	REGISTRATION REIMBURSEMENT
197355	STONE ELEMENTARY SCHOOL	\$1,067.26	1151	REGISTRATION REIMBURSEMENT
197356	STONE MIDDLE SCHOOL	\$1,106.36	1151	REGISTRATION REIMBURSEMENT
197357	CHILD NUTRITION	\$0.69	1151	REGISTRATION REIMBURSEMENT
197358	ROBINSON, CHANCE MICHAEL	\$150.00	1120	SHS--GRAD VIDEO
197359	STONE PRINTING CO, INC	\$59.00	1151	SHS-GRAD SUPPLIES
197360	STONE PRINTING CO, INC	\$60.00	1151	SHS--PARKING DECALS
197361	TEQLEASE, INC.	\$5,044.09	1120	SHS-BAND LEASE PAYMENT
197362	HERFF JONES, LLC	\$3,344.94	1120	SHS-DIPLOMAS/COVERS
197363	RCU	\$375.00	2711	SHS-TRAINING FOR DAVIS
197364	SIEMENS INDUSTRY INC	\$403.39	2711	06/01/2020 TO 05/31/2021
197365	JANI-KING OF MS COAST	\$5,970.97	1120	SHS--JANI-KING SERVICES
197366	GULF COAST BUSINESS	\$357.00	1120	DISINFECTANT SPRAY
197367	SUN COAST BUSINESS SUPPLY	\$22.40	1120	CLEANING & OFFICE SUPPLIES
		\$87.80	1154	CLEANING & OFFICE SUPPLIES
197368	CUDD, LESLIE D	\$66.00	1151	PROM REFUND-DAWSON CUDD
197369	RAMSEY, TOMEKIA	\$68.00	1151	PROM REFUND-AGALLOWAY/BKING

STONE COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 7/31/2020

Claim No.	Claimant Name	Claim Amount	Fund	Description
197370	BURNS, AYANNA	\$53.00	1151	PROM REFUND-JBURNS
197371	DANZEY, SANDRA O	\$68.00	1151	PROM REFUND-MDANZEY
197372	MANTON, CHARLENE	\$136.00	1151	PROM REFUND-MMANTON/BSAMPSON
197373	ADAMS & REESE LLP	\$145.50	1120	JUNE SERVICES
197374	Paul's A-1, Inc.	\$4,693.38	1153	BASEBOARDS FOR SES
197375	Paul's A-1, Inc.	\$920.00	1153	REMOVAL OF GLUE FROM WALL
197376	SHERWIN WILLIAMS #7532	\$1,175.40	1120	PAINT FOR SES
197377	TAYLOR PUBLISHING	\$2,343.00	1153	YEARBOOK FINAL PAYMENT
197378	MS POWER COMPANY	\$15,938.45	1120	MONTHLY SERVICES
197379	CITY OF WIGGINS	\$3,283.20	1120	MONTHLY SERVICES
197380	PEARL RIVER VALLEY EPA	\$4,437.34	1120	MONTHLY SERVICES
		\$136.00	1930	MONTHLY SERVICES
		\$104.00	2711	MONTHLY SERVICES
197381	CENTERPOINT ENERGY	\$387.94	1120	MONTHLY SERVICES
197382	SUNFLOWER UTILITY ASSN	\$15.00	2711	MONTHLY SERVICE
197383	STONE COUNTY UTILITY AUTHORITY	\$176.00	1120	MONTHLY SERVICE
197384	LEXIA LEARNING SYSTEMS LLC	\$10,500.00	2311	BLENDED LEARNING/AT RISK
197385	MCQUEEN, JUDY	\$500.00	1155	CAGE CASH
197386	BILOXI PAPER COMPANY, INC	\$800.50	1120	FLOOR WAX
197387	WASTE MANAGEMENT OF MS, INC.	\$2,856.09	1120	DISTRICT WIDE WASTE PICKUP
		\$101.75	2711	DISTRICT WIDE WASTE PICKUP
	Docket Total:	\$1,123,220.93		

STONE COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 7/31/2020

Claim No: 197272 To 197387

Claim Status: Open

Total Expenditures By Fund

Fund	Description	Claim Amount
1120	DISTRICT MAINTENANCE FUND	\$512,053.95
1151	STONE HIGH GENERAL ACTIVITY FD	\$12,390.18
1152	STONE MIDDLE SCH GEN ACT FUND	\$5,739.00
1153	STONE ELEM GENERAL ACT FUND	\$7,956.38
1154	PERK ELE GENERAL ACT FUND	\$87.80
1155	ATHLETIC FUND	\$500.00
1930	16TH SECTION BLDG & IMPROVE	\$12,211.04
2110	CHILD NUTRITION	\$1,866.75
2211	TITLE I A - BASIC	\$4,000.00
2290	CONSOLIDATED ADMIN COST FUND	\$2,500.00
2311	TITLE V RURAL AND LOW INCOME	\$13,815.02
2410	EEF SCHOOL BLDG & BUSES	\$81,195.00
2511	TITLE II-A IMP TCHR QUALITY	\$1,123.00
2590	ESSER FY20	\$3,735.57
2711	VOCATIONAL EDU - STATE & LOCAL	\$4,253.29
2901	LIMITED TAX NOTE, SERIES 2015	\$3,678.75
4015	2015-2016 SHORTFALL DEBT SERVICE	\$22,009.54
4016	2016-2017 SHORTFALL NOTE	\$53,937.91
4017	2017-2018 SHORTFALL NOTE	\$63,464.92
4018	2018-2019 SHORTFALL NOTE	\$70,449.60
4021	3 MILL NOTE, SERIES 2015	\$246,253.23
Total for Funds		\$1,123,220.93

Total Expenditures By Unit

Unit	Description	Claim Amount
01	CENTRAL ADMINISTRATION	\$982,623.72
04	PERKINSTON ELEMENTARY	\$13,245.71
08	STONE ELEMENTARY	\$24,492.42
10	TRANSPORTATION	\$12,123.80
12	STONE HIGH SCHOOL	\$63,578.44
16	STONE MIDDLE SCHOOL	\$27,156.84
Total for Units		\$1,123,220.93

STONE COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 7/31/2020

APPROVED THIS THE _____ DAY OF _____

PRESIDENT

SECRETARY

STONE COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 7/31/2020

Report Date: 7/31/2020

Claim No: 19429 To 19441

Claim Status: Open

Claim No.	Claimant Name	Claim Amount	Fund	Description
19429	TEMCO OF GULFPORT, INC.	\$226.36	2110	SMS WAREHOUSE FRZ REPAIRS
19430	NELSON MONIQUE	\$232.40	2110	LUNCH MONEY REFUND PES
19431	SPRUILL, JACKIE	\$15.00	2110	LUNCH MONEY REQUEST SHS
19432	SEAL, RUBY	\$35.00	2110	CHANGE FUND PES CAFE
19433	CRONLEY, DAINA	\$50.00	2110	CHANGE FUND SES CAFE
19434	FREEMAN, BARBARA LANETTE	\$50.00	2110	CHANGE FUND SMS CAFE
19435	EATON, ROBIN	\$50.00	2110	CHANGE FUND SHS CAFE
19436	STONE COUNTY SCHOOLS	\$3,745.33	2110	INDIRECT COSTS FINAL SY 19-20
19437	STONE COUNTY SCHOOLS	\$152.68	2130	INDIRECT COSTS COVID19 SY19-20
19438	MDE OFFICE OF CN	\$923.46	2110	ANNUAL CN PURCHASING PROGRAM
19439	HEARTLAND SCHOOL SOLUTIONS	\$1,186.50	2110	MENU PLANNING/INVENTORY CN
19440	STONE PRINTING CO, INC	\$232.00	2110	2020-21 SCHOOL MEAL APPS
19441	SENSOCIENTIFIC, INC	\$648.00	2110	ANNUAL CLOUD SUPPORT CN
	Docket Total:	\$7,546.73		



STONE COUNTY SCHOOL DISTRICT
Condensed By Claim
THE FOLLOWING CLAIMS AS LISTED ON THE DOCKET OF CLAIMS
ARE PRESENTED FOR PAYMENT ON THIS DATE 7/31/2020

Claim No: 19429 To 19441

Claim Status: Open

Total Expenditures By Fund		
Fund	Description	Claim Amount
2110	CHILD NUTRITION	\$7,394.05
2130	CHILD NUTRITION-COVID19	\$152.68
Total for Funds		\$7,546.73

Total Expenditures By Unit		
Unit	Description	Claim Amount
00	BUSINESS DEPARTMENT	\$4,083.01
01	CENTRAL ADMINISTRATION	\$1,989.96
04	PERKINSTON ELEMENTARY	\$428.40
08	STONE ELEMENTARY	\$196.00
12	STONE HIGH SCHOOL	\$211.00
16	STONE MIDDLE SCHOOL	\$638.36
Total for Units		\$7,546.73

APPROVED THIS THE _____ DAY OF _____

 PRESIDENT

 SECRETARY

MEMO

TO: Ms. Owen and School Board

FROM: Cassie Hardy

SUBJECT: Approval of 2020-2021 Budget and related documents

DATE: July 29, 2020

Please approve the 2020-2021 Budget, Ad Valorem Tax Request Worksheet, and Ad Valorem Tax Resolution. The budget has total revenues of \$24,771,904 and total expenditures of \$26,493,552.

Two copies of the budget, the resolution, and the worksheet will be delivered to the Stone County Comptroller before August 14, 2020.

STONE COUNTY SCHOOL DISTRICT
SDA Legal Proposed Combined Budget Report
For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

	Governmental Fund Types					Proprietary Fund Types					Total	
	General	Special Revenue	Capital Projects	Debt Service	Permanent Trust	Enterprise	Internal Service					
Revenues												
Local Sources	5,897,741.62	556,050.00	0.00	517,987.35	0.00	0.00	0.00	0.00	0.00	0.00	6,971,778.97	
Intermediate Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
State Sources	12,003,832.70	731,509.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,735,341.91	
Federal Sources	116,900.00	4,782,382.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,899,282.93	
Sixteenth Section Sources	148,550.00	16,450.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	165,500.00	
Total Revenues	18,167,024.32	6,086,392.14	0.00	517,987.35	500.00	0.00	0.00	0.00	0.00	0.00	24,771,903.81	
Expenditures												
Instruction	11,738,737.29	2,480,176.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,218,913.98	
Support Services	7,280,817.90	2,286,178.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,566,996.22	
Noninstructional Services	0.00	1,577,341.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,577,341.34	
Sixteenth Section	10,000.00	53,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63,400.00	
Facilities Acquisition and Construction	0.00	230,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	230,000.00	
Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Principal	149,408.64	0.00	0.00	586,444.07	0.00	0.00	0.00	0.00	0.00	0.00	735,852.71	
Interest	57,903.17	0.00	0.00	43,144.30	0.00	0.00	0.00	0.00	0.00	0.00	101,047.47	
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Expenditures	19,236,867.00	6,627,096.35	0.00	629,588.37	0.00	0.00	0.00	0.00	0.00	0.00	26,493,551.72	
Excess(Deficiency) of Revenues Over Expenditures	(1,069,842.68)	(540,704.21)	0.00	(111,601.02)	500.00	0.00	0.00	0.00	0.00	0.00	(1,721,647.91)	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combined Budget Report
 For the year ending June 30, 2021

Original X Date Approved: 08/03/2020
 Amended _ Date Approved: _____

	Governmental Fund Types					Proprietary Fund Types					Total	
	General	Special Revenue	Capital Projects	Debt Service	Permanent Trust	Enterprise	Internal Service					
Other Financing Sources (Uses)												
Proceeds of General Obligation Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Refunding Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Loan(s)	0.00	230,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	230,000.00	0.00
Inception of Capital Lease(s)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Loss Recoveries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Transportation Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Other Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	71,593.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,593.33	0.00
Other Transfers In	1,052,931.89	452,452.39	0.00	162,390.00	0.00	0.00	0.00	0.00	0.00	0.00	1,667,774.28	0.00
Payments to Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs Transfers Out	0.00	71,593.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,593.33	0.00
Other Transfers Out	1,505,384.28	162,390.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,667,774.28	0.00
Payment to Refunded Bond Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payment to Qualified Zone Academy Debt Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Premium on Debt Issuance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources (Uses)	(380,859.06)	448,469.06	0.00	162,390.00	0.00	0.00	0.00	0.00	0.00	0.00	230,000.00	0.00
Net Change in Fund Balances	(1,450,701.74)	(92,235.15)	0.00	50,788.98	500.00	0.00	0.00	0.00	0.00	0.00	(1,491,647.91)	0.00

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combined Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

	Governmental Fund Types					Proprietary Fund Types					Total	
	General	Special Revenue	Capital Projects	Debt Service	Permanent Trust	Enterprise	Internal Service					
Fund Balances / Retained Earnings												
July 1, 2020	6,353,195.26	342,718.43	0.00	316,652.76	167,937.11	0.00	0.00	0.00	0.00	0.00	7,180,503.56	
Prior Period Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
July 1, 2020 as restated	6,353,195.26	342,718.43	0.00	316,652.76	167,937.11	0.00	0.00	0.00	0.00	0.00	7,180,503.56	
Increase(Decrease) in Reserve for Inventory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Residual equity transfer In(Out)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
June 30, 2021	4,902,493.52	250,483.28	0.00	367,441.74	168,437.11	0.00	0.00	0.00	0.00	0.00	5,688,855.65	

The above Original Combined Budget Report has been approved by the school board as noted in our board minutes dated _____

Board President: _____ Date: _____
 (signature) (printed name)

Board Secretary: _____ Date: _____
 (signature) (printed name)



STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original X Date Approved: 08/03/2020
 Amended _ Date Approved: _____

General Fund Type	1120-DISTRICT MAINTENANCE FUND	1130-SPECIAL EDUCATION FUND	1145-AT RISK	1151-STONE HIGH GENERAL ACTIVITY FD	1152-STONE MIDDLE SCH GEN ACT FUND	Page 1
Revenues						
Local Sources	5,889,791.62	1,800.00	0.00	0.00	0.00	0.00
Intermediate Sources	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	10,460,058.75	1,395,912.20	147,861.75	0.00	0.00	0.00
Federal Sources	116,900.00	0.00	0.00	0.00	0.00	0.00
Sixteenth Section Sources	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	16,466,750.37	1,397,712.20	147,861.75	0.00	0.00	0.00
Expenditures						
Instruction	9,577,011.17	1,757,220.21	181,409.18	38,569.89	44,343.14	
Support Services	6,770,941.45	217,892.63	245,983.82	0.00	0.00	0.00
Noninstructional Services	0.00	0.00	0.00	0.00	0.00	0.00
Sixteenth Section	0.00	0.00	0.00	0.00	0.00	0.00
Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
Principal	149,408.64	0.00	0.00	0.00	0.00	0.00
Interest	57,903.17	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	16,555,264.43	1,975,112.84	427,393.00	38,569.89	44,343.14	
Excess(Deficiency) of Revenues Over Expenditures	(88,514.06)	(577,400.64)	(279,531.25)	(38,569.89)	(44,343.14)	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original X Date Approved: 08/03/2020
 Amended _ Date Approved: _____

General Fund Type	1120-DISTRICT MAINTENANCE FUND	1130-SPECIAL EDUCATION FUND	1145-AT RISK	1151-STONE HIGH GENERAL ACTIVITY FD	1152-STONE MIDDLE SCH GEN ACT FUND	Page 2
Other Financing Sources(Uses)						
Proceeds of General Obligation Bonds	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Refunding Bonds	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Loan(s)	0.00	0.00	0.00	0.00	0.00	0.00
Inception of Capital Lease(s)	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Loss Recoveries	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Transportation Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Other Property	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	71,593.33	0.00	0.00	0.00	0.00	0.00
Other Transfers In	150,000.00	577,400.64	279,531.25	0.00	0.00	0.00
Payments to Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
Other Transfers Out	1,309,384.28	0.00	0.00	0.00	0.00	0.00
Payment to Refunded Bond Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Payment to Qualified Zone Academy Debt Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00
Premium on Debt Issuance	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources(Uses)	(1,087,790.95)	577,400.64	279,531.25	0.00	0.00	0.00
Net Change in Fund Balances	(1,176,305.01)	0.00	0.00	(38,569.89)	(44,343.14)	
Fund Balances / Retained Earnings						
July 1, 2020	3,370,660.44	0.00	0.00	38,569.89	44,343.14	
Prior period adjustments	0.00	0.00	0.00	0.00	0.00	
July 1, 2020 as restated	3,370,660.44	0.00	0.00	38,569.89	44,343.14	
Increase(Decrease) in reserve for inventory	0.00	0.00	0.00	0.00	0.00	
June 30, 2021	2,194,355.43	0.00	0.00	0.00	0.00	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

General Fund Type	1153-STONE ELEM GENERAL ACT FUND	1154-PERK ELE GENERAL ACT FUND	1155-ATHLETIC FUND	1840-16TH SECTION INTEREST FUNDS	1930-16TH SECTION BLDG & IMPROVE	Page 3
Revenues						
Local Sources	0.00	0.00	0.00	650.00	0.00	
Intermediate Sources	0.00	0.00	0.00	0.00	0.00	
State Sources	0.00	0.00	0.00	0.00	0.00	
Federal Sources	0.00	0.00	0.00	0.00	0.00	
Sixteenth Section Sources	0.00	0.00	0.00	148,550.00	0.00	
Total Revenues	0.00	0.00	0.00	149,200.00	0.00	
Expenditures						
Instruction	70,495.15	41,709.14	27,979.41	0.00	0.00	
Support Services	0.00	0.00	0.00	0.00	46,000.00	
Noninstructional Services	0.00	0.00	0.00	0.00	0.00	
Sixteenth Section	0.00	0.00	0.00	10,000.00	0.00	
Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00	
Debt Service	0.00	0.00	0.00	0.00	0.00	
Principal	0.00	0.00	0.00	0.00	0.00	
Interest	0.00	0.00	0.00	0.00	0.00	
Other	0.00	0.00	0.00	0.00	0.00	
Total Expenditures	70,495.15	41,709.14	27,979.41	10,000.00	46,000.00	
Excess(Deficiency) of Revenues Over Expenditures	(70,495.15)	(41,709.14)	(27,979.41)	139,200.00	(46,000.00)	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

General Fund Type	1153-STONE ELEM GENERAL ACT FUND	1154-PERK ELE GENERAL ACT FUND	1155-ATHLETIC FUND	1840-16TH SECTION INTEREST FUNDS	1930-16TH SECTION BLDG & IMPROVE	Page 4
Other Financing Sources(Uses)						
Proceeds of General Obligation Bonds	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Refunding Bonds	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Loan(s)	0.00	0.00	0.00	0.00	0.00	0.00
Inception of Capital Lease(s)	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Loss Recoveries	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Transportation Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Other Property	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00
Other Transfers In	0.00	0.00	0.00	0.00	46,000.00	0.00
Payments to Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
Other Transfers Out	0.00	0.00	0.00	46,000.00	0.00	0.00
Payment to Refunded Bond Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Payment to Qualified Zone Academy Debt Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00
Premium on Debt Issuance	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources(Uses)	0.00	0.00	0.00	(46,000.00)	46,000.00	
Net Change in Fund Balances	(70,495.15)	(41,709.14)	(27,979.41)	93,200.00	0.00	
Fund Balances / Retained Earnings						
July 1, 2020	70,495.15	41,709.14	27,979.41	1,795,800.61	100.00	
Prior period adjustments	0.00	0.00	0.00	0.00	0.00	
July 1, 2020 as restated	70,495.15	41,709.14	27,979.41	1,795,800.61	100.00	
Increase(Decrease) in reserve for inventory	0.00	0.00	0.00	0.00	0.00	
June 30, 2021	0.00	0.00	0.00	1,889,000.61	100.00	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original X Date Approved: 08/03/2020
 Amended _ Date Approved: _____

General Fund Type	1935-SPECIAL PROJECTS	1940-SCHOOL BASED ADMIN CLAIMS	Combining Totals	Page 5
Revenues				
Local Sources	0.00	5,500.00	5,897,741.62	
Intermediate Sources	0.00	0.00	0.00	
State Sources	0.00	0.00	12,003,832.70	
Federal Sources	0.00	0.00	116,900.00	
Sixteenth Section Sources	0.00	0.00	148,550.00	
Total Revenues	0.00	5,500.00	18,167,024.32	
Expenditures				
Instruction	0.00	0.00	11,738,737.29	
Support Services	0.00	0.00	7,280,817.90	
Noninstructional Services	0.00	0.00	0.00	
Sixteenth Section	0.00	0.00	10,000.00	
Facilities Acquisition and Construction	0.00	0.00	0.00	
Debt Service	0.00	0.00	0.00	
Principal	0.00	0.00	149,408.64	
Interest	0.00	0.00	57,903.17	
Other	0.00	0.00	0.00	
Total Expenditures	0.00	0.00	19,236,867.00	
Excess(Deficiency) of Revenues Over Expenditures	0.00	5,500.00	(1,069,842.68)	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

General Fund Type	1935-SPECIAL PROJECTS	1940-SCHOOL BASED ADMIN CLAIMS	Combining Totals	Page 6
Other Financing Sources(Uses)				
Proceeds of General Obligation Bonds	0.00	0.00	0.00	
Proceeds of Refunding Bonds	0.00	0.00	0.00	
Proceeds of Loan(s)	0.00	0.00	0.00	
Inception of Capital Lease(s)	0.00	0.00	0.00	
Insurance Loss Recoveries	0.00	0.00	0.00	
Sale of Transportation Equipment	0.00	0.00	0.00	
Sale of Other Property	0.00	0.00	0.00	
Indirect Costs	0.00	0.00	71,593.33	
Other Transfers In	0.00	0.00	1,052,931.89	
Payments to Escrow Agent	0.00	0.00	0.00	
Miscellaneous Other Financing Sources	0.00	0.00	0.00	
Indirect Costs Transfers Out	0.00	0.00	0.00	
Other Transfers Out	0.00	150,000.00	1,505,384.28	
Payment to Refunded Bond Escrow Agent	0.00	0.00	0.00	
Payment to Qualified Zone Academy Debt Escrow Agent	0.00	0.00	0.00	
Miscellaneous Other Financing Uses	0.00	0.00	0.00	
Premium on Debt Issuance	0.00	0.00	0.00	
Total Other Financing Sources(Uses)	0.00	(150,000.00)	(380,859.06)	
Net Change in Fund Balances	0.00	(144,500.00)	(1,450,701.74)	
Fund Balances / Retained Earnings				
July 1, 2020	582,197.52	381,339.96	6,353,195.26	
Prior period adjustments	0.00	0.00	0.00	
July 1, 2020 as restated	582,197.52	381,339.96	6,353,195.26	
Increase(Decrease) in reserve for inventory	0.00	0.00	0.00	
June 30, 2021	582,197.52	236,839.96	4,902,493.52	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

Special Revenue Fund Type	2020-SCHOOL RECOGNITION PROGRAM	2093-SPED ED ESY	2110-CHILD NUTRITION	2126-CHILD NUTRITION SMR FY16	2130-CHILD NUTRITION-COVID19	Page 7
Revenues						
Local Sources	0.00	0.00	408,200.00	0.00	0.00	0.00
Intermediate Sources	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	0.00	0.00	15,000.00	0.00	0.00	0.00
Federal Sources	0.00	0.00	1,220,000.00	0.00	0.00	0.00
Sixteenth Section Sources	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	1,643,200.00	0.00	0.00	0.00
Expenditures						
Instruction	0.00	0.00	0.00	0.00	0.00	0.00
Support Services	0.00	0.00	159,683.07	0.00	0.00	0.00
Noninstructional Services	0.00	0.00	1,406,397.71	0.00	0.00	0.00
Sixteenth Section	0.00	0.00	0.00	0.00	0.00	0.00
Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
Principal	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	1,566,080.78	0.00	0.00	0.00
Excess(Deficiency) of Revenues Over Expenditures	0.00	0.00	77,119.22	0.00	0.00	0.00

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

Special Revenue Fund Type	2020-SCHOOL RECOGNITION PROGRAM	2093-SPED ED ESY	2110-CHILD NUTRITION	2126-CHILD NUTRITION SMR FY'16	2130-CHILD NUTRITION-COVID19	Page 8
Other Financing Sources(Uses)						
Proceeds of General Obligation Bonds	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Refunding Bonds	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Loan(s)	0.00	0.00	0.00	0.00	0.00	0.00
Inception of Capital Lease(s)	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Loss Recoveries	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Transportation Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Other Property	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00
Other Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
Payments to Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs Transfers Out	0.00	0.00	25,808.93	0.00	0.00	0.00
Other Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
Payment to Refunded Bond Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Payment to Qualified Zone Academy Debt Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00
Premium on Debt Issuance	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources(Uses)	0.00	0.00	(25,808.93)	0.00	0.00	0.00
Net Change in Fund Balances	0.00	0.00	51,310.29	0.00	0.00	0.00
Fund Balances / Retained Earnings						
July 1, 2020	0.00	0.00	114,760.81	12,586.31	15,706.52	15,706.52
Prior period adjustments	0.00	0.00	0.00	0.00	0.00	0.00
July 1, 2020 as restated	0.00	0.00	114,760.81	12,586.31	15,706.52	15,706.52
Increase(Decrease) in reserve for inventory	0.00	0.00	0.00	0.00	0.00	0.00
June 30, 2021	0.00	0.00	166,071.10	12,586.31	15,706.52	15,706.52

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original X Date Approved: 08/03/2020
 Amended _ Date Approved:

Special Revenue Fund Type	2211-TITLE I A - BASIC	2213-TITLE I-1003(a) SCHOOL IMPROVEMENT	2290-CONSOLIDATED ADMIN COST FUND	2311-TITLE V RURAL AND LOW INCOME	2410-EEEF SCHOOL BLDG & BUSES	Page 9
Revenues						
Local Sources	0.00	0.00	0.00	0.00	1,000.00	
Intermediate Sources	0.00	0.00	0.00	0.00	0.00	
State Sources	0.00	0.00	0.00	0.00	81,195.00	
Federal Sources	1,088,674.87	215,846.89	188,965.81	75,674.32	0.00	
Sixteenth Section Sources	0.00	0.00	0.00	0.00	0.00	
Total Revenues	1,088,674.87	215,846.89	188,965.81	75,674.32	82,195.00	
Expenditures						
Instruction	627,689.40	215,846.89	0.00	6,027.50	0.00	
Support Services	419,760.43	0.00	188,965.81	64,067.82	0.00	
Noninstructional Services	15,153.55	0.00	0.00	5,579.00	0.00	
Sixteenth Section	0.00	0.00	0.00	0.00	0.00	
Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00	
Debt Service	0.00	0.00	0.00	0.00	0.00	
Principal	0.00	0.00	0.00	0.00	0.00	
Interest	0.00	0.00	0.00	0.00	0.00	
Other	0.00	0.00	0.00	0.00	0.00	
Total Expenditures	1,062,603.38	215,846.89	188,965.81	75,674.32	0.00	
Excess(Deficiency) of Revenues Over Expenditures	26,071.49	0.00	0.00	0.00	82,195.00	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original X Date Approved: 08/03/2020
 Amended _ Date Approved: _____

Special Revenue Fund Type	2211-TITLE I A - BASIC	2213-TITLE I-1003(a) SCHOOL IMPROVEMENT	2290-CONSOLIDATED ADMIN COST FUND	2311-TITLE V RURAL AND LOW INCOME	2410-EEEF SCHOOL BLDG & BUSES	Page 10
Other Financing Sources(Uses)						
Proceeds of General Obligation Bonds	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Refunding Bonds	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Loan(s)	0.00	0.00	0.00	0.00	0.00	0.00
Inception of Capital Lease(s)	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Loss Recoveries	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Transportation Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Other Property	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00
Other Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
Payments to Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs Transfers Out	26,071.49	0.00	0.00	0.00	0.00	0.00
Other Transfers Out	0.00	0.00	0.00	0.00	162,390.00	0.00
Payment to Refunded Bond Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Payment to Qualified Zone Academy Debt Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00
Premium on Debt Issuance	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources(Uses)	(26,071.49)	0.00	0.00	0.00	(162,390.00)	
Net Change in Fund Balances	0.00	0.00	0.00	0.00	(80,195.00)	
Fund Balances / Retained Earnings						
July 1, 2020	0.00	0.00	0.00	0.00	119,193.87	
Prior period adjustments	0.00	0.00	0.00	0.00	0.00	
July 1, 2020 as restated	0.00	0.00	0.00	0.00	119,193.87	
Increase(Decrease) in reserve for inventory	0.00	0.00	0.00	0.00	0.00	
June 30, 2021	0.00	0.00	0.00	0.00	38,998.87	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

Special Revenue Fund Type	2511-TITLE II-A IMP TCHR QUALITY	2566-ARRA-PRESCHOOL	2590-ESSER FY20	2610-SPE ED EHA - PART B	2620-SPED PRESCHOOL	Page 11
Revenues						
Local Sources	0.00	0.00	0.00	0.00	0.00	0.00
Intermediate Sources	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	234,178.16	0.00	768,970.00	800,605.16	51,792.23	51,792.23
Sixteenth Section Sources	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	234,178.16	0.00	768,970.00	800,605.16	51,792.23	51,792.23
Expenditures						
Instruction	8,698.69	0.00	926.10	545,411.45	37,544.43	37,544.43
Support Services	225,479.47	0.00	618,043.90	236,376.60	13,352.00	13,352.00
Noninstructional Services	0.00	0.00	150,000.00	0.00	0.00	0.00
Sixteenth Section	0.00	0.00	0.00	0.00	0.00	0.00
Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
Principal	0.00	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	234,178.16	0.00	768,970.00	781,788.05	50,896.43	50,896.43
Excess(Deficiency) of Revenues Over Expenditures	0.00	0.00	0.00	18,817.11	895.80	895.80

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
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Special Revenue Fund Type	2511-TITLE II-A IMP TCHR QUALITY	2566-ARRA-PRESCHOOL	2590-ESSER FY20	2610-SPE ED EHA - PART B	2620-SPED PRESCHOOL	Page 12
Other Financing Sources(Uses)						
Proceeds of General Obligation Bonds	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Refunding Bonds	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Loan(s)	0.00	0.00	0.00	0.00	0.00	0.00
Inception of Capital Lease(s)	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Loss Recoveries	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Transportation Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Other Property	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00
Other Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
Payments to Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs Transfers Out	0.00	0.00	0.00	18,817.11	895.80	895.80
Other Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
Payment to Refunded Bond Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Payment to Qualified Zone Academy Debt Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00
Premium on Debt Issuance	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources(Uses)	0.00	0.00	0.00	(18,817.11)	(895.80)	(895.80)
Net Change in Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
Fund Balances / Retained Earnings						
July 1, 2020	0.00	4.63	0.00	0.00	0.00	0.00
Prior period adjustments	0.00	0.00	0.00	0.00	0.00	0.00
July 1, 2020 as restated	0.00	4.63	0.00	0.00	0.00	0.00
Increase(Decrease) in reserve for inventory	0.00	0.00	0.00	0.00	0.00	0.00
June 30, 2021	0.00	4.63	0.00	0.00	0.00	0.00

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original X Date Approved: 08/03/2020
 Amended _ Date Approved: _____

Special Revenue Fund Type	2711-VOCATIONAL EDU - STATE & LOCAL	2714-VOC - ED TECH PREP FUND	2811-TITLE IV	2812-21ST CENTURY LEARNING GRANT	2820-UNEMPLOYMENT COMPENSATION	Page 13
Revenues						
Local Sources	150.00	0.00	0.00	0.00	450.00	
Intermediate Sources	0.00	0.00	0.00	0.00	0.00	
State Sources	635,314.21	0.00	0.00	0.00	0.00	
Federal Sources	33,915.87	0.00	103,759.62	0.00	0.00	
Sixteenth Section Sources	0.00	0.00	0.00	0.00	0.00	
Total Revenues	669,380.08	0.00	103,759.62	0.00	450.00	
Expenditures						
Instruction	987,203.22	16,870.00	33,959.01	0.00	0.00	
Support Services	117,759.25	0.00	69,589.53	0.00	0.00	
Noninstructional Services	0.00	0.00	211.08	0.00	0.00	
Sixteenth Section	0.00	0.00	0.00	0.00	0.00	
Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00	
Debt Service	0.00	0.00	0.00	0.00	0.00	
Principal	0.00	0.00	0.00	0.00	0.00	
Interest	0.00	0.00	0.00	0.00	0.00	
Other	0.00	0.00	0.00	0.00	0.00	
Total Expenditures	1,104,962.47	16,870.00	103,759.62	0.00	0.00	
Excess(Deficiency) of Revenues Over Expenditures	(435,582.39)	(16,870.00)	0.00	0.00	450.00	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

Special Revenue Fund Type	2711-VOCATIONAL EDU - STATE & LOCAL	2714-VOC - ED TECH PREP FUND	2811-TITLE IV	2812-21ST CENTURY LEARNING GRANT	2820-JUNEMPLOYMENT COMPENSATION	Page 14
Other Financing Sources(Uses)						
Proceeds of General Obligation Bonds	0.00	0.00	0.00	0.00	0.00	
Proceeds of Refunding Bonds	0.00	0.00	0.00	0.00	0.00	
Proceeds of Loan(s)	0.00	0.00	0.00	0.00	0.00	
Inception of Capital Lease(s)	0.00	0.00	0.00	0.00	0.00	
Insurance Loss Recoveries	0.00	0.00	0.00	0.00	0.00	
Sale of Transportation Equipment	0.00	0.00	0.00	0.00	0.00	
Sale of Other Property	0.00	0.00	0.00	0.00	0.00	
Indirect Costs	0.00	0.00	0.00	0.00	0.00	
Other Transfers In	435,582.39	16,870.00	0.00	0.00	0.00	
Payments to Escrow Agent	0.00	0.00	0.00	0.00	0.00	
Miscellaneous Other Financing Sources	0.00	0.00	0.00	0.00	0.00	
Indirect Costs Transfers Out	0.00	0.00	0.00	0.00	0.00	
Other Transfers Out	0.00	0.00	0.00	0.00	0.00	
Payment to Refunded Bond Escrow Agent	0.00	0.00	0.00	0.00	0.00	
Payment to Qualified Zone Academy Debt Escrow Agent	0.00	0.00	0.00	0.00	0.00	
Miscellaneous Other Financing Uses	0.00	0.00	0.00	0.00	0.00	
Premium on Debt Issuance	0.00	0.00	0.00	0.00	0.00	
Total Other Financing Sources(Uses)	435,582.39	16,870.00	0.00	0.00	0.00	
Net Change in Fund Balances	0.00	0.00	0.00	0.00	450.00	
Fund Balances / Retained Earnings						
July 1, 2020	0.00	0.00	0.00	19.95	29,389.96	
Prior period adjustments	0.00	0.00	0.00	0.00	0.00	
July 1, 2020 as restated	0.00	0.00	0.00	19.95	29,389.96	
Increase(Decrease) in reserve for inventory	0.00	0.00	0.00	0.00	0.00	
June 30, 2021	0.00	0.00	0.00	19.95	29,839.96	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
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Special Revenue Fund Type	2830-FORESTRY ESCROW	2901-LIMITED TAX NOTE, SERIES 2015	2902-BEAUTIFICATION PROJECTS	2903-LIMITED TAX NOTE, 2018	Page 15
Revenues				2920-STONE SUCCESS	
Local Sources	0.00	0.00	0.00	0.00	146,250.00
Intermediate Sources	0.00	0.00	0.00	0.00	0.00
State Sources	0.00	0.00	0.00	0.00	0.00
Federal Sources	0.00	0.00	0.00	0.00	0.00
Sixteenth Section Sources	16,450.00	0.00	0.00	0.00	0.00
Total Revenues	16,450.00	0.00	0.00	0.00	146,250.00
Expenditures					
Instruction	0.00	0.00	0.00	0.00	0.00
Support Services	0.00	0.00	0.00	0.00	173,100.44
Noninstructional Services	0.00	0.00	0.00	0.00	0.00
Sixteenth Section	53,400.00	0.00	0.00	0.00	0.00
Facilities Acquisition and Construction	0.00	230,000.00	0.00	0.00	0.00
Debt Service	0.00	0.00	0.00	0.00	0.00
Principal	0.00	0.00	0.00	0.00	0.00
Interest	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Expenditures	53,400.00	230,000.00	0.00	0.00	173,100.44
Excess(Deficiency) of Revenues Over Expenditures	(36,950.00)	(230,000.00)	0.00	0.00	(26,850.44)

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original X Date Approved: 08/03/2020
 Amended _ Date Approved: _____

Special Revenue Fund Type	2830-FORESTRY ESCROW	2901-LIMITED TAX NOTE, SERIES 2015	2902-BEAUTIFICATION PROJECTS	2903-LIMITED TAX NOTE, 2018	Page 16
Other Financing Sources(Uses)				2920-STONE SUCCESS	
Proceeds of General Obligation Bonds	0.00	0.00	0.00	0.00	0.00
Proceeds of Refunding Bonds	0.00	0.00	0.00	0.00	0.00
Proceeds of Loan(s)	0.00	230,000.00	0.00	0.00	0.00
Inception of Capital Lease(s)	0.00	0.00	0.00	0.00	0.00
Insurance Loss Recoveries	0.00	0.00	0.00	0.00	0.00
Sale of Transportation Equipment	0.00	0.00	0.00	0.00	0.00
Sale of Other Property	0.00	0.00	0.00	0.00	0.00
Indirect Costs	0.00	0.00	0.00	0.00	0.00
Other Transfers In	0.00	0.00	0.00	0.00	0.00
Payments to Escrow Agent	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Sources	0.00	0.00	0.00	0.00	0.00
Indirect Costs Transfers Out	0.00	0.00	0.00	0.00	0.00
Other Transfers Out	0.00	0.00	0.00	0.00	0.00
Payment to Refunded Bond Escrow Agent	0.00	0.00	0.00	0.00	0.00
Payment to Qualified Zone Academy Debt Escrow Agent	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Uses	0.00	0.00	0.00	0.00	0.00
Premium on Debt Issuance	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources(Uses)	0.00	230,000.00	0.00	0.00	0.00
Net Change in Fund Balances	(36,950.00)	0.00	0.00	0.00	(26,850.44)
Fund Balances / Retained Earnings					
July 1, 2020	46,277.04	0.00	500.00	0.00	4,279.34
Prior period adjustments	0.00	0.00	0.00	0.00	0.00
July 1, 2020 as restated	46,277.04	0.00	500.00	0.00	4,279.34
Increase(Decrease) in reserve for inventory	0.00	0.00	0.00	0.00	0.00
June 30, 2021	9,327.04	0.00	500.00	0.00	(22,571.10)

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
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Original Date Approved: 08/03/2020
 Amended Date Approved: _____

Special Revenue Fund Type	Combining Totals		Page 17
Revenues			
Local Sources	556,050.00		
Intermediate Sources	0.00		
State Sources	731,509.21		
Federal Sources	4,782,382.93		
Sixteenth Section Sources	16,450.00		
Total Revenues	6,086,392.14		
Expenditures			
Instruction	2,480,176.69		
Support Services	2,286,178.32		
Noninstructional Services	1,577,341.34		
Sixteenth Section	53,400.00		
Facilities Acquisition and Construction	230,000.00		
Debt Service	0.00		
Principal	0.00		
Interest	0.00		
Other	0.00		
Total Expenditures	6,627,096.35		
Excess(Deficiency) of Revenues Over Expenditures	(540,704.21)		

STONE COUNTY SCHOOL DISTRICT
 SDA Legal/Proposed Combining Budget Report
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Original Date Approved: 08/03/2020
 Amended Date Approved: _____

Special Revenue Fund Type	Combining Totals	Page 18
Other Financing Sources(Uses)		
Proceeds of General Obligation Bonds	0.00	
Proceeds of Refunding Bonds	0.00	
Proceeds of Loan(s)	230,000.00	
Inception of Capital Lease(s)	0.00	
Insurance Loss Recoveries	0.00	
Sale of Transportation Equipment	0.00	
Sale of Other Property	0.00	
Indirect Costs	0.00	
Other Transfers In	452,452.39	
Payments to Escrow Agent	0.00	
Miscellaneous Other Financing Sources	0.00	
Indirect Costs Transfers Out	71,593.33	
Other Transfers Out	162,390.00	
Payment to Refunded Bond Escrow Agent	0.00	
Payment to Qualified Zone Academy Debt Escrow Agent	0.00	
Miscellaneous Other Financing Uses	0.00	
Premium on Debt Issuance	0.00	
Total Other Financing Sources(Uses)	448,469.06	
Net Change in Fund Balances	(92,235.15)	
Fund Balances / Retained Earnings		
July 1, 2020	342,718.43	
Prior period adjustments	0.00	
July 1, 2020 as restated	342,718.43	
Increase(Decrease) in reserve for inventory	0.00	
June 30, 2021	250,483.28	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

Debt Service Fund Type	4016-2016-2017 SHORTFALL NOTE	4017-2017-2018 SHORTFALL NOTE	4018-2018-2019 SHORTFALL NOTE	4019-2019-2020 SHORTFALL NOTE	4021-3 MILL NOTE, SERIES 2015	Page 19
Revenues						
Local Sources	0.00	63,021.67	70,449.60	78,277.08	306,239.00	
Intermediate Sources	0.00	0.00	0.00	0.00	0.00	
State Sources	0.00	0.00	0.00	0.00	0.00	
Federal Sources	0.00	0.00	0.00	0.00	0.00	
Sixteenth Section Sources	0.00	0.00	0.00	0.00	0.00	
Total Revenues	0.00	63,021.67	70,449.60	78,277.08	306,239.00	
Expenditures						
Instruction	0.00	0.00	0.00	0.00	0.00	
Support Services	0.00	0.00	0.00	0.00	0.00	
Noninstructional Services	0.00	0.00	0.00	0.00	0.00	
Sixteenth Section	0.00	0.00	0.00	0.00	0.00	
Facilities Acquisition and Construction	0.00	0.00	0.00	0.00	0.00	
Debt Service	0.00	0.00	0.00	0.00	0.00	
Principal	18,821.61	60,551.00	63,633.69	73,437.77	370,000.00	
Interest	621.91	2,270.67	6,815.91	4,839.31	28,596.50	
Other	0.00	0.00	0.00	0.00	0.00	
Total Expenditures	19,443.52	62,821.67	70,449.60	78,277.08	398,596.50	
Excess(Deficiency) of Revenues Over Expenditures	(19,443.52)	200.00	0.00	0.00	(92,357.50)	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal/Proposed Combining Budget Report
 For the year ending June 30, 2021

Original X Date Approved: 08/03/2020
 Amended _ Date Approved:

Debt Service Fund Type	4016-2016-2017 SHORTFALL NOTE	4017-2017-2018 SHORTFALL NOTE	4018-2018-2019 SHORTFALL NOTE	4019-2019-2020 SHORTFALL NOTE	4021+3 MILL NOTE, SERIES 2015	Page 20
Other Financing Sources(Uses)						
Proceeds of General Obligation Bonds	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Refunding Bonds	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds of Loan(s)	0.00	0.00	0.00	0.00	0.00	0.00
Inception of Capital Lease(s)	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Loss Recoveries	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Transportation Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Sale of Other Property	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00
Other Transfers In	0.00	0.00	0.00	0.00	0.00	162,390.00
Payments to Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
Other Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
Payment to Refunded Bond Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Payment to Qualified Zone Academy Debt Escrow Agent	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00
Premium on Debt Issuance	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Financing Sources(Uses)	0.00	0.00	0.00	0.00	0.00	162,390.00
Net Change in Fund Balances	(19,443.52)	200.00	0.00	0.00	0.00	70,032.50
Fund Balances / Retained Earnings						
July 1, 2020	53,155.29	82,989.21	11,820.79			168,687.47
Prior period adjustments	0.00	0.00	0.00	0.00	0.00	0.00
July 1, 2020 as restated	53,155.29	82,989.21	11,820.79			168,687.47
Increase(Decrease) in reserve for inventory	0.00	0.00	0.00	0.00	0.00	0.00
June 30, 2021	33,711.77	83,189.21	11,820.79			238,719.97

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

Debt Service Fund Type	4031-95-96 BOND ISSUE RETIREMENT	Combining Totals	Page 21
Revenues			
Local Sources	0.00	517,987.35	
Intermediate Sources	0.00	0.00	
State Sources	0.00	0.00	
Federal Sources	0.00	0.00	
Sixteenth Section Sources	0.00	0.00	
Total Revenues	0.00	517,987.35	
Expenditures			
Instruction	0.00	0.00	
Support Services	0.00	0.00	
Noninstructional Services	0.00	0.00	
Sixteenth Section	0.00	0.00	
Facilities Acquisition and Construction	0.00	0.00	
Debt Service	0.00	0.00	
Principal	0.00	586,444.07	
Interest	0.00	43,144.30	
Other	0.00	0.00	
Total Expenditures	0.00	629,588.37	
Excess(Deficiency) of Revenues Over Expenditures	0.00	(111,601.02)	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

Debt Service Fund Type	4031-95-96 BOND ISSUE RETIREMENT	Combining Totals	Page 22
Other Financing Sources(Uses)			
Proceeds of General Obligation Bonds	0.00	0.00	
Proceeds of Refunding Bonds	0.00	0.00	
Proceeds of Loan(s)	0.00	0.00	
Inception of Capital Lease(s)	0.00	0.00	
Insurance Loss Recoveries	0.00	0.00	
Sale of Transportation Equipment	0.00	0.00	
Sale of Other Property	0.00	0.00	
Indirect Costs	0.00	0.00	
Other Transfers In	0.00	162,390.00	
Payments to Escrow Agent	0.00	0.00	
Miscellaneous Other Financing Sources	0.00	0.00	
Indirect Costs Transfers Out	0.00	0.00	
Other Transfers Out	0.00	0.00	
Payment to Refunded Bond Escrow Agent	0.00	0.00	
Payment to Qualified Zone Academy Debt Escrow Agent	0.00	0.00	
Miscellaneous Other Financing Uses	0.00	0.00	
Premium on Debt Issuance	0.00	0.00	
Total Other Financing Sources(Uses)	0.00	162,390.00	
Net Change in Fund Balances	0.00	50,788.98	
Fund Balances / Retained Earnings			
July 1, 2020	0.00	316,652.76	
Prior period adjustments	0.00	0.00	
July 1, 2020 as restated	0.00	316,652.76	
Increase(Decrease) in reserve for inventory	0.00	0.00	
June 30, 2021	0.00	367,441.74	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

Permanent Fund Type	7211-SIXTEENTH SECTION PRINCIPAL FD	Combining Totals	Page 23
Revenues			
Local Sources	0.00	0.00	
Intermediate Sources	0.00	0.00	
State Sources	0.00	0.00	
Federal Sources	0.00	0.00	
Sixteenth Section Sources	500.00	500.00	
Total Revenues	500.00	500.00	
Expenditures			
Instruction	0.00	0.00	
Support Services	0.00	0.00	
Noninstructional Services	0.00	0.00	
Sixteenth Section	0.00	0.00	
Facilities Acquisition and Construction	0.00	0.00	
Debt Service	0.00	0.00	
Principal	0.00	0.00	
Interest	0.00	0.00	
Other	0.00	0.00	
Total Expenditures	0.00	0.00	
Excess(Deficiency) of Revenues Over Expenditures	500.00	500.00	

STONE COUNTY SCHOOL DISTRICT
 SDA Legal Proposed Combining Budget Report
 For the year ending June 30, 2021

Original Date Approved: 08/03/2020
 Amended Date Approved: _____

Permanent Fund Type	7211-SIXTEENTH SECTION PRINCIPAL FD	Combining Totals	Page 24
Other Financing Sources(Uses)			
Proceeds of General Obligation Bonds	0.00	0.00	
Proceeds of Refunding Bonds	0.00	0.00	
Proceeds of Loan(s)	0.00	0.00	
Inception of Capital Lease(s)	0.00	0.00	
Insurance Loss Recoveries	0.00	0.00	
Sale of Transportation Equipment	0.00	0.00	
Sale of Other Property	0.00	0.00	
Indirect Costs	0.00	0.00	
Other Transfers In	0.00	0.00	
Payments to Escrow Agent	0.00	0.00	
Miscellaneous Other Financing Sources	0.00	0.00	
Indirect Costs Transfers Out	0.00	0.00	
Other Transfers Out	0.00	0.00	
Payment to Refunded Bond Escrow Agent	0.00	0.00	
Payment to Qualified Zone Academy Debt Escrow Agent	0.00	0.00	
Miscellaneous Other Financing Uses	0.00	0.00	
Premium on Debt Issuance	0.00	0.00	
Total Other Financing Sources(Uses)	0.00	0.00	
Net Change in Fund Balances	500.00	500.00	
Fund Balances / Retained Earnings			
July 1, 2020	167,937.11	167,937.11	
Prior period adjustments	0.00	0.00	
July 1, 2020 as restated	167,937.11	167,937.11	
Increase(Decrease) in reserve for inventory	0.00	0.00	
June 30, 2021	168,437.11	168,437.11	

STONE COUNTY SCHOOL DISTRICT
SDA Legal Proposed Combining Budget Report
For the year ending June 30, 2021

Original Date Approved: 08/03/2020
Amended Date Approved: _____

The above Original Combining Budget Report has been approved by the school board as noted in our board minutes dated _____

Board President:

(signature)

(printed name)

Date:

Board Secretary:

(signature)

(printed name)

Date:



School District: Stone County

District No: 6600

2020 - 2021 AD VALOREM TAX REQUEST WORKSHEET

BASE CALCULATION: *Note: The district is allowed to choose any of the three previously completed fiscal years in determining the base. A fiscal year is defined as beginning October 1 and ending September 30, per Section 37-57-107, Mississippi Code Annotated (1972).*

	Ad Valorem Taxes Collected: October 1, 2019 through <u>July</u> , 2020.	\$ 4,891,844
	Anticipated Ad valorem taxes to be Collected: <u>August</u> , 2020 through September 30, 2020.	\$ 529,867
	Homestead Reimbursement (2019-2020)	\$ 193,151
ADD	Ad Valorem Tax Reduction Funds (2019-2020)	\$
ADD	Ad Valorem Tax Escrow (2018-2019)	\$
ADD	Ad Valorem Tax Shortfall Notes (2019-2020)	\$ 225,085
LESS	Ad Valorem Tax Escrow (2019-2020)	\$
TOTAL BASE		\$ 5,839,947
PLUS	<u>0</u> % increase	\$
PLUS	New Programs [Amount allowed under 37-57-104. This is the amount of the increase in local contribution over the prior year that <u>MAY</u> be requested outside of the 4-7% limitation.]	\$
PLUS	Estimated Ad Valorem Tax on New Property	\$ 56,507
TOTAL AD VALOREM TAX NEEDS		\$ 56,507
LESS	Ad Valorem Tax Escrow (2019-2020)	\$
NET AD VALOREM TAX REQUEST FOR OPERATIONS (§37-57-104 thru 107)		\$5,896,454

AD VALOREM TAX REQUESTED FOR DEBT SERVICE <i>(List & cite code authority)</i>		
	General Obligation Bonds (whether administered by taxing authority or school district)	\$
	Three Mill / 10-20 Year Notes	\$ 317,435
	Shortfall	\$ 211,548
	Voc. Tech.	\$
OTHER AD VALOREM TAX REQUESTS <i>(List and cite code authority)</i>		
		\$
		\$528,983

NOTE: Proper communication between you and your levying authority is essential. Communicate to your levying authority that your district is requesting this amount in total and the total should be allocated as noted above. There should be no doubt that Homestead Reimbursement is to be considered by the levying authority in its calculation of the levies and not a concern of the school district at this point.

Please submit to the Office of School Financial Services via SharePoint. Place in the appropriate fiscal year folder for Annual Forms by October 1st.

RESOLUTION AND ORDER OF BOARD OF TRUSTEES OF THE
STONE COUNTY SCHOOL DISTRICT REQUESTING AN AD VALOREM
TAX FOR THE SUPPORT OF THE SCHOOL DISTRICT

There came on for consideration at the August 3, 2020 regular scheduled meeting of the Board of Trustees of the Stone County School District, ("the School District") duly convened at 6:00 P. M. on August 3, 2020, all as is required by law, the matter of a request for an ad valorem tax effort for the support of the School District during the 2020-2021 fiscal year, and on the Motion of Trustee _____ for adoption of the following Resolution and Order, the same was read as follows:

A RESOLUTION DECLARING THE NECESSITY OF
AN AD VALOREM TAX EFFORT IN THE AMOUNT
OF \$5,896,454 FROM STONE COUNTY
FOR THE SUPPORT OF THE LOCAL SCHOOL
DISTRICT MAINTENANCE PROGRAM DURING THE
FISCAL YEAR, AND SUCH ADDITIONAL AD VALOREM
TAX EFFORT AS IS REQUIRED TO PROVIDE DEBT
SERVICE FOR THE SCHOOL DISTRICT FOR 2020-2021.

WHEREAS, after careful consideration and deliberation, the Stone County School District did, at the regular scheduled meeting on August 3, 2020, find the necessity and need for, and did duly adopt a budget for the 2020-2021 fiscal year which required a local ad valorem tax effort of \$5,896,454 from Stone County for the support of the local school district maintenance program; and

WHEREAS, such consideration and deliberation was evident prior to, during, and after the duly advertised budgetary

public hearing held on July 27, 2020, and as mandated under Section 37-61-9 of the Mississippi Code of 1972, Annotated, as amended; and

WHEREAS, Section 37-57-107 of the Mississippi Code of 1972, Amended, excludes from the aforementioned percentage limitation taxes levied for payment of principal and interest on school indebtedness; and

WHEREAS, the District has heretofore issued certain notes as authorized under Miss. Code Ann. Section 37-59-101, et. seq. for the purpose authorized therein, and

NOW, THEREFORE, be it RESOLVED AND ORDERED that, pursuant to Sections 37-57-1, 37-57-105, 37-57-107, 27-39-333, and 37-59-107 of the Mississippi Code of 1972, Amended, the Chancery Clerk and Board of Supervisors of Stone County are hereby requested to levy an ad valorem tax effort (1) in the amount of \$5,896,454 (including ad valorem taxes and homestead exemption reimbursement) for the school district maintenance program during the 2020-2021 fiscal year, plus (2) an amount sufficient, as determined by the financial Officer of Stone County, to pay the principal of and interest on School District indebtedness as the same became due during the 2020-2021 fiscal year, as follows, to wit:

- (a) a special levy in the amount of \$62,821.67, to pay the portion of the principal and interest on School District indebtedness incurred pursuant to Miss Code Ann. Section 37-57-108. This loan was incurred to fund the shortfall in ad valorem tax collections

on behalf of the District for the 2017-2018 school year.

- (b) a special levy in the amount of \$70,449.60, to pay the portion of the principal and interest on School District indebtedness incurred pursuant to Miss Code Ann. Section 37-57-108. This loan was incurred to fund the shortfall in ad valorem tax collections on behalf of the District for the 2018-2019 school year.
- (c) a special levy in the amount of \$78,277.08, to pay the portion of the principal and interest on School District indebtedness incurred pursuant to Miss Code Ann. Section 37-57-108. This loan was incurred to fund the shortfall in ad valorem tax collections on behalf of the District for the 2019-2020 school year.
- (d) a special levy in the amount of \$317,434.80, to pay the portion of the principal and interest on School District indebtedness incurred pursuant to Miss Code Ann. Section 37-59-101. This loan was incurred to fund the costs of acquiring, improving, constructing, renovating, repairing, heating, cooling and equipping schools buildings and related facilities, purchasing land therefor, performing site work, purchasing school buses and transportation equipment, refinancing outstanding debt and to pay the costs of such borrowing.

BE IT FURTHER RESOLVED that the aforesaid amounts requested for operation and maintenance purposes and for principal and interest on notes are to be the net amounts delivered to the District for the aforesaid purposes, after all delinquencies, deductions and costs of collections. As stipulated in Sections 37-57-1, 37-57-104 and 37-57-105 of the Mississippi Code of 1972, as amended, the levying authority shall levy an additional amount sufficient to cover anticipated delinquencies and costs of collection so that the net amount of money produced by the levy for school operation and maintenance purposes and for debt service maintenance and delivered to the District equals the amount requested by the District for such purposes. Any fee charged by the levying authority for collecting taxes on behalf of the District must be reasonable, comply with State law and be included in a separate levy by the levying authority for such purpose.

Trustee _____ seconded the Motion, and upon the same being put to a roll call vote, the voting was as follows:

Trustee Rodney Beech voted	_____
Trustee Diane Johnson voted	_____
Trustee Doris Matthews voted	_____
Trustee Nina Shaw voted	_____
Trustee Jacob Smith voted	_____

The motion having received the affirmative vote of the Trustees, the present and voting President of the Board of Trustees of the Stone County School District declared said motion carried and the foregoing Resolution and Order duly adopted on this the 3rd day of August, 2020.

DIANE JOHNSON, PRESIDENT
Board of Trustees of Stone County
School District

INITA OWEN, SUPERINTENDENT
Stone County School District



BUDGET CERTIFICATION

Date: 08/03/20

To: State Superintendent of Education

This is to certify that the FY 2021 budget of estimated revenues and expenditures for the support, maintenance and operation of this school district has been filed with the tax levying authority as required by Section 37-61-9, Mississippi Code of 1972 (Ann.), as amended.


Name of District: Stone County	District No.: 6600
Date budget filed with taxing authority:	
Signature of Superintendent:	
Signature of School Board Chairman:	
Signature of Taxing Authority Official: _____	
Title of Taxing Authority Official: _____	

Please submit to the Office of School Financial Services via SharePoint. Place in the appropriate fiscal year folder for Annual Forms prior to August 15th.



MEMO

TO:  Ms. Owen and School Board members

FROM: Cassie Hardy 

SUBJECT: FY 2020, 16th Section Interest Fund Transfer

DATE: July 6, 2020

Please approve the end of year 2019-2020 inter-fund transfer from 16th Section Interest Fund to 16th Section Buildings and Improvements Fund for a total of \$14,947.29.

✓



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

June 26, 2020

Stone County Board of Education
214 Critz Street
Wiggins, MS 39577

Dear Sir or Madam:

**SUBJECT: Lease No. 57-6062-20-015 to Replace Expiring Lease No. 57-4431-0-375
40 acres of land in Stone County, Mississippi**

The current Lease No. 57-4431-0-375 between Stone County Board of Education and the United States Department of Agriculture, Agricultural Research Service (USDA ARS) expires September 30, 2020 with no renewal options. The USDA ARS has a continuing need for the 40 acres of land leased. Enclosed for your review and consideration is Lease No. 57-6062-20-015 to allow USDA ARS to continue to lease to the 40 acres of land.

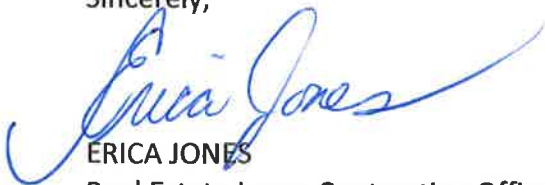
If you concur with the lease as prepared, please execute as indicated below;

1. Lease Agreement, Form SF-2 (being 2 pages) – Sign and Date Page 2 in the presence of a witness
2. General Clauses, GSA Form 3517A (being 8 pages) – Initial each page and respond to the highlighted Representations Clause (select _will or _ will not) on page 5 regarding Telecommunications.

After the forms have been executed, please return the original to me for final execution. I will execute the lease on behalf of the government; then return a fully executed copy for your files.

You may reach me at 662-686-5323 if you have any questions.

Sincerely,



ERICA JONES
Real Estate Lease Contracting Officer

Southeast Area
Administrative & Financial Management
P.O. Box 225, 141 Experiment Station Road; Stoneville, MS 38776
VOICE: 662.662.5323 EMAIL: erica.jones@usda.gov
USDA is an Equal Opportunity Provider and Employer

U.S. GOVERNMENT LEASE FOR REAL PROPERTY

DATE OF LEASE

02/19/2020

LEASE NO.

57-6062-20-015

THIS LEASE, made and entered into this date by and between
Stone County Board of Education

whose address is 214 Critz Street,
Wiggins, MS 39577 (601) 928-7247

and whose interest in the property hereinafter described is that of
Owner

hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

WITNESSETH: The parties hereto for the considerations hereinafter mentioned, covenant and agrees as follows:

1. The lessor hereby leases to the Government the following described premises:
40 acres of land located in the NE 1/4 of Section 16, Township 3 South, Range 10 West, Stone County, Mississippi as shown
on Exhibit A attached hereto and made a part hereof.

Physical Address: 380 De-Calb O'neal Rd.
Perkinston, MS 39573

to be used for Government Agricultural Research Purposes

2. TO HAVE AND TO HOLD the said premises with their appurtenances for the term beginning on
October 1, 2020 through September 30, 2021, subject to termination
and renewal rights as may be hereinafter set forth.

3. The Government shall pay the Lessor annual rent of \$ 2,400.00
at the rate of \$ 2,400.00 per ANNUM in arrears.
Rent for a lesser period shall be prorated. Rent checks shall be made payable to:

Stone County Board of Education

4. The Government may terminate this lease at any time by giving at least 60 days' notice in writing
to the Lessor and no rental shall accrue after the effective date of termination. Said notice shall be computed commencing
with the day after the date of mailing.

5. This lease may be renewed at the option of the Government, for the following terms and at the following rentals:

10/01/2021 - 09/30/2022	10/01/2026 - 09/30/2027
10/01/2022 - 09/30/2023	10/01/2027 - 09/30/2028
10/01/2023 - 09/30/2024	10/01/2028 - 09/30/2029
10/01/2024 - 09/30/2025	10/01/2029 - 09/30/2030
10/01/2025 - 09/30/2026	

provided notice be given in writing to the Lessor at least 90 days before the end of the original lease term
or any renewal term; all other terms and conditions of this lease shall remain the same during any renewal term.
Said notice shall be computed commencing with the day after the date of mailing.

6. The Lessor shall furnish to the Government, as part of the rental consideration, the following:

- a) Ingress/Egress to the Premises.
- b) Restoration will be waived by the Lessor

7. The following are attached and made a part hereof:

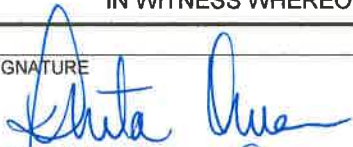
The General Provisions and Instructions
General Clauses - 3517A (Rev. 02/2020), with non-applicable clauses struck through

8. The following changes were made in this lease prior to its execution:

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names as of the date first above written.

LESSOR

SIGNATURE



SIGNATURE

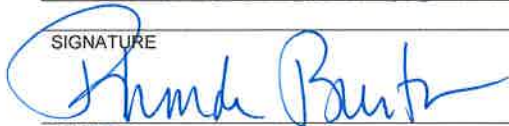
NAME OF SIGNER

Inota Owen

NAME OF SIGNER

IN PRESENCE OF

SIGNATURE



SIGNATURE

NAME OF SIGNER

Rhonda Burton

NAME OF SIGNER

UNITED STATES OF AMERICA

SIGNATURE

NAME OF SIGNER

Erica Jones

OFFICIAL TITLE OF SIGNER

USDA Lease Contracting Officer (Level 1)

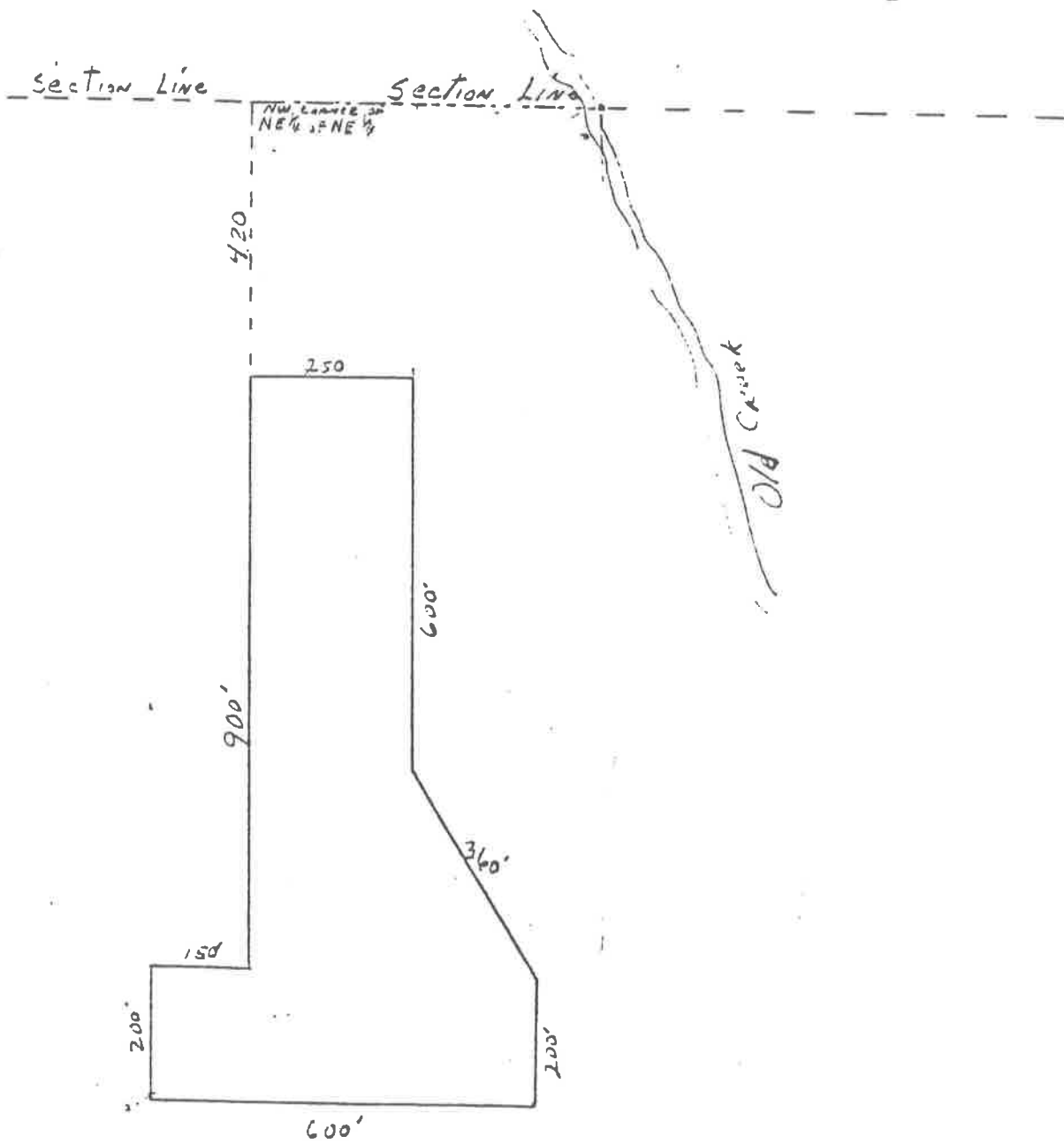


EXHIBIT A

GENERAL CLAUSES

(Acquisition of Leasehold Interests in Real Property for Small Leases)

1. MAINTENANCE OF THE PROPERTY, RIGHT TO INSPECT (SIMPLIFIED) (APR 2015)

The Lessor shall maintain the Property, including the Building, Building systems, and all equipment, fixtures, and appurtenances furnished by the Lessor under this Lease, in good repair and tenable condition. Upon request of the Lease Contracting Officer (LCO), the Lessor shall provide written documentation that Building systems have been properly maintained, tested, and are operational within manufacturer's warranted operating standards. The Lessor shall maintain the Premises in a safe and healthful condition according to applicable OSHA standards, including standards governing indoor air quality, existence of mold and other biological hazards, presence of hazardous materials, etc. The Government shall have the right, at any time after the Lease is signed and during the term of the Lease, to inspect all areas of the Property to which access is necessary for the purpose of determining the Lessor's compliance with this clause.


~~2. If the building is partially or totally destroyed or damaged by fire or other casualty so that the leased space is untenable as determined by the Government, the Government may terminate the lease upon 15 calendar days written notice to the Lessor and no further rental will be due.~~

3. The Lessor shall maintain the demised premises, including the building, building systems, and all equipment, fixtures, and appurtenances furnished by the Lessor under this lease, in good repair and tenable condition. Upon request of the Contracting Officer, the Lessor shall provide written documentation that building systems have been maintained, tested, and are operational.

4. DEFAULT BY LESSOR (APR 2012)

A. The following conditions shall constitute default by the Lessor, and shall give rise to the following rights and remedies for the Government:

- (1) Prior to Acceptance of the Premises. Failure by the Lessor to diligently perform all obligations required for Acceptance of the Space within the times specified, without excuse, shall constitute a default by the Lessor. Subject to provision of notice of default to the Lessor, and provision of a reasonable opportunity for the Lessor to cure its default, the Government may terminate the Lease on account of the Lessor's default.
- (2) After Acceptance of the Premises. Failure by the Lessor to perform any service, to provide any item, or satisfy any requirement of this Lease, without excuse, shall constitute a default by the Lessor. Subject to provision of notice of default to the Lessor, and provision of a reasonable opportunity for the Lessor to cure its default, the Government may perform the service, provide the item, or obtain satisfaction of the requirement by its own employees or contractors. If the Government elects to take such action, the Government may deduct from rental payments its costs incurred in connection with taking the action. Alternatively, the Government may reduce the rent by an amount reasonably calculated to approximate the cost or value of the service not performed, item not provided, or requirement not satisfied, such reduction effective as of the date of the commencement of the default condition.
- (3) Grounds for Termination. The Government may terminate the Lease if:

INITIALS:  _____ & _____
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- (i) The Lessor's default persists notwithstanding provision of notice and reasonable opportunity to cure by the Government, or
- (ii) The Lessor fails to take such actions as are necessary to prevent the recurrence of default conditions,

and such conditions (i) or (ii) substantially impair the safe and healthful occupancy of the Premises, or render the Space unusable for its intended purposes.

- (4) Excuse. Failure by the Lessor to timely deliver the Space or perform any service, provide any item, or satisfy any requirement of this Lease shall not be excused if its failure in performance arises from:

- (i) Circumstances within the Lessor's control;
- (ii) Circumstances about which the Lessor had actual or constructive knowledge prior to the Lease Award Date that could reasonably be expected to affect the Lessor's capability to perform, regardless of the Government's knowledge of such matters;
- (iii) The condition of the Property;
- (iv) The acts or omissions of the Lessor, its employees, agents or contractors; or
- (v) The Lessor's inability to obtain sufficient financial resources to perform its obligations.

- (5) The rights and remedies specified in this clause are in addition to any and all remedies to which the Government may be entitled as a matter of law.

5. INTEGRATED AGREEMENT (JUN 2012)

This Lease, upon execution, contains the entire agreement of the parties and no prior written or oral agreement, express or implied, shall be admissible to contradict the provisions of the Lease. Except as expressly attached to and made part of the Lease, neither the Request for Lease Proposals nor any pre-award communications by either party shall be incorporated in the Lease.

6. CHANGES (SIMPLIFIED) (SEP 2011)

- A. The LCO may at any time, by written order, direct changes to the TIs within the Space, Building Security Requirements, or the services required under the Lease.
- B. If any such change causes an increase or decrease in Lessor's costs or time required for performance of its obligations under this Lease, whether or not changed by the order, the Lessor shall be entitled to an amendment to the Lease providing for one or more of the following:
 - 1. An adjustment of the delivery date;
 - 2. An equitable adjustment in the rental rate; or
 - 3. A lump sum equitable adjustment.
- C. The Lessor shall assert its right to an amendment under this clause within **30 days** from the date of receipt of the change order and shall submit a proposal for adjustment. Failure to

INITIALS:  _____ & _____
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agree to any adjustment shall be a dispute under the Disputes clause. However, the pendency of an adjustment or existence of a dispute shall not excuse the Lessor from proceeding with the change, except the Lessor shall not be obligated to comply with such order or direction if the adjustment to which it is entitled causes the annual rent (net of operating costs) to exceed the Simplified Lease Acquisition Threshold established under GSAR 570.102.

- D Absent a written change order from the LCO, or from a Government official to whom the LCO has explicitly delegated in writing the authority to direct changes, the Government shall not be liable to Lessor under this clause.

7. COMPLIANCE WITH APPLICABLE LAW (JAN 2011)

Lessor shall comply with all Federal, state and local laws applicable to its ownership and leasing of the Property, including, without limitation, laws applicable to the construction, ownership, alteration or operation of all Buildings, structures, and facilities located thereon, and obtain all necessary permits, licenses and similar items at its own expense. The Government will comply with all Federal, state and local laws applicable to and enforceable against it as a tenant under this Lease, provided that nothing in this Lease shall be construed as a waiver of the sovereign immunity of the Government. This Lease shall be governed by Federal law.

8. 52.204-25 PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2019)

- (a) Definitions. As used in this clause—

“Covered foreign country” means The People’s Republic of China.

“Covered telecommunications equipment or services” means –

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

“Critical technology” means-

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled—

- (i) Pursuant to multilateral regimes, including for reasons relating to national

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security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

"Substantial or essential component" means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) Prohibition. Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in Federal Acquisition Regulation 4.2104.

(c) Exceptions. This clause does not prohibit contractors from providing-

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or


(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

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(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

9. 552.204-70 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2019)

(a) *Definitions.* As used in this clause- "Covered telecommunications equipment or services", "Critical technology", and "Substantial or essential component" have the meanings provided in FAR 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.* Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Contractors are not prohibited from providing-

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Representation.* The Offeror or Contractor represents that it [] will or [] will not [Contractor to complete and submit to the Contracting Officer] provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract, order, or other contractual instrument resulting from this contract. This representation shall be provided as part of the proposal and resubmitted on an annual basis from the date of award.

(d) *Disclosures.* If the Offeror or Contractor has responded affirmatively to the representation in paragraph (c) of this clause, the Offeror or Contractor shall provide the following additional information to the Contracting Officer--

(1) All covered telecommunications equipment and services offered or provided (include brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

(2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;

(3) For services, the entity providing the covered telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known); and

(4) For equipment, the entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

10. 52.252-2 CLAUSES INCORPORATED BY REFERENCE (VARIATION) (DEC 2003)

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This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or the full text may be found at [http:// www.acquisition.gov](http://www.acquisition.gov).


11. The following clauses are incorporated by reference:

- FAR 52.204-10, ~~REPORTING EXECUTIVE COMPENSATION AND FIRST TIER SUBCONTRACT AWARDS (OCT 2018) (Applicable if over \$30,000 total contract value.)~~
- FAR 52.204-13 SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (OCT 2018)
- FAR 52.204-19 INCORPORATION BY REFERENCE OF REPRESENTATIONS AND CERTIFICATIONS (DEC 2014).
- FAR 52.209-6 ~~PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (OCT 2015) (Applicable to leases over \$35,000 total contract value.)~~
- FAR 52.215-10 ~~PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST OR PRICING DATA (AUG 2011) (Applicable when cost or pricing data are required for work or services over \$750,000.)~~
- FAR 52.215-12 SUBCONTRACTOR CERTIFIED COST OR PRICING DATA (OCT 2010) (Applicable when the clause at FAR 52.215-10 is applicable.)
- FAR 52.219-9 ~~SMALL BUSINESS SUBCONTRACTING PLAN (AUG 2018) ALTERNATE III (JAN 2017) (Applicable to Leases over \$700,000 total contract value.)~~
- FAR 52.219-16 ~~LIQUIDATED DAMAGES—SUBCONTRACTING PLAN (JAN 1999) (Applicable to leases over \$700,000 total contract value.)~~
- FAR 52.219-28 ~~POST AWARD SMALL BUSINESS REREPRESENTATION (JUL 2013) (Applicable to leases exceeding the micro-purchase threshold)~~
- FAR 52.222-21 PROHIBITION OF SEGREGATED FACILITIES (APR 2015)
- FAR 52.222-26 EQUAL OPPORTUNITY (SEP 2016)
- FAR 52.222-35 ~~EQUAL OPPORTUNITY FOR VETERANS (OCT 2015) (Applicable to leases \$150,000 or more, total contract value. Full text may be found at <http://www.acquisition.gov>)~~
- FAR 52.222-36 ~~EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES (JUL 2014) (Applicable to leases over \$15,000 total contract value. Full text may be found at <http://www.acquisition.gov>)~~
- FAR 52.222-37 ~~EMPLOYMENT REPORTS ON VETERANS (FEB 2016) (Applicable to leases \$150,000 or more, total contract value.)~~
- FAR 52.223-6 DRUG-FREE WORKPLACE (MAY 2001) (Applicable to Leases over the Simplified Lease Acquisition Threshold as well as to any Leases of any value awarded to an individual)
- FAR 52.232-23 ASSIGNMENT OF CLAIMS (MAY 2014) (Applicable to leases over the micro-purchase threshold.)
- FAR 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER - SYSTEM FOR AWARD

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- (7) Number of employees at your location.
 - (8) Chief executive officer/key manager.
 - (9) Line of business (industry).
 - (10) Company headquarters name and address (reporting relationship within your entity).
- (d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.
- (e) Processing time should be taken into consideration when registering. Offerors who are not registered in SAM should consider applying for registration immediately upon receipt of this solicitation. See <https://www.sam.gov> for information on registration.


The information collection requirements contained in this solicitation/contract, that are not required by regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned the OMB Control No. 3090-0163.

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MEMO



To: Ms. Owen and School Board Members

From: Cassie Hardy 

Subject: Approval of Bank Accounts Check Signing Cards and Bank Authorizations

Date: July 27, 2020



Please approve the following signatures for the bank accounts check signing cards. This will go into effect July 13, 2020.

Held at the The First:

Jaelyn Parker, Inita Owen, Cassie Hardy, Donna Lee, Teena Blasko: Stone County School District Child Nutrition



MEMO


TO: Ms. Owen and Stone County School Board Members
FROM: Cassie Hardy 
SUBJECT: Bank Account, and Authorization
DATE: July 27, 2020

Please approve authorization to set up a new bank account at The First for 2019-2020 Shortfall Debt Service. This account will be set up for the 2019-2020 Shortfall revenue and payments. Authorized signatures will be:

Inita Owen, Cassie Hardy, Donna Lee, and Teena Blasko





Stone County School District

Kevin Conard Athletic Director

400 East Border Ave., Wiggins, MS. 39577

601-928-3572 (P) 601-928-3574 (F)

July 28, 2020

Please approve the Student Athletic Handbook for the 2020/2021 school year. No changes were made.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Conard', written in a cursive style.

Kevin Conard
Athletic Director

STONE COUNTY SCHOOLS



ATHLETIC HANDBOOK for STUDENT ATHLETES

Inita Owen- Superintendent

Greg Amacker- Athletic Director

Adam Stone- Principal, Stone High School

Lance Bolen- Principal, Stone Middle School

Stone High School
Stone Middle School

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The mission of the Stone School District is to ignite within every student a passion for learning, to inspire the pursuit of excellence, and to instill the desire to lead a productive, purposeful life.

ATHLETIC STATEMENT

The Athletic Handbook is designed to inform student athletes and their parents of the rules, regulations and information that have helped to develop the rich tradition of competition in Stone School District athletics. Participation in athletics is a privilege, which carries with it varying degrees of honor, responsibility and sacrifice. Since competition is a privilege and not a right, those who choose to participate shall be expected to follow the rules established by the athletic department and other specific coaches' rules for their sport.

Each student athlete represents his/her school and student body. It is the student athlete's duty to conduct himself/herself in a manner becoming the student athlete, his/her family, Stone County Schools and the community.

While an attempt has been made to answer as many questions as possible and provide information on all aspects of athletic participation, it is possible that you may have some questions that are not answered here. If so, please contact the principal and/or athletic director.

The athletic department will enforce all rules and regulations as described in this Athletic Handbook and other rules adopted by the individual coach. **Parents and athletes are asked to sign an acknowledgement document located at the end of this handbook.** The athlete is subject to disciplinary measures should he/she violate the rules and regulation set forth in this Athletic Handbook, or any other rules and regulations adopted by the individual coach.

DEPARTMENTAL PHILOSOPHY

The goal of the athletic department is to provide the best opportunities for student athletes to excel in teamwork, sportsmanship, self-discipline and character. In addition to developing skill in a sport, its purpose is to provide each participant with experiences that will be positive and memorable, and that will help develop the capacity for commitment to a cause, acceptance of responsibility, and loyalty toward any chosen endeavor.

NOTICE OF NON-DISCRIMINATION POLICY

It is the policy of the Stone County Board of Education to offer the opportunity to students to participate in appropriate programs, services, and activities without regard to race, color, religion, national origin, sex, or disability. It is also the policy of this board not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age, or disability in accordance with federal and state laws. This policy shall apply to recruitment, employment, transfers, compensation and other terms and conditions of employment.

SPORTSMANSHIP

The following policy statement from the National Federation of State High School Associations expresses the concept of sportsmanship as follows:

"The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity." One of the main goals of the athletic program is to teach the concept of sportsmanship. Good sportsmanship requires that everyone be treated with respect. This includes members of the opposing team, officials, coaches and spectators. Good sportsmanship includes showing courtesy and kindness toward your opponent as well as fellow team members. The contest is judged by the effort of the participants and not by putting down your opponent. Winning is exciting, but winning at any cost is not the goal. All MHSAA sanctioned events are a reflection of our community and school. The conduct of the team is extended to parents and fans before, during, and after athletic events.

MISSISSIPPI HIGH SCHOOL ATHLETIC ELIGIBILITY

TO REPRESENT YOUR SCHOOL IN ATHLETIC EVENTS

You must be a bona fide student, having enrolled no later than the 15th day of any semester of participation, carry five major subjects and deport yourself satisfactory.

1. You must attend the school in the district of which your parents are bona fide residents.
2. You must not have reached 19 years of age prior to August 1 of the current school year.
3. You must have a certified birth certificate (issued by the State Bureau of Vital Statistics in the state where you were born and bearing its official seal and birth/recording number) on file in your athletic director's office and official eligibility list (a Form 1 with required information about you included) submitted to the state office 15 days before the first contest.
4. You must not have participated in interschool contests for more than four consecutive years after the date of entering into the ninth grade regardless of when you began to participate.
5. You must have received an adequate physical examination for the current school year and have a Physician's Certificate on file in the athletic director's office prior to participating in interscholastic athletics.
6. You (high school and middle school students) must meet Academic Eligibility Rules as defined by the MHSAA (page 6 and 7 of this handbook).
7. You may be eligible in your home school at the beginning of each new school year as far as any transfer of schools is concerned. Your home school is the one that serves the area where your parent/guardian resides. Eligibility may be established in any school by attending that school for a period of one school year from the date of original entry. If you attend school outside of your "home school" district, you must attend that school for one full calendar year in order to establish eligibility in that school. Always check your eligibility status before changing schools.
8. If your parents make a bona fide move from one school zone to another, you may transfer your eligibility to the new school. You become eligible after a special eligibility sheet is signed by the principal of the school from which you are transferring is submitted by your school to the MHSAA office.
9. You may not participate on a non-school team (game or practice), or in an outside sport activity in your sport(s) during your school season. (As determined by the MHSAA calendar.)
10. You must be an amateur athlete.
11. You must not have participated in any non-sanctioned all-star game.

You may not dress in uniform for an athletic contest or sit on the bench in game uniform or be on the field or court as a player if you are not eligible to participate in the game or event.

RESIDENCY REQUIREMENTS

All students, including student athletes, managers, or support group members must meet the residency requirements of the Stone County School District Board of Education as well as the Mississippi High School Activities Association. A pupil must attend school in the district of which his parents are bona fide residents. A parent can have no more than the bona fide residence at any given time. A bona fide residence is one where the family actually lives. This means the specific dwelling in which the family cooks, eats, and sleeps on a regular basis and claims as its sole or primary place of residence. This rule does not prevent a parent from commuting to work and it does not prevent a father from traveling out of state where his work requires him to do so, provided he returns to the home periodically and considers the home as his legal, permanent residence. The family mail must also be received where the family lives.

BEFORE THE FIRST PRACTICE

The following things are required by the student athlete before the first practice with any team:

1. Meet academic eligibility requirements.
2. Take and pass physical examination.
3. Obtain parental signature on physical exam emergency information form.
4. Parent and athlete sign "Acknowledgement of Athletic Handbook Document".
5. Signed parent information and consent form.

STONE SCHOOLS ATHLETIC ELIGIBILITY

Students must display qualities of good citizenship if they wish to participate in extra-curricular activities. Failure to be a good citizen at all times may result in probation and/or suspension from all extra-curricular activities. Any pupil who is under temporary suspension, or whose character or conduct is such as to reflect discredit upon the school, is not eligible. A student's attendance, attitude and classroom effort must be acceptable to the school in which the student is enrolled.

ACADEMIC ELIGIBILITY RULE (MHSAA)

SENIOR HIGH (9TH-12TH GRADERS)

The Children First Act of 2009 was passed by the Mississippi Legislature and approved by the Governor.

This law dictates the academic eligibility of athletes.

- The MHSAA eligibility rules require each student participating in MHSAA sanctioned competitions to make "satisfactory progress toward graduation." Each school district determines the requirements for "satisfactory progress toward graduation" through its graduation requirements. Each school district must interpret this according to its requirements. In situations which require "judgment," schools are directed to "interpret the rules for the benefit of the students."
- Additionally, according to Mississippi law, a student must maintain a grade point average of at least a 2.0 or C average. This will be measured at the conclusion of the first semester using the semester averages of all the courses the student is taking. Students who do not have a 2.0 or C average for the first semester will be ineligible for the second semester.
- At the end of the school year, each student's grade point average for the year will be assessed. This assessment will reflect the average for the entire year using the final grades for each course. If the student does not have a grade point average of at least a 2.0 or C average, he/she will be ineligible for the fall semester.
- Students may attend summer school, extended school year, take correspondence classes, participate in credit recovery programs and taking advantage of other related options to establish a 2.0 or a C average to regain eligibility. Students must complete these programs prior to the first day of the next year or the next semester. Athletes who participate in sports that cross the semester line (i.e. Soccer, Basketball) will maintain their 2.0 (75 numerical) GPA at the end of the 1st semester of the current school year in order to continue playing through the season.

MIDDLE SCHOOL

- Must have a 65 average or above in every academic class the previous semester in order to be eligible to try out for any sport.

The State Department of Education increased Carnegie units from 20 to 24 units in 2008/2009.

Stone High School currently requires 29 units for graduation.

Special Education students will be automatically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plan (IEP).

ATTENDANCE ELIGIBILITY

Daily attendance at school and practice is expected. In order for an athlete to be eligible to participate in any after-school activities, he/she must be present a majority of his/her classes on the day of the activity.

Check in cut off time for high school is no later than the end of 1st period. For middle school the cut off time for check in is no later than 9:15 a.m. If he/she is not in school from that time until the end of the school day, then he/she is not to participate or be involved in any activity. Practices are considered an activity. Any exceptions (Doctors Appointment/Funeral) must have the approval of the athletic director/principal. An athlete must be in school on a regular basis in order to be eligible to participate in athletics. An athlete who has excessive tardies to school and/or classes will be subject to restriction from athletic participation.

CODE OF CONDUCT

Non-Drug Test Violations:

Rule 1:

Student athletes shall not possess, use, transmit, or be under the influence of tobacco, alcohol and/or other drugs, such as marijuana, controlled drug substances (hallucinogens, stimulants, depressants, or any other narcotic or controlled drug), or possess, use or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician will not constitute a violation.)

CONSEQUENCES

Any student at Stone High School or Stone Middle School found to be in possession or under the influence of alcohol and/or drugs on the school campus or any other school sponsored activity (on campus or off campus) will be disciplined according to the school's disciplinary policy.

Rule 2:

Any student found to be in possession or under the influence of alcohol and/or drugs off campus at a non-school sponsored event will be subject to no less than one week suspension from games in the sport in which he/she is a participant.

If it is serious enough the athlete may be placed on probation or suspended. An athlete who continues such behavior will be suspended from athletic participation. Student athletes are expected to leave situations immediately where drugs and/or alcohol are being used. Failure to do so implies guilt and violators will be dealt with accordingly.

Rule 3:

Any student arrested for a felony will be subject to immediate suspension from all extra-curricular participation until the student is cleared of the felony charge. If the student is cleared of the felony, or if the felony charges are dropped, the student will be reinstated in all extra-curricular activities in which he/she is involved. If the felony arrest is upheld by courts, the student will be removed from all extra-curricular activities for a minimum of one calendar year.

Rule 4:

Hazing and bullying is strictly forbidden. Any student found guilty of hazing or bullying another teammate will be subject to dismissal from team.

Rule 5:

Specific team rules may be set forth by the coach of each sport. These rules and the penalties for breaking them will be given to student athletes by the coach at the first parent/athlete meeting of that sport. **Exception: positive drug test.**

These rules under this section are enforced twelve (12) months of the year, grades seven through twelve (7-12).

CONDUCT NOTES

Consequences for off campus violations of the Code of Conduct will not be based on hearsay or rumor. When there is reasonable suspicion (a belief or opinion based on the facts or circumstances), or when there is an admission of guilt by the athlete to a violation of the Athletic Code of Conduct, the Athletic Handbook rules will be enforced. Penalties for violations take effect immediately upon determination of any violation and will include games in succession: i.e., season schedule, tournaments, and state series, in order of competition.

If violation of the Code of Conduct occurs in the last one-third (1/3) of the sport season, the student athlete will not be considered in good standing and therefore will forfeit all letters and awards for that sport season.

If a violation of the Code of Conduct occurs in the last part of a sport and violator cannot fulfill the terms of his/her consequences in that sport, the suspension does carry-over until the suspension is fulfilled. This includes his/her next sport or the same sport next year; i.e., if the suspension is for two football games with only one remaining; the student athlete must also miss the first basketball game or baseball game until the suspension has been paid.

If a typically one-sport student athlete elects to participate in a new sport in order to serve a suspension, he/she will be required to complete that season in good standing. When serving an out-of-school suspension, the student athlete will be ineligible to participate during the suspension period. If school rules are broken, the student athlete will be subject to the normal punishment for such misbehavior as listed in the Student Handbook as well as subject to penalties under the Athletic Handbook. In no case will athletic rules circumvent school rules.

AWARDS

An athletic award is a symbol of athletic accomplishment, good sportsmanship and observance of athletic policies. Student athletes, including cheerleaders, managers, and trainers are eligible to earn awards. No student athlete may receive an award in a sport for which he/she is academically ineligible at the completion of the season, or if under suspension for athletic violation. Candidates must complete the season's play; however, this requirement may be waived in cases of physical injury. No awards will be issued to an athlete until all equipment for his/her sport is turned in to the coach.

INFORMATION FOR ATHLETES

ACCIDENT/INJURIES

All accidents or injuries, at home or away, are to be reported to the trainer and/or coach immediately.

ATHLETIC SEASONS (2016-2017)

Refer to MHSAA activity calendar

CHANGING A SPORT/QUITTING A TEAM

If a student athlete is cut from a team he/she may join another team sport or program in that sport season. A student athlete cannot quit one sport to join another sport until that sport season is concluded; i.e., one cannot quit football to go out for basketball until football season is completed. However, athletes will be allowed to transfer from one sport to another during a given season upon mutual agreement of both coaches.

CONFLICT BETWEEN ACTIVITIES

Students are sometimes involved in concurrent activities, and there may be conflicts in schedules. Communication between coaches and sponsors of conflicting activities is vital.

DOCTOR VISITS

Medical expenses are the responsibility of the athlete/family. Written verification from the doctor is required when a physician removes an athlete from practice or games. Written verification from the doctor is required to return to athletic competition.

DRESS CODE

Participation in Stone athletics is a privilege, not a right. To be successful, the participant must be well disciplined and willing to put aside individualism for the benefit of the team. Conforming to a dress code is part of this process. It is very important to our team/school reputation that our student athletes dress appropriately during the school day and at all school functions.

The following rules are additional to those included in the Student Handbook:

1. All athletes must wear to practice clothing in the school colors. No cutoff or mutilated clothing.
2. Individual coaches may add additional rules related to the dress code.

EQUIPMENT

Equipment checked out by the athlete is his/her responsibility. It is to be kept clean and in good condition. Loss of issued equipment will be the athlete's/parent's financial obligation. The athlete will not be allowed to participate in other athletic programs or receive awards until this obligation is met.

NOTE: Equipment includes any issued supplies from the training room.

INSURANCE

All Stone student athletes are required to have medical insurance and must supply information verifying such before participating in practice and/or competition.

PARTICIPATING IN TWO SPORTS IN ONE SEASON

Student athletes may participate in more than one sport during one season *with the approval of both coaches*. Practice schedules will be worked out between the coaches involved. Consideration should be given to the importance of the sport (ex. Varsity verses non-varsity, playoffs verses regular season and games verses practice). If contests conflict, the student athlete will decide in which contest to compete. The student athlete must realize that extra time for practice is necessary to compete in two sports in one season. The student athlete must meet the requirements of both sports. If the requirements of one or both sports are not met, the student athlete may be cut from the sport(s).

TEAM TRYOUT POLICIES

Each coach of varsity sports has his/her own policy on how he/she will choose his/her team. Coaches will explain their team selection policy at the first meeting. Arrangements for tryouts must be made for athletes involved in overlapping sport seasons. It is the responsibility of the student athlete to contact the coach and discuss possible conflicts well in advance of tryouts. A student athlete may be cut from a team anytime during a season for appropriate reasons.

TRAINING ROOM (HIGH SCHOOL)

The training room is available to all athletes. Athletes are offered a wide variety of services to help meet the demands of athletic competition. The following are guidelines to be followed when using the training room.

1. No student is permitted in this room without the athletic trainer or coach being with him/her.
2. Only student athletes needing treatment and/or rehabilitation of an athletic injury are allowed in this area.
3. All taping, bandaging and treatments will be done by the athletic training staff.
4. Wear appropriate clothing. We are a coed facility.
5. Take a shower after practice before receiving treatment.
6. Do not use or remove supplies without permission. No athlete may participate until all issued supplies have been returned or paid for.

TRANSPORTATION

Transportation to athletic events is provided by the Athletic Department when appropriate. Parents should see the coach or Athletic Department for a permission form to transport students in privately owned vehicle.

- Under no circumstances will an athlete transport other athletes.

BULLYING AND SOCIAL MEDIA POLICY

Athletes representing Stone County Schools will not spread, start, or in any way encourage rumors of slanderous nature about other students, fellow team members, teachers or administrators of the school district. This includes communication in any format: oral, written or electronic (phone, text or Internet included.)

STONE COUNTY SCHOOL DISTRICT ATHLETIC DRUG SCREENING POLICY

Student athletes and parent(s)/legal guardian(s) will be made aware of the drug testing process and the steps/consequences if and when a student athlete tests positive. Every precaution will be taken to assure and maintain accuracy and confidentiality of the test results, including the maintenance of a documented chain of specimen custody to insure the identity and integrity of the sample throughout the collection and testing process.

PURPOSE:

The purpose of the Athletic Drug Screening Program is to aid and assist student athletics.

It is not intended to unduly interfere with private lives or to bring hardship, but rather to protect the student athlete's well-being and that of others who are associated with athletics in the Stone County School District. Specific goals of the program are as follows:

1. To educate Stone County School District student athletes concerning the dangers and problems associated with drug use/abuse.
2. To prevent drug use/abuse by student athletes of the Stone County School District.
3. To identify any student athlete who may be using/abusing drugs to determine the identity of the drug(s).
4. To educate any student athlete who may be using/abusing drugs as to the possible effect it may have, both physically and mentally, and the possible adverse effect on the team and its members.
5. To provide reasonable safeguards so that every student athlete in the Stone County School District is physically competent to participate in interscholastic sports.
6. To remove the stigma of drug use/abuse from those student athletes who do not use/abuse drugs.

The athletic department of the Stone County School District, its coordinator and coaching staff, along with the Board of Trustees and administration, strongly believe that the use and abuse of drugs (excluding those prescribed by a physician to treat specific medical problems) can:

1. Be detrimental to the physical and mental health of its student athletes.
2. Seriously interfere with the performance of individuals as students and athletes.
3. Be extremely dangerous to student athlete teammates, particularly with regard to the participation in athletic competition or practice.
4. Create an unfair and damaging stigma for those student athletes who do not use and abuse drugs.

Because of the genuine concern for each student athlete participating in interscholastic sports in the Stone County School District and the student athlete's well-being, as well as the obligation to assure that athletic programs are operated in the best interest of all who participate, the school district, beginning with the 2000-2001 academic year, is implementing a program of drug education, testing, and counseling/rehabilitation to assist and benefit all athletes.

The ultimate goal is to involve all student athletes, grades 8-12, in the drug-screening program. Only student athletes participating in varsity sports will be tested. For the purpose of this program, student athlete refers to any student participating in the following activities:

archery, baseball, basketball, cheerleading, cross country, football, band, golf, power-lifting, soccer, show choir, softball, tennis, track and other sports that may be added.

The athletic drug-screening program shall be implemented in accordance with the established board policy by the administration with the advice and assistance of representatives from the medical profession. The contracting biomedical laboratory shall be approved by the Board of Trustees and shall conduct drug testing according to accepted national standards and procedures. The testing shall be done only after written consent from the student athlete and the parent/legal guardian.

Provisions will be made to test any student athlete who transfers into the Stone County School District from another district, or any student athlete who was unavoidably excused from the first test.

If any student athlete and/or parent/legal guardian refuses to either sign the drug testing information release form or for the student athlete to take the test, the student athlete will immediately be suspended from participation in athletics.

Procedure for Testing:

Quality control and confidentiality is assured as follows:

1. An assistant(s) from the contacting agent, under the supervision of a school employee, shall be responsible for the collection and labeling of drug testing samples.
2. A school employee shall be present with assistant(s) when the samples are being collected.
3. The samples shall be analyzed by the contracted agency selected to perform the laboratory work for the substances specified in the Stone County School District Athletic Drug Screening Program Policy.

THE DRUG SCREENING PROGRAM (STONE HIGH SCHOOL ONLY)

Student athletes will be subject to drug screening to test for the following substances, the use of which is expressly prohibited:

Amphetamines
Phencyclidine
Methadone
Methaqualone

Cocaine
Barbiturates
Propoxyphene

Marijuana
Opiates
Benzodiazepines

Drug Screening: The drug screening shall consist of the collection of a urine sample from the student athlete by an assistant(s) from the contracting biomedical laboratory, under the supervision of the Athletic Director, coaching staff and/or other school employees. The contacting agency, approved by the Stone County School District, shall analyze each sample for the presence of drugs identified previously in this document.

The outside agency shall report all test results to the Athletic Director of the school. The Principal, along with the Athletic Director, and the head coach of the sport, will review the test results report to determine which, if any, of the test results are positive. A local physician will be consulted, if necessary, for advice and clarification of the test results. For purposes of this program, a positive result shall mean a test result, which indicates the presence of one or more of the listed drugs in the student athlete's sample. A test will not be determined positive until it is double checked and validated. The student athlete and his/her parent/legal guardian shall be notified if and when the student athlete tests positive.

Random testing will be performed throughout the academic year. Also included in the random testing will be athletes who have tested positive at an earlier date during their high school career.

EFFECTS OF POSITIVE RESULTS

A. First Positive:

If the positive result is verified and confirmed, the appropriate school official will take the following steps:

1. The athlete's parent(s) or legal guardian(s) will be advised of the results.
2. The Principal and Athletic Coordinator will be advised of the results.
3. The student athlete will not be permitted to participate in practice and the student will forfeit participation in interscholastic participation for fifteen (15) school days from testing date.
4. Student athletes who test positive for drugs will forfeit certain team and individual awards as determined by the head coach.

The student athlete will be retested after the fifteen (15) day suspension period. Another positive test will result in the student athlete being suspended from participation in practice and interscholastic competition for the remainder of that sports season. If the student athlete's test is negative the student will be reinstated to participate in athletics.

B. Second Positive:

After re-instatement and later in the academic year, the student athlete will be re-tested. If a positive result is verified and confirmed, the Principal, the Athletic Director, and the student athlete's parent(s)/legal guardian(s) will be immediately notified. A conference will then be scheduled promptly with the student athlete, parent(s), legal guardian(s), Principal, appropriate head coach, and designated counselor present. The student athlete will immediately be suspended from participating in practice and interscholastic competition for the remainder of the season and the next sport season.

C. Third Positive:

After reinstatement and later in the academic year the student athlete will be re-tested. If a positive result is verified and confirmed, the Principal, the Athletic Director, and head coach will be notified. A letter will be mailed to parent(s) legal guardian(s) from the Principal notifying them that the student athlete has been suspended from the team immediately.

With the third positive test, the student athlete will be suspended from participating in athletics for the completion of the present semester **AND** for the following **FULL** semester as defined by the school calendar.

If the student athlete is suspended, the student athlete has the right to appeal the decision to the Stone County School Board for a final determination. The student athlete shall have the right to have council present at the student athlete's own expense, and to question witnesses.

STONE EDUCATION CENTER

**327 1ST ST. SOUTH
WIGGINS, MS. 39577**

**Kevin Conard
Principal
601-928-3572**

**Inita Owen
Superintendent
601-928-7247**

July 28, 2020

Please approve the handbook for Stone Education Center for the 2020/2021 school year. No changes were made.

Sincerely,



Kevin Conard
SEC Principal

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STONE EDUCATION CENTER HANDBOOK

FOREWORD

This handbook is written to familiarize students, teachers, and parents with the regulations and organization of the Stone Education Center. The requirements found in the Stone Education Handbook are in addition to the requirements of a student's regular school handbook. If there is a difference in the two handbooks, the Stone Education Center Handbook will be followed.

ADMINISTRATION

Inita Owen, Superintendent
Kevin Conard, Principal

STONE COUNTY SCHOOL BOARD

Nina Shaw, Beat One
Diane Johnson, Beat Two
Jacob Smith, Beat Three
Rodney Beech, Beat Four
Doris Matthews, Beat Five

The Stone County School District does not discriminate on the basis of Sex, Race, Religion, Color, National Origin, Age or Disability.

ENROLLMENT POLICY

A disciplinary committee composed of administrators from Stone County School District will refer students to the Stone Education Center. The parent or legal guardian must register each student with the principal. At this time, the parent will be given a handbook and the requirements of the Stone Education Center will be explained. No student will be admitted without this meeting.

Each student will follow a course of study based on the schedule the student is following in regular school. The student's behavior will be monitored according to the Stone Education Center discipline ladder. Each teacher will complete a weekly academic and social evaluation sheet on the student.

EXIT POLICY

1. No student may exit who is higher than Step 1 on the discipline ladder.
2. The student must complete a minimum number of sixty (60) days at the center. Students may be eligible for no more than a 15 day early release based on good behavior, attendance and academic improvement.
3. Upon returning to home school, the student will be on a 15 day probation period. Any Referrals will result in the student returning to the Alternative School.
4. The Stone Education Center Referral Committee must recommend the student for regular school placement. (Principal and two teachers)

ATTENDANCE POLICY

The procedures in this section constitute a good-faith effort by the Stone County School District to comply with state law, to foster academic growth, and to establish expectations of each student at the Stone Education Center to attend classes on a regular basis.

DISCIPLINE

The objectives of discipline within our school may be considered threefold:

1. To establish and maintain favorable study conditions free from distraction and misbehavior.
2. To establish and maintain respect for authority within the school.
3. To develop ideals, interests, habits, and skills that will contribute to self-government and good citizenship.

RULES GOVERNING STUDENTS' BEHAVIOR ALL STUDENT HANDBOOK RULES WILL APPLY

DAILY PROCEDURES FOR STONE EDUCATION CENTER

1. All students must enter the building by the front entrance.
2. No items/articles of dress that are not part of normal dress will be permitted.
3. Eating/drinking will be allowed only during breakfast and lunch. **NO** other food will be allowed from outside.
4. No book bags allowed in classroom. Pencils, pens and three ring binder is all student will need.
5. Jackets/coats must be placed on coat rack in front office, may not be worn in classroom.
6. Bathroom trips are to be monitored by faculty. During class time, only emergencies will be allowed.
7. Conferences with administrator should be scheduled in advance.
 8. Students will be allowed to use the phone for health and emergency issues only.

The requirements found in the Stone Education Center Handbook are in addition to the requirements of a student's regular school handbook. If there is a difference in the two handbooks, the Stone Education Center Handbook will be followed.

I, _____, have read the above rules and agree that my child,
_____, shall be governed by the same.

Parent/Guardian

Date

Student

SEC Representative

SCHOOL DISCIPLINE LADDER

- Step 1 1. Conference with student and parent. Out of school suspension (OSS) for remainder of day.
- Step 2 1. Contact parents.
2. OSS for remainder of day.
3. One day home suspension. (OSS)
- Step 3 1. Contact parents.
2. OSS for remainder of day.
3. Two days home suspension. (OSS)
- Step 4 1. Contact parents.
2. OSS for remainder of day.
3. Three days home suspension. (OSS)
- Step 5 1. Contact parents.
2. OSS for remainder of day.
3. Five days home suspension. (OSS)
- Step 6 1. Contact parents.
2. OSS for remainder of day.
3. Nine days home suspension. (OSS)
4. Student may be recommended for expulsion.
- Step 7 1. Contact parents.
2. OSS for remainder of day.
3. Nine days home suspension. (OSS)
4. Student may be recommended for expulsion.

*If suspension is the result of an incident involving an act of uncontrolled anger, the student must complete a two-hour session on "Anger Management" with the Stone Education Center Counselor. This two-hour session can be completed in more than one session if deemed necessary by the Counselor and must be completed within a two-week period upon returning to school.

*For each 10-day period without a discipline referral, the student will back up one level on the discipline ladder.

*At the discretion of the administration, the seriousness of a discipline referral may be considered when determining the appropriate discipline ladder step.

STATE LAW

The Mississippi Compulsory School Attendance Law (37-13-91) required all children who have attained or will attain the age of 6 years on or before September 1 of the calendar year and who have not attained the age of 17 on or before September 1 of the calendar year to be in regular attendance at school. The law also requires that the Superintendent report immediately to the local School Attendance Officer any compulsory school-age child who has not enrolled within 15 calendar days after the first day of the school year. In addition, the Superintendent will report any child with five unexcused absences to the School Attendance Officer for appropriate consultation between the officer and parents/guardians. When the child has 12 unexcused absences, the law provides that charges of "Educational Child Neglect" may be brought against the parents/guardians. Potential punishment for Education Child Neglect is a fine of up to \$1,000.00 and/or 1 year in jail. The School Attendance Officer is available to assist parents in having the children understand the importance of getting an education through our public school system

ABSENTEE POLICY WILL BE CONSISTENT WITH THE STONE HIGH HANDBOOK. IN ADDITION, ANY ABSENCES WILL BE MADE UP BEFORE THE STUDENT WILL BE ALLOWED TO LEAVE THE STONE EDUCATION CENTER.

COURSE OF STUDY

The major focus of instruction will be on competencies and objectives as is outlined in the Mississippi State Curriculum Frameworks.

- Math
- Science
- Social Studies
- English
- Reading (Inclusion)
- *Employability Skills/Health (Elective)
- *Computer Application & Keyboard (Elective)

The course curriculum will be driven by the State Frameworks with an emphasis on mastery of state objectives and exposure to basic life skills. The availability of elective classes will be determined on an individual basis.

The purpose of the program will be to provide the student with the opportunity to work toward established goals that will allow him/her a chance to re-enter the regular school program.

INSTRUCTION/CURRICULUM

Students will be placed into a highly structured, restrictive instructional environment. The student/teacher ratio will allow for maximum one-on-one interaction. However, in most cases students are expected to work independently on their assignments.

MIDDLE/HIGH SCHOOL

Middle and High School students are scheduled in classes based on course numbers from their home schools. Core courses (Math, Science, English and Social Studies) are taught daily. Required elective courses are scheduled based on availability.

EXCEPTIONAL EDUCATION

Prior to the enrollment of an exceptional student an IEP meeting must be held to modify the current plan and to transition the student into the education program. IEP's will be re-evaluated every 45 days.

EVALUATION

Students must make satisfactory progress in three major areas: attendance, academics, and behavior.

Attendance will be taken and documented daily. Students with five or more unexcused absences within a grading period will be referred to the Stone County School Attendance Officer.

Academic progress will be measured by successful completion of course-work as documented on the Student Evaluation Report.

DISMISSALS FROM SCHOOL

(Check-in/Check-out)

All students must have a parent come and physically check them out. Any class time missed by signing in late or checking out early will be made up hour-for-hour.

TRANSPORTATION

All students will either ride the school bus or be dropped off in front of the center by a parent or parent-approved person. The only exception is that a student who normally walks to school may continue to do so. However, in no case may a student be on the Stone High School or the Stone Middle School campuses before, during, or after school. This includes parking lots. No student will be allowed to ride a bus that is not their regular bus route home. (No riding with a friend)

ELECTRONIC DEVICES / CELL PHONES

The use or possession of electronic devices other than a single function calculator is prohibited. Such devices will be confiscated on first offense and held for the remainder of the school year. Failure to relinquish such a device will be handled as Step 5 on the discipline ladder,

TARDIES TO SCHOOL/CLASS

Three (3) unexcused tardies will result in one (1) day added to time to serve.

SEARCHES

Searches may be conducted with reasonable suspicion by not less than two members of the professional staff.

PARTICIPATION IN SCHOOL-SPONSORED EVENTS

While enrolled in the Stone Education Center, a student is prohibited from attending and participating in school sponsored events. This includes but is not limited to ball games. Exclusions are graduation and senior awards night at Stone High School.

STUDENT CONTACT INFORMATION

Student _____ Grade _____ Date _____

Address _____ Parent _____

City _____ Phone # _____

Individuals who may check out or pick up your child:

NAME	PHONE NUMBER	RELATIONSHIP
1.		
2.		
3.		

STUDENT INDIVIDUALIZED INSTRUCTION PLAN

Present Level of Performance: STAR MATH: _____ ELA: _____

SCHEDULE	TST INTERVENTION	BEHAVIOR GOALS
_____	<ul style="list-style-type: none"> • In small groups • One-to-one instruction • Isolation • Behavior Counseling 	<ul style="list-style-type: none"> • In class on time with proper material • In dress code • No re-direction required • No disrespect • No conflict with other students • All assignment complete • Asks for help when needed
_____	Parent Conference:	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

Student's Signature

Administrator's Signature

Parent's Signature



Stone County School District

Kevin Conard Athletic Director

400 East Border Ave., Wiggins, MS. 39577

601-928-3572 (P) 601-928-3574 (F)

July 28, 2020

Please approve the Coaches Handbook for the 2020/2021 school year. No changes were made.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Conard', written in a cursive style.

Kevin Conard
Athletic Director

COACHES
ATHLETIC HANDBOOK



“PRIDE-TEAM-FIGHT”

STONE COUNTY SCHOOL DISTRICT
WIGGINS, MISSISSIPPI

INTRODUCTION

This athletic handbook has been prepared to present clear guidelines to cover specific aspects of the athletic program in the school district. The school board and administration believe that it will be helpful not only to staff members directly involved in athletics but also to students and parents who are affected by or are interested in learning about the program.

It is important to understand that this handbook is supplemental to and is not intended to supersede or substitute for policies and procedures of the school district adopted by the school board on governing operations of the school district. Every staff member and all students are subject to these policies together with policies stated in the student handbook.

In addition, the athletic program of the district must conform to all rules and regulations established by Mississippi High School Activities Association and the State Board of Education. All staff members must make certain that programs under their supervision and/or with which they are associated as members of the athletic department are in compliance with the policies of the school district, the State Board of Education, and the Mississippi High School Activities Association. This handbook outlines in detail the following areas of the athletic program:

MISSION STATEMENT

Athletics should function as an integral part of the total curriculum in the Stone County School District, offering opportunities that will promote self-realization and all around growth, as well as the development of fellowship and good sportsmanship.

The major objective of the athletic program is to provide a wholesome opportunity for students to develop positive and responsible habits and attitudes toward group and social living. Athletics help the student athletes develop a healthy self-concept, as well as a healthy body, by teaching skills necessary for individual and team participation.

The interscholastic athletic program should be conducted in accordance with school board policies and regulations and should be conducted in a manner that will justify it as an educational activity.

NOTICE OF NON-DISCRIMINATION POLICY

It is the policy of the Stone County Board of Education to offer the opportunity to students to participate in appropriate programs, services, and activities without regard to race, color, religion, national origin, sex, or disability. It is also the policy of this board not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age, or disability in accordance with federal and state laws. This policy shall apply to recruitment, employment, transfers, compensation and other terms and conditions of employment.

ORGANIZATIONAL CHART

SCHOOL BOARD

SUPERINTENDENT

PRINCIPAL

ATHLETIC DIRECTOR

HEAD COACHES

ASSISTANT COACHES

COACHING EXPECTATIONS AND RESPONSIBILITIES

The school district recognizes the need for a job description for coaches, with strong emphasis on credibility and accountability. Among the major performance areas underlying the description are:

I. Coaches' professional and personal relationships

A. Rapport

A coach must be able to develop relationships of trust and affinity with various groups and individuals. Among these are the team personnel, the student body, the school staff and administrators as well as the community, officials, spectators, news media, parents and fellow coaches.

B. Cooperation

The district expects a maximum of cooperation among all individuals associated with the athletics program. Coaches must work hand-in-hand with their superiors as well as other staff members and support personnel.

C. Leadership

Enthusiasm, diligence, honesty, appearance and love of the game are qualities of personal pride that should be exhibited by a coach.

D. Discipline

Every facet of discipline is the coach's responsibility. The coach should be a model for all that the program represents-observation of school codes and training rules, as well as rules of the game which include good sportsmanship, behavior of the participants and the conduct of the crowd.

E. Improvement

A coach must constantly take advantage of opportunities for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and in-service training programs is vital for successful job performance.

II. Coaching Techniques

- A.** Use sound and acceptable coaching and teaching practices.
- B.** Run well-organized practice sessions.
- C.** Complete season planning well in advance of starting date.
- D.** Adhere to a sound program of injury prevention. If injuries do occur, follow the prescribed routine and keep an open line of communication with the patient, trainer, doctors and parents.
- E.** Construct a well-organized game plan.
- F.** Develop a written accountability system for tracking equipment.
- G.** Inform assistant coaches, student managers and statisticians of what is expected of them.

III. Coaches' Responsibility

A. To team members:

The main reason for having school athletic teams is to fully develop the capabilities of young men and women. Development of positive attitudes is of the utmost importance. Aggressive and fair play should be taught while stressing good sportsmanship. The coach must be the leader and set a good example.

The coach should be fair and unprejudiced toward players, taking into consideration their individual and cultural differences, needs, interests, aptitudes, temperaments and environments.

The safety and welfare of players should always be a concern. The coach's primary responsibility is to the individual player. However, consideration and concern must also be given to the family of the student athlete.

A coach should monitor the grades of the student athlete and should discuss those grades with the student and his/her parent if deemed necessary.

B. To school district:

Be familiar with school board policy concerning athletes and aware of MHSAA rules and regulations, making certain that physicals have been conducted, birth certificates and signed parent consent cards are on file **PRIOR** to participation.

Conduct himself/herself in a positive manner. His/her reputation as a coach is under constant scrutiny.

Be loyal to the school, the administration, the team, the students, and to the other coaches.

Encourage the student body and spectators to treat visiting teams with courtesy.

Show mastery of the principles of education.

Give support to all endorsed activities of the school.

C. To fellow Coaches:

Praise assistant coaches and give recognition whenever possible.

Expect all staff members to contribute a full measure of time, effort, and energy to the program.

Conduct in-service programs for coaches.

D. To faculty members:

Cooperate and work with fellow faculty members, always keeping in mind the well-being of the student athlete.

E. Regarding the physical plant and equipment, each coach must:

1. Keep practice areas and locker rooms in order.
2. Store equipment neatly and use it properly.
3. Keep storage areas locked.
4. Present all work orders in writing to the proper personnel.
5. Maintain a detailed inventory of equipment and uniforms.
6. Present a detailed list of equipment and uniform needs to the athletic director prior to March 1 of each school year.

All students participating in athletics will be required to have on file:

1. Written parent consent.
2. Proof of medical/health insurance.
3. Liability of waiver signed by parent/legal guardian.
4. Medical screening by a licensed physician.
5. Eligibility form and birth certificate.

It is the explicit responsibility of the head coach of the athletic activity involved to ensure that all these requirements are completed and documentation is properly on file prior to any practice or event associated with the activity.

It is the responsibility of the school principal, the athletic director and the head coach supervising the activity to determine eligibility of each participant in that activity, as governed by the regulations set forth by the MHSAA.

MISCELLANEOUS POLICIES

I. Undue influence for participation:

A. Student athletes shall be allowed to participate in as many sport seasons as the athlete and his/her parent's desire without influence from any coach to specialize in a sport. All coaches should encourage participation in other sports.

B. Athletes may choose the sport in which they wish to participate; however, once the season has begun, no one may change sports except in the following situations:

1. Athletes cut from one sport for non-disciplinary reasons may try out for another sport.
2. An athlete who is dropped from one sport for disciplinary reasons may not participate in another sport until that sport's season is completed.
3. No athlete may begin another sport until the previous sport has been completed in its entirety without consent of each coach involved and the athletic director.

II. Postponing contests:

If a game is postponed due to weather or any other factor not conducive to good game conditions, the following practices should be followed:

- A. Coaches confer with the athletic director. After consideration, it will then be left to the discretion of the athletic director and the head coach to play or postpone a game. The head coach of the sport will reschedule the contest.
- B. Coaches must contact the following when a decision to cancel a contest is made:
 - 1. School principals
 - 2. Coaches
 - 3. Officials

GUIDELINES FOR COACHES

1. The verification form, which is proof of insurance, proof of physical, parental release and eligibility requirements, must be signed by the head coach and presented to the athletic director prior to participation by a student athlete.
2. Each coach will make every possible effort to ensure that all athletes, including cheerleaders, exhibit behavior beyond reproach in the classroom, on campus and at any athletic event.
3. Every coach is expected to have complete knowledge and understanding of the MHSAA Handbook on rules and regulations, as well as the regulations and policies of the school district handbook.
4. If an athlete quits a sport after the first regular season contest, he/she is not eligible to participate in another sport during that season unless there is an agreement between the two coaches who are involved.
5. Liabilities concerning supervision in coaching/teaching are most important and must be understood by all staff members. Failure to supervise student/athletes **AT ALL TIMES** could result in job termination.

6. It is the responsibility of the coach/supervisor to have an emergency plan of action in place with regard to injuries and emergency situations. Both home and travel situations must be covered under this plan.
7. If an athlete displays a lack of self-discipline, poor attitude, or failure to fulfill his/her commitments to the athletic/activities program, he/she will be suspended from participation in that sport or any other sport for the remainder of the season.
8. Head coaches are responsible for evaluation and documentation of assistant coaches.
9. When using school facilities, the supervising coach must be responsible for turning off lights and air conditioners and locking all doors.

ATHLETIC EQUIPMENT

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

1. Athletic equipment and supplies are purchased annually subject to the budgetary allocations approved by the school board.
2. The head coach is responsible for taking an accurate inventory no later than ten (10) days following the official close of his/her sport, retaining one copy for his/her files and presenting one to the athletic director.
3. Requests for equipment and supplies should be made to the athletic director following inventory, including style and colors.
4. All equipment and supplies must be purchased according to school board policy.
5. School athletic equipment shall not be used by athletes except during practice and game periods. Exception may be made for special recognition days.
6. Athletic equipment must be stored and secured by the head coach of each sport.
7. Equipment must be properly cared for and each athlete should be properly fitted with athletic equipment.
8. School-owned athletic equipment will not be loaned to outside groups.
9. Athletic equipment that is issued and not returned must be paid for. Money is to be turned in to the athletic director.

ATHLETIC INJURIES

Injuries to athletes will occur at some time in interscholastic sports regardless of precautions taken. However, safe playing conditions, proper coaching techniques, safe equipment and proper warnings concerning possible injuries are essential. A medical evacuation plan must be in place and on file with the ambulance services.

Emergency Evacuation for Injured Athletes:

1. The coach in charge of the activity is to assume the responsibility for the injured athlete. He/she must be prepared to recognize injuries and properly administer first aid and/or refer injured athletes to appropriate medical personnel.
2. If needed, the coach or designated personnel should call for an ambulance or qualified medical assistance.
3. Injured athletes should be accompanied by a coach who has been designated this responsibility.
4. The coach accompanying the injured athlete should notify the parents of the injury and the action taken. The coach should use discretion and not unduly alarm the parents. Under no circumstances should student managers or trainers be allowed to inform the parents of the injury.
5. Either a personal visit to the hospital/home, or in less severe injuries, a telephone call by the head coach is a MUST following an injury to an athlete.
6. An athletic injury report must be sent to the athletic director the day following the injury.

ATHLETIC INSURANCE

It is the policy of the department of athletics to make certain that all students participating in athletics are insured under the school student insurance program or covered by their own family insurance.

Athletic injuries to high school students are to be reported to the athletic director and to the principal for middle school students. The designated injury form should be turned in to the Athletic Director no later than the day following the injury.

ATHLETIC ELIGIBILITY

It is the policy of the Stone County School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. All athletic activities, whether on the high school, middle school, or elementary level are open, within Title IX regulations, to any properly enrolled district student, regardless of sex, who meets the academic, eligibility, and prerequisite requirements as stated in local, district, or national athletic association policy.

Eligibility – High School (8, 9, 10, 11, 12)

No student will be permitted to participate in inter-school contests for more than four consecutive years after entering the ninth grade.

Students will not be permitted to participate in inter-school contests if they have reached the age of 19 prior to August 1.

At the end of each term, a student shall be able to demonstrate normal progress toward the earning of 29 Carnegie units of credit required for graduation.

The above requirements are set by the Mississippi High School Activities Association. Students must have been examined by a physician and have been declared physically fit to participate.

Students will have only one year to participate as a ninth grader.

MIDDLE SCHOOL ELIGIBILITY (7 & 8)

To be eligible to participate in inter-school middle school activities a contestant must:

Be a bona fide student having enrolled no later than the 15th day of any semester of participation, carry four basic courses (basic courses- subjects that meet five days a week) and deport himself satisfactorily. Exception: Transfer students.

A pupil must attend school in the district of which his parents are bona fide residents.

To be eligible for participation as a 7th grader, a student must be promoted from 6th to 7th grade.

Block schedule students must pass 3 or 4 subjects at the end of any term (fall or spring) to maintain their eligibility.

AGE:

- 7th grader must not have reached 14 years of age prior to August 1.
- 8th grader must not have reached 15 years of age prior to August 1.
- 9th grader must not have reached 16 years of age prior to August 1.

Students must have been examined by a physician and have been declared physically fit.

Students will have only one year to participate as a ninth grader.

AWARDS

High school students meeting the criteria for lettering in a sport will be awarded a varsity letter. These students will be allowed to purchase a school jacket at their own expense or at the expense of the booster club.

Athletic letters in high school are determined by:

1. Extent of game participation during the season.
2. Number of years in athletic program.

Other awards:

1. Size and number of awards for MVP or similar awards must be approved by the school athletic director.
2. Booster club awards must be approved by the coach of the sport involved.
3. Middle school students participating in a competitive sport season will receive a certificate in recognition of his/her participation in that particular sport.

BOOSTER CLUB/SUPPORT GROUPS

The school district recognizes the value of community support groups in relation to the student activities program and encourages participation of interested supporters and booster clubs to help promote greater community awareness.

According to Board Policy, booster clubs must receive board approval in order to operate and use the name of the District. All outside organizations must be board approved at the beginning of the school year.

They should also be registered correctly with the Secretary of State and IRS.

The business office should be provided at least yearly with financial information related to the organization.

It is recommended by the District that no school employee should be financially involved in any booster organization or hold any officer position with any of these outside organizations

Members of booster clubs should work with and coordinate all activities with their head coaches by discussing plans and activities being considered for the school year.

Clubs will not attempt to influence or direct the policies of the school administration or coaches who are charged with the responsibility of conducting the athletics/activity programs in the school district.

Clubs should in no way violate the rules of the MHSAA.

The athletic director and the coaches of the sports involved should work with members of booster clubs/support groups on all of their projects.

All club fundraisers must be approved by the athletic director as well as the principal and/or school board.

CONDUCT OF COACHES

The conduct of a coach reflects on the integrity of the district as well as the coach. Coaches are in a position to influence young people and should strive to develop individual players and teams into units that will perform at their maximum abilities.

In serving as a role model, a coach should give special attention to:

1. Language – Obscenity and profanity have no place in athletics.
2. Temper – Control of temper is imperative.
3. Challenging the judgment of officials – The behavior of a coach often carries over to and influences the behavior of the team and fans.
4. Any coach who conducts himself/herself in a manner that results in a fine by the MHSAA will be responsible for paying the fine.

COACHING SUPPLEMENTS

Coaching supplements are based on:

1. The length of the season beyond the teacher contract period.
2. Planning, preparation, complexity of duties in a sport, number of participants, number of assistants, liability/injury element, travel and number of scheduled events, and care and accountability of equipment, as well as actual experience as a coach are all factors to be considered.
3. Evaluation and approval determine annual salary increases.

DISCIPLINE PROCEDURES

Each coach must ensure that the individual athlete and the team are well disciplined. Coaches and athletes must remember that they represent the school district and should exhibit good sportsmanship at all times.

1. If, for any reason, a coach deems it necessary to suspend an athlete from participation or from the team, he/she must notify the parent.
2. The parent may appeal a suspension or dismissal to the coach involved.
3. If an athlete is suspended from the team for the remainder of the season, he/she forfeits credit toward any awards or letterman status.
4. If an athlete is suspended from a team, he/she may not participate in any other sport until the sport from which he/she has been suspended is over.
5. Coaches are responsible for providing written copies of rules and regulations to parents and players prior to the beginning of a sport season.

DUAL SPORT PARTICIPATION

If a student athlete, including cheerleaders, elects to participate in two activities during the same season, the following procedure will be followed:

1. Prior to the season, he/she must select a primary sport which will be a priority for practice and games.
2. Coaches/sponsors must fully understand this rule and not place undue pressure on the student.

EJECTION OF COACHES/STUDENT – MHSAA REGULATIONS

The coach will be assessed a minimum fine of \$300.00 in the event a coach is ejected from an athletic contest. **(The school is not responsible for paying this fine.)**

A fine of \$250.00 will be levied against the school if:

1. A team leaves the bench and comes onto the playing area.
2. A team, or members of the team, becomes involved in a fight between arrival and departure of an athletic event.

HIGH SCHOOL ATHLETIC PARTICIPATION

Rules for middle school student athletic participation at high school level include:

1. Sixth grade students will not be allowed to participate in a high school or middle school athletic team.
2. As a general rule, no student below ninth grade will be allowed to participate in high school athletics. However, eighth grade students may be selected to play on a high school team, if they receive approval of a committee composed of the athletic director, school principal, and the coach involved in that particular sport. (Exceptions may be made for tennis, golf, and track)
3. Ninth grade students are eligible to participate at the high school level.

GAME SUPERVISION

The athletic director, the principal, the assistant principal, or the designated game or meet supervisor is responsible for supervision at interscholastic contests.

Head coaches are responsible for their squads, including managers, etc., during athletic contests.

Problems/complaints should be reported immediately to the athletic director.

A security plan for all student activities must be in place with MHSAA. It must be clearly understood by administrators, coaches, and security and working personnel.

PUBLICITY AND PROMOTION

Public relations

An effective on-going public relations program must be established and maintained at a high level of positive action. Good publicity and promotion provide the key to the success and survival of any athletic program.

RULES AND REGULATIONS

Each head coach is responsible for establishing rules and regulations for his/her particular sport. A copy must be on file with the principal and athletic director. Copies must be provided to the parents and players.

Policy handbook rules and regulations must be adhered to.

SAFETY PROCEDURES FOR ATHLETES

Coaches and/or sponsors must work to minimize the number and degree of seriousness of athletic injuries.

Safety procedures that must be adhered to include:

1. Establish an emergency plan of action for practice and home as well as away contests.
2. Report any known unsafe facilities or equipment to the athletic director.
3. Provide first aid or medical care to all injured athletes.

4. Inform football participants of the danger of spear-tackling and head blocking.
5. Provide frequent water breaks and be aware of high humidity.
6. Cancel or postpone practice or games when conditions are unsafe due to lightning, unstable or severe/inclement/weather.
7. Attend clinics that provide training workshops covering emergency situations, emergency plans of action and other safety procedures.
8. Enforce required use of mouthpieces by all football players in practice/games.
9. Attend in-service training workshops covering emergency situations, emergency plans of action and other safety procedures.
10. Contact ambulance services prior to season outlining directions and entrances to provide directions for the quickest route possible to reach injured athletes.
11. Have at least two coaches/supervisory personnel available at all athletic contests.

SPORTS WAIVER/PHYSICAL EXAMINATION

Due to possibility of injury and necessity of medical attention, no student will be allowed to engage in high school or middle school sports until written permission has been received by the head coach and presented to the athletic director stating that the parent is aware that his/her child is involved in school athletics. The parent/guardian further accepts the responsibility for any injuries that might be incurred by participation or for any injury or problem stemming from such injury. Written permission includes proof of medical insurance for his/her child.

Each participant in grades 7-12 must have undergone a physical examination by a licensed medical doctor or have a statement from his/her family physician that he/she is medically cleared to participate in any given sport.

SQUAD SELECTION

Coaches are encouraged to keep as many students on an athletic team as possible without unbalancing the integrity of the sport. Time, space, facilities, equipment and other similar factors will place limitations on the size of the squad.

Selecting athletic squads is the sole responsibility of the coaches in a particular sport. Prior to tryouts, the coach must provide the following information to those who wish to try out:

1. Extent of tryout period.
2. Criteria in selection of team.
3. Squad size
4. Required practice commitment if selected.

5. Required game commitment.

SUPERVISION

Athletic facilities are made available only to team members and then only with a member of the coaching staff present and on duty. There will be no unsupervised practice sessions.

Any staff member who chooses to ignore this area of responsibility assumes all liability related to the lack of supervision and will be subject to disciplinary actions.

TRAVEL

TRANSPORTATION

1. All travel arrangements will be made by the coach by filling out travel requests with the athletic director.
2. Athletes will travel on school-sanctioned vehicles to out-of-town events.
3. The coach must provide protection and supervision of students in the event of an accident or breakdown.
4. Only assigned school personnel may travel via school transportation. (No spectators or parents.)
5. All coaches are encouraged to attend the school bus training school which includes driving, testing, and drug screening.

SUPERVISION OF ATHLETES

1. When athletes are transported to or from athletic contests, a coach must accompany the squad.
2. Obscene language and roughhouse tactics will not be tolerated.
3. The discipline and good behavior of the squad is the responsibility of the coach.
4. The coach in charge is responsible for returning buses in clean condition following trips.
5. All other policies included in the policy manual or student handbook must be followed.

TRANSPORTATION TO SPECIAL EVENTS

1. Transportation to special events will be provided by licensed public carriers or school activities buses.
2. Under no circumstances will a student or player be allowed to drive a car or an activities bus on a trip.

3. Requests for transportation of athletic teams or cheerleaders will be initiated by the teacher/coach. This request must be in the office of the transportation director at least one week prior to trip.
4. Each coach, responsible for a particular sport, will be responsible for the conduct of these students from the time they leave school until they return.
5. Coaches driving a bus must observe all traffic laws.
6. Upon completion of the trip, coaches and/or drivers will be responsible for returning the trip report sheet to the transportation director.

REMOVAL OF STUDENTS FROM CLASS

The removal of a student from class for participation in an athletic event creates a hardship on both the teacher and the student and will be held to a minimum in all sports.

SCHOOL SPONSORED TRIPS

All students who go on school sponsored trips are to return with respective sponsors and groups unless given permission to return with their parents/legal guardians. The parents/guardians must personally present written permission prior to trip departure to the head coach for his/her child to be released to him/her. Special travel arrangements to and from school sponsored activities must be cleared with the principal prior to the activity.

WEIGHT ROOMS

Coaches are required to supervise weight rooms.

HEAD COACH JOB DESCRIPTION

- Qualifications:** 1- Valid Mississippi Department of Education Teaching Certificate
2- Understanding knowledge of the rules and disciplines of the specific sport
- Reports To:** Principal of School & Director of Athletics
- Job Goal:** To provide each participant an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of good sportsmanship and fair play.
- Supervises:** Assistant Coaches and students participating in his or her specific sport
- Responsibilities:** Duties include but are not limited to the following:

General

- Adheres to all Mississippi High School Activities Association rules and regulations.
- Attends M.H.S.A.A. district meetings on a regular basis.
- Possesses a current membership in the Mississippi Association of Coaches.
- Keeps abreast of new knowledge, innovative ideas, and techniques by attending clinic, workshops, and reading in his or her field.
- Follows carefully the procedures for initiating purchase orders and stays within his or her sport budget.
- Provides leadership for all assistant coaches.
- Establishes the fundamental philosophy, skills, and techniques to be taught by the staff.
- Delegates specific duties, supervises implementation, analyses staff effectiveness, and evaluates assistants.
- Refrains from the use of profanity.
- Provides instruction and guidance to student/athletes that will lead to positive values, acceptable behavior, and self-discipline.
- Exhibits responsible conduct both in and out of the competitive arena.
- Establishes team rules and regulations for his or her sport and oversees penalties for breach of such standards by individual student/athletes.
- Enforces discipline and sportsmanlike behavior at all times.
- Monitors the academic progress and school behavior of all student/athletes.
- Assumes supervisory control over student/athletes and teams assigned him or her during all times associated with his or her sport and assumes supervisory control over any athletes in our school system when such control is needed.
- Assumes responsibility for keeping dressing rooms, weight rooms, areas around athletic facilities' clean and litter free.

- Supports other coaches and athletic programs and encourages his or her student/athletes to participate in other sports.
- Plans and administers staff training and responsibilities, seasonal plans, and scouting duties when applicable.
- Works closely with the junior high coaches in his or her sport to co-ordinate programs and ensure uniformity in grades 7 – 12.
- Instructs his or her student/athletes of the inherent dangers involved in his or her sport.
- Accepts willingly additional duties as established by the administration.
- Establishes and maintains favorable press relations by providing the news media with schedules, individual and team performances, statistics, etc.
- Possesses a current CDL and successfully completes bus training school, which includes driving, testing, and drug screening.
- Sees that all building and facility lights are turned off and that all doors, windows, and gates are secured before leaving.
- Ensures that all paperwork is turned in on time, including cash box and transportation requests.
- Coaches will be personally responsible for any fines levied by the MHSAA for neglecting the above responsibility.
- Updates schedules, rosters and player eligibility in the Arbiter and follows up on game day to ensure that officials are assigned and that they will be present for the contest. Unless other arrangements have been made with the Athletic Secretary.

Pre-Season

- Works closely with the director of athletics in scheduling athletic contests.
- The following forms should be completed for each participant prior to participating in any practice or game:
 1. Current year physical
 2. Emergency Medical Authorization
 3. Parental consent form
 4. Drug consent form
 5. Team roster
 6. Concussion form
- Works with the school principal and director of athletics to verify the eligibility of each student/athlete participating in his or her sport.

During the Season

- Plans, organizes, and oversees effective practice sessions on a regular basis with the idea of developing the student/athlete's greatest potential.
- Emphasizes safety precautions and is aware of the best training and injury procedures.
- Attends all practice sessions and contests.
- Conducts himself or herself and his or her teams in an ethical manner during practice and contests.
- Assumes responsibility for constant care of equipment and facilities being used.
- Assumes responsibility for driving and/or assigning assistant coaches to drive the team bus to athletic contests.

End of the Season

- Devises a system for the return of all issued equipment and holds the athlete responsible for all equipment not returned.
- Provides the director of athletics with an inventory within three weeks of the close of the season.

Off Season

- Plans and organizes an off-season conditioning program.

Terms of Employment and Salary:

Ten, eleven, or twelve-month year. Salary and work year to be established by the Superintendent with school board approval.

Evaluation: The Director of Athletics will evaluate performance of this job annually.

ASSISTANT COACH JOB DESCRIPTION

Qualifications: 1- Valid Mississippi Department of Education Teaching Certificate
2- Understanding knowledge of the rules and disciplines of the specific sport

Reports To: Principal of School, Head Coach, & Director of Athletics

Job Goal: To provide each participant an opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of good sportsmanship and fair play.

Supervises: Students participating in his or her specific sport

Responsibilities: Duties include but are not limited to the following:

- Adheres to all Mississippi High School Activities Association rules and regulations.
- Possesses a current membership in the Mississippi Association of Coaches.
- Keeps abreast of new knowledge, innovative ideas, and techniques by attending clinics, workshops, and reading in his or her field.
- Carries out all duties and responsibilities as assigned by the head coach.
- Refrains from the use of profanity.
- Provides instruction and guidance to student/athletes that will lead to positive values, acceptable behavior, and self-discipline.
- Exhibits responsible conduct both in and out of the competitive arena.
- Enforces discipline and sportsmanlike behavior at all times.
- Assumes supervisory control over student/athletes and teams assigned him or her during all times associated with his or her sport and assumes supervisory control over any athletes in our school system when such control is needed.

- Shares in the responsibility for keeping dressing rooms, weight rooms, areas around athletic facilities clean and litter free.
- Supports other coaches and athletic programs and encourages his or her student/athletes to participate in other sports.
- Accepts willingly additional duties as established by the administration.
- Emphasizes safety precautions and is aware of the best training and injury procedures.
- Attends all practice sessions and contests.
- Conducts himself or herself and his or her assigned athletes in an ethical manner during practice and contests.
- Possesses a current CDL and successfully completes bus training school, which includes driving, testing, and drug screening.
- Drives the team bus or van to athletic contests when assigned.

**Terms of
Employment**

and Salary: Ten or eleven-month year. Salary and work year to be established by the Superintendent with school board approval.

Stone County School District
Department of Athletics
Handbook Verification Form

By signing below I acknowledge that I agree to read/review and abide by all policies and procedures outlined in the Stone County School District Department of Athletics Handbook. I also acknowledge that I will read and follow by my job description(s) as outlined in this manual.

Coach's Name (please print):

Coaching Assignments:

Coach's Signature: _____

Date: _____



Stone County School District

Kevin Conard Athletic Director

400 East Border Ave., Wiggins, MS. 39577

601-928-3572 (P) 601-928-3574 (F)

July 28, 2020

Please approve the 2020/2021 School Safety Plans for the following schools:

Perkinston Elementary School

Stone Elementary School

Stone Middle School

Stone High School

Stone Education Center

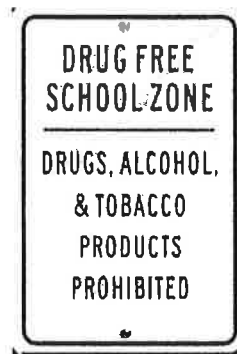
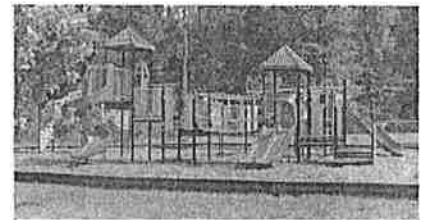
Sincerely,

Kevin Conard



Reviewed and Board Approved Date: _____

STONE EDUCATION CENTER
School Safety Plan
2020-2021



Kevin Conard, Principal

327 First St., South
Wiggins, MS 39577
601-928-3572

www.stoneschools.org

Mississippi Department of Education- mdek12.org

Stone Education Center School Safety Plan 2020-21

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All other emergency situations (fallen aircraft, explosion, confrontation, altercation/ assault, death of family/staff, building collapse, hostage, nuclear warning and natural gas leakage), are outlined in the District's Crisis Response Plan located in each school's office.

Appendix A- Employee Handbook

Appendix B- Parent/Student Handbook

INTRODUCTION

The School Safety Plan is the foundation the school uses to maintain a safe and secure educational environment. There are three components to a comprehensive school safety plan. Those components are:

1. Policies and procedures that afford a safe school environment.
2. The Crisis Response Plan.
3. Programs that promote a safe school environment.

This model school occupational safety and emergency response plan is a composite of the best plans the Division of School Safety has reviewed. It represents the first two of the three components necessary for comprehensive safe school planning. Keep in mind, this is merely a model. Every school and district is different and accordingly, every plan will be different. We sincerely hope that this model will provide solid guidance in your pursuit of a safe school.

Mission Statement

Our mission is
to **IGNITE** within every student a passion for learning,
to **INSPIRE** the pursuit of excellence,
and to **INSTILL** the desire to lead a productive, purposeful life.

Stone County School District Policy

Section: E Business Management

Policy Code: EBBA School Safety Plan

SCHOOL SAFETY PLAN

Please Note: For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE ' 37-11-55 and sample policy JCB.

The superintendent shall be responsible for ensuring that each school in the district maintains a School Safety Plan, which shall be subject to approval by the superintendent and the school board. The Safety Plan is to be reviewed on a regular basis and revised as needed.

SCHOOL SAFETY PLAN

A comprehensive, systematic, broad-based continuous process designed to create and maintain a secure and orderly school climate that is free of drugs, violence, and fear. A safe and orderly school climate promotes the success and development of all children and the staff who serve them. At a minimum, the School Safety Plan should address the following components:

- Crisis Intervention Team,
- School Safety Self-Assessment, and
- School Safety Drill Assessment.
- Mental Health and Suicide Prevention Training

CRISIS INTERVENTION TEAM

An interdisciplinary team of professionals whose goals are to respond to emergencies or crisis situations and to provide an array of services, which may include counseling, medical, legal, security or police, etc. The Crisis Intervention Team may also be utilized in a planning capacity in order to establish coordination and linkages prior to the actual occurrence of an event.

SCHOOL SAFETY SELF-ASSESSMENT

A strategic planning and assessment instrument used to evaluate the extent of the school safety plan. In the broadest of terms, the assessment should include a comprehensive review of the entire educational program of a school and/or school district. It may, however, focus on specific areas such as assessment of the gang problem, weapons in schools, drug or alcohol abuse, schoolyard bullying, facilities evaluation, policies and procedures, compliance with statutes, attitudes and a host of emerging trends in the field of school safety.

SCHOOL SAFETY DRILL ASSESSMENT

A process designed to evaluate the effectiveness of a crisis management plan and the readiness of an individual school and/or school district. This assessment may include a review of policies and procedures, safety drills, linkages with the appropriate agencies, the role of Crisis Intervention Team members in the event of a crisis, professional development activities, and training students how to respond during a crisis.

MENTAL HEALTH AND SUICIDE PREVENTION TRAINING

Beginning the 2019-2020 school year, the school district shall conduct, every two (2) years, refresher training on mental health and suicide prevention for all school employees and personnel, including all cafeteria workers, custodians, teachers, and administrators. This training

shall be in connection with the Mississippi Department of Health. The district shall report completion of the training to the State Department of Education.

Note: EACH SCHOOL is to have its own school safety plan that includes at a minimum each of the components listed above.

The Mississippi Public School Accountability Standard for this policy is standard 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBB - Safety Program

EDC - Bus Safety Program

GAE A - Staff Protection

JGF - Student Safety

Approved/Revised 12/1/2014
Date:

State Board Policy 8000 Unsafe School Choice Policy (USCP) : A student attending a persistently dangerous public elementary school or secondary school may be allowed to attend a safe public elementary or secondary school within the local educational agency.

Policy Code: JGF Student Safety

STUDENT SAFETY

For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE ' 37-11-55 and sample policy JCB, Code of Conduct.

CHILD ABUSE OR NEGLECT

In compliance with MS Code ' 43-21-353, district personnel shall immediately report suspected child abuse or neglect to the Mississippi Department of Human Services. The number for the Child Abuse Hotline is (601) 359-4991, or toll free (800) 222-8000.

DISASTER EMERGENCY

If this school board determines that it is not economically feasible or practicable to operate any school within the district for the full one hundred eighty (180) days required for a scholastic year as contemplated due to an enemy attack, a manmade, technological or natural disaster, or extreme weather emergency in which the Governor has declared a disaster or state of emergency or the U.S. President has declared an emergency or major disaster to exist in this state, the school board may notify the State Department of Education of the disaster or weather emergency and submit a plan for altering the school term.

If the State Board of Education finds the disaster or extreme weather emergency to be the cause of the school not operating for the contemplated school term and that such school was in a school district covered by the Governor's or President's disaster or state of emergency declaration, it may permit that school board to operate the schools in its district for less than one hundred eighty (180) days; however, in no instance of a declared disaster or state of emergency under the provisions of this subsection shall a school board receive payment from the State Department of Education for per pupil expenditure for pupils in average daily attendance in excess of ten (10) days. ' 37-13-63

SAFETY DRILLS

Each school shall have a current disaster plan and shall conduct regular safety drills, to include but not limited to bomb threat, earthquake, fire, and tornado.

It shall be the duty of the principals and teachers in all school buildings to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education. ' 37-11-5 (1980)

HARASSMENT

Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment C Title IX Procedures.

STUDENT AND STAFF PROTECTION

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes.

Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed five hundred dollars (\$500.00), imprisonment in jail for a period not to exceed six (6) months, or both. Any person under the age of seventeen (17) years who violates any provision of this section shall be treated as a delinquent within the jurisdiction of the youth court. ' 37-11-20 (1972)

SAFETY DURING INSTRUCTION

Each student and teacher is required to wear an appropriate industrial quality eye protective device at all times while participating in or observing any of the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
 - a. Hot molten metals, or other molten materials;
 - b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
 - c. Heat treatment, tempering, or kiln firing of any metal or other materials;
 - d. Gas or electric arc welding, or other forms of welding processes;
 - e. Caustic or explosive materials; or
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

For purposes of this section unless the context indicates otherwise "Industrial quality eye protective device" shall mean a device meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc. Such devices shall be furnished to all visitors to such shops and laboratories. ' 37-11-49 (1974). Such devices may, at the discretion of the individual school, be furnished for all students and teachers; a. purchased and sold at cost to students and teachers; or b. made available for a moderate rental fee.

TRANSPORTATION SAFETY

Maximum regard for pupil safety and adequate protection of health shall be primary requirements which shall be observed by the school board in purchasing used school buses. ' 37-41-103 (1982)

The Mississippi Public School Accountability Standards for this policy are standards 29, 30 and 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBBA -School Safety Plan

EDC - Bus Safety Program

JGFG -Accidents / First Aid

KBB - Media Access to School Campuses, Staff and Students

Approved/Revised Date: 12/1/2014

Visitors in the Schools

No one other than regular school employees is allowed on campus without clearance from the principal's office. All visitors must check in and out of the principal's office upon arriving on campus. Visitors must leave a photo ID or Driver's License in the office before receiving a visitor pass. Visitors must receive a visitor's pass/ID from the school office before seeing any student or staff member during the school day, and the pass is not transferrable from one school to another school. **The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures**

Gun Free/Drug Free

State Board Policy EBBH (1990) prohibits the possession of pistols, firearms or weapons by any person on school premises or at school functions. Code §37-11-18 (1996) requires any student who possesses a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commit a violent act on educational property be subject to automatic expulsion for one calendar year. The superintendent of the school is authorized to modify the period of time for expulsion on a case-by-case basis. Further, Code §37-15-9 (2003) does not require a school district to admit a student if he/she was expelled for an act involving violence, weapons, or other activity.

Code §97-32-29 (2000) further prohibits the use of tobacco on any educational property for adults who, if in violation, would be subject to a fine and issued a citation by a law enforcement officer. Educational property is defined as any public school building or bus, campus, grounds, athletic field, or other property used or operated during a school-related activity. Note: This policy meets CDC's definition of a tobacco-free schools policy.

Positive Behavior Instructional Support (PBIS)

The SCSD adheres to MDE's Multi-tiered System of Support (MTSS) procedures for behavior interventions. PBIS is implemented as Tier I for behavior support for all students.

List of Implemented Programs that Address School Safety and Wellness

- Character Education- (Character Counts, Keystone, Random Acts of Kindness)
- Fire Prevention Week
- Bullying (Assemblies, Bullying Beans, etc.)
- Red Ribbon Week
- Emotional Wellbeing (Gulf Coast Mental Health, Presence Learning)
- Other programs and initiatives as determined by student data, superintendent, district safety director and/or principal

Stone Education Center Safety/Crisis Management Team

Position	Name	Home Phone	Cellular Phone
Principal	Kevin Conard	n/a	601-528-2459
Assistant Principal			
Counselor			
Secretary	Judy McQueen	n/a	601-528-4431
Nurse			
Food Service Manager			
Custodian			
Special Populations			
Teacher			
Teacher	Hope Ladnier	n/a	601-528-4948
Teacher (Asst.)	Lisa Chandler	n/a	601-716-6787
Assigned School Resource Officer	William Head-		601.528-4941

The school safety committee, facilitated by the site administrator, assists in developing the school safety program and monitors the process. Representatives on the school safety committee include personnel from instruction, food service, custodial and support services.

CPR/First Aid Certified Staff in the Building (List by Name and Contact Number)

1. Greg Amacker 601-466-5347

Community Emergency Numbers

Ambulance...Fire...Police.....CALL...911

MDE Crisis Response Team...601-942-2445 cell

601-359-1335 office

Fire Coordinator.....	928-5446
Police Department (Stone County).....	928-5444
Sheriff's Department.....	928-7251
Civil Defense.....	928-3077

Health

Stone County Hospital	928-6600
Garden Park Hospital.....	575-7000
Department of Human Services.....	928-4996
Stone County Health Department.....	928-5293
American Red Cross.....	896-4511
Poison Control Center.....	800-256-9822

Law Enforcement

F.B.I.....	948-5000
Mississippi Highway Patrol.....	864-1314
United States Border Patrol.....	863-3582

Utilities

Mississippi Power Company.....	800-487-3275
Centerpoint Energy.....	800-371-5417
Blossman Gas, Inc (FEMA buildings only).....	928-4492
Stone County Water.....	928-0272
Stone Utilities.....	528-9900

Media

Sun Herald.....	896-2100
WLOX – TV.....	896-1313
WXXV – TV.....	832-2525
Stone County Enterprise	928-4802

<u>Important Numbers</u>		
Crime Stoppers Hotline	Local	601- 928-4141
CONNECTIONS HOT LINE		1 -888-827-4637
ANIMAL SHELTER		(601) 928-1930
(Call local police for assistance)		

Building Evacuation Plan

The principal will update and post evacuation plans in each room of his or her building annually. This plan will be used for fire, bomb threat, explosion, loss of a building's structural integrity, hazardous materials and other crises requiring evacuation.

Evacuation is considered a last line of defense and should only be implemented when the life and/or health of students, employees, guests, or visitors is threatened. Exits are highly visible and exit pathways labeled with appropriate EXIT signs. Know the route to the nearest exit from your location. In the event of a fire or other condition, which necessitates evacuation of the building, do the following as outlined in site/school specific evacuation plans:

Emergency Procedure:

- Students and staff will calmly and quickly move to assigned evacuation locations.
- Teachers will follow students out and stay with students.
- Stay together and gather at a safe distance (minimum 500 feet for fires and 1000 feet for bomb threats) from the building at designated gathering points. See the plan for each location.
- Teachers will call roll to determine if any students are missing.
- Teachers will report missing students to principal.
- If it cannot be determined that all persons have safely exited the building, the responding fire team, or other designated emergency response team must be notified.
- Unattached students will report to the nearest teacher. Teachers should note student additions and send this information to principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site release.
- Designate a specific location for medical personnel to conduct triage.

Each classroom shall contain emergency packs that include color cards for outside evacuations only (Red – have an emergency issue, Yellow – need assistance from an Administrator, Green – no issues), class roster with emergency student contacts, emergency procedures checklist, and list of any specific special needs (medications, dietary needs, or other medical issues pertaining to students).

Training:

School Principals and Department Heads shall ensure that employees receive information and training on the elements of the emergency crisis and response plan during orientation and at least annually thereafter. Training shall include, but not be limited to:

- School/facility layouts and escape routes
- Awareness of handicapped individuals who may need extra assistance
- Hazardous areas to be avoided during emergencies
- Rooms and other spaces that need to be checked for visitors and employees who may be trapped or otherwise unable to evacuate the area during an emergency.
- Any duties/responsibilities the employee may have in support of plan.

Caring for Special Needs Students

The schools in the Stone County School District prepare students with disabilities for disasters and/or emergencies through frequent training drills to alleviate safety problems in the event of a real emergency. Teachers and principals' responsibility has greatly increased as students move into least restrictive environment (LRE).

To ensure the safety of differently abled students, we realize the critical need for principals and teachers to have emergency procedures for students who need assistance to evacuate.

The following procedures should be followed:

1. Make sure students with disabilities understand and will carry out actions required in an emergency. Each school is required to provide 30 minutes of safety instruction and conducts at least one fire drill a month.
2. A team will be in place to assist students with disabilities during the emergency. A team of adults has been organized to help meet the need of the special needs children to ensure better student safety. This team is made up of teachers, aides, and the school nurse.
3. Select a classroom that is close to an exit for location to place students with disabilities. Special attention is given to handicap accessibility of nearby exits to ease emergency evacuations for students in wheelchairs and braces.
4. Determine the ways students need help during and after an emergency based upon one or all of the following.
 - difficulty hearing a warning or instructions concerning evacuations
 - difficulty with a seeing-eye or hearing-ear dog that may become confused during emergency
 - difficulty operating a wheelchair or walker
 - difficulty understanding instructions while under stress, or having an illness aggravated by stress

A list is maintained in the principal's office and the nurse's station of important items that a student might need in an emergency, such as medication administration, phone numbers for the parent or doctor, or special equipment needs. Special medical alert tags are also available that identify the student's needs in case of injury or the inability to communicate.

Individuals Requiring Special Assistance During Emergency

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

EMERGENCY CUT OFF IN BREAKROOM

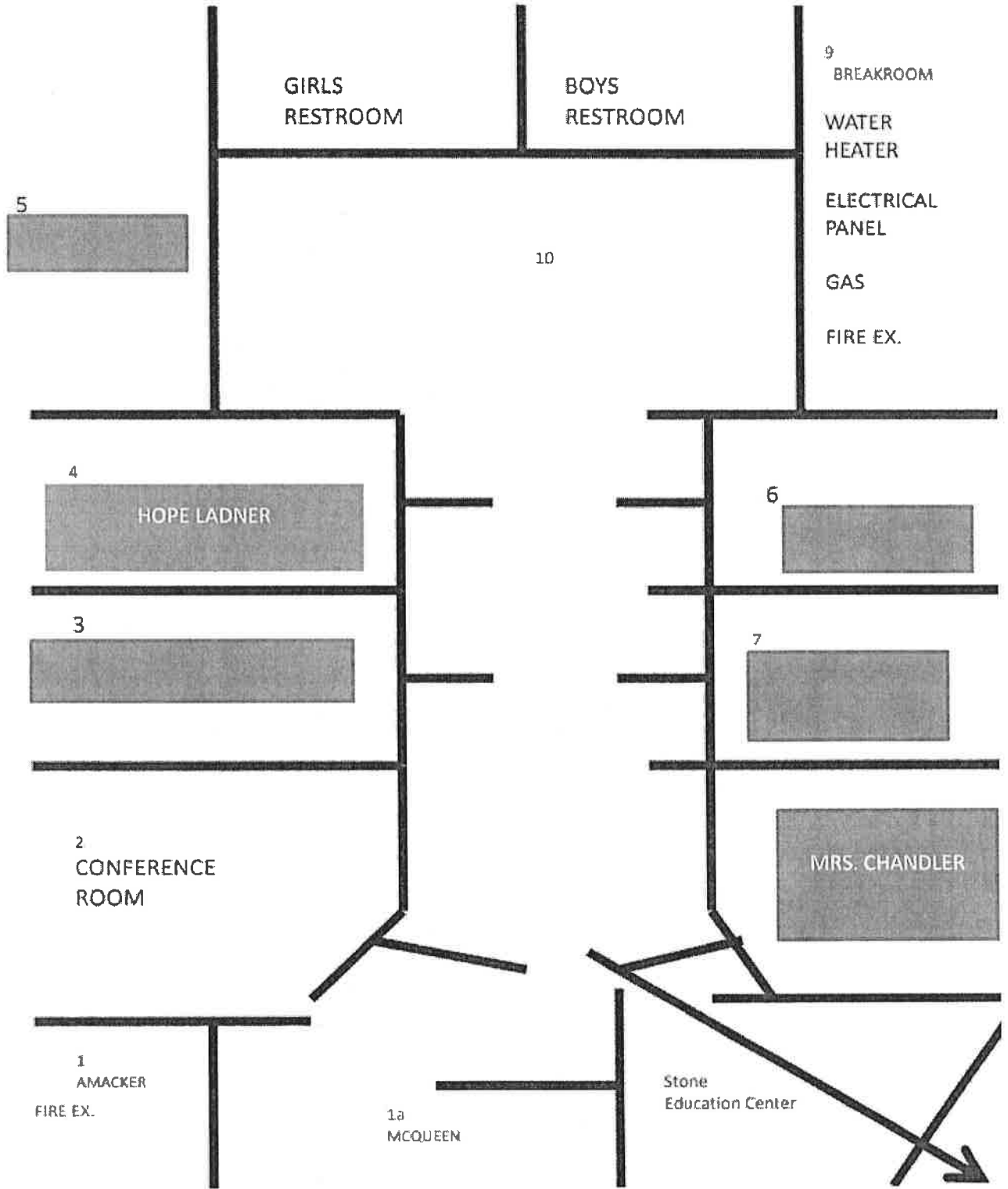
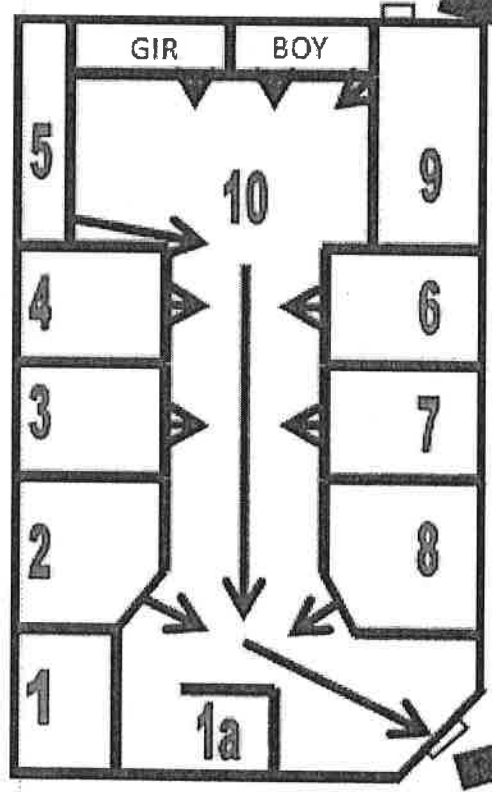


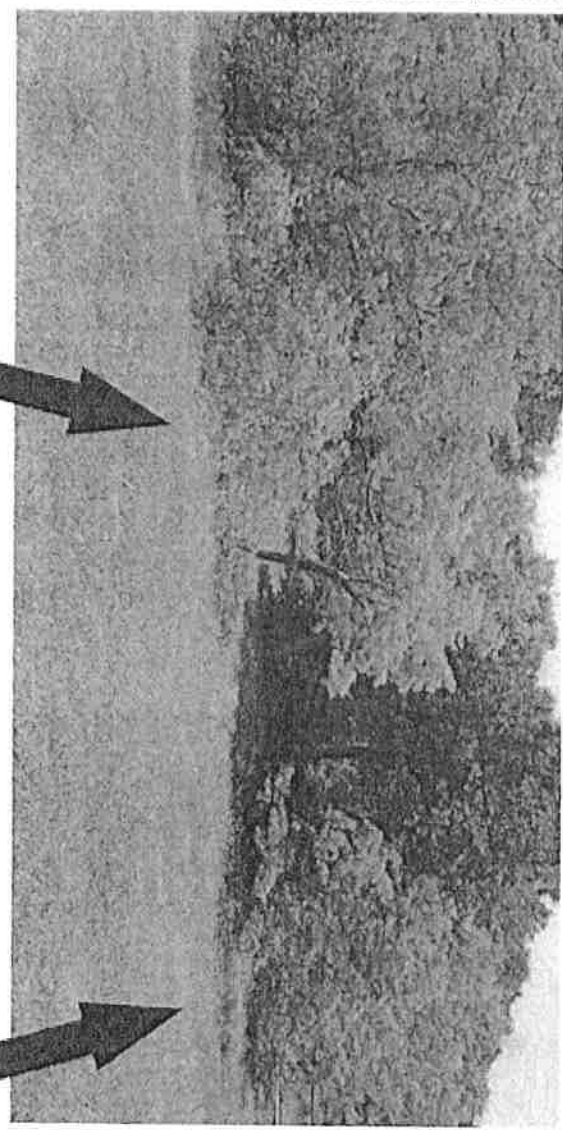
Figure 1

Stone High School Student Parking Lot

South Parker Street



East Border Avenue



First Street South

STONE EDUCATION CENTER BELL SCHEDULE

1ST PERIOD-	7:50-8:45
2ND PERIOD-	8:45-9:35
3RD PERIOD-	9:35-10:25
4TH PERIOD-	10:25-11:15
5TH PERIOD-	11:15-12:25
6TH PERIOD-	12:25-1:15
7TH PERIOD-	1:15-2:05
8TH PERIOD-	2:05-3:10

**ALL STUDENTS WILL REMAIN IN CLASSROOM
UNTIL THEIR BUS OR RIDE IS HERE TO PICK THEM UP**

Duty Roster

All teachers at Stone Education Center are on duty every day from 7:15-3:20.

Evacuation, Family Relocation (FRA) and Triage Areas

Evacuation: A minimum safe distance of 500 feet is required during fire evacuation, 1500 feet for bomb threats and other hazards. Students and staff must all be accounted for during evacuations. Fire evacuation routes must be posted in each classroom. The FRA must be clearly designated.

On-Site Evacuation Location (i.e. fields, parking lot, etc.)

STONE EDUCATION CENTER

Primary Location:

LOT SOUTH OF BUILDING

Secondary Location:

HENRY RATH ACTIVITY CENTER

Off-Site Evacuation/Reunification Location

STONE EDUCATION CENTER

Primary Location:

SEC: Blaylock Park

Secondary Location:

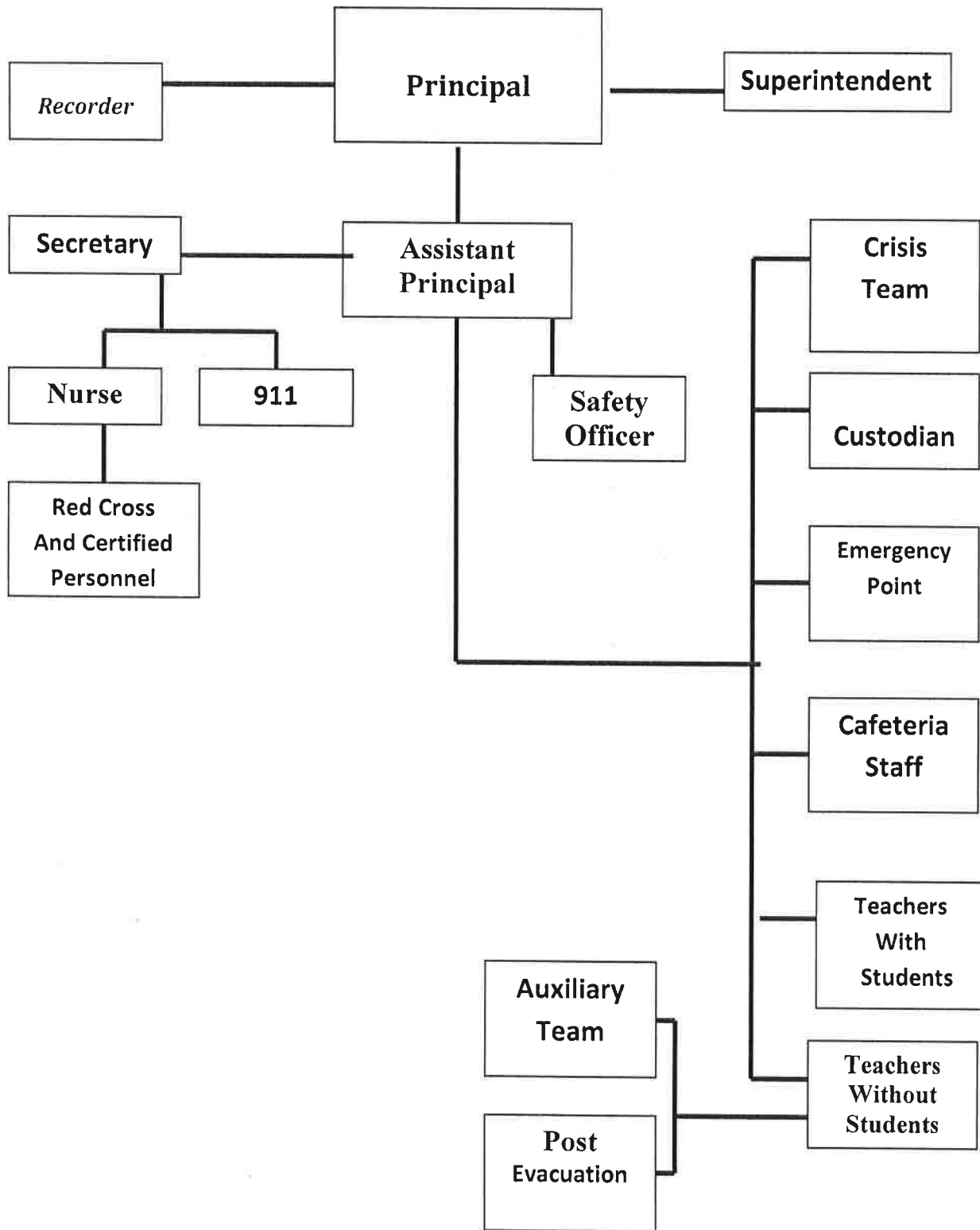
HENRY RATH ACTIVITY CENTER

Triage Area is staged in or adjacent to the park.

Media Staging Area

Superintendent's Office

Incident Command System School



STONE EDUCATION CENTER

PHONE CHAIN

KEVIN CONARD	601-529-2459
JUDY MCQUEEN	601-528-4431
HOPE LADNIER	601-528-4948
LISA CHANDLER	601-716-6787

Accident/Serious Injury/Illness

- If serious contact or have some call ___-911 immediately.
- The principal will assess nature and extent of injuries.
- The principal will contact first aid providers.
- First aid responders will initiate prompt first aid/medical services with the following:
 - Check person for airway blockage, breathing, etc.
 - Control severe bleeding, treat for shock if necessary.
 - Check for poisoning or ingestion of chemicals.
 - Provide CPR/first aid as necessary until back up medical services arrives at the scene.
- Call ___-911 for emergency assistance. Alternate emergency numbers:
 - Stone County Hospital 928-6600
 - Ambulance 928-2800 - 911
- School security will remove uninjured students from accident site. If evacuation is necessary, verify that all students and staff are out of the building at a distance for maximum safety.
- If evacuation is necessary, each teacher must take class list and grade book.
- The principal will notify the superintendent's office, who will immediately notify the proper departments (security director, crisis coordinator, and public relations coordinator).
- The crisis coordinator will convene local crisis team, if needed.
- The principal will notify parents of the nature and extent of injury.
- The public relations coordinator will prepare statement for the media (if needed).
- The principal will document actions and decisions concerning accidents.

NOTE Proper Protective Equipment Must Be Worn At All Times.

Medical Emergency (Call 911)

Definition: A medical emergency exists anytime a school incident exceeds the need for basic first aid.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a medical emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Be prepared to state the nature of the emergency and location. Provide emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.
- Principal will contact the parents and inform them of any first aid or illness that occurs while the child is at school.
- Administer first aid.
- Do not give medication by mouth unless specifically ordered to do so by the physician and appropriately signed authorizations from the parent and physician are on file.
- First aid provider will stay with the student until dismissed to the parent or until returned to the classroom.
- In the event that a student is transported to a health-care facility, the principal will designate a school staff person to stay with the child until the parent is present.
- No seriously ill or injured student should be allowed to go home without being accompanied by a responsible adult.
- A student should not be left at home unattended.
- All medical incidents should be documented.

******Utilize Bomb Threat Report Checklist**

Bomb Threat (MS Code 97-37-21)

Definition: A bomb threat usually occurs when the school receives an anonymous telephone message advising that a bomb has been placed somewhere on the school site. A bomb threat may be a prelude to attempted robbery, hostage taking, kidnapping, or just a student trying to get out of a test at school. However, a threat must be taken seriously at all times.

Most bomb threat telephone calls are very brief; the message is stated in a few words and then the caller hangs up the telephone. Every effort should be made to obtain detailed information from the caller, such as the five questions listed below. If possible, use the BOMB THREAT form to record information and record identifying qualities of the caller.

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does the bomb look like?
4. Where did you place it? (Attempt to get the caller to identify the building or location.)
5. Why did you place the bomb in the school?

Emergency Procedure:

- Clerical staff will immediately notify the principal/designee of the bomb threat.
- Clerical staff will document the threat (use the bomb threat checklist).
- The principal will notify law enforcement by calling ___-911 and security coordinator.
- The principal will decide whether to evacuate immediately and search the facility or to make a preliminary search prior to any other action.
- Principal will instruct teachers and staff as they are evacuating their classrooms and building, they must be watchful for anything that they don't recognize as being "normal", i.e. briefcases, bags in unusual places, pipes laying in unusual places. If they don't observe anything unusual in the classrooms, close the door after the last student is out. (The closed door will indicate to the police that nothing unusual was observed in the classroom.) Do Not Lock The Doors!
- The principal will evacuate the building, if warranted (1000 feet or more).
- A search team composed of police officers and staff members will conduct a visual search of the building and report to the principal any items or containers that are unusual or foreign to the normal operation. Do not handle the item under suspicion.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- The principal will be responsible for controlling the use of two-way radios and cell phones during a bomb threat.
- The principal will be responsible for developing and maintaining a visual search plan designed to meet the specific needs of his or her building.
- The principal will be responsible for conducting a search plan drill at least once each semester.
- The clerical staff will close all vaults and secure all record

Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.

- Teachers will take class roll and notify the principal if someone is missing.
- The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of Police/Fire Departments.
- In the case of inclement weather or delayed reentry into the school building(s), the principals will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location is the city park and MGCCC for PES. The superintendent/designee must be informed prior to moving students/staff to predetermined location.
- Public relations coordinator will prepare statement for the media.
- The principal will prepare fact sheet to help those answering phones.

What not to do if a bomb is found:

- **Do not** touch suspected explosives.
- **Do not** move suspected bombs.
- **Do not** place suspected bomb in water.
- **Do not** cut or pull any wires attached to suspected explosives.
- **Do not** attempt to cut strings, pull fuses, or release hooks attached to a suspected device.
- **Do not** use or pass metallic tools near suspected bombs.
- **Do not** smoke or allow open flames near suspected bombs.
- **Do not** use two-way radio or cellular phones near scene of suspected bomb.
- **Do not** investigate a suspected bomb too closely. Leave that to experts!

What to do if a bomb is found: **(MS Code 97-37-25)**

- Evacuate the area IMMEDIATELY according to school plan.
- Secure a perimeter of 1000 feet or more around the location.
- Call ___-911. Make sure the 911 operators understand that you have located a suspected explosive device. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- Members of the explosive ordinance disposal team will remove the bomb.
- The principal will document actions and decisions concerning bomb incident.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:



Homeland Security

Intruder/Lockdown-Update

ARMED AND UNARMED PROCEDURES

Definition: An intruder is an individual in the building who has not followed established visitor procedures.

Any school personnel who observes a visitor in the building or on the school campus without a visitor's badge should call the office. The principal/designee will determine if it is a serious situation.

General Procedure:

- Staff to stop strangers.
- Inquire as to their business in building.
- Direct stranger to the office and explain visitor's policy.
- If stranger refuses to cooperate break contact and call the office.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is an intruder inside the school, whether the person is armed, his or her last known location, a description, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Notify all teachers that you have an emergency situation. The emergency signal is **"Go Lock Down"**. Please keep all students inside your classroom until further notice.
- Teachers will account for students and put a red card under the door if a student is injured or required medical assistance.
- Principal will notify the central office at 928-7247.
- The central office will notify public relations, security coordinator, director of operations, and crisis management team coordinator.
- All classroom doors should be locked at the sound of the emergency signal.
- Teachers and students should move away from door and remain quiet and seated.
- Notify all students outside their classrooms to report to the nearest safe classroom.
- All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are forthcoming.

Severe Weather

Tornado, Thunderstorm, Hurricanes, Severe Winds, Flooding

Definitions: A hurricane is a tropical cyclone with winds of at least 74 miles per hour. These winds assume a counter clockwise circular motion around the center of the lowest pressure (eye). As the hurricane develops, the circular motion becomes more violent and often reaches speeds greater than 100 miles per hour.

A severe weather alert occurs when the National Oceanic and Atmospheric Administration issues a severe thunderstorm warning, tornado watch, or tornado warning.

Severe weather watch means that weather conditions are such that a severe thunderstorm may develop.

Severe weather warning means that a severe thunderstorm has developed.

Tornado watch means that weather conditions are such that a tornado may develop.

Tornado warning means that a tornado has been formed and sighted.

Emergency Procedure:

- During severe weather, the principal should review emergency procedures for his or her site.
- During severe weather, the principal should monitor appropriate weather radio systems.
- During severe weather watch, the principal should implement evacuation from outside portable buildings to a sheltered position inside the school building.
- Lightning is a threat during any severe thunderstorm. School personnel should move students inside to safety if lightning is occurring.
- During a tornado warning, students and teachers should move to areas offering the greatest tornado resistance (see school plan). Students and teachers should be seated on floor with their backs to corridor walls.
- During a tornado warning students and staff should avoid cafeterias, gyms, or any room with a wide free span roof.
- Teachers should check roll and notify the principal if someone is missing.
- The principal of each building will be responsible for preparing and posting a tornado evacuation plan for each classroom.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Officials in charge of athletic events should be aware of approaching severe storms or other weather-related emergencies. School officials should use the P. A. system to warn spectators of approaching severe weather. Game officials may stop play when unsafe weather conditions exist.

Fire (Call 911)

Definition: A fire occurs when combustible materials ignite in the presence of oxygen and heat. A fire, in the building, or on the premises requiring evacuation.

Emergency Procedure:

- Announce **“This is a fire.”** This will implement the fire drill evacuation procedures.
- Call 911. Make sure the 911 operators understand the nature of the emergency. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Evacuate immediately. Exit through the nearest safe exit using all available doors.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Teachers will follow students out and stay with students.
- Teacher will call roll and report missing students to the principal.
- Notify the central office immediately. They will notify the proper departments.
- Students and staff should not return to the building until Fire Department officials declare the area safe.
- Any fire at a school facility must be reported to the Fire Department, even if it is a very small fire or the fire has already been extinguished.
- The principals will update and post evacuation routes in each room annually.
- Extinguish small fires if it is possible to do so without endangering lives, but notification of the Fire Department is mandatory for all fires.
- Render first aid, if necessary.
- The building principal will be responsible for conducting one fire drill each month after the first month of school.
- The principal will document actions and decisions concerning fire incident.

(See School Maps)

POST EVACUATION MAPS IN EACH CLASSROOM

Earthquake

Definition: An earthquake is the oscillating movement of the earth's crust caused by the rupturing of great masses of rock miles beneath the surface of the earth. This generally takes the form of slipping or sliding along a rupture plane (a weakness in the earth's crust) called a fault. There are three major types of earthquakes: Volcanic, Plutonic, and Tectonic. Tectonic is the most common and most destructive.

Earthquakes can occur at any time with no advance warning. The onset of a large earthquake is initially signaled by a deep rumbling or by disturbed air making a rushing sound. Probably the most disheartening feature in the aftermath of a damaging earthquake is the reported occurrence of after shocks.

Emergency Procedure:

- Students and staff should stay put until tremors stop.
- Students and staff should duck and cover until tremors stop.
- Students and staff should take cover under desks and tables, against inside walls, or under doorways.
- Students and staff should be alert for possible after shocks.
- Shut off any electrical or gas operated appliances.
- Students and staff should evacuate the building through nearest safe exit if instructed to do so. The earthquake evacuation signal is FIRE DRILL SIGNAL.
- Students should avoid overhead wires and utility poles.
- Teachers should call roll and report missing students to the principal.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Unattached students should report to the nearest teacher. Teachers should report student additions to the principal.
- The principal will make the decision for the students and other personnel to re-enter the building only after being advised to do so by the civil defense office and/or school architect/engineer.

Hazardous Materials Incident

Definition: A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity of form, which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Hazardous materials are commonly used and transported through Stone County therefore, hazardous materials accidents may occur as the result of human error or natural disaster. Disasters involving hazardous materials are likely to happen without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.

Off-Property Hazardous Materials Release Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate shelter in-place plan. The alert signal is GO TO LOCKDOWN.
- Tune into the emergency radio system regarding any type of emergency situation.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- Close all windows and doors. Stay in the building. Disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
- Do not proceed outside unless directed. If required, take action to evacuate the building and if necessary, the school site. Stay upwind of the hazardous materials.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- The off campus alternative site for student transfer is as follows: the city park and MGCCC for PES, Bus Barn for CO. (N S E W)
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- First aid providers will render first aid if necessary.
- Do not approach a hazardous material area until a positive identification of material has been made.
- The site of a hazardous materials incident is to be isolated to the extent necessary as soon as possible.
- If positive identification of the material cannot be made, assume the materials to be dangerous.
- The fire chief will be the on-scene commander during a hazardous material incident.
- The fire chief will notify other emergency agencies and the Stone County emergency management director.
- The principal will determine if evacuation is necessary. If so, initiate evacuation procedure immediately.
- Keep all people upwind to avoid smoke, fumes, and dusts.
- The principal will document actions and decisions concerning hazardous materials incident.

Within The Facility Hazardous Materials Release Emergency Procedure:

- Evacuate the contaminated area and seal it off.
- Attempt to identify the chemical.
- Determine the hazard level presented as reflected in the MSDS sheet
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- If decontamination can be conducted with school assets, do so.
- If not, Call -911. Make sure the 911 operators understand that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate evacuation plan, **if necessary**. The Alert Signal is: FIRE DRILL SIGNAL.
- If necessary, evacuate the school site.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- Off campus alternative site: _____ N S E W.
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- The building shall not be re-entered until authorization is given by the fire department.
- First aid providers will render first aid if necessary.
- The principal will document actions and decisions concerning hazardous materials incident.

Pandemic/Epidemic Operations Implementation

A statewide pandemic will be declared upon the confirmed diagnosis of one person within the state of Mississippi.

- Ensure initiation of all infection control procedures and personal protective equipment as outlined in this manual.
- Initiate liaison with local EOC.
- Initiate liaison with the county health officer. Follow the local Emergency Management and Health Department guidance regarding, social distancing, and possible school or district closures.
- Maintain detailed surveillance of school attendance data.
- Initiate student and parent pandemic education programs in accordance with Mississippi Department of Education Guidance.
- Initiate preparations for school closure upon 10% infection rate. (Factor in normal truancy and absentee rate).
- Identify key staff (essential personnel) that will have to work during school closure.
- Consider reduced work schedules, flex time, telecommuting options, etc. Expect approximately 40% of personnel to be out due to illness or caring for an ill family member.
- Institute personal protective equipment (PPE) regular use by all staff upon recommendations of State or Local Health Department.

Blood borne Pathogens Exposure Control

In concert with Stone County School District's adoption of OSHA standards as a minimum safety standard, and in accordance with the OSHA Blood-borne Pathogens standard, 29 CFR 1910.1030, revised to include the pertinent changes to the OSHA Standard effective April 18, 2001 relative to sharps, protection from needle sticks, and employee involvement in identifying and selecting safer sharps protection devices, the following exposure control plan has been developed/revised:

Exposure Determination

OSHA requires employers to perform an exposure determination to identify which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At Stone County School District's facilities, the following job classifications are in this category:

Job Classification Task/Procedures

- School Nurse Student illness & accidents
 - First Aid Responders Medical cuts/abrasions, etc. involving first aid
 - Security Personnel Accident and injury response
 - Coaches Sports injuries
- In addition, if the employer has job classifications in which some employees may have occupational exposure, then a listing of those classifications is required. This listing should include tasks or procedures what would cause these employees to have occupational exposure in order to clearly understand which employees are affected. The job classifications and associated tasks/procedures for these categories are as follows:

Job Classification Task/Procedures

- Teachers & staff First aid
- Secretaries First aid
- Maintenance Personnel Sewerage compounds/system repairs
- Bus Drivers First aid
- Custodial Personnel Needles, spills, injury cleanup
- **Implementation Schedule and Methodology-** OSHA requires this plan include a schedule and method of implementation for the various requirements of the standard.
- **Review & Update** – This Plan will be reviewed and updated under the following
- Annually, on or before the anniversary date of this policy.
- Whenever new or modified tasks and procedures and implemented which could affect the occupational exposure of our employees.
- Whenever our employee’s jobs are revised so that new instances of occupational exposure may occur.
- Whenever we establish new functional positions within our facility that may involve exposure to blood borne pathogens.

Additionally, an annual review will be held to consider and implement appropriate commercially available and more effective/safer medical devices designed to eliminate or minimize occupational exposure (e.g. sharps containers). This review process shall involve solicitation of input from non-managerial employees potentially exposed to injury from contaminated sharps. This input shall be pertinent to the identification, evaluation, and selection of effective engineering and work practice controls. This evaluation process shall be documented and included with each annual update of the plan.

Compliance Methods

- Universal precautions will be observed at all facilities in order to prevent contact with blood or other potentially infectious material. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source

individual.

- Engineering, administrative and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains implementation of these controls, personal protective equipment shall also be utilized. Throughout Stone County School District, the following engineering and administrative controls will be utilized:
- Portable sharps containers that are puncture resistant, bio-hazard labeled, and leak proof
- Hand washing facilities
- Nurse's office
- Blood spill kits
- Policy enforcement
- The Nurse will examine the above controls on a monthly schedule to ensure that they are properly maintained.
- Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. Hand washing facilities are located in each staff restroom, student restrooms, and employee break areas
- After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately, or as soon as feasible, with soap and water. If employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as appropriate, as soon as feasible, following contact.

Needles

- Any needles, syringes, etc. will be handled as if known to be contaminated. When needles/syringes/sharps are found, they will be disposed of in approved Sharps containers. The employee finding the needle/syringe will notify his/her immediate supervisor who will see that the Sharps container for that area is retrieved from its location, brought to the needle/syringe/sharp, the needle/syringe/sharp placed in the Sharps container, and the container returned to its normal location. Under no circumstances shall an employee attempt to carry the needle/syringe/sharp to the Sharps container or otherwise dispose of it. Needle/syringe/sharps shall not be bent, recapped, sheared or broken. All employees shall receive training on this procedure, and this training shall be documented and the records kept in the centralized training files.
- ***Containers should be transported to the needle or other devices for disposal, never transport the needle to the container.*** Containers will be checked monthly by the School Nurse and removed and disposed of when full.

Contaminated Equipment

- Equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or disposal and shall be decontaminated as necessary unless the contamination of the equipment is not feasible.

Personal Protective Equipment (PPE)

- All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time for which the protective equipment will be used.
- **Protective clothing will be provided to employees by their department.** Employees will sign for reusable PPE. PPE will be issued as follows:
 - School Nurse: latex gloves, lab style overcoats, plastic aprons, & eye shields.
 - Maintenance Personnel: latex gloves, protective outerwear (as needed)

The use of PPE is not an option. Employees are required to wear PPE when conditions warrant.

All personal protective equipment will be cleaned, laundered, and/or disposed of by Stone County School District at no cost to employees. All repairs and replacements will also be made at no cost to employees.

- All garments (including personal attire) which are penetrated by blood while on duty at Stone County School District shall be removed immediately or as soon as feasible.

All personal protective equipment will be removed prior to leaving the work area.

The following protocol has been provided to facilitate leaving the equipment at the work area:

- Place contaminated clothing in a plastic bag, label the bag as contaminating a biohazard and deliver it to the administrator. Clothing contaminated with blood or other body fluids will be cleaned at the expense of the employer.
- Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, not-intact skin, and mucous membranes. Gloves will be available from the administrative offices for each facility.
- Disposable gloves used are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves will be discarded if they are cracked, peeling, torn,

punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

- Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations that would require such protection are as follows:
 - Cleaning large blood/body fluid spills.
 - First aid for injuries generating a large quantity of blood or bodily fluids.
 - The OSHA standard also requires appropriate protective clothing to be used, such as lab coats, gowns, aprons, clinic jackets, or similar outer garments. The following situations require such protective clothing be utilized:
 - Cleaning large blood/body fluids spills.
 - Working on sewerage system components/equipment.
 - Decontamination of areas soiled by blood/body fluids, will be accomplished by
 - Utilizing the following materials:
 - A standard commercial disinfectant or a 50/50 household bleach/water solution.
 - A Tuberculosis disinfecting solution will be also be used.
- All contaminated work surfaces will be decontaminated after completion of procedures and immediately, or as soon as feasible, after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.
- All bins, pails, cans, and similar receptacles shall be inspected and decontaminated monthly.
- Any broken glassware that may be contaminated will be picked up directly with the hands. The following procedures will be used:
 - Utilize a broom and dustpan to collect all glassware sharps, wear durable protective outer gloves and latex glove liners. Place glass in a hard container appropriately labeled for biohazards.

Regulated Waste Disposal

- All contaminated sharps shall be discarded as soon as feasible in sharps containers located in each facility. Sharps containers are located at School Nurse offices.
- Regulated waste other than sharps shall be placed in appropriate containers. Such

containers are not currently in use, but if a need for them is determined in the future, they shall be located at School Nurse offices.

Hepatitis B Vaccine

- All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employees to have sufficient immunity.
- Employees who decline the Hepatitis B vaccine will sign a waiver that uses the wording in the OSHA standard. Appendix B of this manual provides a sample form of this waiver that can be used.
- Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. The Lead Nurse is responsible for ensuring that the vaccine is offered, that waivers are signed, etc. The vaccine is to be administered by the physician to which referred.

Post-Exposure Evaluation and Follow-Up

- When the employee incurs an exposure incident, it should be reported to the Immediate Supervisor.
- All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having his/her blood collected for testing of HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted, and then the appropriate action can be taken and the blood

sample discarded.

- The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service and/or as directed by the attending physician.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- The Lead Nurse has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy.

Interaction with Health Care Professionals

- A written opinion shall be obtained from the health care professional who evaluates employees of Stone County School District. Written opinions will be obtained in the following instances:
 1. When the employee is sent to obtain the Hepatitis B vaccine.
 2. Whenever the employee is sent to a health care professional following an exposure incident.
- Health care professionals shall be instructed to limit their opinions to:
 1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
 2. That the employee has been informed of the results of the evaluation, and
 3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information.)

Bus Accident

Emergency Procedure:

- Bus driver will stay with students.
- Bus driver will ensure that law enforcement is notified.
- Bus driver will ensure that transportation supervisor is notified.
- Bus driver must immediately check all student passengers for injury and ask whether anyone is hurt or injured. If so, first aid shall be administered, if appropriate.
- The students should be evacuated from the school bus in accordance with standard procedures only if the condition or position of the school bus creates a further hazard to the student passengers.
- Transportation supervisor will go to the scene of accident.
- Transportation supervisor will notify central office and building principals. Central office will notify public relations, security coordinator, director of operations, and crisis management team coordinator.
- Principal will go to the scene of accident if students are injured.
- Principal or designee will notify parents.
- Principal will send staff member with the injured students if transported from accident site.
- Principal and supervisor of transportation will make list of all students on the bus at the time of accident.
- Principal and supervisor of transportation will document actions and decisions concerning bus accident.

Child Abuse/Neglect
(MS CODE 97-5-39)

Definition: Child abuse is an act of commission. Child neglect is an act of omission. An abused or neglected child (anyone under 18 years of age is defined as a child) whose health or welfare is harmed or threatened with harm when his or her parent, guardian, or other person exercising custodial control or supervision of the child inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means; creates or allows to be created a risk of physical or emotional injury to the child by other accidental means; commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child; abandons or exploits such child; or does not provide the child with adequate care, supervision, food, clothing, shelter, education, or medical care necessary for the child's well-being.

The most common forms of abuse are physical (i.e., assault or contact that causes physical injury or emotional injury; (abandonment; stalking, hate crimes, harassment) and sexual abuse (i.e., touching, handling, etc., of a child for lustful purposes, sexual exploitation, e.g., pornographic photographic, rape, molestation, incest, prostitution).

A child's parent, guardians, or other person who has permanent or temporary care, custody, or responsibility for the supervision of a child, including school personnel, can cause abuse or neglect. Also, a stranger or someone outside the school setting can cause by another child or abuse. Regardless of who is reported to have caused the abuse or neglect, you should report it immediately to the proper authorities and let them handle the investigation.

In accordance with the laws of the State of Mississippi regarding child abuse, any person who has reasonable cause to suspect that child abuse or neglect is occurring shall report such information to the director of social services in the county in which the child resides.

Law from civil liability protects persons making reports if they act in good faith.

It is not necessary that one have absolute proof before reporting. It is the responsibility of the Department of Human Services to make its own investigation.

Procedure:

Faculty and staff members should call 928-4996 or 1-800-222-8000
Stone County Department of Human Services
Social Services
323 East Cavers Avenue
Wiggins, MS 39577

If the telephone number is busy, keep calling until you talk with someone at the agency, do not wait until the next day.

Provide the following information:

- Name of child.
- Name of child's parents, address, telephone.
- Child's age.
- Name and address of person whom you suspect is responsible for the abuse or neglect.
- Any other pertinent information.
- Do not notify the suspected abusers.
- Faculty and staff members should inform the principal of the report in writing, including date and time of the report.
- Principal shall permit interview with the child by authorized, properly identified officials.
- School counselor will provide follow-up counseling, when appropriate.
- The principal will document actions and decisions concerning child abuse/neglect incident.






Emergency Drills

The following emergency drills will be conducted:

- Bus Evacuation Drills..... 2 times per year.
- Active Shooter Drills..... 2 times per year
- Fire Evacuation Drills..... 9 times per year **(1 per month)**
- Tornado Drills..... 2 times per year.
- Earthquake Drills..... 2 times per year.
- Bomb Search Drills..... 2 times per year.
- Lock Down Drills..... 2 times per year.
- Intruder/Violent Incident..... Annually

See Appendix - I-K – Document all Drills

Emergency Drill Alert and Procedures

Drill	Alert Signal Sound	Procedure
Fire 	Verbal Command (Fire)	Line up quickly and quietly
Tornado 	Verbal Command (Tornado Drill)	Sit facing the wall with hands over head
Lockdown 	Verbal Command (Lock Down)	Girls to the rear corner; Boys under the computer counter
Earthquake 	Intercom Announcement (drill) Immediate Action (occurrence)	Get under a table or desk
Intruder 	Verbal Command (Lockdown)	Hide and stay quiet

****The principal and/or school safety officer will review each emergency drill alert and procedure at the beginning of the school year with students and staff.

Emergency Drills

Fire Drill--
Verbal Command

Tornado Drill—
Verbal Command

Code 1--Evacuation

Exit school and go to empty lot across the street.
Look for mysterious bags, but do not touch them.
Take Gradebook.

Code 2--

Evacuation by Bus

Exit to behind school in one line.
Take Gradebook.

Code Blue--Intruder

Look in hall for students. Close and Lock Door. VERBAL COMMAND-LOCKDOWN

Hide and **STAY QUIET!!!**

Safety Inspection Procedures

Inspection

- Periodic inspections of school facilities using the School Safety Assessment Instrument (Appendix I- A) as an interim guide to detect and correct unsafe conditions and practices before injuries occur.
- Each school or facility will develop a safety checklist for each work area.
- After each inspection, a copy of the safety checklist will be reviewed with the building principal, and corrective action, if necessary, will be taken to correct any hazards as identified.
- The district safety director will review the result of safety and housekeeping inspections with school principals to determine corrective follow-up action.
- Results of safety and housekeeping inspections, reports of unsafe act and safety policies and procedures will be communicated to employees as needed.

Techniques

- Regular safety and housekeeping inspections will serve to encourage employees to inspect their own work areas.
- The district safety director will determine the frequency for holding inspections, but will schedule at least two annually.
- The school safety committee will determine means of securing employee and student interest and encouraging cooperation in the SCSD safety program.

Inspection Procedures

Inspection procedures will vary in accordance with the type of inspection required. The responsibility of the district is to ensure that all inspectors are familiar with federal standards, state laws and local ordinances affecting the safety and health of workers. A safety checklist will be developed around the avoidance of the following eleven basic work hazards:

Pinch points, shear points	Flying and falling objects	Electricity
Gas/vapors	Chemical/flammable	Heavy objects
Hot/cold objects and radiation	Sharp and pointed objects	Slippery surfaces
Trip/Fall		

Record Keeping

The following records must be retained for a period of not less than one year:

Injury and Accident Reports	Accident Investigation Forms and Reports
Inspection Reports and Follow Up Reports	Training Records
Safety Citations or Disciplinary Actions regarding unsafe practices	

Remember Always---DOCUMENT, DOCUMENT, DOCUMENT

Attachment A

SCHOOL FACILITY SAFETY ASSESSMENT INSTRUMENT

School District _____ School Superintendent _____

School Name & Address _____

Principal(s) _____

Date of Assessment _____

Facility Assessment

Exterior Review

1. Parking

- A. Has the school designated and appropriately labeled parking for handicap individuals? _____
- B. Are visitor parking spaces marked and in close proximity to the office? _____
- C. Is there appropriate means of access to the building? _____
- D. Are the grounds and parking areas properly maintained? _____

2. Utilities

- A. Are main utilities shut-offs properly identified by signage outside? _____
- B. Has access to mechanical/storage areas been secured? _____

3. Maps

- A. Has a campus map been prepared and posted in the (Main Office) identifying main utility shut-off points on campus? _____
 - 1. Electricity _____
 - 2. Natural Gas or Propane _____
 - 3. Water _____

4. Sidewalks/Steps

- A. Do the walkways and steps provide adequate access to all buildings? _____
- B. Are steps in good repair? _____
- C. Are handrails provided? _____

5. Fire Prevention

- A. Are fire hydrants near the building unobstructed? _____

6. Playground area

- A. Are all playgrounds fenced? _____
- B. Are there barriers in place to separate children from vehicular traffic flow? _____
- C. Is the playground surface shock absorbent? _____
- D. Is playground equipment properly installed, adequately spaced and free of sharp edges? _____
- E. Does the playground comply with the Handbook for Public Playground Safety published by the U.S. Consumer Product Safety Commission? _____

Public Playground Safety Checklist

1. Make sure surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand, or pea gravel, or are mats made of safety-tested rubber or rubber-like materials.
2. Check that protective surfacing extends at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.
3. Make sure play structures more than 30 inches high are spaced at least 9 feet apart.
4. Check for dangerous hardware, like open "S" hooks or protruding bolt ends.
5. Make sure spaces that could trap children, such as openings in guardrails or between ladder rungs, measure less than 3.5 inches or more than 9 inches.
6. Check for sharp points or edges in equipment.
7. Look out for tripping hazards, like exposed concrete footings, tree stumps, and rocks.
8. Make sure elevated surfaces, like platforms and ramps, have guardrails to prevent falls.
9. Check playgrounds regularly to see that equipment and surfacing are in good condition.
10. Carefully supervise children on playgrounds to make sure they're safe.

www.mde.k12.ms.us link to the *U.S Consumer Product Safety Commission*

Interior Review

1. Corridors

- A. Is clear egress provided? _____
- B. Does the area have emergency lighting? _____
- C. Do lighted egress signs identify each egress point? _____
- D. Are fire extinguishers provided no farther than 75 feet from any area? _____

2. Classrooms

- A. Can classroom doors be secured from the inside? _____
- B. Do classrooms have evacuation maps posted? _____
- C. Does each classroom have two means of egress? _____
- D. Is the second means of egress unobstructed and labeled? _____
- E. Does each classroom have a two-way means of communication with the office?

- F. Are extension cords being for a permanent power source? _____
- G. Were surge protectors plugged into wall outlets? _____
- H. Are electrical wall outlets covered? _____
- I. Were there any classrooms with more than 20% of walls covered with paper work?

3. Dietary/Dining Area

- A. Is there emergency lighting in dining room? _____
- B. Are evacuation maps posted in dining room? _____

- C. Are portable fire extinguishers available in dining room? _____
- D. Do lighted egress signs identify each egress point? _____
- E. Are extension cords being for a permanent power source?
- F. Are the kitchen ranges, and hoods free from grease or dust build-up? _____
- G. Is an automatic fire suppression system provided to protect the cooking surface?

- H. Is automatic fire suppression system inspected and tagged bi-annually? _____
- I. Is there at least one portable fire extinguisher with a 40B rating? _____
- J. Is there a Type K fire extinguisher in the cooking area? _____
- K. Has staff participated in fire safety training annually? _____
- L. Are temperature charts for freezers, coolers, refrigerators, maintained (current) and located in the appropriate work area? _____
- M. Is food covered and stored on shelves or pallets in freezers/coolers? _____
- N. Are food and cleaning supplies stored separately? _____
- O. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- P. Is the Department of Health certificate current and displayed? _____
- Q. Are there any open blanks in the electrical panel? _____

4. Gymnasium/Auditorium (Public Assembly Area)

- A. Are at least two exits provided clearly marked by illuminated exit signs? _____
- B. Do egress doors have functional panic hardware? _____
- C. Are exits free of obstruction? _____
- D. Is a fire extinguisher provided for each 3,000 square feet of floor space and placed in a position no farther than 75 feet from any area? _____
- E. Are occupancy loads posted? _____
- F. Does the area have emergency lighting? _____
- G. Are there at least two portable fire extinguishers on the playing surface of the gym?

- H. Is there a portable fire extinguisher in the stage area? _____
- I. Are there open blanks in the stage area electrical panels? _____
- J. If stage area has floor lights are they covered? _____

5. Laboratories

- A. Is there an eye wash station available? _____
- B. Does laboratory have protective eyewear for each student? _____
- C. Is there a portable fire extinguisher available? _____
- D. Are there emergency utility cutoffs near the teaching station? _____
- E. Does the laboratory have a functional vent-a-hood? _____
- F. Are workstations kept in a safe condition? _____
- G. Are there any unprotected electrical outlets on students work stations? _____
- H. Does the school have a policy and procedure, which outlines the safe use of laboratory equipment and chemicals? _____

6. Chemicals and Storage Area

- A. Is there a complete inventory of chemicals on hand? _____

- B. Are Material Safety Data Sheets (MSDS) available for each chemical? _____
- C. Are chemicals labeled and dated? _____
- D. Does the school have a central storage area for chemicals? _____
 - 1. Is the storage area vented? _____
 - 2. Are shelves in good condition? _____
 - 3. Are hazardous chemicals (such as strong acids and bases) stored separately? _____
 - 4. Is area secured? _____

7. Shops/Vocational Areas

- A. Are equipment/tools protected with covers/guards? _____
- B. Does area provide protective eyewear for each student? _____
- C. Are power tools and equipment secured properly (drill press, air compressors, etc.)? _____
- D. Are aisles/storage bins kept neatly and uncluttered? _____
- E. Do lighted egress signs identify each egress point? _____
- F. Are extension cords being used for a permanent power source? _____
- G. Are there open blanks in the electrical panels? _____
- H. Are there any unprotected electrical outlets? _____

8. Mechanical/Electrical/Custodial/Storage Areas

- A. Is storage orderly and appropriate? _____
- B. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- C. Is storage separated from heaters and heat-producing devices? _____
- D. Is there ventilation in the storage area? _____
- E. Are flammable liquids stored properly? _____
- F. Is lawn equipment and gasoline stored properly? _____
- G. Are custodial/storage areas kept locked? _____

9. Restrooms

- A. Do water closets, urinals, lavatories operate properly? _____
- B. Do the facilities accommodate handicap individuals? _____
- C. Are partitions in good working order? _____
- D. Does the area have proper ventilation? _____
- E. Is there evidence that area has been serviced on a routine basis? _____

10. Facility Wide

- A. Is the school protected by an automated fire alarm system? _____ (If so it must function)
- B. Did the school have an automated sprinkler system? _____
- C. Are gas/LP fired heaters/boilers properly vented to the outside? _____
- D. Have pressure vessels (hot water heaters, boilers, air compressors) above 200,000 BTU been inspected and tagged with current license? _____

11. Asbestos Management

- A. Does the school have an Asbestos Management Plan on file? _____

- B. Has the school complied with the AHERA three-year re-inspection? _____
- C. Has the school sent parents and employee notification on an annual basis? _____
- D. Have 6-month inspections been performed? _____

12. Lighting

- A. Is interior lighting adequate in all areas? _____
- B. Are interior lights working and in good repair? _____
- C. Are covers provided for all lights? _____

13. Stairs

- A. Do stairs have handrails? _____
- B. Are stairs a minimum of six feet wide and leading to major exits on the ground floor?

- C. Are stair treads in good condition? _____
- D. Is there a plan for handicapped egress from second floor? _____
- E. Do stairwells have emergency lighting? _____

14. Heating/AC/Ventilation

- A. Is there evidence that system has been serviced on a routine basis? _____

15. Electrical System

- A. Are electrical panels secured (blank spacers missing)? _____
- B. Are electrical panels labeled properly? _____

16. Ingress/Egress Doors

- A. Do egress doors have functional panic hardware? _____
- B. Do all egress doors open outward? _____
- C. Are any egress doors chained and/or padlocked? _____
- D. Are exits completely unobstructed? _____

**ACCIDENT/INCIDENT REPORT
STONE COUNTY SCHOOL DISTRICT**

CIRCLE ONE: Employee Student Other: _____

TO BE COMPLETED BY ADMINISTRATOR/SUPERVISOR:			
Injured Party Name (First, Last, MI)	Date of Birth:	Phone #:	Gender:
Address:	School/ Position/ Grade:	Date and Time of Accident:	
	Location of Accident:	Outcome (Circle one): Sent Home Not Sent Home Sent to Hospital SRO/911 called SRO Name:	
Part of Body Affected: (Be Specific)	Suggestions for preventing a similar accident:		
Specific activity the individual was engaged in when accident or illness occurred:			
Describe how injury occurred. Explain the sequence of events and include any objects or substances that directly injured the individual.			
Initial Treatment: Please check one <input type="checkbox"/> No Medical Treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Emergency care <input type="checkbox"/> Hospitalized <input type="checkbox"/> Future Major Medical/ Lost Time Anticipated <input type="checkbox"/> Other:	Name/Phone # of Person Administering First Aid: (If applicable)	Witness Name: Address: Phone:	
Physician/Health Care Provider (Name & Address):	Did Accident occur on Employer's Premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name/Phone # of Relative contacted:	
Individual completing form Signature and Date:	Administrator/Supervisor Signature and Date:		
IF AN EMPLOYEE IS INJURED:			
Do you question the validity of this claim? If yes, please explain:	Date Employer Notified:	Last Date Worked:	Date Return(ed) to work:
TO BE COMPLETED BY OFFICE:			
Workers Comp #:	Date of Hire:	Date Received:	Date Entered:

****Student and Other forms are to be returned to Cassie Hardy**

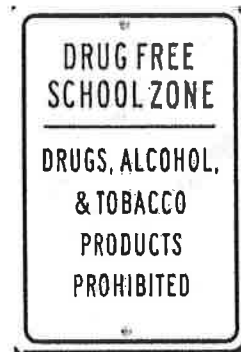
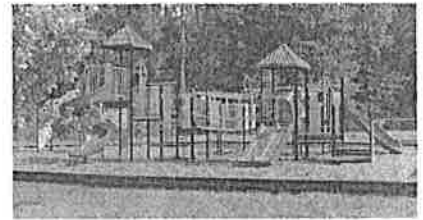
****Employee forms are to be sent to Katie Ratcliff along with other Employee forms**

Supervisor's Accident Investigation Report Rubric

CAUSES	DEFINITION OF CAUSE	SUGGESTED CORRECTIVE MEASURES
ENVIRONMENTAL 1. Unsafe procedure	Hazardous process; management failed to make adequate plans for safety.	A. Job analysis B. Formulation of safe procedure
2. Equipment Defective Through Use	Machines or equipment that have become rough, slippery, sharp-edged, worn, cracked, broken, or otherwise defective through use or abuse.	A. Inspection B. Proper maintenance.
3. Improperly Guarded Equipment	Machines or equipment that are unguarded or inadequately guarded.	A. Inspection. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Include guards in original design, order, and contract. D. Provide guards for existing hazards.
4. Equipment Defective Through Design	Failure to provide for safety in the design, construction, and installation of building, machinery, and equipment, too large, too small, not strong enough.	A. Source of supply must be reliable. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Correction of defects.
5. Unsafe Dress or Apparel	Management's failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, and other articles of safe dress or apparel.	A. Provide safe dress or apparel or personal protective equipment if management could reasonably be expected to provide it. B. Specify the use or non-use of certain dress or apparel or protective equipment on certain jobs.
6. Unsafe Housekeeping Facilities	No suitable layout or equipment that are necessary for good housekeeping-shelves, boxes, bins, aisle markers, etc.	A. Provide suitable layout and equipment necessary for good housekeeping.
7. Improper Ventilation	Poorly ventilated or not ventilated at all.	A. Improve the ventilation.
8. Improper Illumination	Poorly illuminated or no illumination at all.	A. Improve the illumination.
BEHAVIORISTIC 9. Lack of Knowledge or Skill	Unaware of safe practice, unpracticed, unskilled, not properly instructed or trained.	A. Job training.
10. Improper Attitude	Worker was properly trained and instructed, but s/he failed to follow instruction because s/he was willful, reckless, absentminded, excitable, or angry.	A. Supervision. B. Discipline. C. Personnel work.
11. Health Impairments (Physical)	Worker has poor eyesight, defective hearing, heart trouble, hernia, etc.	A. Pre-placement physical examinations. B. Periodic physical examinations. C. Appropriate job assignment of employees. D. Identification of workers with temporary health impairments.

Reviewed and Board Approved Date: _____

STONE MIDDLE SCHOOL
School Safety Plan
2020-2021



Lance Bolen, Principal

532 Central Avenue
Wiggins, MS 39577
601-928-4876

www.stoneschools.org

Mississippi Department of Education- mdek12.org

STONE MIDDLE SCHOOL

School Safety Plan 2020-202

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All other emergency situations (fallen aircraft, explosion, confrontation, altercation/ assault, death of family/staff, building collapse, hostage, nuclear warning and natural gas leakage), are outlined in the District's Crisis Response Plan located in each school's office.

Appendix A - Employee Handbook
Appendix B - Parent/Student Handbook

INTRODUCTION

The School Safety Plan is the foundation the school uses to maintain a safe and secure educational environment. There are three components to a comprehensive school safety plan. Those components are:

1. Policies and procedures that afford a safe school environment.
2. The Crisis Response Plan.
3. Programs that promote a safe school environment.

This model school occupational safety and emergency response plan is a composite of the best plans the Division of School Safety has reviewed. It represents the first two of the three components necessary for comprehensive safe school planning. Keep in mind, this is merely a model. Every school and district is different and accordingly, every plan will be different. We sincerely hope that this model will provide solid guidance in your pursuit of a safe school.

Mission Statement

Our mission is
to **IGNITE** within every student a passion for learning,
to **INSPIRE** the pursuit of excellence,
and to **INSTILL** the desire to lead a productive, purposeful life.

Stone County School District Policy

Section: E Business Management

Policy Code: EBBA School Safety Plan

SCHOOL SAFETY PLAN

Please Note: For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE ' 37-11-55 and sample policy JCB.

The superintendent shall be responsible for ensuring that each school in the district maintains a School Safety Plan, which shall be subject to approval by the superintendent and the school board. The Safety Plan is to be reviewed on a regular basis and revised as needed.

SCHOOL SAFETY PLAN

A comprehensive, systematic, broad-based continuous process designed to create and maintain a secure and orderly school climate that is free of drugs, violence, and fear. A safe and orderly school climate promotes the success and development of all children and the staff who serve them. At a minimum, the School Safety Plan should address the following components:

- Crisis Intervention Team,
- School Safety Self-Assessment,
- School Safety Drill Assessment, and
- Mental Health and Suicide Prevention Training

CRISIS INTERVENTION TEAM

An interdisciplinary team of professionals whose goals are to respond to emergencies or crisis situations and to provide an array of services, which may include counseling, medical, legal, security or police, etc. The Crisis Intervention Team may also be utilized in a planning capacity in order to establish coordination and linkages prior to the actual occurrence of an event.

SCHOOL SAFETY SELF-ASSESSMENT

A strategic planning and assessment instrument used to evaluate the extent of the school safety plan. In the broadest of terms, the assessment should include a comprehensive review of the entire educational program of a school and/or school district. It may, however, focus on specific areas such as assessment of the gang problem, weapons in schools, drug or alcohol abuse, schoolyard bullying, facilities evaluation, policies and procedures, compliance with statutes, attitudes and a host of emerging trends in the field of school safety.

SCHOOL SAFETY DRILL ASSESSMENT

A process designed to evaluate the effectiveness of a crisis management plan and the readiness of an individual school and/or school district. This assessment may include a review of policies and procedures, safety drills, linkages with the appropriate agencies, the role of Crisis Intervention Team members in the event of a crisis, professional development activities, and training students how to respond during a crisis.

MENTAL HEALTH AND SUICIDE PREVENTION TRAINING

Beginning the 2019-2020 school year, the school district shall conduct, every two (2) years, refresher training on mental health and suicide prevention for all school employees and personnel, including all cafeteria workers, custodians, teachers, and administrators. This training shall be in connection with the Mississippi Department of Health. The district shall report completion of the training to the State Department of Education.

Note: EACH SCHOOL is to have its own school safety plan that includes at a minimum each of the components listed above.

The Mississippi Public School Accountability Standard for this policy is standard 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBB - Safety Program

EDC - Bus Safety Program

GAE A - Staff Protection

JGF - Student Safety

Approved/Revised Date:

12/1/2014

State Board Policy 8000 Unsafe School Choice Policy (USCP): A student attending a persistently dangerous public elementary school or secondary school may be allowed to attend a safe public elementary or secondary school within the local educational agency.

Policy Code: JGF Student Safety

STUDENT SAFETY

For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE ' 37-11-55 and sample policy JCB, Code of Conduct.

CHILD ABUSE OR NEGLECT

In compliance with MS Code ' 43-21-353, district personnel shall immediately report suspected child abuse or neglect to the Mississippi Department of Human Services. The number for the Child Abuse Hotline is (601) 359-4991, or toll free (800) 222-8000.

DISASTER EMERGENCY

If this school board determines that it is not economically feasible or practicable to operate any school within the district for the full one hundred eighty (180) days required for a scholastic year as contemplated due to an enemy attack, a manmade, technological or natural disaster, or extreme weather emergency in which the Governor has declared a disaster or state of emergency or the U.S. President has declared an emergency or major disaster to exist in this state, the school board may notify the State Department of Education of the disaster or weather emergency and submit a plan for altering the school term.

If the State Board of Education finds the disaster or extreme weather emergency to be the cause of the school not operating for the contemplated school term and that such school was in a school district covered by the Governor's or President's disaster or state of emergency declaration, it may permit that school board to operate the schools in its district for less than one hundred eighty (180) days; however, in no instance of a declared disaster or state of emergency under the provisions of this subsection shall a school board receive payment from the State Department of Education for per pupil expenditure for pupils in average daily attendance in excess of ten (10) days. ' 37-13-63

SAFETY DRILLS

Each school shall have a current disaster plan and shall conduct regular safety drills, to include but not limited to bomb threat, earthquake, fire, and tornado.

It shall be the duty of the principals and teachers in all school buildings to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education. ' 37-11-5 (1980)

HARASSMENT

Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment C Title IX Procedures.

STUDENT AND STAFF PROTECTION

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes.

Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed five hundred dollars (\$500.00), imprisonment in jail for a period not to exceed six (6) months, or both. Any person under the age of seventeen (17) years who violates any provision of this section shall be treated as a delinquent within the jurisdiction of the youth court. ' 37-11-20 (1972)

SAFETY DURING INSTRUCTION

Each student and teacher is required to wear an appropriate industrial quality eye protective device at all times while participating in or observing any of the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
 - a. Hot molten metals, or other molten materials;
 - b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
 - c. Heat treatment, tempering, or kiln firing of any metal or other materials;
 - d. Gas or electric arc welding, or other forms of welding processes;
 - e. Caustic or explosive materials; or
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

For purposes of this section unless the context indicates otherwise "Industrial quality eye protective device" shall mean a device meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc. Such devices shall be furnished to all visitors to such shops and laboratories. ' 37-11-49 (1974). Such devices may, at the

discretion of the individual school, be furnished for all students and teachers; a. purchased and sold at cost to students and teachers; or b. made available for a moderate rental fee.

TRANSPORTATION SAFETY

Maximum regard for pupil safety and adequate protection of health shall be primary requirements which shall be observed by the school board in purchasing used school buses. ' 37-41-103 (1982)

The Mississippi Public School Accountability Standards for this policy are standards 29, 30 and 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBBA -School Safety Plan

EDC - Bus Safety Program

JGFG -Accidents / First Aid

KBB - Media Access to School Campuses, Staff and Students

Approved/Revised Date: 12/1/2014

Visitors in the Schools

No one other than regular school employees is allowed on campus without clearance from the principal's office. All visitors must check in and out of the principal's office upon arriving on campus. Visitors must leave a photo ID or Driver's License in the office before receiving a visitor pass. Visitors must receive a visitor's pass/ID from the school office before seeing any student or staff member during the school day, and the pass is not transferrable from one school to another school. **The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures**

Gun Free/Drug Free

State Board Policy EBBH (1990) prohibits the possession of pistols, firearms or weapons by any person on school premises or at school functions. Code §37-11-18 (1996) requires any student who possesses a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commit a violent act on educational property be subject to automatic expulsion for one calendar year. The superintendent of the school is authorized to modify the period of time for expulsion on a case-by-case basis. Further, Code §37-15-9 (2003) does not require a school district to admit a student if he/she was expelled for an act involving violence, weapons, or other activity.

Code §97-32-29 (2000) further prohibits the use of tobacco on any educational property for adults who, if in violation, would be subject to a fine and issued a citation by a law enforcement officer. Educational property is defined as any public school building or bus, campus, grounds,

athletic field, or other property used or operated during a school-related activity. Note: This policy meets CDC's definition of a tobacco-free schools policy.

Positive Behavior Instructional Support (PBIS)

The SCSD adheres to MDE’s Multi-tiered System of Support (MTSS) procedures for behavior interventions. PBIS is implemented as Tier I for behavior support for all students.

List of Implemented Programs that Address School Safety and Wellness

- Character Education- (Character Counts, Keystone, Random Acts of Kindness)
- Fire Prevention Week
- Bullying (Assemblies, Bullying Beans, etc.)
- Red Ribbon Week
- Emotional Wellbeing (Gulf Coast Mental Health, Presence Learning)
- Other programs and initiatives as determined by student data, superintendent, district safety director and/or principal

UPDATE

STONE MIDDLE SCHOOL Safety/Crisis Management Team

Position	Name	Home Phone	Cellular Phone
Principal	Lance Bolen	601-508-9969	601-508-9969
Assistant Principal	Colleen Hickman	601-528-2607	601-528-2607
Assistant Principal	Tiffany Farmer	601-528-2160	601-528-2160
Counselor	Rose Pouriraji	228-760-2371	601-297-2095
Secretary	Jolene Strickland	601-928-8518	601-928-8518
Nurse	Andi Fairley	601-408-8640	601-408-8640
Food Service Manager	Lanette Freeman	601-528-2328	601-528-2328
Custodian	Theresa Arrington	601-466-6635	601-466-6635
Special Populations	Whitney Holmes	601-953-9161	601-953-9161
Teacher	Haley Phillips	601-447-5448	601-447-5448
Teacher	Joy Potter	601-716-4914	601-716-4914
Teacher	Trey Porter	228-217-3376	228-217-3376

Assigned School Resource Officer	Lindsey Willison - SMS	601-928-4876	601-928-4876

The school safety committee, facilitated by the site administrator, assists in developing the school safety program and monitors the process. Representatives on the school safety committee include personnel from instruction, food service, custodial and support services.

CPR/First Aid Certified Staff in the Building (List by Name and Contact Number)

1. Andi Fairley - 601-408-8640
2. Brandt Peddy - 615-419-8675
3. Trey Porter - 601-606-1470

Community Emergency Numbers

Ambulance...Fire...Police.....CALL...911

MDE Crisis Response Team...601-942-2445 cell

601-359-1335 office

.....	
Fire Coordinator.....	928-5446
Police Department (Stone County).....	928-5444
Sheriff's Department.....	928-7251
Civil Defense.....	928-3077
.....	

Health

Stone County Hospital	928-6600
Garden Park Hospital.....	575-7000
Department of Human Services.....	928-4996
Stone County Health Department.....	928-5293
American Red Cross.....	896-4511
Poison Control Center.....	800-256-9822

Law Enforcement

F.B.I.....	948-5000
Mississippi Highway Patrol.....	864-1314
United States Border Patrol.....	863-3582

Utilities

Mississippi Power Company.....	800-487-3275
Centerpoint Energy.....	800-371-5417
Blossman Gas, Inc (FEMA buildings only).....	928-4492
Stone County Water.....	928-0272
Stone Utilities.....	528-9900

Media

Sun Herald.....	896-2100
WLOX – TV.....	896-1313
WXXV – TV.....	832-2525
Stone County Enterprise	928-4802

<u>Important Numbers</u>		
Crime Stoppers Hotline	Local	601- 928-4141
CONNECTIONS HOT LINE		1 -888-827-4637
ANIMAL SHELTER		(601) 928-1930
(Call local police for assistance)		

The principal will update and post evacuation plans in each room of his or her building annually. This plan will be used for fire, bomb threat, explosion, loss of a building’s structural integrity, hazardous materials and other crises requiring evacuation.

Evacuation is considered a last line of defense and should only be implemented when the life and/or health of students, employees, guests, or visitors is threatened. Exits are highly visible and exit pathways labeled with appropriate EXIT signs. Know the route to the nearest exit from your location. In the event of a fire or other condition, which necessitates evacuation of the building, do the following as outlined in site/school specific evacuation plans:

Emergency Procedure:

- Students and staff will calmly and quickly move to assigned evacuation locations.
- Teachers will follow students out and stay with students.

- Stay together and gather at a safe distance (minimum 500 feet for fires and 1000 feet for bomb threats) from the building at designated gathering points. See the plan for each location.
- Teachers will call roll to determine if any students are missing.
- Teachers will report missing students to principal.
- If it cannot be determined that all persons have safely exited the building, the responding fire team, or other designated emergency response team must be notified.
- Unattached students will report to the nearest teacher. Teachers should note student additions and send this information to principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site release.
- Designate a specific location for medical personnel to conduct triage.

Each classroom shall contain emergency packs that include color cards for outside evacuations only (Red – have an emergency issue, Yellow – need assistance from an Administrator, Green – no issues), class roster with emergency student contacts, emergency procedures checklist, whistle, and list of any specific special needs (medications, dietary needs, or other medical issues pertaining to students). –NEW ADDITION REQUIRED BY MDE

Training:

School Principals and Department Heads shall ensure that employees receive information and training on the elements of the emergency crisis and response plan during orientation and at least annually thereafter. Training shall include, but not be limited to:

- School/facility layouts and escape routes
- Awareness of handicapped individuals who may need extra assistance
- Hazardous areas to be avoided during emergencies
- Rooms and other spaces that need to be checked for visitors and employees who may be trapped or otherwise unable to evacuate the area during an emergency.
- Any duties/responsibilities the employee may have in support of plan.

Caring for Special Needs Students

The schools in the Stone County School District prepare students with disabilities for disasters and/or emergencies through frequent training drills to alleviate safety problems in the event of a real emergency. Teachers and principals' responsibility has greatly increased as students move into least restrictive environment (LRE).

To ensure the safety of differently abled students, we realize the critical need for principals and teachers to have emergency procedures for students who need assistance to evacuate.

The following procedures should be followed:

1. Make sure students with disabilities understand and will carry out actions required in an emergency. Each school is required to provide 30 minutes of safety instruction and conducts at least one fire drill a month.

2. A team will be in place to assist students with disabilities during the emergency. A team of adults has been organized to help meet the need of the special needs children to ensure better student safety. This team is made up of teachers, aides, and the school nurse.

3. Select a classroom that is close to an exit for location to place students with disabilities. Special attention is given to handicap accessibility of nearby exits to ease emergency evacuations for students in wheelchairs and braces.

4. Determine the ways students need help during and after an emergency based upon one or all of the following.
 - difficulty hearing a warning or instructions concerning evacuations
 - difficulty with a seeing-eye or hearing-ear dog that may become confused during emergency
 - difficulty operating a wheelchair or walker
 - difficulty understanding instructions while under stress, or having an illness aggravated by stress

A list is maintained in the principal's office and the nurse's station of important items that a student might need in an emergency, such as medication administration, phone numbers for the parent or doctor, or special equipment needs. Special medical alert tags are also available that identify the student's needs in case of injury or the inability to communicate.

Individuals Requiring Special Assistance During Emergency

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____
Special issues/notes: _____

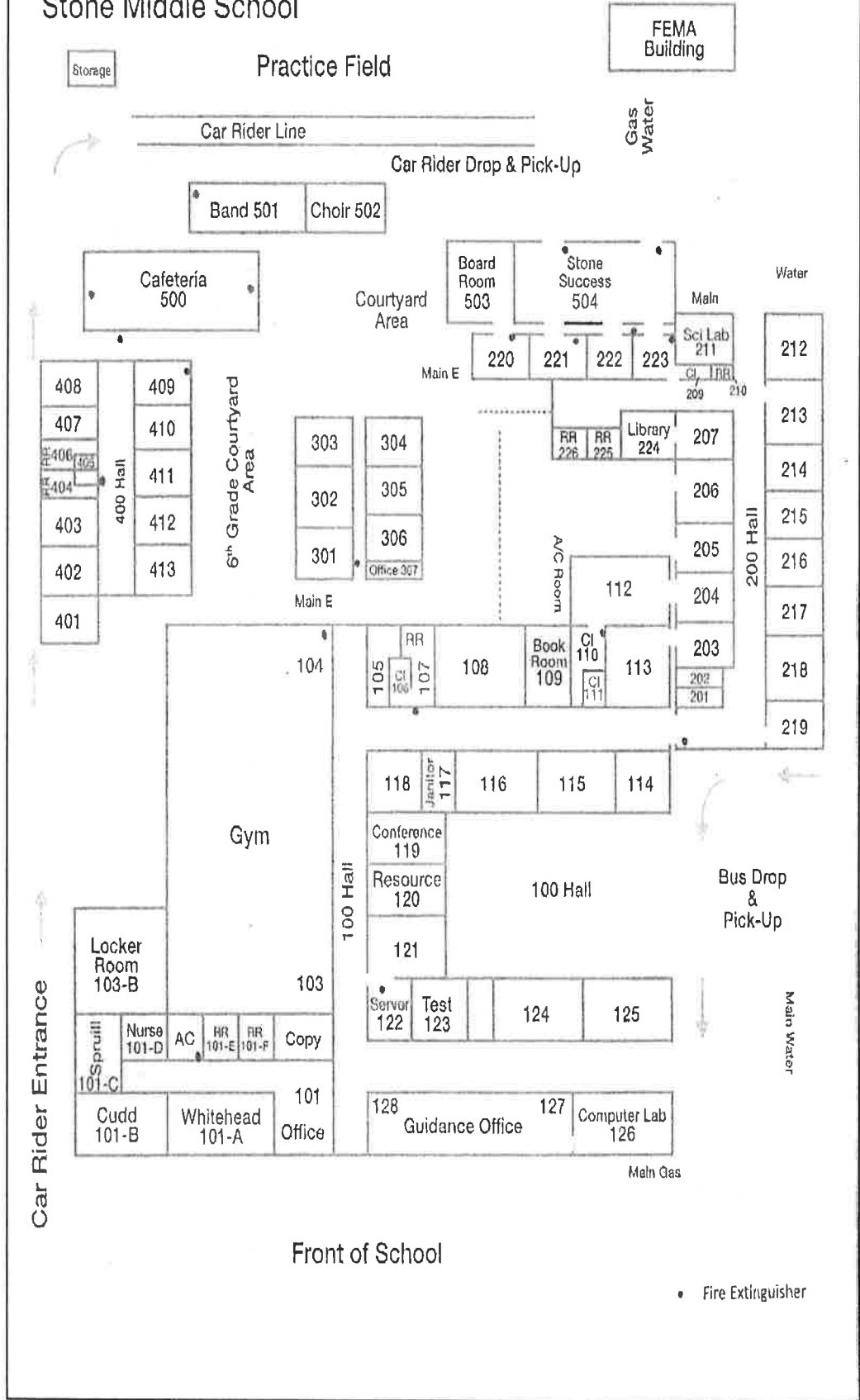
Name: _____ Homeroom/Location: _____
Assistance required: _____

Person assigned to assist: _____
Special issues/notes: _____

Name: _____ Homeroom/Location: _____
Assistance required: _____

Person assigned to assist: _____
Special issues/notes: _____

Stone Middle School



• Fire Extinguisher

Staff Staff Room Assignments 2020-2021

Bell Schedule 2020-2021

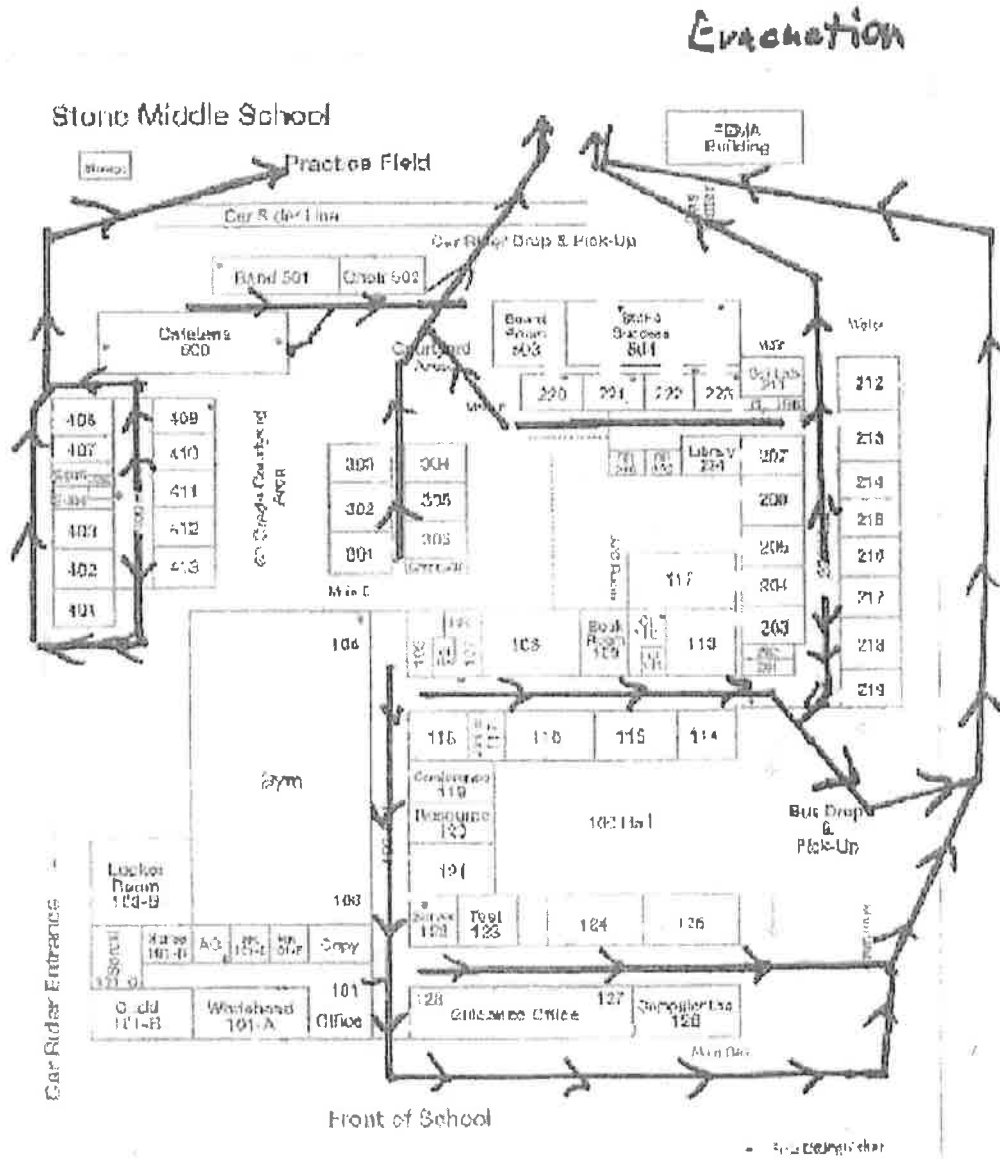
Teacher	Room#
Aust, J.	411
Barton, G. (Library)	224
Berry, C.	409
Berry, R.	411
Breland, D.	223
Behavior Room- T. Jones	109
Bryant	218
Buckhalter, J./Crabtree Mitchell, I. - Band Hall	501
Chambers, W. (Tech)	307
Comer	306
Custodians Closet	401
Davis, D.	114
Davis, P.	216
DeVaughn, D.	402
Fairchild, R.	410
Fairley, K.	412
Frederickson, L.	220
Hall, K.	303
Hallahan	215
Harris, M.	302
Hartley, L.	116
Holley, P.	403
Holmes	120
Hunt, C.	214
Ingalls-Goolsby	213
Johnson, K.	221
Kahler/Shockley	112
Kilpatrick, C./ Hunt, D.	121
Ladner, K.	218
Leffler, R.	301
McKnight, M.	407
Owens, J.	124
Peddy	203
Perry	205
Phillips	304
Pickens, P.	115
Potter, J.	217
Porter/Scott	108
Prescott/Nations	207
Riviere	305
Smith	502
SRO	111
Testing Suite	110
Teacher Workroom	119

Thornton, B.	219
Turner, M.	222
Tutoring Room	113
Waters	204
Woods, J.	206
Rutledge/	212

Bell Schedule

6th	7th	8th
1st: 7:53-8:47 (54)	1st: 7:53-8:47 (54)	1st: 7:53-8:47 (54)
2nd: 8:50-9:44 (54)	2nd: 8:50-9:44 (54)	2nd: 8:50-9:44 (54)
3rd: 9:47-10:41 (54)	3rd: 9:47-10:41 (54)	3rd: 9:47-10:41 (54)
<u>4th: 10:44-12:02</u> (54+24)	4th: 10:44-11:38 (54)	4th: 10:44-11:38 (54)
5th: 12:05-12:59 (54)	<u>5th: 11:41-12:59</u> (54+24)	<u>5th: 11:41-12:59</u> (54+24)
6th: 1:02-1:56 (54)	6th: 1:02-1:56 (54)	6th: 1:02-1:56 (54)
7th: 1:59-2:53 (54)	7th: 1:59-2:53 (54)	7th: 1:59-2:53 (54)

Exterior Evacuation



Morning Duty 2020-2021

Restroom Duty When No Courtyard!		<u>WEEK 1</u> August 6 & 7 August 10-14 Sept. 7-11 Oct. 5-9 Nov. 2-6 Dec. 7-11 Jan. 18-22 Feb. 15-19 March 15-19 April 19-23 May 17-21	<u>WEEK 2</u> August 6 & 7 Aug. 17-21 Sept. 14-18 Oct. 12-16 Nov. 9-13 Dec. 14-18 Jan. 25-29 Feb. 22-26 March 22-26 April 26-30	<u>WEEK 3</u> August 6 & 7 Aug. 24-28 Sept. 21-25 Oct. 19-23 Nov. 16-20 Jan. 4-8 Feb. 1-5 Mar 1-5 April 6-9 May 3-7	<u>WEEK 4</u> August 6 & 7 Aug.31- Sept.4 Sept. 27- Oct. 2 Oct.26-30 Nov. 30-Dec.4 Jan. 11-15 Feb. 8-12 March 8-12 April 12-16 May 10-14
	Rutledge/Shockley – 6th RR Kahler – Gym RR after buses unload Johnson- monitor RR until bell Barton- Library Door until bell rings (check for hall & café passes) Leffler – 7th/8th RR				
1	Cafeteria (stay until...)	Pickens/Fairchild	Thornton/Hall	Pickens/Fairchild	Thornton/Hall
2	New 8 th grade Courtyard (1 at band door, 1 in courtyard)	Band	Band	Band	Band
3	6 th grade students in gym	Porter/Scott	Porter/Scott	Porter/Scott	Porter/Scott
4	7 th grade Courtyard/BOYS then cafeteria at bell	Nations	D. Davis	Nations	D. Davis
5	7 th grade Courtyard/GIRLS then 6 th grade RR at bell	Rutledge*	Fairchild	Rutledge*	Fairchild
6	Bus (send referrals)	Peddy	Potter	Peddy	Potter
7	Car Rider	Woods	Fairley	Woods	Fairley
8	Bus/ First Door	Ingalls-Goolsby	Page-Berry	Ingalls-Goolsby	Page-Berry
9	8 th Grade Courtyard	Turner	Hartley	Turner	Hartley
10	Hall by gym/RR til PERK Buses arrive then cafeteria	Kahler	Kahler	Kahler	Kahler
11	7 th Sidewalk to courtyard	Aust	Shockley*	Aust	Shockley*
12	Intersection by ICT Room Move to Restrooms at Bell	Comer MOVE to library restrooms	Perry MOVE to Library restrooms	Comer MOVE to library restrooms	Perry MOVE to library restrooms
13	8 th Courtyard Bus gate side Move to restrooms at Bell	Hallahan MOVE to 8 th grade restrooms	C. Hunt MOVE to 8 th grade restrooms	Hallahan MOVE to 8 th grade restrooms at bell	C. Hunt MOVE to 8 th grade restrooms

Afternoon Duty 2020-21

		<u>WEEK 1</u> August 6 & 7 August 10-14 Sept. 7-11 Oct. 5-9 Nov. 2-6 Dec. 7-11 Jan. 18-22 Feb. 15-19 March 15-19 April 19-23 May 17-21	<u>WEEK 2</u> August 6 & 7 Aug. 17-21 Sept. 14-18 Oct. 12-16 Nov. 9-13 Dec. 14-18 Jan. 25-29 Feb. 22-26 March 22-26 April 26-30	<u>WEEK 3</u> August 6 & 7 Aug. 24-28 Sept. 21-25 Oct. 19-23 Nov. 16-20 Jan. 4-8 Feb. 1-5 Mar 1-5 April 6-9 May 3-7	<u>WEEK 4</u> August 6 & 7 Aug.31- Sept.4 Sept. 27- Oct. 2 Oct.26-30 Nov. 30-Dec.4 Jan. 11-15 Feb. 8-12 March 8-12 April 12-16 May 10-14
Restrooms at Bell Turner – Library RR Potter – 7 th /8 th Grade RR Fairchild – 6 th Grade RR (not duty spots per say but move kids on to buses, car riders, etc.)					
1 & 2	Bus– Back of line/Loading Ramp	P. Davis	Bryant	P. Davis	Bryant
3	Car Rider	D. Breland	Frederickson	D. Breland	Frederickson
4	Car Rider	McKnight*	Phillips*	McKnight*	Phillips*
5	6 th Sidewalk to Gym	R. Berry	Devaughn	R. Berry	DeVaughn
6	8 th Courtyard	Prescott	Waters	Prescott	Waters
7	Hall by Gym/RR	Holmes	Harris	Holmes	Harris
8	Sidewalk by 7 th grade courtyard	Holley	Riviere	Holley	Riviere
9	Bus – Front of line	Hunt	Barton	Hunt	Barton
10	Bus	K. Johnson	Williams	K. Johnson	New Employee

Evacuation, Family Relocation (FRA) and Triage Areas

Evacuation: A minimum safe distance of 500 feet is required during fire evacuation, 1500 feet for bomb threats and other hazards. Students and staff must all be accounted for during evacuations. Fire evacuation routes must be posted in each classroom. The FRA must be clearly designated.

On-Site Evacuation Location (i.e. fields, parking lot, etc.)

Primary Location:

SMS: Football field

Secondary Location:

Stulin Street Park

Off-Site Evacuation/Reunification Location

Primary Location:

SMS: Blaylock Park

Triage Area is staged in or adjacent to the park.

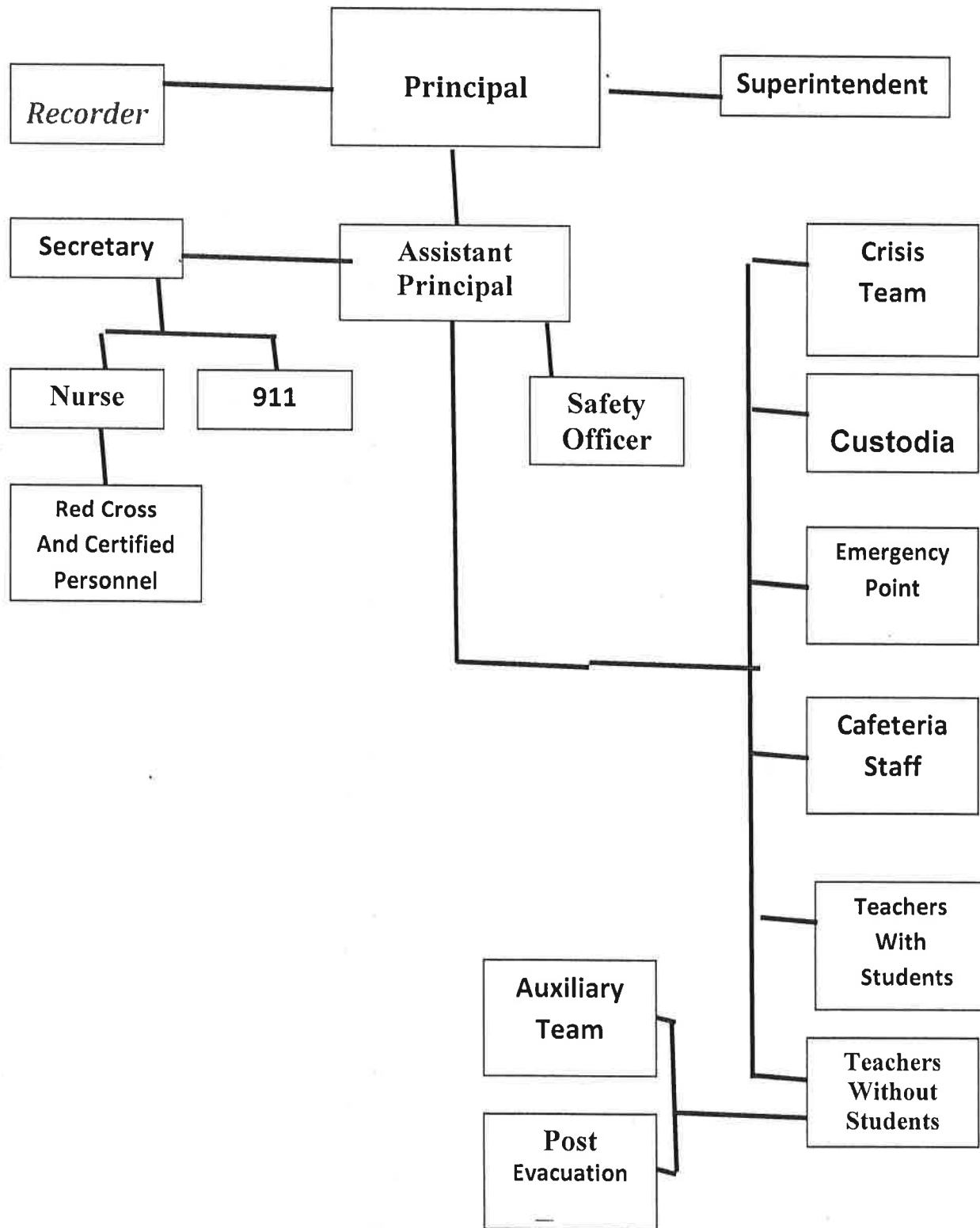
Secondary Location:

Stone County Courthouse

Media Staging Area

Superintendent's Office

Incident Command System School



Stone Middle School
Emergency Phone Tree
2020-2021

To be added at a later time and available per superintendent request.

Accident/Serious Injury/Illness

Definition: An accident occurs when an individual is unintentionally injured or an emergency where one or many are sick or injured.

Immediate concern is to aid the injured or sick student, staff member, or visitor.

Emergency Procedure:

- If serious contact or have some call ___-911 immediately.
- The principal will assess nature and extent of injuries.
- The principal will contact first aid providers.
- First aid responders will initiate prompt first aid/medical services with the following:
 - Check person for airway blockage, breathing, etc.
 - Control severe bleeding, treat for shock if necessary.
 - Check for poisoning or ingestion of chemicals.
 - Provide CPR/first aid as necessary until back up medical services arrives at the scene.
- Call ___-911 for emergency assistance. Alternate emergency numbers:
 - Stone County Hospital 928-6600
 - Ambulance 928-2800 - 911
- School security will remove uninjured students from accident site. If evacuation is necessary, verify that all students and staff are out of the building at a distance for maximum safety.
- If evacuation is necessary, each teacher must take class list and grade book.
- The principal will notify the superintendent's office, who will immediately notify the proper departments (security director, crisis coordinator, and public relations coordinator).
- The crisis coordinator will convene local crisis team, if needed.
- The principal will notify parents of the nature and extent of injury.
- The public relations coordinator will prepare statement for the media (if needed).
- The principal will document actions and decisions concerning accidents.

NOTE Proper Protective Equipment Must Be Worn At All Times.

Medical Emergency (Call 911)

Definition: A medical emergency exists anytime a school incident exceeds the need for basic first aid.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a medical emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Be prepared to state the nature of the emergency and location. Provide emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.
- Principal will contact the parents and inform them of any first aid or illness that occurs while the child is at school.
- Administer first aid.
- Do not give medication by mouth unless specifically ordered to do so by the physician and appropriately signed authorizations from the parent and physician are on file.
- First aid provider will stay with the student until dismissed to the parent or until returned to the classroom.
- In the event that a student is transported to a health-care facility, the principal will designate a school staff person to stay with the child until the parent is present.
- No seriously ill or injured student should be allowed to go home without being accompanied by a responsible adult.
- A student should not be left at home unattended.
- All medical incidents should be documented.

******Utilize Bomb Threat Report Checklist**

Bomb Threat (MS Code 97-37-21)

Definition: A bomb threat usually occurs when the school receives an anonymous telephone message advising that a bomb has been placed somewhere on the school site. A bomb threat may be a prelude to attempted robbery, hostage taking, kidnapping, or just a student trying to get out of a test at school. However, a threat must be taken seriously at all times.

Most bomb threat telephone calls are very brief; the message is stated in a few words and then the caller hangs up the telephone. Every effort should be made to obtain detailed information from the caller, such as the five questions listed below. If possible, use the BOMB THREAT form to record information and record identifying qualities of the caller.

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does the bomb look like?
4. Where did you place it? (Attempt to get the caller to identify the building or location.)
5. Why did you place the bomb in the school?

Emergency Procedure:

- Clerical staff will immediately notify the principal/designee of the bomb threat.
- Clerical staff will document the threat (use the bomb threat checklist).
- The principal will notify law enforcement by calling ___-911 and security coordinator.
- The principal will decide whether to evacuate immediately and search the facility or to make a preliminary search prior to any other action.
- Principal will instruct teachers and staff as they are evacuating their classrooms and building, they must be watchful for anything that they don't recognize as being "normal", i.e. briefcases, bags in unusual places, pipes laying in unusual places. If they don't observe anything unusual in the classrooms, close the door after the last student is out. (The closed door will indicate to the police that nothing unusual was observed in the classroom.) Do Not Lock The Doors!
- The principal will evacuate the building, if warranted (1000 feet or more).
- A search team composed of police officers and staff members will conduct a visual search of the building and report to the principal any items or containers that are unusual or foreign to the normal operation. Do not handle the item under suspicion.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- The principal will be responsible for controlling the use of two-way radios and cell phones during a bomb threat.
- The principal will be responsible for developing and maintaining a visual search plan designed to meet the specific needs of his or her building.
- The principal will be responsible for conducting a search plan drill at least once each semester.
- The clerical staff will close all vaults and secure all records.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student

release.

- Teachers will take class roll and notify the principal if someone is missing.
- The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of Policy/Fire Departments.
- In the case of inclement weather or delayed reentry into the school building(s), the principals will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location is the city park and MGCCC for PES. The superintendent/designee must be informed prior to moving students/staff to predetermined location.
- Public relations coordinator will prepare statement for the media.
- The principal will prepare fact sheet to help those answering phones.

What not to do if a bomb is found:

- **Do not** touch suspected explosives.
- **Do not** move suspected bombs.
- **Do not** place suspected bomb in water.
- **Do not** cut or pull any wires attached to suspected explosives.
- **Do not** attempt to cut strings, pull fuses, or release hooks attached to a suspected device.
- **Do not** use or pass metallic tools near suspected bombs.
- **Do not** smoke or allow open flames near suspected bombs.
- **Do not** use two-way radio or cellular phones near scene of suspected bomb.
- **Do not** investigate a suspected bomb too closely. Leave that to experts!

What to do if a bomb is found: **(MS Code 97-37-25)**

- Evacuate the area IMMEDIATELY according to school plan.
- Secure a perimeter of 1000 feet or more around the location.
- Call ___-911. Make sure the 911 operators understand that you have located a suspected explosive device. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- Members of the explosive ordinance disposal team will remove the bomb.
- The principal will document actions and decisions concerning bomb incident.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	_____
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	_____
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	_____
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information: _____



Homeland Security

ARMED AND UNARMED PROCEDURES

Definition: An intruder is an individual in the building who has not followed established visitor procedures.

Any school personnel who observes a visitor in the building or on the school campus without a visitor's badge should call the office. The principal/designee will determine if it is a serious situation.

General Procedure:

- Staff to stop strangers.
- Inquire as to their business in building.
- Direct stranger to the office and explain visitor's policy.
- If stranger refuses to cooperate break contact and call the office.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is an intruder inside the school, whether the person is armed, his or her last known location, a description, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Notify all teachers that you have an emergency situation. The emergency signal is Go Lock Down. Please keep all students inside your classroom until further notice.
- Teachers will account for students and put a red card under the door if a student is injured or required medical assistance.
- Principal will notify the central office at 928-7247.
- The central office will notify public relations, security coordinator, director of operations, and crisis management team coordinator.
- All classroom doors should be locked at the sound of the emergency signal.
- Teachers and students should move away from door and remain quiet and seated.
- Notify all students outside their classrooms to report to the nearest safe classroom.
- All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are forthcoming.

Severe Weather

Tornado, Thunderstorm, Hurricanes, Severe Winds, Flooding

Definitions: A hurricane is a tropical cyclone with winds of at least 74 miles per hour. These winds assume a counter clockwise circular motion around the center of the lowest pressure (eye). As the hurricane develops, the circular motion becomes more violent and often reaches speeds greater than 100 miles per hour.

A severe weather alert occurs when the National Oceanic and Atmospheric Administration issues a severe thunderstorm warning, tornado watch, or tornado warning.

Severe weather watch means that weather conditions are such that a severe thunderstorm may develop.

Severe weather warning means that a severe thunderstorm has developed.

Tornado watch means that weather conditions are such that a tornado may develop.

Tornado warning means that a tornado has been formed and sighted.

Emergency Procedure:

- During severe weather, the principal should review emergency procedures for his or her site.
- During severe weather, the principal should monitor appropriate weather radio systems.
- During severe weather watch, the principal should implement evacuation from outside portable buildings to a sheltered position inside the school building.
- Lightning is a threat during any severe thunderstorm. School personnel should move students inside to safety if lightning is occurring.
- During a tornado warning, students and teachers should move to areas offering the greatest tornado resistance (see school plan). Students and teachers should be seated on floor with their backs to corridor walls.
- During a tornado warning students and staff should avoid cafeterias, gyms, or any room with a wide free span roof.
- Teachers should check roll and notify the principal if someone is missing.
- The principal of each building will be responsible for preparing and posting a tornado evacuation plan for each classroom.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Officials in charge of athletic events should be aware of approaching severe storms or other weather-related emergencies. School officials should use the P. A. system to warn spectators of approaching severe weather. Game officials may stop play when unsafe weather conditions exist.

Fire -Update (Call 911)

Definition: A fire occurs when combustible materials ignite in the presence of oxygen and heat. A fire, in the building, or on the premises requiring evacuation.

Emergency Procedure:

- Sound the fire alarm or fire drill bell. This will implement the fire drill evacuation procedures.
- Call 911. Make sure the 911 operators understand the nature of the emergency. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Evacuate immediately. Exit through the nearest safe exit using all available doors.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Teachers will follow students out and stay with students.
- Teacher will call roll and report missing students to the principal.
- Notify the central office immediately. They will notify the proper departments.
- Students and staff should not return to the building until Fire Department officials declare the area safe.
- Any fire at a school facility must be reported to the Fire Department, even if it is a very small fire or the fire has already been extinguished.
- The principals will update and post evacuation routes in each room annually.
- Extinguish small fires if it is possible to do so without endangering lives, but notification of the Fire Department is mandatory for all fires.
- Render first aid, if necessary.
- The building principal will be responsible for conducting one fire drill each month after the first month of school.
- The principal will document actions and decisions concerning fire incident.

(See School Maps)

POST EVACUATION MAPS IN EACH CLASSROOM

Earthquake

Definition: An earthquake is the oscillating movement of the earth's crust caused by the rupturing of great masses of rock miles beneath the surface of the earth. This generally takes the form of slipping or sliding along a rupture plane (a weakness in the earth's crust) called a fault. There are three major types of earthquakes: Volcanic, Plutonic, and Tectonic. Tectonic is the most common and most destructive.

Earthquakes can occur at any time with no advance warning. The onset of a large earthquake is initially signaled by a deep rumbling or by disturbed air making a rushing sound. Probably the most disheartening feature in the aftermath of a damaging earthquake is the reported occurrence of aftershocks.

Emergency Procedure:

- Students and staff should stay put until tremors stop.
- Students and staff should duck and cover until tremors stop.
- Students and staff should take cover under desks and tables, against inside walls, or under doorways.
- Students and staff should be alert for possible aftershocks.
- Shut off any electrical or gas operated appliances.
- Students and staff should evacuate the building through nearest safe exit if instructed to do so. The earthquake evacuation signal is FIRE DRILL SIGNAL.
- Students should avoid overhead wires and utility poles.
- Teachers should call roll and report missing students to the principal.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Unattached students should report to the nearest teacher. Teachers should report student additions to the principal.
- The principal will make the decision for the students and other personnel to re-enter the building only after being advised to do so by the civil defense office and/or school architect/engineer.

Hazardous Materials Incident

Definition: A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity of form, which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Hazardous materials are commonly used and transported through Stone County therefore, hazardous materials accidents may occur as the result of human error or natural disaster. Disasters involving hazardous materials are likely to happen without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.

Off-Property Hazardous Materials Release Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate shelter in-place plan. The alert signal is GO TO LOCKDOWN.
- Tune into the emergency radio system regarding any type of emergency situation.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- Close all windows and doors. Stay in the building. Disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
- Do not proceed outside unless directed. If required, take action to evacuate the building and if necessary, the school site. Stay upwind of the hazardous materials.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- The off campus alternative site for student transfer is as follows: the city park and MGCCC for PES, Bus Barn for CO. (N S E W)
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- First aid providers will render first aid if necessary.
- Do not approach a hazardous material area until a positive identification of material has been made.
- The site of a hazardous materials incident is to be isolated to the extent necessary as soon as possible.
- If positive identification of the material cannot be made, assume the materials to be dangerous.
- The fire chief will be the on-scene commander during a hazardous material incident.
- The fire chief will notify other emergency agencies and the Stone County emergency management director.
- The principal will determine if evacuation is necessary. If so, initiate evacuation procedure immediately.

- Keep all people upwind to avoid smoke, fumes, and dusts.
- The principal will document actions and decisions concerning hazardous materials incident.

Within The Facility Hazardous Materials Release Emergency Procedure:

- Evacuate the contaminated area and seal it off.
- Attempt to identify the chemical.
- Determine the hazard level presented as reflected in the MSDS sheet
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- If decontamination can be conducted with school assets, do so.
- If not, Call -911. Make sure the 911 operators understand that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate evacuation plan, **if necessary**. The Alert Signal is: FIRE DRILL SIGNAL.
- If necessary, evacuate the school site.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- Off campus alternative site: _____ N S E W.
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- The building shall not be re-entered until authorization is given by the fire department.
- First aid providers will render first aid if necessary.
- The principal will document actions and decisions concerning hazardous materials incident.

Pandemic/Epidemic Operations Implementation

A statewide pandemic will be declared upon the confirmed diagnosis of one person within the state of Mississippi.

- Ensure initiation of all infection control procedures and personal protective equipment as outlined in this manual.
- Initiate liaison with local EOC.
- Initiate liaison with the county health officer. Follow the local Emergency Management and Health Department guidance regarding, social distancing, and possible school or district closures.
- Maintain detailed surveillance of school attendance data.
- Initiate student and parent pandemic education programs in accordance with Mississippi Department of Education Guidance.
- Initiate preparations for school closure upon 10% infection rate. (Factor in normal truancy and absentee rate).
- Identify key staff (essential personnel) that will have to work during school closure.
- Consider reduced work schedules, flex time, telecommuting options, etc. Expect approximately 40% of personnel to be out due to illness or caring for an ill family member.
- Institute personal protective equipment (PPE) regular use by all staff upon recommendations of State or Local Health Department.

Blood borne Pathogens Exposure Control

In concert with Stone County School District's adoption of OSHA standards as a minimum safety standard, and in accordance with the OSHA Blood-borne Pathogens standard, 29 CFR 1910.1030, revised to include the pertinent changes to the OSHA Standard effective April 18, 2001 relative to sharps, protection from needle sticks, and employee involvement in identifying and selecting safer sharps protection devices, the following exposure control plan has been developed/revised:

Exposure Determination

OSHA requires employers to perform an exposure determination to identify which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At Stone County School District's facilities, the following job classifications are in this category:

Job Classification Task/Procedures

- School Nurse Student illness & accidents
 - First Aid Responders Medical cuts/abrasions, etc. involving first aid
 - Security Personnel Accident and injury response
 - Coaches Sports injuries
- In addition, if the employer has job classifications in which some employees may have occupational exposure, then a listing of those classifications is required. This listing should include tasks or procedures what would cause these employees to have occupational exposure in order to clearly understand which employees are affected. The job classifications and associated tasks/procedures for these categories are as follows:

Job Classification Task/Procedures

- Teachers & staff First aid
- Secretaries First aid
- Maintenance Personnel Sewerage compounds/system repairs
- Bus Drivers First aid
- Custodial Personnel Needles, spills, injury cleanup
- **Implementation Schedule and Methodology**- OSHA requires this plan include a schedule and method of implementation for the various requirements of the standard.
- **Review & Update** – This Plan will be reviewed and updated under the following
- Annually, on or before the anniversary date of this policy.
- Whenever new or modified tasks and procedures and implemented which could affect the occupational exposure of our employees.
- Whenever our employee’s jobs are revised so that new instances of occupational exposure may occur.
- Whenever we establish new functional positions within our facility that may involve exposure to blood borne pathogens.

Additionally, an annual review will be held to consider and implement appropriate commercially available and more effective/safer medical devices designed to eliminate or minimize occupational exposure (e.g. sharps containers). This review process shall involve solicitation of input from non-managerial employees potentially exposed to injury from contaminated sharps. This input shall be pertinent to the identification, evaluation, and selection of effective engineering and work practice controls. This evaluation process shall be documented and included with each annual update of the plan.

Compliance Methods

- Universal precautions will be observed at all facilities in order to prevent contact with blood or other potentially infectious material. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
- Engineering, administrative and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains

implementation of these controls, personal protective equipment shall also be utilized. Throughout Stone County School District, the following engineering and administrative controls will be utilized:

- Portable sharps containers that are puncture resistant, bio-hazard labeled, and leak proof
- Hand washing facilities
- Nurse's office
- Blood spill kits
- Policy enforcement
- The Nurse will examine the above controls on a monthly schedule to ensure that they are properly maintained.
- Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. Hand washing facilities are located in each staff restroom, student restrooms, and employee break areas
- After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately, or as soon as feasible, with soap and water. If employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as appropriate, as soon as feasible, following contact.

Needles

- Any needles, syringes, etc. will be handled as if known to be contaminated. When needles/syringes/sharps are found, they will be disposed of in approved Sharps containers. The employee finding the needle/syringe will notify his/her immediate supervisor who will see that the Sharps container for that area is retrieved from its location, brought to the needle/syringe/sharp, the needle/syringe/sharp placed in the Sharps container, and the container returned to its normal location. Under no circumstances shall an employee attempt to carry the needle/syringe/sharp to the Sharps container or otherwise dispose of it. Needle/syringe/sharps shall not be bent, recapped, sheared or broken. All employees shall receive training on this procedure, and this training shall be documented, and the records kept in the centralized training files.
- ***Containers should be transported to the needle or other devices for disposal, never transport the needle to the container.*** Containers will be checked monthly by the School Nurse and removed and disposed of when full.

Contaminated Equipment

- Equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or disposal and shall be decontaminated as necessary unless the contamination of the equipment is not feasible.

Personal Protective Equipment (PPE)

- All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated

exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time for which the protective equipment will be used.

- **Protective clothing will be provided to employees by their department.** Employees will sign for reusable PPE. PPE will be issued as follows:
 - School Nurse: latex gloves, lab style overcoats, plastic aprons, & eye shields.
 - Maintenance Personnel: latex gloves, protective outerwear (as needed)

The use of PPE is not an option. Employees are required to wear PPE when conditions warrant.

All personal protective equipment will be cleaned, laundered, and/or disposed of by Stone County School District at no cost to employees. All repairs and replacements will also be made at no cost to employees.

- All garments (including personal attire) which are penetrated by blood while on duty at Stone County School District shall be removed immediately or as soon as feasible.

All personal protective equipment will be removed prior to leaving the work area.

The following protocol has been provided to facilitate leaving the equipment at the work area:

- Place contaminated clothing in a plastic bag, label the bag as contaminating a biohazard and deliver it to the administrator. Clothing contaminated with blood or other body fluids will be cleaned at the expense of the employer.
- Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, not-intact skin, and mucous membranes. Gloves will be available from the administrative offices for each facility.
- Disposable gloves used are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.
- Masks in combination with eye protection devices, such as goggles or glasses with

solid side shields, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated, and eye, nose, or mouth contamination can reasonably be anticipated. Situations that would require such protection are as follows:

- Cleaning large blood/body fluid spills.
- First aid for injuries generating a large quantity of blood or bodily fluids.
- The OSHA standard also requires appropriate protective clothing to be used, such as lab coats, gowns, aprons, clinic jackets, or similar outer garments. The following situations require such protective clothing be utilized:
 - Cleaning large blood/body fluids spills.
 - Working on sewerage system components/equipment.
- Decontamination of areas soiled by blood/body fluids, will be accomplished by
- Utilizing the following materials:
 - A standard commercial disinfectant or a 50/50 household bleach/water solution.
 - A Tuberculosine disinfecting solution will be also be used.
- All contaminated work surfaces will be decontaminated after completion of procedures and immediately, or as soon as feasible, after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.
- All bins, pails, cans, and similar receptacles shall be inspected and decontaminated monthly.
- Any broken glassware that may be contaminated will be picked up directly with the hands. The following procedures will be used:
- Utilize a broom and dustpan to collect all glassware sharps, wear durable protective outer gloves and latex glove liners. Place glass in a hard container appropriately labeled for biohazards.

Regulated Waste Disposal

- All contaminated sharps shall be discarded as soon as feasible in sharps containers located in each facility. Sharps containers are located at School Nurse offices.
- Regulated waste other than sharps shall be placed in appropriate containers. Such containers are not currently in use, but if a need for them is determined in the future, they shall be located at School Nurse offices.

Hepatitis B Vaccine

- All employees who have been identified as having exposure to blood or other

potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employees to have sufficient immunity.

- Employees who decline the Hepatitis B vaccine will sign a waiver that uses the wording in the OSHA standard. Appendix B of this manual provides a sample form of this waiver that can be used.
- Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. The Lead Nurse is responsible for ensuring that the vaccine is offered, that waivers are signed, etc. The vaccine is to be administered by the physician to which referred.

Post-Exposure Evaluation and Follow-Up

- When the employee incurs an exposure incident, it should be reported to the Immediate Supervisor.
- All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having his/her blood collected for testing of HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted, and then the appropriate action can be taken and the blood sample discarded.
- The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service and/or as directed by the attending physician.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given

information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

- The Lead Nurse has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy.

Interaction with Health Care Professionals

- A written opinion shall be obtained from the health care professional who evaluates employees of Stone County School District. Written opinions will be obtained in the following instances:
 1. When the employee is sent to obtain the Hepatitis B vaccine.
 2. Whenever the employee is sent to a health care professional following an exposure incident.
- Health care professionals shall be instructed to limit their opinions to:
 1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
 2. That the employee has been informed of the results of the evaluation, and
 3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information.)

Bus Accident

Emergency Procedure:

- Bus driver will stay with students.
- Bus driver will ensure that law enforcement is notified.
- Bus driver will ensure that transportation supervisor is notified.
- Bus driver must immediately check all student passengers for injury and ask whether anyone is hurt or injured. If so, first aid shall be administered, if appropriate.
- The students should be evacuated from the school bus in accordance with standard procedures only if the condition or position of the school bus creates a further hazard to the student passengers.
- Transportation supervisor will go to the scene of accident.
- Transportation supervisor will notify central office and building principals. Central office will notify public relations, security coordinator, director of operations, and crisis management team coordinator.
- Principal will go to the scene of accident if students are injured.
- Principal or designee will notify parents.
- Principal will send staff member with the injured students if transported from accident site.
- Principal and supervisor of transportation will make list of all students on the bus at the time of accident.
- Principal and supervisor of transportation will document actions and decisions concerning bus accident.

Child Abuse/Neglect

(MS CODE 97-5-39)

Definition: Child abuse is an act of commission. Child neglect is an act of omission. An abused or neglected child (anyone under 18 years of age is defined as a child) whose health or welfare

is harmed or threatened with harm when his or her parent, guardian, or other person exercising custodial control or supervision of the child inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means; creates or allows to be created a risk of physical or emotional injury to the child by other accidental means; commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child; abandons or exploits such child; or does not provide the child with adequate care, supervision, food, clothing, shelter, education, or medical care necessary for the child's well-being.

The most common forms of abuse are physical (i.e., assault or contact that causes physical injury or emotional injury; (abandonment; stalking, hate crimes, harassment) and sexual abuse (i.e., touching, handling, etc., of a child for lustful purposes, sexual exploitation, e.g., pornographic photographic, rape, molestation, incest, prostitution).

A child's parent, guardians, or other person who has permanent or temporary care, custody, or responsibility for the supervision of a child, including school personnel, can cause abuse or neglect. Also, a stranger or someone outside the school setting can cause by another child or abuse. Regardless of who is reported to have caused the abuse or neglect, you should report it immediately to the proper authorities and let them handle the investigation.

In accordance with the laws of the State of Mississippi regarding child abuse, any person who has reasonable cause to suspect that child abuse or neglect is occurring shall report such information to the director of social services in the county in which the child resides.

Law from civil liability protects persons making reports if they act in good faith.

It is not necessary that one have absolute proof before reporting. It is the responsibility of the Department of Human Services to make its own investigation.

Procedure:

Faculty and staff members should call 928-4996 or 1-800-222-8000

Stone County Department of Human Services

Social Services

323 East Cavers Avenue

Wiggins, MS 39577

If the telephone number is busy, keep calling until you talk with someone at the agency, do not wait until the next day.

Provide the following information:

- Name of child.
- Name of child's parents, address, telephone.
- Child's age.
- Name and address of person whom you suspect is responsible for the abuse or neglect.
- Any other pertinent information.
- Do not notify the suspected abusers.
- Faculty and staff members should inform the principal of the report in writing, including date and time of the report.
- Principal shall permit interview with the child by authorized, properly identified officials.
- School counselor will provide follow-up counseling, when appropriate.
- The principal will document actions and decisions concerning child abuse/neglect incident.






Emergency Drills

The following emergency drills will be conducted:

- Bus Evacuation Drills..... 2 times per year
- Active Shooter Drills..... 1 per semester
- Fire Evacuation Drills..... 9 times per year (**1 per month**)
- Tornado Drills..... 2 times per year
- Earthquake Drills..... 2 times per year
- Bomb Search Drills..... 2 times per year
- Lock Down Drills..... 2 times per year
- Intruder/Violent Incident..... Annually

See Appendix - I-K – Document all Drills

● Emergency Drill Alert and Procedures

Drill	Alert Signal Sound	Procedure
Fire 	Siren	Line up quickly and quietly
Tornado 	British Police Car	Sit facing the wall with hands over head
Lockdown 	Slow Beeps/Heart Monitor	Girls to the rear corner; Boys under the computer counter
Earthquake 	Intercom Announcement (drill) Immediate Action (occurrence)	Get under a table or desk
Intruder 	Code Blue	Hide and stay quiet

****The principal and/or school safety officer will review each emergency drill alert and procedure at the beginning of the school year with students and staff.

Emergency Drills

Fire Drill--SIREN

Leave in 1 line
Take Gradebook; Close Door

Tornado Drill— BRITISH POLICE CAR

Exit room to hallway.
Sit against wall; Cover Head
Take Gradebook; Close Door

Code 1--Evacuation

Exit school and go to playground.
Look for mysterious bags, but do not touch them.
Take Gradebook.

Code 2-- Evacuation by Bus

Exit to behind school in one line.
Take Gradebook.

Code Blue--Intruder

Look in hall for students. Close and Lock Door.

Hide and STAY QUIET!!!

STONE MIDDLE SCHOOL

Bomb Search Drills..... 2 times per year.
*Intruder/Violent Incident..... Annually

Lock Down Drills..... 2 times per year.
Active Shooter Drills..... 1 time per semester.

Safety Inspection Procedures

Inspection

- Periodic inspections of school facilities using the School Safety Assessment Instrument (Appendix I- A) as an interim guide to detect and correct unsafe conditions and practices before injuries occur.
- Each school or facility will develop a safety checklist for each work area.
- After each inspection, a copy of the safety checklist will be reviewed with the building principal, and corrective action, if necessary, will be taken to correct any hazards as identified.
- The district safety director will review the result of safety and housekeeping inspections with school principals to determine corrective follow-up action.
- Results of safety and housekeeping inspections, reports of unsafe act and safety policies and procedures will be communicated to employees as needed.

Techniques

- Regular safety and housekeeping inspections will serve to encourage employees to inspect their own work areas.
- The district safety director will determine the frequency for holding inspections, but will schedule at least two annually.
- The school safety committee will determine means of securing employee and student interest and encouraging cooperation in the SCSD safety program.

Inspection Procedures

Inspection procedures will vary in accordance with the type of inspection required. The responsibility of the district is to ensure that all inspectors are familiar with federal standards, state laws and local ordinances affecting the safety and health of workers. A safety checklist will be developed around the avoidance of the following eleven basic work hazards:

Pinch points, shear points	Flying and falling objects	Electricity
Gas/vapors	Chemical/flammable	Heavy objects
Hot/cold objects and radiation	Sharp and pointed objects	Slippery surfaces
Trip/Fall		

Record Keeping

The following records must be retained for a period of not less than one year:

Injury and Accident Reports	Accident Investigation Forms and Reports
Inspection Reports and Follow Up Reports	Training Records
Safety Citations or Disciplinary Actions regarding unsafe practices	

Remember Always---DOCUMENT, DOCUMENT, DOCUMENT

Attachment A

SCHOOL FACILITY SAFETY ASSESSMENT INSTRUMENT

School District _____ School Superintendent _____
School Name & Address _____
Principal(s) _____
Date of Assessment _____

Facility Assessment

Exterior Review

1. Parking

- A. Has the school designated and appropriately labeled parking for handicap individuals? _____
- B. Are visitor parking spaces marked and in close proximity to the office? _____
- C. Is there appropriate means of access to the building?
- D. Are the grounds and parking areas properly maintained? _____

2. Utilities

- A. Are main utilities shut-offs properly identified by signage outside? _____
- B. Has access to mechanical/storage areas been secured? _____

3. Maps

- A. Has a campus map been prepared and posted in the (Main Office) identifying main utility shut-off points on campus? _____
 - 1. Electricity _____
 - 2. Natural Gas or Propane _____
 - 3. Water _____

4. Sidewalks/Steps

- A. Do the walkways and steps provide adequate access to all buildings? _____
- B. Are steps in good repair? _____
- C. Are handrails provided? _____

5. Fire Prevention

- A. Are fire hydrants near the building unobstructed? _____

6. Playground area

- A. Are all playgrounds fenced? _____
- B. Are there barriers in place to separate children from vehicular traffic flow? _____
- C. Is the playground surface shock absorbent? _____
- D. Is playground equipment properly installed, adequately spaced and free of sharp edges? _____
- E. Does the playground comply with the Handbook for Public Playground Safety published by the U.S. Consumer Product Safety Commission? _____

Public Playground Safety Checklist

1. Make sure surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand, or pea gravel, or are mats made of safety-tested rubber or rubber-like materials.
2. Check that protective surfacing extends at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.
3. Make sure play structures more than 30 inches high are spaced at least 9 feet apart.
4. Check for dangerous hardware, like open "S" hooks or protruding bolt ends.
5. Make sure spaces that could trap children, such as openings in guardrails or between ladder rungs, measure less than 3.5 inches or more than 9 inches.
6. Check for sharp points or edges in equipment.
7. Look out for tripping hazards, like exposed concrete footings, tree stumps, and rocks.
8. Make sure elevated surfaces, like platforms and ramps, have guardrails to prevent falls.
9. Check playgrounds regularly to see that equipment and surfacing are in good condition.
10. Carefully supervise children on playgrounds to make sure they're safe.

www.mde.k12.ms.us link to the *U.S. Consumer Product Safety Commission*

Interior Review

1. Corridors

- A. Is clear egress provided? _____
- B. Does the area have emergency lighting? _____
- C. Do lighted egress signs identify each egress point? _____
- D. Are fire extinguishers provided no farther than 75 feet from any area? _____

2. Classrooms

- A. Can classroom doors be secured from the inside? _____
- B. Do classrooms have evacuation maps posted? _____
- C. Does each classroom have two means of egress? _____
- D. Is the second means of egress unobstructed and labeled? _____
- E. Does each classroom have a two-way means of communication with the office?

- F. Are extension cords being for a permanent power source? _____
- G. Were surge protectors plugged into wall outlets? _____
- H. Are electrical wall outlets covered? _____
- I. Were there any classrooms with more than 20% of walls covered with paper work?

3. Dietary/Dining Area

- A. Is there emergency lighting in dining room? _____
- B. Are evacuation maps posted in dining room? _____

- C. Are portable fire extinguishers available in dining room? _____
- D. Do lighted egress signs identify each egress point? _____
- E. Are extension cords being for a permanent power source? _____
- F. Are the kitchen ranges, and hoods free from grease or dust build-up? _____
- G. Is an automatic fire suppression system provided to protect the cooking surface? _____
- H. Is automatic fire suppression system inspected and tagged bi-annually? _____
- I. Is there at least one portable fire extinguisher with a 40B rating? _____
- J. Is there a Type K fire extinguisher in the cooking area? _____
- K. Has staff participated in fire safety training annually? _____
- L. Are temperature charts for freezers, coolers, refrigerators, maintained (current) and located in the appropriate work area? _____
- M. Is food covered and stored on shelves or pallets in freezers/coolers? _____
- N. Are food and cleaning supplies stored separately? _____
- O. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- P. Is the Department of Health certificate current and displayed? _____
- Q. Are there any open blanks in the electrical panel? _____

4. Gymnasium/Auditorium (Public Assembly Area)

- A. Are at least two exits provided clearly marked by illuminated exit signs? _____
- B. Do egress doors have functional panic hardware? _____
- C. Are exits free of obstruction? _____
- D. Is a fire extinguisher provided for each 3,000 square feet of floor space and placed in a position no farther than 75 feet from any area? _____
- E. Are occupancy loads posted? _____
- F. Does the area have emergency lighting? _____
- G. Are there at least two portable fire extinguishers on the playing surface of the gym? _____
- H. Is there a portable fire extinguisher in the stage area? _____
- I. Are there open blanks in the stage area electrical panels? _____
- J. If stage area has floor lights are they covered? _____

5. Laboratories

- A. Is there an eye wash station available? _____
- B. Does laboratory have protective eyewear for each student? _____
- C. Is there a portable fire extinguisher available? _____
- D. Are there emergency utility cutoffs near the teaching station? _____
- E. Does the laboratory have a functional vent-a-hood? _____
- F. Are workstations kept in a safe condition? _____
- G. Are there any unprotected electrical outlets on students work stations? _____
- H. Does the school have a policy and procedure, which outlines the safe use of laboratory equipment and chemicals? _____

6. Chemicals and Storage Area

- A. Is there a complete inventory of chemicals on hand? _____

- B. Are Material Safety Data Sheets (MSDS) available for each chemical? _____
- C. Are chemicals labeled and dated? _____
- D. Does the school have a central storage area for chemicals? _____
 - 1. Is the storage area vented? _____
 - 2. Are shelves in good condition? _____
 - 3. Are hazardous chemicals (such as strong acids and bases) stored separately? _____
 - 4. Is area secured? _____

7. Shops/Vocational Areas

- A. Are equipment/tools protected with covers/guards? _____
- B. Does area provide protective eyewear for each student? _____
- C. Are power tools and equipment secured properly (drill press, air compressors, etc.)? _____
- D. Are aisles/storage bins kept neatly and uncluttered? _____
- E. Do lighted egress signs identify each egress point? _____
- F. Are extension cords being used for a permanent power source? _____
- G. Are there open blanks in the electrical panels? _____
- H. Are there any unprotected electrical outlets? _____

8. Mechanical/Electrical/Custodial/Storage Areas

- A. Is storage orderly and appropriate? _____
- B. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- C. Is storage separated from heaters and heat-producing devices? _____
- D. Is there ventilation in the storage area? _____
- E. Are flammable liquids stored properly? _____
- F. Is lawn equipment and gasoline stored properly? _____
- G. Are custodial/storage areas kept locked? _____

9. Restrooms

- A. Do water closets, urinals, lavatories operate properly? _____
- B. Do the facilities accommodate handicap individuals? _____
- C. Are partitions in good working order? _____
- D. Does the area have proper ventilation? _____
- E. Is there evidence that area has been serviced on a routine basis? _____

10. Facility Wide

- A. Is the school protected by an automated fire alarm system? _____ (If so it must function)
- B. Did the school have an automated sprinkler system? _____
- C. Are gas/LP fired heaters/boilers properly vented to the outside? _____
- D. Have pressure vessels (hot water heaters, boilers, air compressors) above 200,000 BTU been inspected and tagged with current license? _____

11. Asbestos Management

- A. Does the school have an Asbestos Management Plan on file? _____

- B. Has the school complied with the AHERA three-year re-inspection? _____
- C. Has the school sent parents and employee notification on an annual basis? _____
- D. Have 6-month inspections been performed? _____

12. Lighting

- A. Is interior lighting adequate in all areas? _____
- B. Are interior lights working and in good repair? _____
- C. Are covers provided for all lights? _____

13. Stairs

- A. Do stairs have handrails? _____
- B. Are stairs a minimum of six feet wide and leading to major exits on the ground floor?

- C. Are stair treads in good condition? _____
- D. Is there a plan for handicapped egress from second floor? _____
- E. Do stairwells have emergency lighting? _____

14. Heating/AC/Ventilation

- A. Is there evidence that system has been serviced on a routine basis? _____

15. Electrical System

- A. Are electrical panels secured (blank spacers missing)? _____
- B. Are electrical panels labeled properly? _____

16. Ingress/Egress Doors

- A. Do egress doors have functional panic hardware? _____
- B. Do all egress doors open outward? _____
- C. Are any egress doors chained and/or padlocked? _____
- D. Are exits completely unobstructed? _____

**ACCIDENT/INCIDENT REPORT
STONE COUNTY SCHOOL DISTRICT**

CIRCLE ONE: Employee Student Other:

TO BE COMPLETED BY ADMINISTRATOR/SUPERVISOR:			
Injured Party Name (First, Last, MI)	Date of Birth:	Phone #:	Gender:
Address:	School/ Position/ Grade:	Date and Time of Accident:	
	Location of Accident:	Outcome (Circle one): Sent Home Not Sent Home Sent to Hospital SRO/911 called	
Part of Body Affected: (Be Specific)		SRO Name:	
Suggestions for preventing a similar accident:			
Specific activity the individual was engaged in when accident or illness occurred:			
Describe how injury occurred. Explain the sequence of events and include any objects or substances that directly injured the individual.			
Initial Treatment: Please check one <input type="checkbox"/> No Medical Treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Emergency care <input type="checkbox"/> Hospitalized <input type="checkbox"/> Future Major Medical/ Lost Time Anticipated <input type="checkbox"/> Other:	Name/Phone # of Person Administering First Aid: (If applicable)	Witness Name: Address: Phone:	
Physician/Health Care Provider (Name & Address):	Did Accident occur on Employer's Premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name/Phone # of Relative contacted:	
Individual completing form Signature and Date:	Administrator/Supervisor Signature and Date:		
IF AN EMPLOYEE IS INJURED:			
Do you question the validity of this claim? If yes, please explain:	Date Employer Notified:	Last Date Worked:	Date Return(ed) to work:
TO BE COMPLETED BY OFFICE:			
Workers Comp #:	Date of Hire:	Date Received:	Date Entered:

****Student and Other forms are to be returned to Cassie Hardy**

****Employee forms are to be sent to Katie Ratcliff along with other Employee forms**

Supervisor's Accident Investigation Report Rubric

CAUSES	DEFINITION OF CAUSE	SUGGESTED CORRECTIVE MEASURES
ENVIRONMENTAL 1. Unsafe procedure	Hazardous process; management failed to make adequate plans for safety.	A. Job analysis B. Formulation of safe procedure
2. Equipment Defective Through Use	Machines or equipment that have become rough, slippery, sharp-edged, worn, cracked, broken, or otherwise defective through use or abuse.	A. Inspection B. Proper maintenance.
3. Improperly Guarded Equipment	Machines or equipment that are unguarded or inadequately guarded.	A. Inspection. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Include guards in original design, order, and contract. D. Provide guards for existing hazards.
4. Equipment Defective Through Design	Failure to provide for safety in the design, construction, and installation of building, machinery, and equipment, too large, too small, not strong enough.	A. Source of supply must be reliable. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Correction of defects.
5. Unsafe Dress or Apparel	Management's failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, and other articles of safe dress or apparel.	A. Provide safe dress or apparel or personal protective equipment if management could reasonably be expected to provide it. B. Specify the use or non-use of certain dress or apparel or protective equipment on certain jobs.
6. Unsafe Housekeeping Facilities	No suitable layout or equipment that are necessary for good housekeeping-shelves, boxes, bins, aisle markers, etc.	A. Provide suitable layout and equipment necessary for good housekeeping.
7. Improper Ventilation	Poorly ventilated or not ventilated at all.	A. Improve the ventilation.
8. Improper Illumination	Poorly illuminated or no illumination at all.	A. Improve the illumination.
BEHAVIORISTIC 9. Lack of Knowledge or Skill	Unaware of safe practice, unpracticed, unskilled, not properly instructed or trained.	A. Job training.
10. Improper Attitude	Worker was properly trained and instructed, but s/he failed to follow instruction because s/he was willful, reckless, absentminded, excitable, or angry.	A. Supervision. B. Discipline. C. Personnel work.
11. Health Impairments (Physical)	Worker has poor eyesight, defective hearing, heart trouble, hernia, etc.	A. Pre-placement physical examinations. B. Periodic physical examinations. C. Appropriate job assignment of employees. D. Identification of workers with temporary health impairments.



Stone Middle School

TOMCATS

Teacher Handbook

2020-2021

Lance Bolen, Principal

Colleen Hickman, Assistant Principal

Tiffany Farmer, Assistant Principal

School Counselor – Rose Pouriraji

Stone Middle School

Policies & Procedures

The Stone County School District does not discriminate on the basis of Sex, Race, Religion, Color, National Origin, Age or Disability.

The purpose of the Teacher Handbook is to provide faculty members with vital information necessary to the fulfillment of their jobs as educators at Stone Middle School. The handbook does not address all aspects of job requirements; however, every effort has been made to include as much useful material as possible.

Faculty members should familiarize themselves with handbook before school begins. In addition, each staff member will be required to review the Stone County School Board Policy manual. The manual may be checked-out from the library or the administrative offices. Log sheets are available at both locations and persons borrowing the manual should sign the form at the appropriate site. Being familiar with Board Policy is essential to all employees. Prior knowledge of policy prevents inadvertent violations.

Our school board policy is on the website. Please refer to: stoneschools.org

Deadline for information to the board is Thursday before the meeting at noon.

LITERATURE

- NO LITERATURE MAY BE POSTED OR DISTRIBUTED WITHOUT AN ADMINISTRATOR'S PERMISSION.

CHAIN OF COMMAND

As in all organizations, there is a chain of command on which the school system operates.

1. Parent-Teacher Relationship:

Parents should first report to the teacher if a question, problem, or situation exists. If a solution cannot be reached, then the parent and the teacher should schedule a conference with the principal or assistant principal.

2. Teacher-Principal Relationship:

Teachers should first report to the principal if a question, problem, or situation exists. If a solution cannot be reached, then the teacher and the principal will schedule a conference with the superintendent. If the situation cannot be resolved, the teacher may request a review by the school board.

DRESS CODE

Teachers, Assistant Teachers, and all other employees are to dress in a manner that projects professionalism. Any staff member wearing inappropriate attire will be notified by the principal or assistant principal, and that staff member will be asked to make arrangements to change his or her attire and return to work.

The following codes will be observed:

1. Skorts, wind or jogging suits, casual shorts, colored denim pants, blue jeans, jumpsuits, or overalls will be considered inappropriate attire.
2. Capri pants should not be shorter than half way between the knee and the ankle.
3. All dresses and skirts **MUST be knee length even when leggings or tights are worn.** Appropriate undergarments, such as a slip, should be worn when necessary.
4. Sleeveless shirts must cover top of shoulders, and the undergarment should be completely hidden. Make sure it is not cut too low underneath the arm.
5. T-Shirts may not be worn.
6. The P.E. coaches who have P.E. classes all day, due to the nature and physical demands of their position, will be allowed to wear walking shorts, or wind suits.
7. No midribs showing. No low-cut blouses ~ Absolutely NO CLEAVAGE SHOWING!
8. No flip flop type shoes shall be worn such as Yellow Box, shower shoes, or spongy/soft soles even if it has a heel.
9. Tattoos must be covered.
10. Clothing should NOT be tight or form fitting.

WORK SCHEDULE

1. It is required that all teachers and assistant teachers scan in **no later than 7:15 am**. The hand scanner for all employees is located in the teacher mail room.
2. Personnel who have **morning duty** must scan in and be at their duty position **no later than 7:15am**.
3. **An accumulation of three (3) late arrivals in a semester will result in a conference with the principal or assistant principal.**
4. Personnel MUST notify the school office if they anticipate being late.
5. Teachers and assistant teachers should not request to leave campus during the day. If an unforeseen emergency arises, the teacher must notify an administrator before leaving campus.
6. Teachers and assistant teachers are expected to scan out when they leave campus. The **regular school day will end at 3:15 pm**, or when all school buses have left the campus.
7. Non-certified employees may not exceed eight working hours per day unless otherwise approved by an administrator. Non-certified employees may not take school related work home.

DUTY

Supervision, Supervision, Supervision! All faculty members are on duty at all times.

1. Mr. Story will assign duty stations. Please notify him of any changes.
2. Teachers assigned morning duty should be at their post by 7:15 a.m. and should not be late.
3. Persons unable to fulfill their assigned duties must ensure that their posts are covered.
4. All teachers are expected to be at their classroom doors between classes. **NO EXCEPTIONS!**

REQUEST FOR LEAVE/SUBSTITUTES

It is imperative that teachers and assistant teachers demonstrate a strong work ethic, as well as be role models for the students they teach, by being in attendance. When circumstances arise and a teacher cannot be at work, the following procedures should be taken:

1. **All absences must be approved by the principal or assistant principal.**
2. A **Request for Leave Form** must be completed at least 24 hours prior to a foreseen absence. If the absence is unforeseen, the teacher must notify the principal or assistant principal as soon as possible.
3. **Teachers are expected to make their own arrangements for substitutes through KELLY Services and report their arrangements to the office.** Every effort should be made to have arrangements confirmed and the office notified on or before 7:00 a.m. on the day of the absence.
4. Teachers and assistant teachers requesting to leave earlier than 11:30am will be charged a full

day, and charged half a day for requests made to leave after 11:30am.

5. A substitute handbook should be prepared and made accessible. The handbook should include the class roster, lesson plans, daily schedule, classroom rules, seating chart(s), duty assignment(s), list of students with special needs, emergency procedures, and any other information that is important to the daily routine of the class. Three (3) days of emergency lesson plans should be included in this folder. **Do not leave the grade book with a substitute!**

LESSON PLANS

All purposes and activities, which occur at Stone Middle School, should be a direct result of the goals and objectives set forth in the teachers' lesson plans. Plans should be in-depth and completed with much thought and planning. Teachers should complete lesson plans keeping in mind that plans are direct documentation of their instruction, for which they are accountable.

The following procedures are required concerning lesson plans:

1. Lesson plans should be submitted to ELS by 8:00 am on Mondays.
2. **All teachers are required to turn in lesson plans each week.**
3. The following documentation should be found in the lesson plan:
 - A. Mississippi College and Career Readiness Standards
 - B. Stated learning activities, including specific assignments, as well as form(s) of evaluation.
 - C. Co-teaching with inclusion teacher, if applicable.
 - D. Instructional use of the Internet and related technologies.
 - E. Video request form. (If applicable – see *Library/Media* section)
 - F. Visit of a resource guest (see *Visitors* section)
 - G. Drug Education activities are to be covered at least once per week by the Social Studies teachers.

GRADING

1. GRADES WILL REFLECT STANDARDS TAUGHT AND SHOULD BE RECORDED IN SAMS TO IDENTIFY THE STANDARDS.
2. Every subject must have a minimum of 10 grades to include, but not limited to:
4 Test Grades, and 6 Daily Grades
4. Grades are calculated as follows: Test 55%, Daily Grades 45%

5. All grades should be **POSTED** in SAMS and CURRENT labeled as Unit Test or Daily Grade along with the date and the title of the assignment with Standard identified.
6. **Print grade verification report and double check all printed progress reports and report cards for accuracy before issuing to students.**
7. Teachers will not deduct points as a form of behavior modification.
8. A child's grade will not be called out.
9. Teachers should post at least one (1) grade weekly in SAMS. Do not wait until progress report and/or report card grades are due to post grades.
10. **Grades will be reported with a letter grade of A, B, C, D, F, and its numerical equivalent.**

FIELD TRIPS

1. The **principal must approve all field trips**. A field trip is an extension of the classroom and should be an educational experience. All school rules apply.
2. It is preferred that field trips not be taken in May. Trips that could be scheduled earlier in the year and are not beneficial will be denied.
3. Teachers are responsible for completing all paper work pertaining to field trips that they are sponsoring, including a cafeteria count.
4. Each student **must have a Field Trip Permission/Emergency Form signed by a parent or guardian in order to attend a field trip**. Permission will not be given over the phone on the day of the trip.
5. An accurate list of students in attendance the day of the trip must be submitted to the office prior to leaving campus.
6. An hourly itinerary and a contact phone number should be submitted to the office.
7. Field Trip requests must be made the at least one week prior to a School Board Meeting, and the trip should not fall during the same week as the School Board Meeting.
8. Administration verification should be received one (1) day prior to the trip to ensure that a bus has been secured.
9. Teachers are responsible for recruiting chaperones. **Chaperones are not allowed to bring other children with them on the trip.**
10. **Chaperones should be notified that they are expected to remain with the group the entire trip**. If a chaperone must check his/her child out and leave the group before returning to school, the parent must sign his/her child out with the teacher. The teacher should turn the checkout list in to the office upon return.

11. All certified teachers must attend field trips. Trips should not be scheduled if a teacher cannot be in attendance. Day-of-the-trip sick leave must be supported with official documentation from your doctor. No exceptions!

EMERGENCY DRILLS

1. Stone Middle School's emergency evacuation plans must be posted near the classroom door.
2. Teachers should instruct their classes in the proper procedures for fire drills and weather drills.
3. Faculty members should carry their rosters and emergency folders out during drills and call roll to account for each student.
4. Teachers with classrooms near restrooms should check to be sure they are clear during drills.
5. The serious nature of drills should be stressed and students are required to behave appropriately.

SCHOOL NURSE

The school nurse is on duty from 7:30 a.m. to 11:30 a.m. If a child becomes ill, send him/her to the nurse with his or her planner. Call the office for an escort, if necessary. Always complete an Accident Report when a student or staff member has an accident. Contact the nurse and the student's parents.

TEXTBOOK INFORMATION

1. Textbooks are issued by the teacher and should not be issued without a signed book card. The teacher will write the student's name, issue date, and the condition of the book inside the designated areas. Also, record check out information on your textbook inventory form and have the student initial receipt of the book.
2. All books should be recorded on your textbook inventory.
3. Turn in a copy of textbook inventories by September 1st.
4. Guidelines for assessing damages are set by the State Department of Education. If a textbook is lost, damaged, or destroyed, the student will be required to pay for the book.

5. **DO NOT REMOVE ANY TEXTBOOK FROM YOUR ROOM.** Teachers do not have permission to place textbooks or any kits in a storage room. Teachers must contact an administrator in order to place extra books in storage.

LIBRARY/ MEDIA

1. Teachers may check out any media equipment available. Requests may be made directly to the librarian (Professional courtesy - return any equipment that is not being used)
2. Report any damaged equipment to the librarian.
3. All media should be noted in lesson plans and meet an objective.
4. TELEVISION:
 - A. The television is to be used as a teaching tool, not as entertainment or a babysitter.
 - B. The showing of a video should be clearly written in the lesson plan. Objectives that are evaluated should be written for the video.
 - C. **ABSOLUTELY NO PERSONALLY OWNED OR OUTSIDE VIDEOS ARE TO BE USED IN ANY CLASS!** Videos must be of instructional nature and value.
 - D. The care and maintenance of Inter-Write boards, projectors, pads and other accessories is the teacher's responsibility. Training will be provided, if needed.

TELEPHONES

1. The office telephone is for school business and emergencies.
2. School personnel may not leave their jobs to accept personal calls unless there is an emergency.
3. To dial another school within this school district, 9 and the last four digits must be dialed.
4. The telephone is to be used to call students' parents or for personal emergencies. Please use professional courtesy when others are waiting.
5. It is imperative that classroom instructional time be protected. Therefore, use of **cell phones** during the school day is prohibited, unless such cell phone calls are directly related to safety concerns. Alleged violations of this policy shall result in a conference with the principal. If the violation is found to be factual, the employee will be issued a written reprimand, which will become part of the employee's personnel file. Repeated violations may result in non-renewal or dismissal. (Policy Code: IFBDAA)

VISITORS

- H. It is school policy to welcome visitors, provided prior arrangements have been made with

teachers. All visitors must report to the office. If a parent reports directly to a classroom door, then the teacher should politely, but firmly, tell the parent to report to the office to request a conference.

- I. Request that all volunteers report to the office and pick up a volunteer badge and sign in for the specific classroom. If a volunteer reports to the classroom without a badge, have him/her return to the office to secure one.
- J. Do not allow a student to leave the room with anyone who shows up at the door. All students are to be checked out at the office. Have the person report to the office and request the student.
- K. **All visitors to this campus must have a badge.** Staff family members and friends may not roam freely about the campus. Instructional time will not be interrupted with family visits unless an emergency arises.
- L. Report any suspicious incident immediately. Teachers should politely ask all strangers on campus without a badge if they can help them and direct them back to the office. It is better to be a bit embarrassed than a lot sorry.
- M. If in doubt about who is picking up a child, do not hesitate to ask questions before releasing the student.

CAFETERIA

- 1. Each teacher should **accompany** his/her class to the cafeteria. The teacher is responsible for order at the lunch table. All students should sit at the teacher's assigned table. The noise level should be kept to a minimum.
- 2. Lunch reports should be placed outside homeroom classes by 8:00 in the mornings.
- 3. All paper and food should be cleaned from the table and surrounding floor before a class leaves the area.
- 4. There should be no charging in the cafeteria.
- 5. No food or paper will be taken out of the cafeteria.
- 6. No food is to be sold on campus without the permission of the principal.
- 7. **The cafeteria must have two weeks' notice on field trips that will require sack lunches.**

Breakfast	Full Price	\$1.00
	Reduced	\$.30
	Adult	\$2.15

Lunch	Full Price	\$2.65
	Reduced	\$.40

COMPUTERS/FIXED ASSETS

1. It is the teachers' responsibility to keep their computer areas free from dust. Dust weekly.
2. If a computer technician places an icon on a desktop, it should not be removed.
3. District officials are able to view anything open on computers, including documents. They are also able to read emails, ICQ messages, and check website usage. Computers are checked randomly throughout the day. Persons not in compliance with district policy will have their computers removed from their classrooms.
4. Accurate accounting of fixed assets is imperative. It is a financial responsibility for each individual in the district. The Superintendent will hold administrators and directors financially responsible. Administrators and directors will hold individuals who are assigned assets financially responsible. No item is to be moved from one room or area to another prior to receiving permission from the Location Fixed Asset Representative. A transfer form must be completed and submitted to the representative. The only exception to this is where items are officially checked out such as from the library. Fixed Asset Check Out/In Log should be logged at this time. When an asset is no longer functional or lost/stolen, the assignee must adhere to proper disposal procedures as found in the Fixed Asset Inventory Handbook. The Fixed Asset Inventory Handbook and forms can be found on the district website.

STUDENTS

I. DISCIPLINE

- Teachers/Assistant Teachers are not to administer corporal punishment.
- Faculty members will not put their hands on any student.
 - Teachers will not grab the arms of students in an effort to get them to comply; instead they will call the office for an administrator.
 - Teachers are NOT allowed to assign ISD.
 - Faculty will NOT RIDICULE OR HUMILIATE A CHILD AT ANY TIME. If you demonstrate respect to your students, they are more likely to respect you. Treat students as you would expect to be treated or as you would want your child to be treated. Be consistent with your actions.

- Pet names or nicknames will NOT be used, as they often have hidden meanings or affiliations.
- The first step in student discipline should be for the TEACHER to contact the parent.
- Schedule conferences through the guidance office. **All** conferences should be documented on a **Parent Conference Form**.
- Discipline notices should be legible and written in black ink. All sections should be filled in completely. This provides valuable data for reducing future discipline issues.

1. The teacher is responsible for the over-all classroom management. A positive classroom climate for your classroom should be established.
2. Rules and consequences should be approved by an administrator and then clearly posted and reviewed often. A discipline form will not be written for a student not working.
3. All rules and consequences should be in accordance with the Stone County School District policy.
4. A letter to parents should be prepared detailing classroom expectations and explaining rules and consequences thoroughly so that parents and students understand exactly what will be required.
5. If a student has good behavior with no discipline notices for a 30-day period, he/she is moved back on the discipline ladder one (1) step.
6. **Be careful of what you say and how you say it at all times.** Teachers should keep their voices at a level to which students will respond and not yell or raise their voices. The most effective teachers are those who speak in a quiet voice.
7. If weapons are discovered, the office will be notified **immediately**.

II. ATTENDANCE

1. Teachers are required to keep records of all students' attendance in SAMS.
2. **All absentee excuses should be submitted to the school attendance clerk.**
3. Attendance should be posted to SAMS no later than 7:55 during homeroom and 10 minutes after the tardy bell for each class period.
4. If a student comes in late on a bus, his/her name should be marked off the absentee list in the office.
5. Teachers are to record student tardies. Any student coming in after 8:00 must obtain a tardy slip from the office.

III. SUPERVISION

STUDENTS SHOULD NEVER BE LEFT UNATTENDED. Teachers and assistant teachers are to monitor student behavior both in and out of the classroom. Teachers or assistant teachers found violating this policy will receive an official written reprimand.

A. *INSIDE*

1. Classroom - Students are not to be left in a classroom unsupervised. If an emergency arises, the teacher should contact the office.
2. Bathroom - Teachers and assistant teachers are to monitor class behavior at the bathroom.

3. Programs – Teachers and assistant teachers should monitor students during assemblies and programs.
4. Hallways – Do not line students up outside your classroom between class changes. This interferes with the flow of traffic and creates an environment for inappropriate behavior.

B. OUTSIDE

1. Students should always be within eyesight.
2. Any broken or unsafe equipment should be reported to the office.
3. The office should be notified if a class will be outside for an activity, which is not part of the normal daily schedule.

IV. MEDICATION

Teachers do not administer medication. The ONLY medication that will be administered by the school is medicine that must be taken every day for the entire year. Arrangements must be made with the principal and school nurse for the administering of medication. All medication must be in the prescription bottle with the correct dosage. Each parent must personally check medication in with the school nurse. Tylenol is not kept by the school and will not be administered. Students are not allowed to personally carry any medication. State law does allow children to carry inhalers.

V. Student Handbook documentation is mandatory.

1. Teachers should collect parent signature sheets from students in their homerooms. This documentation must be produced when requested.
2. Newly enrolled students should be provided with a handbook that includes a parental signature form, which should be returned and filed.
3. The Student Handbook will be taught during the first two weeks of school and a handbook test will be administered. The test will be filed with the signature form.
4. Clear expectations should be established on the first day of school to help prevent problems later.

VI. PLANNERS

1. During the first week of school, each student is assigned a planner.
2. Teachers should review assignments and have student's record information in the planner.
3. The planner also serves as a hall pass. Students should NOT be in the hallway without a signed planner. Students should not be allowed to leave classrooms unless it is an emergency.

VII. MAKE UP WORK

1. Students are responsible for all work assigned by teachers.
2. Time permitted for make-up work should be in direct proportion to days missed. (1 day missed, 1 day to make up work without penalty; 2 days missed, 2 days to make up work without penalty; and so forth).
3. If work is turned in after an assignment is due, the following penalty could be applied:

Day one: -5 points

Day two: -10 points

Day three: -15 points

4. If an assignment is late, the teacher can assign it for homework, assign classroom detention, or pull the student from an elective class to complete the assignment. **THE ELECTIVE TEACHER MUST BE CONTACTED AND GIVE CONSENT FOR THE STUDENT TO MISS THE ELECTIVE CLASS.**

TEACHERS

I. TEACHER EVALUATIONS

1. Teachers will be evaluated in ELS throughout the year using the Teacher Growth Rubric Evaluation.
2. Teachers should review ELS evaluations in a timely manner.
3. Principals and assistant principals are not in classrooms to "catch teachers doing something wrong." Observations are made so that there is an awareness of teaching practices. Classes should continue as normal when the principal or assistant principals enters or look through classroom windows.

II. FACULTY MEETINGS

1. Every **MONDAY** afternoon should be reserved for school meetings. Appointments should not be scheduled on this day, as everyone is required to attend. Emergency faculty meetings may be called, if needed.
2. Coaches should send a representative or meet with an administrator if they are unable to attend faculty meetings that occur during practice or game times.

III. PARENT COMMUNICATION

1. **PROGRESS REPORTS:** Progress reports **must be sent home on the day that is scheduled on the school calendar.** Progress reports **must be reviewed** before being sent home.
2. **REPORT CARDS:** Report cards **must be sent home on the day that is scheduled on the school calendar.** All reports should be returned to the homeroom teacher with a parent/guardian signature. Contact the parent if this is not done. Grades on report cards should not "surprise" parents.
3. **CORRESPONDENCE:** All correspondence from teachers must be written in a professional manner so that they reflect positively on the teacher, the school, and the district. The principal or assistant principal should review all correspondence that is sent. A copy of all correspondence should be retained.
4. **CONFERENCES:**
 - All conferences should be documented using a *Parent Conference Form*.
 - Mrs. Lich will schedule conferences and inform all teachers. The principal and/or assistant principal may also "sit-in" on as many conferences as possible.
 - All teachers are expected to be present unless they have informed the parent and Mrs. Lich.
 - Parents will not be allowed to conference without prior arrangements or teacher consent.
 - Conferences should take place in the classroom, parent center, or office.
5. **PHONE CONTACTS:**
 - Documented parent contacts should be submitted each month. At least two of those contacts must be of a positive nature.
 - A discussion in team meetings may offer the opportunity for teachers to divide students into groups and make contacts, if possible. **A PARENT SHOULD BE CONTACTED WHEN A SPECIFIC ISSUE IS TO BE DISCUSSED.**
 - **A parent/guardian of each student should have been contacted at least once prior to August 31st.**

IV. TRAINING/TRAVEL

1. The teacher is responsible for any registration paperwork required for any workshop, unless otherwise informed. All workshops must be pre-approved.
2. Any teacher attending a conference or workshop will be required to share gained information with others, as designated by the principal, in the form of staff development.
3. Any out-of-district travel requires school board approval.

4. Board approval must be obtained prior to faculty overnight travel or student out of district travel. Any other travel must be approved by the Superintendent prior to travel. Request should be made on the Permission for Travel/Request for Transportation form that is found on the district website.

V. RESPONSIBILITIES OF 7th PERIOD TEACHERS

1. Teachers are required to determine the mode of transportation for each student in their 7th period class on the first day of school.
2. Students will not be allowed to call home to change their mode of transportation. Parents will not be allowed to call the school and change their child's mode of transportation.
3. Students must bring a signed note from home detailing changes in transportation. Notes should be submitted to the office to be signed by an administrator and returned to the 7th period teacher.
4. Seventh period teachers are responsible for their 7th period students until they exit the campus for the day. Afternoon duty teachers should arrange for their students to go to other teachers' classrooms.
5. All faculty members should be on duty in their doorways after the first bell.

VI. COLLECTION OF MONEY

1. All money taken from students by faculty must be receipted in the district receipt book issued from the office.
2. No adult or child is allowed to sell anything to students for any reason at any time other than a school sponsored activity that has been school board approved.
3. All fundraisers must be school board approved. Organization sponsors should submit a written request to the principal if they would like to hold a fundraiser. Request forms can be obtained from Ms. Taylor. Fundraisers will be conducted with permission of the principal. A fundraiser request must be completed and submitted to the principal two weeks prior to the event. The principal and the school board must then approve the fundraiser. Dates for fundraisers must be verified with the bookkeeper. No fundraisers will be permitted without school board approval. A Post-Activity Profit Reconciliation Form should be completed at the conclusion of the fundraiser and sent to County Office.
4. The school board only meets once per month. Be cognizant of these meetings and get your paperwork in no later than the prior Thursday at noon.
5. No money may be collected without approval of the administration.
6. Receipts must be written for ALL collected money (including checks).
7. Collected money (including checks) must be given to the bookkeeper each day. Do not keep collected money overnight.
8. The teacher maintains sole responsibility of collected money until it is appropriately accounted for by the bookkeeper.
9. **PURCHASING** The following guidelines will be followed in purchasing:
 - Submit a purchase requisition to the bookkeeper in order to obtain a purchase order.
 - It is your responsibility to fax or email the purchase order once it has been received. Do not delay your order.
 - Once you have received the items of your order, submit the receipt and/or invoice along with the completed Receiving Report to the bookkeeper.
 - Manual checks should not be written. Items for payment must be on the claim docket that is prepared monthly. Plan ahead.

- No one has the authority to purchase without a purchase order. This is the law. Payment for any item purchased without a purchase order will not be the school's responsibility. Reimbursements WILL NOT be given.
- When items are purchased with your EEF cards, ALL receipts must be kept for audit for three years. THIS IS VERY IMPORTANT!

VII. IMPORTANT POINTS TO REMEMBER

1. The Stone Middle School campus is a **tobacco-free campus!** No smoking, e-cigarettes, chewing, or dipping is permitted on campus! No exceptions. **(It's the law.)**

Violation could result in termination.

2. ALWAYS DOCUMENT! Teachers should document all parent contacts including but not limited to parent conferences and phone calls.
3. Faculty members will not give students medication.
4. Teachers will not eat in front of students while in the classroom.
5. Teachers will not cover their classroom door windows.
6. **No one has the authority to purchase without a purchase order.** This is the law. Payment for any item purchased without a purchase order will not be the school's responsibility. **DO NOT SUBSTITUTE ITEMS!**
7. No children should attend faculty meetings or district level meetings.
8. No children of faculty or staff will be allowed in the gym after school. They should be in the parents' classrooms.
9. Employees may not keep their own children in their classroom during school hours.

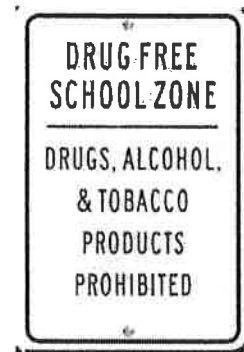
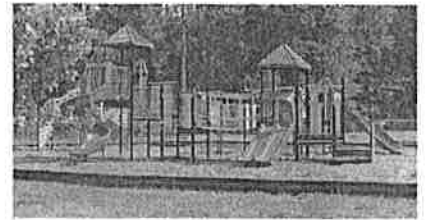
VIII. HOUSEKEEPING RESPONSIBILITIES

1. Encourage students to have pride in our school and keep it clean. Before leaving for the day, have students pick up paper and books from the floor.
2. Please have only one trash can per room and visible for custodians.
3. **Only use low-temperature hot glue on the walls.**
4. Before leaving each day, the teacher should:
 - A. Lower and close the blinds.
 - B. Adjust their thermostat to **78 degrees in summer or 65 in winter.**
 - C. Turn off all lights.
 - D. Secure all windows.
 - E. Turn off the TV and the computers.
 - F. During holidays, cover technology appropriately.
- G. Lock the door(s).

Student Handbook to be added by district personnel

Reviewed and Board Approved Date: _____

Perkinston Elementary School School Safety Plan 2020-2021



Krista Sablich, Principal

40 2nd Street
Perkinston, MS 39573
601-928-3380
www.stoneschools.org

Mississippi Department of Education- mdek12.org

Perkinston Elementary School School Safety Plan 2020-2021

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District Accident/Incident Report (includes the supervisor's investigation rubric)	50

All other emergency situations (fallen aircraft, explosion, confrontation, altercation/ assault, death of family/staff, building collapse, hostage, nuclear warning and natural gas leakage), are outlined in the District's Crisis Response Plan located in each school's office.

Appendix A - Employee Handbook
Appendix B- Parent/Student Handbook

INTRODUCTION

The School Safety Plan is the foundation the school uses to maintain a safe and secure educational environment. There are three components to a comprehensive school safety plan. Those components are:

1. Policies and procedures that afford a safe school environment.
2. The Crisis Response Plan.
3. Programs that promote a safe school environment.

This model school occupational safety and emergency response plan is a composite of the best plans the Division of School Safety has reviewed. It represents the first two of the three components necessary for comprehensive safe school planning. Keep in mind, this is merely a model. Every school and district is different and accordingly, every plan will be different. We sincerely hope that this model will provide solid guidance in your pursuit of a safe school.

Mission Statement

Our mission is
to **IGNITE** within every student a passion for learning,
to **INSPIRE** the pursuit of excellence,
and to **INSTILL** the desire to lead a productive, purposeful life.

Stone County School District Policy

Section: E Business Management

Policy Code: EBBA School Safety Plan

SCHOOL SAFETY PLAN

Please Note: For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE ' 37-11-55 and sample policy JCB.

The superintendent shall be responsible for ensuring that each school in the district maintains a School Safety Plan, which shall be subject to approval by the superintendent and the school board. The Safety Plan is to be reviewed on a regular basis and revised as needed.

SCHOOL SAFETY PLAN

A comprehensive, systematic, broad-based continuous process designed to create and maintain a secure and orderly school climate that is free of drugs, violence, and fear. A safe and orderly school climate promotes the success and development of all children and the staff who serve them. At a minimum, the School Safety Plan should address the following components:

- Crisis Intervention Team,
- School Safety Self-Assessment,
- School Safety Drill Assessment, and
- Mental Health and Suicide Prevention Training

CRISIS INTERVENTION TEAM

An interdisciplinary team of professionals whose goals are to respond to emergencies or crisis situations and to provide an array of services, which may include counseling, medical, legal, security or police, etc. The Crisis Intervention Team may also be utilized in a planning capacity in order to establish coordination and linkages prior to the actual occurrence of an event.

SCHOOL SAFETY SELF-ASSESSMENT

A strategic planning and assessment instrument used to evaluate the extent of the school safety plan. In the broadest of terms, the assessment should include a comprehensive review of the entire educational program of a school and/or school district. It may, however, focus on specific areas such as assessment of the gang problem, weapons in schools, drug or alcohol abuse, schoolyard bullying, facilities evaluation, policies and procedures, compliance with statutes, attitudes and a host of emerging trends in the field of school safety.

SCHOOL SAFETY DRILL ASSESSMENT

A process designed to evaluate the effectiveness of a crisis management plan and the readiness of an individual school and/or school district. This assessment may include a review of policies and procedures, safety drills, linkages with the appropriate agencies, the role of Crisis Intervention Team members in the event of a crisis, professional development activities, and training students how to respond during a crisis.

MENTAL HEALTH AND SUICIDE PREVENTION TRAINING

Beginning the 2019-2020 school year, the school district shall conduct, every two (2) years, refresher training on mental health and suicide prevention for all school employees and personnel, including all cafeteria workers, custodians, teachers, and administrators. This training shall be in connection with the Mississippi Department of Health. The district shall report completion of the training to the State Department of Education.

Note: EACH SCHOOL is to have its own school safety plan that includes at a minimum each of the components listed above.

The Mississippi Public School Accountability Standard for this policy is standard 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBB - Safety Program

EDC - Bus Safety Program

GAE A - Staff Protection

JGF - Student Safety

Approved/Revised 12/1/2014
Date:

State Board Policy 8000 Unsafe School Choice Policy (USCP) : A student attending a persistently dangerous public elementary school or secondary school may be allowed to attend a safe public elementary or secondary school within the local educational agency.

Policy Code: JGF Student Safety

STUDENT SAFETY

For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE ' 37-11-55 and sample policy JCB, Code of Conduct.

CHILD ABUSE OR NEGLECT

In compliance with MS Code ' 43-21-353, district personnel shall immediately report suspected child abuse or neglect to the Mississippi Department of Human Services. The number for the Child Abuse Hotline is (601) 359-4991, or toll free (800) 222-8000.

DISASTER EMERGENCY

If this school board determines that it is not economically feasible or practicable to operate any school within the district for the full one hundred eighty (180) days required for a scholastic year as contemplated due to an enemy attack, a manmade, technological or natural disaster, or extreme weather emergency in which the Governor has declared a disaster or state of emergency or the U.S. President has declared an emergency or major disaster to exist in this state, the school board may notify the State Department of Education of the disaster or weather emergency and submit a plan for altering the school term.

If the State Board of Education finds the disaster or extreme weather emergency to be the cause of the school not operating for the contemplated school term and that such school was in a school district covered by the Governor's or President's disaster or state of emergency declaration, it may permit that school board to operate the schools in its district for less than one hundred eighty (180) days; however, in no instance of a declared disaster or state of emergency under the provisions of this subsection shall a school board receive payment from the State Department of Education for per pupil expenditure for pupils in average daily attendance in excess of ten (10) days. ' 37-13-63

SAFETY DRILLS

Each school shall have a current disaster plan and shall conduct regular safety drills, to include but not limited to bomb threat, earthquake, fire, and tornado.

It shall be the duty of the principals and teachers in all school buildings to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education. ' 37-11-5 (1980)

HARASSMENT

Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment C Title IX Procedures.

STUDENT AND STAFF PROTECTION

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes.

Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed five hundred dollars (\$500.00), imprisonment in jail for a period not to exceed six (6) months, or both. Any person under the age of seventeen (17) years who violates any provision of this section shall be treated as a delinquent within the jurisdiction of the youth court. ' 37-11-20 (1972)

SAFETY DURING INSTRUCTION

Each student and teacher is required to wear an appropriate industrial quality eye protective device at all times while participating in or observing any of the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
 - a. Hot molten metals, or other molten materials;
 - b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
 - c. Heat treatment, tempering, or kiln firing of any metal or other materials;
 - d. Gas or electric arc welding, or other forms of welding processes;
 - e. Caustic or explosive materials; or
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

For purposes of this section unless the context indicates otherwise "Industrial quality eye protective device" shall mean a device meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc. Such devices shall be furnished to all visitors to such shops and laboratories. ' 37-11-49 (1974). Such devices may, at the discretion of the individual school, be furnished for all students and teachers; a. purchased and sold at cost to students and teachers; or b. made available for a moderate rental fee.

TRANSPORTATION SAFETY

Maximum regard for pupil safety and adequate protection of health shall be primary requirements which shall be observed by the school board in purchasing used school buses. ' 37-41-103 (1982)

The Mississippi Public School Accountability Standards for this policy are standards 29, 30 and 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBBA -School Safety Plan

Approved/Revised Date: 12/1/2014

Visitors in the Schools

No one other than regular school employees is allowed on campus without clearance from the principal's office. All visitors must check in and out of the principal's office upon arriving on campus. Visitors must leave a photo ID or Driver's License in the office before receiving a visitor pass. Visitors must receive a visitor's pass/ID from the school office before seeing any student or staff member during the school day, and the pass is not transferrable from one school to another school. **The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures**

Gun Free/Drug Free

State Board Policy EBBH (1990) prohibits the possession of pistols, firearms or weapons by any person on school premises or at school functions. Code §37-11-18 (1996) requires any student who possesses a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commit a violent act on educational property be subject to automatic expulsion for one calendar year. The superintendent of the school is authorized to modify the period of time for expulsion on a case-by-case basis. Further, Code §37-15-9 (2003) does not require a school district to admit a student if he/she was expelled for an act involving violence, weapons, or other activity.

Code §97-32-29 (2000) further prohibits the use of tobacco on any educational property for adults who, if in violation, would be subject to a fine and issued a citation by a law enforcement officer. Educational property is defined as any public school building or bus, campus, grounds, athletic field, or other property used or operated during a school-related activity. Note: This policy meets CDC's definition of a tobacco-free schools policy.

Positive Behavior Instructional Support (PBIS)

The SCSD adheres to MDE's Multi-tiered System of Support (MTSS) procedures for behavior interventions. PBIS is implemented as Tier I for behavior support for all students.

List of Implemented Programs that Address School Safety and Wellness

- Character Education- (Character Counts, Keystone, Random Acts of Kindness)
- Fire Prevention Week

- Bullying (Assemblies, Bullying Beans, etc.)
- Red Ribbon Week
- Emotional Wellbeing (Gulf Coast Mental Health, Presence Learning)
- Other programs and initiatives as determined by student data, superintendent, district safety director and/or principal

Perkinston Elementary School Safety/Crisis Management Team

Position	Name	Home Phone	Cellular Phone
Principal	Krista Sablich		228-218-4754
Assistant Principal	Danielle Miller		228-249-6872
Counselor	Myla Main		601-310-0964
Secretary	Jessica Bardwell		601-928-2601
Nurse	Abby Cameron		601-528-1453
Food Service Manager	Ruby Seal		228-234-0335
Custodian	Margaret Ladner		601-528-2078
Special Populations	Brandy Smith		601-928-8811
Teacher	Amanda Danzey		228-697-2515
MSIS Clerk	Marja Johnson		601-528-2322
Teacher	Jessie Agent		228-861-5652
Teacher	Kim Free		228-334-2940
Teacher	Jessica Dubuisson		601-528-1571
Teacher	Kara Taylor		601-528-1357
Teacher	Mary Stuart		601-528-4229
Teacher	Jonathan Dudeck		228-327-4169
Assigned School Resource Officer	Heath Maddox – PES/SES		601-528-4892

The school safety committee, facilitated by the site administrator, assists in developing the school safety program and monitors the process. Representatives on the school safety committee include personnel from instruction, food service, custodial and support services.

CPR/First Aid Certified Staff in the Building (List by Name and Contact Number)

- 1. Abby Cameron: 601-528-1453**

Community Emergency Numbers

Ambulance...Fire...Police.....CALL...911

MDE Crisis Response Team...601-942-2445 cell

601-359-1335 office

Fire Coordinator.....	928-5446
Police Department (Stone County).....	928-5444
Sheriff's Department.....	928-7251
Civil Defense.....	928-3077

Health

Stone County Hospital	928-6600
Garden Park Hospital.....	575-7000
Department of Human Services.....	928-4996
Stone County Health Department.....	928-5293
American Red Cross.....	896-4511
Poison Control Center.....	800-256-9822

Law Enforcement

F.B.I.....	948-5000
Mississippi Highway Patrol.....	864-1314
United States Border Patrol.....	863-3582

Utilities

Mississippi Power Company.....	800-487-3275
Centerpoint Energy.....	800-371-5417
Blossman Gas, Inc (FEMA buildings only).....	928-4492
Stone County Water.....	928-0272
Stone Utilities.....	528-9900

Media

Sun Herald.....	896-2100
WLOX – TV.....	896-1313
WXXV – TV.....	832-2525
Stone County Enterprise	928-4802

<u>Important Numbers</u>		
Crime Stoppers Hotline	Local	601- 928-4141
CONNECTIONS HOT LINE		1 -888-827-4637
ANIMAL SHELTER		(601) 928-1930
(Call local police for assistance)		

Building Evacuation Plan

The principal will update and post evacuation plans in each room of his or her building annually. This plan will be used for fire, bomb threat, explosion, loss of a building's structural integrity, hazardous materials and other crises requiring evacuation.

Evacuation is considered a last line of defense and should only be implemented when the life and/or health of students, employees, guests, or visitors is threatened. Exits are highly visible and exit pathways labeled with appropriate EXIT signs. Know the route to the nearest exit from your location. In the event of a fire or other condition, which necessitates evacuation of the building, do the following as outlined in site/school specific evacuation plans:

Emergency Procedure:

- Students and staff will calmly and quickly move to assigned evacuation locations.
- Teachers will follow students out and stay with students.
- Stay together and gather at a safe distance (minimum 500 feet for fires and 1000 feet for bomb threats) from the building at designated gathering points. See the plan for each location.
- Teachers will call roll to determine if any students are missing.
- Teachers will report missing students to principal.
- If it cannot be determined that all persons have safely exited the building, the responding fire team, or other designated emergency response team must be notified.
- Unattached students will report to the nearest teacher. Teachers should note student additions and send this information to principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site release.
- Designate a specific location for medical personnel to conduct triage.

Each classroom shall contain emergency packs that include color cards for outside evacuations only (Red – have an emergency issue, Yellow – need assistance from an Administrator, Green – no issues), class roster with emergency student contacts, emergency procedures checklist, whistle, and list of any specific special needs (medications, dietary needs, or other medical issues pertaining to students). –NEW ADDITION REQUIRED BY MDE

Training:

School Principals and Department Heads shall ensure that employees receive information and training on the elements of the emergency crisis and response plan during orientation and at least annually thereafter. Training shall include, but not be limited to:

- School/facility layouts and escape routes
- Awareness of handicapped individuals who may need extra assistance
- Hazardous areas to be avoided during emergencies
- Rooms and other spaces that need to be checked for visitors and employees who may be trapped or otherwise unable to evacuate the area during an emergency.
- Any duties/responsibilities the employee may have in support of plan.

Caring for Special Needs Students

The schools in the Stone County School District prepare students with disabilities for disasters and/or emergencies through frequent training drills to alleviate safety problems in the event of a real emergency. Teachers and principals' responsibility has greatly increased as students move into least restrictive environment (LRE).

To ensure the safety of differently abled students, we realize the critical need for principals and teachers to have emergency procedures for students who need assistance to evacuate.

The following procedures should be followed:

1. Make sure students with disabilities understand and will carry out actions required in an emergency. Each school is required to provide 30 minutes of safety instruction and conducts at least one fire drill a month.
2. A team will be in place to assist students with disabilities during the emergency. A team of adults has been organized to help meet the need of the special needs children to ensure better student safety. This team is made up of teachers, aides, and the school nurse.
3. Select a classroom that is close to an exit for location to place students with disabilities. Special attention is given to handicap accessibility of nearby exits to ease emergency evacuations for students in wheelchairs and braces.
4. Determine the ways students need help during and after an emergency based upon one or all of the following.
 - difficulty hearing a warning or instructions concerning evacuations
 - difficulty with a seeing-eye or hearing-ear dog that may become confused during emergency
 - difficulty operating a wheelchair or walker
 - difficulty understanding instructions while under stress, or having an illness aggravated by stress

A list is maintained in the principal's office and the nurse's station of important items that a student might need in an emergency, such as medication administration, phone numbers for the parent or doctor, or special equipment needs. Special medical alert tags are also available that identify the student's needs in case of injury or the inability to communicate.

Individuals Requiring Special Assistance During Emergency

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

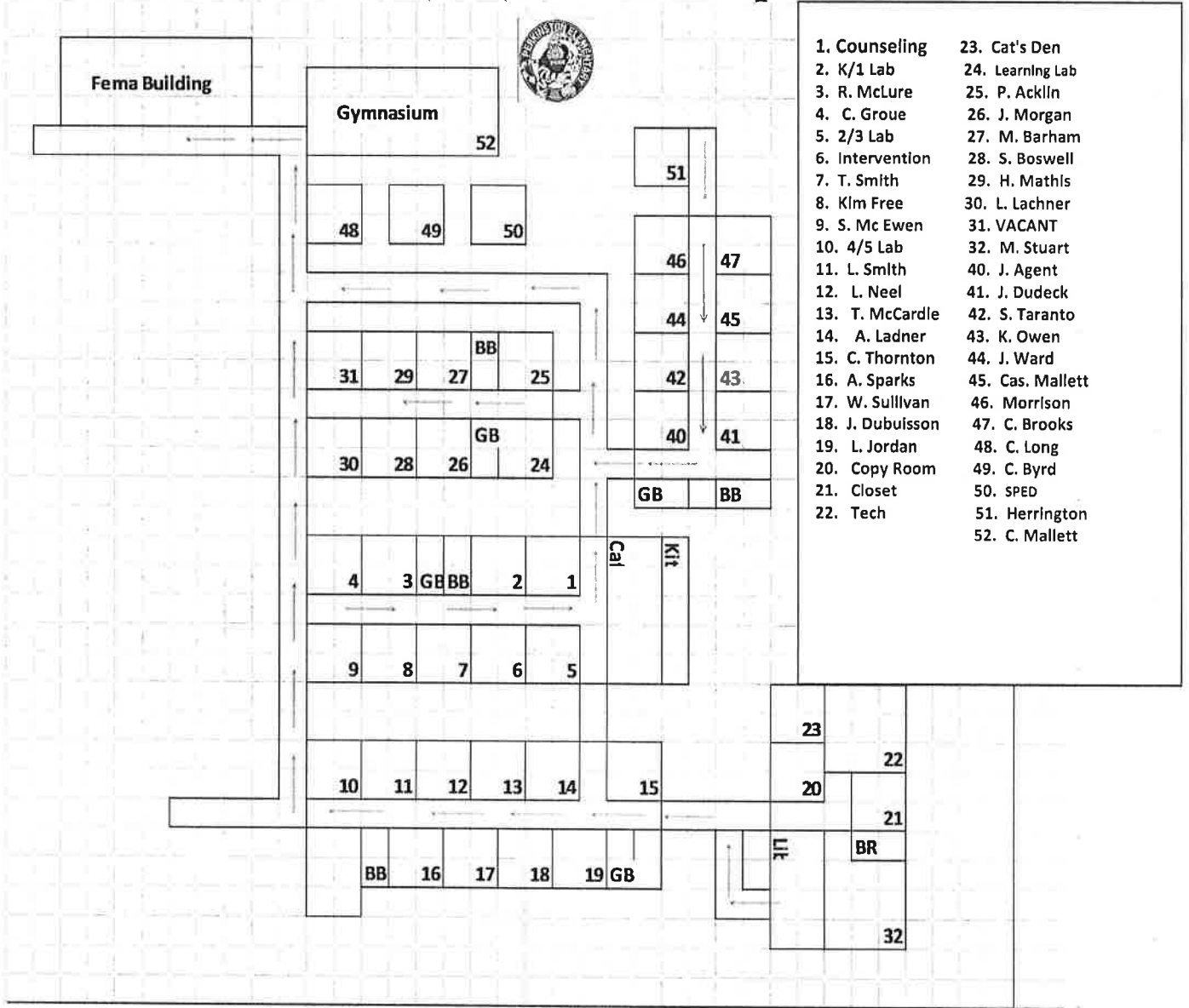
PES MASTER SCHEDULE 2020-2021

Revised 07/20/2020

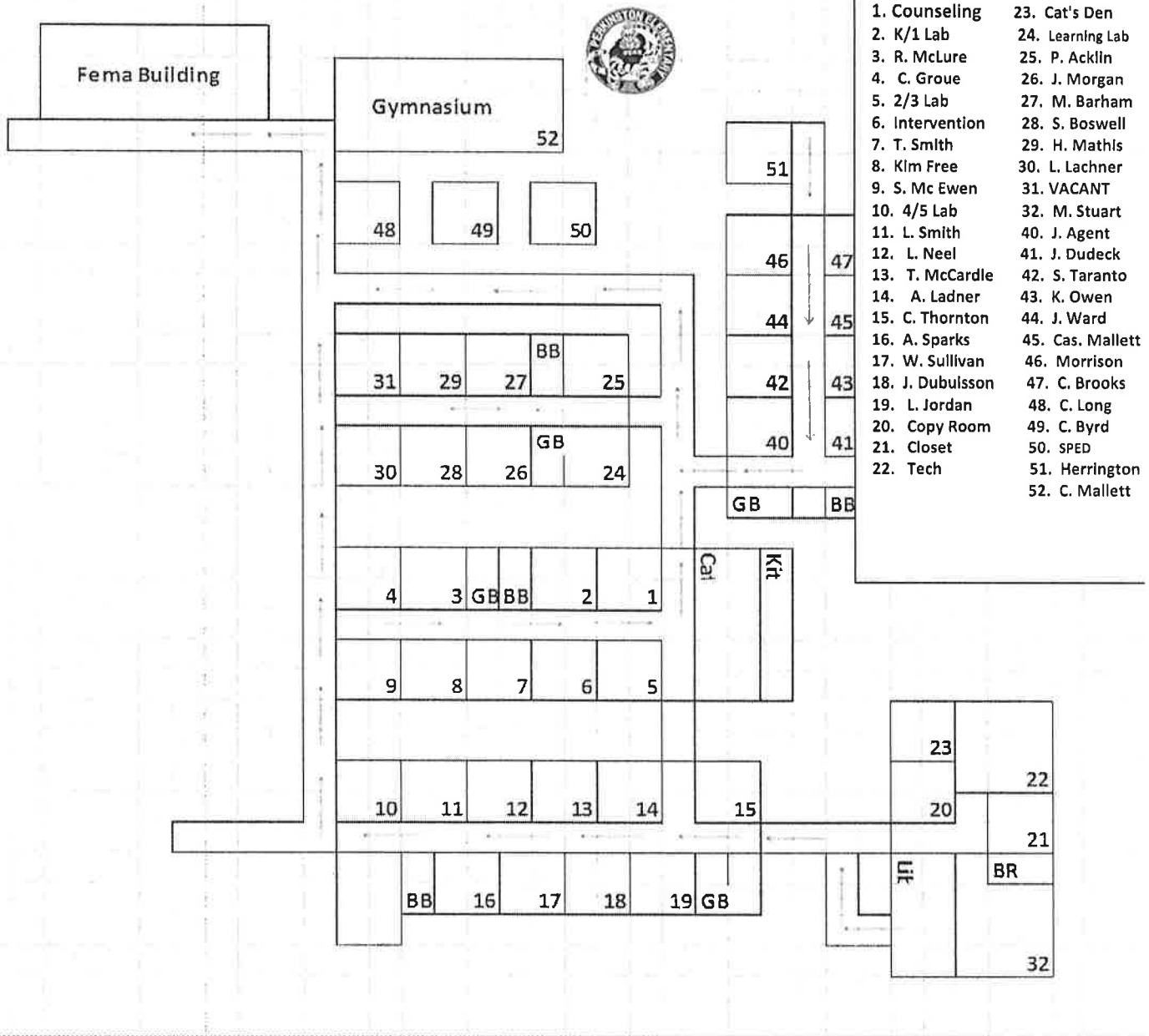
Kindergarten	8:00-10:30	10:30-10:50	10:50-12:00	12:00-12:45	12:50-1:40	1:40-2:40	2:40-3:00
	Reading/ELA/Phonics/Centers (180 min)	Recess	Learning Centers (70 min)	LUNCH	Activity	Math (60 min)	Quiet Time/Reading (20 min)
1 st GRADE	8:00-11:00	11:00-11:20	11:20-12:15	12:15-12:45	12:45-2:05	2:05-3:00	
	Reading/ELA/Phonics/Centers (180 min)	Recess	Math/Science (55 min)	LUNCH	Math/Science (80 min)	Activity	
2 nd GRADE	8:00-9:00	9:00-9:50	9:50-11:30	11:30-11:50	11:50-12:20	12:20-3:00	
	Block One (60 min)	ACTIVITY	Block One (100 min)	Recess	LUNCH	Block Two (160 min)	
3 rd GRADE	8:05-8:55	8:55-11:35	11:40-12:10	12:10-12:30	12:30-3:00		
	Activity	Block One (160 min)	LUNCH	Recess	Block Two (150 min)		
4 th GRADE	8:00-9:20	9:20-10:35	10:35-11:25	11:25-11:55	12:00-1:17	1:17-1:37	1:37-3:00
	Block One (80 min)	Block Two (75 min)	Activity	LUNCH	Block Three (77 min)	Recess	Block Four (83 min)
5 th GRADE	8:00-9:20	9:20-9:40	9:40-10:55	10:55-11:25	11:25-12:15	12:20-1:37	1:37-3:00
	Block One (80 min)	Recess	Block Two (75 min)	LUNCH	Activity	Block Three (77 min)	Block Four (83 min)

School begins at 8:00 A.M. Students arriving after 8:00 are required to be escorted into the building and signed in at the front office by a parent or guardian. The student will need a tardy slip to enter the classroom. Car riders will be dismissed at 3:00pm. School will be dismissed upon arrival of buses from the other school sites at approximately 3:15 P.M.

Interior Evacuation Map



Exterior Evacuation MAP



Perkinston Elementary Duty Roster

POST	ONE	TWO *PM only	THREE	FOUR	Four B *PM only	FIVE *AM only	SIX *AM only	SEVEN
Monday	Herrington	Stuart	H. Mathis	R. McLure	J. Parker	Carl	Tamara	L. Davis
Tuesday	Owen	Lachner	S. Boswell	T. Smith	J. Musgrave	Carl	Tamara	D. Morris
Wednesday	Morrison	Lachner	M. Barham	K. Free	B. Coulter	Carl	Tamara	Stringfellow
Thursday	Agent	R. Smith	J. Morgan	Casey Mallett	S. Rogers	Carl	Tamara	B. Huse
Friday	S. Taranto	R. Smith	J. Ward	Groue	J. Letort	Carl	Tamara	M. Clark

POST	EIGHT	NINE	TEN	ELEVEN	TWELVE	THIRTEEN	FOURTEEN	FIFTEEN
Monday	K. Burke	Herrien	SPED	SPED	L. Jordan	W. Sullivan	B. Strickland	SPED
Tuesday	K. Burke	Herrien	SPED	SPED	A. Ladner	L. Neel	B. Strickland	SPED
Wednesday	K. Burke	Herrien	SPED	SPED	T. McCardle	C. Thornton	B. Strickland	SPED
Thursday	K. Burke	Herrien	SPED	SPED	A. Sparks	J. Dubuisson	B. Strickland	SPED
Friday	K. Burke	Herrien	SPED	SPED	L. Smith	F. Craig	B. Strickland	SPED

21st CENTURY BUS/SMS AFTERSCHOOL BUS: P. Acklin, K. Fairley
Bus Duty (a.m.& p.m.): D. Miller, C. Brooks, M. Main, Dudeck

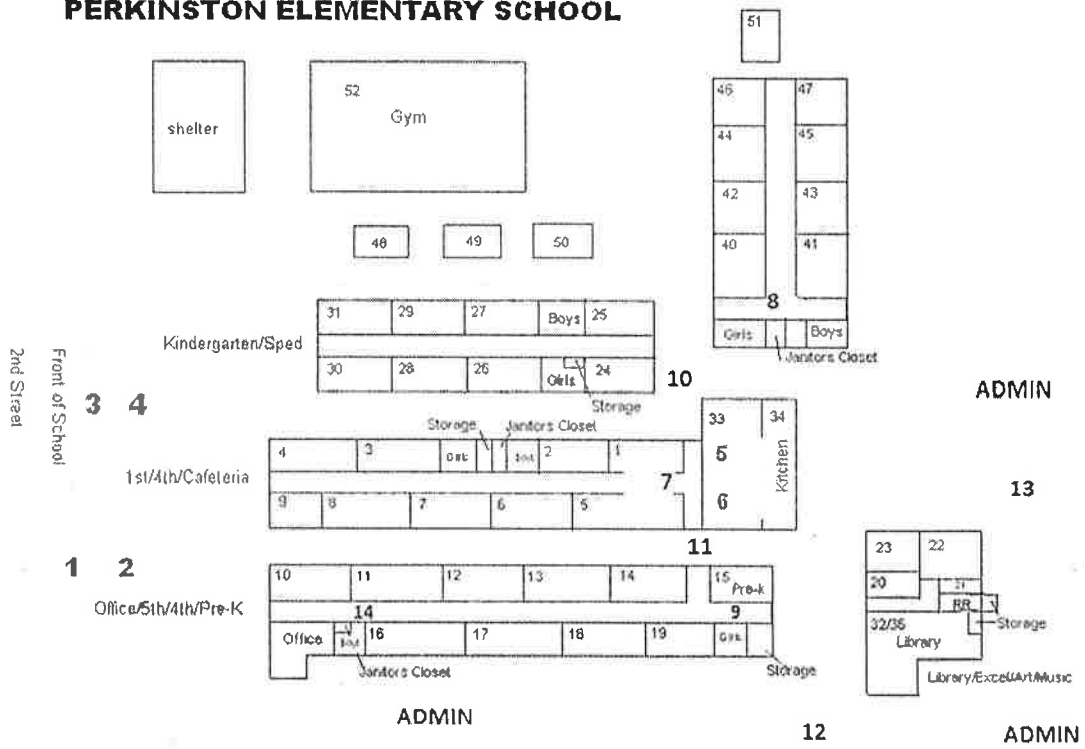
Car riders 1 & 2: AM A. Danzey/PM - C. Long

Computer Labs (cutting them on and checking for errors): R. Sievers

****Duty is essential for the safety of our students. Please be on your post at the required times. If you are unable to be at school or you have an emergency on the day of your assigned duty, please swap out**

Duty Roster Map

PERKINSTON ELEMENTARY SCHOOL



Evacuation, Family Relocation (FRA) and Triage Areas

Evacuation: A minimum safe distance of 500 feet is required during fire evacuation, 1500 feet for bomb threats and other hazards. Students and staff must all be accounted for during evacuations. Fire evacuation routes must be posted in each classroom. The FRA must be clearly designated.

On-Site Evacuation Location (i.e. fields, parking lot, etc.)

Primary Location:

SES: Baseball Field

PES: MGCCC

SMS: Football field

SHS: Football field

CO: Bus Barn

Secondary Location:

MGCCC Bell Tower

Off-Site Evacuation/Reunification Location

Primary Location:

PES: MGCCC

Secondary Location:

MGCCCc – Bell Tower

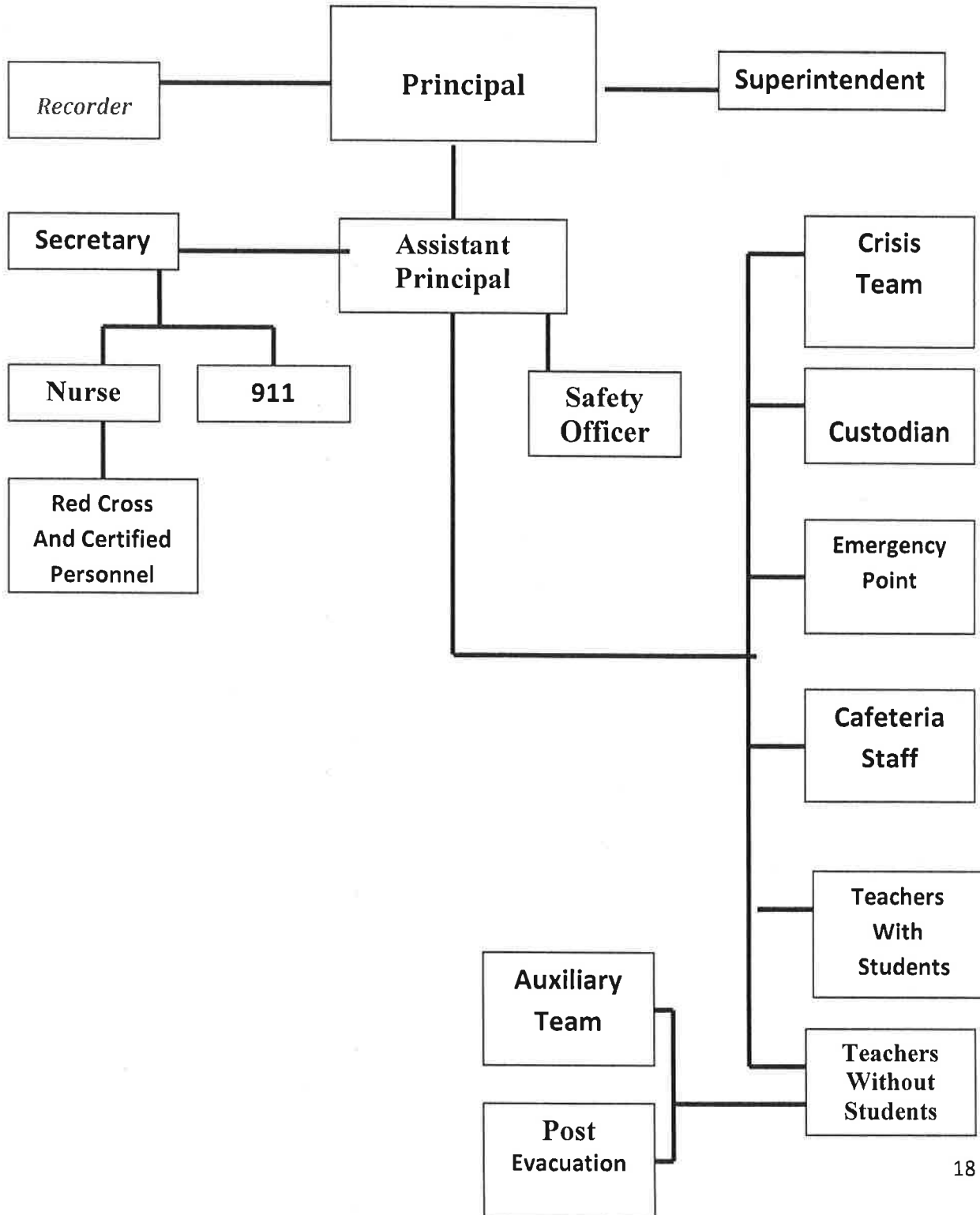
Triage Area is staged in or adjacent to the park.

Media Staging Area

Superintendent's Office

Incident Command System

School



PES Emergency Phone Chain

****Available per the superintendent's request.**

Accident/Serious Injury/Illness

Definition: An accident occurs when an individual is unintentionally injured or an emergency where one or many are sick or injured.

Immediate concern is to aid the injured or sick student, staff member, or visitor.

Emergency Procedure:

- If serious contact or have some call ___-911 immediately.
- The principal will assess nature and extent of injuries.
- The principal will contact first aid providers.
- First aid responders will initiate prompt first aid/medical services with the following:
 - Check person for airway blockage, breathing, etc.
 - Control severe bleeding, treat for shock if necessary.
 - Check for poisoning or ingestion of chemicals.
 - Provide CPR/first aid as necessary until back up medical services arrives at the scene.
- Call ___-911 for emergency assistance. Alternate emergency numbers:
 - Stone County Hospital 928-6600
 - Ambulance 928-2800 - 911
- School security will remove uninjured students from accident site. If evacuation is necessary, verify that all students and staff are out of the building at a distance for maximum safety.
- If evacuation is necessary, each teacher must take class list and grade book.
- The principal will notify the superintendent's office, who will immediately notify the proper departments (security director, crisis coordinator, and public relations coordinator).
- The crisis coordinator will convene local crisis team, if needed.
- The principal will notify parents of the nature and extent of injury.
- The public relations coordinator will prepare statement for the media (if needed).
- The principal will document actions and decisions concerning accidents.

NOTE Proper Protective Equipment Must Be Worn At All Times.

Medical Emergency (Call 911)

- Definition: A medical emergency exists anytime a school incident exceeds the need for basic first aid.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a medical emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Be prepared to state the nature of the emergency and location. Provide emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.
- Principal will contact the parents and inform them of any first aid or illness that occurs while the child is at school.
- Administer first aid.
- Do not give medication by mouth unless specifically ordered to do so by the physician and appropriately signed authorizations from the parent and physician are on file.
- First aid provider will stay with the student until dismissed to the parent or until returned to the classroom.
- In the event that a student is transported to a health-care facility, the principal will designate a school staff person to stay with the child until the parent is present.
- No seriously ill or injured student should be allowed to go home without being accompanied by a responsible adult.
- A student should not be left at home unattended.
- All medical incidents should be documented.

Bomb Threat (MS Code 97-37-21)

Definition: A bomb threat usually occurs when the school receives an anonymous telephone message advising that a bomb has been placed somewhere on the school site. A bomb threat may be a prelude to attempted robbery, hostage taking, kidnapping, or just a student trying to get out of a test at school. However, a threat must be taken seriously at all times.

Most bomb threat telephone calls are very brief; the message is stated in a few words and then the caller hangs up the telephone. Every effort should be made to obtain detailed information from the caller; such as the five questions listed below. If possible, use the BOMB THREAT form to record information and record identifying qualities of the caller.

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does the bomb look like?
4. Where did you place it? (Attempt to get the caller to identify the building or location.)
5. Why did you place the bomb in the school?

Emergency Procedure:

- Clerical staff will immediately notify the principal/designee of the bomb threat.
- Clerical staff will document the threat (use the bomb threat checklist).
- The principal will notify law enforcement by calling ___-911 and security coordinator.
- The principal will decide whether to evacuate immediately and search the facility or to make a preliminary search prior to any other action.
- Principal will instruct teachers and staff as they are evacuating their classrooms and building, they must be watchful for anything that they don't recognize as being "normal", i.e. briefcases, bags in unusual places, pipes laying in unusual places. If they don't observe anything unusual in the classrooms, close the door after the last student is out. (The closed door will indicate to the police that nothing unusual was observed in the classroom.) Do Not Lock The Doors!
- The principal will evacuate the building, if warranted (1000 feet or more).
- A search team composed of police officers and staff members will conduct a visual search of the building and report to the principal any items or containers that are unusual or foreign to the normal operation. Do not handle the item under suspicion.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- The principal will be responsible for controlling the use of two-way radios and cell phones during a bomb threat.
- The principal will be responsible for developing and maintaining a visual search plan designed to meet the specific needs of his or her building.
- The principal will be responsible for conducting a search plan drill at least once each semester.
- The clerical staff will close all vaults and secure all records.

- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Teachers will take class roll and notify the principal if someone is missing.
- The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of Policy/Fire Departments.
- In the case of inclement weather or delayed reentry into the school building(s), the principals will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location is the city park and MGCCC for PES. The superintendent/designee must be informed prior to moving students/staff to predetermined location.
- Public relations coordinator will prepare statement for the media.
- The principal will prepare fact sheet to help those answering phones.

What not to do if a bomb is found:

- **Do not** touch suspected explosives.
- **Do not** move suspected bombs.
- **Do not** place suspected bomb in water.
- **Do not** cut or pull any wires attached to suspected explosives.
- **Do not** attempt to cut strings, pull fuses, or release hooks attached to a suspected device.
- **Do not** use or pass metallic tools near suspected bombs.
- **Do not** smoke or allow open flames near suspected bombs.
- **Do not** use two-way radio or cellular phones near scene of suspected bomb.
- **Do not** investigate a suspected bomb too closely. Leave that to experts!

What to do if a bomb is found: **(MS Code 97-37-25)**

- Evacuate the area IMMEDIATELY according to school plan.
- Secure a perimeter of 1000 feet or more around the location.
- Call ___-911. Make sure the 911 operators understand that you have located a suspected explosive device. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- Members of the explosive ordinance disposal team will remove the bomb.
- The principal will document actions and decisions concerning bomb incident.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:



Homeland Security

Intruder/Lockdown-Update

ARMED AND UNARMED PROCEDURES

Definition: An intruder is an individual in the building who has not followed established visitor procedures.

Any school personnel who observes a visitor in the building or on the school campus without a visitor's badge should call the office. The principal/designee will determine if it is a serious situation.

General Procedure:

- Staff to stop strangers.
- Inquire as to their business in building.
- Direct stranger to the office and explain visitor's policy.
- If stranger refuses to cooperate break contact and call the office.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is an intruder inside the school, whether the person is armed, his or her last known location, a description, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Notify all teachers that you have an emergency situation. The emergency signal is ____Go Lock Down_____. Please keep all students inside your classroom until further notice.
- Teachers will account for students and put a red card under the door if a student is injured or required medical assistance.
- Principal will notify the central office at 928-7247.
- The central office will notify public relations, security coordinator, director of operations, and crisis management team coordinator.
- All classroom doors should be locked at the sound of the emergency signal.
- Teachers and students should move away from door and remain quiet and seated.
- Notify all students outside their classrooms to report to the nearest safe classroom.
- All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are forthcoming.

Severe Weather

Tornado, Thunderstorm, Hurricanes, Severe Winds, Flooding

Definitions: A hurricane is a tropical cyclone with winds of at least 74 miles per hour. These winds assume a counter clockwise circular motion around the center of the lowest pressure (eye). As the hurricane develops, the circular motion becomes more violent and often reaches speeds greater than 100 miles per hour.

A severe weather alert occurs when the National Oceanic and Atmospheric Administration issues a severe thunderstorm warning, tornado watch, or tornado warning.

Severe weather watch means that weather conditions are such that a severe thunderstorm may develop.

Severe weather warning means that a severe thunderstorm has developed.

Tornado watch means that weather conditions are such that a tornado may develop.

Tornado warning means that a tornado has been formed and sighted.

Emergency Procedure:

- During severe weather, the principal should review emergency procedures for his or her site.
- During severe weather, the principal should monitor appropriate weather radio systems.
- During severe weather watch, the principal should implement evacuation from outside portable buildings to a sheltered position inside the school building.
- Lightning is a threat during any severe thunderstorm. School personnel should move students inside to safety if lightning is occurring.
- During a tornado warning, students and teachers should move to areas offering the greatest tornado resistance (see school plan). Students and teachers should be seated on floor with their backs to corridor walls.
- During a tornado warning students and staff should avoid cafeterias, gyms, or any room with a wide free span roof.
- Teachers should check roll and notify the principal if someone is missing.
- The principal of each building will be responsible for preparing and posting a tornado evacuation plan for each classroom.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Officials in charge of athletic events should be aware of approaching severe storms or other weather-related emergencies. School officials should use the P. A. system to warn spectators of approaching severe weather. Game officials may stop play when unsafe weather conditions exist.

Fire -Update (Call 911)

Definition: A fire occurs when combustible materials ignite in the presence of oxygen and heat. A fire, in the building, or on the premises requiring evacuation.

Emergency Procedure:

- Sound the fire alarm or fire drill bell. This will implement the fire drill evacuation procedures.
- Call 911. Make sure the 911 operators understand the nature of the emergency. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Evacuate immediately. Exit through the nearest safe exit using all available doors.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Teachers will follow students out and stay with students.
- Teacher will call roll and report missing students to the principal.
- Notify the central office immediately. They will notify the proper departments.
- Students and staff should not return to the building until Fire Department officials declare the area safe.
- Any fire at a school facility must be reported to the Fire Department, even if it is a very small fire or the fire has already been extinguished.
- The principals will update and post evacuation routes in each room annually.
- Extinguish small fires if it is possible to do so without endangering lives, but notification of the Fire Department is mandatory for all fires.
- Render first aid, if necessary.
- The building principal will be responsible for conducting one fire drill each month after the first month of school.
- The principal will document actions and decisions concerning fire incident.

(See School Maps)

POST EVACUATION MAPS IN EACH CLASSROOM

Earthquake

Definition: An earthquake is the oscillating movement of the earth's crust caused by the rupturing of great masses of rock miles beneath the surface of the earth. This generally takes the form of slipping or sliding along a rupture plane (a weakness in the earth's crust) called a fault. There are three major types of earthquakes: Volcanic, Plutonic, and Tectonic. Tectonic is the most common and most destructive.

Earthquakes can occur at any time with no advance warning. The onset of a large earthquake is initially signaled by a deep rumbling or by disturbed air making a rushing sound. Probably the most disheartening feature in the aftermath of a damaging earthquake is the reported occurrence of after shocks.

Emergency Procedure:

- Students and staff should stay put until tremors stop.
- Students and staff should duck and cover until tremors stop.
- Students and staff should take cover under desks and tables, against inside walls, or under doorways.
- Students and staff should be alert for possible after shocks.
- Shut off any electrical or gas operated appliances.
- Students and staff should evacuate the building through nearest safe exit if instructed to do so. The earthquake evacuation signal is FIRE DRILL SIGNAL.
- Students should avoid overhead wires and utility poles.
- Teachers should call roll and report missing students to the principal.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Unattached students should report to the nearest teacher. Teachers should report student additions to the principal.
- The principal will make the decision for the students and other personnel to re-enter the building only after being advised to do so by the civil defense office and/or school architect/engineer.

Hazardous Materials Incident

Definition: A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity of form, which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Hazardous materials are commonly used and transported through Stone County therefore, hazardous materials accidents may occur as the result of human error or natural disaster. Disasters involving hazardous materials are likely to happen without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.

Off-Property Hazardous Materials Release Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate shelter in-place plan. The alert signal is GO TO LOCKDOWN.
- Tune into the emergency radio system regarding any type of emergency situation.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- Close all windows and doors. Stay in the building. Disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
- Do not proceed outside unless directed. If required, take action to evacuate the building and if necessary, the school site. Stay upwind of the hazardous materials.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- The off campus alternative site for student transfer is as follows: the city park and MGCCC for PES, Bus Barn for CO. (N S E W)
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- First aid providers will render first aid if necessary.
- Do not approach a hazardous material area until a positive identification of material has been made.
- The site of a hazardous materials incident is to be isolated to the extent necessary as soon as possible.
- If positive identification of the material cannot be made, assume the materials to be dangerous.
- The fire chief will be the on-scene commander during a hazardous material incident.
- The fire chief will notify other emergency agencies and the Stone County emergency management director.
- The principal will determine if evacuation is necessary. If so, initiate evacuation procedure immediately.
- Keep all people upwind to avoid smoke, fumes, and dusts.
- The principal will document actions and decisions concerning hazardous materials incident.

Within The Facility Hazardous Materials Release Emergency Procedure:

- Evacuate the contaminated area and seal it off.
- Attempt to identify the chemical.
- Determine the hazard level presented as reflected in the MSDS sheet
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- If decontamination can be conducted with school assets, do so.
- If not, Call -911. Make sure the 911 operators understand that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate evacuation plan, **if necessary**. The Alert Signal is: FIRE DRILL SIGNAL.
- If necessary, evacuate the school site.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- Off campus alternative site: _____ N S E W.
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- The building shall not be re-entered until authorization is given by the fire department.
- First aid providers will render first aid if necessary.
- The principal will document actions and decisions concerning hazardous materials incident.

Pandemic/Epidemic Operations Implementation

A statewide pandemic will be declared upon the confirmed diagnosis of one person within the state of Mississippi.

- Ensure initiation of all infection control procedures and personal protective equipment as outlined in this manual.
- Initiate liaison with local EOC.
- Initiate liaison with the county health officer. Follow the local Emergency Management and Health Department guidance regarding, social distancing, and possible school or district closures.
- Maintain detailed surveillance of school attendance data.
- Initiate student and parent pandemic education programs in accordance with Mississippi Department of Education Guidance.
- Initiate preparations for school closure upon 10% infection rate. (Factor in normal truancy and absentee rate).
- Identify key staff (essential personnel) that will have to work during school closure.
- Consider reduced work schedules, flex time, telecommuting options, etc. Expect approximately 40% of personnel to be out due to illness or caring for an ill family member.
- Institute personal protective equipment (PPE) regular use by all staff upon recommendations of State or Local Health Department.

Blood borne Pathogens Exposure Control

In concert with Stone County School District's adoption of OSHA standards as a minimum safety standard, and in accordance with the OSHA Blood-borne Pathogens standard, 29 CFR 1910.1030, revised to include the pertinent changes to the OSHA Standard effective April 18, 2001 relative to sharps, protection from needle sticks, and employee involvement in identifying and selecting safer sharps protection devices, the following exposure control plan has been developed/revised:

Exposure Determination

OSHA requires employers to perform an exposure determination to identify which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At Stone County School District's facilities, the following job classifications are in this category:

Job Classification Task/Procedures

- School Nurse Student illness & accidents
 - First Aid Responders Medical cuts/abrasions, etc. involving first aid
 - Security Personnel Accident and injury response
 - Coaches Sports injuries
-
- In addition, if the employer has job classifications in which some employees may have occupational exposure, then a listing of those classifications is required. This listing should include tasks or procedures what would cause these employees to have occupational exposure in order to clearly understand which employees are affected. The job classifications and associated tasks/procedures for these categories are as follows:

Job Classification Task/Procedures

- Teachers & staff First aid
- Secretaries First aid
- Maintenance Personnel Sewerage compounds/system repairs
- Bus Drivers First aid
- Custodial Personnel Needles, spills, injury cleanup
- **Implementation Schedule and Methodology**- OSHA requires this plan include a schedule and method of implementation for the various requirements of the standard.
- **Review & Update** – This Plan will be reviewed and updated under the following
- Annually, on or before the anniversary date of this policy.
- Whenever new or modified tasks and procedures and implemented which could affect the occupational exposure of our employees.
- Whenever our employee's jobs are revised so that new instances of occupational exposure may occur.
- Whenever we establish new functional positions within our facility that may involve exposure to blood borne pathogens.

Additionally, an annual review will be held to consider and implement appropriate commercially available and more effective/safer medical devices designed to eliminate or minimize occupational exposure (e.g. sharps containers). This review process shall involve solicitation of input from non-managerial employees potentially exposed to injury from contaminated sharps. This input shall be pertinent to the identification, evaluation, and selection of effective engineering and work practice controls. This evaluation process shall be documented and included with each annual update of the plan.

Compliance Methods

- Universal precautions will be observed at all facilities in order to prevent contact with

blood or other potentially infectious material. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

- Engineering, administrative and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains implementation of these controls, personal protective equipment shall also be utilized. Throughout Stone County School District, the following engineering and administrative controls will be utilized:
 - Portable sharps containers that are puncture resistant, bio-hazard labeled, and leak proof
 - Hand washing facilities
 - Nurse's office
 - Blood spill kits
 - Policy enforcement
 - The Nurse will examine the above controls on a monthly schedule to ensure that they are properly maintained.
 - Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. Hand washing facilities are located in each staff restroom, student restrooms, and employee break areas
 - After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately, or as soon as feasible, with soap and water. If employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as appropriate, as soon as feasible, following contact.

Needles

- Any needles, syringes, etc. will be handled as if known to be contaminated. When needles/syringes/sharps are found, they will be disposed of in approved Sharps containers. The employee finding the needle/syringe will notify his/her immediate supervisor who will see that the Sharps container for that area is retrieved from its location, brought to the needle/syringe/sharp, the needle/syringe/sharp placed in the Sharps container, and the container returned to its normal location. Under no circumstances shall an employee attempt to carry the needle/syringe/sharp to the Sharps container or otherwise dispose of it. Needle/syringe/sharps shall not be bent, recapped, sheared or broken. All employees shall receive training on this procedure, and this training shall be documented and the records kept in the centralized training files.
 - ***Containers should be transported to the needle or other devices for disposal, never transport the needle to the container.*** Containers will be checked monthly by the School Nurse and removed and disposed of when full.

Contaminated Equipment

- Equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or disposal and shall be decontaminated as necessary unless the contamination of the equipment is not feasible.

Personal Protective Equipment (PPE)

- All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time for which the protective equipment will be used.
- **Protective clothing will be provided to employees by their department.** Employees will sign for reusable PPE. PPE will be issued as follows:
 - School Nurse: latex gloves, lab style overcoats, plastic aprons, & eye shields.
 - Maintenance Personnel: latex gloves, protective outerwear (as needed)

The use of PPE is not an option. Employees are required to wear PPE when conditions warrant.

All personal protective equipment will be cleaned, laundered, and/or disposed of by Stone County School District at no cost to employees. All repairs and replacements will also be made at no cost to employees.

- All garments (including personal attire) which are penetrated by blood while on duty at Stone County School District shall be removed immediately or as soon as feasible.

All personal protective equipment will be removed prior to leaving the work area.

The following protocol has been provided to facilitate leaving the equipment at the work area:

- Place contaminated clothing in a plastic bag, label the bag as contaminating a biohazard and deliver it to the administrator. Clothing contaminated with blood or other body fluids will be cleaned at the expense of the employer.
- Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, not-intact skin, and mucous membranes. Gloves will be available from the administrative offices for each facility.
- Disposable gloves used are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves will be discarded if they are cracked, peeling, torn,

punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

- Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations that would require such protection are as follows:
- Cleaning large blood/body fluid spills.
- First aid for injuries generating a large quantity of blood or bodily fluids.
- The OSHA standard also requires appropriate protective clothing to be used, such as lab coats, gowns, aprons, clinic jackets, or similar outer garments. The following situations require such protective clothing be utilized:
 - Cleaning large blood/body fluids spills.
 - Working on sewerage system components/equipment.
- Decontamination of areas soiled by blood/body fluids, will be accomplished by
- Utilizing the following materials:
 - A standard commercial disinfectant or a 50/50 household bleach/water solution.
 - A Tuberculosine disinfecting solution will be also be used.
- All contaminated work surfaces will be decontaminated after completion of procedures and immediately, or as soon as feasible, after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.
- All bins, pails, cans, and similar receptacles shall be inspected and decontaminated monthly.
- Any broken glassware that may be contaminated will be picked up directly with the hands. The following procedures will be used:
- Utilize a broom and dustpan to collect all glassware sharps, wear durable protective outer gloves and latex glove liners. Place glass in a hard container appropriately labeled for biohazards.

Regulated Waste Disposal

- All contaminated sharps shall be discarded as soon as feasible in sharps containers located in each facility. Sharps containers are located at School Nurse offices.
- Regulated waste other than sharps shall be placed in appropriate containers. Such

containers are not currently in use, but if a need for them is determined in the future, they shall be located at School Nurse offices.

Hepatitis B Vaccine

- All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employees to have sufficient immunity.
- Employees who decline the Hepatitis B vaccine will sign a waiver that uses the wording in the OSHA standard. Appendix B of this manual provides a sample form of this waiver that can be used.
- Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. The Lead Nurse is responsible for ensuring that the vaccine is offered, that waivers are signed, etc. The vaccine is to be administered by the physician to which referred.

Post-Exposure Evaluation and Follow-Up

- When the employee incurs an exposure incident, it should be reported to the Immediate Supervisor.
- All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having his/her blood collected for testing of HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted, and then the appropriate action can be taken and the blood

sample discarded.

- The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service and/or as directed by the attending physician.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- The Lead Nurse has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy.

Interaction with Health Care Professionals

- A written opinion shall be obtained from the health care professional who evaluates employees of Stone County School District. Written opinions will be obtained in the following instances:
 1. When the employee is sent to obtain the Hepatitis B vaccine.
 2. Whenever the employee is sent to a health care professional following an exposure incident.
- Health care professionals shall be instructed to limit their opinions to:
 1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
 2. That the employee has been informed of the results of the evaluation, and
 3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information.)

Bus Accident

Emergency Procedure:

- Bus driver will stay with students.
- Bus driver will ensure that law enforcement is notified.
- Bus driver will ensure that transportation supervisor is notified.
- Bus driver must immediately check all student passengers for injury and ask whether anyone is hurt or injured. If so, first aid shall be administered, if appropriate.
- The students should be evacuated from the school bus in accordance with standard procedures only if the condition or position of the school bus creates a further hazard to the student passengers.
- Transportation supervisor will go to the scene of accident.
- Transportation supervisor will notify central office and building principals. Central office will notify public relations, security coordinator, director of operations, and crisis management team coordinator.
- Principal will go to the scene of accident if students are injured.
- Principal or designee will notify parents.
- Principal will send staff member with the injured students if transported from accident site.
- Principal and supervisor of transportation will make list of all students on the bus at the time of accident.
- Principal and supervisor of transportation will document actions and decisions concerning bus accident.

Child Abuse/Neglect
(MS CODE 97-5-39)

Definition: Child abuse is an act of commission. Child neglect is an act of omission. An abused or neglected child (anyone under 18 years of age is defined as a child) whose health or welfare is harmed or threatened with harm when his or her parent, guardian, or other person exercising custodial control or supervision of the child inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means; creates or allows to be created a risk of physical or emotional injury to the child by other accidental means; commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child; abandons or exploits such child; or does not provide the child with adequate care, supervision, food, clothing, shelter, education, or medical care necessary for the child's well-being.

The most common forms of abuse are physical (i.e., assault or contact that causes physical injury or emotional injury; (abandonment; stalking, hate crimes, harassment) and sexual abuse (i.e., touching, handling, etc., of a child for lustful purposes, sexual exploitation, e.g., pornographic photographic, rape, molestation, incest, prostitution).

A child's parent, guardians, or other person who has permanent or temporary care, custody, or responsibility for the supervision of a child, including school personnel, can cause abuse or neglect. Also, a stranger or someone outside the school setting can cause by another child or abuse. Regardless of who is reported to have caused the abuse or neglect, you should report it immediately to the proper authorities and let them handle the investigation.

In accordance with the laws of the State of Mississippi regarding child abuse, any person who has reasonable cause to suspect that child abuse or neglect is occurring shall report such information to the director of social services in the county in which the child resides.

Law from civil liability protects persons making reports if they act in good faith.

It is not necessary that one have absolute proof before reporting. It is the responsibility of the Department of Human Services to make its own investigation.

Procedure:

Faculty and staff members should call 928-4996 or 1-800-222-8000

Stone County Department of Human Services
Social Services
323 East Cavers Avenue
Wiggins, MS 39577

If the telephone number is busy, keep calling until you talk with someone at the agency, do not wait until the next day.

Provide the following information:

- Name of child.
- Name of child's parents, address, telephone.
- Child's age.
- Name and address of person whom you suspect is responsible for the abuse or neglect.
- Any other pertinent information.
- Do not notify the suspected abusers.
- Faculty and staff members should inform the principal of the report in writing, including date and time of the report.
- Principal shall permit interview with the child by authorized, properly identified officials.
- School counselor will provide follow-up counseling, when appropriate.
- The principal will document actions and decisions concerning child abuse/neglect incident.






Emergency Drills

The following emergency drills will be conducted:

- Bus Evacuation Drills..... 2 times per year
- Active Shooter Drills..... 2 times per year
- Fire Evacuation Drills..... 9 times per year **(1 per month)**
- Tornado Drills..... 2 times per year
- Earthquake Drills..... 2 times per year
- Bomb Search Drills..... 2 times per year
- Lock Down Drills..... 2 times per year
- Intruder/Violent Incident..... Annually

See Appendix - I-K – Document all Drills

Emergency Drill Alert and Procedures

Drill	Alert Signal Sound	Procedure
Fire 	Siren	Line up quickly and quietly
Tornado 	British Police Car	Sit facing the wall with hands over head
Lockdown 	Slow Beeps/Heart Monitor	Girls to the rear corner; Boys under the computer counter
Earthquake 	Intercom Announcement (drill) Immediate Action (occurrence)	Get under a table or desk
Intruder 	Code Blue	Hide and stay quiet

****The principal and/or school safety officer will review each emergency drill alert and procedure at the beginning of the school year with students and staff.

Safety Inspection Procedures

Inspection

- Periodic inspections of school facilities using the School Safety Assessment Instrument (Appendix I- A) as an interim guide to detect and correct unsafe conditions and practices before injuries occur.
- Each school or facility will develop a safety checklist for each work area.
- After each inspection, a copy of the safety checklist will be reviewed with the building principal, and corrective action, if necessary, will be taken to correct any hazards as identified.
- The district safety director will review the result of safety and housekeeping inspections with school principals to determine corrective follow-up action.
- Results of safety and housekeeping inspections, reports of unsafe act and safety policies and procedures will be communicated to employees as needed.

Techniques

- Regular safety and housekeeping inspections will serve to encourage employees to inspect their own work areas.
- The district safety director will determine the frequency for holding inspections, but will schedule at least two annually.
- The school safety committee will determine means of securing employee and student interest and encouraging cooperation in the SCSD safety program.

Inspection Procedures

Inspection procedures will vary in accordance with the type of inspection required. The responsibility of the district is to ensure that all inspectors are familiar with federal standards, state laws and local ordinances affecting the safety and health of workers. A safety checklist will be developed around the avoidance of the following eleven basic work hazards:

Pinch points, shear points	Flying and falling objects	Electricity
Gas/vapors	Chemical/flammable	Heavy objects
Hot/cold objects and radiation	Sharp and pointed objects	Slippery surfaces
Trip/Fall		

Record Keeping

The following records must be retained for a period of not less than one year:

Injury and Accident Reports	Accident Investigation Forms and Reports
Inspection Reports and Follow Up Reports	Training Records
Safety Citations or Disciplinary Actions regarding unsafe practices	

Remember Always---DOCUMENT, DOCUMENT, DOCUMENT

Attachment A

SCHOOL FACILITY SAFETY ASSESSMENT INSTRUMENT

School District _____ School Superintendent _____
School Name & Address _____
Principal(s) _____
Date of Assessment _____

Facility Assessment

Exterior Review

1. Parking

- A. Has the school designated and appropriately labeled parking for handicap individuals? _____
- B. Are visitor parking spaces marked and in close proximity to the office? _____
- C. Is there appropriate means of access to the building? _____
- D. Are the grounds and parking areas properly maintained? _____

2. Utilities

- A. Are main utilities shut-offs properly identified by signage outside? _____
- B. Has access to mechanical/storage areas been secured? _____

3. Maps

- A. Has a campus map been prepared and posted in the (Main Office) identifying main utility shut-off points on campus? _____
 - 1. Electricity _____
 - 2. Natural Gas or Propane _____
 - 3. Water _____

4. Sidewalks/Steps

- A. Do the walkways and steps provide adequate access to all buildings? _____
- B. Are steps in good repair? _____
- C. Are handrails provided? _____

5. Fire Prevention

- A. Are fire hydrants near the building unobstructed? _____

6. Playground area

- A. Are all playgrounds fenced? _____
- B. Are there barriers in place to separate children from vehicular traffic flow? _____
- C. Is the playground surface shock absorbent? _____
- D. Is playground equipment properly installed, adequately spaced and free of sharp edges? _____

- E. Does the playground comply with the Handbook for Public Playground Safety published by the U.S. Consumer Product Safety Commission? _____

Public Playground Safety Checklist

1. Make sure surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand, or pea gravel, or are mats made of safety-tested rubber or rubber-like materials.
2. Check that protective surfacing extends at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.
3. Make sure play structures more than 30 inches high are spaced at least 9 feet apart.
4. Check for dangerous hardware, like open "S" hooks or protruding bolt ends.
5. Make sure spaces that could trap children, such as openings in guardrails or between ladder rungs, measure less than 3.5 inches or more than 9 inches.
6. Check for sharp points or edges in equipment.
7. Look out for tripping hazards, like exposed concrete footings, tree stumps, and rocks.
8. Make sure elevated surfaces, like platforms and ramps, have guardrails to prevent falls.
9. Check playgrounds regularly to see that equipment and surfacing are in good condition.
10. Carefully supervise children on playgrounds to make sure they're safe.

www.mde.k12.ms.us link to the *U.S Consumer Product Safety Commission*

Interior Review

1. Corridors

- A. Is clear egress provided? _____
- B. Does the area have emergency lighting? _____
- C. Do lighted egress signs identify each egress point? _____
- D. Are fire extinguishers provided no farther than 75 feet from any area? _____

2. Classrooms

- A. Can classroom doors be secured from the inside? _____
- B. Do classrooms have evacuation maps posted? _____
- C. Does each classroom have two means of egress? _____
- D. Is the second means of egress unobstructed and labeled? _____
- E. Does each classroom have a two-way means of communication with the office? _____
- F. Are extension cords being for a permanent power source? _____
- G. Were surge protectors plugged into wall outlets? _____
- H. Are electrical wall outlets covered? _____
- I. Were there any classrooms with more than 20% of walls covered with paper work?

3. Dietary/Dining Area

- A. Is there emergency lighting in dining room? _____
- B. Are evacuation maps posted in dining room? _____
- C. Are portable fire extinguishers available in dining room? _____
- D. Do lighted egress signs identify each egress point? _____
- E. Are extension cords being for a permanent power source? _____
- F. Are the kitchen ranges, and hoods free from grease or dust build-up? _____
- G. Is an automatic fire suppression system provided to protect the cooking surface?

- H. Is automatic fire suppression system inspected and tagged bi-annually? _____
- I. Is there at least one portable fire extinguisher with a 40B rating? _____
- J. Is there a Type K fire extinguisher in the cooking area? _____
- K. Has staff participated in fire safety training annually? _____
- L. Are temperature charts for freezers, coolers, refrigerators, maintained (current) and located in the appropriate work area? _____
- M. Is food covered and stored on shelves or pallets in freezers/coolers? _____
- N. Are food and cleaning supplies stored separately? _____
- O. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- P. Is the Department of Health certificate current and displayed? _____
- Q. Are there any open blanks in the electrical panel? _____

4. Gymnasium/Auditorium (Public Assembly Area)

- A. Are at least two exits provided clearly marked by illuminated exit signs? _____
- B. Do egress doors have functional panic hardware? _____
- C. Are exits free of obstruction? _____
- D. Is a fire extinguisher provided for each 3,000 square feet of floor space and placed in a position no farther than 75 feet from any area? _____
- E. Are occupancy loads posted? _____
- F. Does the area have emergency lighting? _____
- G. Are there at least two portable fire extinguishers on the playing surface of the gym?

- H. Is there a portable fire extinguisher in the stage area? _____
- I. Are there open blanks in the stage area electrical panels? _____
- J. If stage area has floor lights are they covered? _____

5. Laboratories

- A. Is there an eye wash station available? _____
- B. Does laboratory have protective eyewear for each student? _____
- C. Is there a portable fire extinguisher available? _____
- D. Are there emergency utility cutoffs near the teaching station? _____
- E. Does the laboratory have a functional vent-a-hood? _____
- F. Are workstations kept in a safe condition? _____
- G. Are there any unprotected electrical outlets on students work stations? _____
- H. Does the school have a policy and procedure, which outlines the safe use of laboratory equipment and chemicals? _____

6. Chemicals and Storage Area

- A. Is there a complete inventory of chemicals on hand? _____
- B. Are Material Safety Data Sheets (MSDS) available for each chemical? _____
- C. Are chemicals labeled and dated? _____
- D. Does the school have a central storage area for chemicals? _____
 - 1. Is the storage area vented? _____
 - 2. Are shelves in good condition? _____
 - 3. Are hazardous chemicals (such as strong acids and bases) stored separately? _____
 - 4. Is area secured? _____

7. Shops/Vocational Areas

- A. Are equipment/tools protected with covers/guards? _____
- B. Does area provide protective eyewear for each student? _____
- C. Are power tools and equipment secured properly (drill press, air compressors, etc.)? _____
- D. Are aisles/storage bins kept neatly and uncluttered? _____
- E. Do lighted egress signs identify each egress point? _____
- F. Are extension cords being used for a permanent power source? _____
- G. Are there open blanks in the electrical panels? _____
- H. Are there any unprotected electrical outlets? _____

8. Mechanical/Electrical/Custodial/Storage Areas

- A. Is storage orderly and appropriate? _____
- B. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- C. Is storage separated from heaters and heat-producing devices? _____
- D. Is there ventilation in the storage area? _____
- E. Are flammable liquids stored properly? _____
- F. Is lawn equipment and gasoline stored properly? _____
- G. Are custodial/storage areas kept locked? _____

9. Restrooms

- A. Do water closets, urinals, lavatories operate properly? _____
- B. Do the facilities accommodate handicap individuals? _____
- C. Are partitions in good working order? _____
- D. Does the area have proper ventilation? _____
- E. Is there evidence that area has been serviced on a routine basis? _____

10. Facility Wide

- A. Is the school protected by an automated fire alarm system? _____ (If so it must function)
- B. Did the school have an automated sprinkler system? _____
- C. Are gas/LP fired heaters/boilers properly vented to the outside? _____
- D. Have pressure vessels (hot water heaters, boilers, air compressors) above 200,000 BTU been inspected and tagged with current license? _____

11. Asbestos Management

- A. Does the school have an Asbestos Management Plan on file? _____
- B. Has the school complied with the AHERA three-year re-inspection? _____
- C. Has the school sent parents and employee notification on an annual basis? _____
- D. Have 6-month inspections been performed? _____

12. Lighting

- A. Is interior lighting adequate in all areas? _____
- B. Are interior lights working and in good repair? _____
- C. Are covers provided for all lights? _____

13. Stairs

- A. Do stairs have handrails? _____
- B. Are stairs a minimum of six feet wide and leading to major exits on the ground floor?

- C. Are stair treads in good condition? _____
- D. Is there a plan for handicapped egress from second floor? _____
- E. Do stairwells have emergency lighting? _____

14. Heating/AC/Ventilation

- A. Is there evidence that system has been serviced on a routine basis? _____

15. Electrical System

- A. Are electrical panels secured (blank spacers missing)? _____
- B. Are electrical panels labeled properly? _____

16. Ingress/Egress Doors

- A. Do egress doors have functional panic hardware? _____
- B. Do all egress doors open outward? _____
- C. Are any egress doors chained and/or padlocked? _____
- D. Are exits completely unobstructed? _____

**ACCIDENT/INCIDENT REPORT
STONE COUNTY SCHOOL DISTRICT**

CIRCLE ONE: Employee Student Other: _____

TO BE COMPLETED BY ADMINISTRATOR/SUPERVISOR:			
Injured Party Name (First, Last, MI)	Date of Birth:	Phone #:	Gender:
Address:	School/ Position/ Grade:	Date and Time of Accident:	
	Location of Accident:	Outcome (Circle one): Sent Home Not Sent Home Sent to Hospital SRO/911 called	
Part of Body Affected: (Be Specific)		SRO Name:	
Suggestions for preventing a similar accident:			
Specific activity the individual was engaged in when accident or illness occurred:			
Describe how injury occurred. Explain the sequence of events and include any objects or substances that directly injured the individual.			
Initial Treatment: Please check one <input type="checkbox"/> No Medical Treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Emergency care <input type="checkbox"/> Hospitalized <input type="checkbox"/> Future Major Medical/ Lost Time Anticipated <input type="checkbox"/> Other:	Name/Phone # of Person Administering First Aid: (If applicable)	Witness Name: Address: Phone:	
Physician/Health Care Provider (Name & Address):	Did Accident occur on Employer's Premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name/Phone # of Relative contacted:	
Individual completing form Signature and Date:	Administrator/Supervisor Signature and Date:		
IF AN EMPLOYEE IS INJURED:			
Do you question the validity of this claim? If yes, please explain:	Date Employer Notified:	Last Date Worked:	Date Return(ed) to work:
TO BE COMPLETED BY OFFICE:			
Workers Comp #:	Date of Hire:	Date Received:	Date Entered:

****Student and Other forms are to be returned to Cassie Hardy**

****Employee forms are to be sent to Katie Ratcliff along with other Employee forms**

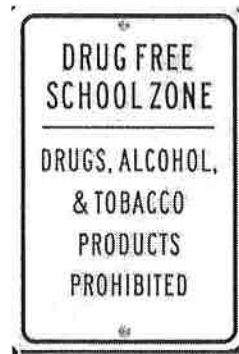
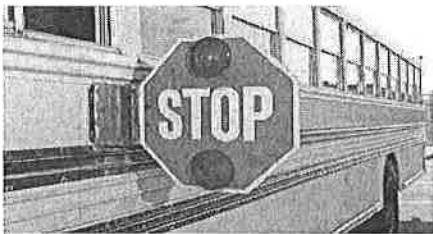
Supervisor's Accident Investigation Report Rubric

CAUSES	DEFINITION OF CAUSE	SUGGESTED CORRECTIVE MEASURES
ENVIRONMENTAL 1. Unsafe procedure	Hazardous process; management failed to make adequate plans for safety.	A. Job analysis B. Formulation of safe procedure
2. Equipment Defective Through Use	Machines or equipment that have become rough, slippery, sharp-edged, worn, cracked, broken, or otherwise defective through use or abuse.	A. Inspection B. Proper maintenance.
3. Improperly Guarded Equipment	Machines or equipment that are unguarded or inadequately guarded.	A. Inspection. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Include guards in original design, order, and contract. D. Provide guards for existing hazards.
4. Equipment Defective Through Design	Failure to provide for safety in the design, construction, and installation of building, machinery, and equipment, too large, too small, not strong enough.	A. Source of supply must be reliable. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Correction of defects.
5. Unsafe Dress or Apparel	Management's failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, and other articles of safe dress or apparel.	A. Provide safe dress or apparel or personal protective equipment if management could reasonably be expected to provide it. B. Specify the use or non-use of certain dress or apparel or protective equipment on certain jobs.
6. Unsafe Housekeeping Facilities	No suitable layout or equipment that are necessary for good housekeeping-shelves, boxes, bins, aisle markers, etc.	A. Provide suitable layout and equipment necessary for good housekeeping.
7. Improper Ventilation	Poorly ventilated or not ventilated at all.	A. Improve the ventilation.
8. Improper Illumination	Poorly illuminated or no illumination at all.	A. Improve the illumination.
BEHAVIORISTIC 9. Lack of Knowledge or Skill	Unaware of safe practice, unpracticed, unskilled, not properly instructed or trained.	A. Job training.
10. Improper Attitude	Worker was properly trained and instructed, but s/he failed to follow instruction because s/he was willful, reckless, absentminded, excitable, or angry.	A. Supervision. B. Discipline. C. Personnel work.
11. Health Impairments (Physical)	Worker has poor eyesight, defective hearing, heart trouble, hernia, etc.	A. Pre-placement physical examinations. B. Periodic physical examinations. C. Appropriate job assignment of employees. D. Identification of workers with temporary health impairments.

Stone High School

School Safety Plan

2020 - 2021



Adam Stone, Principal

400 E. Border Ave
601-928-5492

www.stoneschools.org

Mississippi Department of Education- mdek12.org

Stone High School School Safety Plan 2019-2020

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All other emergency situations (fallen aircraft, explosion, confrontation, altercation/ assault, death of family/staff, building collapse, hostage, nuclear warning and natural gas leakage), are outlined in the District's Crisis Response Plan located in each school's office.

Appendix A - Employee Handbook

Appendix B- Parent/Student Handbook

INTRODUCTION

The School Safety Plan is the foundation the school uses to maintain a safe and secure educational environment. There are three components to a comprehensive school safety plan. Those components are:

1. Policies and procedures that afford a safe school environment.
2. The Crisis Response Plan.
3. Programs that promote a safe school environment.

This model school occupational safety and emergency response plan is a composite of the best plans the Division of School Safety has reviewed. It represents the first two of the three components necessary for comprehensive safe school planning. Keep in mind, this is merely a model. Every school and district is different and accordingly, every plan will be different. We sincerely hope that this model will provide solid guidance in your pursuit of a safe school.

Mission Statement

Our mission is
to **IGNITE** within every student a passion for learning,
to **INSPIRE** the pursuit of excellence,
and to **INSTILL** the desire to lead a productive, purposeful life.

Stone County School District Policy

Section: E Business Management

Policy Code: EBBA School Safety Plan

SCHOOL SAFETY PLAN

Please Note: For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE ' 37-11-55 and sample policy JCB.

The superintendent shall be responsible for ensuring that each school in the district maintains a School Safety Plan, which shall be subject to approval by the superintendent and the school board. The Safety Plan is to be reviewed on a regular basis and revised as needed.

SCHOOL SAFETY PLAN

A comprehensive, systematic, broad-based continuous process designed to create and maintain a secure and orderly school climate that is free of drugs, violence, and fear. A safe and orderly school climate promotes the success and development of all children and the staff who serve them. At a minimum, the School Safety Plan should address the following components:

- Crisis Intervention Team,
- School Safety Self-Assessment,
- School Safety Drill Assessment, and
- Mental Health and Suicide Prevention Training

CRISIS INTERVENTION TEAM

An interdisciplinary team of professionals whose goals are to respond to emergencies or crisis situations and to provide an array of services, which may include counseling, medical, legal, security or police, etc. The Crisis Intervention Team may also be utilized in a planning capacity in order to establish coordination and linkages prior to the actual occurrence of an event.

SCHOOL SAFETY SELF-ASSESSMENT

A strategic planning and assessment instrument used to evaluate the extent of the school safety plan. In the broadest of terms, the assessment should include a comprehensive review of the entire educational program of a school and/or school district. It may, however, focus on specific areas such as assessment of the gang problem, weapons in schools, drug or alcohol abuse, schoolyard bullying, facilities evaluation, policies and procedures, compliance with statutes, attitudes and a host of emerging trends in the field of school safety.

SCHOOL SAFETY DRILL ASSESSMENT

A process designed to evaluate the effectiveness of a crisis management plan and the readiness of an individual school and/or school district. This assessment may include a review of policies and procedures, safety drills, linkages with the appropriate agencies, the role of Crisis Intervention Team members in the event of a crisis, professional development activities, and training students how to respond during a crisis.

MENTAL HEALTH AND SUICIDE PREVENTION TRAINING

Beginning the 2019-2020 school year, the school district shall conduct, every two (2) years, refresher training on mental health and suicide prevention for all school employees and personnel, including all cafeteria workers, custodians, teachers, and administrators. This training shall be in connection with the Mississippi Department of Health. The district shall report completion of the training to the State Department of Education.

Note: EACH SCHOOL is to have its own school safety plan that includes at a minimum each of the components listed above.

The Mississippi Public School Accountability Standard for this policy is standard 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBB - Safety Program

EDC - Bus Safety Program

GAE A - Staff Protection

JGF - Student Safety

Approved/Revised

12/1/2014

Date:

State Board Policy 8000 Unsafe School Choice Policy (USCP) : A student attending a persistently dangerous public elementary school or secondary school may be allowed to attend a safe public elementary or secondary school within the local educational agency.

Policy Code: JGF Student Safety

STUDENT SAFETY

For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE ' 37-11-55 and sample policy JCB, Code of Conduct.

CHILD ABUSE OR NEGLECT

In compliance with MS Code ' 43-21-353, district personnel shall immediately report suspected child abuse or neglect to the Mississippi Department of Human Services. The number for the Child Abuse Hotline is (601) 359-4991, or toll free (800) 222-8000.

DISASTER EMERGENCY

If this school board determines that it is not economically feasible or practicable to operate any school within the district for the full one hundred eighty (180) days required for a scholastic year as contemplated due to an enemy attack, a manmade, technological or natural disaster, or extreme weather emergency in which the Governor has declared a disaster or state of emergency or the U.S. President has declared an emergency or major disaster to exist in this state, the school board may notify the State Department of Education of the disaster or weather emergency and submit a plan for altering the school term.

If the State Board of Education finds the disaster or extreme weather emergency to be the cause of the school not operating for the contemplated school term and that such school was in a school district covered by the Governor's or President's disaster or state of emergency declaration, it may permit that school board to operate the schools in its district for less than one hundred eighty (180) days; however, in no instance of a declared disaster or state of emergency under the provisions of this subsection shall a school board receive payment from the State Department of Education for per pupil expenditure for pupils in average daily attendance in excess of ten (10) days. ' 37-13-63

SAFETY DRILLS

Each school shall have a current disaster plan and shall conduct regular safety drills, to include but not limited to bomb threat, earthquake, fire, and tornado.

It shall be the duty of the principals and teachers in all school buildings to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire

drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education. ' 37-11-5 (1980)

HARASSMENT

Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment C Title IX Procedures.

STUDENT AND STAFF PROTECTION

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes.

Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed five hundred dollars (\$500.00), imprisonment in jail for a period not to exceed six (6) months, or both. Any person under the age of seventeen (17) years who violates any provision of this section shall be treated as a delinquent within the jurisdiction of the youth court. ' 37-11-20 (1972)

SAFETY DURING INSTRUCTION

Each student and teacher is required to wear an appropriate industrial quality eye protective device at all times while participating in or observing any of the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
 - a. Hot molten metals, or other molten materials;
 - b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
 - c. Heat treatment, tempering, or kiln firing of any metal or other materials;
 - d. Gas or electric arc welding, or other forms of welding processes;
 - e. Caustic or explosive materials; or
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

For purposes of this section unless the context indicates otherwise "Industrial quality eye protective device" shall mean a device meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc. Such devices shall be furnished to all visitors to such shops and laboratories. ' 37-11-49 (1974). Such devices may, at the discretion of the individual school, be furnished for all students and teachers; a. purchased and sold at cost to students and teachers; or b. made available for a moderate rental fee.

TRANSPORTATION SAFETY

Maximum regard for pupil safety and adequate protection of health shall be primary requirements which shall be observed by the school board in purchasing used school buses. ' 37-41-103 (1982)

The Mississippi Public School Accountability Standards for this policy are standards 29, 30 and 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBBA -School Safety Plan

EDC - Bus Safety Program

JGFG -Accidents / First Aid

KBB - Media Access to School Campuses, Staff and Students

Visitors in the Schools

No one other than regular school employees is allowed on campus without clearance from the principal's office. All visitors must check in and out of the principal's office upon arriving on campus. Visitors must leave a photo ID or Driver's License in the office before receiving a visitor pass. Visitors must receive a visitor's pass/ID from the school office before seeing any student or staff member during the school day, and the pass is not transferrable from one school to another school. **The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures**

Gun Free/Drug Free

State Board Policy EBBH (1990) prohibits the possession of pistols, firearms or weapons by any person on school premises or at school functions. Code §37-11-18 (1996) requires any student who possesses a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commit a violent act on educational property be subject to automatic expulsion for one calendar year. The superintendent of the school is authorized to modify the period of time for expulsion on a case-by-case basis. Further, Code §37-15-9 (2003) does not require a school district to admit a student if he/she was expelled for an act involving violence, weapons, or other activity.

Code §97-32-29 (2000) further prohibits the use of tobacco on any educational property for adults who, if in violation, would be subject to a fine and issued a citation by a law enforcement officer. Educational property is defined as any public school building or bus, campus, grounds, athletic field, or other property used or operated during a school-related activity. Note: This policy meets CDC's definition of a tobacco-free schools policy.

Positive Behavior Instructional Support (PBIS)

The SCSD adheres to MDE's Multi-tiered System of Support (MTSS) procedures for behavior interventions. PBIS is implemented as Tier I for behavior support for all students.

List of Implemented Programs that Address School Safety and Wellness

- Character Education- (Character Counts, Keystone, Random Acts of Kindness)
- Fire Prevention Week
- Bullying (Assemblies, Bullying Beans, etc.)
- Red Ribbon Week
- Emotional Wellbeing (Gulf Coast Mental Health, Presence Learning)

- Other programs and initiatives as determined by student data, superintendent, district safety director and/or principal

Stone High School Safety/Crisis Management Team

Position	Name	Home Phone	Cellular Phone
Principal	Adam Stone		
Assistant Principal	Johnathon Story		
Counselor	Dr. Ursula Whitehead		
Secretary	Kem Saucier		
Nurse	Andi fairley		
Food Service Manager	Robin Eaton		
Custodian	Curtis Sanders		
Special Populations	Jessica Jones		
Teacher	Greg Kohn		
Teacher	Tina Monroe		
Teacher	Sheri White		
Teacher	Vicki Dedeaux		
Teacher	Connie Guthrie		
Teacher	Loretta Bond		
Teacher	Matt White		
Assigned School Resource Officer	William Head- SHS/SEC Jeffrey James- SMS Heath Maddox- PES/ SES	601.528.4941 601-297-1527 601-528-4892	

The school safety committee, facilitated by the site administrator, assists in developing the school safety program and monitors the process. Representatives on the school safety committee include personnel from instruction, food service, custodial and support services.

CPR/First Aid Certified Staff in the Building (List by Name and Contact Number)

1. Jason Jones
2. John Feaster
3. Todd Miller
4. Loretta Bond

Community Emergency Numbers

Ambulance...Fire...Police.....CALL...911

MDE Crisis Response Team...601-942-2445 cell

601-359-1335 office

Fire Coordinator.....	928-5446
Police Department (Stone County).....	928-5444
Sheriff's Department.....	928-7251
Civil Defense.....	928-3077
Health	
Stone County Hospital	928-6600
Garden Park Hospital.....	575-7000
Department of Human Services.....	928-4996
Stone County Health Department.....	928-5293
American Red Cross.....	896-4511
Poison Control Center.....	800-256-9822

Law Enforcement

F.B.I.....	948-5000
Mississippi Highway Patrol.....	864-1314
United States Border Patrol.....	863-3582

Utilities

Mississippi Power Company.....	800-487-3275
Centerpoint Energy.....	800-371-5417
Blossman Gas, Inc (FEMA buildings only).....	928-4492
Stone County Water.....	928-0272
Stone Utilities.....	528-9900

Media

Sun Herald.....	896-2100
WLOX – TV.....	896-1313
WXXV – TV.....	832-2525
Stone County Enterprise	928-4802

<u>Important Numbers</u>		
Crime Stoppers Hotline	Local	601- 928-4141
CONNECTIONS HOT LINE		1 -888-827-4637
ANIMAL SHELTER		(601) 928-1930
(Call local police for assistance)		

Building Evacuation Plan

The principal will update and post evacuation plans in each room of his or her building annually. This plan will be used for fire, bomb threat, explosion, loss of a building's structural integrity, hazardous materials and other crises requiring evacuation.

Evacuation is considered a last line of defense and should only be implemented when the life and/or health of students, employees, guests, or visitors is threatened. Exits are highly visible and exit pathways labeled with appropriate EXIT signs. Know the route to the nearest exit from your location. In the event of a fire or other condition, which necessitates evacuation of the building, do the following as outlined in site/school specific evacuation plans:

Emergency Procedure:

- Students and staff will calmly and quickly move to assigned evacuation locations.
- Teachers will follow students out and stay with students.
- Stay together and gather at a safe distance (minimum 500 feet for fires and 1000 feet for bomb threats) from the building at designated gathering points. See the plan for each location.
- Teachers will call roll to determine if any students are missing.
- Teachers will report missing students to principal.
- If it cannot be determined that all persons have safely exited the building, the responding fire team, or other designated emergency response team must be notified.
- Unattached students will report to the nearest teacher. Teachers should note student additions and send this information to principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site release.
- Designate a specific location for medical personnel to conduct triage.

Each classroom shall contain emergency packs that include color cards for outside evacuations only (Red – have an emergency issue, Yellow – need assistance from an Administrator, Green – no issues), class roster with emergency student contacts, emergency procedures checklist, whistle, and list of any specific special needs (medications, dietary needs, or other medical issues pertaining to students). –NEW ADDITION REQUIRED BY MDE

Training:

School Principals and Department Heads shall ensure that employees receive information and training on the elements of the emergency crisis and response plan during orientation and at least annually thereafter. Training shall include, but not be limited to:

- School/facility layouts and escape routes
- Awareness of handicapped individuals who may need extra assistance
- Hazardous areas to be avoided during emergencies
- Rooms and other spaces that need to be checked for visitors and employees who may be trapped or otherwise unable to evacuate the area during an emergency.
- Any duties/responsibilities the employee may have in support of plan.

Caring for Special Needs Students

The schools in the Stone County School District prepare students with disabilities for disasters and/or emergencies through frequent training drills to alleviate safety problems in the event of a real emergency. Teachers and principals' responsibility has greatly increased as students move into least restrictive environment (LRE).

To ensure the safety of differently abled students, we realize the critical need for principals and teachers to have emergency procedures for students who need assistance to evacuate.

The following procedures should be followed:

1. Make sure students with disabilities understand and will carry out actions required in an emergency. Each school is required to provide 30 minutes of safety instruction and conducts at least one fire drill a month.
2. A team will be in place to assist students with disabilities during the emergency. A team of adults has been organized to help meet the need of the special needs children to ensure better student safety. This team is made up of teachers, aides, and the school nurse.
3. Select a classroom that is close to an exit for location to place students with disabilities. Special attention is given to handicap accessibility of nearby exits to ease emergency evacuations for students in wheelchairs and braces.
4. Determine the ways students need help during and after an emergency based upon one or all of the following.
 - difficulty hearing a warning or instructions concerning evacuations
 - difficulty with a seeing-eye or hearing-ear dog that may become confused during emergency
 - difficulty operating a wheelchair or walker
 - difficulty understanding instructions while under stress, or having an illness aggravated by stress

A list is maintained in the principal's office and the nurse's station of important items that a student might need in an emergency, such as medication administration, phone numbers for the parent or doctor, or special equipment needs. Special medical alert tags are also available that identify the student's needs in case of injury or the inability to communicate.

Individuals Requiring Special Assistance During Emergency

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

Name: _____ Homeroom/Location: _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

STONE HIGH SCHOOL 2020-2021 Faculty & Staff Routing List		Item:	Date
ADMINISTRATION		MATHEMATICS	
Adam Stone- Principal		Vicki Dedeaux- Chair	214
Jonathon Story- Asst. Principal		Sam Broom	216
Bret Byrd- Asst. Principal		Jodi Stafford	213
Dr Barbra Fowler- CTE Director		Greg Ulland	212
SUPPORT SERVICES		Bill Westling	211
Jessica Jones-Special Populations		Maurice Thornton	207
Phillip Scott- Athletic Trainer		SCIENCE	
Andi Fairley- Nurse		Angie Parker- Chair	600
Dr. Ursula Whitehead- Guidance Counselor		Belinda Gay	300
Brooke Rosetti- Guidance Counselor		Zach Howell	604
Eileen Williams- Bookkeeper		Pam Liles	601
Lea Morgan-MSIS/Attendance		Carissa Harrison	605
Devin Bond- Registrar		Sam Smith	302
Kem Saucier- Administrative Asst.		SOCIAL STUDIES	
Alicia Battise- ISD	607	Freddie Wegner – Chair	104
Carol Rushing- Career Center	507	Vince Husley	102
Sheri White- Librarian	508	Russell Dubuisson	103
Curtis Sanders- Custodian		Jason Jones	100
Brandi McGill- Behavior Modification	205	Todd Miller	117
Laura Butler - Interventionist	602	Jennifer Street	106
Janelle White - Case Manager	222	Casey Phillips	101
William Head - SRO		Special Education	
BUSINESS & TECHNOLOGY		Theresa LaPrade- LSC Chair	222
Joseph Banashak	209	Cynthia Breland	222
FINE ARTS		John Parker	215
Ida Mitchell- Chair	401	Savanah Scarborough	210
Martin Buckhalter	402	Patrick Harrison	222
Jordan West	405	Jennifer Landry	215
Greg Kohn	404	Michelle Mckenzie	217/219
Tanner Crabtree	402	Daphne Nickels	210
Jana Smith	403	Hailey Quave	217/219
LANGUAGE		Alice Johnson	217/219
Emily Sumrall- Chair	119	Tina Monroe	205
Stephanie Bailey	501	Cynthia Cucuzza	210
Kara Brown	110	VOCATIONAL	
Brian Holifield	118	Shelby Steede-Hudson	301
Brittany Jones	114	Jared Davis	109
Allison Tice	112	Shelly Amacker	505
Terry Westling	116	Connie Guthrie	502
Matt White	506	Cassie Hickman	608
P.E. /HEALTH		Randa Anderson	606
Loretta W. Bond	208	Tonya Jackson-Hall	111
Lewis Brown- Pending Licensure	200	Hollis Williams	204

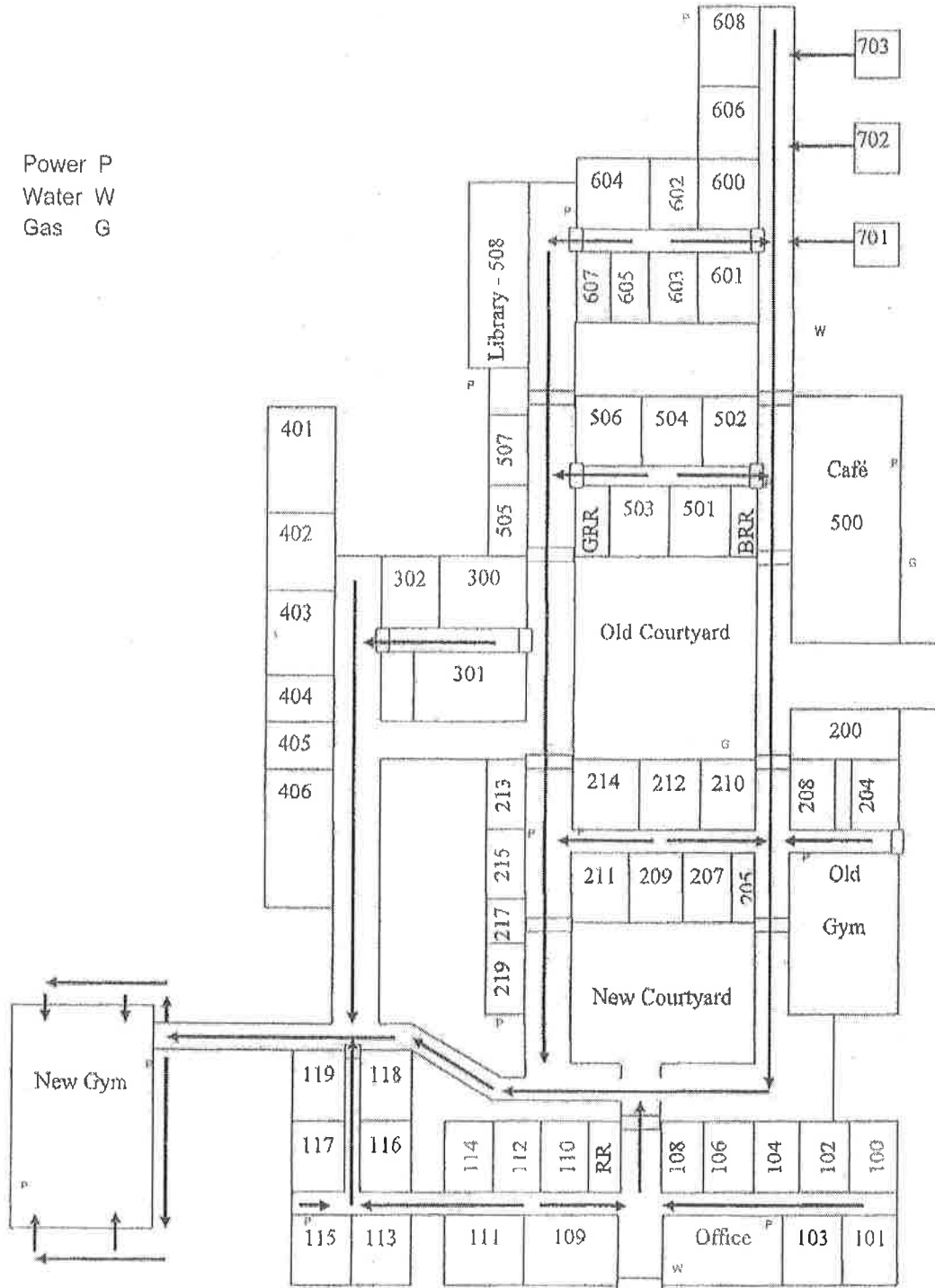
John Feaster	504	Jaclyn Parker	115
Sean Miller	504	Mark Bounds	503

Bell Schedule To Be Inserted Upon Approval

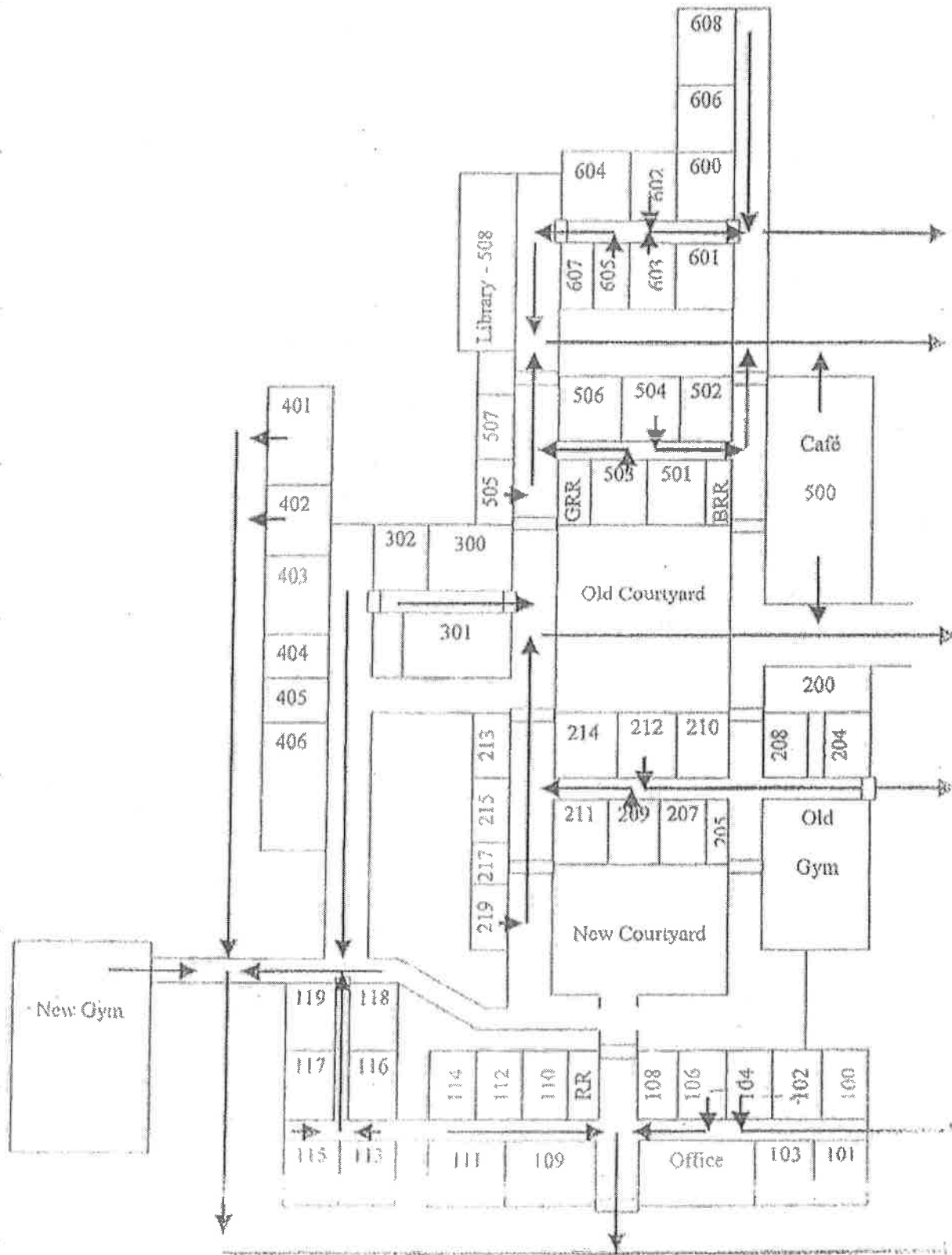
Stone High School Interior Evacuation Routes

All students, faculty, and staff evacuate to the new gym

Power P
 Water W
 Gas G



Stone High School Exterior Evacuation Routes
 All students, faculty, and staff evacuate to the practice field



Duty Assignments

	Monday	Tuesday	Wednesday	Thursday	Friday
*A	J. Street	Scarborough	J. Jones	J. Jones	Scarborough
B	McKenzie	Quave	Johnson	John Parker	M. White
*C	B. Westling	L. Brown	T. Miller	T. Miller	B. Westling
*D	Thorton	Thorton	P. Harrison	J. Street	P. Harrison
E	Kohn	Laprade	Nickels	Davis	T. Westling
F	West	Tice	Stafford	Gay	Monroe
G	Jackson-Hall	Hudson	K. Brown	Holifield	Jac. Parker
*H	C. Harrison	C. Harrison	J. Smith	Battise	J. Smith
I	Hickman	Cacuzza	Sumrall	Williams	Husley
J	Banashak	Butler	Liles	Phillips	B. Jones
*K	L. Brown	Dedeaux	L. Bond	Dedeaux	L. Bond
*L	Howell	S. Miller	S. Smith	S. Smith	Dubuisson
*M	Dubuisson	Feaster	Feaster	S. Miller	Howell
*N	Anderson	Bailey	Guthrie	Guthrie	Anderson
*O	Breland	A. Parker	A. Parker	Breland	Bailey

Teachers are expected to be on duty at 7:15 for morning duty and in the afternoon until students have cleared campus. Be on Time.

- A. Front Parking Lot and Front Entrance
- B. Courtyard
- C. Courtyard
- D. Courtyard
- E. Double Doors at bottom of 100 hall (sidewalk coming up from new gym)
- F. New Gym Parking
- G. New Gym Parking
- H. Intersection of Fine Arts and 300 Hall
- I. Bus Drive
- J. Bus Drive
- K. Sidewalk Between Cafeteria and Old Field House
- L. Cafeteria
- M. Cafeteria
- N. Between Cafeteria and 600 Hall (watch traffic, students entering café, and keep students out of 600 hall w/out permission)
- O. Breezeway Between Library and 600 Hall, 500 hallway (station in 500 hall)

* Indicates morning duty positions.

+ Indicates afternoon.

Instead of serving one morning and one afternoon, two mornings or two afternoons are served.

Supervision is very important.

Evacuation, Family Relocation (FRA) and Triage Areas

Evacuation: A minimum safe distance of 500 feet is required during fire evacuation, 1500 feet for bomb threats and other hazards. Students and staff must all be accounted for during evacuations. Fire evacuation routes must be posted in each classroom. The FRA must be clearly designated.

On-Site Evacuation Location (i.e. fields, parking lot, etc.)

Primary Location:

SES: Baseball Field

PES: MGCCC

SMS: Football field

SHS: Football field

CO: Bus Barn

Secondary Location:

New Gym Parking Lot

Off-Site Evacuation/Reunification Location

Primary Location:

SHS,SEC: Blaylock Park

Secondary Location:

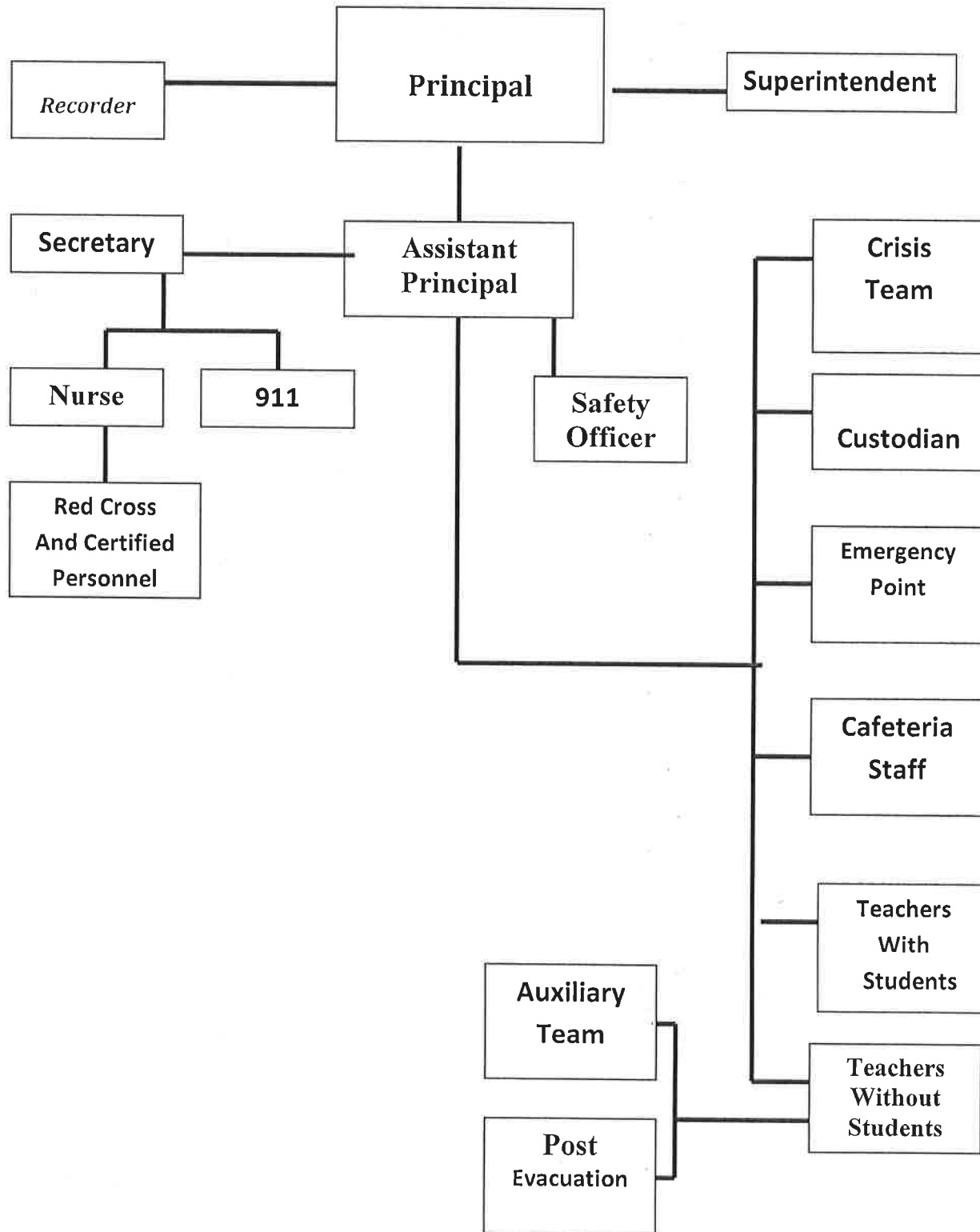
Stone County Court House

Triage Area is staged in or adjacent to the park.

Media Staging Area

Superintendent's Office

Incident Command System School



Phone Tree To Be Inserted Upon Completion

Accident/Serious Injury/Illness

Definition: An accident occurs when an individual is unintentionally injured or an emergency where one or many are sick or injured.

Immediate concern is to aid the injured or sick student, staff member, or visitor.

Emergency Procedure:

- If serious contact or have some call ___-911 immediately.
- The principal will assess nature and extent of injuries.
- The principal will contact first aid providers.
- First aid responders will initiate prompt first aid/medical services with the following:
 - Check person for airway blockage, breathing, etc.
 - Control severe bleeding, treat for shock if necessary.
 - Check for poisoning or ingestion of chemicals.
 - Provide CPR/first aid as necessary until back up medical services arrives at the scene.
- Call ___-911 for emergency assistance. Alternate emergency numbers:
 - Stone County Hospital 928-6600
 - Ambulance 928-2800 - 911
- School security will remove uninjured students from accident site. If evacuation is necessary, verify that all students and staff are out of the building at a distance for maximum safety.
- If evacuation is necessary, each teacher must take class list and grade book.
- The principal will notify the superintendent's office, who will immediately notify the proper departments (security director, crisis coordinator, and public relations coordinator).
- The crisis coordinator will convene local crisis team, if needed.
- The principal will notify parents of the nature and extent of injury.
- The public relations coordinator will prepare statement for the media (if needed).
- The principal will document actions and decisions concerning accidents.

NOTE Proper Protective Equipment Must Be Worn At All Times.

Medical Emergency (Call 911)

Definition: A medical emergency exists anytime a school incident exceeds the need for basic first aid.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a medical emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Be prepared to state the nature of the emergency and location. Provide emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.
- Principal will contact the parents and inform them of any first aid or illness that occurs while the child is at school.
- Administer first aid.
- Do not give medication by mouth unless specifically ordered to do so by the physician and appropriately signed authorizations from the parent and physician are on file.
- First aid provider will stay with the student until dismissed to the parent or until returned to the classroom.
- In the event that a student is transported to a health-care facility, the principal will designate a school staff person to stay with the child until the parent is present.
- No seriously ill or injured student should be allowed to go home without being accompanied by a responsible adult.
- A student should not be left at home unattended.
- All medical incidents should be documented.

*****Utilize Bomb Threat Report Checklist**

Bomb Threat (MS Code 97-37-21)

Definition: A bomb threat usually occurs when the school receives an anonymous telephone message advising that a bomb has been placed somewhere on the school site. A bomb threat may be a prelude to attempted robbery, hostage taking, kidnapping, or just a student trying to get out of a test at school. However, a threat must be taken seriously at all times.

Most bomb threat telephone calls are very brief; the message is stated in a few words and then the caller hangs up the telephone. Every effort should be made to obtain detailed information from the caller, such as the five questions listed below. If possible, use the BOMB THREAT form to record information and record identifying qualities of the caller.

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does the bomb look like?
4. Where did you place it? (Attempt to get the caller to identify the building or location.)
5. Why did you place the bomb in the school?

Emergency Procedure:

- Clerical staff will immediately notify the principal/designee of the bomb threat.
- Clerical staff will document the threat (use the bomb threat checklist).
- The principal will notify law enforcement by calling ___-911 and security coordinator.
- The principal will decide whether to evacuate immediately and search the facility or to make a preliminary search prior to any other action.
- Principal will instruct teachers and staff as they are evacuating their classrooms and building, they must be watchful for anything that they don't recognize as being "normal", i.e. briefcases, bags in unusual places, pipes laying in unusual places. If they don't observe anything unusual in the classrooms, close the door after the last student is out. (The closed door will indicate to the police that nothing unusual was observed in the classroom.) **Do Not Lock The Doors!**
- The principal will evacuate the building, if warranted (1000 feet or more).
- A search team composed of police officers and staff members will conduct a visual search of the building and report to the principal any items or containers that are unusual or foreign to the normal operation. Do not handle the item under suspicion.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- The principal will be responsible for controlling the use of two-way radios and cell phones during a bomb threat.
- The principal will be responsible for developing and maintaining a visual search plan designed to meet the specific needs of his or her building.
- The principal will be responsible for conducting a search plan drill at least once each semester.
- The clerical staff will close all vaults and secure all records.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Teachers will take class roll and notify the principal if someone is missing.
- The principal will make the decision for the students and other personnel to re-enter the

building. If possible, the principal should seek the advice of Policy/Fire Departments.

- In the case of inclement weather or delayed reentry into the school building(s), the principals will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location is the city park and MGCCC for PES. The superintendent/designee must be informed prior to moving students/staff to predetermined location.
- Public relations coordinator will prepare statement for the media.
- The principal will prepare fact sheet to help those answering phones.

What not to do if a bomb is found:

- **Do not** touch suspected explosives.
- **Do not** move suspected bombs.
- **Do not** place suspected bomb in water.
- **Do not** cut or pull any wires attached to suspected explosives.
- **Do not** attempt to cut strings, pull fuses, or release hooks attached to a suspected device.
- **Do not** use or pass metallic tools near suspected bombs.
- **Do not** smoke or allow open flames near suspected bombs.
- **Do not** use two-way radio or cellular phones near scene of suspected bomb.
- **Do not** investigate a suspected bomb too closely. Leave that to experts!

What to do if a bomb is found: **(MS Code 97-37-25)**

- Evacuate the area IMMEDIATELY according to school plan.
- Secure a perimeter of 1000 feet or more around the location.
- Call ___-911. Make sure the 911 operators understand that you have located a suspected explosive device. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- Members of the explosive ordinance disposal team will remove the bomb.
- The principal will document actions and decisions concerning bomb incident.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:



Homeland Security

Intruder/Lockdown-Update

ARMED AND UNARMED PROCEDURES

Definition: An intruder is an individual in the building who has not followed established visitor procedures.

Any school personnel who observes a visitor in the building or on the school campus without a visitor's badge should call the office. The principal/designee will determine if it is a serious situation.

General Procedure:

- Staff to stop strangers.
- Inquire as to their business in building.
- Direct stranger to the office and explain visitor's policy.
- If stranger refuses to cooperate break contact and call the office.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is an intruder inside the school, whether the person is armed, his or her last known location, a description, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Notify all teachers that you have an emergency situation. The emergency signal is ____ Go Lock Down _____. Please keep all students inside your classroom until further notice.
- Teachers will account for students and put a red card under the door if a student is injured or required medical assistance.
- Principal will notify the central office at 928-7247.
- The central office will notify public relations, security coordinator, director of operations, and crisis management team coordinator.
- All classroom doors should be locked at the sound of the emergency signal.
- Teachers and students should move away from door and remain quiet and seated.
- Notify all students outside their classrooms to report to the nearest safe classroom.
- All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are forthcoming.

Severe Weather

Tornado, Thunderstorm, Hurricanes, Severe Winds, Flooding

Definitions: A hurricane is a tropical cyclone with winds of at least 74 miles per hour. These winds assume a counter clockwise circular motion around the center of the lowest pressure (eye). As the hurricane develops, the circular motion becomes more violent and often reaches speeds greater than 100 miles per hour.

A severe weather alert occurs when the National Oceanic and Atmospheric Administration issues a severe thunderstorm warning, tornado watch, or tornado warning.

Severe weather watch means that weather conditions are such that a severe thunderstorm may develop.

Severe weather warning means that a severe thunderstorm has developed.

Tornado watch means that weather conditions are such that a tornado may develop.

Tornado warning means that a tornado has been formed and sighted.

Emergency Procedure:

- During severe weather, the principal should review emergency procedures for his or her site.
- During severe weather, the principal should monitor appropriate weather radio systems.
- During severe weather watch, the principal should implement evacuation from outside portable buildings to a sheltered position inside the school building.
- Lightning is a threat during any severe thunderstorm. School personnel should move students inside to safety if lightning is occurring.
- During a tornado warning, students and teachers should move to areas offering the greatest tornado resistance (see school plan). Students and teachers should be seated on floor with their backs to corridor walls.
- During a tornado warning students and staff should avoid cafeterias, gyms, or any room with a wide free span roof.
- Teachers should check roll and notify the principal if someone is missing.
- The principal of each building will be responsible for preparing and posting a tornado evacuation plan for each classroom.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Officials in charge of athletic events should be aware of approaching severe storms or other weather-related emergencies. School officials should use the P. A. system to warn spectators of approaching severe weather. Game officials may stop play when unsafe weather conditions exist.

Fire -Update (Call 911)

Definition: A fire occurs when combustible materials ignite in the presence of oxygen and heat. A fire, in the building, or on the premises requiring evacuation.

Emergency Procedure:

- Sound the fire alarm or fire drill bell. This will implement the fire drill evacuation procedures.
- Call 911. Make sure the 911 operators understand the nature of the emergency. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Evacuate immediately. Exit through the nearest safe exit using all available doors.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Teachers will follow students out and stay with students.
- Teacher will call roll and report missing students to the principal.
- Notify the central office immediately. They will notify the proper departments.
- Students and staff should not return to the building until Fire Department officials declare the area safe.
- Any fire at a school facility must be reported to the Fire Department, even if it is a very small fire or the fire has already been extinguished.
- The principals will update and post evacuation routes in each room annually.
- Extinguish small fires if it is possible to do so without endangering lives, but notification of the Fire Department is mandatory for all fires.
- Render first aid, if necessary.
- The building principal will be responsible for conducting one fire drill each month after the first month of school.
- The principal will document actions and decisions concerning fire incident.

(See School Maps)

POST EVACUATION MAPS IN EACH CLASSROOM

Earthquake

Definition: An earthquake is the oscillating movement of the earth's crust caused by the rupturing of great masses of rock miles beneath the surface of the earth. This generally takes the form of slipping or sliding along a rupture plane (a weakness in the earth's crust) called a fault. There are three major types of earthquakes: Volcanic, Plutonic, and Tectonic. Tectonic is the most common and most destructive.

Earthquakes can occur at any time with no advance warning. The onset of a large earthquake is initially signaled by a deep rumbling or by disturbed air making a rushing sound. Probably the most disheartening feature in the aftermath of a damaging earthquake is the reported occurrence of after-shocks.

Emergency Procedure:

- Students and staff should stay put until tremors stop.
- Students and staff should duck and cover until tremors stop.
- Students and staff should take cover under desks and tables, against inside walls, or under doorways.
- Students and staff should be alert for possible after shocks.
- Shut off any electrical or gas operated appliances.
- Students and staff should evacuate the building through nearest safe exit if instructed to do so. The earthquake evacuation signal is FIRE DRILL SIGNAL.
- Students should avoid overhead wires and utility poles.
- Teachers should call roll and report missing students to the principal.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Unattached students should report to the nearest teacher. Teachers should report student additions to the principal.
- The principal will make the decision for the students and other personnel to re-enter the building only after being advised to do so by the civil defense office and/or school architect/engineer.

Hazardous Materials Incident

Definition: A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity of form, which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Hazardous materials are commonly used and transported through Stone County therefore, hazardous materials accidents may occur as the result of human error or natural disaster. Disasters involving hazardous materials are likely to happen without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.

Off-Property Hazardous Materials Release Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate shelter in-place plan. The alert signal is GO TO LOCKDOWN.
- Tune into the emergency radio system regarding any type of emergency situation.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- Close all windows and doors. Stay in the building. Disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
- Do not proceed outside unless directed. If required, take action to evacuate the building and if necessary, the school site. Stay upwind of the hazardous materials.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- The off campus alternative site for student transfer is as follows: the city park and MGCCC for PES, Bus Barn for CO. (N S E W)
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- First aid providers will render first aid if necessary.
- Do not approach a hazardous material area until a positive identification of material has been made.
- The site of a hazardous materials incident is to be isolated to the extent necessary as soon as possible.
- If positive identification of the material cannot be made, assume the materials to be dangerous.
- The fire chief will be the on-scene commander during a hazardous material incident.
- The fire chief will notify other emergency agencies and the Stone County emergency management director.
- The principal will determine if evacuation is necessary. If so, initiate evacuation procedure immediately.
- Keep all people upwind to avoid smoke, fumes, and dusts.
- The principal will document actions and decisions concerning hazardous materials incident.

Within The Facility Hazardous Materials Release Emergency Procedure:

- Evacuate the contaminated area and seal it off.
- Attempt to identify the chemical.
- Determine the hazard level presented as reflected in the MSDS sheet
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- If decontamination can be conducted with school assets, do so.
- If not, Call -911. Make sure the 911 operators understand that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate evacuation plan, **if necessary**. The Alert Signal is: FIRE DRILL SIGNAL.
- If necessary, evacuate the school site.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- Off campus alternative site: _____ N S E W.
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- The building shall not be re-entered until authorization is given by the fire department.
- First aid providers will render first aid if necessary.
- The principal will document actions and decisions concerning hazardous materials incident.

Pandemic/Epidemic Operations Implementation

A statewide pandemic will be declared upon the confirmed diagnosis of one person within the state of Mississippi.

- Ensure initiation of all infection control procedures and personal protective equipment as outlined in this manual.
- Initiate liaison with local EOC.
- Initiate liaison with the county health officer. Follow the local Emergency Management and Health Department guidance regarding, social distancing, and possible school or district closures.
- Maintain detailed surveillance of school attendance data.
- Initiate student and parent pandemic education programs in accordance with Mississippi Department of Education Guidance.
- Initiate preparations for school closure upon 10% infection rate. (Factor in normal truancy and absentee rate).
- Identify key staff (essential personnel) that will have to work during school closure.
- Consider reduced work schedules, flex time, telecommuting options, etc. Expect approximately 40% of personnel to be out due to illness or caring for an ill family member.
- Institute personal protective equipment (PPE) regular use by all staff upon recommendations of State or Local Health Department.

Blood borne Pathogens Exposure Control

In concert with Stone County School District's adoption of OSHA standards as a minimum safety standard, and in accordance with the OSHA Blood-borne Pathogens standard, 29 CFR 1910.1030, revised to include the pertinent changes to the OSHA Standard effective April 18, 2001 relative to sharps, protection from needle sticks, and employee involvement in identifying and selecting safer sharps protection devices, the following exposure control plan has been developed/revised:

Exposure Determination

OSHA requires employers to perform an exposure determination to identify which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At Stone County School District's facilities, the following job classifications are in this category:

Job Classification Task/Procedures

- School Nurse Student illness & accidents
 - First Aid Responders Medical cuts/abrasions, etc. involving first aid
 - Security Personnel Accident and injury response
 - Coaches Sports injuries
- In addition, if the employer has job classifications in which some employees may have occupational exposure, then a listing of those classifications is required. This listing should include tasks or procedures what would cause these employees to have occupational exposure in order to clearly understand which employees are affected. The job classifications and associated tasks/procedures for these categories are as follows:

Job Classification Task/Procedures

- Teachers & staff First aid
- Secretaries First aid
- Maintenance Personnel Sewerage compounds/system repairs
- Bus Drivers First aid
- Custodial Personnel Needles, spills, injury cleanup
- **Implementation Schedule and Methodology-** OSHA requires this plan include a schedule and method of implementation for the various requirements of the standard.
- **Review & Update** – This Plan will be reviewed and updated under the following
 - Annually, on or before the anniversary date of this policy.
 - Whenever new or modified tasks and procedures and implemented which could affect the occupational exposure of our employees.
 - Whenever our employee’s jobs are revised so that new instances of occupational exposure may occur.
 - Whenever we establish new functional positions within our facility that may involve exposure to blood borne pathogens.

Additionally, an annual review will be held to consider and implement appropriate commercially available and more effective/safer medical devices designed to eliminate or minimize occupational exposure (e.g. sharps containers). This review process shall involve solicitation of input from non-managerial employees potentially exposed to injury from contaminated sharps. This input shall be pertinent to the identification, evaluation, and selection of effective engineering and work practice controls. This evaluation process shall be documented and included with each annual update of the plan.

Compliance Methods

- Universal precautions will be observed at all facilities in order to prevent contact with blood or other potentially infectious material. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source

individual.

- Engineering, administrative and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains implementation of these controls, personal protective equipment shall also be utilized. Throughout Stone County School District, the following engineering and administrative controls will be utilized:
 - Portable sharps containers that are puncture resistant, bio-hazard labeled, and leak proof
 - Hand washing facilities
 - Nurse's office
 - Blood spill kits
 - Policy enforcement
 - The Nurse will examine the above controls on a monthly schedule to ensure that they are properly maintained.
 - Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. Hand washing facilities are located in each staff restroom, student restrooms, and employee break areas
 - After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately, or as soon as feasible, with soap and water. If employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as appropriate, as soon as feasible, following contact.

Needles

- Any needles, syringes, etc. will be handled as if known to be contaminated. When needles/syringes/sharps are found, they will be disposed of in approved Sharps containers. The employee finding the needle/syringe will notify his/her immediate supervisor who will see that the Sharps container for that area is retrieved from its location, brought to the needle/syringe/sharp, the needle/syringe/sharp placed in the Sharps container, and the container returned to its normal location. Under no circumstances shall an employee attempt to carry the needle/syringe/sharp to the Sharps container or otherwise dispose of it. Needle/syringe/sharps shall not be bent, recapped, sheared or broken. All employees shall receive training on this procedure, and this training shall be documented and the records kept in the centralized training files.
- ***Containers should be transported to the needle or other devices for disposal, never transport the needle to the container.*** Containers will be checked monthly by the School Nurse and removed and disposed of when full.

Contaminated Equipment

- Equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or disposal and shall be decontaminated as necessary unless the contamination of the equipment is not feasible.

Personal Protective Equipment (PPE)

- All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time for which the protective equipment will be used.
- **Protective clothing will be provided to employees by their department.** Employees will sign for reusable PPE. PPE will be issued as follows:
 - School Nurse: latex gloves, lab style overcoats, plastic aprons, & eye shields.
 - Maintenance Personnel: latex gloves, protective outerwear (as needed)

The use of PPE is not an option. Employees are required to wear PPE when conditions warrant.

All personal protective equipment will be cleaned, laundered, and/or disposed of by Stone County School District at no cost to employees. All repairs and replacements will also be made at no cost to employees.

- All garments (including personal attire) which are penetrated by blood while on duty at Stone County School District shall be removed immediately or as soon as feasible.

All personal protective equipment will be removed prior to leaving the work area.

The following protocol has been provided to facilitate leaving the equipment at the work area:

- Place contaminated clothing in a plastic bag, label the bag as contaminating a biohazard and deliver it to the administrator. Clothing contaminated with blood or other body fluids will be cleaned at the expense of the employer.
- Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, not-intact skin, and mucous membranes. Gloves will be available from the administrative offices for each facility.
- Disposable gloves used are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as

a barrier is compromised.

- Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations that would require such protection are as follows:
 - Cleaning large blood/body fluid spills.
 - First aid for injuries generating a large quantity of blood or bodily fluids.
 - The OSHA standard also requires appropriate protective clothing to be used, such as lab coats, gowns, aprons, clinic jackets, or similar outer garments. The following situations require such protective clothing be utilized:
 - Cleaning large blood/body fluids spills.
 - Working on sewerage system components/equipment.
 - Decontamination of areas soiled by blood/body fluids, will be accomplished by
 - Utilizing the following materials:
 - A standard commercial disinfectant or a 50/50 household bleach/water solution.
 - A Tuberculosine disinfecting solution will be also be used.
- All contaminated work surfaces will be decontaminated after completion of procedures and immediately, or as soon as feasible, after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.
- All bins, pails, cans, and similar receptacles shall be inspected and decontaminated monthly.
- Any broken glassware that may be contaminated will be picked up directly with the hands. The following procedures will be used:
- Utilize a broom and dustpan to collect all glassware sharps, wear durable protective outer gloves and latex glove liners. Place glass in a hard container appropriately labeled for biohazards.

Regulated Waste Disposal

- All contaminated sharps shall be discarded as soon as feasible in sharps containers located in each facility. Sharps containers are located at School Nurse offices.
- Regulated waste other than sharps shall be placed in appropriate containers. Such containers are not currently in use, but if a need for them is determined in the

future, they shall be located at School Nurse offices.

Hepatitis B Vaccine

- All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employees to have sufficient immunity.
- Employees who decline the Hepatitis B vaccine will sign a waiver that uses the wording in the OSHA standard. Appendix B of this manual provides a sample form of this waiver that can be used.
- Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. The Lead Nurse is responsible for ensuring that the vaccine is offered, that waivers are signed, etc. The vaccine is to be administered by the physician to which referred.

Post-Exposure Evaluation and Follow-Up

- When the employee incurs an exposure incident, it should be reported to the Immediate Supervisor.
- All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having his/her blood collected for testing of HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted, and then the appropriate action can be taken and the blood sample discarded.

- The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service and/or as directed by the attending physician.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- The Lead Nurse has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy.

Interaction with Health Care Professionals

- A written opinion shall be obtained from the health care professional who evaluates employees of Stone County School District. Written opinions will be obtained in the following instances:
 1. When the employee is sent to obtain the Hepatitis B vaccine.
 2. Whenever the employee is sent to a health care professional following an exposure incident.
- Health care professionals shall be instructed to limit their opinions to:
 1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
 2. That the employee has been informed of the results of the evaluation, and
 3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information.)

Bus Accident

Emergency Procedure:

- Bus driver will stay with students.
- Bus driver will ensure that law enforcement is notified.
- Bus driver will ensure that transportation supervisor is notified.
- Bus driver must immediately check all student passengers for injury and ask whether anyone is hurt or injured. If so, first aid shall be administered, if appropriate.
- The students should be evacuated from the school bus in accordance with standard procedures only if the condition or position of the school bus creates a further hazard to the student passengers.
- Transportation supervisor will go to the scene of accident.
- Transportation supervisor will notify central office and building principals. Central office will notify public relations, security coordinator, director of operations, and crisis management team coordinator.
- Principal will go to the scene of accident if students are injured.
- Principal or designee will notify parents.
- Principal will send staff member with the injured students if transported from accident site.
- Principal and supervisor of transportation will make list of all students on the bus at the time of accident.
- Principal and supervisor of transportation will document actions and decisions concerning bus accident.

Child Abuse/Neglect

(MS CODE 97-5-39)

Definition: Child abuse is an act of commission. Child neglect is an act of omission. An abused or neglected child (anyone under 18 years of age is defined as a child) whose health or welfare

is harmed or threatened with harm when his or her parent, guardian, or other person exercising custodial control or supervision of the child inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means; creates or allows to be created a risk of physical or emotional injury to the child by other accidental means; commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child; abandons or exploits such child; or does not provide the child with adequate care, supervision, food, clothing, shelter, education, or medical care necessary for the child's well-being.

The most common forms of abuse are physical (i.e., assault or contact that causes physical injury or emotional injury; (abandonment; stalking, hate crimes, harassment) and sexual abuse (i.e., touching, handling, etc., of a child for lustful purposes, sexual exploitation, e.g., pornographic photographic, rape, molestation, incest, prostitution).

A child's parent, guardians, or other person who has permanent or temporary care, custody, or responsibility for the supervision of a child, including school personnel, can cause abuse or neglect. Also, a stranger or someone outside the school setting can cause by another child or abuse. Regardless of who is reported to have caused the abuse or neglect, you should report it immediately to the proper authorities and let them handle the investigation.

In accordance with the laws of the State of Mississippi regarding child abuse, any person who has reasonable cause to suspect that child abuse or neglect is occurring shall report such information to the director of social services in the county in which the child resides.

Law from civil liability protects persons making reports if they act in good faith.

It is not necessary that one have absolute proof before reporting. It is the responsibility of the Department of Human Services to make its own investigation.

Procedure:

Faculty and staff members should call 928-4996 or 1-800-222-8000
Stone County Department of Human Services
Social Services
323 East Cavers Avenue
Wiggins, MS 39577

If the telephone number is busy, keep calling until you talk with someone at the agency, do not wait until the next day.

Provide the following information:

- Name of child.
- Name of child's parents, address, telephone.
- Child's age.
- Name and address of person whom you suspect is responsible for the abuse or neglect.
- Any other pertinent information.
- Do not notify the suspected abusers.
- Faculty and staff members should inform the principal of the report in writing, including date and time of the report.
- Principal shall permit interview with the child by authorized, properly identified officials.
- School counselor will provide follow-up counseling, when appropriate.
- The principal will document actions and decisions concerning child abuse/neglect incident.






Emergency Drills

The following emergency drills will be conducted:

- Bus Evacuation Drills..... 2 times per year
- Active Shooter Drills..... 2 times per year
- Fire Evacuation Drills..... 9 times per year **(1 per month)**
- Tornado Drills..... 2 times per year
- Earthquake Drills..... 2 times per year
- Bomb Search Drills..... 2 times per year
- Lock Down Drills..... 2 times per year
- Intruder/Violent Incident..... Annually

See Appendix - I-K – Document all Drills

Emergency Drill Alert and Procedures

Drill	Alert Signal Sound	Procedure
Fire 	Intercom Announcement	Line up quickly and quietly
Tornado 	Intercom Announcement	Sit facing the wall with hands over head
Shelter In Place 	Intercom Announcement	Continue class as normal Do not leave classrooms
Earthquake 	Intercom Announcement (drill) Immediate Action (occurrence)	Get under a table or desk
Intruder 	Intercom Announcement	Hide and stay quiet

****The principal and/or school safety officer will review each emergency drill alert and procedure at the beginning of the school year with students and staff.

Location:

___SES ___PES ___SMS ___SHS ___SEC

Emergency Drills

Fire Drill- Announcement

Leave in 1 line
Take Gradebook; Close Door

Tornado Drill- Announcement

Exit room to hallway.
Sit against wall; Cover Head
Take Gradebook; Close Door

Shelter In Place- Announcement

Look in hall for students
Close and Lock door
Continue class as normal
Do not leave classrooms

Earthquake- Announcement

Get under a table or desk

Lockdown--Intruder

Look in hall for students. Close and Lock Door.

Hide and STAY QUIET!!!

Stone County School District

Safety Inspection Procedures

Inspection

- Periodic inspections of school facilities using the School Safety Assessment Instrument (Appendix I- A) as an interim guide to detect and correct unsafe conditions and practices before injuries occur.
- Each school or facility will develop a safety checklist for each work area.
- After each inspection, a copy of the safety checklist will be reviewed with the building principal, and corrective action, if necessary, will be taken to correct any hazards as identified.
- The district safety director will review the result of safety and housekeeping inspections with school principals to determine corrective follow-up action.
- Results of safety and housekeeping inspections, reports of unsafe act and safety policies and procedures will be communicated to employees as needed.

Techniques

- Regular safety and housekeeping inspections will serve to encourage employees to inspect their own work areas.
- The district safety director will determine the frequency for holding inspections, but will schedule at least two annually.
- The school safety committee will determine means of securing employee and student interest and encouraging cooperation in the SCSD safety program.

Inspection Procedures

Inspection procedures will vary in accordance with the type of inspection required. The responsibility of the district is to ensure that all inspectors are familiar with federal standards, state laws and local ordinances affecting the safety and health of workers. A safety checklist will be developed around the avoidance of the following eleven basic work hazards:

Pinch points, shear points	Flying and falling objects	Electricity
Gas/vapors	Chemical/flammable	Heavy objects
Hot/cold objects and radiation	Sharp and pointed objects	Slippery surfaces
Trip/Fall		

Record Keeping

The following records must be retained for a period of not less than one year:

Injury and Accident Reports	Accident Investigation Forms and Reports
Inspection Reports and Follow Up Reports	Training Records
Safety Citations or Disciplinary Actions regarding unsafe practices	

Remember Always---DOCUMENT, DOCUMENT, DOCUMENT

Attachment A

SCHOOL FACILITY SAFETY ASSESSMENT INSTRUMENT

School District _____ **School Superintendent** _____

School Name & Address _____

Principal(s) _____

Date of Assessment _____

Facility Assessment

Exterior Review

1. Parking

- A. Has the school designated and appropriately labeled parking for handicap individuals? _____
- B. Are visitor parking spaces marked and in close proximity to the office? _____
- C. Is there appropriate means of access to the building? _____
- D. Are the grounds and parking areas properly maintained? _____

2. Utilities

- A. Are main utilities shut-offs properly identified by signage outside? _____
- B. Has access to mechanical/storage areas been secured? _____

3. Maps

- A. Has a campus map been prepared and posted in the (Main Office) identifying main utility shut-off points on campus? _____
 - 1. Electricity _____
 - 2. Natural Gas or Propane _____
 - 3. Water _____

4. Sidewalks/Steps

- A. Do the walkways and steps provide adequate access to all buildings? _____
- B. Are steps in good repair? _____
- C. Are handrails provided? _____

5. Fire Prevention

- A. Are fire hydrants near the building unobstructed? _____

6. Playground area

- A. Are all playgrounds fenced? _____
- B. Are there barriers in place to separate children from vehicular traffic flow? _____
- C. Is the playground surface shock absorbent? _____
- D. Is playground equipment properly installed, adequately spaced and free of sharp edges? _____

- E. Does the playground comply with the Handbook for Public Playground Safety published by the U.S. Consumer Product Safety Commission? _____

Public Playground Safety Checklist

1. Make sure surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand, or pea gravel, or are mats made of safety-tested rubber or rubber-like materials.
2. Check that protective surfacing extends at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.
3. Make sure play structures more than 30 inches high are spaced at least 9 feet apart.
4. Check for dangerous hardware, like open "S" hooks or protruding bolt ends.
5. Make sure spaces that could trap children, such as openings in guardrails or between ladder rungs, measure less than 3.5 inches or more than 9 inches.
6. Check for sharp points or edges in equipment.
7. Look out for tripping hazards, like exposed concrete footings, tree stumps, and rocks.
8. Make sure elevated surfaces, like platforms and ramps, have guardrails to prevent falls.
9. Check playgrounds regularly to see that equipment and surfacing are in good condition.
10. Carefully supervise children on playgrounds to make sure they're safe.

www.mde.k12.ms.us link to the *U.S Consumer Product Safety Commission*

Interior Review

1. Corridors

- A. Is clear egress provided? _____
- B. Does the area have emergency lighting? _____
- C. Do lighted egress signs identify each egress point? _____
- D. Are fire extinguishers provided no farther than 75 feet from any area? _____

2. Classrooms

- A. Can classroom doors be secured from the inside? _____
- B. Do classrooms have evacuation maps posted? _____
- C. Does each classroom have two means of egress? _____
- D. Is the second means of egress unobstructed and labeled? _____
- E. Does each classroom have a two-way means of communication with the office?

- F. Are extension cords being for a permanent power source? _____
- G. Were surge protectors plugged into wall outlets? _____
- H. Are electrical wall outlets covered? _____
- I. Were there any classrooms with more than 20% of walls covered with paper work?

3. Dietary/Dining Area

- A. Is there emergency lighting in dining room? _____
- B. Are evacuation maps posted in dining room? _____
- C. Are portable fire extinguishers available in dining room? _____
- D. Do lighted egress signs identify each egress point? _____
- E. Are extension cords being for a permanent power source?
- F. Are the kitchen ranges, and hoods free from grease or dust build-up? _____
- G. Is an automatic fire suppression system provided to protect the cooking surface?

- H. Is automatic fire suppression system inspected and tagged bi-annually? _____
- I. Is there at least one portable fire extinguisher with a 40B rating? _____
- J. Is there a Type K fire extinguisher in the cooking area? _____
- K. Has staff participated in fire safety training annually? _____
- L. Are temperature charts for freezers, coolers, refrigerators, maintained (current) and located in the appropriate work area? _____
- M. Is food covered and stored on shelves or pallets in freezers/coolers? _____
- N. Are food and cleaning supplies stored separately? _____
- O. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- P. Is the Department of Health certificate current and displayed? _____
- Q. Are there any open blanks in the electrical panel? _____

4. Gymnasium/Auditorium (Public Assembly Area)

- A. Are at least two exits provided clearly marked by illuminated exit signs? _____
- B. Do egress doors have functional panic hardware? _____
- C. Are exits free of obstruction? _____
- D. Is a fire extinguisher provided for each 3,000 square feet of floor space and placed in a position no farther than 75 feet from any area? _____
- E. Are occupancy loads posted? _____
- F. Does the area have emergency lighting? _____
- G. Are there at least two portable fire extinguishers on the playing surface of the gym?

- H. Is there a portable fire extinguisher in the stage area? _____
- I. Are there open blanks in the stage area electrical panels? _____
- J. If stage area has floor lights are they covered? _____

5. Laboratories

- A. Is there an eye wash station available? _____
- B. Does laboratory have protective eyewear for each student? _____
- C. Is there a portable fire extinguisher available? _____
- D. Are there emergency utility cutoffs near the teaching station? _____
- E. Does the laboratory have a functional vent-a-hood? _____
- F. Are workstations kept in a safe condition? _____
- G. Are there any unprotected electrical outlets on students work stations? _____
- H. Does the school have a policy and procedure, which outlines the safe use of laboratory equipment and chemicals? _____

6. Chemicals and Storage Area

- A. Is there a complete inventory of chemicals on hand? _____
- B. Are Material Safety Data Sheets (MSDS) available for each chemical? _____
- C. Are chemicals labeled and dated? _____
- D. Does the school have a central storage area for chemicals? _____
 - 1. Is the storage area vented? _____
 - 2. Are shelves in good condition? _____
 - 3. Are hazardous chemicals (such as strong acids and bases) stored separately? _____
 - 4. Is area secured? _____

7. Shops/Vocational Areas

- A. Are equipment/tools protected with covers/guards? _____
- B. Does area provide protective eyewear for each student? _____
- C. Are power tools and equipment secured properly (drill press, air compressors, etc.)? _____
- D. Are aisles/storage bins kept neatly and uncluttered? _____
- E. Do lighted egress signs identify each egress point? _____
- F. Are extension cords being used for a permanent power source? _____
- G. Are there open blanks in the electrical panels? _____
- H. Are there any unprotected electrical outlets? _____

8. Mechanical/Electrical/Custodial/Storage Areas

- A. Is storage orderly and appropriate? _____
- B. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- C. Is storage separated from heaters and heat-producing devices? _____
- D. Is there ventilation in the storage area? _____
- E. Are flammable liquids stored properly? _____
- F. Is lawn equipment and gasoline stored properly? _____
- G. Are custodial/storage areas kept locked? _____

9. Restrooms

- A. Do water closets, urinals, lavatories operate properly? _____
- B. Do the facilities accommodate handicap individuals? _____
- C. Are partitions in good working order? _____
- D. Does the area have proper ventilation? _____
- E. Is there evidence that area has been serviced on a routine basis? _____

10. Facility Wide

- A. Is the school protected by an automated fire alarm system? _____ (If so it must function)
- B. Did the school have an automated sprinkler system? _____
- C. Are gas/LP fired heaters/boilers properly vented to the outside? _____
- D. Have pressure vessels (hot water heaters, boilers, air compressors) above 200,000 BTU been inspected and tagged with current license? _____

11. Asbestos Management

- A. Does the school have an Asbestos Management Plan on file? _____
- B. Has the school complied with the AHERA three-year re-inspection? _____
- C. Has the school sent parents and employee notification on an annual basis? _____
- D. Have 6-month inspections been performed? _____

12. Lighting

- A. Is interior lighting adequate in all areas? _____
- B. Are interior lights working and in good repair? _____
- C. Are covers provided for all lights? _____

13. Stairs

- A. Do stairs have handrails? _____
- B. Are stairs a minimum of six feet wide and leading to major exits on the ground floor?

- C. Are stair treads in good condition? _____
- D. Is there a plan for handicapped egress from second floor? _____
- E. Do stairwells have emergency lighting? _____

14. Heating/AC/Ventilation

- A. Is there evidence that system has been serviced on a routine basis? _____

15. Electrical System

- A. Are electrical panels secured (blank spacers missing)? _____
- B. Are electrical panels labeled properly? _____

16. Ingress/Egress Doors

- A. Do egress doors have functional panic hardware? _____
- B. Do all egress doors open outward? _____
- C. Are any egress doors chained and/or padlocked? _____
- D. Are exits completely unobstructed? _____

**ACCIDENT/INCIDENT REPORT
STONE COUNTY SCHOOL DISTRICT**

CIRCLE ONE: Employee Student Other:

TO BE COMPLETED BY ADMINISTRATOR/SUPERVISOR:			
Injured Party Name (First, Last, MI)	Date of Birth:	Phone #:	Gender:
Address:	School/ Position/ Grade:	Date and Time of Accident:	
	Location of Accident:	Outcome (Circle one): Sent Home Not Sent Home Sent to Hospital SRO/911 called SRO Name:	
Part of Body Affected: (Be Specific)	Suggestions for preventing a similar accident:		
Specific activity the individual was engaged in when accident or illness occurred:			
Describe how injury occurred. Explain the sequence of events and include any objects or substances that directly injured the individual.			
Initial Treatment: Please check one <input type="checkbox"/> No Medical Treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Emergency care <input type="checkbox"/> Hospitalized <input type="checkbox"/> Future Major Medical/ Lost Time Anticipated <input type="checkbox"/> Other:	Name/Phone # of Person Administering First Aid: (If applicable)	Witness Name: Address: Phone:	
Physician/Health Care Provider (Name & Address):	Did Accident occur on Employer's Premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name/Phone # of Relative contacted:	
Individual completing form Signature and Date:	Administrator/Supervisor Signature and Date:		
IF AN EMPLOYEE IS INJURED:			
Do you question the validity of this claim? If yes, please explain:	Date Employer Notified:	Last Date Worked:	Date Return(ed) to work:
TO BE COMPLETED BY OFFICE:			
Workers Comp #:	Date of Hire:	Date Received:	Date Entered:

****Student and Other forms are to be returned to Cassie Hardy**

****Employee forms are to be sent to Katie Ratcliff along with other Employee forms**

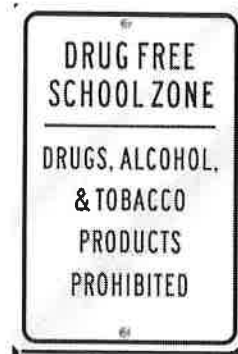
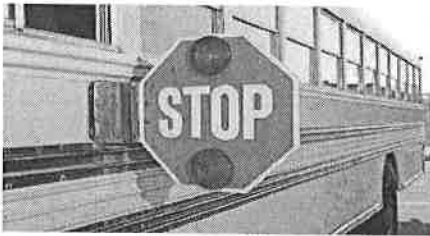
Supervisor's Accident Investigation Report Rubric

CAUSES	DEFINITION OF CAUSE	SUGGESTED CORRECTIVE MEASURES
ENVIRONMENTAL 1. Unsafe procedure	Hazardous process; management failed to make adequate plans for safety.	A. Job analysis B. Formulation of safe procedure
2. Equipment Defective Through Use	Machines or equipment that have become rough, slippery, sharp-edged, worn, cracked, broken, or otherwise defective through use or abuse.	A. Inspection B. Proper maintenance.
3. Improperly Guarded Equipment	Machines or equipment that are unguarded or inadequately guarded.	A. Inspection. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Include guards in original design, order, and contract. D. Provide guards for existing hazards.
4. Equipment Defective Through Design	Failure to provide for safety in the design, construction, and installation of building, machinery, and equipment, too large, too small, not strong enough.	A. Source of supply must be reliable. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Correction of defects.
5. Unsafe Dress or Apparel	Management's failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, and other articles of safe dress or apparel.	A. Provide safe dress or apparel or personal protective equipment if management could reasonably be expected to provide it. B. Specify the use or non-use of certain dress or apparel or protective equipment on certain jobs.
6. Unsafe Housekeeping Facilities	No suitable layout or equipment that are necessary for good housekeeping-shelves, boxes, bins, aisle markers, etc.	A. Provide suitable layout and equipment necessary for good housekeeping.
7. Improper Ventilation	Poorly ventilated or not ventilated at all.	A. Improve the ventilation.
8. Improper Illumination	Poorly illuminated or no illumination at all.	A. Improve the illumination.
BEHAVIORISTIC 9. Lack of Knowledge or Skill	Unaware of safe practice, unpracticed, unskilled, not properly instructed or trained.	A. Job training.
10. Improper Attitude	Worker was properly trained and instructed, but s/he failed to follow instruction because s/he was willful, reckless, absentminded, excitable, or angry.	A. Supervision. B. Discipline. C. Personnel work.
11. Health Impairments (Physical)	Worker has poor eyesight, defective hearing, heart trouble, hernia, etc.	A. Pre-placement physical examinations. B. Periodic physical examinations. C. Appropriate job assignment of employees. D. Identification of workers with temporary health impairments.

Student Handbook To Be Inserted Upon Approval

Teacher Handbook To Be Inserted Upon Approval

Stone Elementary School
School Safety Plan
2020 - 2021



Sandra Danzey, Principal

1652 East Central Avenue
Wiggins, MS 39577
(601) 928-5473

www.stoneschools.org

Mississippi Department of Education- mdek12.org

Stone Elementary School

School Safety Plan 2020 - 2021

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All other emergency situations (fallen aircraft, explosion, confrontation, altercation/ assault, death of family/staff, building collapse, hostage, nuclear warning and natural gas leakage), are outlined in the District's Crisis Response Plan located in each school's office.

Appendix A - Employee Handbook

Appendix B- Parent/Student Handbook

INTRODUCTION

The School Safety Plan is the foundation the school uses to maintain a safe and secure educational environment. There are three components to a comprehensive school safety plan. Those components are:

1. Policies and procedures that afford a safe school environment.
2. The Crisis Response Plan.
3. Programs that promote a safe school environment.

This model school occupational safety and emergency response plan is a composite of the best plans the Division of School Safety has reviewed. It represents the first two of the three components necessary for comprehensive safe school planning. Keep in mind, this is merely a model. Every school and district is different and accordingly, every plan will be different. We sincerely hope that this model will provide solid guidance in your pursuit of a safe school.

Mission Statement

Our mission is
to **IGNITE** within every student a passion for learning,
to **INSPIRE** the pursuit of excellence,
and to **INSTILL** the desire to lead a productive, purposeful life.

Stone County School District Policy

Section: E Business Management

Policy Code: EBBA School Safety Plan

SCHOOL SAFETY PLAN

Please Note: For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE ' 37-11-55 and sample policy JCB.

The superintendent shall be responsible for ensuring that each school in the district maintains a School Safety Plan, which shall be subject to approval by the superintendent and the school board. The Safety Plan is to be reviewed on a regular basis and revised as needed.

SCHOOL SAFETY PLAN

A comprehensive, systematic, broad-based continuous process designed to create and maintain a secure and orderly school climate that is free of drugs, violence, and fear. A safe and orderly school climate promotes the success and development of all children and the staff who serve them. At a minimum, the School Safety Plan should address the following components:

- Crisis Intervention Team,
- School Safety Self-Assessment,
- School Safety Drill Assessment, and
- Mental Health and Suicide Prevention Training

CRISIS INTERVENTION TEAM

An interdisciplinary team of professionals whose goals are to respond to emergencies or crisis situations and to provide an array of services, which may include counseling, medical, legal, security or police, etc. The Crisis Intervention Team may also be utilized in a planning capacity in order to establish coordination and linkages prior to the actual occurrence of an event.

SCHOOL SAFETY SELF-ASSESSMENT

A strategic planning and assessment instrument used to evaluate the extent of the school safety plan. In the broadest of terms, the assessment should include a comprehensive review of the entire educational program of a school and/or school district. It may, however, focus on specific areas such as assessment of the gang problem, weapons in schools, drug or alcohol abuse, schoolyard bullying, facilities evaluation, policies and procedures, compliance with statutes, attitudes and a host of emerging trends in the field of school safety.

SCHOOL SAFETY DRILL ASSESSMENT

A process designed to evaluate the effectiveness of a crisis management plan and the readiness of an individual school and/or school district. This assessment may include a review of policies and procedures, safety drills, linkages with the appropriate agencies, the role of Crisis Intervention Team members in the event of a crisis, professional development activities, and training students how to respond during a crisis.

MENTAL HEALTH AND SUICIDE PREVENTION TRAINING

Beginning the 2020-2021 school year, the school district shall conduct, every two (2) years, refresher training on mental health and suicide prevention for all school employees and personnel, including all cafeteria workers, custodians, teachers, and administrators. This training shall be in connection with the Mississippi Department of Health. The district shall report completion of the training to the State Department of Education.

Note: EACH SCHOOL is to have its own school safety plan that includes at a minimum each of the components listed above.

The Mississippi Public School Accountability Standard for this policy is standard 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBB - Safety Program
EDC - Bus Safety Program
GAE A - Staff Protection
JGF - Student Safety

Approved/Revised

Date:

12/1/2014

State Board Policy 8000 Unsafe School Choice Policy (USCP) : A student attending a persistently dangerous public elementary school or secondary school may be allowed to attend a safe public elementary or secondary school within the local educational agency.

Policy Code: JGF Student Safety

STUDENT SAFETY

For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE ' 37-11-55 and sample policy JCB, Code of Conduct.

CHILD ABUSE OR NEGLECT

In compliance with MS Code ' 43-21-353, district personnel shall immediately report suspected child abuse or neglect to the Mississippi Department of Human Services. The number for the Child Abuse Hotline is (601) 359-4991, or toll free (800) 222-8000.

DISASTER EMERGENCY

If this school board determines that it is not economically feasible or practicable to operate any school within the district for the full one hundred eighty (180) days required for a scholastic year as contemplated due to an enemy attack, a manmade, technological or natural disaster, or extreme weather emergency in which the Governor has declared a disaster or state of emergency or the U.S. President has declared an emergency or major disaster to exist in this state, the school board may notify the State Department of Education of the disaster or weather emergency and submit a plan for altering the school term.

If the State Board of Education finds the disaster or extreme weather emergency to be the cause of the school not operating for the contemplated school term and that such school was in a school district covered by the Governor's or President's disaster or state of emergency declaration, it may permit that school board to operate the schools in its district for less than one hundred eighty (180) days; however, in no instance of a declared disaster or state of emergency under the provisions of this subsection shall a school board receive payment from the State Department of Education for per pupil expenditure for pupils in average daily attendance in excess of ten (10) days. ' 37-13-63

SAFETY DRILLS

Each school shall have a current disaster plan and shall conduct regular safety drills, to include but not limited to bomb threat, earthquake, fire, and tornado.

It shall be the duty of the principals and teachers in all school buildings to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education. ' 37-11-5 (1980)

HARASSMENT

Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Students Complaints of Sexual Discrimination/Harassment C Title IX Procedures.

STUDENT AND STAFF PROTECTION

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes.

Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed five hundred dollars (\$500.00), imprisonment in jail for a period not to exceed six (6) months, or both. Any person under the age of seventeen (17) years who violates any provision of this section shall be treated as a delinquent within the jurisdiction of the youth court. ' 37-11-20 (1972)

SAFETY DURING INSTRUCTION

Each student and teacher is required to wear an appropriate industrial quality eye protective device at all times while participating in or observing any of the following courses of instruction:

1. Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:
 - a. Hot molten metals, or other molten materials;
 - b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
 - c. Heat treatment, tempering, or kiln firing of any metal or other materials;
 - d. Gas or electric arc welding, or other forms of welding processes;
 - e. Caustic or explosive materials; or
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

For purposes of this section unless the context indicates otherwise "Industrial quality eye protective device" shall mean a device meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1-1968, and subsequent revisions thereof, approved by the American National Standards Institute, Inc. Such devices shall be furnished to all visitors to such shops and laboratories. ' 37-11-49 (1974). Such devices may, at the discretion of the individual school, be furnished for all students and teachers; a. purchased and sold at cost to students and teachers; or b. made available for a moderate rental fee.

TRANSPORTATION SAFETY

Maximum regard for pupil safety and adequate protection of health shall be primary requirements which shall be observed by the school board in purchasing used school buses. ' 37-41-103 (1982)

The Mississippi Public School Accountability Standards for this policy are standards 29, 30 and 31.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies EBBA -School Safety Plan

EDC - Bus Safety Program

JGFG -Accidents / First Aid

KBB - Media Access to School Campuses, Staff and Students

Approved/Revised Date: 12/1/2014

Visitors in the Schools

No one other than regular school employees is allowed on campus without clearance from the principal's office. All visitors must check in and out of the principal's office upon arriving on campus. Visitors must leave a photo ID or Driver's License in the office before receiving a visitor pass. Visitors must receive a visitor's pass/ID from the school office before seeing any student or staff member during the school day, and the pass is not transferrable from one school to another school. **The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures**

Gun Free/Drug Free

State Board Policy EBBH (1990) prohibits the possession of pistols, firearms or weapons by any person on school premises or at school functions. Code §37-11-18 (1996) requires any student who possesses a knife, a handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commit a violent act on educational property be subject to automatic expulsion for one calendar year. The superintendent of the school is authorized to modify the period of time for expulsion on a case-by-case basis. Further, Code §37-15-9 (2003) does not require a school district to admit a student if he/she was expelled for an act involving violence, weapons, or other activity.

Code §97-32-29 (2000) further prohibits the use of tobacco on any educational property for adults who, if in violation, would be subject to a fine and issued a citation by a law enforcement officer. Educational property is defined as any public school building or bus, campus, grounds, athletic field, or other property used or operated during a school-related activity. Note: This policy meets CDC's definition of a tobacco-free schools policy.

Positive Behavior Instructional Support (PBIS)

The SCSD adheres to MDE's Multi-tied System of Support (MTSS) procedures for behavior interventions. PBIS is implemented as Tier I for behavior support for all students.

List of Implemented Programs that Address School Safety and Wellness

- Character Education- (Character Counts, Keystone, Random Acts of Kindness)
- Fire Prevention Week
- Bullying (Assemblies, Bullying Beans, etc.)
- Red Ribbon Week
- Emotional Wellbeing (Gulf Coast Mental Health, Presence Learning)
- Other programs and initiatives as determined by student data, superintendent, district safety director and/or principal

Stone Elementary School Safety/Crisis Management Team

Position	Name	Home Phone	Cellular Phone
Principal	Sandra Danzey		(601) 528-1453
Assistant Principal	Cyntria Young		(601) 723-6188
Lead Teacher	Rebecca Danner		(601) 408-9081
Counselor	Leesa King		(601)528-0656
Secretary	Patricia Jones		(601) 716-7420
Nurse	Lauren Hunt		(601) 795-7662
Food Service Manager	Daina Cronley		(228) 596-5218
Custodian	Carolyn Burney		(228) 324-3566
Teacher/Librarian	Dianna Williams		(601) 528-0404

Teacher	Abbey Amacker		(601) 528-3085
Teacher	Stacie Bond		(601) 928-8105
Teacher	Robbie Bretherick		(210) 213-3390
Teacher	Taylor Lindemann		(601) 480-8932
Teacher	Tony Cospelich		(601) 270-4776
Teacher	Jacqueline Moore		(601) 670-1410
Teacher	Amy Perry		(601) 528-1660
Teacher	Ranae Poole		(228) 669-9231
Teacher	Joelle Raynes		(601) 794-7688
Teacher	Miranda Vandezande		(228) 341-0340
Teacher	Courtney White		
Assigned School Resource Officer	William Head- SHS/SEC	601.528.4941	
	Jeffrey James- SMS	601-297-1527	
	Heath Maddox- PES/ SES	601-528-4892	

The school safety committee, facilitated by the site administrator, assists in developing the school safety program and monitors the process. Representatives on the school safety committee include personnel from instruction, food service, custodial and support services.

CPR/First Aid Certified Staff in the Building (List by Name and Contact Number)

1. Emily Dixon, Assistant Teacher - (601) 508 - 8042
2. Lauren Hunt, School Nurse - (601) 795 -7662
3. Jason Morgan, PE Coach - (321) 482 - 1231

Community Emergency Numbers

Ambulance...Fire...Police.....CALL...911

MDE Crisis Response Team...601-942-2445 cell

601-359-1335 office

.....

Fire Coordinator.....928-5446

Police Department (Stone County)..... 928-5444

Sheriff's Department..... 928-7251

Civil Defense..... 928-3077

.....

Health

Stone County Hospital 928-6600

Garden Park Hospital..... 575-7000

Department of Human Services.....	928-4996
Stone County Health Department.....	928-5293
American Red Cross.....	896-4511
Poison Control Center.....	800-256-9822

Law Enforcement

F.B.I.....	948-5000
Mississippi Highway Patrol.....	864-1314
United States Border Patrol.....	863-3582

Utilities

Mississippi Power Company.....	800-487-3275
Centerpoint Energy.....	800-371-5417
Blossman Gas, Inc (FEMA buildings only).....	928-4492
Stone County Water.....	928-0272
Stone Utilities.....	528-9900

Media

Sun Herald.....	896-2100
WLOX – TV.....	896-1313
WXXV – TV.....	832-2525
Stone County Enterprise	928-4802

<u>Important Numbers</u>		
Crime Stoppers Hotline	Local	601- 928-4141
CONNECTIONS HOT LINE		1 -888-827-4637
ANIMAL SHELTER		(601) 928-1930
(Call local police for assistance)		

The principal will update and post evacuation plans in each room of his or her building annually. This plan will be used for fire, bomb threat, explosion, loss of a building’s structural integrity, hazardous materials and other crises requiring evacuation.

Evacuation is considered a last line of defense and should only be implemented when the life and/or health of students, employees, guests, or visitors is threatened. Exits are highly visible and exit pathways labeled with appropriate EXIT signs. Know the route to the nearest exit from your location. In the event of a fire or other condition, which necessitates evacuation of the building, do the following as outlined in site/school specific evacuation plans:

Emergency Procedure:

- Students and staff will calmly and quickly move to assigned evacuation locations.
- Teachers will follow students out and stay with students.
- Stay together and gather at a safe distance (minimum 500 feet for fires and 1000 feet for bomb threats) from the building at designated gathering points. See the plan for each location.

- Teachers will call roll to determine if any students are missing.
- Teachers will report missing students to principal.
- If it cannot be determined that all persons have safely exited the building, the responding fire team, or other designated emergency response team must be notified.
- Unattached students will report to the nearest teacher. Teachers should note student additions and send this information to principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site release.
- Designate a specific location for medical personnel to conduct triage.

Each classroom shall contain emergency packs that include color cards for outside evacuations only (Red – have an emergency issue, Yellow – need assistance from an Administrator, Green – no issues), class roster with emergency student contacts, emergency procedures checklist, whistle, and list of any specific special needs (medications, dietary needs, or other medical issues pertaining to students). –NEW ADDITION REQUIRED BY MDE

Training:

School Principals and Department Heads shall ensure that employees receive information and training on the elements of the emergency crisis and response plan during orientation and at least annually thereafter.

Training shall include, but not be limited to:

- School/facility layouts and escape routes
- Awareness of handicapped individuals who may need extra assistance
- Hazardous areas to be avoided during emergencies
- Rooms and other spaces that need to be checked for visitors and employees who may be trapped or otherwise unable to evacuate the area during an emergency.
- Any duties/responsibilities the employee may have in support of plan.

Caring for Special Needs Students

The schools in the Stone County School District prepare students with disabilities for disasters and/or emergencies through frequent training drills to alleviate safety problems in the event of a real emergency. Teachers and principals' responsibility has greatly increased as students move into least restrictive environment (LRE).

To ensure the safety of differently abled students, we realize the critical need for principals and teachers to have emergency procedures for students who need assistance to evacuate.

The following procedures should be followed:

1. Make sure students with disabilities understand and will carry out actions required in an emergency. Each school is required to provide 30 minutes of safety instruction and conducts at least one fire drill a month.
2. A team will be in place to assist students with disabilities during the emergency. A team of adults has been organized to help meet the need of the special needs children to ensure better student safety. This team is made up of teachers, aides, and the school nurse.

3. Select a classroom that is close to an exit for location to place students with disabilities. Special attention is given to handicap accessibility of nearby exits to ease emergency evacuations for students in wheelchairs and braces.
4. Determine the ways students need help during and after an emergency based upon one or all of the following.
 - difficulty hearing a warning or instructions concerning evacuations
 - difficulty with a seeing-eye or hearing-ear dog that may become confused during emergency
 - difficulty operating a wheelchair or walker
 - difficulty understanding instructions while under stress, or having an illness aggravated by stress

A list is maintained in the principal's office and the nurse's station of important items that a student might need in an emergency, such as medication administration, phone numbers for the parent or doctor, or special equipment needs. Special medical alert tags are also available that identify the student's needs in case of injury or the inability to communicate.

Individuals Requiring Special Assistance During Emergency

Name: _____ **Homeroom/Location:** _____

Assistance required: _____

Person assigned to assist: _____

Special issues/notes: _____

Name: _____ **Homeroom/Location:** _____

Assistance required: _____

Person assigned to assist: _____
Special issues/notes: _____

Name: _____ **Homeroom/Location:** _____
Assistance required: _____

Person assigned to assist: _____
Special issues/notes: _____

Name: _____ **Homeroom/Location:** _____
Assistance required: _____

Person assigned to assist: _____
Special issues/notes: _____

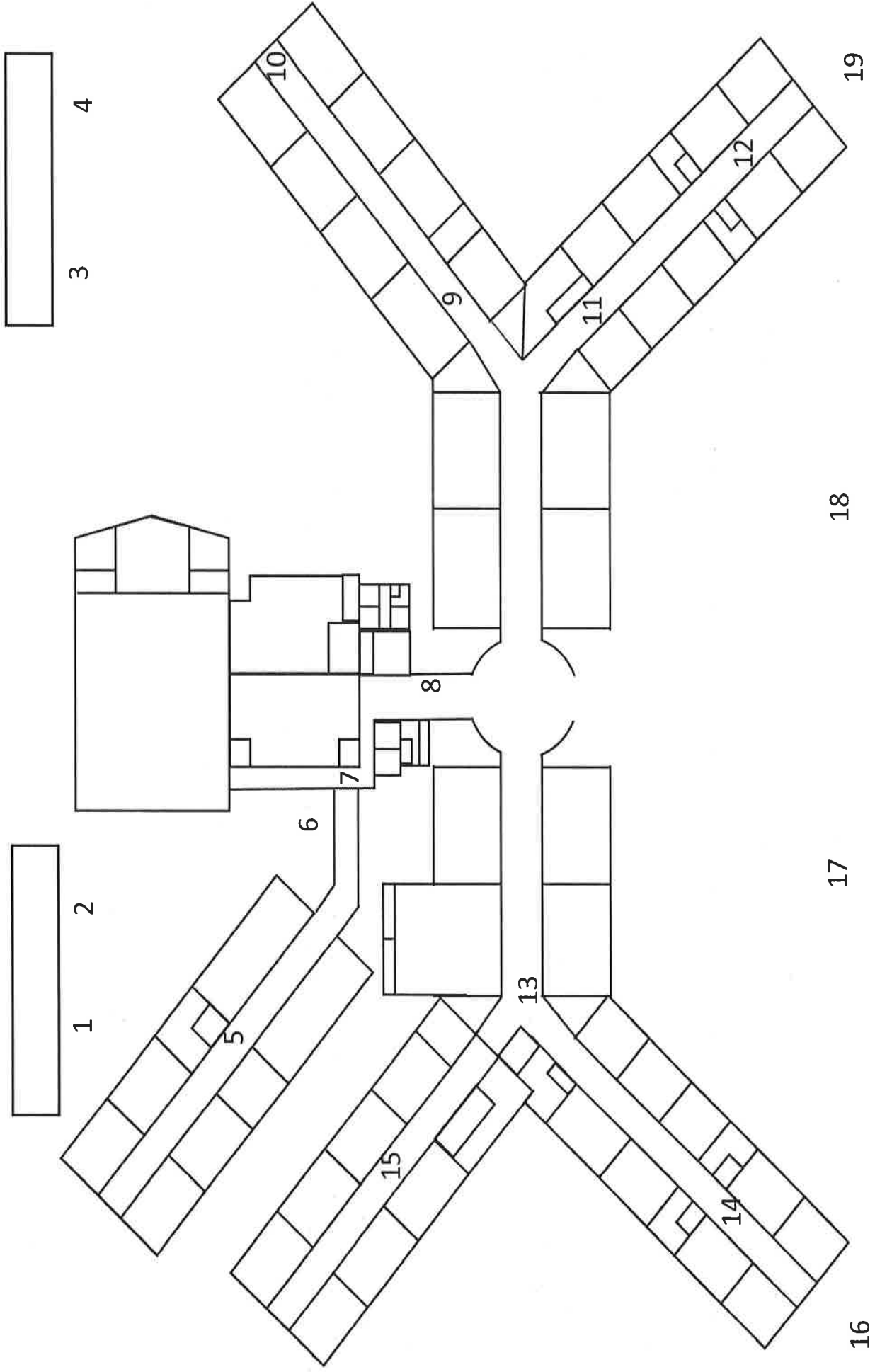
Stone Elementary School 2020-2021 Duty Assignment		
Post #	Post	Name
1	Car Rider/Temp check 3-5	A. Perry
2	Car Rider/Temp check 3-5	St. Davenport
3	Car Rider/Temp check K-2	J. Wicker
4	Car Rider/Temp check K-2	L. Parker
5	Fifth Grade Hallway	J. Moore
6	Breezeway	T. Cospelich
7	Cafeteria Hallway	J. Raynes
8	Intervention Hallway	R. Turmon
9	First grade Hall	A. Theriot
10	End of First Grade Hallway	S. Lee
11	Second Grade Hallway	H. Rushing
12	End of Second Grade Hallway/ temp check	D. Williams
13	Corner of 3rd and 4th Grade	H. Kellogg
14	Third Grade Hallway/ temp check	J. Cobb
15	4th Grade Hallway	A. Turmon
16	Bus Duty	S. Compston
17	Bus Duty (p.m. only)	Latimer
18	Bus Duty (p.m. only)	Su. Davenport
19	Bus duty	J. Pierce

Note: If you are absent or unable to fulfill your duty assignment, it is your responsibility to find someone to cover your post. Supervision is a critical component in maintaining a safe/healthy environment for our students.

All duty assignments are a.m./p.m. with the exception of posts 18 and 19 which are p.m. only.

Christina Byrd will have morning duty at post 9 on Thursday mornings. Christina Byrd may be available to sub on days when she is at SES.

Haley Latimer and Suzanne Davenport may sub in the a.m. with the exception of Thursday mornings.



**Stone Elementary School
Dutv Assignment Map**

SES MASTER SCHEDULE 2020 - 2021

Kindergarten	8:00 - 8:50	9:00 - 12:15	12:20 - 1:10	1:15 - 1:30	1:35 - 2:50
	Activity (50 min)	Instruction (195 min)	Lunch (50 min)	Recess (15 min)	Instruction (75 min)

1st Grade	8:00 - 8:55	9:00 - 9:50	9:50 - 12:15	12:20 - 1:10	1:15 - 2:30	2:35 - 2:50
	Instruction (55 min)	Activity (50 min)	Instruction (145 min)	Lunch (30 min)	Instruction (75 min)	Recess (15 min)

2nd Grade	8:00 - 9:55	10:00 - 10:50	11:00 - 11:40	11:45 - 12:05	12:10 - 1:30	1:35 - 1:50	1:55 - 2:50
	Block One (115 min)	Activity (50 min)	Lunch (40 min)	Block One (20 min)	Block Two (80 min)	Recess (15 min)	Block Two (55 min)

3rd Grade	8:00 - 9:15	9:20 - 9:35	9:40 - 10:45	10:50 - 11:00	11:00 - 11:35	11:40 - 11:55	12:00 - 12:50	12:55 - 2:50
	Block One (75 min)	Recess (15 min)	Block One (65 min)	Block Two (10 min)	Lunch (35 min)	Block Two (15 min)	Activity (50 min)	Block Two (115 min)

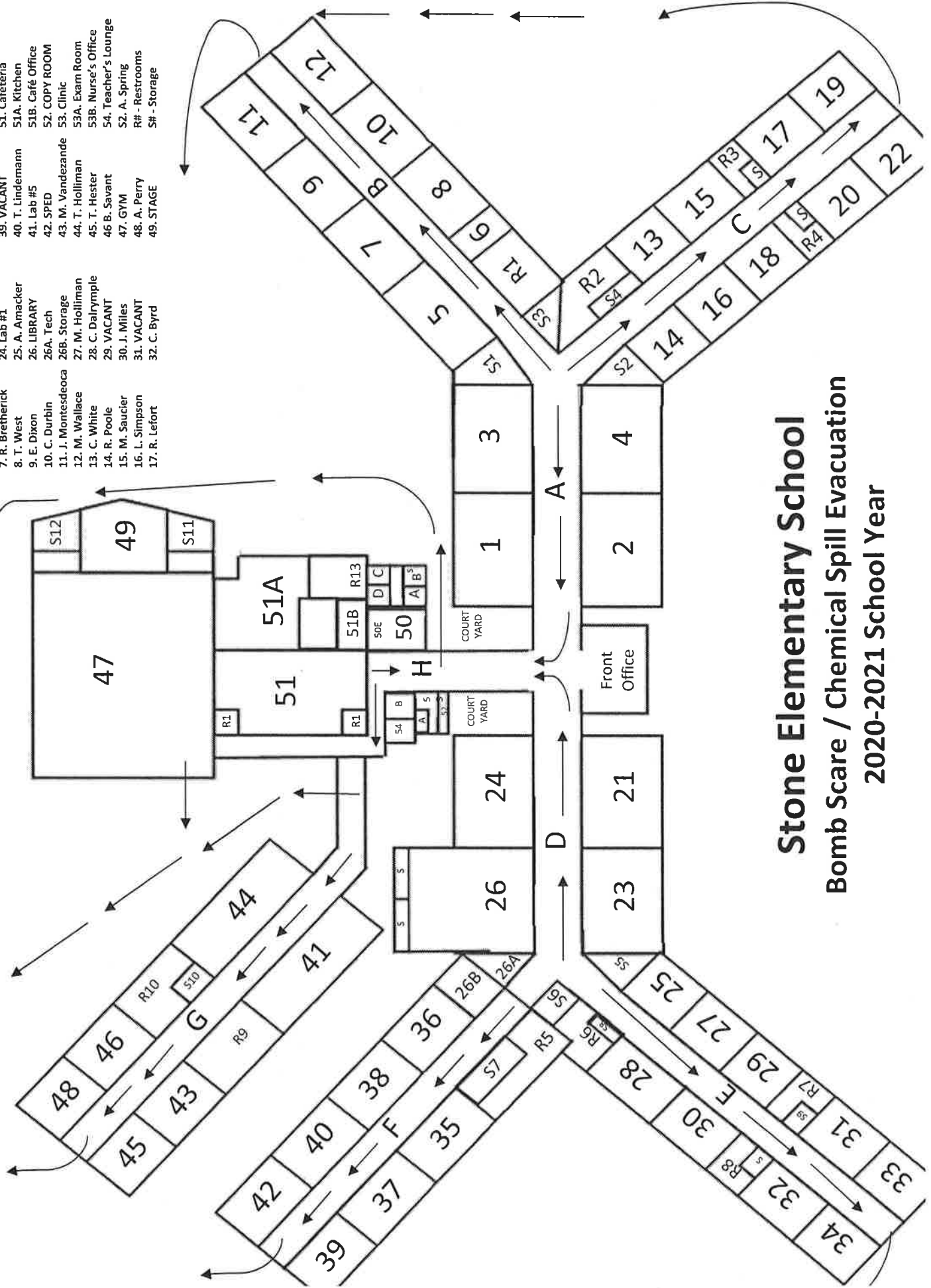
4th/5th POD A	8:00 - 9:10	9:15 - 10:25	10:30 - 11:40	11:45 - 12:25	12:25 - 12:40	12:45 - 1:55	2:00 - 2:50
	Block One (70 min)	Block Two (70 min)	Block Three (70 min)	Lunch (40 min)	Recess (15 min)	Block Four (70 min)	Activity (50 min)

4th/5th POD B	8:00 - 9:10	9:15 - 10:25	10:30 - 10:45	11:45 - 12:25	12:30 - 12:45	12:50 - 1:00	1:00 - 1:50	1:55 - 2:50
	Block One	Block Two	Recess	Lunch	Block Three	Block Four	Activity	Block Four

	(70 min)	(70 min)	(15 min)	(50 min)	(40 min)	(15 min)	(10 min)	(50 min)	(55 min)
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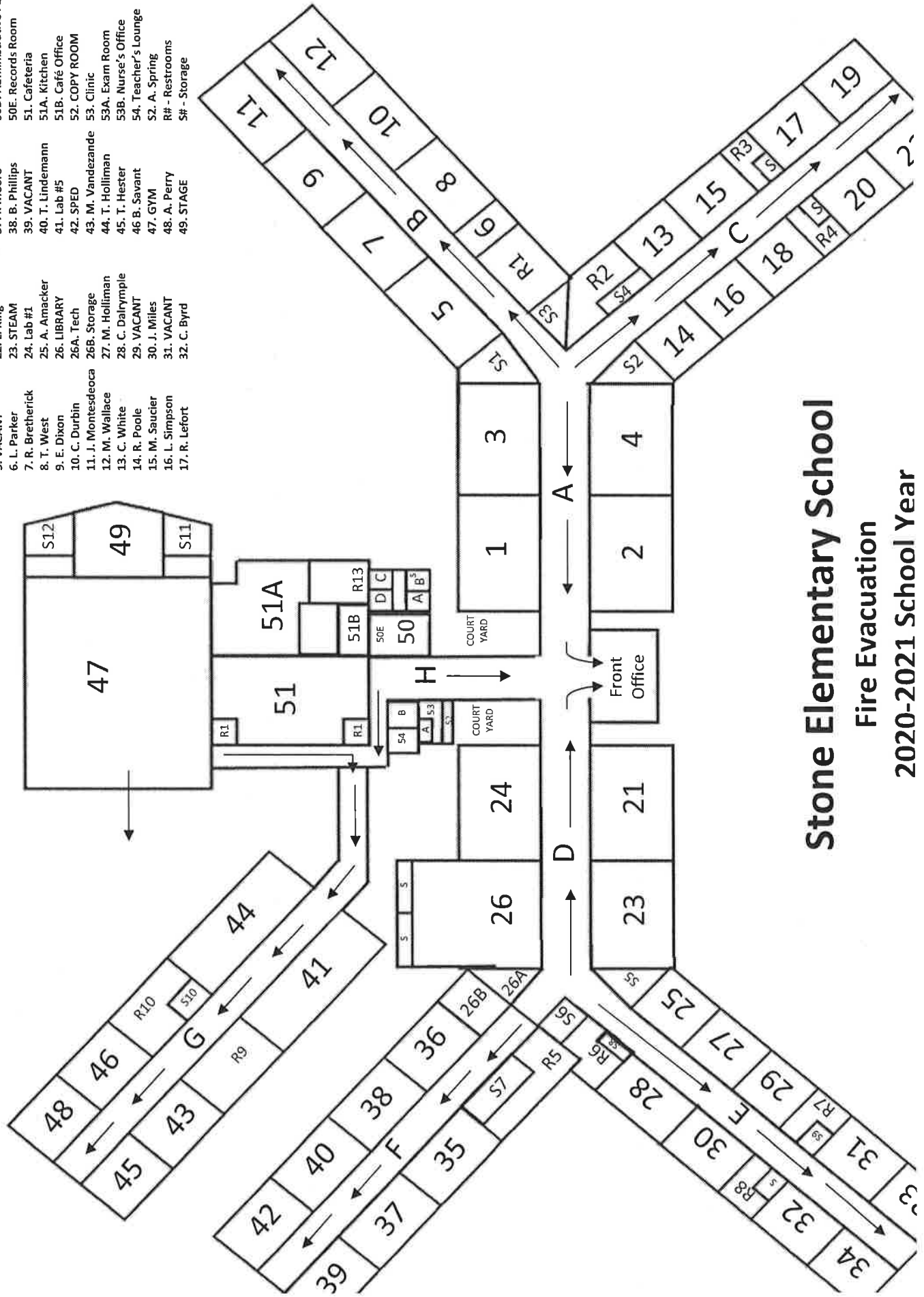
- 1. C. Lofton
- 2. P. Duncan
- 3. C. Byrd
- 4. S. Bond
- 5. VACANT
- 6. L. Parker
- 7. R. Bretherick
- 8. T. West
- 9. E. Dixon
- 10. C. Durbin
- 11. J. Montesdeoca
- 12. M. Wallace
- 13. C. White
- 14. R. Poole
- 15. M. Saucier
- 16. L. Simpson
- 17. R. Lefort
- 18. T. Stockton
- 19. J. Raynes
- 20. Collaboration Rm
- 21. Lab #2
- 22. L. King
- 23. STEAM
- 24. Lab #1
- 25. A. Amacker
- 26. LIBRARY
- 26A. Tech
- 26B. Storage
- 27. M. Holliman
- 28. C. Dalrymple
- 29. VACANT
- 30. J. Miles
- 31. VACANT
- 32. C. Byrd
- 33. Lab #3
- 34. Lab #4
- 35. C. Granger
- 36. Small Lab
- 37. I. Moore
- 38. B. Phillips
- 39. VACANT
- 40. T. Lindemann
- 41. Lab #5
- 42. SPED
- 43. M. Vandezande
- 44. T. Holliman
- 45. T. Hester
- 46 B. Savant
- 47. GYM
- 48. A. Perry
- 49. STAGE
- 50. Administrative Offices
- 50A. Principal
- 50B. Lead Teacher
- 50C. Assistant Principal
- 50D. Administrative Assistant
- 50E. Records Room
- 51. Cafeteria
- 51A. Kitchen
- 51B. Caf  Office
- 52. COPY ROOM
- 53. Clinic
- 53A. Exam Room
- 53B. Nurse's Office
- 54. Teacher's Lounge
- 52. A. Spring
- R# - Restrooms
- S# - Storage

**Evacuate to
Baseball**



Stone Elementary School
Bomb Scare / Chemical Spill Evacuation
2020-2021 School Year

- 1. C. Lofton
- 2. P. Duncan
- 3. C. Byrd
- 4. S. Bond
- 5. VACANT
- 6. L. Parker
- 7. R. Bretherick
- 8. T. West
- 9. E. Dixon
- 10. C. Durbin
- 11. J. Montesdeoca
- 12. M. Wallace
- 13. C. White
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- 50C. Assistant Principal
- 50D. Administrative Assistant
- 50E. Records Room
- 51. Cafeteria
- 51A. Kitchen
- 51B. Café Office
- 52. COPY ROOM
- 53. Clinic
- 53A. Exam Room
- 53B. Nurse's Office
- 54. Teacher's Lounge
- 52. A. Spring
- R# - Restrooms
- S# - Storage

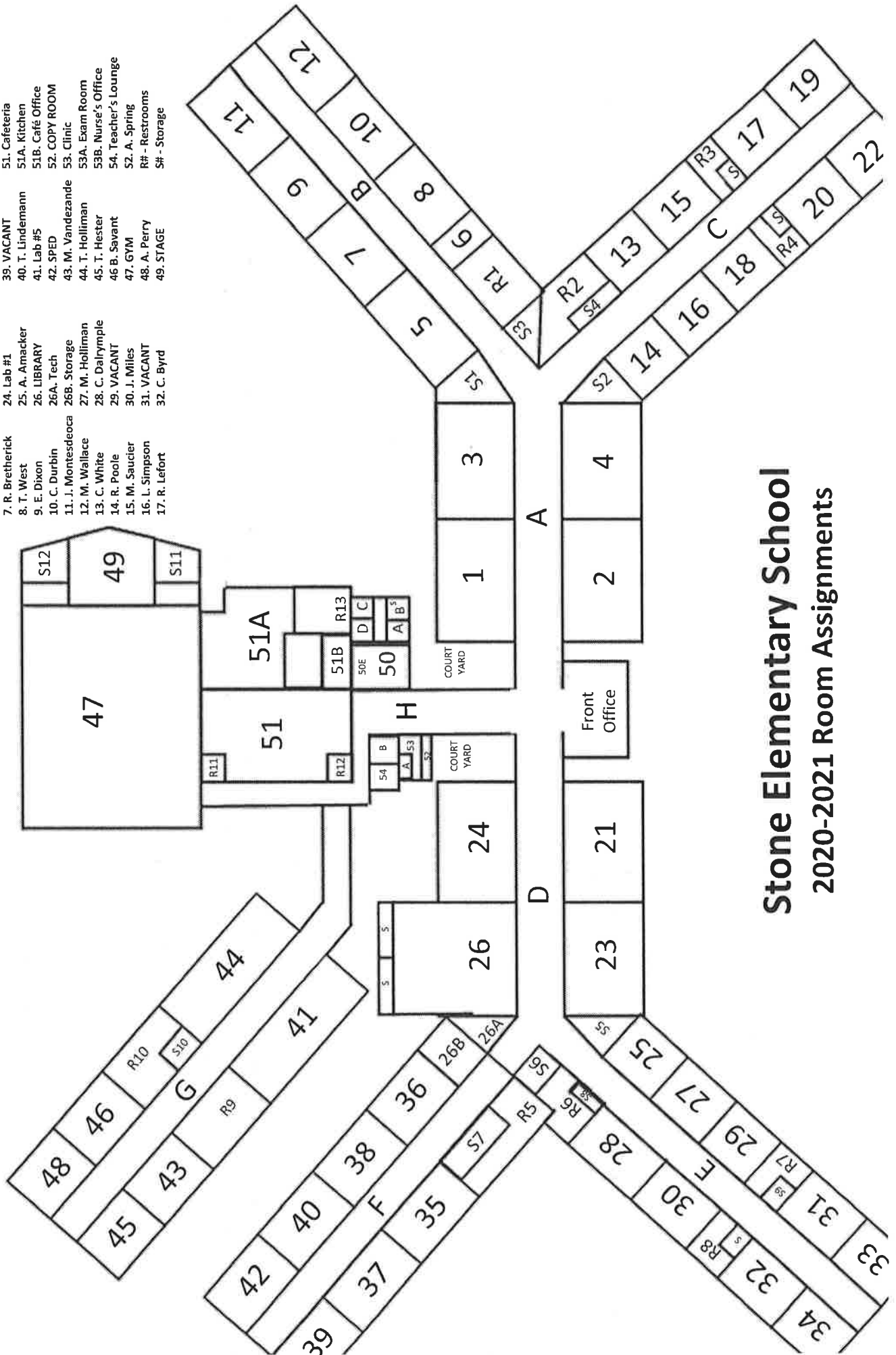


Stone Elementary School

Fire Evacuation

2020-2021 School Year

- 1. C. Lofton
- 2. P. Duncan
- 3. C. Byrd
- 4. S. Bond
- 5. VACANT
- 6. L. Parker
- 7. R. Bretherick
- 8. T. West
- 9. E. Dixon
- 10. C. Durbin
- 11. J. Montesdeoca
- 12. M. Wallace
- 13. C. White
- 14. R. Poole
- 15. M. Saucier
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- 17. R. Lefort
- 18. T. Stockton
- 19. J. Raynes
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- 24. Lab #1
- 25. A. Amacker
- 26. LIBRARY
- 26A. Tech
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- 29. VACANT
- 30. J. Miles
- 31. VACANT
- 32. C. Byrd
- 33. Lab #3
- 34. Lab #4
- 35. C. Granger
- 36. Small Lab
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- 46. B. Savant
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- 50. Administrative Offices
- 50A. Principal
- 50B. Lead Teacher
- 50C. Assistant Principal
- 50D. Administrative Assistant
- 50E. Records Room
- 51. Cafeteria
- 51A. Kitchen
- 51B. Café Office
- 52. COPY ROOM
- 53. Clinic
- 53A. Exam Room
- 53B. Nurse's Office
- 54. Teacher's Lounge
- 52. A. Spring
- RF - Restrooms
- SH - Storage

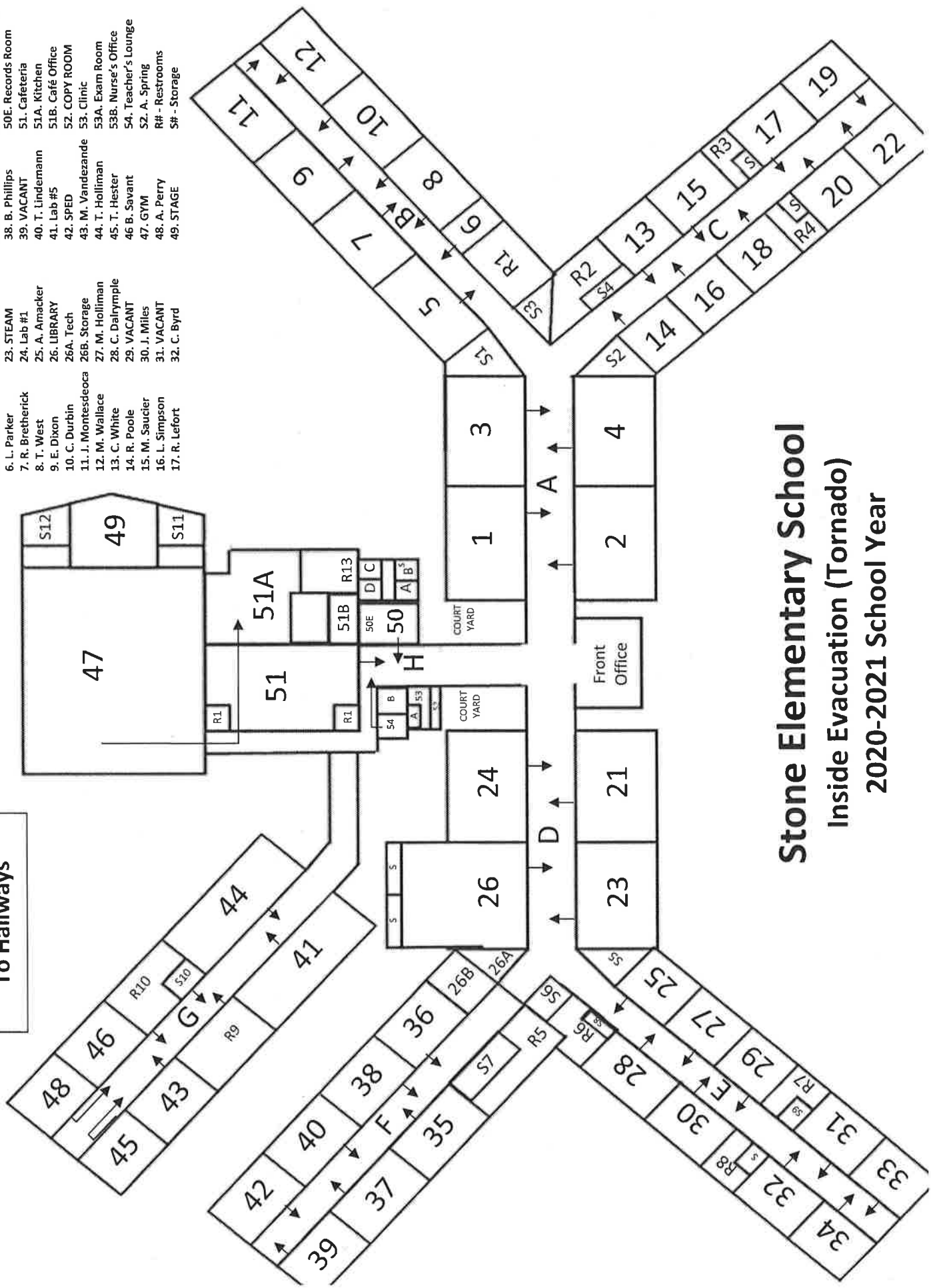


Stone Elementary School

2020-2021 Room Assignments

**Classes Evacuate
To Hallways**

- 1. C. Lofton
- 2. P. Duncan
- 3. C. Byrd
- 4. S. Bond
- 5. VACANT
- 6. L. Parker
- 7. R. Bretherrick
- 8. T. West
- 9. E. Dixon
- 10. C. Durbin
- 11. J. Montesdeoca
- 12. M. Wallace
- 13. C. White
- 14. R. Poole
- 15. M. Saucier
- 16. L. Simpson
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- 28. C. Dalrymple
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- R# - Restrooms
- S# - Storage



Stone Elementary School
Inside Evacuation (Tornado)
2020-2021 School Year

Evacuation, Family Relocation (FRA) and Triage Areas

Evacuation: A minimum safe distance of 500 feet is required during fire evacuation, 1500 feet for bomb threats and other hazards. Students and staff must all be accounted for during evacuations. Fire evacuation routes must be posted in each classroom. The FRA must be clearly designated.

On-Site Evacuation Location (i.e. fields, parking lot, etc.)

Primary Location:

SES: Baseball Field

PES: MGCCC

SMS: Football field

SHS: Football field

CO: Bus Barn

Secondary Location:

INSERT HERE

Off-Site Evacuation/Reunification Location

KEEP SPECIFIC SCHOOL LOCATION HERE- REMOVE ALL OTHERS

Primary Location:

PES: MGCCC

SES, SMS, SHS, SEC: Blaylock Park

Secondary Location:

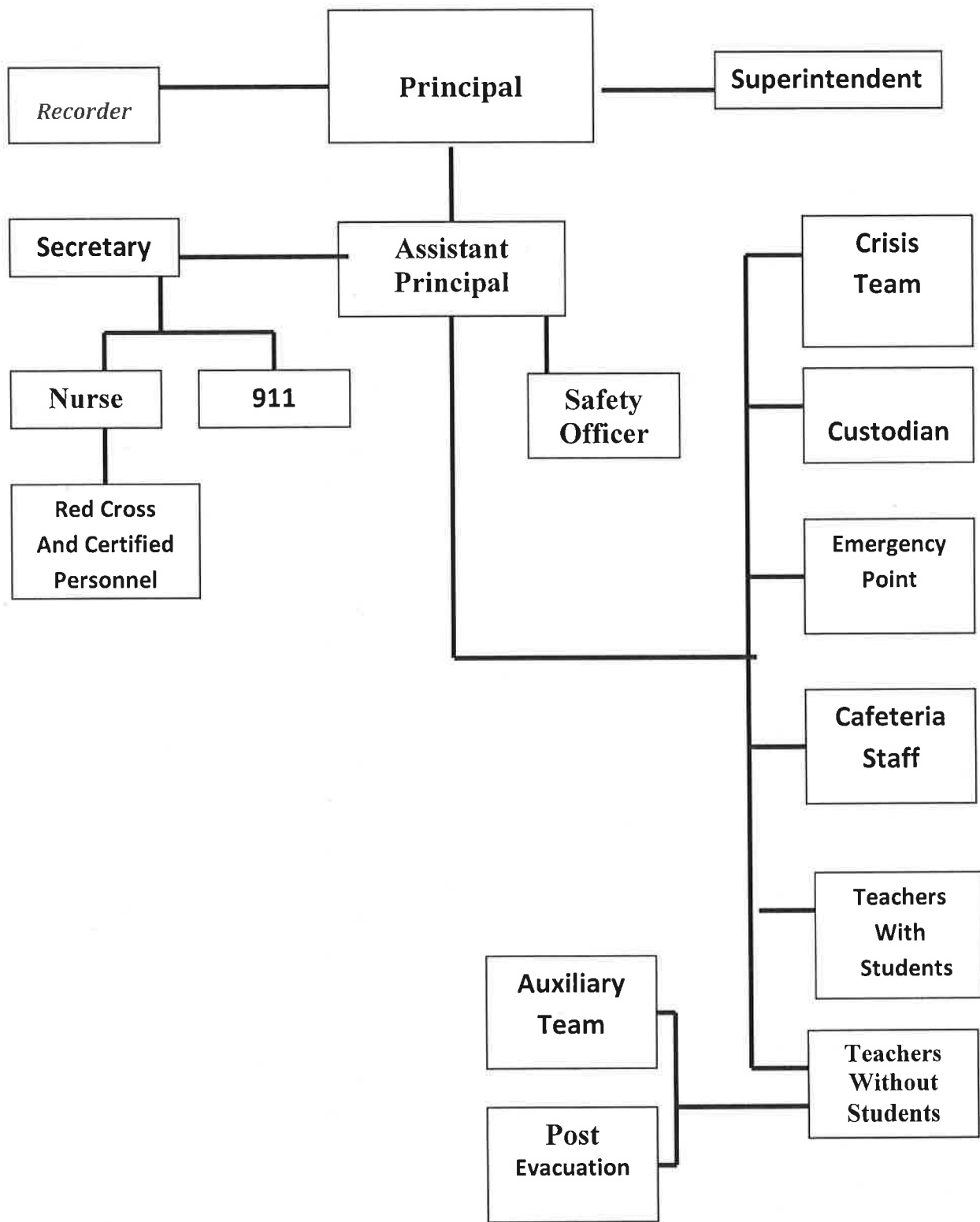
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Triage Area is staged in or adjacent to the park.

Media Staging Area

Superintendent's Office

Incident Command System School



Stone Elementary School Emergency Phone Chain

#	NAME	CELL #	ALTERNATE #	HOME #
1	Danzey, S.	601-528-1453	601-528-3210	
2	Young, C.	601-723-6188		
3	Danner, R.	601-408-9081		
4	Amacker, A.	601-528-3085		
5	Bond, S.	601-928-8105		601-928-3029
6	Bretherick, R.	210-213-3390		
7	Brewer, S.	228-596-2292		601-928-0219
8	Burnette, A.	251- 408-2165		
9	Burney, C.	228-324-3566		
10	Byrd, C.	601-508-0481		
11	Cobb, J.	228-216-1446		
12	Compston, S.	228-669-7849		
13	Cospelich, M.	601-620-8831		
14	Cospelich, T.	601-270-4776		
15	Dalrymple, C.	601-716-6198		
16	Davenport, St.	601-528-3205		
17	Davenport, Su.	228-806-9703		
18	Dixon, E.	601-508-8042		
19	Duncan, P.	601-528-0656		
20	Dubin, C.	985-974-9473		
21	Ferrell, T.	601-514-5246		
22	Granger, C.	228-697-7726		
23	Hester, T.	601-528-1741		
24	Holliman, A.	601-928-8482		
25	Holliman, M.	228-229-6832		
26	Holliman, T.	601-528-3527		
27	Hunt, L.	601-795-7662		
28	Jones, P.	601-716-7420		
30	King, L.	601-528-0656		
31	Kellogg, H.	601-528-4434		

Stone Elementary School Emergency Phone Chain

#	NAME	CELL #	ALTERNATE #	HOME #
32	Latimer, H.	228-861-0122		
33	Lee, S.	228-326-4007		
34	Lefort, R.	601-270-0687		
35	Lindemann, T.	601-480-8932		
36	Lofton, C.	318-573-5760		
37	Long, DD	601-928-9884		
38	Miles, J.	601-528-0930	601-528-0405	
39	Moore, I.	501-954-0348		
40	Moore, J.	601-670-1410		
41	Morgan, J.	321-482-1231		
42	Newton, C.	601-325-0450		
43	Parker, B.	601-528-0789		
44	Parker, L.	601-606-4124		601-583-0420
45	Perry, A.	601-528-1660		601-528-9412
46	Phillips, B.	601-463-2367		
47	Pierce, J.	228-697-7499		
48	Poole, R.	228-669-9231		
49	Raynes, J.	601-794-7688		
50	Rushing, H.	601-528-4839		
51	Saucier, M.	228-217-4522		
52	Savant, Belinda	601-528-3116		
53	Savant, B.	228-223-1040		
50	Simpson, L.	228-257-9507		
52	Spring, A.	601-528-5004		
53	Stockton, T.	208-301-4847		
	Theriot, A.	601-466-0548		
54	Turmon, A.	228-760-1056		
55	Turmon, R.	228-341-6556		601-928-3144
56	Vandezande, M.	228-341-0340		
	Wallace, M.	601-528-1203		
58	West, T.	601-344-8909		
59	White, C.	601-325-5246		

	Williams, A.	769-926-3151		
60	Wicker, J.	601-528-0144		601-928-0337
63	Williams, Dianna	601-528-0404		601-928-2918
	Willison, T	(601) 754-5686		

Accident/Serious Injury/Illness

Definition: An accident occurs when an individual is unintentionally injured or an emergency where one or many are sick or injured.

Immediate concern is to aid the injured or sick student, staff member, or visitor.

Emergency Procedure:

- If serious contact or have some call ___-911 immediately.
- The principal will assess nature and extent of injuries.
- The principal will contact first aid providers.
- First aid responders will initiate prompt first aid/medical services with the following:
 - Check person for airway blockage, breathing, etc.
 - Control severe bleeding, treat for shock if necessary.
 - Check for poisoning or ingestion of chemicals.
 - Provide CPR/first aid as necessary until back up medical services arrives at the scene.
- Call ___-911 for emergency assistance. Alternate emergency numbers:
 - Stone County Hospital 928-6600
 - Ambulance 928-2800 - 911
- School security will remove uninjured students from accident site. If evacuation is necessary, verify that all students and staff are out of the building at a distance for maximum safety.
- If evacuation is necessary, each teacher must take class list and grade book.
- The principal will notify the superintendent's office, who will immediately notify the proper departments (security director, crisis coordinator, and public relations coordinator).
- The crisis coordinator will convene local crisis team, if needed.
- The principal will notify parents of the nature and extent of injury.
- The public relations coordinator will prepare statement for the media (if needed).
- The principal will document actions and decisions concerning accidents.

NOTE Proper Protective Equipment Must Be Worn At All Times.

Medical Emergency

(Call 911)

Definition: A medical emergency exists anytime a school incident exceeds the need for basic first aid.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a medical emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Be prepared to state the nature of the emergency and location. Provide emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.
- Principal will contact the parents and inform them of any first aid or illness that occurs while the child is at school.
- Administer first aid.
- Do not give medication by mouth unless specifically ordered to do so by the physician and appropriately signed authorizations from the parent and physician are on file.
- First aid provider will stay with the student until dismissed to the parent or until returned to the classroom.
- In the event that a student is transported to a health-care facility, the principal will designate a school staff person to stay with the child until the parent is present.
- No seriously ill or injured student should be allowed to go home without being accompanied by a responsible adult.
- A student should not be left at home unattended.
- All medical incidents should be documented.

****Utilize Bomb Threat Report Checklist

Bomb Threat (MS Code 97-37-21)

Definition: A bomb threat usually occurs when the school receives an anonymous telephone message advising that a bomb has been placed somewhere on the school site. A bomb threat may be a prelude to attempted robbery, hostage taking, kidnapping, or just a student trying to get out of a test at school. However, a threat must be taken seriously at all times.

Most bomb threat telephone calls are very brief; the message is stated in a few words and then the caller hangs up the telephone. Every effort should be made to obtain detailed information from the caller, such as the five questions listed below. If possible, use the BOMB THREAT form to record information and record identifying qualities of the caller.

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does the bomb look like?
4. Where did you place it? (Attempt to get the caller to identify the building or location.)
5. Why did you place the bomb in the school?

Emergency Procedure:

- Clerical staff will immediately notify the principal/designee of the bomb threat.
- Clerical staff will document the threat (use the bomb threat checklist).
- The principal will notify law enforcement by calling ___-911 and security coordinator.
- The principal will decide whether to evacuate immediately and search the facility or to make a preliminary search prior to any other action.
- Principal will instruct teachers and staff as they are evacuating their classrooms and building, they must be watchful for anything that they don't recognize as being "normal", i.e. briefcases, bags in unusual places, pipes laying in unusual places. If they don't observe anything unusual in the classrooms, close the door after the last student is out. (The closed door will indicate to the police that nothing unusual was observed in the classroom.) Do Not Lock The Doors!
- The principal will evacuate the building, if warranted (1000 feet or more).
- A search team composed of police officers and staff members will conduct a visual search of the building and report to the principal any items or containers that are unusual or foreign to the normal operation. Do not handle the item under suspicion.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- The principal will be responsible for controlling the use of two-way radios and cell phones during a bomb threat.
- The principal will be responsible for developing and maintaining a visual search plan designed to meet the specific needs of his or her building.
- The principal will be responsible for conducting a search plan drill at least once each semester.
- The clerical staff will close all vaults and secure all records.

- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Teachers will take class roll and notify the principal if someone is missing.
- The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of Policy/Fire Departments.
- In the case of inclement weather or delayed reentry into the school building(s), the principals will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location is the city park and MGCCC for PES. The superintendent/designee must be informed prior to moving students/staff to predetermined location.
- Public relations coordinator will prepare statement for the media.
- The principal will prepare fact sheet to help those answering phones.

What not to do if a bomb is found:

- **Do not** touch suspected explosives.
- **Do not** move suspected bombs.
- **Do not** place suspected bomb in water.
- **Do not** cut or pull any wires attached to suspected explosives.
- **Do not** attempt to cut strings, pull fuses, or release hooks attached to a suspected device.
- **Do not** use or pass metallic tools near suspected bombs.
- **Do not** smoke or allow open flames near suspected bombs.
- **Do not** use two-way radio or cellular phones near scene of suspected bomb.
- **Do not** investigate a suspected bomb too closely. Leave that to experts!

What to do if a bomb is found: (MS Code 97-37-25)

- Evacuate the area IMMEDIATELY according to school plan.
- Secure a perimeter of 1000 feet or more around the location.
- Call ___-911. Make sure the 911 operators understand that you have located a suspected explosive device. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- Members of the explosive ordinance disposal team will remove the bomb.
- The principal will document actions and decisions concerning bomb incident.

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police
1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: Time:
 Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:



Homeland Security

Intruder/Lockdown-Update

ARMED AND UNARMED PROCEDURES

Definition: An intruder is an individual in the building who has not followed established visitor procedures.

Any school personnel who observes a visitor in the building or on the school campus without a visitor's badge should call the office. The principal/designee will determine if it is a serious situation.

General Procedure:

- Staff to stop strangers.
- Inquire as to their business in building.
- Direct stranger to the office and explain visitor's policy.
- If stranger refuses to cooperate break contact and call the office.

Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is an intruder inside the school, whether the person is armed, his or her last known location, a description, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Notify all teachers that you have an emergency situation. The emergency signal is Go Lock Down. Please keep all students inside your classroom until further notice.
- Teachers will account for students and put a red card under the door if a student is injured or required medical assistance.
- ~~• Teachers will put a green card under the door if all students are accounted for and OK.~~
- ~~• List the names of missing students on an index card. Security personnel will collect cards.~~
- Principal will notify the central office at 928-7247.
- The central office will notify public relations, security coordinator, director of operations, and crisis management team coordinator.
- All classroom doors should be locked at the sound of the emergency signal.
- Teachers and students should move away from door and remain quiet and seated.
- Notify all students outside their classrooms to report to the nearest safe classroom.
- All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are forthcoming.

Severe Weather

Tornado, Thunderstorm, Hurricanes, Severe Winds, Flooding

Definitions: A hurricane is a tropical cyclone with winds of at least 74 miles per hour. These winds assume a counter clockwise circular motion around the center of the lowest pressure (eye). As the hurricane develops, the circular motion becomes more violent and often reaches speeds greater than 100 miles per hour.

A severe weather alert occurs when the National Oceanic and Atmospheric Administration issues a severe thunderstorm warning, tornado watch, or tornado warning.

Severe weather watch means that weather conditions are such that a severe thunderstorm may develop.

Severe weather warning means that a severe thunderstorm has developed.

Tornado watch means that weather conditions are such that a tornado may develop.

Tornado warning means that a tornado has been formed and sighted.

Emergency Procedure:

- During severe weather, the principal should review emergency procedures for his or her site.
- During severe weather, the principal should monitor appropriate weather radio systems.
- During severe weather watch, the principal should implement evacuation from outside portable buildings to a sheltered position inside the school building.
- Lightning is a threat during any severe thunderstorm. School personnel should move students inside to safety if lightning is occurring.
- During a tornado warning, students and teachers should move to areas offering the greatest tornado resistance (see school plan). Students and teachers should be seated on floor with their backs to corridor walls.
- During a tornado warning students and staff should avoid cafeterias, gyms, or any room with a wide free span roof.
- Teachers should check roll and notify the principal if someone is missing.
- The principal of each building will be responsible for preparing and posting a tornado evacuation plan for each classroom.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Officials in charge of athletic events should be aware of approaching severe storms or other weather-related emergencies. School officials should use the P. A. system to warn spectators of approaching severe weather. Game officials may stop play when unsafe weather conditions exist.

Fire -Update (Call 911)

Definition: A fire occurs when combustible materials ignite in the presence of oxygen and heat. A fire, in the building, or on the premises requiring evacuation.

Emergency Procedure:

- Sound the fire alarm or fire drill bell. This will implement the fire drill evacuation procedures.
- Call 911. Make sure the 911 operators understand the nature of the emergency. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Evacuate immediately. Exit through the nearest safe exit using all available doors.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Teachers will follow students out and stay with students.
- Teacher will call roll and report missing students to the principal.
- Notify the central office immediately. They will notify the proper departments.
- Students and staff should not return to the building until Fire Department officials declare the area safe.
- Any fire at a school facility must be reported to the Fire Department, even if it is a very small fire or the fire has already been extinguished.
- The principals will update and post evacuation routes in each room annually.
- Extinguish small fires if it is possible to do so without endangering lives, but notification of the Fire Department is mandatory for all fires.
- Render first aid, if necessary.
- The building principal will be responsible for conducting one fire drill each month after the first month of school.
- The principal will document actions and decisions concerning fire incident.

(See School Maps)

POST EVACUATION MAPS IN EACH CLASSROOM

Earthquake

Definition: An earthquake is the oscillating movement of the earth's crust caused by the rupturing of great masses of rock miles beneath the surface of the earth. This generally takes the form of slipping or sliding along a rupture plane (a weakness in the earth's crust) called a fault. There are three major types of earthquakes: Volcanic, Plutonic, and Tectonic. Tectonic is the most common and most destructive.

Earthquakes can occur at any time with no advance warning. The onset of a large earthquake is initially signaled by a deep rumbling or by disturbed air making a rushing sound. Probably the most disheartening feature in the aftermath of a damaging earthquake is the reported occurrence of aftershocks.

Emergency Procedure:

- Students and staff should stay put until tremors stop.
- Students and staff should duck and cover until tremors stop.
- Students and staff should take cover under desks and tables, against inside walls, or under doorways.
- Students and staff should be alert for possible aftershocks.
- Shut off any electrical or gas operated appliances.
- Students and staff should evacuate the building through nearest safe exit if instructed to do so. The earthquake evacuation signal is FIRE DRILL SIGNAL.
- Students should avoid overhead wires and utility poles.
- Teachers should call roll and report missing students to the principal.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Unattached students should report to the nearest teacher. Teachers should report student additions to the principal.
- The principal will make the decision for the students and other personnel to re-enter the building only after being advised to do so by the civil defense office and/or school architect/engineer.

Hazardous Materials Incident

Definition: A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity of form, which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Hazardous materials are commonly used and transported through Stone County therefore, hazardous materials accidents may occur as the result of human error or natural disaster. Disasters involving hazardous materials are likely to happen without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.

Off-Property Hazardous Materials Release Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate shelter in-place plan. The alert signal is GO TO LOCKDOWN.
- Tune into the emergency radio system regarding any type of emergency situation.
- The principal will notify the superintendent's office, who will immediately notify the proper departments.
- Close all windows and doors. Stay in the building. Disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
- Do not proceed outside unless directed. If required, take action to evacuate the building and if necessary, the school site. Stay upwind of the hazardous materials.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- The off campus alternative site for student transfer is as follows: the city park and MGCCC for PES, Bus Barn for CO. (N S E W)
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- First aid providers will render first aid if necessary.
- Do not approach a hazardous material area until a positive identification of material has been made.
- The site of a hazardous materials incident is to be isolated to the extent necessary as soon as possible.
- If positive identification of the material cannot be made, assume the materials to be dangerous.
- The fire chief will be the on-scene commander during a hazardous material incident.
- The fire chief will notify other emergency agencies and the Stone County emergency management director.
- The principal will determine if evacuation is necessary. If so, initiate evacuation procedure immediately.

- Keep all people upwind to avoid smoke, fumes, and dusts.
- The principal will document actions and decisions concerning hazardous materials incident.

Within The Facility Hazardous Materials Release Emergency Procedure:

- Evacuate the contaminated area and seal it off.
- Attempt to identify the chemical.
- Determine the hazard level presented as reflected in the MSDS sheet
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- If decontamination can be conducted with school assets, do so.
- If not, Call -911. Make sure the 911 operators understand that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate evacuation plan, **if necessary**. The Alert Signal is: FIRE DRILL SIGNAL.
- If necessary, evacuate the school site.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- Off campus alternative site: _____ N S E W.
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- The building shall not be re-entered until authorization is given by the fire department.
- First aid providers will render first aid if necessary.
- The principal will document actions and decisions concerning hazardous materials incident.

Pandemic/Epidemic Operations Implementation

A statewide pandemic will be declared upon the confirmed diagnosis of one person within the state of Mississippi.

- Ensure initiation of all infection control procedures and personal protective equipment as outlined in this manual.
- Initiate liaison with local EOC.
- Initiate liaison with the county health officer. Follow the local Emergency Management and Health Department guidance regarding, social distancing, and possible school or district closures.
- Maintain detailed surveillance of school attendance data.
- Initiate student and parent pandemic education programs in accordance with Mississippi Department of Education Guidance.
- Initiate preparations for school closure upon 10% infection rate. (Factor in normal truancy and absentee rate).
- Identify key staff (essential personnel) that will have to work during school closure.
- Consider reduced work schedules, flex time, telecommuting options, etc. Expect approximately 40% of personnel to be out due to illness or caring for an ill family member.
- Institute personal protective equipment (PPE) regular use by all staff upon recommendations of State or Local Health Department.

Blood borne Pathogens Exposure Control

In concert with Stone County School District's adoption of OSHA standards as a minimum safety standard, and in accordance with the OSHA Blood-borne Pathogens standard, 29 CFR 1910.1030, revised to include the pertinent changes to the OSHA Standard effective April 18, 2001 relative to sharps, protection from needle sticks, and employee involvement in identifying and selecting safer sharps protection devices, the following exposure control plan has been developed/revised:

Exposure Determination

OSHA requires employers to perform an exposure determination to identify which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At Stone County School District's facilities, the following job classifications are in this category:

Job Classification Task/Procedures

- School Nurse Student illness & accidents
 - First Aid Responders Medical cuts/abrasions, etc. involving first aid
 - Security Personnel Accident and injury response
 - Coaches Sports injuries
- In addition, if the employer has job classifications in which some employees may have occupational exposure, then a listing of those classifications is required. This listing should include tasks or procedures what would cause these employees to have occupational exposure in order to clearly understand which employees are affected. The job classifications and associated tasks/procedures for these categories are as follows:

Job Classification Task/Procedures

- Teachers & staff First aid
- Secretaries First aid
- Maintenance Personnel Sewerage compounds/system repairs
- Bus Drivers First aid
- Custodial Personnel Needles, spills, injury cleanup
- **Implementation Schedule and Methodology**- OSHA requires this plan include a schedule and method of implementation for the various requirements of the standard.
- **Review & Update** – This Plan will be reviewed and updated under the following
- Annually, on or before the anniversary date of this policy.
- Whenever new or modified tasks and procedures and implemented which could affect the occupational exposure of our employees.
- Whenever our employee’s jobs are revised so that new instances of occupational exposure may occur.
- Whenever we establish new functional positions within our facility that may involve exposure to blood borne pathogens.

Additionally, an annual review will be held to consider and implement appropriate commercially available and more effective/safer medical devices designed to eliminate or minimize occupational exposure (e.g. sharps containers). This review process shall involve solicitation of input from non-managerial employees potentially exposed to injury from contaminated sharps. This input shall be pertinent to the identification, evaluation, and selection of effective engineering and work practice controls. This evaluation process shall be documented and included with each annual update of the plan.

Compliance Methods

- Universal precautions will be observed at all facilities in order to prevent contact with blood or other potentially infectious material. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
- Engineering, administrative and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains implementation of these controls, personal protective equipment shall also be utilized. Throughout Stone County School District, the following engineering and administrative

controls will be utilized:

- Portable sharps containers that are puncture resistant, bio-hazard labeled, and leak proof
- Hand washing facilities
- Nurse's office
- Blood spill kits
- Policy enforcement
- The Nurse will examine the above controls on a monthly schedule to ensure that they are properly maintained.
- Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. Hand washing facilities are located in each staff restroom, student restrooms, and employee break areas
- After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately, or as soon as feasible, with soap and water. If employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as appropriate, as soon as feasible, following contact.

Needles

- Any needles, syringes, etc. will be handled as if known to be contaminated. When needles/syringes/sharps are found, they will be disposed of in approved Sharps containers. The employee finding the needle/syringe will notify his/her immediate supervisor who will see that the Sharps container for that area is retrieved from its location, brought to the needle/syringe/sharp, the needle/syringe/sharp placed in the Sharps container, and the container returned to its normal location. Under no circumstances shall an employee attempt to carry the needle/syringe/sharp to the Sharps container or otherwise dispose of it. Needle/syringe/sharps shall not be bent, recapped, sheared or broken. All employees shall receive training on this procedure, and this training shall be documented and the records kept in the centralized training files.
- ***Containers should be transported to the needle or other devices for disposal, never transport the needle to the container.*** Containers will be checked monthly by the School Nurse and removed and disposed of when full.

Contaminated Equipment

- Equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or disposal and shall be decontaminated as necessary unless the contamination of the equipment is not feasible.

Personal Protective Equipment (PPE)

- All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time for which the protective equipment will be used.

- **Protective clothing will be provided to employees by their department.** Employees will sign for reusable PPE. PPE will be issued as follows:
 - School Nurse: latex gloves, lab style overcoats, plastic aprons, & eye shields.
 - Maintenance Personnel: latex gloves, protective outerwear (as needed)

The use of PPE is not an option. Employees are required to wear PPE when conditions warrant.

All personal protective equipment will be cleaned, laundered, and/or disposed of by Stone County School District at no cost to employees. All repairs and replacements will also be made at no cost to employees.

- All garments (including personal attire) which are penetrated by blood while on duty at Stone County School District shall be removed immediately or as soon as feasible.

All personal protective equipment will be removed prior to leaving the work area.

The following protocol has been provided to facilitate leaving the equipment at the work area:

- Place contaminated clothing in a plastic bag, label the bag as contaminating a biohazard and deliver it to the administrator. Clothing contaminated with blood or other body fluids will be cleaned at the expense of the employer.
- Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, not-intact skin, and mucous membranes. Gloves will be available from the administrative offices for each facility.
- Disposable gloves used are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.
- Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations that would require such protection are as follows:
 - Cleaning large blood/body fluid spills.
 - First aid for injuries generating a large quantity of blood or bodily fluids.
 - The OSHA standard also requires appropriate protective clothing to be used, such as

lab coats, gowns, aprons, clinic jackets, or similar outer garments. The following situations require such protective clothing be utilized:

- Cleaning large blood/body fluids spills.
- Working on sewerage system components/equipment.
- Decontamination of areas soiled by blood/body fluids, will be accomplished by
- Utilizing the following materials:
 - A standard commercial disinfectant or a 50/50 household bleach/water solution.
 - A Tuberculosine disinfecting solution will be also be used.
- All contaminated work surfaces will be decontaminated after completion of procedures and immediately, or as soon as feasible, after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.
- All bins, pails, cans, and similar receptacles shall be inspected and decontaminated monthly.
- Any broken glassware that may be contaminated will be picked up directly with the hands. The following procedures will be used:
- Utilize a broom and dustpan to collect all glassware sharps, wear durable protective outer gloves and latex glove liners. Place glass in a hard container appropriately labeled for biohazards.

Regulated Waste Disposal

- All contaminated sharps shall be discarded as soon as feasible in sharps containers located in each facility. Sharps containers are located at School Nurse offices.
- Regulated waste other than sharps shall be placed in appropriate containers. Such containers are not currently in use, but if a need for them is determined in the future, they shall be located at School Nurse offices.

Hepatitis B Vaccine

- All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employees to have sufficient immunity.
- Employees who decline the Hepatitis B vaccine will sign a wavier that uses the wording in the OSHA standard. Appendix B of this manual provides a sample form of this waiver

that can be used.

- Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. The Lead Nurse is responsible for ensuring that the vaccine is offered, that waivers are signed, etc. The vaccine is to be administered by the physician to which referred.

Post-Exposure Evaluation and Follow-Up

- When the employee incurs an exposure incident, it should be reported to the Immediate Supervisor.
- All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having his/her blood collected for testing of HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted, and then the appropriate action can be taken and the blood sample discarded.
- The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service and/or as directed by the attending physician.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- The Lead Nurse has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy.

Interaction with Health Care Professionals

- A written opinion shall be obtained from the health care professional who evaluates employees of Stone County School District. Written opinions will be obtained in the following instances:

1. When the employee is sent to obtain the Hepatitis B vaccine.
 2. Whenever the employee is sent to a health care professional following an exposure incident.
- Health care professionals shall be instructed to limit their opinions to:
 1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
 2. That the employee has been informed of the results of the evaluation, and
 3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information.)

Bus Accident

Emergency Procedure:

- Bus driver will stay with students.
- Bus driver will ensure that law enforcement is notified.
- Bus driver will ensure that transportation supervisor is notified.
- Bus driver must immediately check all student passengers for injury and ask whether anyone is hurt or injured. If so, first aid shall be administered, if appropriate.
- The students should be evacuated from the school bus in accordance with standard procedures only if the condition or position of the school bus creates a further hazard to the student passengers.
- Transportation supervisor will go to the scene of accident.
- Transportation supervisor will notify central office and building principals. Central office will notify public relations, security coordinator, director of operations, and crisis management team coordinator.
- Principal will go to the scene of accident if students are injured.
- Principal or designee will notify parents.
- Principal will send staff member with the injured students if transported from accident site.
- Principal and supervisor of transportation will make list of all students on the bus at the time of accident.
- Principal and supervisor of transportation will document actions and decisions concerning bus accident.

Child Abuse/Neglect

(MS CODE 97-5-39)

Definition: Child abuse is an act of commission. Child neglect is an act of omission. An abused or neglected child (anyone under 18 years of age is defined as a child) whose health or welfare

is harmed or threatened with harm when his or her parent, guardian, or other person exercising custodial control or supervision of the child inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means; creates or allows to be created a risk of physical or emotional injury to the child by other accidental means; commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child; abandons or exploits such child; or does not provide the child with adequate care, supervision, food, clothing, shelter, education, or medical care necessary for the child's well-being.

The most common forms of abuse are physical (i.e., assault or contact that causes physical injury or emotional injury; (abandonment; stalking, hate crimes, harassment) and sexual abuse (i.e., touching, handling, etc., of a child for lustful purposes, sexual exploitation, e.g., pornographic photographic, rape, molestation, incest, prostitution).

A child's parent, guardians, or other person who has permanent or temporary care, custody, or responsibility for the supervision of a child, including school personnel, can cause abuse or neglect. Also, a stranger or someone outside the school setting can cause by another child or abuse. Regardless of who is reported to have caused the abuse or neglect, you should report it immediately to the proper authorities and let them handle the investigation.

In accordance with the laws of the State of Mississippi regarding child abuse, any person who has reasonable cause to suspect that child abuse or neglect is occurring shall report such information to the director of social services in the county in which the child resides.

Law from civil liability protects persons making reports if they act in good faith.

It is not necessary that one have absolute proof before reporting. It is the responsibility of the Department of Human Services to make its own investigation.

Procedure:

Faculty and staff members should call 928-4996 or 1-800-222-8000

Stone County Department of Human Services

Social Services

323 East Cavers Avenue

Wiggins, MS 39577

If the telephone number is busy, keep calling until you talk with someone at the agency, do not wait until the next day.

Provide the following information:

- Name of child.
- Name of child's parents, address, telephone.
- Child's age.
- Name and address of person whom you suspect is responsible for the abuse or neglect.
- Any other pertinent information.
- Do not notify the suspected abusers.
- Faculty and staff members should inform the principal of the report in writing, including date and time of the report.
- Principal shall permit interview with the child by authorized, properly identified officials.
- School counselor will provide follow-up counseling, when appropriate.
- The principal will document actions and decisions concerning child abuse/neglect incident.






Emergency Drills

The following emergency drills will be conducted:

- Bus Evacuation Drills..... 2 times per year
- Active Shooter Drills..... 2 times per year
- Fire Evacuation Drills..... 9 times per year (**1 per month**)
- Tornado Drills..... 2 times per year
- Earthquake Drills..... 2 times per year
- Bomb Search Drills..... 2 times per year
- Lock Down Drills..... 2 times per year
- Intruder/Violent Incident..... Annually

See Appendix - I-K – Document all Drills

Emergency Drill Alert and Procedures

Drill	Alert Signal Sound	Procedure
 Fire	Siren	Line up quickly and quietly
 Tornado	British Police Car	Sit facing the wall with hands over head
 Lockdown	Slow Beeps/Heart Monitor	Girls to the rear corner; Boys under the computer counter
 Earthquake	Intercom Announcement (drill) Immediate Action (occurrence)	Get under a table or desk
 Intruder	Code Blue	Hide and stay quiet

****The principal and/or school safety officer will review each emergency drill alert and procedure at the beginning of the school year with students and staff.

Stone Elementary School Emergency Code Chart

EMERGENCY CODES

EVACUATION

Announce Evacuation Drill/Evacuation on Intercom
Exit School in One (1) Line
Take Emergency Bag
Go to Baseball Fields

FIRE

Announce Fire Drill/Fire On Intercom
Exit School in One (1) Line
Take Emergency Bag
Close Door
Do Not Lock Door

INTRUDER

Announce Code Blue on Intercom
Look in Hallway for Students
Close and Lock Door
Drop Door Curtain
Place Door Stopper
Hide and Stay Quiet

TORNADO

Announce Tornado Drill/Tornado on Intercom
Exit Room in One (1) Line to Hallway
Take Emergency Bag
Close Door
Sit With Back Against Wall
Cover Head

Safety Inspection Procedures

Inspection

- Periodic inspections of school facilities using the School Safety Assessment Instrument (Appendix I- A) as an interim guide to detect and correct unsafe conditions and practices before injuries occur.
- Each school or facility will develop a safety checklist for each work area.
- After each inspection, a copy of the safety checklist will be reviewed with the building principal, and corrective action, if necessary, will be taken to correct any hazards as identified.
- The district safety director will review the result of safety and housekeeping inspections with school principals to determine corrective follow-up action.
- Results of safety and housekeeping inspections, reports of unsafe act and safety policies and procedures will be communicated to employees as needed.

Techniques

- Regular safety and housekeeping inspections will serve to encourage employees to inspect their own work areas.
- The district safety director will determine the frequency for holding inspections, but will schedule at least two annually.
- The school safety committee will determine means of securing employee and student interest and encouraging cooperation in the SCSD safety program.

Inspection Procedures

Inspection procedures will vary in accordance with the type of inspection required. The responsibility of the district is to ensure that all inspectors are familiar with federal standards, state laws and local ordinances affecting the safety and health of workers. A safety checklist will be developed around the avoidance of the following eleven basic work hazards:

Pinch points, shear points	Flying and falling objects	Electricity
Gas/vapors	Chemical/flammable	Heavy objects
Hot/cold objects and radiation	Sharp and pointed objects	Slippery surfaces

Facility Assessment

Exterior Review

1. Parking

- A. Has the school designated and appropriately labeled parking for handicap individuals? _____
- B. Are visitor parking spaces marked and in close proximity to the office? _____
- C. Is there appropriate means of access to the building? _____
- D. Are the grounds and parking areas properly maintained? _____

2. Utilities

- A. Are main utilities shut-offs properly identified by signage outside? _____
- B. Has access to mechanical/storage areas been secured? _____

3. Maps

- A. Has a campus map been prepared and posted in the (Main Office) identifying main utility shut-off points on campus? _____
 - 1. Electricity _____
 - 2. Natural Gas or Propane _____
 - 3. Water _____

4. Sidewalks/Steps

- A. Do the walkways and steps provide adequate access to all buildings? _____
- B. Are steps in good repair? _____
- C. Are handrails provided? _____

5. Fire Prevention

- A. Are fire hydrants near the building unobstructed? _____

6. Playground area

- A. Are all playgrounds fenced? _____
- B. Are there barriers in place to separate children from vehicular traffic flow? _____
- C. Is the playground surface shock absorbent? _____
- D. Is playground equipment properly installed, adequately spaced and free of sharp edges? _____

- E. Does the playground comply with the Handbook for Public Playground Safety published by the U.S. Consumer Product Safety Commission? _____

Public Playground Safety Checklist

1. Make sure surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand, or pea gravel, or are mats made of safety-tested rubber or rubber-like materials.
2. Check that protective surfacing extends at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.
3. Make sure play structures more than 30 inches high are spaced at least 9 feet apart.
4. Check for dangerous hardware, like open "S" hooks or protruding bolt ends.
5. Make sure spaces that could trap children, such as openings in guardrails or between ladder rungs, measure less than 3.5 inches or more than 9 inches.
6. Check for sharp points or edges in equipment.
7. Look out for tripping hazards, like exposed concrete footings, tree stumps, and rocks.
8. Make sure elevated surfaces, like platforms and ramps, have guardrails to prevent falls.
9. Check playgrounds regularly to see that equipment and surfacing are in good condition.
10. Carefully supervise children on playgrounds to make sure they're safe.

www.mde.k12.ms.us link to the *U.S. Consumer Product Safety Commission*

Interior Review

1. Corridors

- A. Is clear egress provided? _____
- B. Does the area have emergency lighting? _____
- C. Do lighted egress signs identify each egress point? _____
- D. Are fire extinguishers provided no farther than 75 feet from any area? _____

2. Classrooms

- A. Can classroom doors be secured from the inside? _____
- B. Do classrooms have evacuation maps posted? _____
- C. Does each classroom have two means of egress? _____
- D. Is the second means of egress unobstructed and labeled? _____
- E. Does each classroom have a two-way means of communication with the office? _____
- F. Are extension cords being for a permanent power source? _____
- G. Were surge protectors plugged into wall outlets? _____
- H. Are electrical wall outlets covered? _____
- I. Were there any classrooms with more than 20% of walls covered with paper work? _____

3. Dietary/Dining Area

- A. Is there emergency lighting in dining room? _____
- B. Are evacuation maps posted in dining room? _____
- C. Are portable fire extinguishers available in dining room? _____
- D. Do lighted egress signs identify each egress point? _____
- E. Are extension cords being for a permanent power source? _____
- F. Are the kitchen ranges, and hoods free from grease or dust build-up? _____
- G. Is an automatic fire suppression system provided to protect the cooking surface? _____
- H. Is automatic fire suppression system inspected and tagged bi-annually? _____
- I. Is there at least one portable fire extinguisher with a 40B rating? _____
- J. Is there a Type K fire extinguisher in the cooking area? _____
- K. Has staff participated in fire safety training annually? _____
- L. Are temperature charts for freezers, coolers, refrigerators, maintained (current) and located in the appropriate work area? _____
- M. Is food covered and stored on shelves or pallets in freezers/coolers? _____
- N. Are food and cleaning supplies stored separately? _____
- O. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- P. Is the Department of Health certificate current and displayed? _____
- Q. Are there any open blanks in the electrical panel? _____

4. Gymnasium/Auditorium (Public Assembly Area)

- A. Are at least two exits provided clearly marked by illuminated exit signs? _____

- B. Do egress doors have functional panic hardware? _____
- C. Are exits free of obstruction? _____
- D. Is a fire extinguisher provided for each 3,000 square feet of floor space and placed in a position no farther than 75 feet from any area? _____
- E. Are occupancy loads posted? _____
- F. Does the area have emergency lighting? _____
- G. Are there at least two portable fire extinguishers on the playing surface of the gym? _____
- H. Is there a portable fire extinguisher in the stage area? _____
- I. Are there open blanks in the stage area electrical panels? _____
- J. If stage area has floor lights are they covered? _____

5. Laboratories

- A. Is there an eye wash station available? _____
- B. Does laboratory have protective eyewear for each student? _____
- C. Is there a portable fire extinguisher available? _____
- D. Are there emergency utility cutoffs near the teaching station? _____
- E. Does the laboratory have a functional vent-a-hood? _____
- F. Are workstations kept in a safe condition? _____
- G. Are there any unprotected electrical outlets on students work stations? _____
- H. Does the school have a policy and procedure, which outlines the safe use of laboratory equipment and chemicals? _____

6. Chemicals and Storage Area

- A. Is there a complete inventory of chemicals on hand? _____
- B. Are Material Safety Data Sheets (MSDS) available for each chemical? _____
- C. Are chemicals labeled and dated? _____
- D. Does the school have a central storage area for chemicals? _____
 - 1. Is the storage area vented? _____
 - 2. Are shelves in good condition? _____
 - 3. Are hazardous chemicals (such as strong acids and bases) stored separately? _____
 - 4. Is area secured? _____

7. Shops/Vocational Areas

- A. Are equipment/tools protected with covers/guards? _____
- B. Does area provide protective eyewear for each student? _____
- C. Are power tools and equipment secured properly (drill press, air compressors, etc.)? _____
- D. Are aisles/storage bins kept neatly and uncluttered? _____
- E. Do lighted egress signs identify each egress point? _____
- F. Are extension cords being used for a permanent power source? _____
- G. Are there open blanks in the electrical panels? _____
- H. Are there any unprotected electrical outlets? _____

8. Mechanical/Electrical/Custodial/Storage Areas

- A. Is storage orderly and appropriate? _____
- B. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- C. Is storage separated from heaters and heat-producing devices? _____
- D. Is there ventilation in the storage area? _____
- E. Are flammable liquids stored properly? _____
- F. Is lawn equipment and gasoline stored properly? _____
- G. Are custodial/storage areas kept locked? _____

9. Restrooms

- A. Do water closets, urinals, lavatories operate properly? _____
- B. Do the facilities accommodate handicap individuals? _____
- C. Are partitions in good working order? _____
- D. Does the area have proper ventilation? _____
- E. Is there evidence that area has been serviced on a routine basis? _____

10. Facility Wide

- A. Is the school protected by an automated fire alarm system? _____ (If so it must function)
- B. Did the school have an automated sprinkler system? _____
- C. Are gas/LP fired heaters/boilers properly vented to the outside? _____
- D. Have pressure vessels (hot water heaters, boilers, air compressors) above 200,000 BTU been inspected and tagged with current license? _____

11. Asbestos Management

- A. Does the school have an Asbestos Management Plan on file? _____
- B. Has the school complied with the AHERA three-year re-inspection? _____
- C. Has the school sent parents and employee notification on an annual basis? _____
- D. Have 6-month inspections been performed? _____

12. Lighting

- A. Is interior lighting adequate in all areas? _____
- B. Are interior lights working and in good repair? _____
- C. Are covers provided for all lights? _____

13. Stairs

- A. Do stairs have handrails? _____
- B. Are stairs a minimum of six feet wide and leading to major exits on the ground floor? _____
- C. Are stair treads in good condition? _____
- D. Is there a plan for handicapped egress from second floor? _____
- E. Do stairwells have emergency lighting? _____

14. Heating/AC/Ventilation

- A. Is there evidence that system has been serviced on a routine basis? _____

15. Electrical System

- A. Are electrical panels secured (blank spacers missing)? _____
- B. Are electrical panels labeled properly? _____

16. Ingress/Egress Doors

- A. Do egress doors have functional panic hardware? _____
- B. Do all egress doors open outward? _____
- C. Are any egress doors chained and/or padlocked? _____
- D. Are exits completely unobstructed? _____

**ACCIDENT/INCIDENT REPORT
STONE COUNTY SCHOOL DISTRICT**

CIRCLE ONE: Employee Student Other:

TO BE COMPLETED BY ADMINISTRATOR/SUPERVISOR:			
Injured Party Name (First, Last, MI)	Gender:		
Date of Birth:	Phone #:		
Address:	Date and Time of Accident:		
School/ Position/ Grade:	Outcome (Circle one): Sent Home Not Sent Home Sent to Hospital SRO/911 called		
Location of Accident:	SRO Name:		
Part of Body Affected: (Be Specific)	Suggestions for preventing a similar accident:		
Specific activity the individual was engaged in when accident or illness occurred:			
Describe how injury occurred. Explain the sequence of events and include any objects or substances that directly injured the individual.			
Initial Treatment: Please check one <input type="checkbox"/> No Medical Treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Emergency care <input type="checkbox"/> Hospitalized <input type="checkbox"/> Future Major Medical/ Lost Time Anticipated <input type="checkbox"/> Other:	Name/Phone # of Person Administering First Aid: (If applicable) Address: Phone:		
Physician/Health Care Provider (Name & Address):	Name/Phone # of Relative contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Individual completing form Signature and Date:	Administrator/Supervisor Signature and Date:		
IF AN EMPLOYEE IS INJURED:			
Do you question the validity of this	Date Employer	Last Date	Date Return(ed)

Supervisor's Accident Investigation Report Rubric

CAUSES	DEFINITION OF CAUSE	SUGGESTED CORRECTIVE MEASURES
ENVIRONMENTAL 1. Unsafe procedure	Hazardous process; management failed to make adequate plans for safety.	A. Job analysis B. Formulation of safe procedure
2. Equipment Defective Through Use	Machines or equipment that have become rough, slippery, sharp-edged, worn, cracked, broken, or otherwise defective through use or abuse.	A. Inspection B. Proper maintenance.
3. Improperly Guarded Equipment	Machines or equipment that are unguarded or inadequately guarded.	A. Inspection. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Include guards in original design, order, and contract. D. Provide guards for existing hazards.
4. Equipment Defective Through Design	Failure to provide for safety in the design, construction, and installation of building, machinery, and equipment, too large, too small, not strong enough.	A. Source of supply must be reliable. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Correction of defects.
5. Unsafe Dress or Apparel	Management's failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, and other articles of safe dress or apparel.	A. Provide safe dress or apparel or personal protective equipment if management could reasonably be expected to provide it. B. Specify the use or non-use of certain dress or apparel or protective equipment on certain jobs.
6. Unsafe Housekeeping Facilities	No suitable layout or equipment that are necessary for good housekeeping-shelves, boxes, bins, aisle markers, etc.	A. Provide suitable layout and equipment necessary for good housekeeping.
7. Improper Ventilation	Poorly ventilated or not ventilated at all.	A. Improve the ventilation.
8. Improper Illumination	Poorly illuminated or no illumination at all.	A. Improve the illumination.
BEHAVIORISTIC 9. Lack of Knowledge or	Unaware of safe practice, unpracticed, unskilled, not properly instructed or trained.	A. Job training.

Skill		
10. Improper Attitude	Worker was properly trained and instructed, but s/he failed to follow instruction because s/he was willful, reckless, absentminded, excitable, or angry.	A. Supervision. B. Discipline. C. Personnel work.
11. Health Impairments (Physical)	Worker has poor eyesight, defective hearing, heart trouble, hernia, etc.	A. Pre-placement physical examinations. B. Periodic physical examinations. C. Appropriate job assignment of employees. D. Identification of health impairment. Appendix A

Stone Elementary School

Policies & Procedures 2020-2021

The Stone County School District does not discriminate on the basis of Sex, Race, Religion, Color, National Origin, Age or Disability.

CHAIN OF COMMAND

As in all organizations, there is a chain of command on which the school system operates.

1. Parent-Teacher Relationship:
 Parents should first report to the teacher if a question, problem, or situation exists. If a solution cannot be reached, then the parent and the teacher should schedule a conference with the principal or assistant principal.

2. Teacher-Principal Relationship:
 Teachers should first report to the principal if a question, problem, or situation exists. If a solution cannot be reached, then the teacher and the principal will schedule a conference with the superintendent. If the situation is unresolvable, the teacher may request a review by the school board.

DRESS CODE

Teachers, assistant teachers, and all other employees are to dress in a manner that projects professionalism. Any staff member wearing inappropriate attire will be notified by

the principal or assistant principal, and that staff member will be asked to make arrangements to change his or her attire and return to work.

The following codes will be observed:

1. Skorts, wind or jogging suits, casual shorts, colored denim pants, blue jeans, jumpsuits, leggings or overalls will be considered inappropriate attire.
2. Capri pants should not be shorter than half way between the knee and the ankle.
3. All dresses and skirts **MUST be knee length**, even worn with leggings or tights. This is the **ONLY** occasion leggings or tights may be worn. Appropriate undergarments, such as a slip, should be worn as necessary.
4. Sleeveless shirts must cover top of shoulders, and the undergarment should be completely hidden. Make sure it is not cut too low underneath the arm.
5. T-Shirts may not be worn.
6. The P.E. coach, due to the nature and physical demands of his/her position, will be allowed to wear walking shorts, or wind suits.
7. No midriff's showing. No low-cut blouses ~ Absolutely **NO CLEAVAGE SHOWING!**
8. No type "flip flop" can be worn. (yellow box, shower shoes, etc...)
9. Tattoos must be covered.

WORK SCHEDULE

1. It is required that all teachers and assistant teachers sign in **no later than 7:20am.**
2. Personnel who have **morning duty** must sign in and be at their duty position **no later than 7:20am.**
3. **An accumulation of three (3) late arrivals in a semester will result in a conference with the principal or assistant principal.**
4. Personnel must notify the school office if he or she anticipates being late.
5. Teachers and assistant teachers should not request to leave campus during the day. If an unforeseeable emergency arises, an administrator must be notified before leaving campus.
6. Teachers and assistant teachers are expected to sign out when he or she leaves campus. **The regular school day will end at 3:20 pm,** or later when all school buses have left the campus.
7. Non-certified employees may not exceed eight working hours per day unless otherwise approved by an administrator. Non-certified employees may not take school related work to their personal homes.

REQUEST FOR LEAVE/SUBSTITUTES

It is imperative that teachers and assistant teachers demonstrate a strong work ethic, as well as be a role model for the students they teach, by being in attendance. When circumstances arise and a teacher cannot be at work, the following procedures should be taken:

1. A *Request for Leave Form* must be completed at least 24 hours prior to a foreseen absence. If the absence is unforeseen, an administrator must be notified ASAP. Please be sure to save the administrators' numbers in your phone. The *Request for Leave Form* should be completed upon return to work.
2. **The teacher and assistant teachers will enter his/her absence through the Kelly Services website. The office staff will not make substitute arrangements.** The teacher and assistant teacher will notify the office of his/her absence on or before 7:00 on the day of the absence.
3. Teachers or assistant teachers requesting to leave earlier than 11:30am will be charged a full day, and charged half a day for requests made to leave after 11:30am.
4. A substitute handbook should be prepared and made accessible. The handbook should include the class roll, lesson plans, daily schedule, classroom rules, seating chart(s), duty assignment(s), list of students with special needs, emergency procedures, and any other information that is important to the daily routine of the class. You should

have three (3) days of emergency lesson plans in this folder. **Do not leave the grade book or original lesson plans with a substitute!**

LESSON PLANS

All purposes and activities, which occur at Stone Elementary, should be a direct result of the goals and objectives set forth in the teachers' lesson plans. Plans should be in-depth and completed with much thought and planning. A teacher should complete plans keeping in mind that they are direct documentation of his or her instruction for which they are held accountable.

The following procedures are required concerning lesson plans:

1. **Lesson plan should be submitted by 8:00 am on Mondays.**
2. **All teachers are required to turn in lesson plans each week.**
3. The following documentation should be found in the lesson plan:
 - A. Correlation of State Framework and/or CCRS Standards
 - B. College and Career Readiness Standards with revised level of Bloom's Taxonomy
 - C. Stated learning activities, including specific assignments, gradual release of responsibility model, as well as form(s) of formative and summative assessments
 - D. Stated literacy centers/small group activities, differentiated instruction, tier 2 and tier 3 differentiated instruction
 - E. Instructional responsibilities of assistants (where applicable)
 - F. Instructional use of the Internet and related technologies
 - G. Video request form. (If applicable – see Library/Media section)
 - H. Visit of a resource guest (see Visitors section)

GRADING

- * **9-WEEKS GRADE:** Average all grades.
 - * **SEMESTER GRADE:** Average the two 9-weeks grades.
 - * **YEARLY GRADE:** Average the two semester grades.
1. Grades will reflect MS Framework (Science and Social Studies) and CCRS Standards.
 2. Each 9 week period, every subject must have a minimum of 10 grades, except for science and social studies in K-2 must have a minimum of 6 grades. Teachers must have a minimum of six (6) Daily Grades and a minimum of four (4) Test Grades per 9 weeks. Graded assignments must have a minimum of 10 items.
 3. **Grades will be reported with a letter grade of A, B, C, D, F, and its numerical equivalent.**
 4. Assignments will be weighted:
Unit/Weekly Tests-55% Daily Grades-45%
 5. All grades should be posted in black ink in the issued Teacher Grade Book. Label each assignment. Yellow highlighter may be used to indicate test or project grades.
 6. **Double check all computer printed report cards for accuracy before issuing to students.**
 7. Teachers will not deduct points as a form of behavior modification.
 8. A grade of zero (0) will be given for students caught cheating and parent will be contacted.
 9. Any given assignment should be a graded assignment. **Do not give assignments as a form of behavior modification.**

10. Students who are suspended may make-up missed assignments, but only in the time frame allotted by the absentee policy.
11. Do not call out a child's grade.
12. **Grades must be posted weekly in SAMS.**

CUMULATIVE RECORDS

1. Grades will be posted at the end of the year using adhesive labels.
2. When a new record is received, the record will be checked in and updated by the professional school counselor.
3. Information for beginning of the year. All teachers must check and verify each student's cumulative record and insert sheet by checking, initialing and dating the checklist.

Arrange the information in the cumulative folder as follows:

- Checklist
- Access Sheet/Sign-In Sheet
- SES Registration form
- Third Party Affidavit of residency
- Copy of Driver's license/picture ID
- Copies of proof of residency
- Immunization form
- Copy of birth certificate
- Copy of social security (if available)
- Legal documents if applicable
- Medical info
- Test score information
- TST information (if applicable)
- Hearing/Vision screening report
- Withdrawal Info
- All other information

4. Insert sheets must match the cumulative record.

5. **The end of the year cumulative record label MUST be accurate. Double check ALL labels before placing them onto the cumulative record. Teacher must write retained or promoted on the final grade label and initial.**

STUDENT INCENTIVES

It is imperative to reward students for maintaining excellent grades and achievement. The following school-wide incentives will be implemented:

1. **Student of the Month** – One student per class will receive a Student of the Month certificate. Please submit on the last Monday of the month.
2. **Happy Birthday** – Announce and wish students a Happy Birthday during morning announcement. Student will receive a birthday sticker.
3. **Positive Behavior** – Students will be given requirements in the form of a contract every 9 weeks in order to participate in the four PBIS celebrations.
4. **Banner/Honor Rolls** – Banner Roll: All "A's" in academic subjects.

Honor Roll: "B" or better in academic subjects.

* Note: Yearly Banner/Honor Roll will be based upon maintaining these honors for each academic grading period. Gold card and pizza cards are given per nine weeks. (Awards day for yearly averages)

5. **Awards Day** - Parents will be invited to attend a ceremony where the following recognitions will be made: (End of Year)
- A. Banner Roll Students
 - B. Honor Roll Students
 - C. Perfect Attendance Students
 - D. Citizenship Award
 - E. Highest Average

FIELD TRIPS

1. The **principal must approve all field trips**. Remember that a field trip is an extension of the classroom and should be an educational experience. All school rules apply.
2. Each grade level may be permitted one (1) out-of-county field trip per school year.
3. Each student **must have a Field Trip Permission/Emergency Form signed by a parent or guardian in order to attend a field trip**. Permission will not be given over the phone on the day of the trip. Each grade level will create and have this form approved by the principal. An agenda should also be sent to the principal.
4. A list of students riding each bus should be submitted to the office prior to leaving.
5. An hourly itinerary and a contact phone number should be submitted to the office.
6. Field Trip requests must be made the Tuesday before a School Board Meeting, and the trip should not fall during the same week as the School Board Meeting.
7. Call the bus barn one (1) day prior to the trip to verify that a bus has been secured.
8. It is the teacher's responsibility to recruit chaperones. **Chaperones are not allowed to bring other children with them on the trip or ride the bus.**
9. Students who have a documented history of behavior problems should be accompanied by a parent, or an adult designated by the parent, on field trips. It is the teacher's responsibility to contact such parents and make arrangements.
10. **Chaperones should be notified that they are expected to remain with the group the entire trip.** If a chaperone must check his/her child out and leave the group before returning to school, the parent must sign his/her child out in the office prior to leaving the school on the day of the trip.
11. **All certified teachers must attend field trips. Trips should not be scheduled if a teacher cannot be in attendance. Day-of-the-trip sick leave must be supported with official documentation from your doctor. No exceptions!**

STUDENTS

I. DISCIPLINE

A student enters the discipline ladder after a discipline notice stating a "Warning" has been issued to a student and his/her parent/guardian has been notified. After such warning, the student begins Step 1 upon the next offense. (see the Student Handbook list of offenses and their respective steps)

Step 1 procedures are summarized below:

1. A Discipline notice, with revoked privileges, and a parent is notified.

2. A Discipline notice, with revoked privileges, and a parent is notified.
 3. A Discipline notice, with revoked privileges, and a scheduled parent conference is implemented.
- The conference should consist of the student, his/her parent(s)/ guardian(s), the student's teacher(s), and the principal or assistant principal.
 - All conferences should be documented on a *Parent Conference Form*.
- Discipline notices should be legible and written in black ink. Copies of Step 1 discipline notices should be given as follows:
- White - parent/guardian
 - Yellow - teacher
 - Pink - administrator (send this copy to the office on a daily basis)

Once the third notice has occurred, the student will move to Step 2 on the discipline ladder. **Do not send students to the office for a Step 2 offense if they have not already been through the Step 1 ladder.**

1. A file folder, labeled with the student's name, grade, and teacher should be kept as a discipline file. The yellow copy of the discipline notice should be placed in this file. **The file MUST be sent to the office with the student, or the student will be returned immediately to the class without discipline.**
2. The teacher is responsible for the over-all classroom management. Rules and consequences should be clearly posted and reviewed often. Do not write a discipline form for a student not working.
3. All rules and consequences should be in accordance with the Stone County School District policy.
4. If a student has good behavior with no discipline notices for a 30 day period, he/she is moved back on the discipline ladder one (1) step.
5. **Corporal punishment will only be administered with the witness of another certified staff member. Appropriate documentation must be on the discipline form.**
6. **In-School-Suspension will only be given by the principal or assistant principal.**
7. After the fifth discipline notice, the student must be referred to the Teacher Support Team. Special Education students must be referred to the IEP committee.
8. **Do not ridicule or humiliate a student at any time. Respect demands respect.**
9. Do not call a student by any name other than his/her given name. Do not use pet names or call them by their last names. **Be careful of what you say and how you say it.** Work to keep your voice at a level to which students will respond. Do not yell or raise your voice. The most effective teachers are those who speak in a quiet voice.
10. If there is a weapon, you will notify the office immediately.

Policy: JCBA Student Restraint and Seclusion

The Stone County School District Board of Trustees supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, and improves student achievement for all students.

In accordance with Miss. Code Ann. §§ 37-9-69 and 37-11-57, it is recognized that staff may intercede in situations wherein students are displaying physically violent behavior or are deemed to be a danger to themselves or others. The use of excessive force or cruel and unusual punishment regarding student management is prohibited. Restraint and/or seclusion shall not be utilized as a punitive measure.

Only school personnel trained in the use of restraint and seclusion should be used to observe and monitor these students. Staff engaged in monitoring students shall have knowledge of effective restraint and seclusion procedures, emergency procedures, and knowledge of how to effectively debrief students after the use of restraint or seclusion.

This policy in no way shall inhibit the right of staff to reasonable self-defense in accordance with the provisions of the 5th and 14th amendments to the Constitution of the United States, or the Constitution of Mississippi, or negate the obligation of the district to provide a safe work environment. In any situation in which a student is a danger to himself/herself or others, and it becomes necessary to contact law enforcement or emergency medical personnel, nothing in this policy guidance shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

Restraint

Physical restraint is considered to be an emergency response after all other verbal and non-verbal de-escalation measures have failed in effectiveness. When using physical restraint for students who are in danger to themselves or others, staff should take precautions necessary to ensure the safety of the student and the staff members in restraining the student.

1. The physical restraints that restrict the flow of air are prohibited in all situations.
2. The use of mechanical restraints is prohibited, except by law enforcement.
3. The use of chemical restraints is prohibited.

Seclusion

The use of seclusion occurs in a specially designed room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. The room or space used for seclusion may not be locked and staff shall be present to monitor the student. Seclusion shall cease once the student regains control of his or her behavior.

Administrative Procedures

This policy and the supporting procedures are designed to ensure the safety of all students, school personnel, and visitors. The following provisions shall be adhered to:

- a. Staff and faculty shall be trained at least annually on the use of physical restraint and seclusion. Teachers and other district personnel shall be trained on how to collect and analyze student data to determine the effectiveness of these procedures in increasing appropriate behavior.
- b. Administrators shall document incidents of the use of physical restraint or seclusion by staff or faculty participating in or supervising the restraint or seclusion event.
- c. A review of the use of a restraint and seclusion process shall be conducted by the school to determine if revisions of behavioral strategies are in place to address dangerous behavior or if positive behavioral strategies were not in place at the time of the restraint or seclusion.
- d. The school board shall review this policy and incidents of seclusion and restraint data at a minimum, annually. At a minimum, the Superintendent shall make quarterly reports of incidents of restraint and/or seclusion to the school board. The school district shall report the incidents to the Mississippi Department of Education annually.
- e. This policy and supporting procedures shall be reviewed with all staff on an annual basis.
- f. The superintendent or designee shall develop procedures for reporting the use of restraint or seclusion to the local board of education and to the Mississippi Department of Education.
- g. After reviewing the district reports of incidents in which restraint and seclusion were used, if necessary, the superintendent shall make recommendations to the board for possible revisions to this policy. The review and/or revisions to this policy shall be documented on the school board meeting agenda and the subsequent minutes of the school board meeting. The school district or school shall maintain records of its review of and resulting decision or actions regarding the use of seclusion and restraint.

Parental Notification

- a. All parents shall receive, at least annually, written information about the policies and procedures for restraint and seclusion issued by this school district. The written policies shall be included in the code of conduct, student handbook, school board policy manual, and any other appropriate school publication.
- b. Parents or guardians shall be notified verbally or in writing on the day of the restraint or seclusion or no later than 48 hours following the incident. In the event a parent cannot be reached by telephone, a letter shall be sent informing the parent of the incident and the person who can be contacted at the school to address any questions the parent may have. At the time the parent is notified, the school shall schedule a debriefing with the parent to discuss the incident.

- c. The superintendent or designee shall develop procedures by which a parent may submit a complaint regarding the physical restraint or seclusion of their child; the procedures shall be printed in the Student Handbook.

The superintendent or designee shall establish and disseminate all procedures relevant to the implementation of this policy and the guidelines set forth by the Mississippi Department of Education.

This policy and all revisions to the policy shall at a minimum be disseminated to all parents and staff annually, and listed in the staff and student handbooks, as well as the school board policy manual.

LEGAL REF.: MS CODE: 37-9-69; 37-11-57

CROSS REF.: Policies EBBB Safety Program

EBCB Security

JGFB Student Safety

JCA Student Conduct

Approved/Revised Date: 8/1/2016

ATTENDANCE

1. It is the office's responsibility to report any student who has obtained absences at the intervals of five (5) and twelve (12) days for the entire school year
2. All absentee excuses should be submitted to the school receptionist. Please include student's first and last name and dates absent.
3. Attendance should be completed no later than 8:15 each morning.
4. If a student comes in late on a bus, make sure his/her absence is deleted in SAMs.
5. Teachers are to record student tardies. Any student coming in after 8:00 must obtain a tardy slip from the office.

SUPERVISION

STUDENTS, FOR NO REASON, SHOULD BE LEFT UNATTENDED. Teachers and assistant teachers are to monitor student behavior both in and out of the classroom. Teachers or assistant teachers found violating this policy will receive an official written reprimand.

A. INSIDE

1. Classroom - Students are not to be left in a classroom unsupervised. If an emergency arises, the teacher should contact the office.
2. Bathroom - Teachers and assistant teachers are to monitor class behavior at the bathroom.
3. Hall – Students are to move about campus on the right side of the hall in silent lines.
4. Programs – Teachers and assistant teachers should sit with class during programs and assemblies.

B. OUTSIDE

1. Playground – Students should remain within the fenced areas, and students should not be allowed to play on the fences. Each teacher's duty schedule should be submitted to the office. Teachers should remain at assigned duty position on the playground. Do not huddle.
2. Do not let students jump from the swings. They should not stand or push one another while on the swings. Do not let students twist the chains on the swings.
3. Students should always be in visible eyesight.
4. Ball sports must be strictly supervised by a teacher. The teacher must be on the sideline monitoring the game. No football will be allowed.

5. Report any broken or unsafe equipment to the office.
6. **Teachers should carry a radio to playground, as well as the grade level clipboard.**
7. The office should be notified if a class will be outside for an activity, which is not part of the normal daily schedule.

IV. TREAT DAYS

Parents may send treats on the following days:

1. The last day before Christmas Holidays. No gifts are to be exchanged.
2. Valentine's Day
3. Individual Birthdays – Treats may be sent for break, but no birthday parties will be allowed.

V. LICE

1. All teachers are required to check students for head lice every week. The check should occur during the first part of the morning.
2. If a student is found to have head lice, the parent should be contacted immediately to have the student removed from the school.
3. Students are not allowed to return to school until proof of treatment is provided and no live bugs observed.
4. Nurse should document each occurrence of head lice per student.

VI. MEDICATION

Teachers do not administer medication. The **ONLY** medication that will be administered by the school is medicine that must be taken every day for the entire year. Arrangements must be made with the principal and school nurse for the administering of medication. All medication must be in the prescription bottle with the correct dosage. Each parent must personally check medication in with the school nurse. Tylenol is not kept by the school and will not be administered. **Students are not allowed to personally carry any medication.** State law does allow children to carry inhalers.

TEACHERS

I. TEACHER EVALUATIONS

1. Teachers will be evaluated using the Teacher Growth Rubric.
2. Assistant teachers will be evaluated informally throughout the school year and formally on (1) occasion during the school year.
3. Other drop-in visits will occur during the school year. The principal and assistant principal are not present in the classroom to “catch you doing something wrong.” Observations are made so that there is an awareness of teaching practices. Please continue class as normal when the administrators enter or look through the window.

II. FACULTY MEETINGS

1. Every Tuesday of each month should be reserved for faculty/committee meetings. Do not schedule appointments on this day as everyone is required to attend. Emergency faculty meetings may be called if needed.
2. **A 30 minute grade level meeting is required weekly.** Documentation and minutes of this meeting should be stored in Grade Level Department notebooks.

III. BULLETIN BOARDS

1. All bulletin boards, classroom and hallway, should be used to display instructional material and/or student work.

PARENT COMMUNICATION

1. **PROGRESS REPORTS:** Progress reports **must be sent home on the day that is scheduled on the school calendar.** All reports should be returned with a parent/guardian signature. Contact the parent and document if this is not done. Progress reports **must be reviewed** before being sent home.
2. **REPORT CARDS:** Report cards **must be sent home on the day that is scheduled on the school calendar.** All reports should be returned with a parent/guardian signature. Contact the parent and document if this is not done. Grades on report cards should not surprise parents. Report cards **must be reviewed** before being sent home.
3. **CORRESPONDENCE:** All correspondence from a teacher's desk must be written in a professional manner, which lends a positive reflection on the teacher, the school, and the district. The principal or assistant principal must review all correspondence that is sent. Keep a copy of all correspondence. **All correspondence should be typed.**
4. **CONFERENCES:**

1. All conferences should be documented using a *Parent Conference Form*.
2. As soon as the conference is scheduled, **log-in the date and time in the office** so that the principal, assistant principal, and receptionist will be expecting a visitor. The principal and/or assistant principal may also "sit-in" on as many conferences as possible.
3. Parents will not be allowed to conference without prior arrangements or teacher consent.
4. Conferences should take place in the classroom, parent center, or office.

INITIAL PARENTAL CONTACTS:

1. A parent/guardian of each student should be contacted at least once prior to the end of August.
2. Keep documentation of all contacts.

TRAINING/TRAVEL

1. The teacher is responsible for any paperwork required for registration of any workshop attended, unless otherwise informed. All workshops must be pre-approved.
2. Board approval must be obtained prior to faculty overnight travel or student out-of-district travel. Any other travel must be approved by the Superintendent prior to travel. Request should be made on the Permission for Travel/Request for Transportation form that is found on the district website.
3. Any teacher attending a conference or workshop may be required to share gained information with others as designated by the principal in the form of staff development.

COLLECTION OF MONEY

1. All money (other than ice cream money) taken from students by faculty must be receipted in the district receipt book issued from the office.
2. Collected money (including checks) must be given to the bookkeeper EACH day. Do not keep collected money overnight.
3. No adult or child is allowed to sell anything to students for any reason at anytime other than PTO or a school sponsored activity.
4. **NO SALES OTHER THAN THOSE RELATED TO THE SCHOOL DISTRICT WILL BE ALLOWED ON CAMPUS.**

VII. IMPORTANT POINTS TO REMEMBER

1. Stone Elementary campus is a tobacco-free campus! No smoking including e-cigarettes, chewing, or dipping on this campus! No exceptions. **It's the law.** Violation could result in termination.
2. **DOCUMENT!** Keep all documentation on conferences, including phone calls.
3. Do not give students medication.
4. Do not eat or drink in front of students while in the classroom.
5. Do not cover your door window.
6. **Do not make changes in schedule without administrative approval.**
7. **No one has the authority to purchase without a purchase order.** This is the law. Payment for any item purchased without a purchase order will not be the school's responsibility. **DO NOT SUBSTITUTE ITEMS!**
8. No children should attend faculty meetings or district level meetings.
9. No children of faculty or staff will be in the gym after school. They should be in the parent's classroom.
10. No employee may keep their children in their room during school hours.

VIII. HOUSEKEEPING RESPONSIBILITIES

1. Encourage students to have pride in our school and keep it clean. Before leaving for the day, have students pick up paper and books from the floor.
2. **Only use low-temperature hot glue on the walls.** If you put glue on the wall, it is your responsibility to remove it.
3. Before leaving each day, the teacher should:
 - A. Lower and close the blinds.
 - B. Turn off all lights.
 - C. Secure all windows.
 - D. Turn off the projectors and the computers.
 - E. During holidays, cover technology appropriately.
 - F. Lock the door(s).

TEXTBOOK INFORMATION

1. Textbooks should be issued after the signed book card has been returned. **Do not issue a textbook without a signed book card.** Write the student's name, issue date, and the condition of the book inside the designated areas.
2. **DO NOT REMOVE ANY TEXTBOOK FROM YOUR ROOM.** You do not have permission to place textbooks or any kits in a storage room. You must fill out the Textbook Surplus Inventory Form in order to place extra books in storage. The principal or assistant principal must sign this form.

LIBRARY/ MEDIA

1. Teachers may check out any media equipment available. Requests may be made directly to the librarian. Please use professional courtesy and return any equipment not being used.
2. Report any damaged equipment to the librarian.
3. All media should be noted in lesson plans and meet an objective.
4. TELEVISION:
 - A. The television is to be used as a teaching tool, not as entertainment or a babysitter.
 - B. The showing of a video should be clearly written in the lesson plan. Objectives that are evaluated should be written for the video. **All videos must be approved by the librarian and the principal or assistant principal.** See the *Video Approval Form*.
 - C. **ABSOLUTELY NO PERSONALLY OWNED OR OUTSIDE VIDEOS ARE TO BE USED IN ANY CLASS!** All videos must be owned by the library. Videos must be of instructional nature and value.

TELEPHONES

1. The office telephone is for school business and emergencies.
2. School personnel may not leave their job to accept personal calls unless there is an emergency.
3. To make a long distance call, you must first have it approved by the principal or assistant principal. You will be directed to a designated phone.
4. To dial another school within this school district, only the last four digits must be dialed.
5. The telephone is to be used to call students' parents, or for personal emergencies. It is not to be used for casual conversations. Please use professional courtesy when others are waiting.
6. It is imperative that classroom instructional time be protected. Therefore, **use of cell phones during the school day is prohibited, unless such cell phone calls are directly related to safety concerns.** Alleged violations of this policy shall result in a conference with the principal. If the violation is found to be factual, the employee will be issued a written reprimand, which will become part of the employee's personnel file. Repeated violations may result in non-renewal or dismissal. (Policy Code: IFBDAA)

VISITORS

1. It is a policy of this school to welcome visitors, provided prior arrangements have been made with the teacher. All visitors must report to the office. If a parent reports directly to a classroom door, then the teacher should politely, but firmly, tell the parent to report to the office to request a conference.
2. Request that all volunteers report to the office and pick up a visitor's badge and sign in for the specific classroom. If a volunteer reports to the classroom without a badge, notify the office and have him/her return to the office.
3. Do not allow a student to leave the room with anyone who shows up at the door. All students are to be checked out at the office. Have the person report to the office and the student will then be requested.
4. **All visitors to this campus must have a badge.** Staff family members and friends may not roam freely about the campus. Instructional time will not be interrupted with family visits unless an emergency is at hand.
5. Report any suspicious incident immediately. It is better to be a bit embarrassed than a lot sorry.
6. The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures.

CAFETERIA

1. Each teacher should accompany his/her class to the cafeteria. The teacher is responsible for order at the lunch table. The noise level should be kept to a minimum.
 2. Lunch reports should be sent to the office by 8:15 in the mornings.
 3. All paper and food should be cleaned from the table and surrounding floor before a class leaves the area.
 4. Students will not take food or drink out of the cafeteria without teacher permission.
 5. **The cafeteria must have two weeks notice on field trips that will require sack lunches.**
 6. **Teachers should not buy students extra food.**
 7. Employees may not charge for meals in cafeteria. Meal payments are due upon receipt.
 8. BREAKFAST:
 - A. Served between 7:20 and 7:50 in the mornings.
 - B. No money will be collected after the first bell.
 - C. All students should be out of the cafeteria by 8:00.
 9. **POLICY ON COMPETITION AND EXTRA FOOD SALES:**
 - A. No food or beverage item is to be sold on campus prior to 8:00am or between the time of 9:40am and 12:45pm.
 - B. NO canned beverages, other than those brought from home, will be allowed in the cafeteria.
 10. PRICES:

A. Breakfast:	(Full) \$1.00	(Reduced) \$0.30	(Adult) \$2.15
B. Lunch:	(Full) \$2.65	(Reduced) \$0.40	(Adult) \$3.35
1. It is required that all teachers attend (2) PTO meetings in order to receive the yearly stipend provided by the PTO. Teachers are responsible for signing in at meetings to verify their attendance.

SCHOOL BOARD POLICY

1. You must read Section *G-Personnel* and Section *J-Students* in the Stone County School Board Policy manual located in the library, the principal's office, or on the Stone County School District's webpage.

COMPUTERS

1. **It is your responsibility to keep your computer area free from dust. Dust weekly.**
2. If a computer technician places an icon on your desktop, do not remove it.
3. District officials are able to view anything open on your computer including documents. They are also able to read emails, Soapbox messages, and check website usage. Computers are checked randomly throughout the day. If you are not in compliance with district policy, your computer will be removed from your classroom.

COLLECTING MONEY

The following guidelines apply to collecting money:

- No money may be collected without approval of the administration.
- Receipts must be written for ALL collected money (including checks).
- Collected money (including checks) must be given to the bookkeeper each day. Do not keep collected money overnight.
- The teacher maintains sole responsibility of collected money until it is appropriately accounted for by the bookkeeper.

FIXED ASSETS

Accurate accounting of fixed assets is imperative. It is a financial responsibility for each individual in the district. The Superintendent will hold administrators and directors financially responsible. Administrators and directors will hold individuals who are assigned assets financially responsible. No item is to be moved from one room or area to another prior to receiving permission from the Location Fixed Asset Representative. A transfer form must be completed and submitted to the representative. The only exception to this is where items are officially checked out such as from the library. Fixed Asset Check Out/In Log should be logged at this time. When an asset is no longer functional or lost/stolen, the assignee must adhere to proper disposal procedures as found in the Fixed Asset Inventory Handbook. The Fixed Asset Inventory Handbook and forms can be found on the district website.

FUNDRAISERS

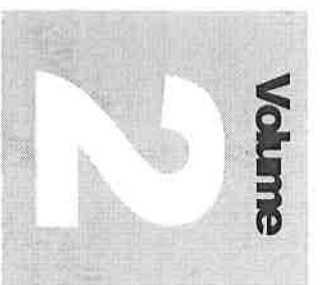
Fundraisers will be conducted with permission of the principal. A fundraiser request must be completed and submitted to the principal two weeks prior to the event. The principal and the school board must then approve the fundraiser. Dates for fundraisers must be verified with the bookkeeper. No fundraisers will be permitted without school board approval. A Post-Activity Profit Reconciliation Form should be completed at the conclusion of the fundraiser and sent to County Office.

PURCHASING

The following guidelines will be followed in purchasing:

- Submit a purchase requisition to the bookkeeper in order to obtain a purchase order.
- It is your responsibility to fax or email the purchase order once it has been received. Do not delay your order.
- Once you have received the items of your order, submit the receipt and/or invoice along with the completed Receiving Report to the bookkeeper.
- Manual checks should not be written. Items for payment must be on the claim docket that is prepared monthly. Plan ahead.
- No one has the authority to purchase without a purchase order. This is the law. Payment for any item purchased without a purchase order will not be the school's responsibility. Reimbursements WILL NOT be given.

Appendix B



STONE COUNTY SCHOOL DISTRICT

Stone Elementary School

Stone High School

Tomcats

T4L

400 East Border Avenue

Wiggins, Mississippi 39577

Telephone: (601) 928-5492

Fax: (601) 928-6874

7/29/20

I am requesting the approval of the attached Professional Learning Calendar for the 2020-2021 school year.



Adam Stone
Principal
Stone High School

✓

Stone High School

Professional Learning Calendar

2020-2021

Training Date	Topic	Attendees	Location
June and July	Summer Teacher Collaboration; Multi-Grade Levels and Disciplines	SHS Teachers	Varying Locations
July 29	Coaching Policy and Procedures	AD and Coaching Staff	SHS Library
August 1	Professionalism and Code of Ethics	SHS Teachers and Staff	SHS Library
August 1	Asthma, Anaphylaxis, suicide prevention, food allergies, Wellness Plan	SHS Admin, Teachers, Paraprofessionals	SHS Gym
August 1	Policies and Procedures, Safety, and Teacher Handbook	SHS Admin, Teachers, Paraprofessionals	SHS Gym
August 2	Kids First School Restart Tools	SHS Faculty	SHS Gym
September	Regional Nurse's Training	School Nurse	Hattiesburg, MS/USM
Before April 15	School Test Coordinator Training	SHS School Test Coordinator	District
Throughout Year	Kids First Math/Science/English	Teachers Admin	SHS
Bi-monthly	PLC Department Meetings	Teachers and Curriculum Coordinators	SHS
Monthly	PLC Grade Level Meetings	SHS Admin and Teachers	SHS
Monthly or as needed	Faculty Meetings/ New Teacher Professional Development Program	SHS Admin, School Counselor, and Teachers	SHS Library/SHS Cafe
Monthly	Admin/Leadership Team Meetings	SHS Admin and Faculty Leadership Team	SHS Library
Monthly	District Admin/Leadership Team Meetings	Admin and Faculty Leadership Team	County Office
Monthly	District Data Meetings	District Admin and SHS Admin	District
Annually	State Training for test administrators and proctors	Teacher and Staff	SHS Library

***Tentative- additional professional learning opportunities will be added.

Stone Middle School

PROUD to be a TOMCAT

532 East Central Avenue

Wiggins, Mississippi 39577

Telephone: (601) 928-4876

Fax: (601) 928-6440

Lance Bolen, Principal

Tiffany Farmer, Assistant Principal

Colleen Hickman, Assistant Principal

Rose Pouriraji, School Counselor

July 29, 2020

Dear Ms. Owen,

I am respectfully asking for approval of the Stone Middle School Professional Development Calendar for 2020-2021.

Thank you.

Sincerely,



Lance Bolen

Principal

Stone Middle



**Stone Middle School
Professional Learning Calendar
2020-2021**

Training Date	Topic	Attendees	Location
August	Professionalism and Code of Ethics	SMS Teachers and Staff	SMS Library
August	Coaching Policy and Procedures	AD and Coaching Staff	Stone Education Center
August	Book Study: Book Choice-TBD	All SMS teachers and Admin	SMS Library
August	Asthma, Anaphylaxis, suicide prevention, food allergies, Wellness Plan	SMS Admin, Teachers, Paraprofessionals	SMS Library
August	Policies and Procedures, Safety, and Teacher Handbook	SMS Admin, Teachers, Paraprofessionals	SMS Library
August	Ready/I-Ready Training	SMS Math and LA Teachers	SES
September	Regional Nurse's Training	School Nurse	Hattiesburg, MS/USM
Fall 2020	MS Business Educator's Association 2019 Fall	CTE Teachers	Jackson, MS
Fall 2020	MS Association for Gifted Children	Gifted Teacher	Flowood, MS
Fall 2020	Professional Development- Know Your Student DATA	All SMS teachers and Admin	SMS
November	Association for Middle Level Educators Conference	Principal	Nashville, TN
Winter 2020	MECA Conference 2019	CTE Teachers	Jackson, MS
February	MS State Association of Student Council Advisors	Holley and D. Davis	Biloxi, MS
March	School Test Coordinator Training	SMS School Test Coordinator	District



Stone Elementary School

1652 East Central Avenue

Wiggins, MS 39577

Phone: (601) 928-5473 Fax: (601) 928-9905



Sandra Danzey, Principal
Rebecca Danner, Lead Teacher

Cyntria Young, Assistant Principal
Leesa King, Professional School Counselor

MEMO

TO: Ms. Inita Owen and the Stone County School District Board Members
FROM: Sandy Danzey, Principal at SES
DATE: Thursday, July 30, 2020
RE: Stone Elementary School 2020 - 2021 Professional Development Calendar

I am respectfully submitting the Stone Elementary School Professional Development Calendar for the 2020 - 2021 School Year.

Thank you for your consideration.

✓



Stone Elementary School
Professional Learning Calendar
2020-2021



Training Date	Topic	Attendees	Location
August	Professionalism and Code of Ethics	SES Teachers and Staff	SES Collaboration Room
August	Policy and Procedures Safety, and Teacher Handbook	SES Teachers and Staff	SES Collaboration Room
August	Book Study: Book Choice-TBD	SES Teachers and Admin	SES Collaboration Room
August	Asthma, Anaphylaxis, Suicide Prevention, Food Allergies, and Wellness Plan	SES Admin, Teachers, and Paraprofessionals	SES Collaboration Room
August	Policies and Procedures, Safety, and Teacher Handbook	SES Admin, Teachers, Paraprofessionals	SES Library
August	Ready/i-Ready Training	SES Math and ELA Teachers	SES Lab I
August	Saxon Phonics Training	SES K - 2 Teachers	SES Collaboration Room
August	STEM Scopes Virtual Training	SES 4 th and 5 th Grade Teachers	SES
August	Synergetics Google Classroom Training	SES Certified Teachers	SES Lab I
August	Kids First Pacing Guide Development	SES Team Level Leaders	SES Collaboration Room
September	Regional Nurse's Training	School Nurse	Hattiesburg, MS/USM
Fall 2020	MS Association for Gifted Children	Gifted Teacher	Flowood, MS
Fall 2020	Professional Development- Know Your Student DATA	SES Admin and Teachers	SES Collaboration Room
March	School Test Coordinator Training	SES STC/ATC	District

March-April	MPE Best Practices Symposium	Admin/Counselor	Jackson, MS
Before April 10	Faculty/Staff Test Training	All Staff	SES Collaboration Room
Weekly	Team Leader Meetings	Leadership Committee	SES Collaboration Room
Weekly	Team Level Meetings	SES Admin, Team Leaders, and Team Level Teachers	SES
Bi - Weekly	PLC- Content Area Meetings	Subject Area Teachers/Admin	SES Collaboration Room
Monthly	Staff Faculty Meetings	Teachers/Admin	SES Collaboration Room
Monthly	District Data Meetings	District Admin/SES Admin	District
Monthly	Administration and Principals Meeting	District Admin and Principals	District

Additional professional learning opportunities will be added throughout the 2020 - 2021 School Year.



Perkinson Elementary School

40 Second Street
Perkinson, MS 39573
Phone: 601-928-3380 Fax: 601-528-6008

Krista Sablich, Principal
Amanda Danzey, Lead Teacher

Danielle Miller, Assistant Principal
Myla Main, Professional School Counselor

MEMO

TO: Ms. Inita Owen and the Stone County School Board
FROM: Krista Sablich, Principal
DATE: July 29, 2020
RE: **Perkinson Elementary School Professional Learning Calendar,
2020-2021**

I am respectfully submitting the PES Professional Learning Calendar for the 2020-2021 school year.

Thank you for your consideration.

J

**Stone County School District
Professional Learning Calendar
PERKINSTON ELEMENTARY SCHOOL
2020-2021**

Training Date	Topic	Attendees	Location
Weekly	PLC- Vocabulary, Differentiated Instruction, Formative Assessment, Analyzing Data, etc...	Admin, Lead Teacher, Reaching Coach, Teachers	PES
Weekly	Leadership Collaboration	Admin, Lead Teacher, Counselor	PES
Weekly	Grade Level Collaboration	Teachers	PES
Weekly	Faculty Meetings	Admin and Certified Personnel	PES
Monthly	Subject Area/ Vertical Collaboration	Teachers	PES
Monthly	Committee Meetings	Teachers, Admin	PES
Monthly	District Admin/Leadership Meeting	CO Admin/ Admin	District
July 20	Kids First Leadership Training	CO Admin/PES Admin	Wiggins, MS
July 27	New Teacher Orientation	New Instructional Staff	PES
July 28	Kids First Google Classroom Training	Teachers, Admin	PES
August 3	Kids First Pacing/Planning	Math and ELA Teachers, Leadership	PES
August 4	STEM Scopes	Science Teachers	PES
August 5	2020-2021 District Kickoff	ALL STAFF	SHS
August	Saxon Phonics	K-2 teachers	PES
On Demand	iReady	Elementary Instructional Staff, New and Refresher, Leadership	PES
On-Demand	STEM Scopes	Elem Science, Leadership	PES
On-Demand	NewsELA- Pro	Admin, Lead Teacher, Teachers	PES
September	Lunch and Learn	Parents, Teachers, Counselor	PES
November	Lunch and Learn	Parents, Teachers, Counselor	PES
January	Lunch and Learn	Parents, Teachers, Counselor	PES
March	Lunch and Learn	Parents, Teachers, Counselor	PES

NINA SHAW
Beat One

DIANE JOHNSON
Beat Two

JACOB SMITH
Beat Three

Stone County School District

Inita Owen, Superintendent

214 Critz Street • Wiggins, MS 39577

Telephone: 601-928-7247 • Fax: 601-928-5122

RODNEY BEECH
Beat Four

DORIS MATTHEWS
Beat Five

CONTRACT/AGREEMENT INFORMATION

I would like to recommend the following agreement/contract between Coca-Cola

Bottling Co. - Gulf Coast (vendor name) and Stone County School District. This

agreement/contract is for a term of 4 yrs (length of agreement/contract) The purpose of

this agreement/contract is to reduce prices & increase availability of
concessions for Stone Co. schools.

I have read and reviewed the following agreement/contract and agree to all of the terms and conditions that are outlined.

Kevin Conrad
Person submitting agreement/contract

7/21/20
Date

Reviewed By:

Cassie Huddy
Business Manager

7/28/2020
Date

Board Attorney

Date



BEVERAGE AGREEMENT

Parties:

BOTTLER:

Coca-Cola Bottling Company United – Gulf Coast, LLC
d/b/a Gulfport Coca-Cola Bottling Company
3701 25th Avenue
Gulfport, MS 39501

DISTRICT:

Stone County School District

The parties hereto are entering into this agreement (the "Agreement") because the District wishes to grant to Bottler, and Bottler wishes to obtain, the exclusive rights set forth herein. In consideration of the mutual promises contained herein, said parties agree as set forth below.

1. **Definitions.** All defined terms used in this Agreement and not otherwise defined will have the meanings set forth below:

- (a) "Agreement Year" means each twelve-month period during the Term beginning with the first day of the Term.
- (b) "Beverages" means all non-alcoholic beverages (i.e. anything consumed by drinking), whether such beverages (i) contain nutritive, food, or dairy ingredients, OR (ii) are in a frozen form. This definition applies without regard to the beverage's labeling or marketing. Powders, syrups, grounds (such as for coffee), herbs (such as for tea), concentrates, K-Cups® pods and all other beverage bases from which Beverages can be made, and brands and products of water purification and beverage making systems (e.g. Brita®, Soda Stream®, Keurig®) are deemed to be included in this definition. For the avoidance of doubt, "flavor enhancers", "liquid water enhancers", and non-alcoholic beverages sold as "shots" or "supplements" are considered Beverages.
- (c) "Competitive Products" shall mean all Beverages which are not Products.
- (d) "Concessionaire" means any current or future third-party food service provider under agreement with the District or School at the Campus that directly or indirectly relate to the service of Beverages.
- (e) "Campus" means the entire premises of all schools in the Stone County School District, and all facilities owned or operated by District either now or in the future, including without limitation, the school, athletic facilities, offices, maintenance facilities, and including for each such location, the grounds, parking lots, all buildings which are a part of the location, all cafeterias, faculty and staff lounges, dining facilities, branded and unbranded food service outlets, concession stands, press rooms, sky boxes, stadium suites, vending locations, and players' benches, side-lines and locker rooms. The defined term "Stadium" is included within the collective term "Campus."
- (f) "Products" shall mean Beverages products purchased directly from Bottler or sold through vending machines owned and stocked exclusively by Bottler.
- (g) "Stadium" shall mean all stadiums within the Campus including, but not limited to, the grounds, parking lots, all buildings which are part of the Stadium, all concession stands, dining facilities, branded and unbranded food service outlets, press rooms, sky boxes, stadium suites, vending and players' benches, sidelines and locker rooms.
- (h) "Team" or "Teams" means all interscholastic athletic teams associated with the District and Schools.

2. **Term.** This Agreement shall be in effect for a period of Four (4) years beginning July 1, 2020 (the "Effective Date") through June 30, 2024 with two (2) one (1) year options to renew (the "Term").

3. **Advertising Rights:**

- (a) District and Schools hereby grant to Bottler the exclusive right to advertise Beverages and specifically Products (i) at the Campus and (ii) in connection with the District or School and Campus. No permanent or temporary advertising, signage or trademark visibility for Competitive Products will be displayed or permitted anywhere at the Campus.
- (b) Bottler will have the exclusive right to advertise the Products as the "Official" or "Exclusive" soft drink, sports drink, water, tea, energy drink and/or juice or juice drink, etc. of the District or School and Campus.
- (c) District and Schools hereby grant to Bottler a royalty-free license, exclusive for Beverages, to use the trademarks, logos and other intellectual property of the School, Teams and Campus ("School Marks") in connection with the promotion of Products. Such promotion may occur in advertising (TV, radio, print, social media and/or other electronic means), packaging, vessels, promotional materials, and point of sale materials for Products and may be in connection with the marks and logos of Bottler's customers.

- (d) Bottler shall be entitled to signage locations as selected by Bottler at the Campus, including but not limited to advertising panels located on any and all scoreboards. District and Schools agree that Bottler's advertising shall be positioned at all times in such a manner that the advertising message is in no way obscured (electronically or otherwise) and is clearly visible to the general public. The Products shall be prominently listed on any menu boards located at the Campus and all equipment dispensing Products shall be prominently identified with the trademarks/logos corresponding to such Products.
- (e) District and Schools further agree that only Products will be dispensed in Bottler's equipment and that no other trademarked, equipment, coolers or containers will be permitted at the Campus.
- (f) District and Schools will not enter into any agreement or relationship whereby any Competitive Products are associated in any manner with District or Schools, the Campus, or any of the School Marks in any advertising or promotional activity of any kind.
- (g) School hereby grants Bottler the specific advertising rights and benefits as indicated on Exhibit A hereto.

4. **Product Rights:**

- (a) District and Schools hereby grant to Bottler the exclusive right to sell or distribute Beverages at the Campus. District and School agree that Schools and and/or its Concessionaires, Teams, and booster clubs, shall purchase all Beverages (and cups, lids and carbon dioxide, if applicable) directly from Bottler. No Competitive Products may be sold, dispensed, sampled or served anywhere at the Campus.
- (b) District and Schools agree to offer 20z packaged Products at all School related events where concessions are sold, and to cause Products to be hawked in stands and 20oz bottles at all sporting events and during all events when any items of any make or description are hawked at the Campus.
- (c) District and Schools hereby grant to Bottler the exclusive Beverage vending rights at the Campus. District and School agree that Bottler shall have the right to place a quantity of Beverage vending machines, coolers or other Equipment, determined by Bottler in its discretion, in mutually agreed upon locations at the Campus. Upon thirty (30) days' notice from Bottler, Bottler shall have the right to remove any Equipment, in its discretion, and District and Schools shall provide immediate physical access to Bottler for the removal of such Equipment.
- (d) Products offered at the Campus in compliance with current USDA guidelines shall be available during the regular and extended school day and at all agreed locations at the Campus, except where not permitted by federal or state regulations. The extended day includes, but is not limited to, activities such as clubs, athletic practices, yearbook, band and choir practice, student government, drama, and childcare programs. District and Schools represent and warrant that the current federal and state regulations permit the sale of Beverages at the Campus in accordance with applicable guidelines.
- (e) District hereby agrees that all Food Service provider/cafeteria will sell a complete line of approved Coca-Cola products that meet the ABA and Smart Snack guidelines.
- (f) Permitted Exceptions. Bottler acknowledges and understands that the District and Schools' Food Service Department are subject to state, federal and school board policy regarding competitive bidding and nutritional requirements. The School's Food Service Department shall have the right to accept competitive bids for the purchase of Beverages which are served and sold in Campus cafeterias by the Food Service Department during school hours. Nothing in this Agreement shall be interpreted as an agreement by the District or School to violate competitive bidding or nutritional requirements pursuant to law or school board policy for the purchase of Beverages by the School's Food Service Department. Bottler will have the opportunity to meet or beat any competitive bids for similar Beverages served and sold by the School's Food Service Department in the Campus cafeterias during meal hours considering such factors as pricing, product content, ingredient, equivalency, nutrition, availability, packaging and regulatory compliance. The availability of any Competitive Products on Campus, other than those served and sold by the School's Food Service Department in accordance with its competitive bidding and nutritional requirements, must be agreed to in writing by both parties. District and Schools agree that this provision shall not be read to allow advertising or promotional rights with respect to such Competitive Products except that trademarks for such Competitive Products may be displayed on menu boards or dispensing equipment.

5. **Consideration.** In consideration of the rights and benefits granted to Bottler hereunder, Bottler agrees to provide District with the following:

- (a) **Commissions.** Bottler agrees to pay School a Twenty-five percent (25%) monthly commission on all full-service vended cases at the vend prices listed in Exhibit A. All taxes, deposits, recycling fees, other handling fees, communication charges and credit and debit card fees, if any, may be deducted from cash collected before calculating

commissions. Commissions shall not be payable on any sales from vending machines not filled and serviced exclusively by Bottler. Bottler may adjust the vend prices and/or commission rates to recover its costs, including cost of goods, to implement cash discounts, or as it otherwise deems necessary or desirable, in its sole discretion. Commissions will be paid each month following the month in which they are earned, with an accounting of all sales and monies in a form reasonably satisfactory to the School and shall become immediate property of School.

- (b) **Rebates.** Bottler will pay Account a rebate of One Dollar (\$1.00) for each standard physical case of 20oz Product purchased and paid for by Account for sale at athletic concessions and administrative accounts at the Facility during the Term ("Rebates"). The Rebates shall be paid quarterly, in arrears, within thirty (30) days after the end of each applicable period in which the Rebate was earned, and will be based on Bottler's case sales records. Rebates shall not be earned for sales of Products through Bottler's full-service vending machines.
 - (c) **Scoreboard(s).** Bottler agrees to provide School with scoreboard(s) or scoreboard funding on the terms and conditions set forth in Exhibit C (the "Scoreboard(s)").
 - (d) **Powerade Sideline Support.** Each Agreement Year, Bottler agrees to make available to District Powerade sideline support, to include but not be limited to, Ten Gallon Coolers, cups, squeeze bottles and towels or other items, with an approximate annual retail value of Five Hundred Dollars (\$500), as determined in good faith by Bottler ("Powerade Sideline Support"). Such Powerade Sideline Support will be provided to District upon reasonable advance request. District must request available Powerade Sideline Support during the course of each Agreement Year. If School does not request all available Powerade Sideline Support by the end of each Agreement Year, then any Powerade Sideline Support remaining at the end of each Agreement Year shall be forfeited by District and retained by Bottler with no further obligation. District understands and acknowledges that it will not receive cash in lieu of Powerade Sideline Support.
 - (e) **Marketing Support** Each Agreement Year, Bottler agrees to make available to District in-kind marketing support for mutually-agreed marketing activities, such as menu boards, banners, sports schedules, printing, window screens or other items, with an aggregate estimated retail value of up to One Thousand Eight Hundred Dollars (\$1,800), as determined in good faith by Bottler ("Marketing Support"). District understands and acknowledges that it will not receive cash in lieu of Marketing Support.
 - (f) **Complimentary Product.** Each Agreement Year, Bottler agrees to make available to District up to Thirty (30) standard physical cases of complimentary Products. Such complimentary Products will be provided to District upon reasonable advance request. District must request all available complimentary Products during the course of each Agreement Year. Complimentary Products will only be delivered within the same Agreement Year in which they are requested. If District does not request all available complimentary Products by the end of each Agreement Year, then any complimentary Products remaining at the end of each Agreement Year shall be forfeited by School and retained by Bottler with no further obligation.
 - (g) **Concession Trailers.** Bottler will provide Concession Trailers for school functions based on availability. Concession Trailers must be requested with at least two (2) weeks' notice and are based on availability.
 - (h) **Band Festival Sponsorship.** Bottler will provide a Five Hundred Dollar (\$500) annual sponsorship for the Band Festival.
 - (i) **Fundraisers.** School will participate in Two (2) Coca-Cola Truckload sales initiatives each Agreement Year generating a minimum of Six Hundred (600) cases. No Rebates will be paid on truckload sales.
 - (j) Notwithstanding anything herein to the contrary, Bottler shall be entitled to exercise its rights set forth below, including the right to withhold and to adjust any consideration described in Section 5, if any of the following should occur other than in connection with regularly scheduled breaks: classes are not permitted to be conducted at the Campus; the physical presence of students at the Campus is restricted or prohibited; or in-person attendance of classes and athletic events at the Campus is limited or prohibited.
6. **Pricing.** School shall be entitled to purchase bottle/can Products (and cups, lids and carbon dioxide, if applicable) from Bottler in accordance with the price schedule set forth in Exhibit D. Such prices shall remain in effect until June 30, 2024 with two (2) one (1) year options to renew the term). Thereafter, prices are subject to change. Bottler shall provide written notice of any changes in pricing to School thirty (30) days prior to such price changes taking effect. Bottler may offer tiered pricing that requires School to order certain quantities or to comply with Bottler's minimum order quantities to get the contractual price or may charge a delivery fee if such minimums are not met.
7. **Equipment.** During the Term, Bottler will loan to District, pursuant to the terms of Bottler's Equipment Placement Agreement ("EPA"), at no cost, the Beverage dispensing equipment reasonably required and as mutually agreed upon to dispense Beverages at the Campus ("Equipment"). The Equipment will not include Freestyle Equipment. District represents and war-

rants that plumbing and electrical services at the Campus is proper and adequate for the installation of Equipment, and District agrees to take on any responsibilities and hold Bottler harmless from any damages arising out of defective plumbing and electrical services. School agrees to execute an EPA in a form provided by Bottler. If any of the terms of the EPA conflict with this Agreement, the EPA will control.

8. **Concessionaire.** In the event District employs a Concessionaire, District will cause Concessionaire to purchase from Bottler all requirements for Beverages (and cups, lids and carbon dioxide, if applicable). Such purchases will be made at prices and on terms set forth in Bottler's existing agreement with Concessionaire, if any. If no agreement exists between Concessionaire and Bottler, such purchases will be made at prices and on terms set forth in this Agreement. School acknowledges that there will be no duplication of allowances, funding or any other benefits (including, pricing, marketing fees, commissions, rebates) from Bottler to School or Concessionaire under this Agreement or Bottler's existing agreement with Concessionaire, if any. If Bottler is required to pay the Concessionaire funding or to provide Products pursuant to prices under a separate agreement with the Concessionaire, then Customer agrees that Bottler may deduct such duplicate funding and lost margin on such lower cost Products paid or sold to Concessionaire from any payment made by Bottler to Customer.
9. **Right of First Refusal.** School will negotiate exclusively with Bottler for a period of ninety (90) days before the expiration of the Term of this Agreement for any similar agreement regarding Beverage availability, promotional or advertising rights. After such exclusive negotiation period, School will be free to negotiate with any entity; provided, however, if School receives a bona fide offer regarding such rights from a third party, then School shall provide notice of such terms to Bottler and Bottler will have thirty (30) business days from the date of such notice to offer to contract with School on terms no less favorable to School than those contained in the bona fide offer of the third party. As used herein, the term "bona fide offer" shall mean a proposed agreement concerning rights and obligations similar to those herein, which agreement if executed by School and the third party, would be legally binding.
10. **Termination.** If (a) School breaches any of its obligations set forth in this Agreement, (b) any federal, state or local law, rule, regulation or order prohibits, restricts or in any manner interferes with the sale or advertising of Beverages, (c) for any reason the use of the Campus declines, or (d) School's full right and authority to enter into this Agreement and to grant and convey to Bottler the rights set forth herein, has expired or been revoked, then at Bottler's option, and not as its sole remedy (it being the understanding of the parties that all remedies available under applicable law shall be available to Bottler), Bottler may terminate this Agreement, and School shall (i) provide immediate physical access to Bottler for the removal of any Equipment, (ii) pay to Bottler a pro rata portion of the costs of refurbishing and installing the Equipment, and (iii) pay to Bottler the unearned portion of any prepaid fees, funding, or other consideration, including, but not limited to, the consideration described in Section 5 above.
11. **Right to Off-Set and Withhold.** In the event School fails to pay Bottler any invoice due for Products received, transshipment charges or upon any other basis, Bottler shall have the right to deduct the amount of such unpaid invoice, transshipment charge or other charge from any consideration otherwise due from Bottler to School. Bottler shall have the right to withhold and not pay further any amounts which may become payable to School pursuant to this Agreement if: (i) School has failed to perform its obligations hereunder, (ii) Bottler's rights hereunder have been lost, limited or restricted, or (iii) there exists a bona fide dispute between the parties. Nothing in this section shall operate to restrict any of Bottler's other remedies in the event of a material breach by School.
12. **Adjustment.** If (i) any of the rights granted to Bottler herein are materially restricted or limited during the Term, including as a result of a Force Majeure Event (as defined in Section 13), or (ii) if there is a closing of any material component of the Campus, other than in connection with regularly scheduled breaks, for a period of 30 consecutive days, or (iii) a Team fails to play all of its scheduled home games on the Campus for a period of more than thirty (30) consecutive days during its scheduled season, or (iv) the School's full-time student enrollment declines by 25% over any prior Agreement Year or the standard school year is shortened, or (v) if the volume of Products sold to the School decreases for any reason in any twelve month period by 10% or more over the prior twelve month period, then in addition to any other remedies available to Bottler, Bottler may elect to adjust any fees and other consideration, including, but not limited to, the consideration described in Section 5 above, to fairly reflect the diminution of the value of rights granted to Bottler hereunder (and School will pay to Bottler a refund of any prepaid amounts in excess of such reduced fees and other consideration and a pro rata refund of the costs of refurbishing and installing the Equipment).
13. **Notices.** Any notice or other communication under this Agreement must be in writing and must be sent by registered mail or by an overnight courier service (such as Federal Express) that provides a confirming receipt. Notice is considered duly given when it is properly addressed and deposited (postage prepaid) in the mail or delivered to the courier. Unless otherwise designated by the parties, notice must be sent to the following addresses:

If to Bottler:

Coca-Cola Bottling Company United – Gulf Coast, LLC
d/b/a Gulfport Coca-Cola Bottling Company
3701 25th Avenue
Gulfport, MS 39501

If to School:

Stone County School District

With a copy to:

Coca-Cola Bottling Company United, Inc.
4600 East Lake Boulevard
Birmingham, AL 35217
Attn: General Counsel

14. **Force Majeure.** The failure of a party hereto to comply with the terms and conditions hereof because of an act of God, strike, labor troubles, war, fire, earthquake, epidemic, act of terror or public enemies, action of federal, state or local governmental authorities, or for any reason beyond the reasonable control of such party, will not be deemed a breach of this Agreement ("Force Majeure Event"). Such party will resume full performance of and compliance with the terms and conditions hereof promptly upon removal of any such Force Majeure Event.
15. **Claims.** In no event will Bottler accept any audits of, or claims of discrepancies or errors in, pricing, rebates, commissions, funding, discounts, or other consideration provided under this Agreement ("Claims") more than forty-five (45) days from the date of invoice, commission report, check or other applicable documentation. In order to submit a Claim, School shall provide Bottler a detailed, written request specifying the particular price, commission, funding, product, amount in dispute and reason for dispute, along with a true copy of the original invoice, commission report, check or other applicable documentation. Bottler will review each Claim in good faith and provide responses to each Claim submitted in accordance with this Section. Bottler will work directly with the School to resolve any Claims or audit issues but will not interact with third-party auditors or contractors. Any audits requested by School shall take place during normal business hours and shall be conducted at Bottler's place of business.
16. **Miscellaneous.** School represents and warrants that it has full right and authority to enter into this Agreement and to grant and convey to Bottler the rights set forth herein. This Agreement and any dispute arising out of or relating to this Agreement shall be governed by and construed in accordance with the laws of the State of Mississippi, without reference to its conflict of law rules. Each of the parties hereto agrees that it will, in its performance of its obligations hereunder, fully comply with all applicable laws, regulations and ordinances of all relevant authorities and shall obtain all licenses, registrations or other approvals required in order to fully perform its obligations hereunder. If any portion of this Agreement is severed, that is, held indefinite, invalid, or otherwise unenforceable, the rest of this Agreement continues in full force. But if the severance of a provision affects a party's rights, the severance does not deprive that party of its available remedies, including the right to terminate this Agreement. School shall not obtain, by this Agreement, any right, title or interest in the trademarks of The Coca-Cola Company or Bottler, nor shall this Agreement give School the right to use, refer to, or incorporate in marketing or other materials the name, logos, trademarks or copyrights of Bottler or The Coca-Cola Company. During the Term, and for a one (1) year period thereafter, the parties shall keep the terms of this Agreement confidential, subject to applicable laws. **EACH PARTY, TO THE EXTENT PERMITTED BY LAW, KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVES ITS RIGHTS TO A TRIAL BY JURY IN ANY ACTION OR OTHER LEGAL PROCEEDING ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT AND THE TRANSACTIONS IT CONTEMPLATES.** This waiver applies to any action or legal proceeding, whether arising in contract, tort or otherwise. This Agreement and its exhibits contain the entire agreement between the parties with respect to the subject matter hereof. School may not assign this Agreement without the prior written consent of the Bottler. All amendments to or waivers of this Agreement must be in writing signed by all the parties. Bottler's delay or failure to exercise any of its rights hereunder will not operate as a waiver thereof. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which shall constitute one Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

BOTTLER
By: _____
Printed Name: _____
Title: _____
Date: _____

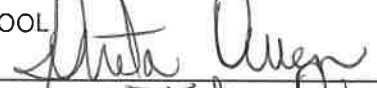
SCHOOL
By: 
Printed Name: Anita Allen
Title: Supt of Education
Date: 7/29/2020

EXHIBIT A

COMMISSIONS

Full Service		
Product	Vend Price	Comm Rate
20oz. Coke	\$1.25	25%
20oz. Dasani	\$1.25	25%
20oz. Powerade	\$1.25	25%
20oz. Smartwater	\$1.75	25%
18.5oz. Gold Peak	\$1.75	25%
16oz. Body Armor	\$1.75	25%

All taxes, deposits, recycling fees, other handling fees, communication charges and credit and debit card fees, if any, may be deducted from cash collected before calculating commissions. Commissions shall not be payable on any sales from vending machines not filled and serviced exclusively by Bottler. Bottler may adjust the vend prices and/or commission rates to recover its costs, including cost of goods, to implement cash discounts, or as it otherwise deems necessary or desirable, in its sole discretion. Commissions will be paid each month following the month in which they are earned, with an accounting of all sales and monies in a form reasonably satisfactory to the School and shall become immediate property of School.

**EXHIBIT C
SCOREBOARD(S)**

1. Bottler owns existing scoreboards and Bottler shall pay the cost of purchasing and installing one digital marquee sign (the "Scoreboard(s)"), up to Thirty Thousand Dollars (\$30,000) ("Scoreboard Funding"). The Scoreboard(s) shall be installed at the Campus locations specified by School in accordance with applicable building and electrical codes. The Scoreboard Funding shall be deemed earned pro rata on a daily basis over the entire Term. **THE PROVISION OF THE SCOREBOARD(S) IS ON AN "AS IS" BASIS. BOTTLER HEREBY DISCLAIMS ANY AND ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION, THOSE OF MERCHANTABILITY AND FITNESS FOR INTENDED USE, AND BOTTLER SHALL NOT BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES.**
2. Bottler shall be entitled to premiere and exclusive Beverage advertising rights on the Scoreboard(s) and at the Campus, and School will not grant advertising rights at the Campus with respect to any Competitive Products.
3. Bottler shall operate and maintain the Scoreboard(s) in good condition and repair during the Term of this Agreement and allow access by Bottler's personnel to change the promotional message on the Scoreboard(s), such changes to be in Bottler's sole discretion and at Bottler's expense and subject to School approval of content, not to be unreasonably withheld. School will provide access to the Scoreboards (i.e. bucket truck, scissor lift, etc.)
4. School shall pay all costs of operating the Scoreboard(s) including, but not limited to, all utility charges and lamp replacement.
5. School shall maintain the following insurance:
 - a. All risk property insurance in an amount equal to the replacement cost of the Scoreboard(s), and general liability insurance in the amount of \$2,000,000 per occurrence, including contractual liability for this Agreement and name the Bottler as additional insured, or the maximum insurance coverages for property damage and personal injury which are permitted by law. Certificates of Insurance confirming the existence of such coverages shall be provided to Bottler annually and School will provide Bottler with thirty (30) days' prior written notice of cancelation, non-renewal or material change of such insurance.
6. The Scoreboard(s) shall be the property of the Bottler. During the Term and upon expiration or termination of this Agreement, Bottler shall retain ownership of the Scoreboard(s).

EXHIBIT D
INITIAL PRICE SCHEDULE*

<u>Product</u>	<u>Price</u>
20oz Coke	\$23.95
20oz Powerade	\$23.95
20oz Dasani	\$15.18
18.5oz. Gold Peak	\$20.00
16oz. Body Armor	\$18.20

*All prices are per standard physical case and exclusive of taxes, deposits, handling fees, and recycling fees.

NINA SHAW
Beat One

DIANE JOHNSON
Beat Two

JACOB SMITH
Beat Three

Stone County School District

Inita Owen, Superintendent

214 Critz Street • Wiggins, MS 39577

Telephone: 601-928-7247 • Fax: 601-928-5122

RODNEY BEECH
Beat Four

DORIS MATTHEWS
Beat Five

CONTRACT/AGREEMENT INFORMATION

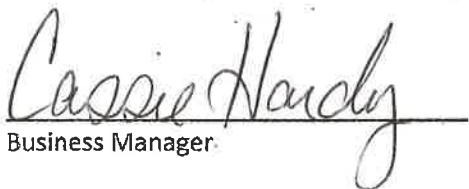
I would like to recommend the following agreement/contract between Memorial Hospital
at Stone County (vendor name) and Stone County School District. This
agreement/contract is for a term of 20-21 sy (length of agreement/contract) The purpose of
this agreement/contract is to provide Occupational and
Physical therapy to Special Education
Students in the Stone County School District.

I have read and reviewed the following agreement/contract and agree to all of the terms and conditions that are outlined.


Person submitting agreement/contract

7/27/2020
Date

Reviewed By:


Business Manager

7/27/2020
Date

Board Attorney

Date

CFDA Number	Title of Federal Program	Federal Award Number
TAKEN FROM PROJECT APPLICATION	IDEA	TAKEN FROM PROJECT APPLICATION

**MISSISSIPPI DEPARTMENT OF EDUCATION
CONTRACT FOR SPECIFIED SERVICES**

This contract made by and between the Stone County School District, Wiggins Mississippi, an school district of the State of Mississippi, (hereinafter referred to as SCSD) SCSD and Memorial Hospital at Stone County of Wiggins, Mississippi, (hereinafter referred to as CONTRACTOR).

In consideration of the mutual benefits to be derived from this Contract, the parties hereto covenant and agree as follows:

1. STATEMENT OF WORK

SCSD hereby contracts with CONTRACTOR to perform the following Specified Services, to wit:

Physical and Occupational Therapy

2. PERFORMANCE OF CONTRACT BY CONTRACTOR AND CONTRACTOR'S EMPLOYEES

CONTRACTOR hereby agrees to perform the Specified Services herein described in Paragraph 1 above in a proper, workmanlike, and dignified manner; warrants that he/she is able to and will perform such Specified Services in a manner acceptable to SCSD; and agrees to make all additions, deletions and/or changes that may be required by SCSD, as a condition precedent to the acceptance of such Specified Services by SCSD. CONTRACTOR agrees that, at all times, the employees of CONTRACTOR furnishing or performing any of the services specified under this agreement shall do so in a proper, workmanlike, and dignified manner.

3. COMPENSATION

As full consideration for the Specified Services to be performed under this Contract, and for all rights, properties, and privileges vested in SCSD by the terms of this Contract, including the release of SCSD, its assigns, agents, licensees, affiliates, clients and principals, representatives, heirs and successors, from any liability for any releases granted by the terms of this Contract in perpetuity, SCSD agrees to pay CONTRACTOR using the following breakdown:

Personal Services: An Amount Not to Exceed \$85.00 Evaluation, and \$85.00 per treatment session. Services must be evaluated first prior to the establishment of a treatment plan or I.E.P. The length of the treatment session shall be based on the student's individual needs, but will range from 15 to 60 minutes. The fee for each session will remain the same regardless of the time spent. No additional service fees will accrue if the session exceeds the 60 minute time frame. Additional time requirements from therapists for student consultations outside of evaluations of treatment sessions, such as I.E.P. meeting with teaches and/or parents shall be deemed as treatment session time and will carry the same fee of \$85.00. Amount will be payable upon completion of Specified Services and submission of invoice no later than 45 working days after completion of Specified Services.

4. INDEPENDENT CONTRACTOR

Based upon the Internal Revenue Code, the CONTRACTOR has been classified as an independent contractor and assumes all responsibility for reporting any earnings to Federal and State authorities where required by law and paying such taxes as may be required thereon. The CONTRACTOR shall perform all services as an independent contractor and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by the CONTRACTOR with respect to third parties shall be binding on the SCSD.

5. COPYRIGHTS

CONTRACTOR agrees that all new materials or processes developed, all inventions, new instructional concepts, techniques, scripts and/or work products created, devised, or produced under, or in the performance of, this Contract shall be and are the exclusive property of SCSD, in perpetuity.

6. RIGHTS TO MATERIALS

CONTRACTOR retains the right to materials used in the performance of the Contract, which was developed by CONTRACTOR with non-SCSD funds. The SCSD is granted non-exclusive license to copy the materials for use within the State of Mississippi.

7. **RELEASE FROM LIABILITY**

CONTRACTOR hereby expressly releases SCSD, its assigns, agents, licensees, affiliates, clients and principals, representatives, heirs and successors from any liability from any and all privacy, defamation of other claims, demands, injuries, damages and losses of whatsoever nature and character alleged to be caused by or arising out of, directly or indirectly, the matters, acts, circumstances and participation covered by this Contract.

8. **TERMINATION**

The SCSD, by written notice, may terminate this contract, in whole or in part, if funds supporting this contract are reduced or withdrawn. To the extent that this contract is for services, and if so terminated, the SCSD shall be liable only for payment in accordance with payment provisions of this contract for services rendered prior to the effective date of termination. The SCSD, in whole or in part, may terminate this contract for cause by written notification. Furthermore, the SCSD and the CONTRACTOR may terminate this contract, in whole or in part, upon mutual agreement. The SCSD or the CONTRACTOR may terminate this agreement for any reason after giving thirty (30) days' written notice specifying the effective date thereof to the other party. Contract will be terminated immediately if CONTRACTOR becomes an employee of SCSD and is only subject to payment of services prior to effective date of employment at SCSD.

9. **MODIFICATION OR RENEGOTIATION**

This agreement may be modified, altered, or changed only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal and/or State revisions of any applicable laws or regulations make changes in this agreement necessary.

10. **ACCESS TO RECORDS**

The CONTRACTOR agrees that the SCSD, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit and examine any pertinent books, documents, papers, and records of CONTRACTOR related to CONTRACTOR'S charges and performance under this agreement. Such records shall be kept by CONTRACTOR for a period of three (3) years after final payment under this agreement, unless the SCSD authorizes their earlier disposition. CONTRACTOR agrees to refund to the SCSD any overpayments disclosed by any such audit. However, if any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 3-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it.

11. **COMPLIANCE WITH LAWS**

The CONTRACTOR understands that the SCSD is an equal opportunity employer and therefore maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and the CONTRACTOR agrees during the term of the agreement that the CONTRACTOR will strictly adhere to this policy in its employment practices and provision of services. The CONTRACTOR shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

12. **APPLICABLE LAW**

The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of the State. The CONTRACTOR shall comply with applicable federal, state and local laws and regulations. In compliance with State law, the CONTRACTOR who is employed by a public entity must make arrangements with his/her employer to take the appropriate leave (annual, professional, compensation, etc.) during the period of service covered by the contract.

13. **ASSIGNMENT**

CONTRACTOR shall not assign or subcontract in whole or in part, its rights or obligations under this agreement without prior written consent of the SCSD. Any attempted assignment without said consent shall be void and of no effect.

14. **AUTHORITY TO CONTRACT**

CONTRACTOR warrants (a) that it is a validly organized business with valid authority to enter into this agreement; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind, and (d) notwithstanding any other provision of this agreement to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this agreement.

15. **GRATUITIES**

The CONTRACTOR represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the Mississippi Personal Service Contract Review Board Rules and Regulations.

16. **REPRESENTATION REGARDING CONTINGENT FEES**

The CONTRACTOR represents that it has not retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in the CONTRACTOR's bid or proposal.

17. **E-VERIFICATION**

The CONTRACTOR represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Mississippi Code Annotated §§ 71-11-1 and 71-11-3, and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. The CONTRACTOR agrees to maintain records of such compliance and, upon request of the State, to provide a copy of each such verification to the State. The CONTRACTOR further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws of these warranties, the breach of which may subject the CONTRACTOR to the following:

- a. termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public;
- b. the loss of any license, permit, certification or other document granted to the CONTRACTOR by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,
- c. both.

In the event of such termination/cancellation, the CONTRACTOR shall also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

18. **E-PAYMENT**

~~CONTRACTOR agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle.~~ The agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," Mississippi Code Annotated §31-7-301, et seq., which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice.

19. **TRANSPARENCY**

This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," codified as section 25-61-1 et seq., Mississippi Code Annotated and exceptions found in Section 79-23-1 of the Mississippi Code Annotated (1972, as amended). In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008 (MATA), codified as Section 31-7-13 of the Mississippi Code Annotated (1972, as amended). Unless exempted from disclosure due to a court-issued protective order, this contract is required to be posted to the Department of Finance Administration's independent agency contract website for public access. Prior to posting the contract to the website, any information identified by the CONTRACTOR as trade secrets, or other proprietary information including confidential vendor information, or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes will be redacted.

20. **PAYMODE**

Payments by state agencies using the Statewide Automated Accounting System (SAAS) shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the CONTRACTOR's choice. The State may, at its sole discretion, require the CONTRACTOR to submit invoices and supporting documentation electronically at any time during the term of this Agreement. CONTRACTOR understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

21. **PROCUREMENT REGULATIONS**

The contract shall be governed by the applicable provisions of the Personal Service Contract Review Board Rules and Regulations, a copy of which is available at 210 E Capitol Street, Suite 800, Jackson, MS, 39201 for inspection.

22. **AVAILABILITY OF FUNDS**

It is expressly understood and agreed that the obligation of the SCSD to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the SCSD, the SCSD shall have the right upon ten (10) working days written notice to the CONTRACTOR, to terminate this agreement without damage, penalty, cost or expenses to the SCSD of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

23. **CONFIDENTIALITY**

The CONTRACTOR shall agree to assure the confidentiality of any records obtained from the SCSD as required by state and federal privacy laws. No information, documents or other material provided to or prepared by the CONTRACTOR deemed confidential by SCSD pursuant to state and federal privacy laws, shall be made available to any person or organization without the prior approval of the SCSD. Any liability resulting from the wrongful disclosure of confidential information on the part of the CONTRACTOR shall rest with the CONTRACTOR.

24. **INDEMNIFICATION**

To the fullest extent allowed by law, the CONTRACTOR shall indemnify, defend, save and hold harmless, protect and exonerate the members of the Mississippi Board of Education, the SCSD, and its commission members, officers, employees, agents and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever, including, without limitation, court costs, investigative fees and expenses, and attorneys' fees, arising out of or caused by the CONTRACTOR and/or its partners, principals, agents, employees and/or Subcontractors in the performance of or failure to perform this agreement. In the State's sole discretion, the CONTRACTOR may be allowed to control the defense of any such claim, suit, etc. In the event the CONTRACTOR defends said claim, suit, etc., the CONTRACTOR shall use legal counsel acceptable to the State; the CONTRACTOR shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. The CONTRACTOR shall not settle any claim, suit, etc. without the State's concurrence, which the State shall not unreasonably withhold.

25. **DEBARMENT AND SUSPENSION**

CONTRACTOR certifies that neither it nor its principals: (a) are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any federal department or agency; (b) have, within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal,

state or local) transaction or contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; (c) are presently indicted or otherwise criminally or civilly charged by a governmental entity with the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements of receiving stolen property, and (d) have, within a three (3) year period preceding this agreement, had one or more public transaction (federal, state or local) terminated for cause or default. See Excluded Parties List System at www.epls.gov.

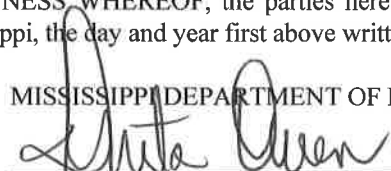
26. **EFFECTIVE DATE OF CONTRACT**

This agreement will become effective on the date it is signed by all parties and will end no later than May 31, 2021. CONTRACTOR shall undertake and complete performance of the Specified Services referred to in Paragraph 1 hereof, within the period of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Contract, at Wiggins, in the county, Stone County, in the State of Mississippi, the day and year first above written.

MISSISSIPPI DEPARTMENT OF EDUCATION

MEMORIAL HOSPITAL AT STONE COUNTY



Signature Date 7/29/20

Signature Date

Name: Inita Owens
Title: Superintendent

Name: Lynn Truelove
Title: Administrator

Signature Date
Name: Amy Stampley
Title: Special Service Director

NINA SHAW
Beat One

DIANE JOHNSON
Beat Two

JACOB SMITH
Beat Three

Stone County School District

Inita Owen, Superintendent

214 Critz Street • Wiggins, MS 39577

Telephone: 601-928-7247 • Fax: 601-928-5122

RODNEY BEECH
Beat Four


DORIS MATTHEWS
Beat Five

CONTRACT/AGREEMENT INFORMATION

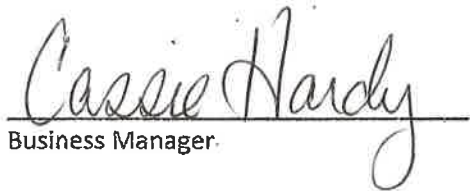
I would like to recommend the following agreement/contract between Miss. Department
OF Rehabilitation (vendor name) and Stone County School District. This
agreement/contract is for a term of 20/21 SY (length of agreement/contract) The purpose of
this agreement/contract is to assist in providing transition
services from secondary school to subsequent
environments for students with disabilities.

I have read and reviewed the following agreement/contract and agree to all of the terms and conditions that are outlined.


Person submitting agreement/contract

07/23/2020
Date 

Reviewed By:


Business Manager

7/27/2020
Date

Board Attorney

Date

**MISSISSIPPI DEPARTMENT OF REHABILITATION SERVICES
OFFICE OF VOCATIONAL REHABILITATION
AGREEMENT OF COOPERATION
For
TRANSITION SERVICES**

- I. Parties. This Agreement is entered into by the Mississippi Department of Rehabilitation Services/Office of Vocational Rehabilitation (hereinafter "MDRS/OVR") and Stone County School District (hereinafter "School District").
- II. Purpose. The purpose of this Agreement is to describe the terms under which MDRS/OVR and Mississippi Department of Education (MDE), through the Local School Districts, will collaborate on planning for the provision of seamless services to students with disabilities who are in transition from Secondary School to subsequent environments. This Agreement is intended to be an extension of the Interagency Agreement between MDRS/OVR and Mississippi Department of Education (MDE).
- III. Period of Performance. This Agreement shall become effective for the period beginning July 1, 2020 and June 30, 2021, upon the approval and signature of the parties hereto.
- IV. Modification or Amendment. This Agreement may be modified only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal and/or state revisions of any applicable laws or regulations make changes in this agreement necessary.
- V. Applicable Law. The Agreement shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws, provisions, and any litigation with respect thereto shall be brought in the courts of the State. School District shall comply with applicable federal, state, and local laws and regulations.
- VI. Compliance with Laws. School District understands that the Mississippi Department of Rehabilitation Services/Office of Vocational Rehabilitation is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and School District agrees during the term of the agreement that School District will strictly adhere to this policy in its employment practices and provision of services. School District shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.
- VII. Indemnification. School District's tort liability, as an entity of the State of Mississippi, is determined and controlled in accordance with Mississippi Code Annotated §§ 11-46-1 et seq. (1972, as amended), including all defenses and exceptions contained therein. Nothing in this agreement shall have the effect of changing or altering this liability or of eliminating any defense available to the State under statute.
- VIII. Funding. This Agreement insures that there are no other comparable benefits available to the referred students for needed services, and without MDRS/OVR sponsorship, there are no funds available through the school district's resources (including application for grant funding) for the provision of services agreed upon between the school district and the Counselor.

- IX. Scope of Services. In addition to the individual responsibilities set forth in Exhibit "A", captioned "Procedures and Services", which is attached hereto and made a part hereof by reference, both parties agree to the following:
- A. Jointly plan services with students and their families that will insure a smooth transition from school to work. This will include career exploration for possible vocational goals, explanation of services, consultation and technical assistance needed for the provision of transition services.
 - B. Insure that youth with a disability who are eligible under federal and state laws are provided transition services without unnecessary delay. The school district will make space available for the Counselor to meet with youth with disabilities (and parents/guardians), beginning at the age of 14 to provide Outreach services specifically designed for youth.
 - C. Make space available for the Counselor to meet with students with disabilities (and parent/guardians), beginning at age 14 to engage in pre-employment transition services (Pre-ETS) for students with disabilities who are identified as potentially eligible by the VR counselor, and to complete an application for OVR services, when the student is within two years of exiting high school or earlier when additional services are needed and requested by the student and parent/legal guardian. OVR/OVRB services, as determined appropriate in a joint process by the Counselor, student and/or legal guardian, will be offered to all students who are determined eligible. The Counselor will offer a vocational evaluation to all students in application status. The School District will provide services for each student as determined appropriate by the School District. It is also agreed that there are no other comparable benefits available to the referred students for needed services, and without MDRS/OVR sponsorship, there are no funds available through the school district's resources for the provision of services agreed upon between the school district and the Counselor.
 - D. Obtain parental consent to provide access to students'/clients' records including psychological evaluations, testing and medical information and any other relevant confidential information such as the Individualized Educational Program (IEP), 504 Plan, and the Individualized Plan for Employment (IPE).
 - E. Share information about upcoming IEP, 504 Plan, and IPE meetings, provide access to and attend such meetings for students with disabilities when appropriate.
 - F. Protect the confidentiality of records in accordance with Family Rights and Privacy Act and the Confidentiality Section as described in the current State Plans for MDRS/OVR and MS Department of Education.
 - G. Solicit and support the involvement of parents, family members, guardians and advocates.
 - H. Promote the establishment and involvement of a local Transition Planning Committee.
 - I. Resolve problems through interagency discussions and meetings involving state level consultants from both agencies when appropriate.

- X. Annual Review. This Agreement of Cooperation will be reviewed by both parties annually and amended as needed.
- XI. Notices. All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

MDRS: Chris M. Howard, Executive Director
Mississippi Department of Rehabilitation Services
Post Office Box 1698
Jackson, Mississippi 39215-1698

Laurie Sherrill, OVR Program Specialist
Mississippi Department of Rehabilitation Services
Office of Vocational Rehabilitation
Post Office Box 1698
Jackson, Mississippi 39215-1698

School District: Inita Owen, Superintendent
Stone County School District
214 Critz St.
Wiggins, MS 39477

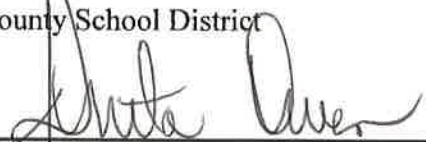
- XII. Entire Agreement. This Contract constitutes the entire agreement of the parties with respect to the subject matter contained herein and supersedes and replaces any and all prior negotiations, understandings and agreements, written or oral, between the parties relating thereto.

In witness whereof, the parties hereto have affixed, on duplicate originals, their signatures on the date indicated below, after first being authorized so to do.

MISSISSIPPI DEPARTMENT OF REHABILITATION SERVICES/OFFICE OF VOCATIONAL REHABILITATION

By: 
Chris M. Howard, Executive Director

Date: 5/21/2020

Stone County School District
By: 
Inita Owen, Superintendent

Date: 7/29/2020

EXHIBIT "A"

PROCEDURES AND SERVICES

In addition to the joint responsibilities set forth in Section IX of the Agreement, both parties agree to the following procedures and individual responsibilities.

I. Responsibilities of MDRS/OVR.

- A. OVR/OVRB shall provide a liaison Transition Counselor to each School District.
- B. MDRS/OVR shall reserve at least 15% of their Federal allotment to provide and arrange for, in coordination with local education agencies, the provision of Pre-ETS to students with disabilities who are eligible or potentially eligible regardless of the type of disability in accordance with Section 361.48(a). These services shall include job exploration counseling, work-based learning experiences, counseling on postsecondary opportunities or comprehensive transition services, workplace readiness training, and instruction in self-advocacy.
- C. OVR/OVRB shall maintain our interpretation of "potentially eligible", for the purpose of Pre-ETS, as meaning all students with disabilities, regardless of whether they have applied for or have been determined eligible for the OVR/OVRB program, as described in Section 361.48(a)(1).
- D. The Transition Counselor shall, beginning at age 14, provide Outreach services to discuss opportunities specifically designed for youth with disabilities who are eligible or potentially eligible for OVR/OVRB services.
- E. OVR/OVRB shall provide pre-employment transition services (Pre-ETS) to students with disabilities who are eligible or potentially eligible beginning at age 14. At least two years from exiting high school or earlier when additional services are needed and requested by the student and parent/legal guardian, OVR/OVRB shall establish eligibility and provide planned services to students with disabilities.
- F. OVR/OVRB will contract with Third Party Providers to provide individualized pre-employment transition services throughout the State of Mississippi for students with disabilities who are served by OVR/OVRB. These providers will be required to meet minimum qualifications set by OVR/OVRB. Third Party Providers that are awarded contracts over \$75,000 must be approved by the Mississippi Department of Finance and Administration before they can provide services in Mississippi schools.

II. Responsibilities of School District.

- A. The School District shall make space available for the Counselor to meet with youth with disabilities (and parents/guardians), beginning at the age of 14 to provide Transition Outreach services.

- B. The School District shall make space available for the Counselor to meet with students with disabilities who are eligible or potentially eligible beginning at age 14 to provide Pre-ETS, and for students who are two years from exiting high school or earlier when requested by the student and parent/legal guardian to take an application.
- C. After obtaining parental consent, the School District shall provide access to students' records including all psychological evaluation results (i.e. I.Q. scores, adaptive behavior scores, etc.), testing and medical information and any other relevant confidential information such as the Individualized Educational Program (IEP) and 504 Plan for the current school year, the Teacher Checklist: Observation of Student, and the student's Social Security number.
- D. The School District shall share information with the OVR Counselor about upcoming IEP meetings, 504 Plan meetings, provide access to and attend such meetings for students with disabilities when appropriate.
- E. The School District shall request and promote the involvement of parents, family members, guardians and advocates.
- F. The School District shall not contract with an agency or organization that holds a special wage certificate under Section 14(c) of the Fair Labor Standard Act for the purpose of paying students less than minimum wages.
- G. The School District will provide documentation to the OVR Counselor of its provision of transition services for any and all students exiting the local school district who may be interested in seeking subminimum wage employment as required by Section 511 and 397.30(b)(1) of the Rehabilitation Act of 1973 as amended by WIOA. This information should include at minimum:
- Youth's name;
 - Description of the services or activity completed;
 - Name of the provider of the required service or activity;
 - Date required service or activity completed;
 - Signature of educational personnel documenting completion of the required service or activity;
 - Date of signature;
 - Signature of educational personnel transmitting documentation to the designated State unit; and
 - Date and method (e.g., hand-delivered, faxed, mailed, emailed, etc.) by which document was transmitted to the designated State unit.
- H. If a student with a disability or, as applicable, the student's parent or guardian refuses through informed choice to participate in the activities required by Section 511, then the School District must provide documentation as required by 397.30(b)(2). This information should include at minimum:
- Youth's name;
 - Description of the refusal and the reason for such refusal;
 - Signature of the youth or, as applicable, the youth's parent or guardian;
 - Signature of the educational personnel documenting the youth's refusal;

- Date of signatures;
- Signature of educational personnel transmitting documentation of the refusal to the designated State unit; and
- Date and method (e.g., hand- delivered, faxed, mailed, emailed, etc.) by which documentation was transmitted to the youth.
- The educational personnel must transmit the documentation required to the designated State unit as soon as possible upon completion of each of the required action, but no later than 30 calendar days after the completion of the required activity or service.

III. Procedures.

- A. *Referral Process.* The local School District Coordinator (or designated person) will provide referral information on youth with disabilities who are eligible or potentially eligible to participate in Pre-ETS activities. The referral information should include the student's name, address, phone number, date of birth, race, ethnicity, social security number (if available), documentation of disability, and parent or guardian's consent.

The local School District Coordinator (or designated person) will provide information, including the assessment team report and the vocational assessment report, to the OVR Counselor on students with disabilities, prior to the student's final two years of school to facilitate the application process. This may take place during the spring semester of sophomore year, over the summer break, or at the start of the fall semester of the junior year of school. Referrals should not be made on students who are current participants in the MDRS/OVR Transition and Youth Career Services program or students who have previously been referred. However, a student who is not participating in the MDRS/OVR program may be referred a second time if his/her circumstances have changed. Students who transfer to a district should be referred at the time of transfer, if they meet the requirements.

- B. *Joint Development of IEPs and IPEs.*
1. The student's primary teacher will notify the Counselor of IEP and 504 meetings.
 2. The Counselor will inform the student's primary teacher of IPE meetings. The Counselor will also seek participation of all other school personnel who are significantly involved in the student's vocational preparation.
 3. The School District Coordinator will provide the Counselor with copies of IEPs, 504 Plans, and other transition related information.
 4. The Counselor will provide a copy of the student's vocational assessment and IPE to the School District Coordinator or his/her designee.

- C. *Other Procedures.*

1. If the student attends AbilityWorks while still in school, OVR/OVRB will not be responsible for transportation.

2. The Counselor will collaborate with the School District on individual needs for a student seeking to receive services at a community rehabilitation services program, such as, an AbilityWorks.
3. The Counselor will coordinate with the School District and AbilityWorks to ensure that services are provided to the student in a timely manner without unnecessary delays or excessive extensions.

NINA SHAW
Beat One

DIANE JOHNSON
Beat Two

JACOB SMITH
Beat Three

Stone County School District

Inita Owen, Superintendent

214 Critz Street • Wiggins, MS 39577

Telephone: 601-928-7247 • Fax: 601-928-5122

RODNEY BEECH
Beat Four

DORIS MATTHEWS
Beat Five

CONTRACT/AGREEMENT INFORMATION

I would like to recommend the following agreement/contract between PandaDoc

_____ (vendor name) and Stone County School District. This agreement/contract is for a term of 12 months (length of agreement/contract)

The purpose of this agreement/contract is to provide secure digital signature and document tracking capabilities for the Technology and Personnel departments.

I have read and reviewed the following agreement/contract and agree to all of the terms and conditions that are outlined.

Chuck Mabe
Person submitting agreement/contract

July 17, 2020
Date

Reviewed By:

Cassie Hardy
Business Manager

7/23/2020
Date

Board Attorney

Date





Proposal

for Stone County School District

Prepared for

Chuck McGee
Stone County School District

Prepared by

Quincy Berg
FandaDoc

Trusted & proven

Thousands of companies choose PandaDoc to power their businesses worldwide. We pride ourselves on building a great product and providing a great service.

Award-winning Proposal, Contract, and eSignature software



In 2020, PandaDoc continues to dominate the proposal, contract, and eSignature software categories of G2. These awards are entirely based on customer feedback and experience.

Don't take our word for it, read what our customers have to say on [G2Crowd](#) and [TrustRadius](#).

Proudly serving 16,000+ companies



Pricing overview

Contract start date

Upon Signature

Contract end date

1 Year from Signature

PandaDoc Subscription Plan	Price/Year/User	Users	Discount	Total
Please Choose One of the User Amounts Below				
Business Plan plus Workspaces and Bulk Sending (2 Users)	\$828.00	2	-\$496.80	\$1,159.20

Includes:

- Unlimited Templates & Documents
- Unlimited eSignatures
- Document Analytics
- Custom Branding
- Integrations with CRMs & Other Tools
(Salesforce & Zapier not included)
- Content Library
- Bulk Sending
- Workspaces
- Manager Approval Workflow
- Document Expiration Settings
- Auto Reminders
- Free Weekly Training Webinar
- 24/7 Email Support

Onboarding and Implementation Services (One-time Fee)

Onboarding Program	\$1,000.00	1	\$0.00	\$1,000.00
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What you can expect from onboarding:

- Group admin training
- Workflow consultation
- Recreating 10 pages of your existing content as PandaDoc templates
- PandaDoc fundamentals, workspace settings, and user administration training
- End-user training
- Dedicated Customer Success Manager (upon completion of onboarding)

Total	\$2,159.20
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Safe & secure

Your document security is a top priority at PandaDoc. Your business documents contain information that only you and your clients need to see, and we intend to keep it that way. Every day we ensure that our security is parallel with industry standards and compliance.



Certification

PandaDoc is SOC II Type II certified. We can provide an SSAE 16 SOC 2 report and attestations of compliance, [upon request](#). Our services are hosted on the Amazon AWS platform and this document details the ways in which we leverage the massive investments that Amazon continues to make in security to the benefit of our customers.



Physical security

PandaDoc data centers (handled by Amazon AWS) are state of the art, utilizing innovative architectural and engineering approaches. Amazon has many years of experience in designing, constructing, and operating large-scale data centers. This experience has been applied to the AWS platform and infrastructure.



GDPR compliance

PandaDoc recognizes that protecting privacy requires a holistic security program. We've completed extensive research and created a resources page with detailed information explaining what GDPR is and how PandaDoc is compliant.



Third-party Subprocessors

PandaDoc currently uses third-party Subprocessors to provide various business functions after due diligence to evaluate their defensive posture and executes an agreement requiring each Subprocessor to maintain minimum acceptable security practices.

Sign here to subscribe

OR "FORWARD" THIS DOCUMENT
TO A LEGAL SIGNATORY

Sign here to subscribe


I hereby acknowledge I am authorized to enter into this contract and that I have read this Proposal and understand and agree to the terms and conditions of PandaDoc's Master Services Agreement below.

PandaDoc account owner name

PandaDoc account owner email

Billing contact email

Billing address


Accepted by (customer)


Date of acceptance

Payment terms & instructions

Payment due net 45. Please send all
billing inquiries to
invoices@pandadoc.com.

Annual plans automatically renew every
year. If you cancel ninety (90) days
prior to an upcoming renewal date, you
will not be charged on the following
renewal date and henceforth.

This agreement is subject to:
Master Services Agreement (below)
[Privacy Policy](#)

Pay by credit card

PandaDoc account Go to Settings > Billing > Payment & Account details

Pay by check

Company PandaDoc, Inc.
Address Dept. LA 24920, Pasadena, CA 91185-4920

Pay by wire or ACH

Bank name Silicon Valley Bank
Bank address 3003 Tasman Drive, Santa Clara, CA 95054
Routing & transit # 121140399
For the credit of PandaDoc, Inc.
Address 101 California St. STE 3975, San Francisco, CA 94111
Credit account # 3300825108



PandaDoc, Inc. 101 California St.
STE 3975, San Francisco, CA 94111

Proposal for
Stone County School District

SWIFT ID

SVBKUS6S



PandaDoc

PandaDoc, Inc. 101 California St.
STE 3975, San Francisco, CA 94111

Proposal for
Stone County School District



Master Services Agreement

This Master Services Agreement ("Agreement") is made as of _____ (the "Effective Date") by and between PandaDoc, Inc. with an address at PO Box 560, Pinellas Park, FL 33780 ("PandaDoc"), and Stone County School District _____ a school district with a business address at 214 Critz Street, Wiggins, MS 39577 _____ ("Customer").

In consideration of the mutual covenants and promises contained herein and for other good and valuable consideration, and intending to be legally bound, the parties agree as follows:

1. Services

1.1. The following terms and conditions govern all access and use of PandaDoc's website and all content, services and products available at or through the website, including, but not limited to, electronic signature services, online uploads, display, delivery, acknowledgment, and limited storage services for documents and electronic contracts (collectively, the "Website Services"). If applicable, PandaDoc shall perform the professional services set forth in the applicable Proposal ("Professional Services"). The Website Services and Professional Services shall collectively be referred to herein as the "Services".

1.2. Customer is engaging PandaDoc to provide the Services as described in the relevant, duly executed proposals under this Agreement ("Proposal"). Neither party will have any obligation with respect to any draft Proposal unless and until it is executed by both parties. Except as otherwise provided herein, if any of the terms and/or conditions of this Agreement conflict with any of the terms and/or conditions of any Proposal, the terms and/or conditions of such Proposal will control solely with respect to the Services covered under such Proposal.

1.3. Subject to Customer purchasing the right to access and/or use the Services and using such Services in accordance with the terms and conditions set forth herein and in the applicable Proposal, PandaDoc grants to Customer a limited, non-sublicensable, non-exclusive, non-transferable license to access and/or use the Services by the quantity of Users (and/or up to the number of Users) during the term set forth in the applicable Proposal for internal use in accordance with the terms and conditions set forth herein, in the Proposal, and any documentation provided by PandaDoc as it relates to the Services, and is not for resale or further distribution, unless otherwise agreed to by the parties in writing, (the "Subscription"). "Users" means Customer's employees, representatives, consultants, contractors, partners, or agents who are authorized by Customer to access and use the Services. The Subscription is limited to the number of Users as set forth in the applicable Proposal for the Subscription term. Except as otherwise explicitly provided herein, or as may be expressly permitted by applicable law, Customer will not, and will not permit or authorize any User or third party to: (i) modify, and/or make derivative works of, disassemble, reverse compile and/or reverse engineer any part of the Services, or reverse engineer, decompile, disassemble, extract, or otherwise derive or attempt to derive the source code of any Services or any other compiled software provided or made available by PandaDoc hereunder; (ii) use or permit the use of, reproduce or otherwise duplicate, disclose, distribute, modify, encumber, time-share, license, sublicense, sell, distribute, assign, rent, lease, or transfer any Services, any portion thereof, or any of Customer's rights thereto; (iii) frame and/or utilize framing techniques to enclose any trademark, logo, and/or other portion of the Services (including images, text, page layout, and/or form); (iv) use any metatags and/or other "hidden text" using PandaDoc's name and/or trademarks; (v) use any manual and/or automated software, devices and/or other processes (including but not limited to spiders, robots, scrapers, crawlers, avatars, data mining tools or the like) to "scrape" and/or download data from any pages contained in the Services (except that we grant the operators of public search engines revocable permission to use spiders to copy materials from the Services for the sole purpose of and solely to the extent necessary for creating publicly available searchable indices of the materials, but not caches or archives of such); (vi) use and/or access the Services in order to build a similar and/or competitive website, product, and/or service; (vii) copy, reproduce, distribute, republish, download, display, post and/or transmit any part of the Services in any form and/or by any means; (viii) remove, obliterate, or cancel from view any copyright, trademark, or other proprietary or confidentiality notice or legend appearing on or in the Services or any materials provided or made available by PandaDoc hereunder, or fail to reproduce any such notice or legend on any copy made of any such materials; (ix) intentionally hold PandaDoc and/or their employees and/or directors up to public scorn, ridicule and/or defamation; (x) promote and/or provide information about illegal activities and/or physical harm and/or injury to any group, individual, institution and/or property; (xi) take any action that materially interrupts or interferes with, or that might



reasonably have been expected to materially interrupt or interfere with, the Service, PandaDoc's business operations or other customer; (xii) run any form of auto-responder and/or "spam" on the Services or use the Services to otherwise send "spam" to any third-party; (xiii) use the Services for in any unlawful way or for any unlawful purpose and/or to violate any federal, state, international law, code of conduct and/or other guidelines which may be applicable to the Services provided; (xiv) circumvent or disable any security or technological features or measures of the Services, and/or (xv) use the Services to conduct or forward illegal contests, pyramid schemes, chain letters, unsolicited or unauthorized advertising, promotional materials, or unsolicited e-mail or multi-level marketing campaigns. Any rights not expressly granted herein are reserved by PandaDoc.

1.4. Customer shall not access, store, distribute or transmit any Viruses or any material during the course of its use of the Services that (i) is unlawful, harmful, threatening, defamatory, obscene, infringing, harassing or racially or ethnically offensive, (ii) facilitates illegal activity and/or (iii) causes damage or injury to any person or property. "Virus" means any thing or device (including without limitation any software, code, file or program) which may prevent, impair or otherwise adversely affect the operation of any computer software, hardware or network, any telecommunications service, equipment or network or any other service or device, prevent, impair or otherwise adversely affect access to or the operation of any program or data, including the reliability of any program or data (whether by re-arranging, altering or erasing the program or data in whole or part or otherwise) and/or adversely affect the user experience, including worms, trojan horses, viruses and other similar things or devices.

1.5. Customer shall ensure that its network and systems comply with the relevant specifications provided by PandaDoc from time to time and shall provide PandaDoc with information as may be required by PandaDoc in order to render the Services. Customer is responsible for obtaining, maintaining, and supporting all Internet access, computer hardware, and other equipment and services needed for it to access and/or use the Services. The Customer will determine the access controls for its authorized Users and will be responsible for activity occurring under Customer's account, including compliance with this Agreement. Customer agrees to use commercially reasonable efforts to prevent unauthorized access to, and/or use of the Services and notify PandaDoc immediately of any unauthorized use of Customer's account and/or any other known breach of security. Customer agrees to receive marketing materials or other documentation from PandaDoc.

1.6. Notwithstanding anything herein to the contrary, PandaDoc reserves the right, without liability to the Customer, to disable or suspend the Customer's access to the Services in the event (i) of any breach or anticipated breach of this Section 1; (ii) Customer or its Users use of the Services disrupts or poses a security risk to the Services or any other customer, may harm PandaDoc's systems, or any provider of any third-party services, or may subject PandaDoc or any third-party to liability; (iii) Customer or its authorized Users are using the Services for fraudulent or illegal activities; or (iv) PandaDoc's continued provision of any of the Services to the Customer is prohibited by applicable law.

2. Users

Customer and its Users are responsible for maintaining the security of their accounts, and Customer is fully responsible for all activities that occur under their account and by their Users. Customer represents and warrants that its Users of the Services will abide by the terms and conditions of this Agreement and Customer acknowledges and agrees that it shall be fully responsible for any User's breach of this Agreement. To obtain access to the Services, Customer shall provide each User of the Services a unique user ID. When registering a User, each User must provide accurate information, and must promptly update all registration information to keep it accurate, current and complete. Only the User associated with a particular user ID may use that user ID to access or use the Services. Customer may deactivate and reallocate logons or user IDs for the Services to different individual Users, as reasonable and necessary, from time to time. Customer is responsible for the management and administration of any logons and user IDs (and any associated passwords and access privileges) to or for the use of the Services, in accordance with this Agreement and subject to the approval of PandaDoc. Customer shall strictly maintain the confidentiality of all such logons, user IDs and passwords, and Customer is solely responsible and liable for all transactions, activities, and other consequences resulting from the use or disclosure of such logons, user IDs and passwords. Customer shall promptly report to PandaDoc any breach of confidentiality with respect to such logons, user IDs, passwords, or the Service, or any other problem with the Service, of which Customer becomes aware. In no event shall Customer allow the Services to be accessed or used by a third-party other than Customer and its authorized Users. PandaDoc reserves the right to refuse use and/or access of such Services by any individual party other than Customer and its authorized Users. Customer shall be liable for all acts and/or omissions of its Users that access and/or use the Service.



3. User Content

3.1 The content that Customer and/or its Users upload to the Website Services, including without limitation document layouts, source code, pictures, video and other images, audio materials, graphics, document or data files, information relating to natural and other persons, messages, e-mail and other communications, files, texts, fonts, opinions, ideas, personalization settings and other information and/or content, is defined collectively as "User Content" and Customer shall be liable for the accuracy, quality, integrity and legality of such User Content and of the means by which its Users access and use the User Content. Customer hereby grants PandaDoc a worldwide, non-exclusive right and license to reproduce, distribute and display the User Content as necessary to provide the Services, and allows PandaDoc to use its name and logo for PandaDoc's marketing purposes. Customer represents and warrants that Customer owns all User Content or that Customer has permission from the rightful owner to use each of the elements of User Content, and that Customer has all rights necessary for PandaDoc to use the User Content in connection with the Services. Customer and its licensors retain title, all ownership rights, and all IP (as defined in Section 4), in and to the User Content and reserves all rights not expressly granted to PandaDoc hereunder. Notwithstanding anything herein to the contrary, PandaDoc may collect aggregated, anonymized data that cannot identify any person and that is derived from and/or created through the use of the Services by Customer and/or its Users.

3.2 Customer agrees that it will not knowingly upload any User Content that: (i) is unlawful or promotes unlawful activities; (ii) defames, harasses, abuses, threatens and/or incites violence towards any individual and/or group; (iii) is pornographic, discriminatory and/or otherwise victimizes and/or intimidates an individual and/or group on the basis of religion, gender, sexual orientation, race, ethnicity, age and/or disability; (iv) is spam, is machine-generated or randomly-generated, constitutes unauthorized and/or unsolicited advertising, chain letters, any other form of unauthorized solicitation, and/or any form of lottery and/or gambling; (v) contains and/or installs any viruses, worms, malware, Trojan horses, and/or other content that is designed and/or intended to disrupt, damage and/or limit the functioning of any software, hardware and/or telecommunications equipment and/or to damage or obtain unauthorized access to any data and/or other information of any third party; (vi) infringes on any proprietary right of any party, including patent, trademark, trade secret, copyright, right of publicity and/or other rights; (vii) impersonates any person and/or entity, including any of PandaDoc's employees and/or representatives; and/or (viii) violates the privacy of any third party.

3.3 PandaDoc does not undertake to screen, review, edit, censor and/or otherwise filter and/or control User Content. However, PandaDoc may, but shall not be obliged to, review, either by manual or automated means, all User Content which is or may be uploaded on this site, and monitor and/or review any areas of this site where Users transmit and/or post communications and/or communicate with each other and/or PandaDoc (as applicable). PandaDoc retains the right (but disclaims any obligation) to reject, not post, not use, remove, amend, deny access to and/or delete any User Content, without notification, which breaches this Agreement. PandaDoc retains the right to co-operate with any law enforcement authorities, or in response to court and other official requests directing that PandaDoc disclose the identity of anyone posting User Content.

3.4 Customer acknowledges and agrees that PandaDoc utilizes third-party service providers to host and provide the Services and stored User Content and the protection of such User Content will be in accordance with that third party's safeguards for the protection of the security, confidentiality and integrity of the User's data. Customer is responsible for properly configuring and using the Services and taking appropriate steps to maintain security, protection and backup of any User Content. PandaDoc is not responsible for any unauthorized access to, alteration of, and/or the deletion, destruction, damage, loss and/or failure to store any of, User Content and/or other information that Customer and/or its Users submits and/or uses in connection with the Services (including without limitation as a result of Customer errors, acts or omissions).

4. Ownership

PandaDoc retains rights, title, interest and ownership of, and all intellectual and proprietary rights with respect to the Services, and any other materials provided or made available to Customer by PandaDoc hereunder. "IP" means all intellectual property including without limitation all patents, inventions, trademarks, service marks, trade names and trade dress, copyrights and copyrightable works, trade secrets, know-how, design rights and database rights. Except for the rights expressly granted to Customer in this Agreement, all such Services and other materials that are provided or made available, all modifications, compilations, and derivative works thereof, and all intellectual property and proprietary rights pertaining thereto, are and shall remain the property of PandaDoc and its respective licensors (and to the extent any rights of ownership in any such materials, works and/or rights might, for any reason, otherwise vest in Customer, Customer hereby assigns such ownership rights to PandaDoc).



5. Disclaimer of Liability

5.1 PandaDoc disclaims all liability relating to any User Content, including any error, virus, defamation, libel, obscenity and/or inaccuracy contained in any User Content, whether or not arising under the laws of copyright, libel, privacy and/or otherwise. PandaDoc disclaims all liability for unauthorized use (by other users) of User Content, and disclaims (without limitation) all liability for use of User Content which infringes any copyright, trademark rights and/or other intellectual property rights of any other user and/or person. Customer is solely responsible for any damage resulting from use (or submission) of any User Content to the Website Services (including disputes and incidents described in the preceding sections) and related transactions or occurrences. PandaDoc shall have no responsibility for unauthorized access to Customer or any User account, or automatic forwarding of messages and/or viruses (caused by viruses or otherwise).

5.2 Where PandaDoc provides web hosting or other services via the Services involving the provision of computer storage space, and/or in relation to other relevant services, PandaDoc reserves the right to impose and vary limits and/or restrictions (temporary or otherwise) on the use of the Service, including, without limitation, limits on the storage provided by reference to storage space, time/age of files, number and/or size of files, amount of data down and/or uploaded and/or any other criteria PandaDoc may specify. Any content and/or materials which exceeds any such limit, may be deleted and/or not accepted for such storage, without liability to PandaDoc.

5.3 The Services may integrate with and/or provide links to various other independent third-party products and/or services ("Linked Sites") that may be of interest to Customer and are for Customer's convenience only. PandaDoc does not control and/or endorse such Linked Sites and is not responsible for their content nor is it responsible for the accuracy and/or reliability of any information, data, opinions, advice and/or statements contained within such Linked Sites. Customer will need to make its own independent judgment regarding Customer's interaction with Linked Sites at Customer's own risk. We encourage Customer to be aware when a User leaves the Services and to read the terms and conditions and privacy policy of each Linked Site that a User visits. PandaDoc reserves the right to terminate any link and/or linking program at any time in its sole and absolute discretion. We disclaim all warranties, express and implied, as to the accuracy, validity and legality and/or otherwise of any materials and/or information contained on such Linked Sites.

6. Fees

6.1. In consideration of the performance of the Services, Customer agrees to pay PandaDoc the fees set forth in the applicable Proposal in accordance with the terms and conditions set forth in the applicable Proposal, and all fees for any applicable add-on services (such as payments and Onboarding and Implementation Services), as Customer may elect to use from time to time ("Fees"). All additional Licenses and add-on services (as defined in the Proposal) added during the Proposal term will be added for the remainder of the Proposal term on an annualized pro-rata basis. All Fees, expenses and taxes due hereunder will be paid in U.S. dollars. Any unused portions of volume-based purchases (e.g. API services) shall expire at the Contract End Date (as defined in the Proposal) and shall not roll over into subsequent contract years. All Fees due and payable by Customer to PandaDoc under this Agreement must be paid in full without any deduction, set-off, counterclaim or withholding of any kind unless required by law.

6.2. Customer shall pay PandaDoc for the undisputed Fees due hereunder via check, wire transfer, ACH, or credit card. If Customer elects to pay via credit card, Fees shall be deducted from a credit card account designed by Customer. In such event, Customer authorizes PandaDoc to automatically charge the credit card account for the Fees (plus applicable sales tax) in advance or as otherwise agreed to by the parties in writing without any further authorization from Customer. Customer acknowledges that the authorization will remain in effect until Customer cancels such authorization by providing written notice to PandaDoc. If Customer's credit card account on file is closed or the account information is changed, or if, for any reason, a charge is rejected, Customer shall immediately update Customer's credit card account or supply a new payment account, as appropriate. If Customer is unable to update its credit card account with appropriate information, then PandaDoc will send an invoice to Customer detailing the amount due. Customer must pay the amount due in full within forty five (45) days after the date of the invoice. Customer agrees to notify PandaDoc in writing of any changes to Customer's account information or termination of its authorization at least thirty (30) days prior to the next billing date. In the event payment dates fall on a weekend or holiday, Customer understands that the payments may be executed on the next business day.



6.3. PandaDoc may, without liability to Customer, disable the password, account, and/or access to all or part of the Services if any Fees are not paid within forty-five (45) days of such Fees first becoming due and payable under this Agreement. In the event of the foregoing, PandaDoc shall not be obligated to provide any or all of the Services until such Fees are paid in full.

6.4. Dispute Process.

i. If Customer has a bona fide dispute in relation to any portion of the Fees invoiced, Customer must pay all invoiced Fees and shall provide notice to PandaDoc in writing within thirty (30) days from the date of the invoice. Such notice shall set forth the details surrounding the dispute. The parties shall discuss the disputed Fees within five (5) calendar days of the date of the notice.

ii. When the dispute is resolved, (a) if a payment is owed to PandaDoc, such payment shall be made within ten (10) business days of the resolution of such dispute or (b) if an amount is owed to Customer, PandaDoc, in its sole discretion, shall either (i) credit such amount to Customer's account within twenty (20) calendar days of the resolution of such dispute (or within such other timeframe as mutually agreed upon by the parties in writing), or (ii) apply a pro-rated credit amount to Customer's account for the remainder of the then-current term.

iii. For avoidance of doubt, all negotiations pursuant to this Subsection 6.4 shall be treated as confidential compromise and settlement negotiations. Nothing said or disclosed, nor any document produced, in the course of such negotiations which is not otherwise independently discoverable shall be disclosed to any third party nor offered or received as evidence or used for impeachment or for any other purpose in any current or future arbitration or litigation.

iv. Customer waives the right to dispute any Fees not disputed within thirty (30) calendar days after the date of the applicable invoice.

7. NO LEGAL ADVICE; ELECTRONIC COMMUNICATION

7.1. No legal advice. The Services do not provide legal advice and PandaDoc is not a law firm. Part of the Services may involve the making of contracts, and/or other legal relations and although we attempt to make sure our information is accurate and useful, we recommend Customer consults with a lawyer if legal advice is required. PandaDoc does not offer any legal advice, legal opinions, recommendations, referrals, and/or counseling. PandaDoc is not involved in agreements between Customer and other users.

7.2. Local Laws. The use of the Services may be governed by the laws of different countries or regions, and Customer agree to abide by such local laws. Customer agrees that Customer's use of any electronic signatures will be as valid as any manual signatures, if authorized by local law, and Customer, not PandaDoc, will ensure that Customer's use of electronic signatures is in conformance with local laws and regulations.

7.3. Electronic Communications. By using the Services, Customer agree to receive certain communications in connection with the Services. The communications between Customer and PandaDoc use electronic means, whether Customer uses the Services or send PandaDoc emails, or whether PandaDoc posts notices on the Services or communicates with Customer via email. For contractual purposes, Customer (i) consents to receive communications from PandaDoc in an electronic form; and (ii) agrees that all terms and conditions, agreements, notices, disclosures, and other communications that PandaDoc provides to Customer electronically satisfy any legal requirement that such communications would satisfy if it were to be a hardcopy in writing. The foregoing does not affect Customer's non-waivable rights.

8. Disclaimer of Warranties and Limitation of Liability

8.1. CUSTOMER'S USE OF THE SERVICES AND ANY DELIVERABLES IS AT ITS SOLE RISK. THE SERVICES, MATERIALS AND DELIVERABLES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. PANDADOC AND ITS SUPPLIERS AND LICENSORS EXPRESSLY DISCLAIM ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT. PANDADOC DOES NOT GUARANTEE THE ACCURACY, COMPLETENESS, OR USEFULNESS OF THE SERVICES OR DELIVERABLES. ANY MATERIAL THAT CUSTOMER AND/OR ITS USERS ACCESS AND/OR OBTAINS THROUGH THE SERVICES IS DONE AT CUSTOMER'S OWN DISCRETION AND RISK AND CUSTOMER WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO CUSTOMER'S COMPUTERS OR LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OF ANY MATERIAL THROUGH THE SERVICES. PANDADOC DOES NOT REPRESENT, WARRANT, OR COVENANT THAT THE SERVICES AND DELIVERABLES WILL BE AVAILABLE WITHOUT



INTERRUPTION OR TOTALLY ERROR-FREE, OR THAT ALL DEFECTS (INCLUDING, BUT NOT LIMITED TO, MINOR OR COSMETIC DEFECTS THAT DO NOT SIGNIFICANTLY AND ADVERSELY AFFECT FUNCTIONALITY OR FEATURES) WILL BE CORRECTED. SOME STATES MAY PROHIBIT A DISCLAIMER OF WARRANTIES AND CUSTOMER MAY HAVE OTHER RIGHTS THAT VARY FROM STATE TO STATE.

8.2. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT AND/OR ANY PROPOSAL, PANDADOC AND ITS SUPPLIERS AND LICENSORS WILL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, PUNITIVE AND/OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA, OR OTHER INTANGIBLE LOSSES (EVEN IF PANDADOC HAS BEEN ADVISED OF THE POSSIBILITY OF THESE DAMAGES), RESULTING FROM USE OF THE SERVICES AND/OR DELIVERABLES. UNDER NO CIRCUMSTANCES WILL PANDADOC OR ITS SUPPLIERS AND LICENSORS TOTAL AND CUMULATIVE LIABILITY FOR DIRECT DAMAGES ARISING OUT OF AND/OR IN CONNECTION WITH THIS AGREEMENT (INCLUDING BUT NOT LIMITED TO WARRANTY CLAIMS), REGARDLESS OF THE FORUM AND REGARDLESS OF WHETHER ANY ACTION OR CLAIM IS BASED ON CONTRACT, TORT, OR OTHERWISE, EXCEED THE AMOUNTS, IF ANY, THAT CUSTOMER HAS PAID TO PANDADOC IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE DATE OF THE CLAIM. THIS SECTION IS FUNDAMENTAL AND THE SPECIFIC REQUIREMENTS HEREIN SHALL BE CONSIDERED THE BASIS OF THE BARGAIN BETWEEN CUSTOMER AND PANDADOC, AND PANDADOC WOULD NOT BE ABLE TO PROVIDE THE SERVICES OR PERFORM ITS OBLIGATIONS SET FORTH HEREIN WITHOUT CUSTOMER'S AGREEMENT TO SUCH TERMS.

8.3. Exclusions. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF CERTAIN WARRANTIES OR THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. ACCORDINGLY, SOME OF THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU BUT SHALL INSTEAD APPLY TO THE MAXIMUM EXTENT PERMITTED BY LAW.

9. Indemnity

Customer will indemnify, and defend PandaDoc, and its respective subsidiaries, affiliates, officers, agents, employees, representatives, and assigns from and against any costs, damages, expenses, losses, damages, demands and expenses, including reasonable attorney fees, and liabilities arising out of, and/or relating to, any claim ("Claim") arising out of or related to (i) Customer's use of the Services in a manner that violates any applicable privacy law(s); and/or (ii) PandaDoc's use of the User Content constitutes infringement, violation, trespass, contravention or breach in the United States of any patent, copyright, trademark, license or other property and/or proprietary right of any third party, and/or constitutes the unauthorized use and/or misappropriation of any trade secret of any third party. We reserve the right to assume the exclusive defense and control of any matter otherwise subject to indemnification by Customer, in which event Customer will assist and cooperate with PandaDoc in asserting any available defenses. Customer agrees not to settle any matter without the prior written consent of PandaDoc.

10. Term and Termination

10.1. Agreement Term. The term of this Agreement shall commence on the Effective Date and continue thereafter for a period of one year ("Initial Term"). Unless otherwise terminated in accordance with this Section 10, upon the expiration of the Initial Term, the Agreement will automatically renew for successive one-year periods unless either party provides the other with written Notice of non-renewal at least 90 days prior to the expiration of the then-current Term. "Term" means the Initial Term and any renewal terms(s) of this Agreement.

10.2. Proposal Term. The term of the applicable Proposal shall commence on the last date the applicable Proposal is signed by the parties and continue thereafter until terminated in accordance with the terms and conditions set forth therein or herein or until the term of the Subscription expires, whichever is earlier.

10.3. Termination for Breach. If a party materially breaches this Agreement and/or any Proposal (the "Defaulting Party"), and the Defaulting Party does not cure such breach within thirty (30) calendar days after its receipt of written notice of material breach, the non-defaulting party may terminate this Agreement and/or the Proposal upon written notice to the Defaulting Party. Termination of Proposal and/or this Agreement will be without prejudice to any other rights and remedies that the non-defaulting party may have under this Agreement or at law or in equity.



10.4. Termination for Insolvency. Either party may terminate this Agreement and/or Proposal in the event the other party becomes Insolvent. For purposes of this Subsection 9(d), "Insolvent" or "Insolvency" shall mean a party that makes an assignment for the benefit of creditors, has a receiver, trustee, custodian (or similar party) appointed or designated to administer its affairs or otherwise take control of its assets or business operations, becomes a debtor in a voluntary proceeding under any chapter of the United States Bankruptcy Code or any law or statutory scheme relating to insolvency, reorganization or liquidation, or an involuntary petition in bankruptcy, or other insolvency proceeding is filed against a party and is not dismissed within ninety (90) calendar days thereafter.

10.5. Termination for Dissolution. Either party may terminate this Agreement and/or Proposal effective immediately upon written notice to the other party if the other party ceases to do business, or otherwise terminates its business operations without a successor.

10.6. Upon termination pursuant to this Section 10, Customer will pay all outstanding fees, charges and expenses owed through the Term of this Agreement and/or the applicable Proposal as if such Agreement and/or Proposal had not been terminated. For the avoidance of doubt, any pre-paid fees are non-refundable.

11. Confidentiality

11.1. "Confidential Information" means any non-public data, information and other materials regarding the products, software, services, customer list, or business of a party (and/or, if either party is bound to protect the confidentiality of any third party's information, of a third party) provided to the other party where such information is marked or otherwise communicated as being "proprietary" or "confidential" or the like, or where such information should, by its nature, be reasonably considered to be confidential and/or proprietary. Without limiting the foregoing, the Software and any performance data, benchmark results, and technical information relating thereto, the Documentation, PandaDoc's pricing information and the terms and conditions of this Agreement (but not its existence) shall be deemed the Confidential Information of PandaDoc. The party disclosing Confidential Information shall be referred to herein as the "Disclosing Party" and the party receiving Confidential Information shall be referred to herein as the "Receiving Party."

11.2. Notwithstanding the foregoing, Confidential Information shall not include information which:

- i. is already or becomes known to the Receiving Party (defined below) prior to disclosure by the Disclosing Party or independently of the Receiving Party's knowledge of the Confidential Information and is not subject to an obligation of confidentiality;
- ii. is independently developed by the Receiving Party without use of or reference to the Disclosing Party's Confidential Information;
- iii. is rightfully obtained by the Receiving Party without breach of this Agreement and/or from a third party without restriction as to disclosure, or is approved for release by written authorization of the Disclosing Party; or
- iv. was lawfully and demonstrably in the possession of the Receiving Party without use of or reference to the Disclosing Party's Confidential Information.

11.3. The Receiving Party agrees not to use or disclose the Confidential Information, and may disclose the Confidential Information only as necessary and appropriate to perform its obligations hereunder and to receive the benefit of the Services in accordance with this Agreement to its officers, directors, employees, agents and subcontractors (and their employees) (collectively "Representatives") who have a need to know such Confidential Information solely in connection with this Agreement. The Receiving Party will cause such Representatives to comply with this Agreement and will assume full responsibility for any failure to comply with the terms of this Agreement. The Receiving Party will not transfer or disclose any Confidential Information to any third party without the Disclosing Party's prior written consent and without such third party having a contractual obligation (consistent with this Section 11) to protect and keep such Confidential Information confidential. The Receiving Party will not use any Confidential Information for any purpose other than to perform its obligations under this Agreement. The Receiving Party agrees to treat all Confidential Information of the Disclosing Party in the same manner as it treats its own similar proprietary information, but in no case will the degree of care be less than reasonable care.

11.4. If the Receiving Party is requested or required to disclose any of the Disclosing Party's Confidential Information under a subpoena, court order, statute, law, rule, regulation or other similar requirement (a "Legal Requirement"), the Receiving Party will, if lawfully permitted to do so, provide prompt notice of such Legal Requirement to the Disclosing Party so that the Disclosing Party may seek an appropriate protective order or other appropriate remedy or waive compliance with the provisions of this Agreement. If the Disclosing Party is not successful in obtaining a protective order or other appropriate remedy and the Receiving Party is legally compelled to disclose such Confidential



Information, or if the Disclosing Party waives compliance with the provisions of this Agreement in writing, the Receiving Party may disclose, without liability hereunder, such Confidential Information solely to the extent necessary to comply with the Legal Requirement.

11.5. The parties agree that ownership of any IP in any materials owned by the other party shall remain with that party, and nothing in this Agreement shall imply that any right or license in respect of such IP is being granted to the other party.

11.6. Upon termination or expiration of this Agreement or upon the Disclosing Party's written request, the Receiving Party will return to the Disclosing Party all copies of Confidential Information already in the Receiving Party's possession or within its control. Alternatively, with Disclosing Party's prior written consent, the Receiving Party may destroy such Confidential Information; provided that the Confidential Information is (i) destroyed in accordance with applicable law, rule or regulation and (ii) is rendered unreadable, undecipherable and otherwise incapable of reconstruction, in which case an officer of the Receiving Party will certify in writing to the Disclosing Party that all such Confidential Information has been so destroyed. The obligations with respect to Confidential Information, as set forth in this Section 10, shall continue in force and effect for a period of five (5) years after termination or expiration of this Agreement. Notwithstanding the foregoing, Confidential Information that constitutes a trade secret of the Disclosing Party will be subject to the terms of this NDA for as long as such information remains a trade secret under applicable law.

11.7. Each party acknowledges that a breach of this Section 11 may result in irreparable and continuing damage to the Disclosing Party for which monetary damages may not be sufficient, and agrees that the Disclosing Party will be entitled to seek, in addition to its other rights and remedies hereunder or at law, injunctive or all other equitable relief, and such further relief as may be proper from a court of competent jurisdiction. The terms of this Section 11 shall survive the expiration or termination of this Agreement.

12. Miscellaneous

12.1 This Agreement constitutes the entire agreement between PandaDoc and Customer concerning the subject matter hereof, and it may only be modified by a written amendment signed by an authorized executive of the parties. All attached exhibits and Proposals are incorporated into and made a part of this Agreement. Any prior agreements or representations, either written or oral, relating to the subject matter of this Agreement are of no force or effect.

12.2 Except to the extent applicable law, if any, provides otherwise, this Agreement and any access to or use of the Website Services will be governed by the laws of the State of California, U.S.A., excluding its conflict of law provisions. Except for claims for injunctive or equitable relief or claims regarding intellectual property rights (which may be brought in any competent court without the posting of a bond), any dispute arising under this Agreement shall be finally settled in accordance with the Comprehensive Arbitration Rules of the Judicial Arbitration and Mediation Service, Inc. ("JAMS") by three arbitrators appointed in accordance with such rules. The arbitration shall take place in San Francisco, California, in the English language and the arbitral decision may be enforced in any court. The prevailing party in any action or proceeding to enforce this Agreement shall be entitled to costs and attorneys' fees.

12.3 If any part of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, that part will be construed to reflect the parties' original intent, and the remaining provisions of the Agreement will remain in full force and effect. A waiver by either party of any term or condition of this Agreement or any breach thereof, in any one instance, will not waive such term or condition or any subsequent breach thereof.

12.4 Customer may not assign or transfer this Agreement or any of Customer's rights or obligations hereunder to any other party without PandaDoc's express written consent; PandaDoc may assign its rights under this Agreement without condition. This Agreement will be binding upon and will inure to the benefit of the parties' successors and permitted assigns.

12.5 The parties agree that a material breach of this Agreement adversely affecting PandaDoc's IP rights in the Website Services, the Services, or its Confidential Information may cause irreparable injury to PandaDoc for which monetary damages would not be an adequate remedy and the non-breaching party shall be entitled to equitable relief (without a requirement to post a bond) in addition to any remedies it may have hereunder or at law.



PandaDoc

12.6 No waiver by either Customer and/or PandaDoc of any breach and/or default and/or failure to exercise any right allowed under the Terms is a waiver of any preceding and/or subsequent breach and/or default and/or a waiver and/or forfeiture of any similar and/or future rights under the Terms.

12.7 It is understood and agreed that the relationship of PandaDoc to Customer is and shall continue to be that of an independent contractor and neither PandaDoc nor any of PandaDoc's employees shall be entitled to receive Customer employee benefits. Nothing in this Agreement will be construed to create an agency or employment relationship between Customer and PandaDoc for any purpose or create obligations of such party to third parties. As an independent contractor, PandaDoc agrees to be responsible for the payment of all taxes and withholdings specified by law, which may be due in regard to compensation paid by Customer.

12.8 All notices required under this Agreement shall be in writing and sent to the addresses and persons set forth below, or to such other addresses as may be designated by a party in writing. All notices shall be deemed received when (i) delivered personally; or (ii) one (1) day after deposit with a commercial express courier specifying next day delivery, with written verification of receipt.

IF TO THE CUSTOMER:

To the address in the Preamble

IF TO PANDADOC:

Legal Department
PandaDoc, Inc.
PO Box 560
Pinellas Park, FL 33780

With a copy to: legal@pandadoc.com

12.9 PandaDoc will have no obligation with respect to any draft Proposal unless and until it is executed by PandaDoc. Except as otherwise provided herein, if any of the terms or conditions of this Agreement conflict with any of the terms or conditions of any Proposal, the terms or conditions of such Proposal will control solely with respect to the Services covered under such Proposal.

12.10 Any provision of this Agreement and Proposal which, by its nature, would survive termination of this Agreement and Proposal will survive any such termination of this Agreement and/or Proposal.

12.11 Notwithstanding any other provision of this Agreement and/or any Proposal to the contrary, neither party is liable for any failure to perform, or delay in performing, any particular obligations under this Agreement where the failure or delay arises from any cause or causes beyond its reasonable control, including without limitation fire, flood, earthquake, elements of nature, acts of God, acts of war, terrorism, riots, civil disorders or rebellions ("Force Majeure Event"). In the event of a Force Majeure Event, the parties agree to meet and discuss how to resolve the issue. Either party may terminate this Agreement and the applicable Proposals by giving the other party written notice if the other party fails to perform those obligations for three (3) continuous months due to such Force Majeure Event. This Subsection 12.11 does not apply to Section 11, or any obligation to pay money, or any obligation that is unaffected by the Force Majeure Event.

12.12 PandaDoc and Customer have negotiated this Agreement and each party's legal counsel has had the opportunity to review this Agreement. PandaDoc and Customer agree that any rule of construction or interpretation requiring resolution of any ambiguities in this Agreement against the drafting party will not apply in the construction or interpretation of this Agreement.

12.13 Customer acknowledges and agrees that the Services provided by PandaDoc are not exclusive to Customer and that PandaDoc may provide such Services to other entities.

12.14 The headings and titles of the Sections of this Agreement are not part of this Agreement but are for convenience only and are not intended to define, limit or construe the contents of the provisions contained herein.



PandaDoc

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

By Customer:	By PandaDoc, Inc.:
Name: <u>Christy Owen</u>	Name: <u>Richard V. Bray</u>
Signature: <u>[Handwritten Signature]</u>	Signature: _____
Title: <u>Supt of Education</u>	Title: <u>Senior VP, Finance and Operations</u>
Date: <u>7/8/2020</u>	Date: _____

NINA SHAW
Beat One

DIANE JOHNSON
Beat Two

JACOB SMITH
Beat Three

Stone County School District

Inita Owen, Superintendent
214 Critz Street • Wiggins, MS 39577

Telephone: 601-928-7247 • Fax: 601-928-5122

RODNEY BEECH
Beat Four

DORIS MATTHEWS
Beat Five

CONTRACT/AGREEMENT INFORMATION

I would like to recommend the following agreement/contract between News ELA

_____ (vendor name) and Stone County School District. This

agreement/contract is for a term of 1 yr 2020-21. (length of agreement/contract) The purpose of

this agreement/contract is to provide supplemental ELA

classroom instructional support in grades 3-8.

I have read and reviewed the following agreement/contract and agree to all of the terms and conditions that are outlined.

Niki Robini
Person submitting agreement/contract

7/23/20
Date

Reviewed By:

Cassie Hardy
Business Manager

7/23/20
Date

Board Attorney

Date





Customer Agreement

Newsela
620 8th Avenue, 21st Floor
New York, NY 10018
United States of America

Customer Agreement No. Q-28516
Newsela Sales Rep: Belinda Paladino
Contact Email: belinda.paladino@newsela.com
Offer Date: July 21, 2020
Expiration Date: July 21, 2020

To Tonya Bolton
Stone County School District
214 Critz St N
Wiggins, MS
39577-3218

Billing Information
Billing Frequency:
Payment Terms: Net 30
Billing Schedule: Upon Specific date

Qty	Products/Services	List Price
1	Newsela	\$18,100.00
Contract Grand Total		\$18,100.00

The subscription for the Products/Services will commence as of the "Subscription Start Date" and continue through the "Subscription End Date" (a "Contract Term"). The Subscription Start Date for this Customer Agreement will be the later of (a) the Target Start Date set forth above, (b) the date on which this Customer Agreement has been executed by the Customer (the "Execution Date") or (c) the invoice date within the "Billing Information" section above. The Subscription End Date for this Customer Agreement will be that date which is the length of the Term after the Subscription Start Date.

Failure of the Customer to make use of the Products/Services during the Contract Term will not extend Newsela's obligation to deliver those Products/Services beyond the Subscription End Date of that Contract Term.

Following the Subscription End Date, unless prohibited by law, this Customer Agreement will automatically renew for the Products/Services licensed hereunder for successive periods equal in length to the greater of the Term or 12 months (a 'Renewal Term'), unless either party provides the other party with written notice of cancellation at least thirty (30) days prior to the then current Subscription End Date. Prices in any Renewal Term will increase by up to 10% above the applicable pricing (excluding any One-Time Discounts) in the prior Contract Term, unless Newsela provides notice of different pricing at least 60 days prior to the applicable Renewal Term.

The Customer agrees to pay the Contract Grand Total set forth above per the Billing Terms noted above upon execution of this Customer Agreement. Service will be suspended at Newsela's discretion if payment is not received by Newsela in accordance with the Payment Terms noted above. Failure of the Customer to use the Products/Services will not relieve Customer of its obligation to pay hereunder.

This Customer Agreement is subject to Newsela's Terms of Use and Privacy Policy.

Terms of Use: <https://newsela.com/pages/terms-of-use/>

Privacy Policy: <https://newsela.com/pages/privacy-policy/>

This Customer Agreement constitutes the entire agreement between the parties and supersedes all prior written or oral understandings, proposals, bids, offers, negotiations, agreements or communications of every kind. This Customer Agreement and the terms contained herein are intended only for the Customer and should be kept confidential.

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice (if applicable). If the contracting entity is exempt from sales tax, please send the required tax exemption documents immediately to salestax@newsela.com.

Notes:

Start Date: 7/22/2020

End Date: 7/21/2021

Purchase Order Information

If you need a Purchase Order, please fill out the following information.

PO Required:

PO Number:

PO Amount:

The individual executing this Customer Agreement has the authority to execute this agreement and bind the Customer and Newsela has the right to rely on that authorization.

Authorized Signature: 	Date of Signature: 7/29/2020
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Appendix

School	Products/Services	License Dates
STONE MIDDLE SCHOOL	Newsela ELA	07/22/20 To 07/21/21
PERKINSTON ELEMENTARY SCHOOL	Newsela ELA	07/22/20 To 07/21/21
STONE ELEMENTARY SCHOOL	Newsela ELA	07/22/20 To 07/21/21
STONE COUNTY SCHOOL DISTRICT	Individual Virtual Add-On Session	07/22/20 To 07/21/21

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Newsela Privacy Policy

We know how important it is to you to understand how your personal information is collected and shared. We take your privacy very seriously. This Privacy Policy ("Policy") describes how your and your student's personal information is collected, used, and disclosed by Newsela, Inc. and its related companies ("Newsela" or "We" or "Us"). For users with "Learner" accounts on the services, references to "your" and "your student" shall both mean the Learner user. This Policy applies to all users of the Services who are 13 years of age or older. For information about Newsela's collection, use or disclosure of personal information about individuals under 13 years of age, please see our Children's Privacy Policy below.

This Policy applies to the Newsela websites available at www.newsela.com and the Newsela mobile application, and any of our other websites or applications that post this Policy (respectively the "Site" or "App") as well as all of our services made available through the Site or App (together with the Site and the App, the "Services"). By submitting personal information through our Services, you expressly consent to the processing of your and your student's personal information in the U.S. in accordance with this Privacy Policy.

IMPORTANT NOTICE FOR SCHOOL USERS

If you are a user (or a parent of a student user) who was given access to the Services by the school you are affiliated with, this Privacy Policy does not govern how your school might collect, use, or disclose your student's information. Please consult with your school for more information about their privacy practices. In addition, your and your student's information may be shared with your school or school district. Your school may choose to share, and we may share at their request, your student's information with new administrators or teachers. We are not responsible for your school's collection, use, or disclosure of your personal information or information shared at your school's request. Please contact your school to better understand your school's privacy practices.

PROTECTION OF STUDENT DATA

When Newsela provides our Services to students, teachers and schools, our collection, use and disclosure of student data, including any personally identifiable information, is governed by and in compliance with our Terms of Use, any agreement with the school or district, and the provisions of the Family Educational Rights and Privacy Act ('FERPA'), the Children's Online Privacy Protection Act ('COPPA') and other applicable laws that may relate to the collection and use of personal information of students. If you have any questions about our collection and use of student information, please contact us at info@newsela.com. If you have any questions about reviewing, modifying or deleting the personal information of a student who accesses our Services through a school, contact your school directly.

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unique identifiers and other tracking tools, and information collected through the use of third party analytics technologies. We may combine information we collect from you, your student's teacher or school, or third parties, as applicable, with information we collect from you or your student directly.

Information a Teacher or Parent Gives Us

We collect personal information you provide to us, which may include personal information of your students if you provide us with such information. By providing us with personal information about your students, you are representing to us that you have all necessary authority or consent to provide us with such information. For example, in connection with your use of the Services, you may provide us your name, country, postal code, email address, username, password, and other information, including demographic information and information about your classroom, your school, and your students. We also collect writing by teachers, including but not limited to annotations, feedback and assignment prompts that teachers provide to students using the Services. If you order our premium services or products, we will collect all information necessary to complete the transaction, including your name, credit card information, billing information, and shipping information (as applicable). This transaction-related information may be shared with third parties who help process and fulfill your transaction. We require these third parties to use your transaction-related information only for the purposes of processing and fulfilling your transactions and for no other purposes. For more information about how your personal information is shared, please see the section of this Policy titled "Sharing of Personal Information" below.

Information a Student Gives Us

We collect any personal information a student directly provides to us through use of the Services, including a student's name, classroom affiliation, username, and password. We also collect information about how a student interacts with the Services, including the articles that a student reads, the types of articles a student has expressed interest in, quiz-related information, responses a student writes to teacher assignment prompts, how much time a student spends reading the articles, and other performance related information. We also collect writing by students in many forms, including but not limited to their annotations and written responses to writing prompts. We may also collect information about a student provided by a school.

Information about You and Your Student that Your School Gives Us

We collect personal information about you and/or your student that your school, school district and/or their administrators choose to provide to and share with us, directly and through third party service providers.

Information Automatically Collected from You and Your Student

We and our third party service providers may automatically collect information about you and your student's computer or mobile device when you or your student visit our Site or access our



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page or using a feature, access times for a webpage or feature, and demographic information, such as gender and age range. These Tracking Tools help Newsela learn more about our users, such as their demographics and internet behaviors, so that we can improve our Services.

By accessing or using the Services, whether as a registered user or otherwise, you acknowledge, understand, and hereby agree that you are giving us your consent to set and access Tracking Tools, including cookies, on your device and in the emails we send you, and to track your activities and your use of the Services through these Tracking Tools in accordance with this Privacy Policy. For clarity, our third party business partners do not have access to Tracking Tools set by Newsela or on our Services except to the extent necessary to provide services to the Services.

The following are Tracking Tools used by Newsela or its third party service providers in connection with the Services:

COOKIES

We may automatically collect information using "cookies." Cookies are small data files stored on your hard drive by a website. Among other things, cookies help us make our Services and your experience better. For example, we use cookies to see which parts and features of our Services are popular, count visits to our Services and improve or tailor the Services and our advertisements to make them more relevant to our users. For more information on cookies, visit <http://www.allaboutcookies.org>.

UNIQUE IDENTIFIERS

We may use unique identifiers to track individual usage behavior on our Services, such as length of time spent on a particular page and pages viewed during a particular log-in period. The unique identifiers collect information about a user's use of the Services on an individual basis. We use the information that we gather through unique identifiers to evaluate and improve the Services and its content, including, but not limited to, improving and evaluating the effectiveness of certain materials on our Services and the student and teacher experience while using the Services.

WEB BEACONS

Web beacons, or clear GIFs or pixel tags, are small graphic image files that can be embedded in web pages or emails to collect information about a user's use of our Services or the correspondences that we send to them. The information collected by web beacons allows us to analyze how and how many people are using the Services or when users open our emails. Web beacons also allow us to enhance our Behavioral Advertising, which is further discussed below in the section titled ["Interest-based and Behavioral Advertising"](#"INTEREST-BASED OR ONLINE BEHAVIORAL ADVERTISING").

ANALYTICS AND OTHER TECHNOLOGIES



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analytics services to improve our Site, App and Services. Please see the following links for more information about Google Analytics and to opt-out if you choose to:

<http://www.google.com/policies/privacy/partners/> and <https://tools.google.com/dlpage/gaoptout>.

MOBILE DEVICE IDENTIFIERS

Mobile device identifiers are identifiers stored on your mobile device that may track your mobile device and data and activities occurring on or through it, as well as the applications installed on it. Mobile device identifiers enable collection of personal information (such as media access controls) as well as non-personally identifiable information (such as usage and traffic data). As with other Tracking Tools, mobile device identifiers help Newsela learn more about our users' demographics and internet behaviors and operate and improve the Services.

THIRD PARTY ACCOUNT CONNECTIONS

If you or your student chooses to log on or otherwise associate the Services with another third party account (for example, a Google Account), we may receive information from that third party site to make it easier for you or your student to create an account on the Services and display relevant content. Any information that we collect from these third party accounts may depend on the privacy settings you or your student has with that third party, so please consult their privacy and data practices.

USE OF PERSONAL INFORMATION

We use information collected through our Services, or disclosed by you on our Site or App or in connection with our Services, for the purposes described in this Policy. For example, we may use your and your student's information to:

- understand your student's performance in relation to others, and to provide you and your student with insight into their performance;
- understand your and your student's preferences and to enhance your and your student's experience and enjoyment using our Site, App, and Services;
- operate, maintain, and improve our Site, App, and Services;
- respond to comments and questions and provide customer service;
- send you related information including confirmations, invoices, technical notices, updates, security alerts, and support and administrative messages;
- create advertisements shown to teachers and administrators that reflect the interests and capabilities of their students and communicate with teachers and administrators about promotions and other news about Services offered by us (Note: Newsela never directs to advertising at Children. See: "Interest-Based or Online Behavioral Advertising," below.);
- customize advertisements and communicate about promotions and other news about Services offered by us;



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We will not use your personal information in any way other than in connection with providing the Services, as described in this Policy, as directed by a teacher or school, or upon obtaining your consent.

SHARING OF PERSONAL INFORMATION

We do not share your or your student's personal information except as follows:

- with your school or school district at their request;
- with third party service providers, consultants, and other service providers who perform services for us and need access to your or your student's information to do that work in a manner consistent with this Policy (for example, our web hosting provider, third party analytics service providers, advertising services providers, and purchase processors. Note: Newsela never directs targeted advertising at Children. See: "Interest-Based or Online Behavioral Advertising," below.);
- to comply with laws or to respond to lawful requests and legal process;
- to protect the rights and property of Newsela, our agents, users, and others including to enforce our agreements, policies, and terms of use;
- in an emergency to protect the personal safety of our users or any person;
- in connection with or during negotiation of any merger, financing, acquisition, bankruptcy, dissolution, transaction or proceeding involving sale, transfer, divestiture, or disclosure of all or a portion of our business or assets to another company, in which case the company receiving the personal information would be obligated to follow this Policy.

Additionally, we may share your or your student's personal information with new teachers who use the Services in their classrooms when you or your student, as applicable, enroll in such teachers' classes, and we may share teacher personal information with other teachers within a school using the Services.

We may create and use anonymized and/or aggregated data for our own purposes by excluding information (such as your or your student's name) that makes the data personally identifiable to you or your student. The purposes for which we may create and use anonymized and/or aggregated data include but are not limited to, conducting analysis and generating statistics regarding the use of our Site, App, and/or Services.

We will not share your or your student's personal information in any way other than in connection with providing the Services, as described in this Policy, as directed by a teacher parent/legal guardian or school, or upon obtaining your consent.

We require our third party service providers not to use your or your student's personal information other than to provide the services that we have requested.

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content on the Services to students based on their demographic information or activities on our Services. For example, we may suggest a text set to a student based on the student having read a similar text set in the past, or based on the student's age or grade level.

INTEREST-BASED OR ONLINE BEHAVIORAL ADVERTISING

We may advertise to teachers and administrators using a type of advertising known as interest-based or online behavioral advertising ("Behavioral Advertising"). Behavioral Advertising is the use of Tracking Tools by us or our Advertising Service Providers (defined below) to display Newsela ads on other websites or services based on information about a user's use of the Services or on the user's interests (as inferred from the user's online activity).

For clarity, Newsela's Behavioral Advertising is intended for teachers and administrators; we do not behaviorally target advertising to student users on sites that are directed to student users.

Newsela adheres to the Digital Advertising Alliance Self-Regulatory Principles for Online Behavioral Advertising ("OBA Principles"). More information about the OBA Principles can be found at <http://digitaladvertisingalliance.org/blog-terms/daa-principles>.

Advertising Service Providers

We may work with third parties that use Tracking Tools to collect and use information about your access and use of the Services and non-affiliated websites and applications in order to provide Behavioral Advertising and related services to you and us ("Advertising Service Providers"), for example by facilitating targeting of advertisements and measuring and analyzing advertising effectiveness and traffic on the Services, (collectively, all such services, "Targeting Services"). Advertising Service Providers include advertising networks, data exchanges, traffic measurement service providers, marketing analytics service providers, and other third-party service providers. Targeting Services enable us to display advertisements based on your use of the Services and other websites or applications you have visited, including for Newsela content, products or services that may interest you. Targeting Services can also help prevent you from seeing repeated advertisements and enable us to research the usefulness of certain advertisements. Our Advertising Service Providers do not have access to Tracking Tools set by us or on our Services except to the extent necessary to provide services to Newsela.

Opting Out of Behavioral Advertising

You can opt-out of certain Behavioral Advertising activities by doing one or more of the following. Please note that you will need to opt-out of each browser and device for which you desire these opt-out features.

- **Service Provider Opt Out:**



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- DoubleClick: <https://google.com/settings/ads>
- Facebook: <https://www.facebook.com/settings?tab=ads>

- **Industry Opt Out Tools:**

Some Advertising Service Providers may participate in the Network Advertising Initiative's (NAI) Opt-Out Tool (<http://www.networkadvertising.org/choices/>) and/or the Digital Advertising Alliance (DAA) Consumer Choice Page (<http://www.aboutads.info/choices/>), and therefore you can opt-out of certain services by those Advertising Service Providers (and other NAI or DAA member companies) by visiting the links included here. Please click on the links to these tools to learn more about your choices.

- **Web Browser Controls:**

You can prevent the use of certain Tracking Tools on a device-by-device basis by using the controls in your web browser. These controls can be found in the Tools > Internet Options menu for your browser, or as otherwise directed by your browser's support feature. Through your web browser, you may be able to:

- Delete existing Tracking Tools
- Disable future Tracking Tools
- Set your browser to provide you with a warning each time a cookie or certain other Tracking Tools are being set

- **Mobile Opt Out:**

Your mobile devices may offer settings that enable you to make choices about the collection, use, or transfer of mobile app information for Behavioral Advertising. You may also opt-out of certain Tracking Tools on mobile devices by installing the DAA's AppChoice app on your mobile device (for iTunes, visit <https://itunes.apple.com/us/app/appchoices/id894822870?mt=8>, for Android, visit <https://play.google.com/store/apps/details?id=com.DAA.appchoices&hl=en>). For more information, please visit <http://support.apple.com/kb/HT4228>, or <https://support.google.com/ads/answer/2662922?hl=en> and <http://www.applicationprivacy.org/expressing-your-behavioral-advertising-choices-on-a-mobile-device>, as applicable.

Please note the following with respect to opting out of Behavioral Advertising:

- Some opt-out features are cookie-based, meaning that when you use these opt-out features, an "opt-out" cookie will be placed on your computer, tablet or mobile device indicating that you do not want to receive Behavioral Advertising from certain companies. If you delete your cookies, use a different browser, use a different device or buy a new computer or mobile device, need to renew your opt-out choice.
- Opting-out of, deleting, rejecting, disabling or turning off Tracking Tools does not mean you will no longer receive online ads. Opting-out of Behavioral Advertising only means that you will no longer receive online ads.



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consumers to opt-out of tracking on our Services.

INFORMATION CHOICES AND CHANGES

Below are some ways you can control the collection and use of your and/or your student's information in connection with the Services. While we and others give you choices described in this Policy, there are many ways web browser signals and other similar mechanisms can indicate your choice to disable tracking, and we may not be aware of or honor every mechanism.

Promotional Emails

You may "opt-out" of receiving our promotional emails by following the instructions in those emails. If you opt-out, we may still send you non-marketing emails. Non-marketing emails include emails about your accounts and our transactions with you.

Information in the Services

You may change some of your or your student's personal information stored in the Services by following the directions on the Site or App. You may send requests about your or your student's personal information, including requests to change your or your student's contact preferences and update or correct your or your student's personal information, to our contact information below. In some cases, changes about a student's personal information may have to be executed by the student's school or teacher, and in such situations, we will attempt to assist you and the school or teacher with such efforts.

Behavioral Advertising and Tracking Tools

You can opt-out of certain mechanisms for tracking, including tracking of your online activities over time and across different websites, by using one or more of the options described above in the "Interest-Based and Behavioral Advertising" section of this Policy.

Disclosure

You may prohibit us from disclosing your or your student's personal information with a third party by contacting us at the information provided below to opt-out of such disclosures in advance; provided that if you prohibit us from sharing your or your student's personal information with your or your student's school or our third party service providers, we may not be able to provide the Services to you or your student. Additionally, you cannot prohibit us from sharing your or your student's personal information when reasonably necessary to defend the rights or property of us, including our Services, or anyone else or as reasonably necessary to comply with relevant laws or respond to a legal request.

Review

You may review your or your student's personal information by logging into your or your account or by sending us an email or postal mail at the address below.

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personal information 4 years after the user's last login to the Services.

Deletion

You may request deletion of your or your student's personal information by sending us an email or postal mail at the address below. IN SUCH CASE, WE WILL NO LONGER ALLOW THE APPLICABLE USER TO USE THE SERVICES. We will delete your or your student's information using reasonable measures to protect against unauthorized access to, or use of, the information in connection with its deletion. When we delete a user's personal information, it will be deleted from our active databases but we may retain an archived copy of such user's records as required by law or for legitimate business purposes.

Refusing Further Collection or Use

You may at any time refuse to permit our further use or future online collection of your or your student's personal information, by terminating your or your student's account and directing us to delete your or your student's personal information (as described above). IN EITHER CASE, WE WILL NO LONGER ALLOW THE APPLICABLE USER TO USE THE SERVICES. We will not have any liability whatsoever for any termination of the account or related deletion of your or your student's personal information. After termination, a terminated user will not be able to use his or her account anymore. Access to schoolwork associated with the account will no longer be available to such user.


Reliance on Teacher or Parental Instructions

We may, and you authorize us to, rely on the instructions that we reasonably believe are given by a teacher, parent or legal guardian in connection with a student. For example, if a person calls our customer support number and provides the account information we request, we may assume that the person calling is the teacher, parent or legal guardian of such student. We will not be held liable for any disclosure made in good faith and following reasonable procedures in responding to a request for disclosure of a student's information from such individual.

Third Parties

Different rules might apply to the collection, use or disclosure of your information by third parties in connection with their advertisements, promotions and other websites you encounter on the Internet. The use of such technology by these third parties, and their policies and practices regarding your information and their sites and services, is within their control and not Newsela's. Those parties may use the information they collect from you consistent with their own privacy policies, which we encourage you to carefully review.

SECURITY OF YOUR PERSONAL INFORMATION

We encrypt the transmission of your and your student's personal information using security measures designed to protect the security, privacy, confidentiality, and integrity of personal information.  [BACK TO TOP](#)

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and intercept data transmissions. Therefore, although we take security very seriously and work very hard on behalf of your and your student's privacy, we cannot guarantee the security of your or your student's information.

STATE-SPECIFIC POLICIES

Connecticut For Connecticut local or regional boards of education purchasing Services directly or indirectly from, or pursuant to a group purchasing contract with, Newsela:

Pursuant to Connecticut Public Act 16-189:

“Student information,” “student records” and “student-generated content” have the same definitions as appear in CT Public Act 16-189. Student information, student records and student-generated content as defined in CT Public Act 16-189 are the property of and under the control of the school or district and not Newsela.

The local or regional board of education may request the deletion of student information, student records or student-generated content in the possession of Newsela by sending a written request to Newsela. Newsela will delete the data as requested.

Newsela shall not use the student information, student records or student-generated content for any purposes other than those authorized pursuant to the Terms of Use and, if applicable, the Newsela Customer Agreement.

A student, parent or legal guardian of a student may review personally identifiable information contained in the student records and correct erroneous information, if any, in such student record by contacting the school or district, which may access and amend all such records via the classroom portal provided by Newsela.

Newsela maintains commercially reasonable security standards to help safeguard your student information. These include encryption of the data in transit and at rest, use of two-factor authentication to access the system, regular software security updates and additional network and physical security measures. In addition, Newsela staff members undergo annual privacy and security training.

In accordance with the provisions of Section 4 of CT Public Act 16-189, in the event of an unauthorized release, disclosure or acquisition of student information, student records or student-generated content, Newsela shall notify the local or regional board of education as soon as practicable, but no later than the period of time required in clauses (a) (1) or (2) of Section 4 of CT Public Act 16-189 (as applicable) after Newsela becomes aware of it.

Upon completion of the contracted services, and with the written request from the school or district that student information be deleted, Newsela shall delete the data. If no such request



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The laws of the state of Connecticut shall govern the rights and duties of the parties with respect to this section of the Terms.

Should any provision of these Terms be held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of the Terms which can be given effect without the invalid provisions or application.

CONTACT INFORMATION

We welcome your comments or questions about this Policy. Feel free to email us at privacy@newsela.com. You may also contact us at our address: 620 8th Avenue, 21st Floor New York, NY 10018

CHANGES TO THIS PRIVACY POLICY

We may change this Policy from time to time. If we make any changes to this Policy, we will change the Last Revised date above.

If we make material changes to this Policy, we will send a notice to the email address we have on file for the account holder. For material changes regarding use or collection of data, we will provide choices and additional information regarding the collection of such data before it is used in any manner inconsistent with the terms initially provided to users.

You are responsible at all times for providing to us your most current email address.

Except as otherwise provided in this Policy, any changes to this Policy will be effective immediately for new users of the Site, App and Services.

Newsela Child Privacy Policy

We know how important it is to you to understand how your Child's personal information is collected and shared. We take your Child's privacy very seriously. This Children's Privacy Policy ("Children's Policy") describes how Newsela, Inc. and its related companies ("Newsela" or "We" or "Us") collect, use, and disclose personal information from students under the age of 13 who have been given access to the Services by their school or their parents (each, a "Child") and explains how each parent or guardian ("Parent" or "you") may request the deletion of, or place certain restrictions on the collection, use, and disclosure of, your Child's personal information. This Children's Policy applies to the Newsela websites available at www.newsela.com, the Newsela mobile application, and any of our other websites or applications that post this Children's Policy (respectively the "Site" or "App"), and our services made available through the Site or App (together with the Site and the App, the "Services"). By submitting personal information th



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apply to users with Learner accounts, as individuals under the age of 13 are not eligible to register for or use Learner accounts.

IMPORTANT NOTICE FOR SCHOOL USERS

If your Child has been given access to the Services by the school your Child is affiliated with, this Children's Policy does not govern how your school might collect, use, or disclose your Child's information. Please consult with your school for more information about their privacy practices. In addition, your Child's information may be shared with your school or school district. Your school may choose to share, and we may share at their request, your Child's information with new administrators or teachers. We are not responsible for your school's collection, use, or disclosure of your Child's personal information or information shared at your school's request. Please contact your school to better understand your school's privacy practices.

PROTECTION OF STUDENT DATA

When Newsela provides our Services to students, teachers and schools, our collection, use and disclosure of student data, including any personally identifiable information, is governed by and in compliance with our Terms of Use, any agreement with the school or district, and the provisions of the Family Educational Rights and Privacy Act ('FERPA'), the Children's Online Privacy Protection Act ('COPPA') and other applicable laws that may relate to the collection and use of personal information of students. If you have any questions about our collection and use of student data, please contact us at info@newsela.com. If you have any questions about reviewing, modifying, or deleting the personal information of a student who accesses our Services through a school, please contact your school directly.

WHAT WE COLLECT

We collect information about your Child in a variety of ways, such as information that your Child provides to us, information that your Child's school provides to us, information collected automatically through technology, information collected through the use of cookies and unique identifiers, and information collected through the use of third party analytics technologies. We may combine information we collect from you or your Child's teacher or school (see our general Privacy Policy) with information we collect from your Child.

Information Your Child Gives Us

We collect any personal information your Child provides to us, including your Child's name, classroom affiliation, username, and password. We also collect information about how your Child interacts with the Services, including the articles that your Child reads, the types of articles your Child has expressed interest in, quiz-related information, responses your Child writes to teacher assignment prompts, how much time your Child spends reading the articles, and other performance related information. We also collect writing by your Child in many forms, including but not limited to their annotations and written responses to writing prompts. We may also collect information about your Child provided by your school.

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Information Automatically Collected from Your Child

We automatically collect information about your Child's computer or mobile device when your Child visits our Site or uses our App by using the technologies described below (collectively, "Tracking Tools"). Some of the information that may be collected when a user uses the Services, include, for example, computer or device operating system type, IP address, browser type, browser language, mobile device ID, device hardware type, the website or application visited or used before or after accessing our Services, the parts of the Services accessed, length of time spent on a page or using a feature, access times for a webpage or feature, and demographic information, such as gender and age range. These Tracking Tools help Newsela learn more about our users, such as their demographics and internet behaviors, so that we can improve our Services. For clarity, our third party business partners do not have access to Tracking Tools set by Newsela or on our Services except to the extent necessary to provide services to the Services.

We do not behaviorally target advertising to Children on sites that are directed to Children or where Newsela has actual knowledge that a user is under 13. For more information about Newsela's Behavioral Advertising activities, please see the section in our general Privacy Policy titled "Interest-based or Online Behavioral Advertising".

The following are Tracking Tools used by Newsela or its third party service providers in connection with the Services:

COOKIES

We may automatically collect information using "cookies." Cookies are small data files stored on your Child's hard drive by a website. Among other things, cookies help us make our Services and your Child's experience better. We use cookies to see which parts and features of our Services are popular, to count visits to our Services and improve or tailor the Services to make them more relevant to your Child.

UNIQUE IDENTIFIERS

We may use unique identifiers to track individual usage behavior on our Services, such as length of time spent on a particular page and pages viewed during a particular log-in period. The unique identifiers collect information about a Child's use of the Services on an individual basis. We use the information that we gather through unique identifiers to evaluate and improve the Services and its content, including, but not limited to, the effectiveness of certain materials on our Services and a Child's experience while using the Services.

ANALYTICS AND OTHER TECHNOLOGIES

We use other technologies and analytics services (including Google Analytics) to help analyze how users use the Services. These analytics use cookies, digital images called web beacons, and other technological methods to collect and store information such as how often users visit the Services.



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WEB BEACONS

Web beacons, or clear GIFs or pixel tags, are small graphic image files that can be embedded in web pages to collect information about a Child's use of our Services. The information collected by web beacons allows us to analyze use of the Services, such as how and how many people are using the Services.

MOBILE DEVICE IDENTIFIERS

Mobile device identifiers are identifiers stored on a mobile device that may track a Child's mobile device, and data and activities occurring on and through it, as well as the applications installed on it. Mobile device identifiers enable collection of personal information (such as media access controls) as well as non-personally identifiable information (such as usage and traffic data). As with other Tracking Tools, mobile device identifiers help Newsela learn more about our users' demographics and internet behaviors and operate and improve the Services.

How We Respond to Do Not Track Signals

We do not currently respond to "do not track" signals or other mechanisms that might enable consumers to opt-out of tracking on our Services.

THIRD PARTY ACCOUNT CONNECTIONS

If your Child chooses to log on or otherwise associate the Services with another third party account (for example, a Google Account), we may receive information from that third party site to make it easier for your Child to create an account on the Services and display relevant content. Any information that we collect from these third party accounts may depend on the privacy settings your Child has with that third party, so please consult their privacy and data practices.

USE OF PERSONAL INFORMATION

We use information collected through our Services, or disclosed by your Child on our Site or App or in connection with our Services, for the purposes described in this Children's Policy. For example, we may use your and your Child's information to:

- understand your Child's performance in relation to others and to provide you and your Child with insight into their performance;
- understand your Child's preferences and to enhance your Child's experience and enjoyment using our Site, App and Services;
- operate, maintain, and improve our Site, App and Services;
- respond to comments and questions and provide customer service;
- send your Child related information including confirmations, invoices, technical notices, updates, security alerts, and support and administrative messages;



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- provide services that your Child requests.

We will not use your Child's personal information in any way other than in connection with providing the Services, as described in this Children's Policy, or as directed by a teacher, parent/legal guardian or school.

SHARING OF PERSONAL INFORMATION

We do not share your or your Child's personal information other than as follows:

- with your school or school district at their request;
- with new teachers within a school that already uses Newsela or schools within a district that already uses Newsela;
- with third party service providers, consultants, and other service providers who perform services for us and need access to your or your Child's information to do that work in a manner consistent with this Children's Policy (for example, our web hosting provider, third party analytics service providers and purchase processors);
- to comply with laws or to respond to lawful requests and legal process;
- to protect the rights and property of Newsela, our agents, users, and others including to enforce our agreements, policies, and terms of use;
- in an emergency to protect the personal safety of its users or any person;
- in connection with or during negotiation of any merger, financing, acquisition, bankruptcy, dissolution, transaction or proceeding involving sale, transfer, divestiture or disclosure of all or a portion of our business or assets to another company, in which case the company receiving the personal information would be obligated to follow this Children's Policy.

We may create, use, and disclose anonymized and aggregated data for our own purposes by excluding information (such as your Child's name) that makes the data personally identifiable to your Child. The purposes for which we may create, use, and disclose anonymized and aggregated data include, but are not limited to, conducting analysis and generating statistics regarding the use of our Site, App, and/or Services.

Additionally, we may share your Child's personal information with new teachers who use the Services in their classrooms when your Child enrolls in such teachers' classes.

We may create and use anonymized and/or aggregated data for our own purposes by excluding information (such as your Child's name) that makes the data personally identifiable to you student. The purposes for which we may create and use anonymized and/or aggregated data include but are not limited to, conducting analysis and generating statistics regarding the use of our Site, App and/or Services.



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information to any third party for that third party's own marketing purposes. Additionally, we will not knowingly use or disclose your Child's information (whether personal information or otherwise) for behavioral targeting of advertisements to your Child. We do not sell Children's personal information. For clarity, we may make recommendations within or through the Services of features, tools, and content on the Services to students, including Children, based on their demographic information or activities on our Services. For example, we may suggest a text set to a student based on a previous one the student has read or based on the student's age or grade level.

INFORMATION CHOICES AND CHANGES

Below are some ways you can control the collection and use of your Child's information in connection with the Services. While we and others give you choices described in this policy, there are many ways web browser signals and other similar mechanisms can indicate your choice to disable tracking, and we may not be aware of or honor every mechanism.

Information in the Services

You may change some of your or your student's personal information stored in the Services by following the directions on the Site or App. You may send requests about your or your student's personal information, including requests to change your or your student's contact preferences and update or correct your or your student's personal information, to our contact information below. In some cases, changes about a student's personal information may have to be executed by the student's school or teacher, and in such situations, we will attempt to assist you and the school or teacher with such efforts.

Behavioral Advertising

Newsela does not behaviorally target advertising to Children on sites that are directed to Children or where Newsela has actual knowledge that a user is under 13. For more information about Newsela's Behavioral Advertising activities, please see the section in our general Privacy Policy titled "Interest-based or Online Behavioral Advertising". However, if you would like to opt-out of certain mechanisms for tracking on a device or web browser used by your Child, including tracking of online activities over time and across different websites, you can use one or more of the options described above in the "Interest-Based and Behavioral Advertising" section of the general Privacy Policy.

If you delete your Child's cookies, use a different browser or device, or buy a new computer, you or your Child will need to renew your opt-out choice.

Disclosure

You may prohibit us from disclosing your Child's personal information with a third party by contacting us at the information provided below to opt-out of such disclosures in advance; provided that if you prohibit us from sharing your Child's personal information with your Child's



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You may review your Child's personal information by logging into your Child's account or by sending us an email or postal mail at the address below.

Retention

We will retain your Child's personal information, including after the school term in which your Child uses the Services, for only as long as is reasonably necessary to fulfill the purpose for which the information was collected. Generally, Newsela will delete a Child's personal information 4 years after the Child's last login to the Services.

Deletion

You may request deletion of your Child's personal information by sending us an email or postal mail at the address below. IN SUCH CASE, WE WILL NO LONGER ALLOW YOUR CHILD TO USE THE SERVICES. We will delete your Child's information using reasonable measures to protect against unauthorized access to, or use of, the information in connection with its deletion. When we delete a Child's personal information, it will be deleted from our active databases but we may retain an archived copy of your records as required by law or for legitimate business purposes.

Refusing Further Collection or Use

You may at any time refuse to permit our further use or future online collection of your Child's personal information, by terminating your Child's account and directing us to delete your Child's personal information (as described above). IN EITHER CASE, WE WILL NO LONGER ALLOW YOUR CHILD TO USE THE SERVICES. We will not have any liability whatsoever for any termination of the account or related deletion of the Child's personal information. After termination, your Child will not be able to use his or her account anymore. Access to schoolwork associated with the account will no longer be available to your Child.

Reliance on Parental Instructions

We may, and you authorize us to, rely on the instructions that we reasonably believe are given by you as a parent of your Child. For example, if a person calls our customer support number and provides the account information we request, we may assume that the person calling is the Child's parent. We will not be held liable for any disclosure made in good faith and following reasonable procedures in responding to a request for disclosure of a Child's personal information from such individual.

Emails

You may "opt-out" of receiving our promotional emails by following the instructions in the emails. If you opt-out, we may still send you non-marketing emails. Non-marketing emails about your Child's accounts and our business dealings with you and/or your Child. change some of your Child's personal information stored in the Services by following the

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Third Parties

Please be aware that different rules might apply to the collection, use or disclosure of your Child's information by third parties in connection with their advertisements, promotions and other websites you encounter on the Internet. The use of such technology by these third parties, and their policies and practices regarding your information and their sites and services, is within their control and not Newsela's. Those parties may use the information they collect from your Child consistent with their own privacy policies, which we encourage you to carefully review.

SECURITY OF YOUR CHILD'S PERSONAL INFORMATION

We encrypt the transmission of your Child's personal information using security measures designed to protect the security, privacy, confidentiality, and integrity of personal information against risks through the use of administrative, technological, and physical safeguards. We also take reasonable steps to release Children's personal information only to third parties who are capable of maintaining the confidentiality, security and integrity of such information, and who provide assurances that they will maintain the information in such a manner. Despite our efforts, however, third parties may still find ways to hack into the service and intercept data transmissions. Therefore, although we take security very seriously and work very hard on behalf of your Child's privacy, we cannot guarantee the security of your Child's information.

CONTACT INFORMATION

We welcome your comments or questions about this Children's Policy. Feel free to email us at privacy@newsela.com. You may also contact us at our address: 620 8th Avenue, 21st Floor New York, NY 10018

CHANGES TO THIS CHILDREN'S POLICY

We may change this Children's Policy from time to time. If we make any changes to this Children's Policy, we will change the Last Revised date above.

If we make material changes to this Children's Policy, we send a notice to the email address we have on file for the account holder, which may include your Child's teacher. For material changes regarding use or collection of data, we will provide choices and additional information regarding the collection of such data before it is used in any manner inconsistent with the terms initially provided to users.

Except as otherwise provided in this Children's Policy, any changes to this Children's Policy will be effective immediately for new users of the Services. You are responsible at all times for providing to us your most current email address.

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Newsela Terms of Use

Newsela — Terms of Use *[Last Updated Date: January 11, 2015]*

PLEASE READ THIS TERMS OF USE AGREEMENT (THE “TERMS”) CAREFULLY. BY ACCESSING OR USING WWW.NEWSLA.COM (THE “WEBSITE”), THE NEWSELA MOBILE APPLICATION (“APP”) OR ANY OTHER WEBSITES OR APPLICATIONS OF NEWSLA, INC. (“NEWSLA” “WE” OR “US”) THAT LINK TO THESE TERMS, OR ANY OF THE SERVICES PROVIDED OR OTHERWISE MADE AVAILABLE VIA THE WEBSITE OR APP (COLLECTIVELY, THE “SERVICES”) YOU (“YOU” OR “USER”) REPRESENT THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THE TERMS.

1. General.

1.1. Acceptance; Authority. By registering for and/or using the Services in any manner, including but not limited to visiting or browsing the Website or App, you agree to these Terms. If you do not agree, or do not have all requisite authority and consent to be bound by the Terms (as further described below), you may not access or use the Website, App or Services in any way.

1.2. Types of Users. The Services are available to several different types of Users, who will have different types of accounts with different tools, functionalities and restrictions. For example, the Services may be accessed by educators and instructors (collectively, “Teachers”) teaching a class (“Class”) in which the Services are a part of the curriculum, the students enrolled in such classes (“Students”) or by individuals working within an educational institution, such as a school or school district (collectively “Schools”) who will use the Services to monitor the progress of Students across several Classes.

1.3. Additional Terms. Certain of the Services may be subject to additional terms and conditions specified by us from time to time; your use of such Services is subject to those additional terms and conditions, which are incorporated into these Terms by this reference.

1.4. Eligibility. By registering for or using the Services in any way, you represent and warrant that you meet all eligibility criteria set forth in these Terms, including all age and authorization requirements listed below. We may, in our sole discretion, refuse to offer the Services to any person or entity and change the eligibility criteria at any time. You are solely responsible for ensuring that these Terms are in compliance with all laws, rules and regulations applicable to you and the right to access the Services is revoked where these Terms or use of the Services is prohibited or to the extent offering, sale or provision of the Services conflicts with any applicable law, rule or regulation.

1.5. Modifications. Please regularly check the Website or App, as applicable, to view the then-current Terms. When changes are made, Newsela will make a new copy of the Terms available on

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inconsistent with the terms initially provided to Users. For other changes, the Terms are subject to change by Newsela in its sole discretion at any time. If you do not agree to any change(s) after receiving a notice of such change(s), please stop using the Website and/or the Services and please contact us to have your account deleted. Otherwise, your continued use of the Website, App and/or Services constitutes your acceptance of such change(s). Any changes to the Terms will be effective immediately for new Users of the Services.

1.6. ARBITRATION. THESE TERMS REQUIRE THE USE OF ARBITRATION ON AN INDIVIDUAL BASIS TO RESOLVE DISPUTES, RATHER THAN JURY TRIALS OR CLASS ACTIONS, AND ALSO LIMITS THE REMEDIES AVAILABLE TO YOU IN THE EVENT OF A DISPUTE. MORE INFORMATION ABOUT ARBITRATION IS INCLUDED BELOW.

2. Services.

2.1 Use of the Services. The Website, App and Services, and the information, data and content made available on the Website, App or Services (“Content”) are protected by copyright and other intellectual property and proprietary rights laws throughout the world. Subject to the Terms, Newsela grants you a limited license to access, view, download, print or reproduce certain portions of the Services, as designated by Newsela, for the sole purpose of using the Services for your (or your Students’ or School’s) educational, non-commercial purposes.

2.2. Restrictions. The rights granted to you in the Terms are subject to the following restrictions: (a) you shall not license, sell, rent, lease, transfer, assign, reproduce, distribute, host or otherwise commercially exploit the Website, App or Services; (b) you shall not use framing techniques to enclose any trademark or logo on the Website, App or Services; (c) you shall not modify, translate, adapt, merge, make derivative works of, disassemble, decompile, reverse compile or reverse engineer any part of the Website, App or Services except to the extent the foregoing restrictions are expressly prohibited by applicable statutory law; (d) you shall not use any manual or automated software, devices, or other processes (including but not limited to spiders, robots, scrapers, crawlers, avatars, data mining tools, or the like) to “scrape” or download data from any web pages contained in the Website, App or Services; (e) except as expressly stated herein, no part of the Website, App or Services may be copied, reproduced, distributed, republished, downloaded, displayed, posted or transmitted in any form or by any means, provided that you may reproduce or print certain Content made available through the Website, App or Services, as designated by Newsela, on behalf of your Students who have existing Accounts; and (f) you shall not remove or destroy any copyright notices or other proprietary markings contained on or in the Website, App or Services. Any future release, update or other addition to the Website, App or Services shall be subject to the Terms. Newsela, its licensors, suppliers and service providers reserve all rights not granted in the Terms. Any unauthorized use of the Website, App or Services terminates the licenses granted by Newsela pursuant to the Terms.

3. Registration.

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supervision of an adult, in which case the adult shall be deemed the User and shall be responsible for any and all activities.

3.2. Registration Data. In registering for the Services, you (a) agree to provide all necessary information about yourself and your School (“Registration Data”); (b) represent and warrant that all Registration Data is true, current, and complete; and (c) agree to maintain and promptly update the Registration Data to keep it true, current, and complete.

3.3. Responsibility. You are responsible for all activities that occur under your Account. You may not share your Account or password with anyone, and you agree to notify Newsela immediately of any unauthorized use of your password or any other breach of security. You agree not to create or access an Account using a false identity or any false or inaccurate information, or on behalf of someone other than yourself. You agree that you shall not have more than one Account at any given time. You agree not to create an Account or use the Services if you have been previously removed by Newsela, or if you have been previously banned from any of the Services.

3.4. Accounts for Educational Institutions and Educators (Teachers and Administrators).

3.4.1. Teacher and Administrator Accounts. Currently, Newsela offers two different types of Accounts on the Services for educational professionals receiving the Services on behalf of a School: “Teacher” Accounts and “Administrator” Accounts. Authority to create either of these Account types shall be determined by the appropriate individual at a School.

3.4.2. Authority; Consent.

3.4.2.1. Individual Users. By accessing or using the Services in any way, you are representing that you have the authority and permission to enter into the Terms on your own behalf and to use the Services as contemplated hereunder, including without limitation any consent necessary to use the Services in connection with any Student with whom you use the Services.

3.4.2.2. Use By or on Behalf of an Entity. If you are using or accessing the Services on behalf of a School, in addition to being an eligible individual user (as set forth above), you must also have the authority and permission to enter into the Terms on behalf of the School and to use the Services on such School’s behalf as contemplated hereunder, including without limitation any consent necessary to use the Services in connection with any particular Students. In such cases, the term “you” as used herein shall also refer to such School. Your School also be responsible for any activities, including any violation of the Terms, that occur under your Account and any Accounts created using your Account.

3.4.3. Changes in Eligibility. In the event that you are no longer (a) employed by your School (or another School through which you receive Services) or (b) otherwise authorized to view or use Student records, you (i) must notify Newsela immediately of such change and (ii) are not permitted to continue to view or use your Account.

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information into the Services, you represent and warrant that you have all necessary consent and authority, including from the Student's legal guardian, to create an Account on such Student's behalf. You can only give invite codes ("Class Codes") to those Students who meet all of the foregoing requirements and all other requirements specified by Newsela.

3.4.5. Students Under 13. If you use the Services with students under 13, you represent and warrant that (a) you are a Teacher, Parent or Administrator at a School and (b) if you are a Teacher or Administrator, that you have accurately identified such School in your Registration Data.

3.5. Accounts for Students and Learners.

3.5.1. Student Accounts. "Student" Accounts are for use by Students with Account Class Codes, who are receiving the Services through a specific School in connection with a Class taught by a Teacher. To create a Student Account, a Student must be provided with a Class Code by a Teacher, Parent or Administrator.

3.5.2. Learner Accounts. "Learner" Accounts are for Students without Class Codes who register for Accounts on the Newsela Website at [<https://www.newsela.com/signup>]. By registering for a Learner Account, you represent and warrant that you are at least 13 years of age. If you are under age 13, you may not register for a Learner Account and can only use the Services if a Teacher, Parent or Administrator provides you with a Class Code or Student Account.

4. User Code of Conduct.

As a condition of use, you agree not to use the Services for any purpose that is prohibited by the Terms or by applicable law. Do not post, or permit others to post, Content on the Services or on your profile that (a) encourages illegal activities, is fraudulent or tortious or is unlawful; (b) insults, defames, harasses or threatens others; (c) violates the copyright or intellectual property or privacy rights of others; (d) contains obscene material; (e) harms or impersonates others; or (f) advertises or sells a product or service. Do not submit the work of others as your own work or otherwise attempt to cheat on assignments. Do not attempt or engage in any potentially harmful acts that are directed against the Services, including but not limited to violating or attempting to violate any security features of the Services, introducing viruses, worms, or similar harmful code into the Services or interfering or attempting to interfere with use of the Services by any other user, host or network, including by means of overloading, "flooding," "spamming," "mail bombing" or "crashing" the Services.

5. User Content.

5.1. License to User Content. Except with respect to Student Data, which shall be governed by the license set forth in Section 5 of these Terms, by submitting, providing, uploading, posting, e-mailing, transmitting or otherwise making available ("Make Available") any Content to Newsela, including on or through the Services, (such Content, your "User Content"), you grant to Newsela a

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not Newsela, are primarily responsible for all User Content they make available through the Services. You are solely responsible for your interactions with other Users of the Services and any other parties with whom you interact through the Services. You agree that Newsela will not be responsible for any liabilities incurred as the result of such interaction. You use all User Content and interact with other Users at your own risk.

5.3. No Obligation to Monitor Content. You acknowledge that Newsela has no obligation to review, monitor or pre-screen Content on the Services, although Newsela reserves the right in its sole discretion to review, monitor, pre-screen, refuse, modify, or remove any Content (a) that violates any law or regulation; (b) that violates these Terms; (c) that otherwise creates or may create liability for Newsela; or (d) for any other reason Newsela determines in its sole discretion. Except as expressly set forth in these Terms, Newsela does not approve, endorse or make any representations or warranties with respect to User Content or Student Data.

5.4. Security. Although Newsela takes security very seriously and works very hard on behalf of Student, Teacher and School privacy, including by using various industry standard measures to protect Content on the Services, no method of transmission or electronic storage on the internet is 100% secure. Therefore, Newsela cannot guarantee the security of any User Content. Except as expressly set forth herein or otherwise agreed to by Newsela in writing, (a) Newsela has no obligation to store any User Content and (b) Newsela has no responsibility or liability for (i) the deletion or accuracy of any Content, including User Content, (ii) the failure to store, transmit or receive transmission of Content, including User Content, or (iii) the security, privacy, storage or transmission of other communications originating with or involving use of the Services.

6. Student Data.

6.1. General. "Student Data" includes all data that personally identifies a student, such as name, address, username, and password, or any other non-public information about a Student, such as a Student's educational records and performance, but does not include De-Identified Data (as defined below). Newsela will only collect and use Student Data as necessary to fulfill its duties and provide and improve the Services.

6.2. De-Identified Data. Newsela may create and use De-Identified Data from data Made Available through the Services, in accordance with these Terms and Newsela's Privacy Policy available at <https://www.newsela.com/pages/privacy-policy/>. "De-identified Data" means data with all direct and indirect personal identifiers removed such as name, school ID numbers, date of birth, demographic information and location information, to the extent any is collected. Newsela agrees not to attempt to re-identify De-Identified Data and not to transfer De-Identified Data to any party unless that party agrees not to attempt re-identification. More detailed information on Newsela's privacy practices can be found in the Newsela privacy policy available at <https://www.newsela.com/pages/privacy-policy/>.

6.3. Disclosure of Student Data by Schools, Teachers and Administrators. Teachers and Administrators using Newsela are solely responsible for ensuring that you and your School are

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notified such Students' parents or legal guardians of your use of third-party services, including Newsela, and the potential disclosure of Student Records in connection with such use and (b) obtained the appropriate consent(s) from the parents or legal guardians of such Students. If such Student is 18 years old or older, the notice and consent requirements of (a) and (b) shall apply to the Student instead of such Student's parent or legal guardian.

6.4. License to Student Data. By making available any Student Data to Newsela, including on or through the Services, you grant to Newsela a nonexclusive license to view, download, reproduce, modify, create derivative works of, distribute and display Student Data solely for the purposes of (a) providing the Services and (b) creating, using, and disclosing De-Identified Data about Students for product development, research, or other purposes.

6.5. Storage and Processing of Data. Newsela will store and process all Student Data in accordance with industry standard practices. This includes appropriate administrative, physical and technical safeguards to secure Student Data from unauthorized access, disclosure and use. Newsela shall conduct periodic risk assessments and use commercially reasonable efforts to remediate identified security vulnerabilities. Newsela will also have an incident response plan and will promptly notify the relevant School in the event of a security or privacy incident or breach of personal information involving such School's Users.

6.6. Protection of Student Data by Newsela.

6.6.1. No Sale or Trade of Student Data. Newsela will not (a) sell or trade Student Data; (b) use any Student Data to advertise or market to Students or their parents or legal guardians; or (c) use Student Data except as expressly stated herein. From time to time, Newsela may direct advertising or marketing to Schools but shall de-identify any Student Data used in connection with such marketing efforts.

6.6.2. School Requests. Newsela will make Student Data available upon a verified request by the School, Teacher, Parent or Administrator who provided such Student Data or who would otherwise have verified authority to receive such Student Data.

6.6.3. Data Mining. Newsela does not scan Student Data for the purpose of advertising or marketing to Students or their parents or legal guardian (also known as "Data Mining").

6.6.4. Return/Destruction of Student Data. When Student Data is no longer needed for the provision of the Services, at the request of the School, Student or Student's parent or legal guardian, as applicable, Newsela will destroy all Student Data in its possession, and in the possession of any subcontractors or agents to which Newsela transferred Student Data, or transfer such Student Data to the requesting School, if legally permitted.

6.6.5. Subcontractors. Newsela may rely on one or more subcontractors to perform the Services. Upon request, Newsela agrees to share with you the names of subcontractors that have direct

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applicable.

7. Payment.

Certain features of the Services require premium access (“Premium Features”) and may require payment from Schools or Teachers. There is no charge for Student access to the Services, although certain features of the Services may require an additional charge.

7.1. Ordering Premium Features. You may place orders for the Premium Features by following the directions on the Website or App or otherwise contacting Newsela. The Premium Features are subject to the restrictions set forth on the applicable order page. Newsela may change the pricing for the Services, including Premium Features, (from time to time in its sole discretion) by updating the Website or App, as applicable, and without any additional notice to you, provided that any changes will not take effect until your subscription renews.

7.2. Payment Terms. If you order Premium Features, you agree to pay the then-current applicable fee listed on the Website or the App or otherwise agreed to in writing by Newsela. Newsela will automatically bill your payment method submitted in ordering Premium Features on the date of activation. Except as otherwise stated herein, all payments are non-refundable. You hereby authorize Newsela to bill your payment method as described above, which may include automatic renewal and automatic payment if you select a subscription option. Fees are exclusive of all taxes, levies, or duties imposed by taxing authorities, and you are responsible for payment of all such taxes, levies or duties. If any fee cannot be charged to your payment method for any reason, Newsela may provide you, via email, notice of such non-payment and a link for you to update your payment information. If such non-payment is not remedied within seven (7) days after receiving such notice of non-payment, then Newsela may suspend the applicable Premium Features.

8. Proprietary Rights.

8.1. Services. Except with respect to your User Content, you agree that Newsela and its licensors and suppliers own all rights, title and interest in the Services. Newsela’s name and other related logos, service marks and trade names used on or in connection with the Services are the trademarks and intellectual property of Newsela and may not be used without Newsela’s permission. Other trademarks, service marks and trade names that may appear on or in the Services are the property of their respective owners.

8.2. Ownership of Content. Except with respect to your User Content and Student Data, you agree that you have no right or title in or to any Content that appears on or in the Services. Newsela does not claim ownership of your User Content or Student Data. When you as a User post or publish your User Content on or in the Services, you represent that you have the authority to grant the aforementioned license to Newsela.

8.3. Feedback. You agree that submission of any ideas, suggestions, documents, and/or proposals to Newsela through its suggestion or similar pages (“Feedback”) is done on a non-confidential basis

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and all feedback, and to sublicense the foregoing rights.

9. Apple Device and Application Terms.

If you are accessing the Services via an Application on a device provided by Apple, Inc. ("Apple") or an Application obtained through the Apple App Store, the following shall apply:

9.1. Both you and Newsela acknowledge that these Terms are concluded between you and Newsela only, and not with Apple, and that Apple is not responsible for the Application or the Content;

9.2. The Application is licensed to you on a limited, non-exclusive, non-transferrable, non-sublicensable basis, solely to be used in connection with the Services for your private, personal, non-commercial use, subject to all the terms and conditions of these Terms as they are applicable to the Services;

9.3. You will only use the Application in connection with an Apple device that you own or control;

9.4. You acknowledge and agree that Apple has no obligation whatsoever to furnish any maintenance and support services with respect to the Application;

9.5. In the event of any failure of the Application to conform to any applicable warranty, including those implied by law, you may notify Apple of such failure; upon notification, Apple's sole warranty obligation to you will be to refund to you the purchase price, if any, of the Application;

9.6. You acknowledge and agree that Newsela, and not Apple, is responsible for addressing any claims you or any third party may have in relation to the Application;

9.7. You acknowledge and agree that, in the event of any third party claim that the Application or your possession and use of the Application infringes that third party's intellectual property rights, Newsela, and not Apple, will be responsible for the investigation, defense, settlement and discharge of any such infringement claim;

9.8. You represent and warrant that you are not located in a country subject to a U.S. Government embargo, or that has been designated by the U.S. Government as a "terrorist supporting" country, and that you are not listed on any U.S. Government list of prohibited or restricted parties;

9.9. Both you and Newsela acknowledge and agree that, in your use of the Application, you will comply with any applicable third party terms of agreement which may affect or be affected by such use; and

9.10. Both you and Newsela acknowledge and agree that Apple and Apple's subsidiaries are third party beneficiaries of these Terms, and that upon your acceptance of these Terms, Apple will have

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11. Indemnification.

You agree to indemnify and hold Newsela, its parents, subsidiaries, affiliates, officers, employees, agents, partners and licensors (collectively the “Newsela Parties”) harmless from any losses, costs, liabilities and expenses (including reasonable attorneys’ fees) relating to or arising out of: (a) your User Content or any Student Data Made Available by you; (b) your use of, or inability to use, the Services; (c) your violation of the Terms; (d) your violation of any rights of another party, including any User; or (e) your violation of any applicable laws, rules or regulations. Newsela reserves the right, at its own cost, to assume the exclusive defense and control of any matter otherwise subject to indemnification by you, in which event you will fully cooperate with Newsela in asserting any available defenses. You agree that the provisions in this section will survive termination of the Terms.

12. Disclaimer of Warranties.

YOU EXPRESSLY AGREE THAT TO THE EXTENT PERMITTED BY APPLICABLE LAW, YOUR USE OF THE SERVICES IS AT YOUR SOLE RISK, AND THE SERVICES ARE PROVIDED ON AN “AS IS” AND “AS AVAILABLE” BASIS, WITH ALL FAULTS. NEWSELA PARTIES EXPRESSLY DISCLAIM ALL WARRANTIES, REPRESENTATIONS, AND CONDITIONS OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. NEWSELA PARTIES MAKE NO WARRANTY, REPRESENTATION OR CONDITION THAT: (A) THE SERVICES WILL MEET YOUR REQUIREMENTS; (B) YOUR USE OF THE SERVICES WILL BE UNINTERRUPTED, TIMELY, SECURE OR ERROR-FREE; (C) THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES WILL BE ACCURATE OR RELIABLE; OR (D) ANY ERRORS IN THE SERVICES WILL BE CORRECTED. ANY CONTENT DOWNLOADED FROM OR OTHERWISE ACCESSED THROUGH THE SERVICES IS ACCESSED AT YOUR OWN RISK, AND YOU SHALL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR PROPERTY OR PERSON, OR ANY OTHER LOSS THAT RESULTS FROM ACCESSING SUCH CONTENT.

13. Limitation of Liability.

YOU UNDERSTAND AND AGREE THAT IN NO EVENT SHALL NEWSELA PARTIES BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THE SERVICES; ANY DAMAGES RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER OR NOT NEWSELA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR FOR ANY DAMAGES FOR PERSONAL OR BODILY INJURY OR EMOTIONAL

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(INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR ANY OTHER LEGAL THEORY. UNDER NO CIRCUMSTANCES WILL NEWSELA PARTIES BE LIABLE TO YOU FOR MORE THAN THE GREATER OF (I) FIFTY DOLLARS (\$50); OR (II) THE AMOUNT ACTUALLY PAID BY YOU TO NEWSELA HEREUNDER IN THE 12 MONTHS PRECEDING THE DATE YOU FIRST BRING A CLAIM. NEWSELA PARTIES ASSUME NO RESPONSIBILITY FOR THE TIMELINESS, DELETION OR FAILURE TO STORE ANY CONTENT OR USER COMMUNICATIONS. THE LIMITATIONS OF DAMAGES SET FORTH ABOVE ARE FUNDAMENTAL ELEMENTS OF THE BASIS OF THE BARGAIN BETWEEN NEWSELA AND YOU.

14. Procedure for Making Claims of Copyright Infringement.

It is Newsela's policy to terminate membership privileges of any User who repeatedly infringes copyright upon prompt notification to Newsela by the copyright owner or the copyright owner's legal agent. Without limiting the foregoing, if you believe that your work has been copied and posted on the Services in a way that constitutes copyright infringement, please provide our Copyright Agent with the following information: (1) an electronic or physical signature of the person authorized to act on behalf of the owner of the copyright interest; (2) a description of the copyrighted work that you claim has been infringed; (3) a description of the location on the Services of the material that you claim is infringing; (4) your address, telephone number and e-mail address; (5) a written statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent or the law; (6) a statement by you, made under penalty of perjury, that the above information in your notice is accurate and that you are the copyright owner or authorized to act on the copyright owner's behalf. Contact information for Newsela's Copyright Agent for notice of claims of copyright infringement is as follows: copyright@newsela.com.

15. Term and Termination.

The Terms commence on the date when you accept them (as described in the preamble above) and remain in full force and effect while you use the Services, unless terminated earlier in accordance with the Terms. If you have materially breached any provision of the Terms, or if Newsela is required to do so by law (e.g., where the provision of the Website or the Services is, or becomes, unlawful), Newsela has the right to immediately suspend any Services and licenses provided to you under this Agreement ("Suspension"). Following Suspension, Newsela and your Teacher and/or School, as applicable, will work together in good faith to determine whether to reinstate your access to (and any associated licenses to) the Services or permanently terminate your Services. Notwithstanding the foregoing, Newsela may terminate your Account immediately in its sole discretion in the event that (a) you are a repeat infringer for purposes of Newsela's copyright infringement policy as described in Section 14 or (b) you violate any restriction of these Terms after Newsela makes reasonable efforts to provide you with notice of a previous violation. You agree that Newsela shall not be liable to you or any third party for any Suspension or termination of your Account made in accordance with the Terms. Termination of any Services includes removal of access to such Services and barring of further use of the Service. Termination of all Services also may include deletion of your password and your User Content and, if applicable, Student Data. Upon termination of any Service, your right to use such Services will automatically

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made available to you. All provisions of the Terms which by their nature should survive, shall survive termination of Services, including without limitation, ownership provisions, indemnification, warranty disclaimers, and limitation of liability.

16. General Provisions.

16.1. Release. Except to the extent prohibited by applicable law, you hereby release Newsela Parties and their successors from claims, demands, any and all losses, damages, rights, and actions of any kind, including personal injuries, death, and property damage, that is either directly or indirectly related to or arises from any interactions with or conduct of other Users or Third-Party Websites of any kind, arising in connection with or as a result of the Terms or your use of the Services. You hereby waive California Civil Code Section 1542, or any similar law of another jurisdiction, which states in substance, "A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which, if known by him must have materially affected his settlement with the debtor."

16.2. Dispute Resolution. PLEASE READ THIS CAREFULLY. IT AFFECTS YOUR RIGHTS.

(a) Arbitration shall be subject to the Federal Arbitration Act and not any state arbitration law. The arbitration shall be conducted before one commercial arbitrator with substantial experience in resolving commercial contract disputes from JAMS. As modified by these Terms, and unless otherwise agreed upon by the parties in writing, the arbitration will be governed by JAMS's rules for commercial arbitration and, if the arbitrator deems them applicable, the procedures for consumer-related disputes.

(b) You are thus GIVING UP YOUR RIGHT TO GO TO COURT to assert or defend your rights EXCEPT for matters that may be taken to small claims court. Your rights will be determined by a NEUTRAL ARBITRATOR and NOT a judge or jury. You are entitled to a FAIR HEARING, BUT the arbitration procedures are SIMPLER AND MORE LIMITED THAN RULES APPLICABLE IN COURT. Arbitrator decisions are as enforceable as any court order and are subject to VERY LIMITED REVIEW BY A COURT.

(c) You and we must abide by the following rules: (1) ANY CLAIMS BROUGHT BY YOU OR US MUST BE BROUGHT IN THE PARTIES' INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING; (2) THE ARBITRATOR MAY NOT CONSOLIDATE MORE THAN ONE PERSON'S CLAIMS, MAY NOT OTHERWISE PRESIDE OVER ANY FORM OF A REPRESENTATIVE OR CLASS PROCEEDING, AND MAY NOT AWARD CLASS-WIDE RELIEF, (3) in the event that you are able to demonstrate that the costs of arbitration will be prohibitive as compared to costs of litigation, we will pay as much of your filing and hearing fees in connection with the arbitration as the arbitrator deems necessary to prevent the arbitration from being cost-prohibitive as compared to the cost of litigation; (4) we also reserve the right in our sole and exclusive discretion to assume responsibility for all of the costs of the arbitration; (5) the arbitrator shall honor claims of privilege and privacy recognized at law; (6) the arbitrator's award shall be final and may be enforced in any court of competent jurisdiction; (7) the arbitrator

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(d) Any and all controversies, disputes, demands, counts, claims or causes of action (including the interpretation and scope of this clause, and the arbitrability of the controversy, dispute, demand, count, claim or cause of action) between you and Newsela and our employees, agents, successors or assigns, regarding or relating to these the Services or these Terms, shall exclusively be settled through binding and confidential arbitration.

(e) Notwithstanding the foregoing, either you or we may bring an individual action in small claims court. Further, claims of infringement or misappropriation of the other party's patent, copyright, trademark or trade secret shall not be subject to this arbitration agreement. Such claims shall be exclusively brought in the state or federal courts located in New York, New York. Additionally, notwithstanding this agreement to arbitrate, either party may seek emergency equitable relief before the state or federal courts located in New York, New York in order to maintain the status quo pending arbitration, and hereby agree to submit to the exclusive personal jurisdiction of the courts located within New York, New York for such purpose. A request for interim measures shall not be deemed a waiver of the right to arbitrate.

(f) With the exception of subparts (1) and (2) in the paragraph 16.2(c) above (prohibiting arbitration on a class or collective basis), if any part of this arbitration provision is deemed to be invalid, unenforceable or illegal, or otherwise conflicts with these Terms, then the balance of this arbitration provision shall remain in effect and shall be construed in accordance with its terms as if the invalid, unenforceable, illegal or conflicting provision were not contained herein. If, however, either subparts (1) and (2) in the paragraph 16.2(c) (prohibiting arbitration on a class or collective basis) is found to be invalid, unenforceable or illegal, then the entirety of this arbitration provision shall be null and void, and neither you nor we shall be entitled to arbitration. If for any reason a claim proceeds in court rather than in arbitration, the dispute shall be exclusively brought in state or federal court in New York, New York.

(g) Notwithstanding any provision in these Terms to the contrary, if we seek to terminate the Dispute Resolution section as included in these Terms, any such termination shall not be effective until 30 days after the version of these Terms not containing the agreement to arbitrate is posted to the Website, and shall not be effective as to any claim of which you provided Newsela with written notice prior to the date of termination.

(h) For more information on JAMS, its Rules and Procedures, and how to file an arbitration claim, you may call JAMS at 800-352-5267 or visit the JAMS website at <http://www.jamsadr.com>.

(i) Any and all controversies, disputes, demands, counts, claims or causes of action between you and Newsela and our employees, agents, successors, or assigns, regarding or relating to these the Services or these Terms, shall exclusively be governed by the internal laws of the State of New York, without regard to its choice of law rules and without regard to conflicts of laws principles except that the arbitration provision shall be governed by the Federal Arbitration Act.

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including, but not limited to, acts of God, war, terrorism, riots, embargos, acts of civil or military authorities, fire, floods, accidents, strikes or shortages of transportation facilities, fuel, energy, labor or materials. Where Newsela requires that you provide an e-mail address, you are responsible for providing Newsela with your most current e-mail address. In the event that the last e-mail address you provided to Newsela is not valid, or for any reason is not capable of delivering to you any notices required permitted by the Terms, Newsela's dispatch of the e-mail containing such notice will nonetheless constitute effective notice. You may give notice to Newsela at the following address: 475 10th Avenue, 4th Floor New York, NY 10019. Such notice shall be deemed given when received by Newsela by letter delivered by nationally recognized overnight delivery service or first class postage prepaid mail at the above address. Any waiver or failure to enforce any provision of the Terms on one occasion will not be deemed a waiver of any other provision or of such provision on any other occasion. If any provision of the Terms is, for any reason, held to be invalid or unenforceable, the other provisions of the Terms will remain enforceable, and the invalid or unenforceable provision will be deemed modified so that it is valid and enforceable to the maximum extent permitted by law. Unless you have entered into a separate School Agreement, the Terms are the final, complete and exclusive agreement of the parties with respect to the subject matter hereof and supersedes and merges all prior discussions between the parties with respect to such subject matter.

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NINA SHAW
Beat One

DIANE JOHNSON
Beat Two

JACOB SMITH
Beat Three

Stone County School District

Inita Owen, Superintendent
214 Critz Street • Wiggins, MS 39577

Telephone: 601-928-7247 • Fax: 601-928-5122

RODNEY BEECH
Beat Four

DORIS MATTHEWS
Beat Five

CONTRACT/AGREEMENT INFORMATION

I would like to recommend the following agreement/contract between BSN/Under Armour

_____ (vendor name) and Stone County School District. This

agreement/contract is for a term of 5 yrs. (length of agreement/contract) The purpose of

this agreement/contract is Reduced prices on apparel, equipment, uniforms for Stone Athletic programs.

I have read and reviewed the following agreement/contract and agree to all of the terms and conditions that are outlined.

Kevin Conrad
Person submitting agreement/contract

7/21/20
Date

Reviewed By:

Cassie Hardy
Business Manager

7/23/2020
Date

Board Attorney

Date





BSN SPORTS REWARD PROGRAM

FOR

Stone High School

BSN SPORTS ("BSN") is pleased to offer **Stone High School** the **BSN SPORTS REWARDS PROGRAM** for the purchase and supply of athletic apparel and equipment for use by the school and its interscholastic programs.

BSN SPORTS Product Pricing: The school shall be able to purchase products at the following discounts:

- | | |
|----------------------------------|-----------------------|
| • UA Team Apparel/Stock Uniforms | 35% off Retail Price |
| • BSN Products | 10% off Catalog Price |
| • BSN Catalog Branded Products | 5% off Catalog Price |

All Custom Uniforms and Footwear will be priced separately. Custom apparel, decorated apparel and footwear from any other manufacturers offered by BSN SPORTS will be at team discount pricing.

Decoration charges are not included in the above discounts.

Products sold to the Cheerleading coach will not be included in Spending Level totals.

BSN SPORTS Products are identified in our catalog with a black star icon next to the product code. BSN SPORTS catalog branded products are products distributed by BSN from a manufacturer such as Wilson, Spalding, Rawlings, etc.

Fan Cloth is a fundraising partner of BSN. This Agreement does not prevent you from using Fan Cloth.

My Team Shop: BSN SPORTS' online player pay site is required to be used by all varsity programs. Other programs including club sports and organizations will be encouraged to participate. My Team Shop products will be priced at 20-25% off retail. All My Team Shop sales including club and organizations will count towards rebate goals.

Shipping: The Customer will pay freight charges on all orders.

Product Rebate: Subject to the terms below, the Customer will receive a Product Rebate selected from a list of products, inclusive of applicable freight charges, provided by BSN SPORTS subject to availability at the time of order. Product Rebates are available after the requirements below are met.

FOOTBALL
BASKETBALL
VOLLEYBALL
SOCCER
BASEBALL
LACROSSE
TENNIS
SOFTBALL
UNIFORMS
TRACK & FIELD
STRENGTH &
FITNESS
WRESTLING
SPORTS MED
SPEED
AGILITY
SCOREBOARDS
BENCHES & BLEACHERS
COACHING
AQUATICS



Product Rebates must be redeemed in May and June. A Product Rebate balance does not carry over from year to year. **Rebates only apply to orders placed under the terms and conditions of this agreement-including pricing.**

BSN Annual Rebate Amount:

Annual **10%** Rebate on all purchases made through BSN Sports. Example: High School (A) Spends **\$100,000** with BSN, total BSN Comp Funds earned for the year is **\$10,000** Total.

Under Armour Product Rebates:

Annual **15%** Rebate on all Under Armour purchases made through BSN Sports. Example: High School (A) Spends **\$100,000** on Under Armour items with BSN, total Under Armour Comp Funds earned for the year is **\$15,000** Total.

Maximum annual product rebate will be the amount above, inclusive of any manufacturer incentives. Rebates are excluded on orders with discounts greater than stated above.

Any decoration or customization to rebate product is paid for by the Customer.

Terms and Conditions: All purchases will be made through BSN SPORTS. Only products purchased through BSN will be eligible for the Product Rebate.

Customer must be current on receivables to BSN SPORTS to receive Product Rebate.

Additional Benefits (excluded from Product Rebate):

Uniform Purchasing Plan – BSN will offer a buy one get one Basketball uniforms in year one of the agreement. Buy one get one Football uniforms in year two of the agreement. (Girls and Boys)

Under Armour will commit to a \$1000 signing bonus.

FOOTBALL
BASKETBALL
VOLLEYBALL
SOCCER
BASEBALL
LACROSSE
TENNIS
SOFTBALL
UNIFORMS
TRACK & FIELD
STRENGTH & FITNESS
WRESTLING
SPORTS MED
SPEED
AGILITY
SCOREBOARDS
BENCHES & BLEACHERS
COACHING
AQUATICS



VIP Branding (Identity/Facility) – Signing Day Backdrop and Table Cloth plus additional signage to display around athletic facilities.

Service Plan – BSN will have a Salespro on Stone High School’s campus no less than once every two weeks. Plus, Under Armour representative will be on Stone High School’s campus no less than once a year to show their new items.

Term: The duration of this agreement is five (5) years from **July 1, 2020 to June 30, 2025** (“Term”). This agreement will automatically renew for successive two-year terms unless customer or BSN gives the other party notice of termination at least 90 days prior to the end of the then current term.

Acknowledged and Agreed to:

Stone High School

BSN SPORTS

Ath. Director or Authorized Representative

Grant Thompson (VP)

BSN SPORTS ARTWORK ADDENDUM

- RIGHT TO USE ARTWORK.** By Varsity Brands, LLC (“Varsity”), on behalf of its affiliate BSN SPORTS, LLC, creating logos, mascots and other artwork (“Artwork”) for Stone County Schools, Varsity and its Affiliates (as defined below) have the non-exclusive, royalty-free, perpetual, irrevocable, transferrable, and worldwide right to use or license for use to others the logos, mascots and other artwork created by Varsity for School/District (“Artwork”) and create derivative works thereof for any purpose and on any media, at Varsity’s sole discretion. For example, but without limitation, Varsity and its Affiliates may use the Artwork on its websites, in its catalogs, and otherwise share the Artwork with current and potential clients of Varsity, its Affiliates and other third parties and develop artwork for other schools and school districts based on the Artwork.
- THIRD-PARTY PROMOTERS.** In the event School/District uses a third-party to promote, license, or protect School/District’s brands (including the Artwork) on its behalf (each a “Third-Party Promoter”), School/District agrees that any additional royalty assessed by such third-party on any items produced by Varsity and its Affiliates will be the sole responsibility of School/District and will be paid by School/District. For purposes of this Assignment, “Affiliates” shall mean (i) BSN SPORTS, LLC, (i) the ultimate parent company of Varsity and any subsidiary of such ultimate parent company that owns, directly or indirectly, a majority of the equity interests of Varsity; (iii) any subsidiary of Varsity; (iv) any subsidiary of Varsity’s direct or indirect parent, other than Varsity, (v) any other entity which Varsity, directly or indirectly, has the power to control and (vi) Hercules Achievement Holdings, Inc., Hercules Achievement, Inc., Herff Jones, LLC, and all of their respective subsidiaries.
- NO WARRANTIES.** EXCEPT AS SPECIFICALLY PROVIDED FOR HEREIN, VARSITY MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ARTWORK AND ANY

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 BASKETBALL
 VOLLEYBALL
 SOCCER
 BASEBALL
 LACROSSE
 TENNIS
 SOFTBALL
 UNIFORMS
 TRACK & FIELD
 STRENGTH & FITNESS
 WRESTLING
 SPORTS MED
 SPEED
 AGILITY
 SCOREBOARDS
 BENCHES & BLEACHERS
 COACHING
 AQUATICS

NINA SHAW
Beat One

Stone County School District

RODNEY BEECH
Beat Four

DIANE JOHNSON
Beat Two

Inita Owen, Superintendent
214 Critz Street • Wiggins, MS 39577

DORIS MATTHEWS
Beat Five

JACOB SMITH
Beat Three

Telephone: 601-928-7247 • Fax: 601-928-5122

CONTRACT/AGREEMENT INFORMATION

I would like to recommend the following agreement/contract between Major Clarity Inc
_____ (vendor name) and Stone County School District. This
agreement/contract is for a term of 1 yr 2020-21. (length of agreement/contract) The purpose of
this agreement/contract is Provide CCR planning for
middle and high school students

I have read and reviewed the following agreement/contract and agree to all of the terms and conditions that are outlined.

Wili Robison
Person submitting agreement/contract

7/21/20
Date

Reviewed By:

Cassie Hardy
Business Manager

7/23/2020
Date

Board Attorney

Date



MAJORCLARITY, INC. SUBSCRIPTION SERVICES AGREEMENT

These Subscription Services Agreement (the "**Agreement**") set forth the terms pursuant to which MajorClarity, Inc. ("**MajorClarity**") will provide Stone County School District ("**Subscriber**") access to its subscription services as outlined herein ("**Services**") pursuant to one or more order forms (each an "**Order**") signed by Subscriber. The Services include proprietary content, activities, articles, tools, software applications, databases, and other materials.

1. Services.

- A. *License Grant.* Subject to Subscriber's continued compliance with this Agreement, including payment of all fees, MajorClarity hereby grants to Subscriber a limited, non-exclusive, non-transferable license to access and use the Services as provided herein, and to have Authorized Users, as defined below, use and access the Services in accordance with the foregoing grant.
- B. *Delivery and Access.* The Services will be provided through MajorClarity's web-based platform at platform.majorclarity.com and such other sites as MajorClarity may designate (collectively, "**Platform**"). Use of the Platform is subject to additional terms and conditions contained within the Terms of Use (<https://www.majorclarity.com/terms-of-use>) and Privacy Policy (<https://www.majorclarity.com/privacy-policy>) set forth on the Platform. Subscriber agrees that it will use the Services only as permitted herein. For the purpose of this Agreement, "**Authorized Users**" will include Subscriber's employees, contractors, consultants, and those auditors, governmental authorities and other individuals and entities who may require access to Subscriber Data, as defined below, as well as Students (as identified in the Order Form). Subscriber agrees to be responsible for all use of the Services by its Authorized Users. Any breach of the Agreement by an Authorized User will be deemed a breach by Subscriber. MajorClarity will in no event be liable for any misuse by an Authorized User of the rights granted hereunder.
- C. *Prohibited Activities.* Except as expressly authorized in this Agreement, Subscriber will not:
(i) rent, lease, sublicense, distribute, transfer, copy, reproduce, display, modify, or timeshare the Services or any portion thereof; (ii) use the Services as a component of or as a base for products or services prepared for commercial sale, sublicense, lease, access, or distribution; (iii) modify, translate, or prepare any derivative work based on the Services; (iv) decompose, decode, or otherwise reverse engineer any MajorClarity technology; (v) allow any third party or unlicensed user or computer system to access or use the Services; or (vi) remove any proprietary notices or labels attached to the Services. Subscriber agrees to take all reasonable steps to protect the Services from unauthorized access, copying, or use.

2. Administration of Services.

- A. *Subscriber Administrator.* Subscriber will designate one (1) or more of its employees to serve as the primary point of contact and administrator(s) for the Services. The administrator is responsible for coordinating and/or completing required integration steps such as scheduling trainings, delivering data files, and other steps as identified by MajorClarity. The administrator will also serve as the primary point of contact for Subscriber's Authorized Users.
- B. *Registration.* MajorClarity will assign a unique username and password to all Authorized Users that will allow them to access and use the Services. Passwords and usernames may not be shared or utilized by anyone other than the Authorized User to whom such identification has been assigned.

- C. *Password Protection.* Subscriber is solely responsible for the security of all usernames and passwords issued to Authorized Users. Subscriber agrees to comply at all times with the procedures specified by MajorClarity regarding password security. MajorClarity may cancel or suspend the use of a username and password in the event that it is misused by Subscriber or an Authorized User. The reissuance or reactivation of any canceled or suspended usernames or passwords will be at MajorClarity's sole discretion. Subscriber agrees to ensure that each Authorized User treats his or her username and password as confidential and will use his or her best efforts to prevent any third party from obtaining his or her password. Subscriber will immediately notify MajorClarity of any actual or potential unauthorized access to a password or to the Services. MajorClarity cannot and will not be liable for any loss or damage arising from Subscriber's or any Authorized Users' failure to comply with these obligations.
- D. *Instructions.* MajorClarity will make instructions regarding use of the Services available in electronic form on the Platform, including instructions for accessing the Services, procedures for printing or storing data, and user identification and security procedures. MajorClarity shall be permitted to contact Authorized Users, and if such Authorized Users are minors, then such Authorized Users parent or guardian, regarding the Services, as well as other services offered by MajorClarity and its affiliates.
- E. *Retrieval of Data.* Upon termination of the Services, Subscriber will have forty-five (45) days to retrieve all Subscriber Data. MajorClarity will not be responsible for any Subscriber Data not retrieved within this period.
- F. *Support Hours and Platform Availability.* MajorClarity provides customer support during normal business hours, which are Monday through Friday, excluding major federal holidays, between 7:30 am and 6:00 pm Eastern Standard Time. MajorClarity shall make the Platform available during the term of this Agreement, excluding only when the Platform is not available as a result of an Exception. As "Exception" shall mean (a) Subscriber's or Student's misuse of the Platform; (b) failures of Subscriber's or Student's internet connectivity; (c) internet or other network traffic or server problems; (d) Subscriber's or any of its Student's failure to meet any minimum hardware or software requirements; or (e) Scheduled Downtime as defined below.
- G. *Scheduled Downtime.* MajorClarity shall notify District at least 24 hours in advance of all scheduled outages of the Platform in whole or in part ("Scheduled Downtime"). All such scheduled outages shall: (a) last no longer than reasonably necessary; (b) be scheduled outside of normal school hours whenever reasonably possible, eastern standard time; and (c) occur no more frequently than once per week; provided that MajorClarity may request Subscriber's approval for extensions of Scheduled Downtime.
- H. *Changes.* MajorClarity reserves the right, in its sole discretion, to make any changes to the Services that it deems necessary or useful to: (a) maintain or enhance: (i) the quality or delivery of MajorClarity's services; (ii) the competitive strength of or market for MajorClarity's services; or (iii) the Services' cost efficiency or performance; or (b) to comply with applicable law. Without limiting the foregoing, either party may, at any time during the Term, request in writing changes to the Services.
- I. *Subscriber Obligations.* Subscriber shall at all times during the Term: (a) set up, maintain, and operate in good repair and in accordance with the MajorClarity's request all necessary systems on or through which the Services are accessed or used; (b) provide personnel with such access to Subscriber's premises and systems as is necessary for MajorClarity to perform the Services; and (c) provide all cooperation and assistance as MajorClarity may reasonably request to enable it to exercise its rights and perform its obligations under and in connection with this Agreement.

3. **Term of Agreement.** This term of this Agreement shall begin on the date signed by both parties and continue for so long as any license granted pursuant to an Order Form remains in effect.
4. **Subscription Fee.**
 - A. Access to the Services is subject to MajorClarity's receipt of the full amount of the annual subscription fee as set forth in an Order. Payment may be made by direct deposit (ACH) or by check. MajorClarity may suspend Subscriber's access to and use of the Services if Subscriber fails to pay any by the date due. Suspension of the Services does not reduce Subscriber's liability to pay for past due fees. Subscriber is responsible for paying all applicable taxes and duties, including, without limitation, sales, use, excise, value-added, and franchise taxes, associated with its use of the Services and any transactions that result there from, except for taxes based on MajorClarity income. This clause will not apply if Subscriber is tax exempt and provides MajorClarity with a tax exempt certificate.
 - B. If Subscriber fails to make any payment when due then, in addition to all other remedies that may be available: (i) MajorClarity may charge interest on the past due amount at a rate of 1.5% per month, calculated daily and compounded monthly or, if lower, the highest interest rate permitted under applicable law; and (ii) Subscriber shall reimburse MajorClarity for all reasonable costs incurred in collecting any late payments or interest, including attorneys' fees, court costs, and collection agency fees.
5. **Data.** As between Subscriber and MajorClarity, Subscriber will own all right, title, and interest in and to the data submitted or inputted by Subscriber or its Authorized Users into the Platform or processed, stored, handled, or analyzed by MajorClarity as a part of or to enable or facilitate the provision of the Services ("**Subscriber Data**"). Subscriber hereby grants MajorClarity a non-exclusive right and license to use Subscriber Data. Further, Subscriber acknowledges and agrees that during and after the Term, MajorClarity may use Subscriber Data in de-identified and/or aggregated form for purposes of enhancing the Services, analyzing usage trends, aggregated statistical analysis, technical support, and other business purposes. MajorClarity will handle all Subscriber Data in accordance with the Terms of Use and Privacy Policy set forth on the Platform. MajorClarity shall own all right, title and interest in and to any other data generated from the use of the Services, as well as any and all Resultant Data (as defined below).
6. **Termination.**
 - A. *By MajorClarity.* MajorClarity may terminate this Agreement and Subscriber's access to the Services (i) upon written notice to Subscriber if Subscriber fails to pay or materially breaches a provision of this Agreement and fails to cure such breach within thirty (30) calendar days after receipt of notice; or (ii) immediately if Subscriber files for or has a bankruptcy petition filed against it, ceases to conduct business in the normal course, makes an assignment for the benefit of its creditors, becomes insolvent, or is liquidated or otherwise dissolved.
 - B. *By Subscriber.* Subscriber may terminate this Agreement by providing MajorClarity written notice of its intent to terminate if (i) MajorClarity materially breaches a provision of this Agreement and fails to cure such breach within thirty (30) calendar days after receipt of such notice; or (ii) immediately if MajorClarity files for or has a bankruptcy petition filed against it, ceases to conduct business in the normal course, makes an assignment for the benefit of its creditors, becomes insolvent or is liquidated or otherwise dissolved.
 - C. *Effect of Termination.* Upon the expiration or earlier termination of this Agreement, Subscriber will promptly discontinue any further use of the Services. Subscriber will not be entitled to any refund of fees paid in the event of termination. This clause does not impact MajorClarity's right to collect any amount due hereunder, nor does it limit Subscriber's rights under termination for breach of Agreement by MajorClarity.

7. Intellectual Property Rights.

- A. All right, title, and interest in and to the Services and related materials, improvements, enhancements, or modifications thereto, including all intellectual property rights therein, are and will remain with MajorClarity and, with respect to third-party materials, the applicable third-party providers own all right, title, and interest, including all intellectual property rights, in and to the third-party materials. Subscriber has no right, license, or authorization with respect to any of the Services or related materials. All other rights in and to the Services and related materials are expressly reserved by MajorClarity. In furtherance of the foregoing, Subscriber hereby unconditionally and irrevocably grants to MajorClarity an assignment of all right, title, and interest in and to the Resultant Data, including all intellectual property rights relating thereto. Subscriber agrees that the Services and its components are protected by copyright, patent, trademark, trade secret, and other intellectual property rights and registrations. Subscriber agrees not to remove, obliterate, obscure, or alter any copyright or other proprietary rights notice that appears on any document, web page, or other component of the Services or any related materials or documentation. "**Resultant Data**" means data and information related to Subscriber's and all Authorized User's use of the Services that is used by MajorClarity.
- B. Subscriber hereby irrevocably grants all such rights and permissions in or relating to Subscriber Data as are necessary or useful to MajorClarity and its affiliates to enforce this Agreement, perform the Services, and otherwise exercise its rights and perform its obligations herein.

8. Warranties. MajorClarity represents, warrants, and covenants that (i) its use of Subscriber Data during the Term of this Agreement will comply with its posted Terms of Use and Privacy Policy; (ii) the Services will operate in substantial accordance with the specifications set forth in the documentation related to the Services; and (iii) it will use reasonable efforts to resolve operational problems related to the Services. Except as set forth herein, MajorClarity makes no other warranties and all other warranties, either express or implied, are hereby disclaimed, including but not limited to warranties of merchantability and fitness for a particular purpose. MajorClarity will not be responsible for any damages that may be suffered by Subscriber, including loss of data resulting from delays, non-deliveries, or service interruptions by any cause, or due to errors or omissions of Subscriber. MajorClarity expressly limits its liability to Subscriber for any non-accessibility time or other down time to the pro-rata daily charge during the system unavailability.

EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH HEREIN, ALL SERVICES ARE PROVIDED "AS IS." MAJORCLARITY SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. WITHOUT LIMITING THE FOREGOING, MAJORCLARITY MAKES NO WARRANTY OF ANY KIND THAT THE SERVICES OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET SUBSCRIBER'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM, OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE. ALL THIRD-PARTY MATERIALS ARE PROVIDED "AS IS" AND ANY REPRESENTATION OR WARRANTY OF OR CONCERNING ANY THIRD-PARTY MATERIALS IS STRICTLY BETWEEN CUSTOMER AND THE THIRD-PARTY OWNER OR DISTRIBUTOR OF THE THIRD-PARTY MATERIALS.

Subscriber represents, warrants, and covenants that (i) it has the right and authority to enter into this Agreement and to use and disclose Subscriber Data; (ii) it has all necessary rights and permissions to grant access to the Services to its Authorized Users; (iii) it will obey all applicable laws, rules, and regulations in its use of the Services and Subscriber Data; (iv) Subscriber Data

will not infringe upon any copyright, trademark, privacy right, right of publicity, or other proprietary right(s) of any third party; and (v) Subscriber Data will not contain any material that is unlawful, hateful, obscene, libelous, threatening, or defamatory. Subscriber acknowledges that MajorClarity has no obligation to monitor Subscriber Data. However, in the event that MajorClarity becomes aware that any Subscriber Data may or does violate the representations and warranties set forth herein, MajorClarity will have the right to remove such item(s) pending resolution.

9. **Indemnification.** Subscriber agrees to indemnify, defend, and hold MajorClarity harmless from and against any and all liability, damage, loss or expense (including reasonable attorneys' fees) arising out of any claim, demand, or proceeding based on allegations arising as a result of (i) any inaccuracies or errors within the materials, Subscriber Data, and/or other information provided by Subscriber; (ii) breach of this Agreement, including any of the representations or warranties contained herein, by Subscriber or an Authorized User; or (iii) Subscriber's use of the Services in violation of applicable law. MajorClarity agrees to indemnify, defend, and hold Subscriber harmless from and against any and all liability, damage, loss or expenses (including reasonable attorneys' fees) arising out of any claim, demand, or proceeding alleging that the Services infringe or violate any United States patent, copyright or trademark. MajorClarity acknowledges that Subscriber's liability in any of the above listed circumstances may be limited or eliminated based upon applicable local, state, or federal law.
10. **Limitation of Damages.** NEITHER PARTY WILL BE LIABLE FOR ANY INCIDENTAL, SPECIAL, INDIRECT, EXEMPLARY, PUNITIVE, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN ANY WAY CONNECTED TO THE SERVICES WHETHER BASED ON CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, EVEN IF EITHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SUBSCRIBER ACKNOWLEDGES THAT THE SERVICES ARE PROVIDED "AS IS" AND "AS DELIVERED," AND CANNOT BE CUSTOMIZED OR MODIFIED. WITHOUT LIMITING THE FOREGOING, AND EXCLUDING THE INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 9, THE TOTAL LIABILITY OF MAJORCLARITY FOR ANY REASON WHATSOEVER RELATED TO THE SERVICES WILL, IN NO EVENT, EXCEED THE FEES PAYABLE BY SUBSCRIBER TO MAJORCLARITY IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM.
11. **Confidentiality.** In connection with this Agreement each party (as the "**Disclosing Party**") may disclose or make available Confidential Information to the other party (as the "**Receiving Party**"). "**Confidential Information**" means information in any form or medium (whether oral, written, electronic, or other) that the Disclosing Party considers confidential or proprietary, including information consisting of or relating to the Disclosing Party's technology, trade secrets, know-how, business operations, plans, strategies, customers, and pricing, and information with respect to which the Disclosing Party has contractual or other confidentiality obligations, in each case whether or not marked, designated, or otherwise identified as "confidential". As a condition to being provided with any disclosure of or access to Confidential Information, the Receiving Party shall:
 - A. not access or use Confidential Information other than as necessary to exercise its rights or perform its obligations under and in accordance with this Agreement;
 - B. not disclose or permit access to Confidential Information other than to representatives who:
 - (i) need to know such Confidential Information;
 - (ii) have been informed of the confidential nature of the Confidential Information and the Receiving Party's obligations hereunder; and
 - (iii) are bound by confidentiality and restricted use obligations at least as protective of the Confidential Information as the terms set forth herein;

- C. safeguard the Confidential Information from unauthorized use, access, or disclosure using at least the degree of care it uses to protect its most sensitive information and in no event less than a reasonable degree of care; and
- D. promptly notify the Disclosing Party of any unauthorized use or disclosure of Confidential Information and take all reasonable steps and cooperate with Disclosing Party to prevent further unauthorized use or disclosure.

12. General Terms.

- A. *Severability.* If any provision of this Agreement is found to be invalid or unenforceable, such provision will be interpreted as to give maximum effect to its intended purpose without affect to the validity or enforceability of any other provision of this Agreement.
- B. *Legal Notice.* MajorClarity will provide any legal notice to Subscriber via mail at the address noted below. Subscriber must provide any legal notice to MajorClarity, Inc. Attn: Chief Executive Officer, 117 S 14th Street Suite 160 Richmond VA 23219, USA. Any legal notices provided without compliance with this section will have no legal effect.
- C. *Entire Agreement.* This Agreement, the Order, the Terms of Use, and the Privacy Policy effective as of the Order date constitute the entire, complete, and exclusive agreement between MajorClarity and Subscriber regarding the Services ("Entire Agreement"). The Entire Agreement supersedes all prior agreements and understandings, whether written or oral, whether established by custom, practice, policy, or precedent, with respect to the subject matter of this Agreement. The terms and conditions of this Agreement will prevail over any conflicting provisions in the Terms of Use.

IN WITNESS WHEREOF, MajorClarity, Inc. and the Subscriber have caused this agreement to be executed and represent that the persons whose signatures appear below are duly authorized to execute this Agreement and agree to be bound by the provisions herein.

MajorClarity, Inc.

**Subscriber:
Stone County School District
214 N Critz St. Wiggins, MS 39577**

Signed by:

Signed by:

Name:
Title:

Name: *Trish Allen*
Title: *Sup. of Education*

Date

7/29/2020

Date



MajorClarity Privacy Policy

Updated 6/22/2018

MajorClarity, LLC ("MajorClarity", "us", "we", or "our") is a college and career readiness platform built for high school and middle school students (a "Student", and together with Client, defined below, "you" or "your") that matches a Student with career pathways, based on a personality assessment, allows a Student to explore those career pathways with activity and video content, including exploring specific jobs within that pathway, and then assists in planning a course of study throughout high school, as well as matching the Student to post-secondary education and employment opportunities based on the Student's interests and plan of study.

Privacy is important to us and we are committed to protecting Student and Client (as defined below) information. This Privacy Policy explains how we collect, use and protect information in MajorClarity. This Privacy Policy must be read together with the Terms of Use.

If you are located outside of the United States, please be aware that the information you provide to us is transmitted to and processed in the United States. Data will be protected subject to this Privacy Policy and applicable law, which may be different from the laws in your country, and by using MajorClarity, you agree to this.

Information Provided by Schools and Districts ("Clients"):

Clients decide to use MajorClarity, they submit information necessary to create their school account, including first and last names, ID numbers, email addresses, user names and passwords for the school and district staff users.

Clients also submit minimally required information about Students, used for school purposes to allow Clients to view Student activity within MajorClarity:

- Grades 3-5: First and Last name, unique ID number, grade
- Grades 6-12: First and Last name, unique ID number, and class year

Additional information Clients would like to host about Students within MajorClarity is done at the Clients' discretion for their internal review, analysis and reporting. This may include Student personal information and academic records, including Student first names, contact information, date of birth and other demographic information, grades, test results and performance data. Clients may also host information about a Student's parent or legal guardian, including, but not limited to names, street addresses and other contact information.

Clients may create accounts in MajorClarity for Students' parent or legal guardians by importing their existing records and submitting user names. At the Client's discretion, parents may be provided with access privileges to view and/or edit certain information.

Information Provided by Students:

Students log into MajorClarity using information provided by the Client or they create their own user name and password if signing up individually:

- Grades 3-5: Students create a user name and password. They also add their respective school, if it is on the list.
- Grades 6-12: Students create a user name and password. They also add their respective school, if it is on the list. Also, subject to the configuration options selected by Clients, students may choose to add information such as their email address or phone number.

Students also provide information by participating in interactive features provided by MajorClarity, request support, manage your account, or otherwise communicate with MajorClarity. The type of information MajorClarity collects includes your name, email address, ratings of test-drives, classes you have taken, personality test results, resumes, posts and comments, and messages between Students or Clients.

A Special Note About Students Under the Age of 13:

operates in compliance with the Children's Online Privacy Protection Act (COPPA). Subject to the configuration options selected by Clients, Students under the age of 13 may be asked to submit personal information. Any such information is used only for school purposes.

MajorClarity relies on Clients to provide consent for collection of that data on behalf of the parents or legal guardians, as agreed to in advance by Clients.

Clients may also make any information provided by Students under the age of 13 available to parents or legal guardians to review through each Client's product dashboard.

To the extent you are an individual user and under 13 years of age, you are required to receive parental/guardian consent before using any service MajorClarity offers.

MajorClarity Usage Information and Cookies:

When using MajorClarity, our servers automatically collect the Internet Protocol ("IP") address associated with your computer. We may also collect additional information such as login timestamp, the browser type and version, and the operating system of the computer. This information is logged to help us to diagnose technical problems and to administer MajorClarity.

To collect information about the use of MajorClarity, we use cookies. Cookies are small data files sent by a website or application and stored on the computer or device at the request of that site or app. Cookies store information related to the browser to enable us to recognize the browser on return visits to MajorClarity and to remember your preferences. We use third-party service providers to assist us in collecting and understanding the usage information. Most browsers can be set to detect browser cookies and to let you reject them, but refusing cookies may make it difficult to use MajorClarity. To learn more about browser cookies, including how to manage or delete them, look in the Tools, Help or similar section of your Web browser.

How We Use and Disclose Information:

MAJORCLARITY DOES NOT SELL DATA, and we do not use personally identifiable information for commercial purposes. In addition, we do not disclose, distribute, access or reference any personal information except as noted at the time that we request the information or in the following circumstances:

- When directed by Clients on behalf of their employees or Students, or when directed by the Student;
- To our third-party service partners (for example, transcript fulfillment and sending) to permit them to provide features and services on our behalf and as requested by Clients and Students (see Third Party Services section);
- To postsecondary institutions or opportunities when a Client or Student has specifically requested the availability of features that allow Students to connect with such institutions or opportunities;
- To resolve a problem or support issue on behalf of a Client or Student;
- To investigate a suspected violation of the Terms of Use;
- As may be required by law or as ordered by a court, in which event we shall notify Clients and Students, and shall work with Clients and Students to seek to limit the scope of the required disclosure;
- Send you communications about products, services, offers, promotions, rewards, and events offered by MajorClarity, and provide news and information about MajorClarity (i.e. updates, changes, etc.);
- Send you technical notices, updates, security alerts and support and administrative messages;

- Respond to your comments, questions and requests and provide customer service;
- Monitor and analyze trends, usage and activities in connection with our services;
- Personalize and improve the services and provide content, suggested and/or recommended connections or features that match user profiles or activities;
- Process and deliver contest entries and rewards;
- Link or combine with information we get from others to help understand your needs and provide you with better service;
- Carry out any other purpose for which the information was collected; or
- In the event of a reorganization, merger, sale, assignment, bankruptcy or other disposition of our business, in which case the transferred information will remain subject to the terms of this Privacy Policy.

We may use non-personal information, including aggregated, de-identified data for a variety of purposes subject to applicable law, including:

- to improve our educational products for adaptive learning purposes and for customizing the Student experience;
- to demonstrate the effectiveness of MajorClarity, including in our marketing materials;
- to help our partners better understand and serve their students; or

- to develop and improve our products.

Third Party Services:

MajorClarity allows Students to connect with post-secondary educational and/or employment opportunities through our platform, since it is intended to help students explore what they want to do after secondary education. MajorClarity also provides Clients with access to a variety of features which Clients may choose to make available to Students. These features, some of which are operated by third party providers, are available only to Students in grades 6-12, and may be turned on or off at the sole discretion and control of Clients.

In addition, Employers and post-secondary institutions will eventually have the ability to post opportunities or events that Students will be able to respond to, RSVP for, or submit information to -- if they are interested (examples include: information nights for colleges, or internships for employers). Students are in complete control of this process and the post-secondary institutions and/or employers that they engage with. Students can opt-out of connecting with institutions and employers they are interested in at any time, although most Students see this as a valuable tool. Students who do not opt-out grant us a limited license to connect them with institutions and employers they engage with and consent to being connected. We do not, however, allow any Student under the age of 13 to be connected with institutions or employers, even if a Student desires to do so, in compliance with COPPA.

If Clients choose to make these features available to their Students, or if a Student desires to take advantage of these features individually, a limited amount of information, including personal information, may need to be sent to the third party in order to deliver the service to the Client and/or

Student. MajorClarity does not disclose more information to third parties than is necessary for them to provide features on behalf of MajorClarity.

All third parties have agreed to handle the information in compliance with this Privacy Policy and applicable law. They may use the information for the sole purpose of providing the service to Clients and Students.

We are not responsible for data once it has been submitted to a postsecondary institution. In addition, Clients and Students should be aware that if they choose to connect with a postsecondary institution in another country, their data will be subject to the laws of that country.

MajorClarity also provides Clients and Students with links to third party websites and allows Clients to add links to websites that they may then share with Students in all grades. We do not control, and therefore are not responsible for, the content or privacy practices of those websites. Those websites are governed by their own privacy policies, and we encourage Clients and Students to read them.

How Clients and Students Can Modify Information:

Clients may update or change their institution's information by contacting us, or in some cases, may update their records through the relevant areas of MajorClarity. We also provide Clients with a dashboard that allows them to access, modify and delete Student and parent information, as may be required by law or otherwise deemed necessary from time to time. At their discretion, Clients may also provide Students and parents with the ability to access select information. Similarly, Student may modify, update, or change their information by logging into the service.

Security:

are committed to protecting the security, integrity and confidentiality of the data through the use of physical and technical safeguards. Reasonable security measures are in place to help protect against the loss, misuse, and alteration of the data under MajorClarity's control.

When the Client or Student is using a supported web browser, Secure Socket Layer (SSL) technology protects information using both server authentication and data encryption to help ensure that data are safe, secure, and available only to authorized users. MajorClarity also encrypts communication between its application server and database server to mitigate risk in the event of a security incident. Finally, we require unique account identifiers and passwords that must be entered each time a user initiates a session, and we monitor platform usage for suspicious behavior. The Internet, however, is not perfectly secure and MajorClarity is not responsible for security breaches not reasonably within its control.

We require that Clients and Students maintain the confidentiality of their user names and passwords. If Clients or Students become aware of any unauthorized use of an account, loss of their or their Students' or parents' account credentials or suspect a security breach, notify us immediately.

Data Retention:

As a system of record for Clients and Students, MajorClarity retains data at the sole discretion of Clients and Students, and for as long as they have active agreements with MajorClarity. After termination of an agreement, MajorClarity will retain Client and Student data for alumni tracking for schools, as well as data backups and archives.

However, at any time upon termination of an agreement or otherwise at their discretion, Clients and Students may submit a written request to have their personal information provided to MajorClarity deleted by emailing hello@majorclarity.com. We will comply with such written requests within (30) days.

Note that in the event that a Student chooses to submit data to a postsecondary institution, we are unable to delete or otherwise retract that information from the receiving institution.

Notwithstanding the above, we do retain aggregated, de-identified data for the purposes described in the section titled, "How We Use and Disclose Information."

Opt-Out Policy:

We send emails to Clients and Students with information about our products that we believe may be of interest. Clients and Students may opt out of receiving email messages from MajorClarity by contacting us at hello@majorclarity.com.

If Clients or Students have opted out of receiving communications from us, we may still send essential communications regarding MajorClarity to Clients' or Students' accounts, such as password change messages.

We do allow Clients and Students to send messages to parents and Students through MajorClarity. Parents and students should contact their school or district if they would like to discuss opting out of those messages.

In addition, if a student has opted in to receive emails from a postsecondary institution through features available in MajorClarity, students must opt out of such emails by contacting the institution directly or

by clicking on the "unsubscribe" link at the bottom of the email.

Updates to This Policy:

We may change this Privacy Policy from time to time. If we make material changes, we will notify you via email of the changes that have been made. We encourage you to review the Privacy Policy whenever you access the service to stay informed about our information practices and the ways you can help protect your privacy.

Contact:

If you have any questions regarding this Privacy Policy, please contact us at: hello@majorclarity.com.



Demo

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hello@majorclarity.com

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MajorClarity Terms of Use

Last updated 6/22/2018

MajorClarity, LLC ("MajorClarity", "us", "we", or "our") maintains a college and career readiness platform built for high school and middle school students ("Students") either individually or through a Client (as defined below, and, together with Students, "you" or "your") that matches a Student with career pathways, based on a personality assessment, allows a Student to explore those career pathways with activity and video content, including exploring specific jobs within that pathway, and then assists in planning a course of study throughout high school, as well as matching the Student to post-secondary education and employment opportunities based on the Student's interests and plan of study (collectively, the "Service"), subject to the terms and conditions described herein. Your use of the Service constitutes an agreement by you to abide by these terms and conditions (the "Agreement"). If you have entered into this Agreement on behalf of an organization, you represent that you have the authority to bind that organization to these terms and conditions. The term "Client" herein refers to (i) the organization and its officers, directors, agents, and employees or (ii) an individual, in the case of a non-legal entity who are registered to use the Service as a counselor, teacher, admissions officer, or other professional capacity. The term "User" herein refers to a Student, a Student's parent(s) or guardian(s), and/or a person who registers for the Service through an account provided by a Client or who registers

for the Service as an individual. If you do not have the necessary authority, or if you do not agree with these terms and conditions, then you may not use the Service.

7. Scope. The Service includes a browser interface and data encryption, transmission, access, and storage (subject to commercially-reasonable limits as may be imposed by MajorClarity in its sole discretion). Client's and User's registration for, or use of, the Service shall constitute an acceptance to abide by this Agreement including any materials incorporated by reference herein. Client and Users are responsible for their own Internet connection, communications and computer costs.

2. License. Subject to the terms of this Agreement, MajorClarity grants Client a non-exclusive, non-transferrable worldwide right to use the Service, solely for Client's own purposes and for the right to provide Users individual accounts to use the Service. Client shall not, without the prior written approval of MajorClarity: (i) license, sublicense, sell, resell, transfer, or assign the Service to any third party, (ii) modify or make derivative works based upon the Service; or (iii) commercially exploit the Service in any way. All rights not expressly granted to Client are reserved by MajorClarity and its licensors. Subject to the terms of this Agreement, Client grants to MajorClarity the non-exclusive, worldwide right to use, copy, store, transmit and display Client and User data hosted on the Service by MajorClarity ("Client Data") in accordance with the terms of the privacy policy referenced in Section 4.1 herein. User acknowledges that User has no rights except as expressly identified in the Privacy Policy.

3. Client and User Responsibilities.

3.1 Client Responsibilities. Client is responsible for any and all activities that occur under Client's accounts. Client shall: (i) maintain the confidentiality of Users' names and passwords; (ii) notify

MajorClarity immediately of any unauthorized use of any password or account or any other known or suspected breach of security; (iii) report to MajorClarity immediately and use reasonable efforts to stop immediately any use of the Service inconsistent with the terms of the License provided in Section 2 herein that is known or suspected by Client; (iv) assure that use of the Service shall at all times comply with all applicable local, state, federal, and international laws, regulations, and conventions, including without limitation those related to data collection, use, disclosure and privacy; international communications; and the exportation of technical or personal data; (v) assure that use of the Service shall at all times conform to the terms and conditions of this Agreement; and (vi) not impersonate another user of the Service or provide false identity information to gain access to or use the Service.

3.2 User Responsibilities. Users are responsible for any and all activities that occur under their accounts. Users shall: (i) maintain the confidentiality of their names and passwords; (ii) notify Client who provides User's access and MajorClarity immediately of any unauthorized use of any password or account or any other known or suspected breach of security; (iii) report to Client who provides User's access and MajorClarity immediately and use reasonable efforts to stop immediately any use of the Service inconsistent with the terms of the License provided in Section 2 herein that is known or suspected by Users; (iv) use the Service in compliance with all applicable local, state, federal, and international laws, regulations, and conventions, as well as with the terms and conditions of this Agreement; and (v) not impersonate another user of the Service or provide false identity information to gain access to or use the Service. User will not attempt to change any fields that are not intended for User modification. Any attempt by User to view or manipulate the records of another User will be deemed a material breach and, in addition to exercising its termination rights under this Agreement, MajorClarity may, in its discretion, inform any relevant authorities.

4. Account Information and Data.

4.1 Privacy. MajorClarity is committed to protecting the privacy of Client Data and maintains a detailed privacy policy, which may be viewed at <https://www.majorclarity.com/privacy-policy/>. MajorClarity reserves the right to modify its privacy policy. Without limiting the generality of Section 3.1(iv) of this Agreement, Client represents that it complies with all applicable data privacy laws, rules and regulations with respect to the personal data it stores, collects, and maintains through the Service.

4.2 Security.

4.2.1 The Service has security measures in place to help protect against the loss, misuse, and alteration of the data under MajorClarity's control. When the Service is accessed using a supported web browser, Secure Socket Layer (SSL) technology protects information using both server authentication and data encryption to help ensure that data are safe, secure, and available only to authorized users. MajorClarity also encrypts communication between its application server and database server to mitigate risk in the event of a security incident. Finally, we require unique account identifiers and passwords that must be entered each time a user initiates a session, and we monitor platform usage for suspicious behavior. Finally, the Service requires unique account identifiers, user names, and passwords that must be entered each time a Client or User signs on. These safeguards help to prevent unauthorized access, maintain data accuracy, and ensure the appropriate use of data. The Internet, however, is not perfectly secure and MajorClarity shall not be responsible for security breaches not reasonably within its control.

4.2.2 Without limiting the generality of Section 3.1(iv) of this Agreement, Client shall comply with all applicable data security laws, regulations and business guidance published by the Federal Trade

Commission, and implement, maintain and update (as appropriate) reasonable security policies, procedures and practices appropriate to the nature of the personal information collected through the Service, in order to protect such information from unauthorized access, destruction, use, modification or disclosure.

4.3 Family Educational Rights and Privacy Act ("FERPA"). In the event Client is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA), the Parties agree as follows: (A) Client appoints MajorClarity as a "school official" as that term is used in FERPA §§99.7(a)(3)(iii) and 99.31(a)(1) and as interpreted by the Family Policy Compliance Office, and determines that MajorClarity has a "legitimate educational interest," for the purpose of carrying out its responsibilities under the Agreement. (B) MajorClarity acknowledges that it shall be bound by all relevant provisions of FERPA and agrees that personally identifiable information obtained from Client by MajorClarity in the performance of this Agreement: (i) will not be disclosed to third parties, except as expressly provided for in FERPA §§99.31, without signed and dated written consent of the Student, or if the Student is under eighteen (18) years of age, signed and written consent of the Student's parents/guardians and (ii) will be used only to fulfill MajorClarity's responsibilities under the Agreement. In accordance with FERPA, the Parties agree that any consents to disclose information may be made electronically.

4.4 Children's Online Privacy Protection Act ("COPPA"). Without limiting the generality of Section 3.1(iv) of this Agreement, in the event that Client's use of the Service subjects Client to the provisions of COPPA, Client acknowledges that: (i) if it chooses to make Family Connection available to Users that Client shall be considered the "operator" of that website for the purposes of COPPA, and (ii) Client shall fully comply with COPPA and any rules or regulations promulgated thereunder.

- 5. MajorClarity Ownership.** MajorClarity alone (and its licensors, where applicable) owns all right, title and interest, including all related copyright, patent, trademark and other proprietary rights ("Intellectual Property" rights), in and to the Service and will own any suggestions, ideas, enhancement requests, feedback, and recommendations provided by Client, Users, or any other party relating to the Service. This Agreement is not a sale and does not convey any rights of ownership in or related to the Service or Intellectual Property owned by MajorClarity to Client or Users. MajorClarity is a registered trademark, and the MajorClarity logo and product names associated with the Service are trademarks of MajorClarity or third parties, and no right or license is granted to use them; provided, however, that Client may link to the homepage of a MajorClarity website or to the Service from another website for the purposes of directing Users to the website or the Service and that such link may include the MajorClarity name and relevant product name(s). Client may not frame any page of a MajorClarity website
- 6. Third-Party Rights.** During use of the Service, Client or User may enter into correspondence with, purchase goods and/or services from, or participate in promotions of third-parties showing their goods and/or services through the Service. Any such activity, and any terms, conditions, warranties or representations associated with such activity, is solely between Client or User and the applicable third-party. MajorClarity and its licensors shall have no liability, obligation or responsibility for any such correspondence, purchase or promotion between Client or User and any such third-party. MajorClarity does not endorse any sites on the Internet that are linked through the Service. MajorClarity is providing these links to Client or User only as a matter of convenience. MajorClarity does not control the third-party sites and in no event shall MajorClarity or its licensors be responsible for any content, data practices, products, or other materials on or available from such sites.

7. Representation & Warranties. Each party represents and warrants that it has the legal power and authority to enter into this Agreement. MajorClarity represents and warrants that it will provide the Service in a manner consistent with general industry standards reasonably applicable to the provision thereof, and that the Service will perform substantially in accordance with the on-line MajorClarity help documentation under normal use and circumstances. Client and Users represent and warrant that they have not falsely identified themselves nor provided any false information to gain access to the Service and that they will comply with the terms and conditions of this Agreement. Each party represents and warrants that it shall make commercially-reasonable efforts, including the use of virus-scanning software on computers that upload files to the Service, to prevent the Service from becoming infected with or spreading a computer virus.

8. Indemnification.

8.7 Client shall indemnify and hold MajorClarity, its licensors and each such party's parent organizations, subsidiaries, affiliates, officers, directors, employees, attorneys and agents harmless from and against any and all claims, costs, damages, losses, liabilities and expenses (including attorneys' fees and costs) arising out of or in connection with: (i) a claim alleging that use of Client Data infringes the Intellectual Property of, or has caused harm to, a third party, or (ii) a claim arising from or alleging breach by Client or Users of this Agreement; provided that MajorClarity: (a) promptly gives written notice of the claim to Client; (b) gives Client sole control of the defense and settlement of the claim (provided that Client may not settle or defend any claim unless it unconditionally releases MajorClarity of all liability and such settlement does not affect MajorClarity's business or the Service); (c) provides to Client all reasonably available information and assistance; and (d) has not compromised or settled such claim without Client's prior written consent.

8.2 MajorClarity shall indemnify and hold Client and its parent organizations, subsidiaries, affiliates, officers, directors, employees, attorneys and agents harmless from and against any and all claims, costs, damages, losses, liabilities and expenses (including attorneys' fees and costs) arising out of or in connection with: (i) a claim alleging that the Service directly infringes the Intellectual Property of a third party, or (ii) a claim arising from or alleging breach by MajorClarity of this Agreement; provided that Client: (a) promptly gives written notice of the claim to MajorClarity; (b) gives MajorClarity sole control of the defense and settlement of the claim (provided that MajorClarity may not settle or defend any claim unless it unconditionally releases Client of all liability); (c) provides to MajorClarity all reasonably available information and assistance; and (d) has not compromised or settled such claim without MajorClarity's prior written consent. MajorClarity shall have no indemnification obligation, and Client shall indemnify MajorClarity pursuant to this Agreement, for claims arising from any alleged infringement related to the combination of the Service with any of Client's or any of Client's licensor's products, service, hardware or business process(es), so long as such use was not authorized or directed by MajorClarity, such authorization and/or direction having been given in writing.

9. *Disclaimer of Warranties.* (I) MAJORCLARITY AND ITS LICENSORS MAKE NO REPRESENTATION, WARRANTY, OR GUARANTY AS TO THE RELIABILITY, TIMELINESS, QUALITY, SUITABILITY, AVAILABILITY, ACCURACY OR COMPLETENESS OF THE SERVICE OR ANY CONTENT; (II) MAJORCLARITY AND ITS LICENSORS DO NOT REPRESENT OR WARRANT THAT (A) THE USE OF THE SERVICE WILL BE SECURE, TIMELY, UNINTERRUPTED OR ERROR-FREE OR OPERATE IN COMBINATION WITH ANY OTHER HARDWARE, SOFTWARE, SYSTEM OR DATA, (B) THE SERVICE WILL MEET CLIENT'S REQUIREMENTS OR EXPECTATIONS, (C) ANY STORED DATA WILL BE ACCURATE OR RELIABLE, (D) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIAL PURCHASED OR OBTAINED BY CLIENT

THROUGH THE SERVICE WILL MEET CLIENT'S REQUIREMENTS OR EXPECTATIONS, (E) ERRORS OR DEFECTS WILL BE CORRECTED, OR (F) THE SERVICE OR THE SERVER(S) THAT MAKE THE SERVICE AVAILABLE ARE FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS; (III) THE SERVICE AND ALL CONTENT IS PROVIDED TO YOU STRICTLY ON AN "AS IS" AND "AS AVAILABLE" BASIS; AND (IV) ALL CONDITIONS, REPRESENTATIONS AND WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT OF THIRD PARTY RIGHTS, ARE HEREBY DISCLAIMED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

10. Internet Delays. THE SERVICE MAY BE SUBJECT TO LIMITATIONS, DELAYS, AND OTHER PROBLEMS INHERENT IN THE USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS. MAJORCLARITY IS NOT RESPONSIBLE FOR ANY DELAYS, DELIVERY FAILURES, OR OTHER DAMAGE RESULTING FROM SUCH PROBLEMS.

11. Limitation of Liability. EXCEPT FOR INDEMNITY OBLIGATIONS OR AMOUNTS ACTUALLY DUE FOR PROVISION OF THE SERVICE, IN NO EVENT SHALL ANY PARTY'S AGGREGATE LIABILITY UNDER ANY THEORY OR FOR ANY REASON WHATSOEVER EXCEED THE AMOUNTS ACTUALLY PAID BY AND/OR DUE FROM CLIENT IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM. IN NO EVENT SHALL ANY PARTY AND/OR ITS LICENSORS BE LIABLE TO ANYONE FOR ANY INDIRECT, PUNITIVE, SPECIAL, EXEMPLARY, INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGES OF ANY TYPE OR KIND (INCLUDING LOSS OF DATA, REVENUE, PROFITS, USE OR OTHER ECONOMIC ADVANTAGE) ARISING OUT OF, OR IN ANY WAY CONNECTED WITH THE SERVICE, INCLUDING BUT NOT LIMITED TO THE USE OR INABILITY TO USE THE SERVICE, OR FOR ANY CONTENT OBTAINED FROM OR THROUGH THE SERVICE, ANY INTERRUPTION, INACCURACY, ERROR OR

OMISSION, REGARDLESS OF CAUSE IN THE CONTENT, EVEN IF THE PARTY FROM WHICH DAMAGES ARE BEING SOUGHT OR SUCH PARTY'S LICENSORS HAVE BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

12. *Additional Rights.* Certain states and/or jurisdictions do not allow the exclusion of implied warranties or limitation of liability for incidental or consequential damages, so the exclusions set forth above may not apply to Client or Users.

13. *Notice.* MajorClarity may give notice by means of a general notice on the Service or by written communication or e-mail to the address of the primary contact for Client or Users on record with MajorClarity. Such notice shall be deemed to have been given to Client or Users upon the expiration of 48 hours after mailing or posting (if sent by first class mail or prepaid post) or 12 hours after sending (if sent by e-mail). Client or Users may give notice to MajorClarity at any time by letter delivered by e-mail to hello@MajorClarity.com, or such other address as may be designated from time-to-time. Such notice shall be deemed given when received by MajorClarity.

14. *Modification.* MajorClarity reserves the right to change the terms and conditions of this Agreement at any time in its sole discretion. We will notify you via email of the changes that have been made and such changes shall be effective upon the date outlined in the notice of such change. Continued use by Client and Users after notice shall constitute acceptance of the changes.

15. *Assignment.* This Agreement, including all rights and obligations hereunder, may not be assigned by Client or Users without the prior written approval of MajorClarity, however, this Agreement may be

assigned by either party without prior written approval to (i) a parent or subsidiary, (ii) an acquirer of assets, or (iii) a successor by merger. Any purported assignment in violation of this Section shall be void.

16. General. This Agreement shall be governed by Virginia law and controlling United States federal law, without regard to the choice or conflicts of law provisions of any jurisdiction, and any disputes, actions, claims or causes of action arising out of or in connection with this Agreement or the Service shall be subject to the exclusive jurisdiction of the state and federal courts located in the Virginia. All parties will at all times comply with all applicable laws, rules and regulations. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision(s) shall be construed, as nearly as possible, to reflect the intentions of the invalid or unenforceable provision(s), with all other provisions remaining in full force and effect. No joint venture, partnership, employment, or agency relationship exists between MajorClarity and Client or MajorClarity and Users as a result of this Agreement or use of the Service. The failure of MajorClarity to enforce any right or provision in this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by MajorClarity in writing. This Agreement comprises the entire agreement between MajorClarity and Client and MajorClarity and Users with respect to the Service and supersedes all prior or contemporaneous negotiations, discussions or agreements, whether written or oral, between the parties regarding the subject matter contained herein.

17 Use of *Interactive Areas*.

17.1 The Service may contain discussion forums in which Clients, Users, or third-parties may post reviews of, make recommendations for or give ratings of content, events, products, services or third-party providers, or post other content, messages, materials or other items ("Interactive Areas"). If MajorClarity

provides such Interactive Areas, you are solely responsible for your use of such Interactive Areas and use them at your own risk. You acknowledge and agree that MajorClarity may set up any such forum to be accessible by all Clients and Users or by certain Clients and Users selected at the sole discretion of MajorClarity or any designee chosen by MajorClarity. Eligibility for access or membership in any given forum (or any continued access and membership) shall be determined by MajorClarity or its designee in its sole discretion, and you may not be given access to certain forums.

17.2 No review, recommendation or rating within the Service or in any Interactive Area shall be deemed to be an endorsement by MajorClarity of any the particular matter subject of the review, recommendation or, if such matter is a third-party provider, a guarantee of such provider's quality, competency, qualifications, experience, resources, character, honesty, integrity, responsiveness or other personal and professional characteristics.

17.3 MajorClarity takes no responsibility and assumes no liability for any content posted, stored or uploaded by you or any third party, or for any loss or damage thereto, nor is MajorClarity liable for any mistakes, defamation, slander, libel, omissions, falsehoods, obscenity, pornography or profanity you may encounter. As a provider of interactive services, MajorClarity is not liable for any statements, representations or content provided by its Clients and Users in any public forum, personal home page or other Interactive Area. Although MajorClarity has no obligation to screen, edit, or monitor any of the content posted to or distributed through any Interactive Area, MajorClarity reserves the right, and has absolute discretion, to remove, screen, or edit without notice any content posted or stored within the Service at any time and for any reason, and you are solely responsible for creating backup copies of and replacing any material you post or store in these areas at your sole cost and expense.

17.4 The following are not permitted, and by using the Service you represent, warrant, and agree that you will not contribute any content or submission, or otherwise use the Service or interact with the Service in a manner that: (i) infringes or violates the intellectual property rights or any other rights of anyone else (including MajorClarity); (ii) copies, stores, or distributes any significant portion of our content; (iii) violates any law or regulation; (iv) is bullying, harmful, fraudulent, deceptive, threatening, abusive, harassing, defamatory, vulgar, obscene, or otherwise objectionable; (v) compromises the security of your MajorClarity account or anyone else's, including allowing someone else to log on as you; (vi) attempts, in any manner, to obtain the password, account, or other security information from any other User or Client; (vii) scrapes or crawls any page of our Service (either through manual or automated means); or (viii) attempts to re-create, reverse engineer, or otherwise obtain the source code of our Service.

17.5 Any use of the Interactive Areas or other portions of the Service in violation of the foregoing violates these Terms of Use and may result in, among other things, termination or suspension of your rights to use the Interactive Areas and/or the Service. In order to cooperate with legitimate governmental requests, subpoenas or court orders, to protect MajorClarity's systems and customers, or to ensure the integrity and operation of MajorClarity's business and systems, MajorClarity may access and disclose any information it considers necessary or appropriate, including, without limitation, user profile information (i.e. name, e-mail address, etc.), IP addressing and traffic information, usage history, and posted content

17.6 MajorClarity does not and cannot review all content submitted by Clients and Users to the Service, and MajorClarity therefore does not make any representation or warranty with respect to it and MajorClarity does not endorse any specific products or services which may be included in any such content. However, MajorClarity reserves the right to block or remove content or communications that

MajorClarity determines, in its discretion, to be in violation of these Terms of Service. As explained above, under Disclaimer of Warranties, the Service is offered "as is," and you use it at your own risk. Without limitation, this means that, despite the requirements of these Terms of Service, Clients and Users may post content that violates them. MajorClarity assumes no responsibility or liability for such content. If you have submitted objectionable content, MajorClarity may, in its sole discretion, terminate your account, take legal action against you and/or, if applicable, notify the appropriate authorities or parties, all without prior notice or liability to you.

18. *Digital Millennium Copyright Act.* The Digital Millennium Copyright Act of 1998 (the "DMCA") provides recourse for copyright owners who believe that material appearing on the Internet infringes their rights under U.S. copyright law. MajorClarity reserves the right to remove any material on the Service which allegedly infringes another person's copyright. If you believe in good faith that materials hosted by MajorClarity infringe your copyright, you (or your agent) may send us a notice requesting that the materials be removed, or access to them blocked. Such notice must meet statutory requirements imposed by the DMCA and must be in writing and include the following information in writing: (i) an electronic or physical signature of the person authorized to act on behalf of the owner of the copyright interest; (ii) a description of the copyrighted work that you claim has been infringed. Please describe the work and, where possible, include a copy or the location (e.g., URL) of an authorized version of your work; (iii) a description of the material that you claim to be infringing, as well as its location within the Service; (iv) your name, address, telephone number, and e-mail address; (v) a statement by you that you have a good faith belief that the disputed use of the materials is not authorized by the copyright owner, its agent, or the law; and (vi) a statement by you, made under penalty of perjury, that the above information in your notice is accurate and that you are the copyright owner or authorized to act on the copyright

owner's behalf. If you believe in good faith that a notice of copyright infringement has been wrongly filed against you, the DMCA permits you to send us a counter-notice at hello@MajorClarity.com.

Contact:

If you have any questions regarding this Terms of Use, please contact us at: hello@majorclarity.com.



Demo

How It Works

Career Readiness

Educator Resources

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hello@majorclarity.com

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NINA SHAW
Beat One

Stone County School District

RODNEY BEECH
Beat Four

DIANE JOHNSON
Beat Two

Inita Owen, Superintendent

DORIS MATTHEWS
Beat Five

214 Critz Street • Wiggins, MS 39577


JACOB SMITH
Beat Three

Telephone: 601-928-7247 • Fax: 601-928-5122

CONTRACT/AGREEMENT INFORMATION

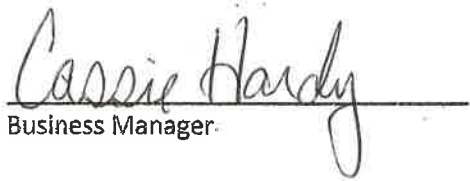
I would like to recommend the following agreement/contract between Kristi
Mong, PhD (vendor name) and Stone County School District. This
agreement/contract is for a term of 20/21 SY (length of agreement/contract) The purpose of
this agreement/contract is to provide Psychological Consultant
and observations/Evaluations for Students
in the 2020/2021 School year.

I have read and reviewed the following agreement/contract and agree to all of the terms and conditions that are outlined.


Person submitting agreement/contract

7/15/2020
Date

Reviewed By:


Business Manager

7/16/2020
Date

Board Attorney

Date

INDEPENDENT CONTRACTOR AGREEMENT

By and Between

MIND WORKS PSYCHOLOGISTS: KRISTI MONG

and

STONE COUNTY SCHOOL DISTRICT

THIS CONTRACT FOR SERVICES (the “Agreement”) is entered into by and between **Mind Works Psychologists: Kristi Mong** (hereinafter, “Contractor”), residing at 24505 Mare Point Drive, Pass Christian, MS 39571, and the **Stone County School District** (hereinafter, the “School District”), located at 214 Critz Street Wiggins, MS (and as authorized by the School District).

I.

Engagement

The School District hereby agrees to engage Contractor to perform the services provided herein, and Contractor agrees to perform the services hereinafter set forth in a timely, competent and professional manner.

II.

Scope of Services

Contractor agrees to perform services for the School District solely on the terms and conditions set forth in this Agreement and agrees to devote all necessary time and attention (reasonable periods of illness excepted) to the performance of duties specified in this Agreement. Contractor’s duties shall include performing services in her capacity as a licensed school psychologist, and she shall fulfill any other duties reasonably requested by the School District and agreed to by Contractor. Contractor shall perform other such services that are commensurate with her level of skill. Contractor further agrees that in all such aspects of the performance of any such work, Contractor shall comply with the policies, standards and regulations of the School District, and shall perform the duties assigned faithfully, intelligently, and to the best of her ability and in the best interest of the School District.

III.

Ownership of School District Records

All records, reports, documents, and other materials which are transmitted by Contractor shall remain the property of the School District and shall be returned by Contractor to the School District at Contractor's expense at the termination or expiration of this Agreement. All records, reports and documents, or other material related to this Agreement and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein, shall become the property of the School District and shall, upon request, be returned by Contractor to the School District at the expense of Contractor.

IV.

Compensation and Payment Schedule

As full compensation for the services rendered pursuant to this Agreement, the School District shall pay Contractor, at the hourly rate of \$115 per hour. Such compensation shall be payable within 45 days of receipt of Contractor's invoice for services rendered, which shall be supported by ordinary and reasonable documentation. The invoice(s) shall itemize in reasonable detail the dates in which services were performed, the number of hours spent on such dates and a brief narrative description of the actual services rendered.

The School District shall reimburse Contractor for all reasonable and approved out of pocket expenses that are incurred in connection with the performance of the duties specified in this Agreement. Notwithstanding the foregoing, however, expenses for time spent by Contractor in traveling to and from School District facilities shall not be reimbursable.

V.

Taxes

The compensation set forth in Section V shall be the sole compensation due to Contractor for services rendered hereunder. It is understood that the School District will not withhold any amounts for payment of taxes from the compensation of the Contractor hereunder. Contractor will not represent to be or hold themselves out as an employee of the School District. Contractor hereby agrees that the responsibility for payment of taxes from the funds that are received under this Contract shall be the Contractor's obligation and identified under Federal Tax Identification Number as shown in the Internal Revenue Service Form "W-9 – Request for Taxpayers Identification Number and Certification." The School District will issue and mail an IRS Form 1099 to the Contractor for each calendar year the Contract is in effect. No payroll deductions or employment taxes of any kind shall be withheld or paid by the School District with respect to any payments to Contractor. Such taxes include, but are not limited to FICA, FUTA, federal and state income taxes, and state unemployment insurance taxes.

VI.

Term of Agreement

The term of service of Contractor shall begin on August, 2020 and shall end on July, 2021. If Contractor continues working beyond the term of this Agreement, with the consent of the School District, such services(s) shall continue under the terms and conditions of this Agreement and shall be terminable by the School District upon providing written notice to Contractor not less than two (2) weeks prior to the date of termination of service(s).

VII.

Termination

Either party to this Agreement shall have the right to terminate this Agreement, with or without cause, by providing to the other party a two-week written notice.

VIII.

Indemnification

Contractor shall indemnify and save harmless School District against any and all claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of sums of money to any party accruing against the School District arising out of, resulting from, or by reason of any intentional act or omission of Contractor which causes damage to School District or its Contractors, representatives or agents, or any of the property thereof. Such indemnification shall include the School District's fees and costs of litigation including, but not limited to, reasonable attorney's fees.

IX.

Force Majeure

Neither party to this Agreement shall be responsible to the other party hereto for any delays or for failure to perform caused by any circumstance reasonable beyond the immediate control of the party prevented from performing including, but not limited to, acts of God.

X.

Entire Agreement; Amendment or Modification

This Agreement contains the entire agreement between the parties. No representations were made or relied upon by either party, other than those expressly set forth in this Agreement. This Agreement may be modified or amended at any time by mutual consent of the parties, provided that, before any modification or amendment shall be operative and valid, it shall be reduced to writing and signed by both parties.

XI.

Confidentiality

Contractor acknowledges that she will have access to information, records, processes, and procedures used by the School District during the term of this Agreement and agrees that she shall not disclose any of the aforesaid proprietary information, records, processes, and procedures used by the School District, directly or indirectly, either during the term of this Agreement or at any time thereafter, except as required by this Agreement, or as otherwise required by law. All files, service logs, information, letters, electronic communications and any similar writings or communications, whether prepared by Contractor in connection with this Agreement, or otherwise coming into her possession, shall remain the exclusive property of the School District. Upon the expiration or earlier termination of this Agreement, or whenever requested by the School District, Contractor immediately shall deliver to the School District all such files, service logs, information, letters, electronic communications, and any and all such similar writing or communications in his or her possession or under his her control.

Both parties expressly agree to abide by applicable statutes, regulations, rules, and ethical practices in maintaining the confidentiality of all personally identifiable student information.

XII.

Conflict of Interest

During the term of this Agreement, Contractor shall devote as much of her productive time, energy and abilities to the performance of her duties under this Agreement as is necessary to perform the required duties in a timely, competent, and productive manner. Contractor also may perform services for other parties or employers while also performing services for the School District.

XIII.

Notices

All notices and other communications pertaining to this Agreement shall be in writing and shall be transmitted either by personal hand delivery or deposited in the United States mail to the respective addresses of the School District and Contractor, as follows:

If to Contractor:

Mind Works Psychologists: Kristi Mong
24505 Mare Point Drive
Pass Christian, MS 39571

If to School District:

Stone County School Distric
214 Critz Street N
Wiggins, Ms 39577

Any party hereto may change its address for purposes of this paragraph by providing written notice given in the manner provided above.

This Agreement, which shall be construed, governed, and interpreted under the laws of the State of Mississippi, and for which the parties hereto expressly agree shall have venue solely either in the Mississippi District Court or the Southern District of Mississippi Federal Court, shall become effective immediately upon joint signatures of the parties.

Krista May, Ph.D.

_____	<u>Psychologist</u>	<u>6/04/2020</u>
Contractor	Title	Date
_____	_____	_____
School District Administrator	Title	Date
<i>[Signature]</i>		<u>7/29/2020</u>
Superintendent		Date

NINA SHAW
Beat One

Stone County School District

RODNEY BEECH
Beat Four

DIANE JOHNSON
Beat Two

Inita Owen, Superintendent

DORIS MATTHEWS
Beat Five

214 Critz Street • Wiggins, MS 39577

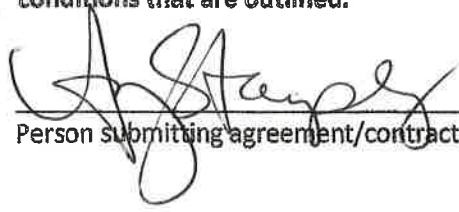
JACOB SMITH
Beat Three

Telephone: 601-928-7247 • Fax: 601-928-5122

CONTRACT/AGREEMENT INFORMATION

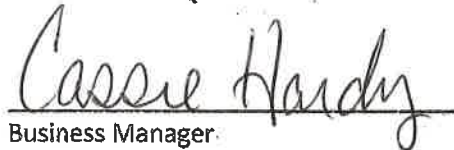
I would like to recommend the following agreement/contract between Nancy Ann Sherman (vendor name) and Stone County School District. This agreement/contract is for a term of 20/21 SY (length of agreement/contract) The purpose of this agreement/contract is for Visual Impairment Consultation Services, Direct Services and/or indirect Services.

I have read and reviewed the following agreement/contract and agree to all of the terms and conditions that are outlined.


Person submitting agreement/contract

7/15/2020
Date

Reviewed By:


Business Manager

7/16/2020
Date

Board Attorney

Date

✓

Nancy Ann Sherman
Visual Impairment Consultant
P.O. Box 24
Pass Christian, MS 39571
228-363-2929
NancyAnn.ShermanTVI@gmail.com
Stone County School District
2020-2021

Visual impairment consultation services are provided to assist school districts in assuring optimal educational programming for students with varying degrees of visual impairments. This allows school districts to provide appropriate services to these students in their least restrictive environments.

Services Provided

1. Consultation
 - a. Meeting with parents, teachers, assistants, administrators, and other educational personnel
 - b. Develop specific VI goals for IEP
 - c. Recommend modifications and accommodations for IEP
 - d. Participate in writing IEP
 - e. Attendance at IEP meeting
2. Direct Services
 - a. Instruction in Braille and Nemeth Code
 - b. Instruction in use of equipment
 - c. Instruction in self-advocacy
 - d. Instruction in organizational skills
3. Indirect Services
 - a. Staff development
 - b. Instruct staff on how to modify materials
 - c. Intermediary with ophthalmologists and/or optometrists
 - d. Evaluations/Assessments
 - e. Transitioning of students from pre-school to elementary school and from high school to community

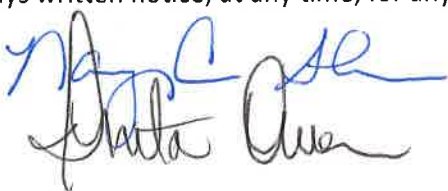
Fee Schedule

1. Consultation - \$120.00 per hour or any part thereof
2. Direct Services - \$120.00 per hour or any part thereof
3. Indirect Services - \$120.00 per hour or any part thereof
4. Travel Fee - \$100.00 per trip to school district regardless of the number of schools visited on each trip.
5. Fees for workshops and training available upon request.
6. In the event of services cancelled and the visual impairment consultant is not notified by the school district by phone and/or text at least 1 hour prior to the scheduled service, the school district will be charged for one session/hour of service and travel fee.

Billing

1. Fees are to be paid upon documentation of services
2. Payment should be made to Nancy Ann Sherman, P.O. Box 24, Pass Christian, MS 39571

This contract between the school district and the visual impairment consultant may be terminated with 30 days written notice, at any time, for any cause.



5-14-20

NINA SHAW
Beat One

DIANE JOHNSON
Beat Two

JACOB SMITH
Beat Three

Stone County School District

Inita Owen, Superintendent
214 Critz Street • Wiggins, MS 39577

Telephone: 601-928-7247 • Fax: 601-928-5122

RODNEY BEECH
Beat Four

DORIS MATTHEWS
Beat Five

CONTRACT/AGREEMENT INFORMATION

I would like to recommend the following agreement/contract between Inflow Comm.

_____ (vendor name) and Stone County School District. This

agreement/contract is for a term of 12 months. (length of agreement/contract) The purpose of

this agreement/contract is transfer Mitel phone support

responsibility from Mitel to Inflow Communications.

I have read and reviewed the following agreement/contract and agree to all of the terms and conditions that are outlined.

Chuck McLean

Person submitting agreement/contract

July 13, 2020

Date

Reviewed By:

Cassie Hardy

Business Manager

7/14/2020

Date

Board Attorney

Date

Opportunity Name:	Stone County School District - Mitel Change Fee	Quote Contact:	Josh Iverson
Quote Number:	Q-01265	Direct Email:	jiverson@inflowcommunications.com
Prepared For:	Chuck McGee	Direct Phone:	(208) 807-2968
Issued Date:	5/21/2020	Payment Terms:	Net 30
Expires:	6/20/2020		

Quoted pricing is valid for 30 days after the issued date and subject to change thereafter

Ship To
Chuck McGee
Stone County School District
214 N Critz St.
Wiggins, Mississippi 39577
601-795-5580
cmcgee@stoneschools.org

Bill To
Stone County School District
214 N Critz St.
Wiggins, Mississippi 39577

Notes:

Note on Support Pricing:

Support pricing and reinstatement fee (if applicable) is based on the Hardware/License inventory and contract date provided by the customer. Once the customer's Mitel records transfer to Inflow the exact inventory and pricing will be able to be confirmed.

Support

Qty	Description	Unit Price	Extended
1.00	Mitel Change Fee	\$500.00	\$500.00
TOTAL:			\$500.00

Sales Tax	TBD
Freight	TBD
Quote Total	\$500.00



Invoice Schedule

Support and Related Fees

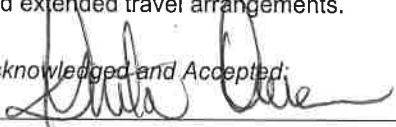
Upon Execution of Signed Contract: \$500.00

- *Invoiced immediately, unless otherwise specified in this agreement*

Acknowledge & Accept

This quote and the products and/or services are accepted subject to the terms and conditions set forth. Acceptance constitutes an agreement to the outlined invoice schedule, as well as an agreement to pay within the invoice payment terms. Additional fees may apply, including but not limited to service charges of 1.5% per month on all past due amounts, related collection costs and reasonable attorney fees. Freight charges and restocking fees will be assessed on returned items. Any applicable travel expenses are invoiced at fixed daily rates for local and extended travel arrangements.

Acknowledged and Accepted:



Date:



Inflow Initials:



MASTER CUSTOMER AGREEMENT

This Master Customer Agreement is entered into between Inflow Communications, Inc. ("INFLOW") and Stone County School District (CUSTOMER"). This Agreement is effective on the date of signature.

This Agreement is intended to apply to all transactions between INFLOW and CUSTOMER involving the sale of equipment ("Equipment"), the licensing or sublicensing of software and related technology products and services ("Software"), installation, implementation and training services, and support services ("Services"). As used herein the term "Agreement" means this Master Customer Agreement and any Purchase Agreements, Addendums or Statements of Work supplementing or amending this Agreement. If there is a conflict between this Master Customer Agreement and the terms and conditions included within any Purchase Agreement, Addendum or Statement of Work hereunder, the relevant provision of the Purchase Agreement, Addendum or Statement of Work shall control and prevail.

TERMS AND CONDITIONS

1. Customer Orders. During the Term (as defined herein), CUSTOMER may elect to purchase certain Equipment, Software, and Services from or through INFLOW. Each order for Equipment, Software, and/or Services shall be set forth in a Purchase Agreement executed by CUSTOMER and INFLOW. The Equipment, Software and Services subject to each Purchase Agreement will be described, along with any terms and conditions that are additional to the terms and conditions of this Agreement, in an Addendum or Statement of Work, which may contain specifications, schedules, milestones, payment, or any other terms and conditions mutually agreed upon by the Parties. The terms and conditions of this Agreement shall be applicable to each Purchase Agreement and are incorporated by reference into each Addendum and/or Statement of Work.

2. Warranty

2.1 Services Warranty. INFLOW warrants that all Services provided by INFLOW will be carried out in a professional and workmanlike manner by qualified personnel in accordance with applicable industry standards. The Services shall comply with all material requirements set forth in this Agreement and any applicable Addendum or Statement of Work. INFLOW will make available upon request a list of supported hardware platforms, operating systems, database versions, and other third party software products for server software and client software to which this Services Warranty will apply. This Services Warranty is contingent upon CUSTOMER's adherence to the supported configurations and following the proper installation and support practices and procedures for the System in question. If CUSTOMER notifies INFLOW, within sixty (60) days of delivery of Services, that it believes there has been a breach of this warranty, and states in reasonable detail the nature of the claimed breach, INFLOW will promptly investigate the matter. If INFLOW determines that there has been a breach of the warranty herein, CUSTOMER's exclusive remedies, and INFLOW's sole liability, will be for INFLOW to correct or re-perform any defective Services so that such Services comply with this warranty. If INFLOW is unable to correct a breach of this warranty after commercially reasonable efforts, it will refund CUSTOMER actual fees paid for such defective Services, subject to the limitations and exclusions set forth in this Agreement.

2.2 Equipment and Software Warranty. CUSTOMER shall be entitled to the benefit of any warranties offered by the manufacturer of any Equipment or Software products provided by or through INFLOW. INFLOW does not separately warranty third party Equipment or Software. INFLOW will assist CUSTOMER in returning any defective Equipment and seeking warranty service in accordance with the manufacturer's warranty and return policies. INFLOW will assist in diagnosing Software issues and coordinating with the manufacturer regarding the correction of any material non-conformity.

3. Pricing and Invoices. CUSTOMER agrees to pay the purchase price, in U.S. dollars, as set forth in each respective Purchase Agreement for the applicable Equipment, Software, and/or Services. There shall be added to the purchase price an amount equal to any taxes, however designated, based on the purchase of the Equipment, Software or Services, including state and local sales, use or equivalent or amounts in lieu thereof paid or payable by INFLOW in respect to the foregoing, unless CUSTOMER provides INFLOW with an appropriate exemption certificate. Support Services will be billed monthly unless otherwise specified in the Purchase Agreement. Services provided on a time and material basis will be billed monthly and unless otherwise specified in writing payment will be due upon receipt of invoice. Any sums payable by CUSTOMER which are not paid when due will be subject to a service charge of 1 ½% per month from the date payment was due until paid. CUSTOMER agrees to reimburse INFLOW for any and all reasonable expenses INFLOW may incur, including reasonable attorney's fees, in taking any of the foregoing actions. The remedies contained this paragraph are cumulative and in addition to all other rights and remedies available to INFLOW under the Agreement, by operation of law or otherwise.

4. Title, Transportation and Risk of Loss. Title to Equipment and any tangible Software media passes upon delivery to CUSTOMER's premises (the "Premises"), and thereafter all risk of loss or damages are the responsibility of CUSTOMER, provided however, that deliveries by common carrier are FOB shipping point, title passes to CUSTOMER upon delivery to the carrier, and thereafter all risk of loss or damage is the responsibility of CUSTOMER. The CUSTOMER shall pay all shipping, handling and insurance for the Equipment to the delivery location. Any claims for shortages, overcharges, or otherwise must be made in writing within 72 hours of delivery. CUSTOMER's failure to make any such claims shall be deemed a waiver of such claims. If this order is cancelled by the CUSTOMER for any reason other than default by INFLOW, INFLOW shall be entitled to retain all monies paid by CUSTOMER and recover the remainder of the purchase price and all other monies due under the Agreement. No credit will be issued for goods returned without INFLOW's prior permission, or without invoice number and date. Any goods accepted for return are subject to a restocking charge.

5. Installation, Acceptance, and Training. When specified in a Purchase Agreement or Statement of Work, INFLOW shall install purchased Equipment and Software (together, a "System") at CUSTOMER's premises. Such installation shall be performed in accordance with the manufacturer's specifications and according to the installation plan and schedule agreed upon by CUSTOMER and INFLOW in a Project Implementation Meeting. In connection with the System installation, INFLOW will provide resources for all critical implementation dates, documentation outlining the final configuration of the Equipment, network configuration diagrams, and ongoing support for each critical cutover date. INFLOW shall provide its standard CUSTOMER training of CUSTOMER's employees in the operation of the System. When the installation has been completed, INFLOW will test the System according to the manufacturer's diagnostic and readiness test specifications in preparation for cutover. When the System is cutover and has operated in accordance with manufacturer's specifications for a period of fourteen (14) calendar days, it will be deemed accepted by CUSTOMER unless CUSTOMER has provided INFLOW with written notice within that time period setting forth deficiencies in operation. If CUSTOMER has provided such notice, INFLOW will correct the listed deficiencies at which time CUSTOMER shall promptly certify in writing its acceptance of the System.

6. Software License. Certain manufacturers require the issuance of their own software license, which may be separately issued to CUSTOMER (the "Manufacturer License"). If no Manufacturer License is issued to CUSTOMER, then to the extent authorized by the manufacturer of the System, INFLOW grants CUSTOMER a non-exclusive sublicense to use the Software (including related documentation) for the useful life of the System solely to maintain and operate the System, provided that CUSTOMER: (i) uses the System solely for CUSTOMER's internal business purposes; (ii) does not copy any part of the Software without INFLOW's consent and does not attempt to develop any source code from the Software; and (iii) returns to INFLOW or erases or destroys any Software on any media being recycled or discarded and so certifies to INFLOW. INFLOW, on behalf of the manufacturer, reserves all other rights, title and interest to the Software, and CUSTOMER shall not acquire any rights, title or interest in the Software other than as specifically set forth in this Section. CUSTOMER will not reverse compile, disassemble, alter, add to, delete from, or otherwise modify the Software, except to the extent that such modification capability is an intended feature of the System. CUSTOMER may only transfer the right to use the Software to any end user who subsequently acquires the right to use the System, agrees to be bound by the terms of this license and agrees to pay any applicable fees.

7. Term and Termination.

7.1 Term. The term of this Agreement (the "Term") shall commence on the Effective Date as stated above and will remain in force unless terminated in accordance with this Agreement.

7.2 Term of Addendum or Statement of Work. The term of any Addendum or Statement of Work shall commence on the commencement date set forth in the Addendum or Statement of Work or in the related Purchase Agreement and, unless terminated as specified in this Agreement, shall continue for the specific time period stated in the Addendum, Statement of Work, or related Purchase Agreement.

7.3 Termination by Customer Without Cause. CUSTOMER may terminate this Agreement and any Addendum or Statement of Work (and the Services provided thereunder) at any time for any reason upon ninety (90) days advance written notice of termination provided by CUSTOMER to INFLOW. If terminated by CUSTOMER during the Term without cause, CUSTOMER will remain liable to pay INFLOW all amounts agreed to in the Addendum, Statement of Work or related Purchase Agreement for the remainder of the Term.

7.4 Termination for Default by Customer. If Customer defaults in the payment of any sum of money payable under this Agreement, or defaults in the performance of any other of its obligations under this Agreement, and fails to cure such default within ten (10) days after receiving written notice thereof with respect to a monetary default or thirty (30) days with respect to any non-monetary default, INFLOW shall have the right to terminate this Agreement and any applicable Addendum or Statement of Work.

7.5 Termination for Default by Inflow. If INFLOW defaults in the performance of any of its obligations under the Agreement, and fails to cure such default within thirty (30) days after receiving written notice thereof, CUSTOMER shall have the right to terminate this Agreement and any applicable Addendum or Statement of Work and shall receive a prorated refund of any prepaid fees.

7.6 Termination Based on Bankruptcy or Insolvency. If either Party becomes or is declared insolvent or bankrupt, is the subject of any proceedings relating to its liquidation or insolvency or for the appointment of a receiver for it, makes an assignment for the benefit of all or substantially all of its creditors, or enters into an agreement for the composition, extension, or readjustment of all or substantially all of its obligations, then the other Party may, by giving written notice thereof to such Party, terminate this Agreement as of a date specified in such notice of termination.

7.7 Termination Assistance. In connection with the termination of this Agreement for any reason, and notwithstanding any dispute between the Parties, INFLOW shall provide to CUSTOMER such termination assistance as it may reasonably request in order to provide an orderly transition from INFLOW to another provider (the "Termination Services"). CUSTOMER shall pay for all Termination Services requested by CUSTOMER and performed by INFLOW after the termination date, provided that if termination was by reason of a payment default by CUSTOMER, INFLOW shall be entitled to reasonable assurances acceptable to it that it will be fully compensated for such Termination Services prior to commencing such Termination Services.

8. Non-Disclosure of Confidential Information. To further the business relationship between INFLOW and CUSTOMER it may be necessary and desirable that INFLOW and/or CUSTOMER disclose certain Confidential Information to each other. **However, neither Party is under any obligation to disclose any Confidential Information.** For purposes of this Section, a Party receiving Confidential Information shall be referred to as the "Recipient" and the Party disclosing such information shall be referred to as the "Discloser." "Confidential Information" means all financial, technical, strategic, customer, employee personal information and other information relating to the Discloser regarding its business, products, clients, personnel or technology that may be furnished or disclosed to Recipient by Discloser, provided that Confidential Information shall not include information which (i) was already known to the Recipient prior to the time that it is disclosed to the Recipient hereunder; (ii) is in or has entered the public domain through no breach of this Agreement or other wrongful act of the Recipient; (iii) has been rightfully received from a third-party without breach of this Agreement; or (iv) has been approved for release by written authorization of the Discloser.

8.1 Information Security. Recipient agrees that it has implemented appropriate measures to ensure the security, integrity and confidentiality of the Confidential Information and that it will hold the Confidential Information in strict confidence and not to disclose such Confidential Information to any third-party or to use it for any purpose other than as authorized by Discloser. Recipient agrees that it will employ reasonable steps to protect the Confidential Information from unauthorized or inadvertent disclosure, including without limitation all steps that it takes to protect its own Confidential Information. Recipient may disclose Confidential Information only to those agents, employees, contractors, officers, directors or other representatives having a need to know and only to the extent reasonably necessary to enable the Recipient to adequately perform its duties under this Agreement.

8.2 Ownership of Confidential Information. The Discloser shall be deemed to be the owner of all Confidential Information disclosed by it hereunder, and INFLOW and CUSTOMER each agree that nothing contained in this Agreement shall be construed as granting any rights, by license or otherwise, in or to any Confidential Information disclosed pursuant to this Agreement. The obligation to protect the confidentiality of all Confidential Information disclosed by the Parties to each other prior to any termination of this Agreement shall survive the termination of the Agreement.

9. Reservation of Rights. Subject to the limited rights expressly granted by INFLOW hereunder, INFLOW reserves all rights, title and interest in and to the Services provided by INFLOW and all materials, templates, forms, and other materials provided or disclosed to CUSTOMER in the course of providing Services (the "INFLOW Materials"), including all related intellectual property rights and all derivatives, enhancements, or improvements thereof. CUSTOMER shall not (i) reproduce, distribute, republish, display, post or transmit in any form or by any means, or create derivative works based on the Service or the INFLOW Materials; (ii) disassemble, reverse compile, or reverse engineer the Services or the INFLOW Materials; or (iii) access the Services or the INFLOW Materials in order to (A) build a competitive product or service, or (B) copy any ideas, features, functions, or graphics of the Services or the INFLOW Materials.

10. Disclaimer. EXCEPT AS EXPRESSLY SET FORTH IN SECTION 2.1, THE SERVICES PROVIDED BY INFLOW ARE PROVIDED 'AS IS' AND INFLOW MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES OF ANY KIND WITH RESPECT THERETO. INFLOW SPECIFICALLY DISCLAIMS AND EXCLUDES ANY AND ALL IMPLIED OR STATUTORY WARRANTIES, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF PERFORMANCE, COURSE OF DEALING, OR TRADE USAGE. IN NO EVENT WILL INFLOW BE LIABLE FOR THE RESULTS OF CUSTOMER'S USE OR MISUSE OF THE SERVICES OR OTHERWISE, INCLUDING ANY USE CONTRARY TO STATE OR FEDERAL LAW.

INFLOW'S SERVICES MAY BE SUBJECT TO LIMITATIONS, DELAYS, AND OTHER PROBLEMS INHERENT IN THE USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS. INFLOW IS NOT RESPONSIBLE FOR ANY SUCH DELAYS, DELIVERY FAILURES, OR OTHER DAMAGE RESULTING FROM SUCH PROBLEMS BEYOND ITS CONTROL.

INFLOW disclaims any warranty or representation to any person other than CUSTOMER with respect to the Services.

11. Limits of Liability. TO THE EXTENT NOT PROHIBITED UNDER APPLICABLE LAW, PARTY'S LIABILITY FOR ANY CLAIM ARISING UNDER OR RELATING TO THIS AGREEMENT SHALL BELIMITED SOLELY TO DIRECT DAMAGES AND SHALL EXCLUDE ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES. NOTWITHSTANDING ANYTHING ELSE CONTAINED IN THIS AGREEMENT, THE MAXIMUM CUMULATIVE LIABILITY OF INFLOW ARISING UNDER OR RELATING TO THIS AGREEMENT SHALL IN NO EVENT EXCEED AMOUNT OF INSURANCE COVERAGE AVAILABLE TO INFLOW WITH RESPECT TO SUCH CLAIM, OR, IF SUCH CLAIM IS NOT COVERED BY INSURANCE, THEN AN AMOUNT EQUAL TO THE TOTAL AMOUNT PAID BY CUSTOMER TO INFLOW UNDER THIS AGREEMENT DURING THE TWELVE MONTH PERIOD PRIOR TO THE EVENT GIVING RISE TO SUCH CLAIM; PROVIDED THAT THE AMOUNT OF ANY THIRD PARTY PASS THROUGH CHARGES SHALL BE EXCLUDED (i.e., DIRECT RESALE OF ANY HARDWARE OR SOFTWARE). THESE LIMITATIONS OF LIABILITY AND EXCLUSION OF CERTAIN DAMAGES SHALL APPLY REGARDLESS OF THE SUCCESS OR EFFECTIVENESS OF OTHER REMEDIES.

12. Indemnification. To the extent not prohibited under applicable law, each Party hereto agrees to indemnify, defend and hold harmless the other Party and its Affiliates, and their directors, officers, employees, agents, successors and assigns (collectively, the "Other Party Indemnitees") from and against all liabilities, losses, damages and costs (including reasonable attorneys' fees) (collectively, "Losses") they may suffer as the result of third-party claims, demands, actions, suits or judgments against them resulting from or arising out of: (a) the negligence, recklessness or willful misconduct on the part of the indemnifying Party; (b) the failure by the indemnifying Party to comply with applicable laws in connection with the exercise of any of its rights or the performance of any of its obligations hereunder; and/or (c) any material breach of this Agreement by the indemnifying Party. The foregoing indemnification obligation shall not apply to Losses to the extent resulting from or arising out of: (i) the negligence, recklessness or willful misconduct on the part of any of the Other Party Indemnitees; (ii) the failure by the other Party to comply with applicable laws; (iii) any breach of this Agreement by the other Party.

13. Independent Parties. The Parties are independent contractors. Nothing in this Agreement shall be construed to make the Parties partners, joint ventures; representatives or agents of each other, nor shall either Party so represent to any third person. No employer-employee relationship is intended to be created by this Agreement.

14. Subcontracting. INFLOW may subcontract any or all of the work to be performed by it under this Agreement with prior written notice to CUSTOMER but shall retain full responsibility for the work subcontracted. Each subcontractor will: (a) comply with the terms and conditions of this Agreement and any applicable Addendum or Statement of Work to the extent applicable to the Services performed by such subcontractor; (b) be held to the same confidentiality restrictions as INFLOW; (c) acknowledge and agree that it may look only to INFLOW for payment for labor and materials provided in connection with such Services; and (d) waive any and all claims for payment against CUSTOMER.

15. Force Majeure. INFLOW's performance may be adjusted or suspended by INFLOW to the extent performance is limited or delayed by reasons beyond INFLOW's reasonable control including, without limitation, the following: strikes (except that the settlement of any strike, lockout or other labor disturbance will be wholly within the control of the party whose obligations are suspended and shall not be a force majeure event), work stoppages, fire, water, governmental action, acts of God (including, without limitation, earthquakes, rains, floods or lightning), or public enemy, delays of suppliers, subcontractors, power company, local exchange company, or other carrier. If INFLOW is prevented from performing its obligations by a Force Majeure event, INFLOW shall give written notice to CUSTOMER promptly upon the occurrence of such an event, said notice to include where possible, any plans for a workaround, subject to CUSTOMER's reasonable approval. Such workaround will be implemented as soon as possible, and continue until such times as the end of the Force Majeure event. In the event that the parties cannot agree on a reasonable workaround or the Force Majeure event continues for more than thirty (30) days, either party shall have the option to terminate this agreement and neither party shall have any further rights or obligations hereunder, except as it relates to the Services accruing before the termination date.

16. Authority and Approval. The Party signing below has full power and authority to enter into and perform this Agreement and the person signing this Agreement on behalf of each has been properly authorized and empowered to enter into this Agreement. The Party further acknowledges that it has read this Agreement and agrees to be bound by it.

17. Counterparts; Method of Amendment. This Agreement and any amendments thereto may be executed in counterparts and will not be effective or enforceable unless and until it is executed with the handwritten signature of an authorized representative of each of the relevant entities.

18. Headings. The headings in this Agreement are for convenience of reference only and in no way define or limit any of the provisions hereof or otherwise affect their construction or effect.

19. Survival. Termination or expiration of this Agreement shall not release either Party from their respective obligations hereunder with regard to (i) confidentiality, (ii) indemnification, and (iii) Services already delivered or performed, including, without limitation, obligations of payment, warranty, and representations.

20. Severability. If any term or provision of this Agreement shall, to any extent, be held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to Parties or circumstances other than those as to which it has been held invalid or unenforceable, shall not be affected thereby and this Agreement shall be deemed severable and shall be enforced otherwise to the full extent permitted by applicable law.

21. Notices. Any notices required or permitted hereunder will be in writing and sent to a Party at the address listed on the first page of this Agreement (or to such other address of which either Party may notify the other in a notice that complies with the provision of this section). Notices shall be effective upon receipt and shall be sent (i) by private carrier or reputable overnight carrier with package tracing capability; or (ii) by personal service; or (iii) by registered or certified mail, postage prepaid, return receipt requested.

22. Attorneys' Fees. In any dispute between the Parties arising out of this Agreement, the prevailing Party shall be entitled to recover its reasonable attorneys' fees and expenses from the non-prevailing Party.

23. Entire Agreement. This Agreement, and each additional agreement and document referred to herein, constitute the entire agreement of the Parties, superseding and extinguishing all prior agreements and understandings, representations and warranties, relating to the subject matter hereof.

24. Counterparts. This Agreement may be executed in separate counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

25. Counterpart Signatures. The Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Counterparts may be delivered via fax, email (including pdf or any electronic signature complying with the federal E-SIGN Act of 2000, e.g., www.docusign.com) or other transmission method and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes.

26. Assignment. Neither party may assign this Agreement or any Addendum or Statement of Work or the rights or obligations hereunder without the express written consent of the other party, except that (a) a party may assign all of its rights and obligations to an affiliate (a party that controls, is controlled by, or is under common control with, another party) or to a successor party who has acquired all or substantially all of the business or assets of such party related to the performance of this Agreement through a sale, merger, consolidation, reorganization or similar transaction and (b) certain Services may be performed by subcontractors to INFLOW, provided that INFLOW (i) shall have in place written agreements with such subcontractors sufficient to enable INFLOW to comply with its obligations under this Agreement and (ii) shall remain responsible for the Services provided by such subcontractors hereunder. Any attempted assignment in violation of this Section 26 shall be void. Except as set forth above, this Agreement shall inure to the benefit of and be binding upon the parties, their successors and permitted assigns.

27. Nonsolicitation. During the term of this Agreement and for one (1) year thereafter: (i) neither party shall, directly or indirectly, induce or encourage any of the other party's employees to leave such employee's employment, or solicit the services of such employees; and (ii) neither party shall hire the other party's employees (or any person who at the time had been employed by the other party within the past six (6) months) without the prior written consent of the other party. Notwithstanding the preceding, it is understood and agreed by the parties that this non-solicitation clause shall in no way prohibit either party from employing general recruiting strategies that are not directed specifically towards the other party's employees, including but not limited to, the placement of advertisements or a posting of positions on a website.

28. Parties in Interest. This Agreement is solely for the benefit of the Parties hereto and no provision of this Agreement shall be deemed to confer upon another Party any remedy, claim, liability, reimbursement, cause of action or other right.

29. Governing Law/Venue. This Agreement will be governed by, and construed in accordance with, the internal laws of the State of Oregon, without regard to its choice of laws principles. All disputes arising under this Agreement shall be brought exclusively in the State or Federal Courts located in Mississippi if litigation is initiated by the Supplier, or in the State or Federal Courts located in Portland, Oregon if litigation is initiated by the Customer.

MITEL HARDWARE/SOFTWARE SUPPORT ADDENDUM

This is an Addendum to that Master Customer Agreement between Inflow Communications, Inc. ("Inflow") and Stone County School District ("Customer"), effective on the date of signature, and shall apply to the sale of Mitel hardware and Software support Services (the "Support Services") by Inflow to Customer.

1. Inflow Gold, Gold Advantage, and Platinum Support Services. Mitel Telephone System Customers may purchase an Inflow Gold Support Plan, Gold Advantage Support Plan, or Inflow Platinum Support Plan as described below.

a. Inflow Gold Support Services. Inflow Gold Support Service Plans consist of the following:

i. Telephone and Web Chat Support. Telephone and Web Chat support during On-Hours (M-F 5:00 a.m. – 5:00 p.m. Pacific Time, excluding Holidays). Emergency after hours and holiday support is included. Emergency is classified as system down or an issue with major business impact. Non Emergency is available at T&M rate.

ii. Hardware Support. Hardware support includes the support described above as well as overnight replacement of Mitel Switches at Mitel's discretion. Phone coverage is optional under Gold, Gold Advantage, and Platinum plans. Ground shipping is standard for replacement of defective phones that are currently under support. For International Deployments, unless otherwise agreed to in writing and signed by Inflow and the Customer shall be delivered via reasonable efforts utilizing the most expedient shipping method available at the time the part replacement is requested by Customer. Network switches, routers and servers are not covered under Inflow Gold Support. Customer is responsible for timely return shipment of any defective equipment that is being replaced. Mitel requires defective equipment to be returned within ten (10) days after a return merchandise authorization case is opened with Mitel. If Customer fails to return the defective equipment within the required time period, Customer may be charged the retail price for the replacement equipment.

iii. On-Site Services. On-site support services are provided on a last resort basis for product troubleshooting, repair, and/or replacement issues. On-site support services shall be provided at Inflow's sole discretion and may be provided through the use of subcontractors. Inflow reserves the right to bill Customer for any travel time and expenses for onsite visits, provided that Inflow will obtain Customer's pre-approval before incurring any travel time or expenses.

iv. Software Updates and New Releases. Customer will receive new software releases and applicable software maintenance updates during the term of the Inflow Gold Support Plan upon request following written notice of such releases/updates by Inflow. Installation of such software releases and updates are included. These updates will be accomplished by Inflow remotely after business hours Mondays-Thursdays. If onsite service is required, Inflow's hourly rates apply. Software support does not entitle the Customer to new software designed to add additional applications or to provide functions not included in the software originally licensed. Such new software may be licensed separately from Inflow and/or the manufacturer. If Customer elects not to install two successive updates of either hardware or software, Customer will be subject to an update charge or may incur additional reasonable charges for support due to the additional costs associated with supporting older versions of the product. Updates are defined as major software releases only. Customer may elect to forgo minor build releases without penalty.

v. Hardware Updates. In the event Inflow or the manufacturer deems it necessary to issue critical Engineering Change Orders, ("ECO's"), Inflow Customers will receive a replacement switch with those ECO's installed during the term of the agreement. The installation of replacement switches is included as part of Inflow Gold Support. Inflow shall mutually coordinate with Customer the schedule for onsite replacement.

vi. Certain Exclusions. Service calls and remote access for moves, adds, and changes are beyond the scope of Inflow Gold Support, but are available and may be purchased.

vii. Additional Gold Support Features.

- Network monitoring and diagnostic software for Core Mitel System.
- Inflow cloud backup service.
- Inflow Analytics powered by Brightmetrics#
- Inflow proprietary prebuilt core system report and dashboard templates.
- Regular live user and administration training via group webinar sessions.
- Access to Inflow's Customer Knowledge Portal.
- Professional voice talent for System Recordings.
- Server migrations (Remote support and 2 hours included per migration).
- Inflow proprietary contact center report and dashboard templates.

Customer is responsible for configuring and adding the Core Mitel System components for network monitoring. Network components must support ping and SNMP protocols. Inflow will provide initial training on the use of the monitoring and diagnostic software. Thereafter, Customer will be responsible to manage the software and its network. Any network support provided by Inflow will be billed on a time and materials basis.

Inflow cloud backup includes configuration database, call data, voicemails, and prompts. It is Customer's responsibility to ensure Customer's network supports the connection and backup process to Inflow's backup facility. Cloud backup only includes information and data specific to the Mitel installation (does not include server OS backups, server images, etc.) To restore from these backups, Customer must provide and provision a new server. Inflow is not responsible and will have no liability if backups are corrupt and unable to be restored.

Inflow Analytics includes three pre-built templated dashboards. Customer may request additional dashboards or reports, which will be prepared and billed on a time and materials basis.

New clients may receive up to four (4) production services and twenty (20) audio recordings per year. Additional professional voice recordings may be obtained at Customer's expense, which will be billed directly by Inflow's professional voice talent partner.

b. Access. Inflow may, upon Customer's prior written consent on each occasion, remotely access Customer's Telephone System to a) review the final installation for quality assurance purposes, b) provide remote installation support, c) to provide event log and other monitoring and proactive response services, and/or d) for system auditing and license compliance reviews. Customer may elect to provide this access to the system server as well as any remote control software on the server as specified by Inflow; provided, however, that if Customer does not elect to provide remote access, Inflow shall charge Customer fees for on-site access in accordance with Inflow's then-current price list.

c. Inflow Gold Advantage Support Services. Customer may elect to receive Inflow Gold Advantage Support Services in addition to the Support Services offered with the Inflow Gold Support Services. Inflow Gold Advantage Support Services include all features of Gold Support plus these additional Services:

- Network monitoring and diagnostic software for core network equipment.
- Proactive Monitoring & Notification to Inflow Support.
- Advanced Call Recording. Includes three months of cloud storage for recordings and up to fifty concurrent recordings per site.
- Custom Music on Hold up to 2 per year included.
- 15% labor discount on billable professional services (to the end)
- Inflow proprietary cloud auto attendant for disaster recovery and business continuity. Inflow will configure and test the auto attendant initially. Thereafter, it is Customer's responsibility to verify the configuration is functioning and to ensure its telecommunications carrier forwards inbound calls to the numbers provided by Inflow in the event of an outage.
- "Annual two-day Contact Center Success Manager Engagement, Assessment, and Report."

d. Inflow Platinum Support Services. Customer may elect to receive Inflow Platinum Support Services in addition to the Support Services offered with the Inflow Gold and Gold Advantage Support Services. Inflow Platinum Support Services include all features of Gold and Gold Advantage Support plus:

- Remote moves, adds, and changes. Includes routine programming work. Does not include larger projects such as adding telco circuits, additional sites, or major system components, which are provided on a time and materials basis.
- Proactive Monitoring & Notification to Inflow Support
- Telephone carrier liaison services.
- 20% labor discount on billable professional services. (to the end)
- Inflow Restoration Service.
- Dedicated Client Success Manager.
- Platinum Contact Center Support.
 - Annual two-day Contact Center Success Manager Engagement Assessment and Report.
 - Ongoing monthly Contact Center Success Manager Consulting Hours.

e. Time and Material. Services not covered under the Support Plan selected by Customer may be provided by Inflow on a time and material basis at its then published hourly rates pursuant to the terms of an executed statement of work. Such Services would include troubleshooting and configuring non-VOIP phone system equipment including network switches, routers, and servers, and configuring Customer's routers, firewalls, and internet connection to facilitate remote access for Inflow personnel. If Customer is experiencing chronic Mitel Connect Mobility Router or Edge Gateway issues with devices installed by another vendor that, in Inflow's judgment, require configurations to be reset and rebuilt in order to function properly, Inflow will notify Customer and will have the right to do the reset or rebuild for a fee of \$950 per device.

f. Customer Responsibilities.

i. Help Desk. Customer shall establish a Help Desk within its organization to be the support interface with Inflow's Customer Response Center ("CRC"). Customer shall designate specific individuals within its Help Desk as Authorized Contacts. Customer shall promptly notify Inflow Contract Administration via mail (customersuccess@inflowcommunications.com) in the event of any changes of Authorized Contacts. Inflow will provide Authorized Contacts with initial product training before they will be allowed to contact the Inflow CRC for system assistance and updated training thereafter.

ii. Authorized Contacts. Authorized Contacts may contact Inflow Support by logging on to the Inflow web site or by telephone. Each specified Authorized Contact shall be provided with a unique user account for the Inflow web site and/or manufacturer support web site. Employees who bypass the Help Desk will be referred back to the Customer's Help Desk by Inflow's Support staff.

iii. On Site Contacts. In situations in which the Customer has multiple locations, Customer shall provide at least one individual per location to work with Inflow personnel to resolve cases if initial efforts to resolve the incident with the Customer's Help Desk are unsuccessful. These contacts can be system administrators and/or trainers that have received training.

iv. Maintenance of Systems. Customer shall maintain the Switch room cable plant, server, including software updates, client PC's, LAN/WAN equipment, telephone sets, and all other third party products or applications. In the event that product issues assigned to Inflow are ultimately defined as third party issues, Customer may be charged an appropriate hourly rate from Inflow's then current price list for Inflow's efforts.

g. Limitations. The support Services provided by Inflow do not apply to third party products or applications including, but not limited to (i) network components such as routers, switches, wireless access points, and firewalls, (ii) server software and hardware, (iii) third party communications software such as fax servers, conference phones, SIP devices, and door relays, or (iv) third party communications circuits such as PRI, analog lines, SIP trunks, private WAN, or internet. Inflow will use commercially reasonable efforts to work with third party providers to resolve issues, provided that Customer coordinates any necessary meetings between Inflow and the third party. Inflow shall have the right to charge on a time and materials basis for any trouble shooting, resolution, integration, or other professional services related to third party product or application issues.

h. Loaned/Rented Equipment. Customer agrees that any equipment utilized by Inflow in the delivery of any Services that is not expressly purchased by Customer shall remain the property of Inflow and must be immediately returned if requested.

2. Reservation of Rights. Subject to the limited rights expressly granted by Inflow hereunder, Inflow reserves all rights, title and interest in and to the Support Services and all materials, templates, forms, and other materials provided or disclosed to Customer in the course of providing Services (the "Inflow Materials"), including all related intellectual property rights and all derivatives, enhancements, or improvements thereof. Customer shall not (i) reproduce, distribute, republish, display, post or transmit in any form or by any means, or create derivative works based on the Service or the Inflow Materials; (ii) disassemble, reverse compile, or reverse engineer the Service or the Inflow Materials; or (iii) access the Service or the Inflow Materials in order to (A) build a competitive product or service, or (B) copy any ideas, features, functions, or graphics of the Service or the Inflow Materials.

3. Software License. Certain of the Support Services are provided via third-party software and/or software developed and managed by Inflow (collectively, "Software"). Inflow grants Customer a non-exclusive license or sublicense as applicable to use the Software in connection with the Support Services, provided that Customer: (i) uses the Software solely for Customer's internal business purposes; (ii) does not copy any part of the Software without Inflow's consent and does not attempt to develop any source code from the Software; and (iii) returns to Inflow or erases or destroys any Software on any media being recycled or discarded and so certifies to Inflow. Inflow, for itself and any third-party manufacturer, reserves all other rights, title and interest to the Software, and Customer shall not acquire any rights, title or interest in the Software other than as specifically set forth in this Section. Customer will not reverse compile, disassemble, alter, add to, delete from, or otherwise modify the Software, except to the extent that such modification capability is an intended feature thereof.

4. Warranty Exclusions. Any applicable warranty excludes repairs or replacements caused by: (i) damage due to fire, explosion, failure of electrical power, air conditioning or humidity control, power irregularities, power surges, Acts of God (including, without limitation, earthquakes, rains, floods, water damage or lightning), or any other cause not attributable to Inflow; (ii) Customer's failure to follow applicable operation or environmental requirements described in any of the manufacturer's manuals, Inflow's manuals, and other materials provided to Customer, including without limitation manufacturer's product bulletins; (iii) Customer's additions, alterations, modifications, enhancements, repairs to disassembly of, or other maintenance of the Telephone System (whether by Customer itself or using a third party, even if such third party is a phone system vendor) without Inflow's written consent; (iv) mishandling, abuse, misuse or damage to the Telephone System by Customer or a third party; (v) relocation of the Telephone System without Inflow's written consent (other than telephone instruments relocated in accordance with the manufacturer's specifications); or (vi) failures or changes required resulting from the local exchange company, interexchange carrier, the power company or other transmission providers. Inflow may, at its option, terminate its maintenance obligations or perform repairs necessitated by any excluded cause at Customer's request at Inflow's then prevailing rates.

5. Termination by Inflow Without Cause. INFLOW may terminate a contract for Support Services under this Addendum at any time for any reason upon ninety (90) days advance written notice of termination provided by INFLOW to CUSTOMER. In such event, INFLOW will provide CUSTOMER with such assistance as CUSTOMER may reasonably request to facilitate an orderly transition to a new Mitel support vendor and INFLOW will provide CUSTOMER with a refund equal to one-half of any prepaid fees, prorated based on the remaining percentage of the Support Services term. Termination on any other grounds by either party shall be subject to the Terms of the Master Customer Agreement.



Signatures

Stone County School District

Inflow Communications, Inc.

Signature:

Trista Owen

Signature:

Name (Print):

Trista Owen

Name (Print):

Title:

Sup of Education

Title:

Date:

7/9/2020

Date:



Stone County Schools Permission for Travel Request

School/Location: Stone High School Group/Class: N/A
Person Making Request: Barbara Fowler Trip paid for by: MDE/RCU
Person(s) Attending: Mrs. Cassie Hickman
Function Attending: Health Science IAD Meeting

Address of Destination: Hunter Henry Alumni Center, 1 Hunter Henry Blvd.,
Mississippi State University, Starkville, MS 39762

Mode of Transportation: School Bus _____ Number of Students: _____
School Van (*School Personnel Only*) _____ Non-District Vehicle: X


***If using district transportation, please verify with Transportation Department 48 hours before departure.

Overnight stay: X Yes _____ No 09/8/2020, 5:00 PM 09/10/2020, 10:00 PM
Date and Time Leaving Date and Time Returning

Explain the educational value of this trip and how it relates:
The teacher will participate in the item alignment and development process for the MSCPAS (CTE's Health Science state exam).

OVERNIGHT OR STUDENT OUT OF DISTRICT TRAVEL MUST BE APPROVED BY THE SCHOOL BOARD PRIOR TO THE TRAVEL; OTHER TRAVEL MUST BE APPROVED BY THE SUPERINTENDENT PRIOR TO TRAVEL.

Principal/Supervisor:  7/29/20

Superintendent Approved: Yes: No: Date: 7/30/20 
Signature

School Board: Approved: Yes: No: Date: _____
Signature

TRANSPORTATION DEPARTMENT USE

Bus Number: _____ Driver Assigned: _____
Charge Out: _____ Miles X _____ = _____
Driver Cost: _____ = _____
Total Charge for Trip: _____ = _____

Please turn in original copy to Rhonda Burton and a copy to Mike Parker.



Barbara Fowler <bfowler@stoneschools.org>

Re: [External Mail] Health Science IAD Meeting

1 message

Cassie Hickman <cahickman@stoneschools.org>

Mon, Jul 27, 2020 at 7:00 PM

To: "Thames, Cliff" <cliff.thames@rcu.msstate.edu>

Cc: "Owen, Sean" <sean.owen@rcu.msstate.edu>, "Alexander, Ben" <ben.alexander@rcu.msstate.edu>, "Blackwell, Mauriesa" <riesa.blackwell@rcu.msstate.edu>, "Dorsey, Brian" <brian.dorsey@rcu.msstate.edu>, bfowler@stoneschools.org

I will plan on attending this pending school board approval.

Thanks!
Cassie Hickman

On Jul 21, 2020, at 8:48 AM, Thames, Cliff <cliff.thames@rcu.msstate.edu> wrote:

Hello All,

The RCU is ready to begin the item alignment and development (IAD) process for the 2020-21 academic year. The IAD meetings serve several purposes that are to evaluate the quality of existing MS-CPAS test items, create new items, and ensure proper alignment with the curriculum. To align the MS-CPAS with the national standards, IAD participants will need to be able to write more rigorous and challenging items. Due to our testing budget, we can only select up to six instructors from each area. If you are included, in this email, you are considered a course expert and your assistance is needed this year. Health Science will have a planned IAD meeting for September 9 and 10 due to a curriculum revision. Details for hotel, travel, and food will follow once accepted. Please respond to this email to confirm your availability. Attached to this email is the RCU current Covid19 plan for hosting meetings at our facility.

Thanks,
Cliff

Cliff Thames, M.Ed. (Educational Administration and Leadership)

Project Manager

P.O. Drawer DX

Mailstop 9636

Mississippi State, MS 39762

P: 662.325.3308

F: 662.325.3296

Cliff.thames@rcu.msstate.eduwww.rcu.msstate.edu

<image001.png>

<image002.png>

<COVID19 Plan.docx>

Stone County Schools Permission for Travel Request

School/Location: Stone High School Group/Class: N/A

Person Making Request: Barbara Fowler Trip paid for by: 2711-1191-580-12

Person(s) Attending: Mrs. Randa Anderson

Function Attending: New Teacher Induction Cohort IX Summer I Late Hire

Address of Destination: Hunter Henry Alumni Center, 1 Hunter Henry Blvd.,
Mississippi State University, Starkville, MS 39762

Mode of Transportation: School Bus _____ Number of Students: _____

School Van (*School Personnel Only*) _____ Non-District Vehicle: X

***If using district transportation, please verify with Transportation Department 48 hours before departure.

Overnight stay: X Yes _____ No 08/31/2020, 5:00 PM 09/02/2020, 10:00 PM
Date and Time Leaving Date and Time Returning

Explain the educational value of this trip and how it relates:

The teacher will attend the required MDE instructor's training to teach Health Science.

OVERNIGHT OR STUDENT OUT OF DISTRICT TRAVEL MUST BE APPROVED BY THE SCHOOL BOARD PRIOR TO THE TRAVEL; OTHER TRAVEL MUST BE APPROVED BY THE SUPERINTENDENT PRIOR TO TRAVEL.

Principal/Supervisor: Barbara Fowler 7/29/20

Superintendent Approved: Yes: No: Date: 7/30/20

[Signature]
Signature

School Board: Approved: Yes: No: Date: _____

Signature

TRANSPORTATION DEPARTMENT USE

Bus Number: _____ Driver Assigned: _____

Charge Out: _____ Miles X _____ = _____

Driver Cost: _____ = _____

Total Charge for Trip: _____ = _____

Please turn in original copy to Rhonda Burton and a copy to Mike Parker.

✓

New Teacher Induction-Cohort IX - Summer I Late Hire

This course fulfills the licensure requirement for CTE teachers.

Summer training will be modified this year out of an abundance of caution for stakeholders' health and well-being due to the COVID-19 outbreak. Summer NTI training (July 6 – 10, 2020) has been postponed until the week of late hire training, August 31 – September 4, 2020. This training will be hybrid with the face-to-face portion located in Starkville.

Details:

Summer I/Late Hire Training

August 31 – September 4, 2020

August 31: Virtual—Online introductory session via Zoom; check email the week before for information and assignments

September 1-2: Face-to-Face

Hunter Henry Alumni Center

Mississippi State University

Starkville, MS

September 3-4: Virtual—NTI instructors will communicate expectations during the face-to-face sessions.

Contact

RCU

662-325-2510

Location

TBA

Dates and Times

Starts:

8/31/2020 8:00 AM (CST)

Sessions:

8/31/2020

8:00 AM - 4:30 PM (CST)

9/1/2020

8:00 AM - 4:30 PM (CST)

9/2/2020

8:00 AM - 4:30 PM (CST)

9/3/2020

8:00 AM - 4:30 PM (CST)

9/4/2020

8:00 AM - 4:30 PM (CST)

Registration closes:

8/27/2020

Instructors

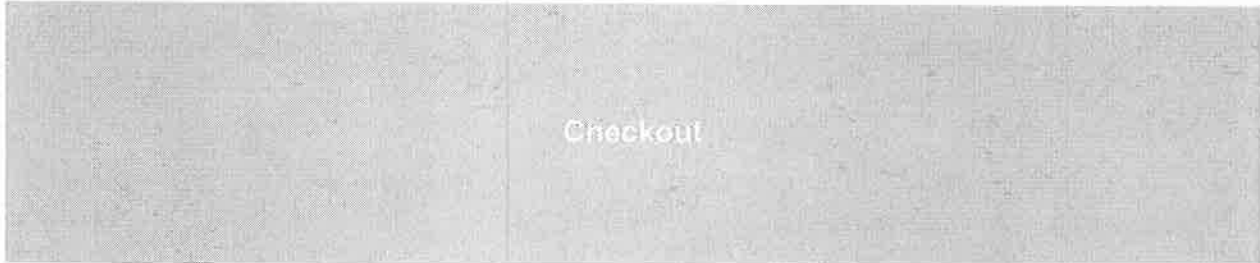
Suzanne Bean



Prior to her work at the RCU, Suzanne M. Bean worked for 35 years as a teacher, faculty member, and leader in education across Mississippi. During her time as a professor of education at Mississippi University for Women, she was the founding director of the Roger F. Wicker Center for Creative Learning (currently, MUW Outreach and Innovation). She was awarded the MUW Medal of Excellence in Teaching, Research, and Service, Lowndes County Outstanding Educator, and Parent of the Year for Columbus Municipal School District. She currently serves on the Board of Directors

for the Mississippi Association for Partners in Education. She has co-authored numerous books and publications, including the fourth edition of the textbook *Methods and Materials for Teaching the Gifted* (2015). She is a member of Leadership Mississippi and has served as president of the Mississippi Association of Gifted Children and director of the Mississippi Governor's School.

Jenny Campbell



Availability

Open 18 Open Seats Left
Wait List 0 Wait Spaces Available
Course Prerequisite List

Course #	Name
No data available in table	

Showing 0 to 0 of 0 entries

- [Previous](#)
- [Next](#)

Pricing
\$750.00 -

**STONE COUNTY SCHOOL DISTRICT
BALANCES AS OF JUNE 30, 2020**

STONE COUNTY SCHOOLS	\$ 6,743,042.61
STONE HIGH SCHOOL ACTIVITY	73,489.79
STONE HIGH SCHOOL ACTIVITY, CULINARY ARTS CAFÉ	10.00
STONE MIDDLE SCHOOL ACTIVITY	44,426.13
STONE ELEMENTARY SCHOOL ACTIVITY	70,925.15
PERKINSTON ELEMENTARY SCHOOL ACTIVITY	44,261.63
ATHLETIC DEPARTMENT	37,277.08
STONE COUNTY SCHOOLS CHILD NUTRITION	147,470.19
STONE COUNTY SCHOOL 12/13 SHORTFALL	-
STONE COUNTY SCHOOL 13/14 SHORTFALL	-
STONE COUNTY SCHOOL 14/15 SHORTFALL	-
STONE COUNTY SCHOOL 15/16 SHORTFALL	21,829.73
STONE COUNTY SCHOOL 16/17 SHORTFALL	53,155.29
STONE COUNTY SCHOOL 17/18 SHORTFALL	82,989.21
STONE COUNTY SCHOOL 18/19 SHORTFALL	11,820.79
STONE COUNTY SCHOOL BOND DEBT SERVICE	0.44
STONECOUNTRY SCHOOLS LIMITED TAX NOTE, SERIES 2015	330,576.44
STONE COUNTY SCHOOL PAYROLL	1,063,783.21
STONE HIGH SCHOOL AGENCY	45.76
STONE MIDDLE SCHOOL AGENCY	6.87
STONE COUNTY SCHOOLS ACCOUNTS PAYABLE	29,791.91
	<hr/>
	\$ 8,754,902.23

The above list of bank accounts held at the The First have been reconciled through the date at the top of the report.

Cassie Hardy 7/27/2020
Cassie Hardy

JUNE 2020
BANK RECONCILIATION

FUND # & NAME	BEG BAL	RECEIPTS	INT	SJE-DR	SJE-CR	PAYROLL	JULY SMR PR	1ST MO CD	6/30 CL DKT	MAN CKS	END BAL	O/S DEP	O/S DEPOSIT	O/S CKS	BANK BAL
1120 DIST MAINT	6,040,397.31	1,179,993.09	9,943.99	22,878.33	1,040,089.22	1,070,651.55	833,323.57	69,445.80	320,626.31		3,919,076.27	fund 1120	465.05	323,978.85	3,595,562.47
1130 SPED LOCAL	(67,649.04)	133,793.95		243,739.24	0.06	154,798.22	153,649.87		1,436.00		0.00	1130		1,436.00	(1,436.00)
1145 AT RISK	(215,107.12)	12,805.41		253,006.63	0.04	33,894.64	16,810.24				0.00	1145			0.00
1840 16th SECTION INTER	1,797,431.28	20,101.38	3,636.23		14,947.29				7,929.81		1,798,291.79	1840	64.00	7,929.81	1,790,425.98
1930 16TH SECT B & I	(14,683.31)			14,947.31					264.00		0.00	1930		264.00	(264.00)
1935 SPECIAL PROJECTS	16,092.17		32.34								16,124.51	1935			16,124.51
1940 MAXIMUS	380,575.23	764.73							381,339.96		381,339.96	1940			381,339.96
2093 SPED ESY FY13	(14,794.79)			18,277.29	3,082.17				400.33		(0.00)	2093		400.33	(400.33)
2020 SCHOOL RECOGNIT												2020			
2211 TITLE I	(45,051.75)	50,316.52		104,620.19	23,420.08	39,838.24	39,120.17	100.00	7,406.47		(0.00)	2211		7,406.47	(7,406.47)
2213 TITLE I-1003(a)SCHC	(3,854.67)	3,864.67		4,809.66		4,809.66						2213			
2290 CONSOLIDATED CO	(6,619.95)			16,991.31		10,371.36			(0.00)		(0.00)	2290			(0.00)
2311 TITLE VI RURAL ANC												2311			
2410 EEF BLDG & BUS	112,188.84	6,766.00	239.03			961.93			962.19		119,193.87	2410		962.19	119,193.87
2511 IMP TCHR Q	42.75			1,881.37							(0.00)	2511		962.19	(962.19)
2566 PRESCHOOL -ARRA	4.63									4.63		2566			4.63
2610 IDEA PART B	(41,887.77)	41,146.82		90,971.12	9,483.64	42,282.19	35,608.03	58.30	2,798.01		0.00	2610		2,798.01	(2,798.01)
2620 SPED PRE SCH	(957.42)	551.27		2,890.14	353.91	363.28	363.27	189.00	1,805.53		0.00	2620		1,805.53	(1,805.53)
2711 VOC ST & LOCAL	(169,020.92)	30,175.22		295,591.56	0.22	74,549.15	65,628.54	1,410.60	15,157.35		(0.00)	2711		15,157.35	(15,157.35)
2714 VOC TECH PREP	(3,523.39)			8,669.71				3,062.32	2,064.00		(0.00)	2714		2,064.00	(2,064.00)
2811 TITLE IV	(663.64)	3,213.53		8,523.74		663.65	663.64	2,549.89	7,196.45		0.00	2811		7,196.45	(7,196.45)
2812 21st Century	19.95									19.95		2812			19.95
2816 STATE ASSESMTS												2816			
2820 UNEMP COMP	29,043.47		58.96	296.53					29,398.96		29,398.96	2820			29,398.96
2830 FORESTRY ESC	54,877.81	1,286.37	112.86						56,277.04		56,277.04	2830			56,277.04
2901 LIMITED TAX NOTE												2901			
2902 BEAUTIFICATION PR	500.00									500.00		2902			500.00
2903 LIMITED TAX NOTE												2903			
2920 STONE SUCCESS	13,304.39		19.09		0.01	1,902.18	1,903.13				9,518.16	2920			9,518.16
7211 16TH SECT PRINC	42,322.50		85.03						42,407.53		42,407.53	7211			42,407.53
	7,903,576.56	1,484,014.23	14,892.26	1,088,084.13	1,091,376.64	1,435,086.05	1,147,070.46	76,814.91	368,066.45	Man Cks	6,372,152.67		529.05	371,418.99	6,743,042.61
		Rec	Int	JE	JE	PR	Smr PR	Cl Dkt	6/29 Cl Dkt	Man Cks	6,372,152.67				

	BEG BAL	RECEIPTS	INT	SJE-DR	SJE-CR	PAYROLL	SMR PR	CLAIM DKT	6-30 CL DKT	MAN CKS	END BAL	O/S DEP	O/S CKS	BANK BAL
1151 STONE HIGH GEN	71,821.24	2,045.35	134.94		250.00			751.74	34,929.90		38,069.89		35,429.90	73,499.79 X
1152 STONE MIDDLE	50,382.46	9.90	86.39					6,012.62	122.99		44,343.14	40.00	122.99	44,426.13 X
1153 STONE ELEM	71,660.06	667.88	137.38					1,540.17	430.00		70,495.15		430.00	70,925.15 X
1154 PERK ELEM	44,335.35	25.00	85.70					184.42	2,552.49		41,709.14		2,552.49	44,261.63 X
1155 ATHLETICS	38,207.71			72.17					10,300.47		27,979.41	1,002.80	10,300.47	37,277.08 X
2110 CHILD NUTRITION	234,626.09	2,144.12	463.11			62,801.27	52,503.62	2,731.07	4,436.55		114,760.81	20.00	4,436.55	119,177.36 X
2121 CHILD NTR SUMMR	12,586.31										12,586.31			12,586.31 X
2130 CN COVID 19	15,085.79	620.73									15,706.52			15,706.52 X
4012 12-13 SHORTFALL NOT	0.04									0.04				
4013 2013-2014 SHORTFALL	0.03									0.03				
4014 14-15 SHORTFALL NOT	1,728.73									1,728.73				
4015 15-16 SHORTFALL NOT	21,597.91	189.70		42.12							21,829.73			21,829.73 X
4016 16-17 SHORTFALL NOT	52,013.02	1,040.11		102.16							53,155.29			53,155.29 X
4017 17-18 SHORTFALL NOT	80,713.10	2,116.95		159.16							82,989.21			82,989.21 X
4018 18-19 SHORTFALL NOT	8,176.90	3,625.27		18.62							11,820.79			11,820.79 X
4021 3MIL NOTE, SERIES 20	319,658.06	10,285.70		632.68					151,996.50		178,579.94		151,996.50	330,576.44 X
4031 BOND DEBT	280.11	7.22	0.44							287.33	0.44			0.44 X
7310 PAYROLL CLR	7,672.06		1,045.05	785,572.80							794,289.91	785,572.80	1,055,066.10	1,063,783.21 X
7321 STONE HIGH AGN	45.67		0.09								45.76			45.76 X
7322 STONE MIDDLE AGENC	6.86	0.01									6.87			6.87 X
7500 ACCT PAY CLR	3,192.85		98.25								3,291.10	572,835.35	599,336.16	29,791.91 X
TOTAL	1,033,790.35	22,777.94	2,051.35	786,599.71	250.00	62,801.27	52,503.62	11,220.02	204,768.90	2,016.13	1,511,659.41			2,011,859.62

CASH FLOW REPORT - DISTRICT MAINTENANCE FUND

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Cash												
1120 - cash on hand	2,923,966.72	4,164,555.95	3,793,499.42	3,797,951.45	3,572,144.67	3,267,477.80	3,006,194.13	3,871,140.76	5,895,131.88	5,618,748.22	5,970,901.90	6,040,257.31
Close out Prior Year	535,763.61											
ACTUAL Revenue												
MAEP	852,220.50	810,745.50	879,987.50	879,987.50	891,823.83	879,987.50	879,987.50	949,230.50	868,151.60	879,987.93	883,070.10	876,899.76
Pay Raise	33,549.00	33,549.00	33,549.00	33,549.00	33,549.00	33,549.00	33,549.00	33,549.00	33,549.00	33,549.00	33,549.00	33,548.91
Ad Val Collections	212,097.07	317,769.61	317,769.61	107,420.50	100,908.19	91,192.16	1,071,425.94	2,439,116.22		610,651.20	136,747.59	179,356.48
Other Taxes	8,561.45	6,716.65	6,743.86	6,007.37	10,958.98	5,182.95	10,219.51	5,989.22	5,462.11	5,984.57	10,571.92	44,492.23
Homestead Exemption Reimburse				103,850.00						89,300.66		
Contributions/Donations From Priv Sources												
Indirect Cost Transfer In		7,261.43				7,855.59			6,642.58			22,878.33
Other: Tuition/Rentals	1,700.00	160.00	400.00	650.00	250.00	300.00	11,420.22	1,072.44	350.00	250.00	21,554.00	250.00
Other: Interest	10,153.66	8,706.28	7,021.57	7,053.58	5,479.70	5,803.73	7,544.55	8,989.00	10,344.89	10,928.53	10,879.21	9,943.99
Other: Miscellaneous	3,658.93	16,515.61	13,392.87	16,629.32	19,046.39	17,186.39	11,594.10	15,245.45	17,779.20	14,899.29	14,037.30	18,810.37
Other: Grants-In-Aid	7,124.00	7,096.00	7,096.00	7,096.00	7,096.00	7,096.00	7,096.00	7,096.00	3,121.17	3,121.17	3,121.17	23,121.17
Other: Special Tag	600.00	480.00	360.00	456.00	384.00	360.00	360.00	528.00	360.00	528.00	528.00	432.00
Other: National Forest	7,644.96		687.79	1,036.10	653.97	604.78	758.05	602.87	516.01	896.91	81,203.11	
Other: Transfers In			2,624.36									
Other: E-Rate				35,308.80								
Other: SF Note Proceeds		197,562.88										
Other:												
Total Anticipated Revenue	925,212.50	1,300,890.42	1,269,632.56	1,199,044.17	1,070,150.06	1,049,118.10	2,033,954.87	3,461,418.70	946,276.56	1,650,097.26	1,195,261.40	1,209,733.24
ACTUAL Expenses												
1120 - Payroll	220,386.88	1,075,720.99	1,070,263.19	1,063,272.88	1,069,834.17	1,087,686.72	1,062,331.84	1,056,834.79	1,066,140.99	1,061,790.23	1,057,081.51	1,904,271.65
1120 - Accts. Payable		596,225.96	192,237.18	361,578.07	304,982.76	222,715.05	106,676.40	380,592.79	156,519.23	236,153.35	68,824.48	390,141.55
1120 - Transfers Out												
Other: Prior Period JE												
Other: EOY LOANS			2,680.16									235,493.94
Other: JE's												
Other: Interfund Loan												801,007.14
Other:												
Total Anticipated Expenditures	220,386.88	1,671,946.95	1,265,180.53	1,424,850.95	1,374,816.93	1,310,401.77	1,169,008.24	1,437,427.58	1,222,660.22	1,297,943.58	1,125,905.99	3,330,914.28
Ending Balance	4,164,555.95	3,793,499.42	3,797,951.45	3,572,144.67	3,267,477.80	3,006,194.13	3,871,140.76	5,895,131.88	5,618,748.22	5,970,901.90	6,040,257.31	3,919,076.27

SUMMARY

CASH FLOW REPORT - DISTRICT MAINTENANCE FUND

Note: MUST reconcile bank statements monthly

	Projected FY 20 Fund 1120	Year To Date Fund 1120	Remaining Revenue/Expense
Expected Revenue			
MAEP	10,559,845.06	10,532,079.72	27,765.34
Pay Raise	304,467.05	402,587.91	(98,120.86)
Ad Val Collections	5,632,635.00	5,266,684.96	365,950.04
Other Taxes	55,000.00	126,890.82	(71,890.82)
Homestead Exemption Reimbursement	192,500.00	193,150.66	(650.66)
Contributions/Donations From Priv Source	-	-	-
Indirect Cost Transfer In	54,265.47	44,637.93	9,627.54
Other: _Tuition/Rental__	30,000.00	38,356.66	(8,356.66)
Other: _Interest_____	18,000.00	102,848.69	(84,848.69)
Other: _Miscellaneous__	42,400.00	178,795.22	(136,395.22)
Other: _Grants-In-Aid__	69,300.00	89,280.68	(19,980.68)
Other:Special Tags	2,500.00	5,376.00	(2,876.00)
Other: National Forest	32,000.00	94,604.55	(62,604.55)
Other: Transfers In	213,000.00	2,624.36	210,375.64
Other: E-Rate	37,500.00	35,308.80	2,191.20
Other: SF Notes Received		197,562.88	(197,562.88)
Other:	-	-	-
Total Ant. Rev	17,243,412.58	17,310,789.84	(67,377.26)
Anticipated Expenses			
1120 - Payroll	13,292,655.34	12,795,615.84	497,039.50
1120 - Accts. Payable	3,340,123.51	3,016,646.82	323,476.69
1120 - Transfers Out	1,079,367.43	-	1,079,367.43
Other: _Prior Period JE _		2,680.16	(2,680.16)
Other: _____		235,493.94	(235,493.94)
Other: _____		-	-
Other: _Interfund Loan__		801,007.14	(801,007.14)
Other: _____		-	-
Other: _____		-	-
Total Antipated Exp.	17,712,146.28	16,851,443.90	860,702.38

STONE COUNTY SCHOOL DISTRICT
Budget Status Report

Report Date: 7/27/2020
Period: 12/06/01/2020-06/30/2020
Begin Account: 000-0000-000-00-0
Ending Account: 999-9999-999-9

Fund	#5 Fund Balance (7/1/2019)	#5 Anticipated Revenue	#3 YTD Collected Revenue	#3 YTD Uncollected Revenue	#2 MTD Collected Revenue	#3 Anticipated Expenditures	#3 YTD Expenditures	#3 YTD Unexpended	#3 MTD Expenditures	YTD Adjust	MTD Adjust	Actual Fund Balance	Projected Fund Balance
1120 - DISTRICT MAINTENANCE FUND	3,691,218.19	17,243,412.58	17,116,979.50	126,433.08	1,416,496.57	17,712,594.27	16,552,456.89	1,160,137.38	3,142,569.07	0.00	0.00	4,255,740.80	3,222,036.50
1130 - SPECIAL EDUCATION FUND	8,254.68	1,967,861.05	1,858,660.22	109,200.83	384,715.54	1,967,861.05	1,865,423.22	102,437.83	317,066.44	0.00	0.00	1,491.68	8,254.68
1145 - AT RISK	2,817.30	423,417.70	406,674.99	21,742.71	265,812.04	428,417.70	409,492.29	18,925.41	50,704.88	0.00	0.00	0.00	2,817.30
1151 - STONE HIGH GENERAL ACTIVITY FD	46,941.57	96,920.71	119,539.85	(22,619.14)	2,180.29	122,619.14	122,619.14	0.00	34,929.90	0.00	0.00	43,869.89	(17,319.14)
1152 - STONE MIDDLE SCH GEN ACT FUND	42,476.07	32,625.57	34,125.48	(1,499.91)	103.59	76,601.55	32,258.41	44,343.14	122.99	0.00	0.00	44,343.14	(1,499.91)
1153 - STONE ELEM GENERAL ACT FUND	89,149.66	29,522.93	27,238.83	(685.90)	805.26	94,741.25	24,246.10	70,495.15	430.00	0.00	0.00	92,142.39	20,961.34
1154 - PERK ELE GENERAL ACT FUND	41,930.64	21,027.18	21,429.75	(402.57)	98.59	37,360.39	21,651.25	15,709.14	2,562.49	0.00	0.00	26,976.61	(402.57)
1155 - ATHLETIC FUND	19,771.10	105,562.92	105,858.92	(296.00)	72.17	127,142.82	98,653.41	28,489.41	10,300.47	0.00	0.00	1,816,656.43	(1,808.80)
1840 - 16TH SECTION INTEREST FUNDS	1,722,072.48	129,028.13	117,461.05	11,567.08	19,705.61	55,300.00	22,877.10	32,422.90	28,877.10	0.00	0.00	1,816,656.43	1,795,800.61
1930 - 16TH SECTION BLDG & IMPROVE	100.00	45,300.00	14,947.29	30,352.71	14,947.29	45,300.00	0.00	213,000.00	0.00	0.00	0.00	236.00	100.00
1935 - SPECIAL PROJECTS	582,197.52	0.00	342.31	(342.31)	32.34	0.00	0.00	0.00	0.00	0.00	0.00	582,539.83	582,197.52
1940 - SCHOOL BASED ADMIN CLAIMS	345,623.58	1,200.00	35,716.38	(34,516.38)	784.73	213,000.00	0.00	0.00	0.00	0.00	0.00	381,339.96	133,823.58
2020 - SCHOOL RECOGNITION PROGRAM	0.00	190,344.00	190,344.00	0.00	0.00	191,130.47	190,344.00	786.47	0.00	0.00	0.00	0.00	(786.47)
2091 - SPEC ED ESY FY11	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.02	0.02
2093 - SPED ED ESY	8,437.25	0.00	20,837.17	(20,837.17)	3,082.17	18,912.22	18,068.90	843.32	400.33	0.00	0.00	11,205.52	(10,474.97)
2110 - CHILD NUTRITION	243,800.95	1,643,200.00	1,254,759.10	388,440.90	345.29	1,616,057.32	1,334,755.36	281,301.96	123,369.22	0.00	0.00	163,804.69	270,943.63
2126 - CHILD NUTRITION SMR FY16	12,586.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,586.31	12,586.31
2130 - CHILD NUTRITION-COVID19	0.00	0.00	33,476.88	(33,476.88)	1,241.46	6,043.62	6,043.62	0.00	152.68	0.00	0.00	27,433.26	(6,043.62)
2211 - TITLE IA - BASIC	152.89	1,131,290.92	951,915.32	179,375.60	50,316.52	1,351,625.45	1,085,195.22	266,430.23	108,764.96	0.00	0.00	(133,127.01)	(220,181.64)
2213 - TITLE I-1003(a) SCHOOL IMPROVEMENT	0.00	153,452.13	49,775.58	103,676.55	3,864.67	270,432.13	54,585.24	215,846.89	4,809.66	0.00	0.00	(4,809.66)	(116,980.00)
2200 - CONSOLIDATED ADMIN COST FUND	0.00	205,771.62	156,257.71	49,513.91	10,378.68	204,182.62	162,869.80	41,312.71	10,371.26	0.00	0.00	(6,612.66)	1,680.00
2311 - TITLE V RURAL AND LOW INCOME	0.00	5,568.21	28,105.89	(22,547.68)	0.00	54,347.21	28,105.89	26,241.32	0.00	0.00	0.00	0.00	(48,789.00)
2410 - EEF SCHOOL BLDG & BUSES	42,958.78	81,495.00	76,235.09	5,259.91	7,005.03	81,195.00	81,195.00	0.00	0.00	0.00	0.00	119,193.87	43,258.78
2511 - TITLE II-A IMP TCHR QUALITY	0.00	200,878.43	153,784.46	47,093.97	0.00	230,150.31	155,665.80	74,484.51	1,924.12	0.00	0.00	(1,881.34)	(29,271.88)
2566 - ARRA-PRESCHOOL	4.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.63	4.63
2610 - SPE ED EHA - PART B	0.00	680,170.63	538,438.07	141,731.56	41,146.82	705,608.01	629,066.18	76,541.83	90,171.87	0.00	0.00	(90,627.11)	(25,437.38)
2620 - SPED PRESCHOOL	0.00	59,006.05	35,389.80	23,616.25	551.27	62,783.80	38,269.94	24,513.86	2,885.99	0.00	0.00	(2,880.14)	(3,777.75)
2711 - VOCATIONAL EDU - STATE & LOCAL	45,905.65	1,151,675.69	1,012,369.53	139,306.16	334,022.53	1,180,305.73	1,003,975.78	176,329.95	155,335.04	0.00	0.00	54,299.40	17,275.61
2714 - VOC - ED TECH PREP FUND	75.00	14,300.00	8,669.71	5,630.29	8,669.71	14,300.00	8,669.71	5,630.29	2,084.00	0.00	0.00	75.00	75.00
2811 - TITLE IV	0.00	103,616.81	71,158.28	32,458.53	3,213.53	105,466.81	79,682.02	25,784.79	8,523.74	0.00	0.00	(8,523.74)	(1,850.00)
2812 - 21ST CENTURY LEARNING GRANT	19.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.95	19.95
2820 - UNEMPLOYMENT COMPENSATION	28,754.59	100.00	915.62	(815.62)	355.48	0.00	271.25	(271.25)	0.00	0.00	0.00	29,398.96	28,854.59
2830 - FORESTRY ESCROW	59,806.93	14,484.38	5,089.83	9,394.55	1,399.23	18,619.72	18,619.72	0.00	0.00	0.00	0.00	46,277.04	55,671.59
2901 - LIMITED TAX NOTE, SERIES 2015	20,693.37	0.00	0.00	0.00	0.00	20,693.37	20,693.37	0.00	0.00	0.00	0.00	0.00	0.00
2902 - BEAUTIFICATION PROJECTS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
2903 - LIMITED TAX NOTE, 2018	469,968.40	0.00	0.00	0.00	0.00	469,968.40	469,968.40	0.00	0.00	0.00	0.00	0.00	0.00
2920 - STONE SUCCESS	33,740.96	146,250.00	129,405.23	16,844.77	19,009.00	175,711.62	161,488.03	14,223.59	3,805.31	0.00	0.00	1,659.16	4,279.34
4012 - 12-13 SHORTFALL DEBT SERVICE	0.03	0.00	0.01	(0.01)	0.00	0.04	0.04	0.00	0.00	0.00	0.00	0.00	(0.01)
4013 - 2013-2014 SHORTFALL DEBT SERVI	0.02	0.00	0.01	(0.01)	0.00	0.03	0.03	0.00	0.00	0.00	0.00	0.00	(0.01)
4014 - 2014-2015 SHORTFALL DEBT SERVICE	10.26	0.00	1,718.47	(1,718.47)	0.00	1,728.73	1,728.73	0.00	0.00	0.00	0.00	0.00	(1,718.47)
4015 - 2015-2016 SHORTFALL DEBT SERVICE	48,218.37	0.00	18,873.98	(18,873.98)	231.82	45,262.62	45,262.62	0.00	0.00	0.00	0.00	21,823.73	2,955.75
4016 - 2016-2017 SHORTFALL NOTE	19,862.27	19,483.52	52,736.54	(33,253.02)	1,142.27	19,443.52	19,443.52	0.00	0.00	0.00	0.00	53,155.29	19,902.27
4017 - 2017-2018 SHORTFALL NOTE	17,203.86	62,861.67	65,785.35	(2,923.68)	2,276.11	62,821.67	62,821.67	0.00	0.00	0.00	0.00	82,989.21	17,243.86
4018 - 2018-2019 SHORTFALL NOTE	0.00	70,449.60	9,804.66	60,644.94	1,627.76	70,449.60	(2,016.13)	72,465.73	(2,016.13)	0.00	0.00	11,820.79	0.00
4019 - 2019-2020 SHORTFALL NOTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4021 - 3 MILL NOTE, SERIES 2015	15,639.79	398,996.50	314,936.65	84,059.85	10,916.38	398,596.50	151,996.50	246,600.00	151,996.50	0.00	0.00	178,579.94	16,039.79
4022 - 3 MILL NOTE, SERIES 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4031 - 95-96 BOND ISSUE RETIREMENT	167.12	0.00	120.65	(120.65)	7.66	287.33	287.33	0.00	0.00	0.00	0.00	0.44	(120.21)
7211 - SIXTEENTH SECTION PRINCIPAL FD	167,767.11	150.00	900.36	(750.36)	85.03	0.00	0.00	0.00	0.00	0.00	0.00	168,687.47	167,937.11
7310 - PAYROLL CLEARING ACCOUNT	0.00	0.00	6,031.83	(6,031.83)	1,045.05	0.00	0.00	0.00	0.00	0.00	0.00	8,031.83	0.00
7321 - STONE HIGH AGENCY FUND	0.00	13,819.93	16,261.51	(2,441.58)	0.16	27,377.25	27,331.83	45.42	0.00	0.00	0.00	(11,070.32)	(13,557.32)
7322 - STONE MIDDLE AGENCY FUND	0.00	380.76	455.76	(75.00)	0.01	3,599.96	3,593.14	6.82	0.00	0.00	0.00	(3,137.38)	(3,219.20)
7500 - ACCOUNTS PAYABLE CLEARING FUND	0.00	0.00	2,286.79	(2,286.79)	82.04	211.00	211.00	0.00	0.00	0.00	0.00	2,075.79	(211.00)
8000 - GENERAL FIXED ASSETS	10,740,932.68	0.00	0.00	0.00	0.00	0.00	(778,326.15)	778,326.15	(611,896.40)	(424,815.49)	(447,646.49)	11,094,443.34	10,316,117.19
	18,569,779.98	26,445,644.62	25,067,814.91	1,377,829.71	2,588,761.70	28,352,812.51	24,100,332.27	4,252,480.24	3,635,535.72	(424,815.49)	(447,646.49)	19,112,447.13	16,237,796.60

Dear Mr. Bolen,

I hate that I am having to resign for the 2020-2021 school year. I was looking so forward to this school year as a SMS Tomcat. The reason for my resignation is due to my health. I wish you guys the best!

Sincerely,

Jana C Waters 07/22/20
Jana C. Waters

Anta One

7/22/2020

July 22, 2020

I, Suely Firth, resign my position as Child Nutrition Employee, effective July 31, 2020. Thank you for the opportunity to work with Stone County School District.

Suely Firth

Suely Firth

*WJF
7/28/2020*

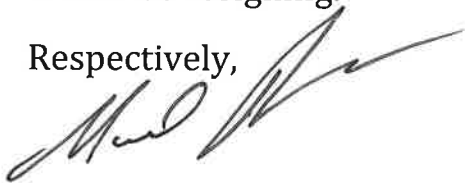
2

STONE COUNTY SCHOOL DISTRICT
Transportation Department
644 Airport Street
Wiggins, MS 39577
Phone: 601-928-4528
Fax: 601-928-6876

July 29, 2020

I, Mike Parker, received a phone call from Suely Firth on July 9, 2020 stating she would NOT be able to be a H/C Rider for the 20/21 school year and would be resigning.

Respectively,



Mike Parker

Transportation Director



STONE COUNTY SCHOOL DISTRICT
TRANSPORTATION/MAINTENANCE
DEPARTMENT

RESIGNATION

I, Robbie J Meadows
am resigning from the Stone County School District.

POSITION: Bus Driver / Camera Coordinator

EFFECTIVE DATE 7-31-2020

SIGNATURE Robbie J Meadows

Anta Au
7/29/2020

✓

July 28, 2020

Dear Mr. Parker,

It is with great sadness that I am writing this letter to resign as driver of bus #7. I wish you the best in the 2020-2021 school year and beyond. Please let me know if there is anything I can do to make this a smooth transition.

Sincerely,

Cynthia Young

Cyntria Young

Anto Au

Dee

7/28/2020

✓

July 16, 2020

This is to notify Stone County School District and PERS that as of August 1, 2020 I, Patti H Stillman will be retiring from the school system.

It has been my delight to have worked under the direction of my boss, Mike Parker in charge of Transportation. I have never had one complaint about him. He is an excellent leader. I always knew he would back us up in time of need.

Patti H Stillman

Patti H Stillman

Anta Que

Rec'd
7/16/2020
[Signature]

✓

STONE COUNTY SCHOOL DISTRICT
CERTIFIED EMPLOYEE RECOMMENDATION

Lance Bolen
Principal/Administrator

Stone Middle
Location

I would like to recommend Mrs. Macy Monk Ross

for the position of 6-8 Science Teacher for the 2020 - 2021 school year.

Effective Date of Employment: 8-3-2020 (Must complete)

Recommended Employee Replaces: Jana Carpenter Waters (Must complete)

Additional notes/information, if needed:

Certification: A AA AAA AAAA Pending

Choose Status Below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete To/From details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

187 Days 197 Days 200 Days 205 Days 215 Days
 220 Days 235 Days
 To be pro-rated according to effective start date

Principal/Supervisor verifies the following: (Must Complete ALL Sections)

Vacancy Advertised/Must Choose One:

Yes N/A Transfer, General Recommendation, Coach, Misc Supplements No, emergency hire with Superintendent's approval

Application on File Applicant # 1854

Current License Attached If not attached, please explain: finishing an alternate route program for 3 year license.

References Checked

This line for HR Use Only: _____

Lance Bolen
Principal/Supervisor

7/28/2020

Date

[Signature]
Superintendent

7/30/20

Date

[Signature]
Human Resources

7/28/2020

Date

STONE COUNTY SCHOOL DISTRICT NON-CERTIFIED EMPLOYEE RECOMMENDATION

Lance Bolen
Principal/Director

SMS
Location

I would like to recommend Mrs. Megan E. Breland
for the position of MSIS/SAM Clerk for the 2020-2021 school year.

Effective Date of Employment: 7/29/2020 (Must complete)

Recommended Employee Replaces: LaShawn Harris (Must complete)

Additional notes/information, if needed: _____

Rate of Pay (Choose one) : Per Salary Scale Hourly Rate of \$_____ (if no scale available)

Transportation Only: Full Time Driver Route: _____ Yrs of Experience 0

Substitute Driver: \$_____ per route

New Teacher Assistant Only: Choose Level: Transcript on file: 24 hrs+ 48 hrs+ 72 hours+

Work Keys Test: Work Keys scores attached

Choose Status below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete From/To details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

181 Days 185 Days 187 Days 200 Days 205 Days
 220 Days 235 Days _____ To Be Pro-Rated

Principal/Supervisor Verifies the following: (Must complete ALL sections)

Vacancy Advertised/Must Choose One:

Yes N/A Transfer, General Recommendation, Coach, Misc Supplement No, emergency hire with Superintendent's approval

Application On File Applicant # 2084

References Checked

This line for HR Use Only:

Lance Bolen
Principal/Supervisor

Wanda Lee
Superintendent

Wanda Lee
Human Resources

7/28/2020
Date

7/30/20
Date

7/29/2020
Date



STONE COUNTY SCHOOL DISTRICT NON-CERTIFIED EMPLOYEE RECOMMENDATION

Mike Parker
Principal/Director

Transportation
Location

I would like to recommend Amber Wallace
for the position of Bus Driver for the 2020-2021 school year.

Effective Date of Employment: 8/6/2020 (Must complete)

Recommended Employee Replaces: Kenneth Martens (Must complete)

Additional notes/information, if needed: _____

Rate of Pay (Choose one) : Per Salary Scale Hourly Rate of \$_____ (if no scale available)

Transportation Only: Full Time Driver Route: DD Yrs of Experience 5
 Substitute Driver: \$_____ per route

New Teacher Assistant Only: Choose Level: Transcript on file: 24 hrs+ 48 hrs+ 72 hours+
 Work Keys Test: Work Keys scores attached

Choose Status below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete From/To details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

181 Days 185 Days 187 Days 200 Days 205 Days
 220 Days 235 Days Summer To Be Pro-Rated

Principal/Supervisor Verifies the following: (Must complete ALL sections)

Vacancy Advertised/Must Choose One:

Yes N/A Transfer, General Recommendation, Coach, Misc Supplement No, emergency hire with Superintendent's approval

Application On File Applicant # 871

References Checked

This line for HR Use Only:

[Signature]
Principal/Supervisor
[Signature]
Superintendent
[Signature]
Human Resources

7/29/20
Date
7/30/20
Date
7/29/2020
Date



STONE COUNTY SCHOOL DISTRICT NON-CERTIFIED EMPLOYEE RECOMMENDATION

Mike Parker
Principal/Director

Transportation
Location

I would like to recommend Richard Parker

for the position of FTS for the 2020-2021 school year.

Effective Date of Employment: 8/6/2020 (Must complete)

Recommended Employee Replaces: N/A (Must complete)

Additional notes/information, if needed: _____

Rate of Pay (Choose one): Per Salary Scale Hourly Rate of \$_____ (if no scale available)

Transportation Only: Full Time Driver Route: FTS Yrs of Experience 1
 Substitute Driver: \$_____ per route

New Teacher Assistant Only: Choose Level: Transcript on file: 24 hrs+ 48 hrs+ 72 hours+
 Work Keys Test: Work Keys scores attached

Choose Status below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete From/To details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

181 Days 185 Days 187 Days 200 Days 205 Days

220 Days 235 Days Summer To Be Pro-Rated

Principal/Supervisor Verifies the following: (Must complete ALL sections)

Vacancy Advertised/Must Choose One:

Yes N/A Transfer, General Recommendation, Coach, Misc Supplement No, emergency hire with Superintendent's approval

Application On File Applicant # 1699

References Checked

This line for HR Use Only.

[Signature]
Principal/Supervisor

[Signature]
Superintendent

[Signature]
Human Resources

7/29/20
Date

7/30/20
Date

7/29/2020
Date

STONE COUNTY SCHOOL DISTRICT NON-CERTIFIED EMPLOYEE RECOMMENDATION

Mike Parker
Principal/Director

Transportation
Location

I would like to recommend Alyssa Bull
for the position of H/C Rider for the 2020-2021 school year.

Effective Date of Employment: 8/6/2020 (Must complete)

Recommended Employee Replaces: Suely Firth (Must complete)

Additional notes/information, if needed: _____

Rate of Pay (Choose one) : Per Salary Scale Hourly Rate of \$8.00 (if no scale available)

Transportation Only: Full Time Driver Route: _____ Yrs of Experience _____
 Substitute Driver: \$_____ per route

New Teacher Assistant Only: Choose Level: Transcript on file: 24 hrs+ 48 hrs+ 72 hours+
 Work Keys Test: Work Keys scores attached

Choose Status below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete From/To details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

181 Days 185 Days 187 Days 200 Days 205 Days
 220 Days 235 Days Summer To Be Pro-Rated

Principal/Supervisor Verifies the following: (Must complete ALL sections)

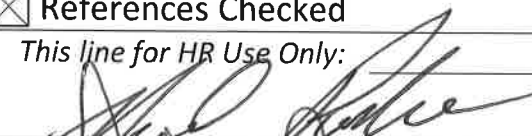

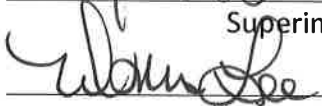
Vacancy Advertised/Must Choose One:

Yes N/A Transfer, General Recommendation, Coach, Misc Supplement No, emergency hire with Superintendent's approval

Application On File Applicant # 1699

References Checked

This line for HR Use Only:


Principal/Supervisor

Superintendent

Human Resources

7/29/20
Date
7/30/2020
Date
7/29/2020
Date

STONE COUNTY SCHOOL DISTRICT NON-CERTIFIED EMPLOYEE RECOMMENDATION

Mike Parker
Principal/Director

Transportation
Location

I would like to recommend Heather Nicole Vest

for the position of Bus Driver for the 2020-2021 school year.

Effective Date of Employment: 8/6/2020 (Must complete)

Recommended Employee Replaces: Tammy McFarland (Must complete)

Additional notes/information, if needed:

Rate of Pay (Choose one): Per Salary Scale Hourly Rate of \$_____ (if no scale available)

Transportation Only: Full Time Driver Route: D Yrs of Experience 3
 Substitute Driver: \$_____ per route

New Teacher Assistant Only: Choose Level: Transcript on file: 24 hrs+ 48 hrs+ 72 hours+
 Work Keys Test: Work Keys scores attached

Choose Status below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete From/To details):

Within School: From _____ To _____

Within District: From Sub Bus Driver To Full Time Bus Driver

Number of Days to Work:

181 Days 185 Days 187 Days 200 Days 205 Days
 220 Days 235 Days Summer To Be Pro-Rated

Principal/Supervisor Verifies the following: (Must complete ALL sections)

Vacancy Advertised/Must Choose One:

Yes N/A Transfer, General Recommendation, Coach, Misc Supplement No, emergency hire with Superintendent's approval

Application On File Applicant # 639

References Checked

This line for HR Use Only:


Principal/Supervisor


Superintendent


Human Resources

7/29/20
Date

7/30/20
Date

7/29/2020
Date

STONE COUNTY SCHOOL DISTRICT
CERTIFIED EMPLOYEE RECOMMENDATION

Barbara Fowler
Principal/Administrator

Stone High Schol
Location

I would like to recommend Teresa Hart

for the position of Culinary Arts Teacher for the 2020 - 2021 school year.

Effective Date of Employment: August 3, 2020 (Must complete)

Recommended Employee Replaces: Jaclyn Parker (Must complete)

Additional notes/information, if needed:

Certification: A AA AAA AAAA Pending

Choose Status Below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete To/From details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

187 Days 197 Days 200 Days 205 Days 215 Days
 220 Days 235 Days
 To be pro-rated according to effective start date

Principal/Supervisor verifies the following: (Must Complete ALL Sections)

Vacancy Advertised/Must Choose One:

Yes N/A Transfer, General Recommendation, Coach, Misc Supplements No, emergency hire with Superintendent's approval

Application on File Applicant # 1058

Current License Attached If not attached, please explain: _____

References Checked

This line for HR Use Only: _____

Barbara Fowler
Principal/Supervisor

7/30/2020
Date

Superintendent
Edmond Lee
Human Resources

Date
7/30/2020
Date

STONE COUNTY SCHOOL DISTRICT
CERTIFIED EMPLOYEE RECOMMENDATION

Adam Stone
Principal/Administrator

Stone High School
Location

I would like to recommend Jacob Pryor

for the position of English for the 2020 - 2021 school year.

Effective Date of Employment: August 3rd, 2020 (Must complete)

Recommended Employee Replaces: Kara Brown (Must complete)

Additional notes/information, if needed: _____

Certification: A AA AAA AAAA Pending

Choose Status Below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete To/From details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

187 Days 197 Days 200 Days 205 Days 215 Days

220 Days 235 Days

To be pro-rated according to effective start date

Principal/Supervisor verifies the following: (Must Complete ALL Sections)

Vacancy Advertised/Must Choose One:

Yes N/A Transfer, General Recommendation, Coach, Misc Supplements No, emergency hire with Superintendent's approval

Application on File Applicant # 561

Current License Attached If not attached, please explain: _____

References Checked

This line for HR Use Only: _____

Adam Stone
Principal/Supervisor

Adam Stone
Superintendent

Donna De
Human Resources

7/31/20
Date

7/31/2020
Date

7/31/2020
Date



Stone County School District

Kevin Conard Athletic Director

400 East Border Ave., Wiggins, MS. 39577

601-928-3572 (P) 601-928-3574 (F)

July 8, 2020

Please approve the following non-certified employees to work athletic games for the 2020/2021 school year. Mrs. Fairley and Mrs. McQueen will be paid their current hourly rate plus overtime if applicable. Mrs. Taylor and Mrs. Lott will be paid \$13.50 per hour.

Barbara Fairley
Judy McQueen
Edith Taylor
June Lott

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Conard', written in a cursive style.

Kevin Conard
SHS Athletic Director

A handwritten signature in black ink, appearing to read 'Paula Aue', written in a cursive style.

A handwritten signature in black ink, appearing to read 'W. Aue', with the date '7/28/2020' written below it.



STONE COUNTY SCHOOL DISTRICT NON-CERTIFIED EMPLOYEE RECOMMENDATION

Mike Parker
Principal/Director

Transportation
Location

I would like to recommend Gregory Ulland

for the position of Bus Driver for the 2020-2021 school year.

Effective Date of Employment: 8/6/2020 (Must complete)

Recommended Employee Replaces: Robbie Meadows (Must complete)

Additional notes/information, if needed: Also employed as a teacher

Rate of Pay (Choose one): Per Salary Scale Hourly Rate of \$_____ (if no scale available)

Transportation Only: Full Time Driver Route: D Yrs of Experience 3
 Substitute Driver: \$_____ per route

New Teacher Assistant Only: Choose Level: Transcript on file: 24 hrs+ 48 hrs+ 72 hours+
 Work Keys Test: Work Keys scores attached

Choose Status below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete From/To details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

181 Days 185 Days 187 Days 200 Days 205 Days

220 Days 235 Days Summer To Be Pro-Rated

Principal/Supervisor Verifies the following: (Must complete ALL sections)

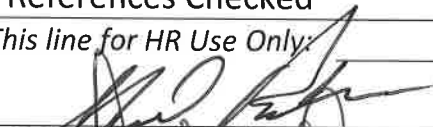
Vacancy Advertised/Must Choose One:

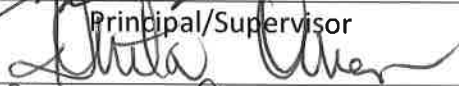
Yes N/A Transfer, General Recommendation, Coach, Misc Supplement No, emergency hire with Superintendent's approval

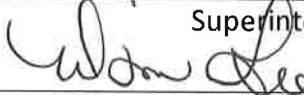
Application On File Applicant # 1084

References Checked

This line for HR Use Only:


Principal/Supervisor


Superintendent


Human Resources

7/29/20
Date

7/30/2020
Date

7/29/2020
Date

STONE COUNTY SCHOOL DISTRICT NON-CERTIFIED EMPLOYEE RECOMMENDATION

Mike Parker
Principal/Director

Transportation
Location

I would like to recommend Cynthia Monroe
for the position of Bus Driver for the 2020-2021 school year.

Effective Date of Employment: 8/6/2020 (Must complete)

Recommended Employee Replaces: Cyntria Young (Must complete)

Additional notes/information, if needed: Also employed as a teacher

Rate of Pay (Choose one): Per Salary Scale Hourly Rate of \$ _____ (if no scale available)

Transportation Only: Full Time Driver Route: BB Yrs of Experience 0
 Substitute Driver: \$ _____ per route

New Teacher Assistant Only: Choose Level: Transcript on file: 24 hrs+ 48 hrs+ 72 hours+
 Work Keys Test: Work Keys scores attached

Choose Status below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete From/To details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

181 Days 185 Days 187 Days 200 Days 205 Days
 220 Days 235 Days Summer To Be Pro-Rated

Principal/Supervisor Verifies the following: (Must complete ALL sections)

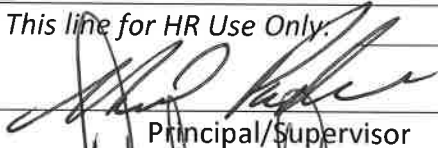
Vacancy Advertised/Must Choose One:

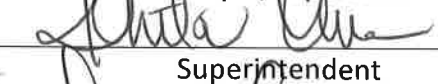
Yes N/A Transfer, General Recommendation, Coach, Misc Supplement No, emergency hire with Superintendent's approval

Application On File Applicant # 3122

References Checked

This line for HR Use Only.


Principal/Supervisor


Superintendent


Human Resources


Date

7/30/2020
Date

7/29/2020
Date

STONE COUNTY SCHOOL DISTRICT CERTIFIED EMPLOYEE RECOMMENDATION

Kevin Conard
Principal/Administrator

SMS
Location

I would like to recommend Carl Mallett
for the position of SMS Head Boys Basketball for the 2020 - 2021 school year.

Effective Date of Employment: 8/6/20 (Must complete)

Recommended Employee Replaces: Lewis Brown (Must complete)

Additional notes/information, if needed:

Certification: A AA AAA AAAA Pending

Choose Status Below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete To/From details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

- 187 Days 197 Days 200 Days 205 Days 215 Days
 220 Days 235 Days
 To be pro-rated according to effective start date

Principal/Supervisor verifies the following: (Must Complete ALL Sections)

Vacancy Advertised/Must Choose One:
 Yes N/A Transfer, General Recommendation, Coach, Misc Supplements No, emergency hire with Superintendent's approval

Application on File Applicant # _____

Current License Attached If not attached, please explain: _____

References Checked

This line for HR Use Only:

Kevin Conard
Principal/Supervisor

7/28/20
Date

[Signature]
Superintendent

7/30/2020
Date

[Signature]
Human Resources

7/29/2020
Date

STONE COUNTY SCHOOL DISTRICT CERTIFIED EMPLOYEE RECOMMENDATION

Kevin Conard
Principal/Administrator

SMS
Location

I would like to recommend Brant Peddy
for the position of SMS Assit Football for the 2020 - 2021 school year.

Effective Date of Employment: 8/6/20 (Must complete)

Recommended Employee Replaces: Lewis Brown (Must complete)

Additional notes/information, if needed:

Certification: A AA AAA AAAA Pending

Choose Status Below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete To/From details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

- 187 Days 197 Days 200 Days 205 Days 215 Days
 220 Days 235 Days
 To be pro-rated according to effective start date

Principal/Supervisor verifies the following: (Must Complete ALL Sections)

Vacancy Advertised/ Must Choose One:

- Yes N/A Transfer, General Recommendation, Coach, Misc Supplements No, emergency hire with Superintendent's approval

Application on File Applicant # _____

Current License Attached If not attached, please explain: _____

References Checked

This line for HR Use Only:

Kevin Conard 
Principal/Supervisor

7/28/20

Date


Superintendent

7/30/2020

Date


Human Resources

7/29/2020

Date

STONE COUNTY SCHOOL DISTRICT CERTIFIED EMPLOYEE RECOMMENDATION

Kevin Conard
Principal/Administrator

SHS
Location

I would like to recommend Tanner Nations

for the position of SHS Assist Baseball for the 2020 - 2021 school year.

Effective Date of Employment: 8/6/20 (Must complete)

Recommended Employee Replaces: Peyton Owen (Must complete)

Additional notes/information, if needed:

Certification: A AA AAA AAAA Pending

Choose Status Below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete To/From details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

- 187 Days 197 Days 200 Days 205 Days 215 Days
 220 Days 235 Days
 To be pro-rated according to effective start date

Principal/Supervisor verifies the following: (Must Complete ALL Sections)

Vacancy Advertised/Must Choose One:

- Yes N/A Transfer, General Recommendation, Coach, Misc Supplements No, emergency hire with Superintendent's approval

Application on File Applicant # _____

Current License Attached If not attached, please explain: _____

References Checked

This line for HR Use Only:

Kevin Conard 
Principal/Supervisor

7/28/20
Date


Superintendent

7/30/2020
Date


Human Resources

7/29/2020
Date

STONE COUNTY SCHOOL DISTRICT CERTIFIED EMPLOYEE RECOMMENDATION

Kevin Conard
Principal/Administrator

SMS
Location

I would like to recommend Tyler Lane Scott

for the position of SMS Archery for the 20 20 - 20 21 school year.

Effective Date of Employment: 8/6/20 (Must complete)

Recommended Employee Replaces: Maurice Thornton (Must complete)

Additional notes/information, if needed:

Certification: A AA AAA AAAA Pending

Choose Status Below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete To/From details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

- 187 Days 197 Days 200 Days 205 Days 215 Days
 220 Days 235 Days
 To be pro-rated according to effective start date

Principal/Supervisor verifies the following: (Must Complete ALL Sections)

Vacancy Advertised/Must Choose One:

- Yes N/A Transfer, General Recommendation, Coach, Misc Supplements No, emergency hire with Superintendent's approval

Application on File Applicant # _____

Current License Attached If not attached, please explain: _____

References Checked

This line for HR Use Only:

Kevin Conard

Principal/Supervisor

7/28/20

Date

Superintendent

7/30/20

Date

Human Resources

7/29/2020

Date

STONE COUNTY SCHOOL DISTRICT CERTIFIED EMPLOYEE RECOMMENDATION

Kevin Conard
Principal/Administrator

SHS
Location

I would like to recommend Lewis Brown

for the position of Assist. Football SHS for the 2020 - 2021 school year.

Effective Date of Employment: 8/6/20 (Must complete)

Recommended Employee Replaces: Cade Amacker (Must complete)

Additional notes/information, if needed:

Certification: A AA AAA AAAA Pending

Choose Status Below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete To/From details):

Within School: From _____ To _____

Within District: From SMS Boys Basketball To SHS Asst Football

Number of Days to Work:

- 187 Days 197 Days 200 Days 205 Days 215 Days
 220 Days 235 Days
 To be pro-rated according to effective start date

Principal/Supervisor verifies the following: (Must Complete ALL Sections)

Vacancy Advertised/Must Choose One:

Yes N/A Transfer, General Recommendation, Coach, Misc Supplements No, emergency hire with Superintendent's approval

Application on File Applicant # _____

Current License Attached If not attached, please explain: _____

References Checked

This line for HR Use Only:

Kevin Conard

Principal/Supervisor

7/28/20

Date

Superintendent

7/30/20

Date

Human Resources

7/28/2020

Date

I officially resign as middle school archery coach.

Maurice Thornton

M. Thornton

7-20-20

Albert
7/28/2020



STONE COUNTY SCHOOL DISTRICT CERTIFIED EMPLOYEE RECOMMENDATION

Kevin Conard
Principal/Administrator

SHS
Location

I would like to recommend John Feaster
for the position of Field Maintenance Supplement for the 2020 - 2021 school year.

Effective Date of Employment: 8/6/20 (Must complete)

Recommended Employee Replaces: Cade Amacker (Must complete)

Additional notes/information, if needed: _____

Certification: A AA AAA AAAA Pending

Choose Status Below, when applicable:

New Employee: Full-Time Part-Time

Transferred Employee (Mark correct option below and complete To/From details):

Within School: From _____ To _____

Within District: From _____ To _____

Number of Days to Work:

- 187 Days 197 Days 200 Days 205 Days 215 Days
 220 Days 235 Days
 To be pro-rated according to effective start date

Principal/Supervisor verifies the following: (Must Complete ALL Sections)

- Vacancy Advertised/Must Choose One:**
 Yes N/A Transfer, General Recommendation, Coach, Misc Supplements No, emergency hire with Superintendent's approval
 Application on File Applicant # _____
 Current License Attached If not attached, please explain: _____
 References Checked

This line for HR Use Only:

Kevin Conard 
Principal/Supervisor

8/3/20
Date


Superintendent

7/31/2020
Date


Human Resources

7/31/2020
Date

