Data Collection Policy and Procedural Guidelines Handbook

1.0 Introduction and Overview

1.1 Purpose

In accordance and cooperation with HB 1251, which gives the Office of the State Auditor the authority to determine the correctness and accuracy of all reports made to the State Department of Education by any school district or school official concerning the number of educable students in any school district, the number of students enrolled in any school district, the number of students in average daily attendance in any school district, and the number of students being transported or entitled to transportation to any of the public schools of this state, the Jackson County School District will set the following Data Collection Policies and Procedures to help ensure this quality data.

1.2 Components of Data Quality

The Jackson County School District's data will contain the following components:

1. Objectivity: Data is accurate, unbiased and presented in a clear, complete, weill documented manner. Objectivity will be achieved by using appropriate data sources and sound analytical techniques, by using proven methods, and by carefully reviewing the content of all information and reports.
2. Integrity: Data will not be compromised through corruption of falsification.
3. Transparency: Our date data will have clear description of methods, data sources, assumptions, outcomes and related information that allow users to understand the data.
4. Reproducibility: Our data can be reproduced by others by using the documented methods, assumptions and data sources in order to achieve comparable findings.
5. Utility: Data produced by the district will be useful and available to the intended audience. The requirements, recommendations and examples in this guide will improve data quality for our district.

1.3 Policy Audience

It is important for all staff of the Jackson County School District understand the issues involved in data collection data entry, and recognize that these issues reflect the values of the school district.

The Jackson County School district believes that good data are an integral part of teaching, learning and managing the school enterprise. Everyone who has a role in student outcomes-teachers, administrators, counselors, registrars, office support staff, school board members and others, must share this belief. Because good data are as much a resource as staff, books and computers, a wise education system is willing to invest time and money in achieving useful information, and respect the effort taken to produce it. Therefore, through the implementation of this Data Collection Policy and Procedure Guidelines, the Jackson Ceounty School District will actively foster this belief and environment.

2.0 Roles and Responsibilities

A data process that collects quality data is well planned, has staff members that are well trained and know their roles and responsibilities, and have needed tools and resources. In this section, we have identified the critical roles and responsibilities.

2.1 School Board

The primary role of the School Board is to set policy for the school district. The Superintendent and Administrative Staff develop procedures and regulations for carrying out board policy. There are four (4) key leadership roles in setting board policy: vision, structure, accountability and advocacy. In the area of data collection, the School Board formulates policies based on state and federal laws, as well as, local district needs and staff requirements.

Responsibilities

1. Setting Data Collection Policy
2. Understanding the impact data has on funding programs - Allocating appropriate resources to enable schools to meet the ever-increasing need for data collection and data entry
3. Investing in computer hardware and software as a routine cost of doing business

2.2 Superintendent

It is the Superintendent's responsibility to enhance the educational program of students, to improve student achievement, and to see that district policies are implemented. It is the Superintendent's responsibility to foster an environment and culture of quality data that will result in reliable data that is useful for evaluating the instructional program and student achievement, and for pointing out areas of success and places where improvements are needed. It will enable the district to have confidence in the information that is collected, and, most importantly, will allow the district to make effective decisions.

Responsibilities

1. Set education benchmarks that use data to measure student achievement.
2. Support the development of a Culture of Quality Data in the district through an effective professional development program.
3. Encourage principals to make data-driven, building-level decisions.
4. Support the staff in the promotion of more efficient data collection procedures, the use of technology to decrease data entry errors, and the movement toward applications that are "interoperable" (i.e., that interact with each other using a minimum amount of programming resources).
5. Support the allocation of funding to provide schools with the appropriate resources to enter data.
6. The district will select a data coordinator.

2.3 Principal

Our Principal serves as the chief instructional leader and is ultimately responsible for data collection and reporting in the school. The Principal has the responsibility to report data as accurately as possible. The Principal must ensure that the school's information is accurately reflected in the data.

Responsibilities

1. Check reports for accuracy and reasonableness before "signing off" and sending to the district. ~~2~~ Periodically spot-check source documents against data, to ensure that required data (e.g., medical information) is being entered correctly.
2. Ensure that staff has access to appropriate technology tools.
3. Attend meetings and training about data requirements.
4. Provide district data personnel with recommendations for improvements in data collection procedures.
5. Allow and encourage staff to attend training in their areas of expertise.
6. Use a variety of training strategies, including the "train-the-trainer" model, when necessary.
7. Work with staff and the district to develop and use standard procedures for data entry and reporting.
8. Provide trained staff to assist data entry personnel during peak periods (enrollment, scheduling, etc.).
9. Understand and communicate laws and regulations that affect data at school (e.g., the Family Educational Rights and Privacy Act of 1974 [FERPA] and the Health Insurance Portability and Accountability Act of 1996 [HIPAA]).
10. Support and monitor district data security policies and procedures.
11. Utilize data to make daily instructional decisions.
12. Provide an environment conducive to accurate data entry.

2.4 Teacher/Counselor

Our teachers and counselors are responsible for entering or supplying timely and accurate data regarding

students, as required. Responsibilities

1. Attend training on the use of data in the instructional program.
2. Identify barriers to effective data entry and communicate these to the Principal or other appropriate personnel.
3. Respect the privacy and confidentiality of student data by protecting data from students and unauthorized personnel.
4. Follow district data security policies and procedures.
5. Enter data accurately and in a timely manner.
6. Check work for accuracy and completeness.
7. Share good ideas and best practices about data entry with your peers.
8. Check calendar for data reporting deadlines so that you can allocate time for data entry.

2.5 Office Staff/Registrar

Registrars and ~~O~~office staff is responsible for entering important data accurately and completely, maintaining data security, and understanding how the data will be used. The district recognizes that this position is critical to its data collection effort. Therefore, it is important that this position is taken seriously and provided sufficient resources.

Responsibilities

1. Enter data accurately and in a timely manner.
2. Attend professional development training.
3. Follow appropriate instructions and documentation.
4. Identify barriers to effective data entry procedures and communicate these to the principal, or other appropriate personnel.
5. Implement the district data security policies and procedures (e.g., change passwords frequently, do not share passwords, treat data confidentially, etc.)
6. Check work and run appropriate edit reports.
7. Ask for help when an error is made.
8. Identify a peer who does similar work to facilitate sharing of ideas and best practices can occur.
9. Check calendar for data reporting deadlines.

2.6 MSIS Primary/Secondary Contact

Serves the administrator by ensuring that the statistical information reviewed represents data that has been entered accurately and collected systematically. The MSIS contact person assists the information reporting process through staff development and collaboration with the various offices and programs responsible for producing data and information.

Responsibilities

1. Coordinate the data collection process.
2. Provide professional development for staff members. - These sessions include Demonstrations that incorporate hands-on training, enabling data entry personnel to become used to the actual data entry screens; examples that actually reflect situations that will be encountered; handbooks or guidebooks, with copies of data entry screens, systematic instructions, and the rationale for entering the data; descriptions of the procedures for obtaining assistance (e.g., help desk phone number, online and/or e-mail query process); and, copies of the reports created from the data, enabling trainees who enter information to have a sense of how their work affects the operation of the school.
3. Assist schools in resolving discrepancies in information before reports are forwarded.
4. Develop a process that allows staff to request new reports or modifications of existing reports.
5. Collaborate with the District Technology Director or Coordinator to enhance the ability of computer programs to determine effective editing procedures for reports and other information.

2.7 Director of Technology

This position maintains and secures the hardware, software, and network that allows staff to enter, store, secure, and transfer data.

Responsibilities

1. ~~Ensure that effective security measures, including password protection, are in place~~Secure network infrastructure.
2. ~~Work with the data coordinator and other staff involved with data entry to develop efficient editing and data verification procedures~~Support technical implementation and error resolution.
3. ~~Work with the data coordinator to provide technical assistance with professional development and dissemination programs~~Secure the integrity of data.
4. ~~Provide a help desk and/or an online help area for data entry staff.~~
5. ~~Develop an electronic audit trail to determine potential flaws at each of the various stages of data collection.~~

3.0 Data Collecting and Reporting Requirements and Timeline

3.1 Data Timeline/Calendar

The district ~~has developed~~ will utilize the MSIS 2.0 Annual Reporting Calendar, a calendar of due dates and timelines that will provide the necessary information to meet the Mississippi Department of Education deadlines.

The Data Timeline and Calendar indicates due dates for reports and~~,~~ data entry~~, designated holidays, designated days or weeks set aside for testing, and identifies the staff~~ person responsible for implementation.

The district will provide sufficient time and resources for data collection.

~~* See Appendices for Data Timeline Calendar~~

4.0 District Wide Common Data Collection Methods and Uniform Data

4.1 District Wide Common Data Collection Methods

The Jackson County School District has established and will utilize uniform procedures for entering student data at the school level. The procedures listed below will be followed:

Authorized Data Entry Personnel

Each school will have a list of authorized personnel for any student data entry and their email addresses on file for the auditor.

Student Enrollment

1. Acquire student demographic data from guardian.
2. Verify residency of student. Two proofs of residency should be provided by the parent/guardian and verified by school district staff for each student upon enrollment into the school district for each school year. All students should have the Residency Verification Checklist in their cumulative folders.
3. Student data is entered into SIS office program.
4. Check for student's MSIS number, acquire an MSIS number if one is not found.
5. Determine special needs and refer to LSC Chairperson.
6. Verify the expiration date for the student's immunization record.

Out of District Students

1. Any out of district student enrolling should have proper documentation of district approval on file in the cum folder.

Transfer-In Students

1. Request withdrawal form from previous school.
2. Verify residency of student. Two proofs of residency should be copied and filed for each student upon enrollment into the school district for each school year. All students should have the Residency Verification Checklist in their cumulative folders.
3. Determine whether in-state transfer or out-of-state transfer. Note: Out of state students are required to provide initial registration requirements information.
4. Complete school registration forms.
5. Determine grade placement or special needs.
6. Enter Student data into SIS using the appropriate entry code.
7. Verify MSIS number or obtain one if needed.
8. Request the MSIS release and records for in-coming students.

Dropouts or Transfer-Out Students

Complete withdrawal form for student. Student is withdrawn in SIS using the appropriate withdrawal code. Comply with requests for MSIS release and records request from other schools.

Timeline for Transfers/Releases of Students in MSIS

All transfers and releases will be completed within 24 hours of the request. A daily log will be kept as documentation of all transfers and releases.

Attendance

Daily attendance is entered every period by either authorized office personnel or individual classroom teachers.

Check-ins and checkouts are done by authorized office personnel.

Corrections to daily attendance are updated at a minimum of at least one time per week. Example: Correcting absences to tardies, etc. or unexcused to excused. All excuses should be date stamped upon receipt.

Cumulative Records

The auditor's office will be reviewing cumulative folders at random. The cumulative folders should be current regarding the items listed below:

1. Residency Verification Sheets signed and dated by District Personnel
2. Immunization records with current date;
3. Date of Birth;
4. Current address that agrees with student demographic information from SIS.
5. Primary phone number from SIS. The auditors' office will verify the previous year's graduation data.

The auditor's office will check the Carnegie units for the graduates of the previous year to verify eligibility for graduation.

The auditor's office will check cumulative folders for mandated test scores.

Monthly Attendance Reports

1. The MSIS Pre-Approved report is completed at the end of each reporting month.
2. The numbers are checked for accuracy and the reports are balanced based on the formula provided by the Mississippi Department of Education.
3. The reports are forwarded to the district MSIS coordinator.
4. The MSIS coordinator verifies the school level attendance report once the school has cleared the reporting month.
5. Each school should print the page from MSIS indicating the school has completed a successful file for that reporting month to be kept on file. Each school will also print (once the district as a whole has cleared the reporting month) and file necessary attendance reports (see below) on a monthly basis.

The auditor's office will review this report to verify timely reporting.

The following reports will be filed at each reporting school monthly for auditing purposes:

Month one file should include a student roster by grade for the 9th month of the previous school year, and student roster on the 16th day of school for the current year. (The reports will assist in tracking NO SHOWS and completion of the Summer Activity report.)

Student list by grade on last day of month Holding Area Absences Report – from MSIS
Holding Area Student Entries – from MSIS
Holding Area Student Withdrawals – from MSIS
Monthly Attendance Pre-Approved Report – from SIS
Monthly Attendance Post – Approved – from MSIS
Monthly Student Absence's Report which shows the excused/unexcused absences.
Monthly Student Discipline Report for any daily files reported within 72 hours – from the Discipline Administrator/MSIS Contact
Student Release From Report – MSIS
Student Release To Report – from MSIS
Student Roster by Grade at the End of Each Month – from SIS
Student Roster Holding Area Report – from MSIS
Student Transfer Report – from MSIS
Student Transfer To Report – from MSIS
Additional reports required by the auditor's office.
Transportation report
Graduate report from previous year (High Schools Only)

Excused Absences

Two absences each 9 weeks will be considered excused with a written parent note. All other excused absences will require a doctor's excuse for the student's illness, injury, or medical condition. Absences caused by the following shall be treated the same as doctor excused absences: Absences caused by court ordered appearances, absences ordered by a health officer, by the State Board of Health or appropriate school official, absences due to the death or serious illness of a member of the immediate family.

Excused absences will be verified by hard copy of parent note or doctor's excuse. Note: Please date stamp the excuses for auditing purposes.

Truancy Reporting

The truant officer should be notified upon the 5th unexcused absence within two (2) school days or within five (5) calendar days, whichever is less. Documentation of notification should be on file in the cum folder. Note: The auditor will verify the documentation with the truant officer assigned to the school.

Scheduling

Each child is given a schedule based on the requirements for the grade level in which the child is enrolled. The schedule will reflect individual educational needs. Secondary schedules will include courses to meet graduation requirements.

To accommodate scheduling in special areas for students, sometimes a period is added outside a normal day for personnel reporting purposes.

Discipline

Authorized personnel will enter discipline incidents/dispositions on a daily basis for reporting purposes.

Possession of weapons, violent acts against another student, and possession/distribution of drugs, and bomb threats are offenses that are reported and uploaded daily.

Special Education

1. Data entry for those students who are to be marked with a (Y) indicator for special education reporting purposes will be done in a timely manner.
2. Special education rosters will reflect the number of students being served in the appropriate grade level for Grades 52, 54, 56, and 58. All resource students being served for special education needs will also have an indicator of (Y).
3. The student schedule should reflect the special education course numbers in which the student is being served.
4. The removal of special education services will be reported in a timely manner to personnel in charge of data entry.
5. Daily student files are sent after month one for any student having the special education indicator activated or for any student being removed from special education services. (This is crucial for the December 1 count to be accurate.)

Backup and Storage of Student Data

1. Back up student data regularly.
2.1. Store all student data on hard copy up to 5 years.
3.2. Transcripts, grades, and attendance are kept on insert sheets in cum folder indefinitely for every student.
4.3. Hard copies, cum folders, backup tapes, cd's, etc., are kept in a locked file cabinet in administrative office.

DISTRICT LEVEL

Authorized Personnel

A list of authorized personnel will be on file as follows with email addresses:

1. Superintendent
2. Assistant Superintendent
3. MSIS Coordinator
4. Technology Coordinator
5. Special Education Director
6. Special Education Case Manager

Student Data

1. Student data from each school is transmitted to the central office data bank on the last school day of each month.
2. Monthly days taught files and monthly student data files are built from the data uploaded to the district server by the district MSIS coordinator.
3. The days taught files and the monthly student files are sent to MSIS at the Mississippi Department of Education at the end of each month.
4. The files are processed by the state and the monthly attendance report is retrieved from MSIS once each school is processed and cleared for the reporting month.
5. The monthly attendance report is requested from each school for the month and verified against the report retrieved from MSIS for accuracy.
6. Once the report is verified, the MSIS coordinator completes the district approval process for the reporting month. All schools in the district are to be completed and approved by the 10th day of each reporting month.
7. Ninth month should be cleared ten days after the last student day of the school year.

Daily Student Files

1. Daily student files are built by the district MSIS coordinator for any discipline incidents that are to be reported within 72 hours.
2. Daily student files are also submitted for any changes in special education indicators.
3. The auditor's office will request to see the successful transmission report for daily student files to verify timely reporting for discipline incidents required within 72 hours.

4.2 Uniform Data Business Rules

The District will uniform data business rules for the following critical data.

1. Demographic Data Elements
2. Student Data Elements
3. Personnel Data Elements
4. Teacher Data Elements

5.0 Data Collecting and Reporting Process

The District recognizes that the ability of the information or data we have to meet our needs can help us only to the extent that they are accurate and reflective of the outcomes and processes that they are meant to represent. If data is collected haphazardly, without clear procedures and sufficient resources, the data may not be interpretable or may be

6.0 Data Validation and Error Correction

Data is submitted to the District MSIS Coordinator for verification. If errors are found, the MSIS Coordinator contacts the school staff for corrections before data is uploaded to the Mississippi Department of Education. Special Education data is verified by the Director of Special Education and Special Education Case Manager.

Personnel data is reviewed by the District Office's Assistant Superintendent.

7.05.0 Data Protection and System Security

7.15.1 Data protection and system security is covered in the district's Technology Acceptable Use Policy (Policy IJ-R).**Passwords**

Password Security Policy

7.2 Storage/ Backup

Method of data backup
Format in which records are stored (printouts, diskettes, etc.)
Backup Location
Retention Cycle

7.3 Physical Infrastructure

Location and Security of Server
Location and Security of Access Points (Workstations)

7.4 Data Collection Systems Security and Maintenance

User Level Security
Screen Level Security
Report Level Security
Data/Field Level Security

7.55.2 Public Information Request Process

Procedure to Handle Public Information Request Authorization to Distribute School Information
District will follow any guidelines set forth by the Freedom of Information Act and applicable state codes and compliances.

7.65.3 Security Documents

Oath of Confidentiality

Acceptable Use Policy

1. 57.63.1 Oath of Confidentiality forms are submitted to MDE for MSIS purposes for all district/school users. Copies of forms are kept on file in the district office.
2. 57.63.2 The Internet/NetworkTechnology Acceptable/Appropriate Use Policy requires signatures by students/personnel on a yearly basis. Copies are maintained at the school/district office.

8.06.0 Resources Commitment

8.16.1 Training

Professional Development Training Activities

District-Wide training activities with all personnel responsible for student data entry will be held at a minimum of twice yearlyannually. All personnel will be notified by the district MSIS coordinatorPrimary/Secondary Contacts of any new information required by the Mississippi Department of Education.

District staffMSIS Primary/Secondary Contacts will also attend the MISMSIS Data Conference, SIS Annual Conference and other trainings provided by MDE or SIS.

8.2 Staff Allocation

Each school in the Jackson County School District at least one staff member assigned as a data clerk. This staff member is responsible for data input and uploading to the MSIS coordinator.

8.3 Technology Infrastructure

Hardware – Each school as well as the Central Office has computers whose sole purpose is data management.

Software - The district's software package is Software Technology Incorporated. (SIS)

Appendix "A"
Data Timeline Calendar

JULY

MSIS comes down on July 01 to create student records for the new school year.

Districts may submit Summer School Files (SSD files) to MSIS from now to September 30.

Districts may submit Initial Student Load Transaction files (ISL files to MSIS from June 1 to September 30.

Districts (Public, Special, and Non-Public) can roll Personnel data from last school year and begin working on Personnel for the new school year from now to September 30.

Districts should update District and School Demographics for the new school year and make changes during the school year as needed.

Run Prior Year Graduate/Completer and Promotion Reports and distribute to districts for verification.

Allow access to ACCRED Live Data Reports.

Business Managers can start submitting financial data on July 1st .

Update MAEP Salary Schedule in MSIS.

AUGUST

Districts are still able to submit Summer School Files (SSD files) to MSIS.

Districts are still able to submit Initial Student Load Transaction files (ISL files) to MSIS.

Districts (Public, Special, and Non-Public) are still able to work on Personnel for the new school year.

Notify all non-public districts that wish to receive accreditation by MDE to update their personnel for the current school year.

The post-graduate plans for the students who are prior-year graduates/completers should be entered in MSIS by August 31, 2006 using the Post-Graduate Plans screen. When the screen is accessed you will see all of the schools in your district. The information should only be entered on schools with a grade 12.

SEPTEMBER

Districts that are sending Summer School files (SSD files) must submit them by September 30th .

Initial Student Load Transaction files (ISL files) may be submitted to MSIS until September 30th .

Any adjustments to graduate/completers and promotions must be on the Update Student Grades screen (Update Promotion tab) by September 30th before each school sends a Month 01 file.

Each school should have MSIS IDs and ownership of all their students before September 30.

Districts can begin to submit Month 01 MDT & MSD files midday on September 30th .

Make sure that all indicators for Title I eligibility are correctly set for Schoolwide and Targeted-Assistance Title I schools.

Personnel must be entered and approved by each district by September 30th .

Certification update for MSIS is run weekly.

OCTOBER

Districts must clear Month 01 MSD files by October 10th .

After Month 01 MSD files are approved and completed, districts will be able to verify personnel in MSIS. This is the first opportunity for districts to verify. During the month of October, districts should correct any personnel issues and continue to update & approve personnel in MSIS.

Financial files due in MSIS no later than October 15. (Note: On October 16, MIS runs a report for the State Auditor indicating all districts who have not submitted Financial files)

Certification update for MSIS is run weekly.

MAEP & Accreditation edits are run as districts are approved.

Verify indicators for School-Wide and Targeted-Assistance Title I. The Office of Innovative Support will send a memo to each district with Targeted-Assistance schools asking that corrections be made by the end of November.

Run reports for Fall Enrollment Book:

    1. Net Membership by Race and Gender – School Totals
    2. Net Membership by Race and Gender – District Totals
    3. Net Membership by Race and Gender – State Totals

NOVEMBER

Districts must clear Month 02 MSD files by November 10th .

After the district is approved and completed, this is the last chance to view personnel data in MSIS before the December snapshot. During November, districts will continue to make updates to personnel in MSIS. They should approve their personnel whenever changes are made so that the MAEP and Accreditation edits will run at night on their data. The districts will not have the opportunity to make changes to personnel after submitting files in December.

Updates to Special Education students using Special Education screens must be made.

Certification update for MSIS is run weekly.

MAEP and Accreditation edits are run as districts are approved.

Generate Math and Science Teacher/Student reports for CCSSO.

Make all changes to Targeted-Assistance Title I schools before December submissions.

DECEMBER

Beginning December 1st Certification update for MSIS is run daily.

MAEP and Accreditation edits are run as districts are approved.

On December 1st only DSD files are processed, all other files are held until the next day for processing.

Snapshot of December 1 Special Education data is taken.

Districts must clear Month 03 MSD files by December 10th .

District Approval is not processed on Month 04 files until the snapshot is taken.

Data for Ed Directory is pulled from MSIS.

All districts (public, non-public, and special) should have all personnel data entered in MSIS by December 10th so that the data will be included on the snapshot and all year-end personnel reports can run from the snapshot data.

Districts will continue to make updates to personnel in MSIS until the deadline on December 10 at which time the rights to General/Schedule Entry screen are taken away from the districts. Districts can make updates to Personnel only if requested to do so by a program office in MDE. Remove access to Special Education Student Update Screen.

Update Course Codes table as requested by Curriculum office for the coming school year. Changes can be made to the Course Code table thru out the year but most of the changes are done now. Note: Certain changes can not be made until school is out.

Title I indicators for Targeted-Assistance Schools become the official source of data for Title I eligibility and participation reporting.

Reports for the SAR (Superintendent's Annual Report) must be run for the appropriate MDE office.

    1. School Districts by Type of Organized Unit
    2. School Board Members
    3. Public School Districts by Size (Enrollment)
    4. Public Schools by Size (Enrollment)
    5. Number of Public Schools
    6. State Totals by Grade, Elementary Category, and Secondary Category for:

        a. Net Membership Month 01 (Enrollment), Average Daily Attendance (does not include Pre-Kindergarten – Grade 62 and Special Education Pre-Kindergarten – Grade 52) for Month 01,

        b. Cumulative Enrollment, and Average Daily Membership (does not include Pre-Kindergarten – Grade 62 and Special Education Pre-Kindergarten – Grade 52) for Month 01

7. State Totals of Traditional Graduates by Race and Sex
8. State Totals of Diploma Graduates, Certificate Recipients, GED Credential Recipients, Occupational Diploma Recipients and Total Graduates/Completers
9. State Totals Promotions and Non-promotions by Grade with percentages
10. State Totals of Dropouts by Grade Level with percentages based on Month 01 enrollment.
11. State Totals for Public School Personnel - Certified Staff and NonCertified Staff broken down by categories with number and average salary for each category and sub-category.
12. Age and Experience of Superintendents
13. Age and Experience of Assistant Superintendents
14. State Totals for Number and Average Salaries According to Training for Superintendents, Instructional Personnel, and Classroom Teachers
15. State Totals for Instructional Personnel - Number and Average Salary
16. State Totals for Training of Instructional Personnel
17. State Totals for Number and Average Salary of Classroom Teachers
18. State Totals for Number of Minimum Program Unit Teachers by Years of Experience
19. State Totals for Instructional Personnel by Years of Experience
20. Net Membership Month 01 by District
21. Average Daily Attendance for Months 01-09 by District
22. Enrollment and Attendance Ranking by District based on Month 01
23. Average Salaries of Certified Instructional Personnel by District
24. Classroom Teachers Report by District containing Total Classroom Teachers, Pupils in ADA Per Classroom Teacher, Average Salary Classroom Teachers, Average Salary Instructional Personnel

JANUARY

1. Snapshot of personnel data must be taken.
2. Once the snapshot is taken all year end personnel reports should be run.
3. Districts must clear Month 04 MSD files by January 10th .
4. Rights to the General/Schedule Entry screen must be given back to the districts

FEBRUARY

1. Districts must clear Month 05 MSD files by February 10th .

MARCH

1. Districts must clear Month 06 MSD files by March 10th.
2. Data is due to USDOE Common Core Data (CCD). This includes:

    a. Free/Reduced Lunch data by school

    b. Net Membership by Grade by School

    c. LEP date count by district

    d. Migrant count by district and school

    e. Special Ed count by district

    f. FTE count by school

    g. School and District Demographics

    h. Personnel Data by CCD Category by School and by District

    i. Graduate/Completer data by District

    j. Dropout data for Grades 07-12 by District

3. Data for the Report Card is due. This includes:

    a. Graduation Rate by School and District

    b. Number of Dropouts by district

    c. Attendance as a % of Enrollment for Month 01

    d. Net Membership Month 01 (Enrollment) by race/gender district total with percentages

    e. Net Membership Month 01 by school

    f. Number of Teachers with Advanced Degrees by district

    g. Number of AP courses by district

    h. Number of Carnegie Units taught by district

    i. Free/Reduced Lunch by district

    j. Number of Emergency Licenses by district

    k. Number of Gifted Students by district

APRIL

1. Districts must clear Month 07 MSD files by April 10th .

2. Run reports for Dropouts/Graduates Report:
    a. Dropouts Yearly Report
    b. Dropouts by Reasons
    c. Dropouts by School by Race/Gender
    d. Graduate Rate by District
    e. Graduates by Race
    f. Graduates by Sex
    g. GED Completers by Race/Gender

MAY

1. Districts must clear Month 08 MSD files by May 10th .
2. District should enter the next school year's calendar in MSIS District Events by end of May.

JUNE

1. Processing of Month 09 files will be June 30th at the latest.
2. Remember, each district has 10 days from the last day of classes to approve the Month 09 files.
3. Districts must use the Year End Student Transfer screen to move students from one school to another before records are built for the new school year.
4. Summer Program Report Entry screen must by completed by all schools that host a summer program of some kind per Accreditation.
5. Initial Student Load Transaction files (ISL files) may be sent from June 1 to September 30. This is only for students who are under the age of 7 by September 1st and need MSIS Ids.
6. Update MSIS Reference Manual for the new school year and post it on the MSIS web page.
7. Course code changes are made for the upcoming school year. Course code files are created for vendors to update SAP's.

Appendix "B"

NETWORK/INTERNET APPROPRIATE USE POLICY
Jackson County School District

Introduction

The Internet is an electronic communications network that provides vast, diverse, and unique resources. The goal of the Jackson County School District in providing this service to teachers, staff, and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Jackson County School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing these resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The network system administration and authorized faculty members are employees of the Jackson County School District and are authorized and required to monitor all activity on school network facilities.

The Internet is a vast, global network, linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading from the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college. However, with such great potential for education also comes some potential for abuse. The purpose of this list of guidelines, as well as the contract for Internet use, is to make sure that all who use the Internet use it in an appropriate manner.

Overview

Jackson County School District is CIPA (Children's Internet Protection Act) compliant. CIPA requires schools and libraries to put into place Internet safety policies. The Internet safety policy must include filtering or otherwise blocking access to "visual depictions" of obscene material, child pornography and material that is harmful to students when they are accessing the Internet.

Personal Safety

Users will not disclose use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information, etc. The Jackson County School District will not disclose personal information about students on the district or school website such as their full name, home or email address, telephone number, and social security number.

Users will immediately report to the Jackson County School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

Illegal and/or Unacceptable Usage

User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy.

User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or any material protected by trade secret, and/or any other material that is inappropriate to students.

User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.

User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.

User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.

User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.

User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

System Resource Limits

User shall only use the Jackson County School District system for educational and career development activities and limited, high quality self-discovery activities as

approved by the Jackson County School District. Users shall not use the JCSD Internet for commercial or for profit purposes (ex. eBay).

User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at a time when the system is not being heavily used.

User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people), and/or send/forwarded mass email files that do not contain educational/instructional content across the district network.

User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist in protecting user against a claim or intentional violation of this policy.

User agrees not to provide access to the Jackson County School District's technology for third parties without prior agreement of Jackson County School District.

User agrees not to attempt to damage computer equipment or software or attempt to alter software configuration.

User agrees not to allow anyone to work on Jackson County School District computers and network equipment without permission of the district technology staff. Students are NOT to be allowed to work on equipment or download software on computers without the supervision of the Jackson County Technology Staff.

User agrees not to use the district network with deliberate activities that are considered a waste of staff effort (computer/network support staff) and or network resources such as:

1. play on-line games, music, run websites resident (weather, etc.) chat and/or ANY instant messenger service (ex. AOL, MSN, Yahoo, etc.). All use should serve an instructional purpose and be educational in nature.
2. download any software that allows movies, music, etc., to be viewed or played on the Jackson County School District network (ex. Kazaa, Napster, WinMX, Morpheus, etc.)
3. use of proxies to bypass the content filter for use of social networking sites or other sites specifically blocked by the filter which are deemed inappropriate for student use.

User Rights

Users shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.

Jackson County School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities or any other electronic evidence required that would be conducted through the user's Internet account, e-mail accounts, and school computers.

1. The school district does not provide server space for teacher and student data storage use. Each teacher is provided a PC for classroom use and some teachers have a laptop computer for classroom use. Computer labs are provided for student use. Data is stored both on the teacher computers and student computers, but there are no backups performed by the school or district on a regular basis on any of the individual computers or laptops. The computer of any staff member terminated by the district is isolated by the administration until it is determined there has been no data stored on the machine that would be required for evidence in legal proceedings by or against the district.
2. The school district provides e-mail accounts for every staff member with computer access. E-mail accounts are provided for students on a very limited basis for special needs students. The student accounts are monitored by the specified teacher requesting the accounts. Some technology classes that teach computer skills have e-mail accounts with an on-line service. The district e-mail server is backed up once a week for replacement purposes. This backup is overwritten each week with the current backup. E-mail that has been deleted by the user prior to the backup is not recoverable. Jackson County staff members should use district e-mail to conduct all school related business rather than personal e-mail accounts. By federal law, the use of personal email accounts to conduct school business is subject to discovery. Jackson County School District is planning to provide an e-mail archive system for the 2008-2009 school year. Once funding has been approved, this system will be purchased and installed at the district office. Upon completion, incoming and outgoing e-mail will be archived for a period of five years for eDiscovery purposes. Any e-mail tagged as SPAM will not be saved and archived.

Under no conditions should a user provide his/her password to another person or use another person's password.

User should not expect files stored on a school-based computer to remain private. Authorized staff may periodically inspect folders and logs or network usage may be kept. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of their child's user files.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

Use electronic mail (email) only in response to educational curriculum requirements as assigned by the teacher. Personal use of email for correspondence is not allowed on school computers for Jackson County School District students.

User shall report a virus message found on a computer system to the building/school technology assistant or an administrator and disconnect the system from the network immediately.

User shall close the Internet browser and e-mail program when not actively in use.

User shall report any security issue of a questionable nature to the proper building administrative authority and/or the system administrator.

Use of the Jackson County School District computers and Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.

The school district may include a process for the student to appeal the decision to deny, suspend, revoke or cancel Internet privileges.

Consequences for Failure to Follow Terms and Conditions of the Jackson County School District Appropriate Use Policy

Users of any Jackson County computer system should be aware that they are accessing property of the Jackson County School District and that system is intended for educational purposes. Users agree to the terms and conditions of the Internet Acceptable Use Policy. Users agree to avoid any violation of state or federal laws*. Users are alerted that they are entitled to no expectation of privacy in their use of this computer and access of the Internet. Users' computer usage and Internet access may be monitored at any time for unacceptable and illegal use.

There will be consequences for any user who fails to follow the Jackson County School District and school guidelines and policies. The consequences may include

paying for damages, denial of access to technology, detention, suspension, expulsion, parental contact, or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of the Jackson County School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

State Statutes:
Ms. Code, 1972, SEC 97-5-27. Disseminating sexual material to children, penalties; SEC 97-29-45. Obscene electronic and telecommunications, penalties; SEC. 97-45-3. Computer fraud, penalties; SEC. 97-45-5. Offense against computer users, penalties; SEC/ 97-45-7. Tampering with computer equipment, penalties; SEC. 95-45-9. Offense against intellectual property, penalties.

Federal Statutes:
18 USCS 2510 (1988) Electronic Communications Privacy Act 18 USCS 1030 (1991) Computer Fraud and Abuse Act

Federal Legislation:
Telecommunications/Communications Decency Act Parental Rights and Responsibilities Act

Signatures

Each user will read the Jackson County Computer/Network/Internet Appropriate Use Agreement that states that they understand and will abide by the terms and conditions as stated.

I understand that some Internet violations are unethical and may constitute a criminal offense resulting in legal action. I understand that access to the Internet will be supervised by Jackson County School District personnel and that provisions of the agreement will be reviewed with students. I further understand that the Jackson County School District is not responsible for the actions of individual users or the information they may access.

The AUP will be signed by the student, a student's parent, any teacher, administrator, staff, parent or community member using computers on campus.

The AUP must be dated and signed each year.

This Computer/Internet Appropriate Use Policy is a legal and binding document between the Jackson County School District, its students, faculty and staff, and the administration.

Jackson County School District
Computer/Network/Internet
APPROPRIATE USE POLICY AGREEMENT

Administrator/Teacher/Staff Agreement

I have read the Jackson County School District Computer/Network/Internet Appropriate Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my access can be terminated and I may face other disciplinary measures.

Signature _____

Date _____

Jackson County School District
Computer/Network/Internet
APPROPRIATE USE POLICY AGREEMENT

Student Agreement

Student Section

School Name _____

Student Name _____ Grade _____

Teacher _____

I have read the Jackson County School District Computer/Network/Internet Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my access can be terminated, my parents will be notified, and I may face other disciplinary measures.

Student Signature _____
Date _____

Parent or Guardian Section

I have read the Jackson County School District Computer/Network/Internet Acceptable Use Policy.

_____ I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Jackson County School District computer/Network/Internet system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will emphasize to my child the importance of following the rules for personal safety.

_____ I desire that my child not be given access to the Internet.

Parent Signature _____

~~Parent Name~~ _____

~~Date~~ _____

~~Home Address~~ _____ ~~Phone~~ _____

~~Guest Agreement~~

~~Guest Name~~ _____

~~Address~~ _____

~~Phone~~ _____

~~Staff Member~~ _____

~~I have read the Jackson County School District Computer/Network/Internet Appropriate Use Policy. I agree to follow the rules contained in this policy. I understand my access may be terminated at any time.~~

~~The purpose for which this access is provided is:~~

~~I agree to limit my use to activities related to the above stated purpose.~~

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

~~Signature~~ _____

~~Date~~ _____

MS Code	Description
37-37-7	Powers of examiners; auditing policies

Cross References

Code	Description
JRAB	Compliance with FERPA