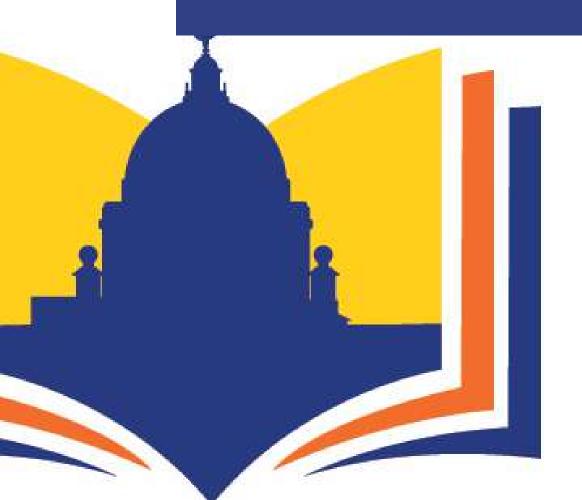
JACKSON PUBLIC SCHOOLS Employee SMART RESTART





INTRODUCTION

Students will be able to return in person on **January 19, 2021.**

Again, Jackson Public Schools has been hard at work planning for the safe return of our scholars. This document covers our plans for a Smart Restart in the spring semester of 2021. It includes the learning options, academic schedules, safety measures, and new routines we are utilizing to continue learning and engagement.

Although school will resume virtually as scheduled for scholars on January 5, 2021, those who opt to do so will return to in-person classes on or after January 19. The District has built in a self-quarantine period following the holiday break and potential exposure during holiday gatherings and festivities.

Our number one priority is ensuring your child is safe and has a comfortable physical environment. We are sharing this information with our JPS parents and families so you can determine which learning option will be the best fit for your scholar and family. This plan is subject to change. We will continue to refine this plan as circumstances change and in coordination with our health officials, elected leadership, families and community members. As we face these unprecedented times together, we appreciate your continued partnership to protect our scholars and team.

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Letter from Dr. Greene

Our number one priority is your child's **safety**.

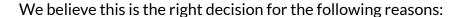
November 20, 2020

Greeting JPS Community,

As you know, back in July, we made the very difficult decision to move our entire educational program to a virtual setting. We made that decision based on multiple convenings with a variety of our stakeholders including teachers, students, parents, and community partners. And now, as we prepare for the spring semester, we are reminded that not all of our JPS families are similarly situated, and we must therefore offer more options to ensure that our scholars succeed.

So here is our plan for the spring semester:

- All JPS scholars will have the option to continue real-time, virtual instruction.
- Elementary scholars will have the option to return to in-person, traditional instruction Monday-Friday with appropriate social distancing and enhanced cleaning.
- Middle and high school scholars will have the option to participate in a hybrid instruction program on alternating A and B Days to allow for greater distancing and enhanced cleaning.



- We will have enough devices for each of our scholars to have their own.
- The social and emotional needs of our scholars are great, and it's very difficult to offer support for those needs virtually.
- Our youngest scholars require in-person instruction to ensure they have the foundational skills for greater success.
- There is a promising vaccine on the horizon.
- We have been learning lessons from others who have run in-person, traditional instructional programs during the pandemic.
- While it's critical to maintain our safety, we must also ensure that our scholars are prepared for life after the pandemic.

I'm excited to transition to this plan that we've coined a Smart Restart. We will continue to monitor the data and adjust the plan as necessary. Our community, like others around the world, has developed strategies for living through the pandemic, and I know that you'll do everything you can to help keep us safe.

Thank you to the many members of the JPS community who have demonstrated our core values of excellence and growth mindset: Our teachers who have embraced this new normal and learned new technologies and ways to engage students virtually; our bus drivers and Child Nutrition workers who have altered their approaches to deliver meals and collect instructional packets; our school leaders and support staff who have led virtual staff meetings and supported staff members with drive-by parades; and our families who have supported scholars through virtual learning and created home classrooms, dropped off packets, and organized mini church schools.

To all of you, we see you and appreciate your support as we brave these circumstances together. We'll need your continued support as we move forward with a Smart Restart.

Thank you,

Errick L. Greene, Ed.D. Superintendent





Accommodation Options for Employees Starting January 2021

View our JPS ADA Accommodations Video prepared by the Chief of Staff located at www.jackson.k12.ms.us/ADAAccommodations.

Jackson Public Schools' response to the COVID-19 pandemic is designed to sustain our important mission of education while maintaining the health and safety of our faculty, students and staff.

As you may know, paid leave under the Families First Coronavirus Response Act, which is known as FFCRA, is a temporary rule which requires that certain employers provide up to 80 hours of paid sick leave to employees who need to take leave from work for certain specified reasons related to COVID-19. Please note that this act expires December 31, 2020.

After FFCRA expires, the employee can utilize the Family Medical Leave or FMLA. Please note that your accumulated sick time will be used.

First, faculty or staff who have a disability and are in need of an accommodation to make work possible, may complete the Americans with

Disabilities Act Accommodation Request Form. You'll need to provide your demographic information and medical support documentation. You should also detail what kind of accommodation you are seeking.

Second, faculty whose health condition falls within one of the CDC High Risk Categories for COVID-19 may request a workplace accommodation through the reasonable accommodation process by utilizing the ADA Accommodation Request Form that's located on the Intranet under forms and documents. Please note that the accommodation granted for the Spring semester by the district may look totally different from the accommodations granted for the Fall semester. All applications will be reviewed and assessed based on:

- ADA guidelines,
- compelling personal need,
- job role and eligibility, and
- district staffing needs.

You'll need to provide a new Medical Information Request form indicating the need for an accommodation and completed by your medical provider. All applications received prior to December 9th will be reviewed by the Accommodations Review Committee, with a decision provided prior to the winter break.

The final category are teachers or school support staff members who preference work from home to teach virtually and are NOT disabled AND NOT meeting one of the CDC high risk categories. Again, complete the ADA Accommodation Request Form and indicate your virtual teaching preference. These applications will be reviewed by the academic leadership team in partnership with your school principal and based on the staffing needs within your school's division.

At Jackson Public Schools, the health and wellness of our faculty, staff, and students is our top priority. If you have any questions about the content described in this video, please call our office at (601) 960-8745.



Staff COVID - 19

Prevention & Reporting Procedures

CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease, identified in 2019. COVID-19 is a novel (new) disease, in that it has not previously been seen in humans.

There are many types of human coronaviruses that commonly cause mild upper-respiratory tract illnesses; however, COVID-19 can cause severe respiratory symptoms with the potential to become deadly.

There is currently no vaccine to prevent coronavirus disease (COVID-19) nor is there a cure.

The best way to prevent illness is to avoid being exposed to this virus. The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about six feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby and inhaled into the lungs.
- COVID-19 can be spread by people who are not showing symptoms.
- Cases of reinfection with COVID-19 have been reported but are rare.

In order to slow down and STOP the spread of the virus, you should:

Wash Your Hands Often

- Vigorously wash your hands often with soap and water for at least 20 seconds especially while in a public place, after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid Close Contact

- Inside your home: Avoid close contact with people who are sick.
- Outside your home: Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread the virus.
 - Stay at least six feet (about 2 arms' length) from other people.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover Your Mouth And Nose With A Mask When Around Others

- The mask is meant to protect other people in case you are infected. There is added protection when a mask is worn on all individuals.
- Everyone should wear a mask in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing, and social distancing is not a substitute for mask-wearing.

Cover Coughs And Sneezes

 Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and begin proper handwashing immediately after.

Clean And Disinfect

• Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, writing utensils or stationery, phones, keyboards, toilets, faucets, and sinks. Remember to also keep your glasses and face shields clean.

Monitor Your Health Daily

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- Take your temperature if symptoms develop.
- Follow CDC guidance if symptoms develop.

Monitor Your Health Daily, (continued)

- If symptoms persist, notify your immediate supervisor. Staff members who
 test positive for COVID-19 must follow the Jackson Public Schools' COVID 19 Communications Protocol. The following protocols are to be completed
 within 24 hours of the reported positive COVID -19 case.
 - 1. Interview the staff member to learn additional details. The immediate supervisor will conduct the interview to gather information such as the date of the positive test results, the last time the employee was in the office/school or work place, which fellow staff members the employee was in Close Contact with on last visit to the school/office or workplace (Close Contacts are defined as persons within six feet of another person for a minimum of 15 cumulative minutes over a 48-hour time period). This information is to be documented on the Report Directory and sent to Nurse Mallory Jones.
 - 2. Provide staff member with Staff FAQs & Exposure Notification guidance.
 - 3. Communicate with your appropriate assistant superintendent or chief so that they may draft a letter communicating with team members using the communication template.
 - Send the signed letter to Sherwin Johnson (sherjohnson@jackson.k12.ms.us)
 in Public Engagement. He will inform impacted staff.
 - 5. Contact Nurse Jones (<a href="mailto:mail
 - 6. Email Sandra Robinson (sarobinson@jackson.k12.ms.us) to inform her of the need for enhanced cleaning protocols.

It is very important that these protocols are followed in a timely manner. Timely reporting activates contact tracing which can help slow the spread of the virus and help protect you, your family, and your community. Curbing the spread and prevention measures can save someone's life. Public health officials are also able to better assist us with decision making as it relates to isolation, quarantines, and school closures.

If you have questions or need additional support, please contact the Office of Climate and Wellness at (601) 960-8705.

COVID-19 ADA Reasonable Work Accommodations Frequently Asked Questions (FAQs)

1. Will I have to submit a new JPS COVID-19 Reasonable Work
Accommodation Request Form for the Spring Semester, or can I just carry over my previously approved request?

Yes. All employees applying for a reasonable work accommodation request for the Spring semester of the 2020-2021 school year will need to complete the ADA Reasonable Accommodation Request Form, regardless as to whether you were approved for a work accommodation during Fall Semester of the 2020-2021 school year.

2. Will I be able to apply for paid leave if I test positive for COVID-19, suspect COVID-19 exposure, or begin to exhibit COVID-19-like symptoms?

After the First Family Coronavirus Response Act (FFCRA) expires on December 31, 2020, employees can utilize the Family Medical Leave Act (FMLA). Please note that your accumulated sick time will be used.

3. I heard I might not have paid leave after the winter break if I get sick or have to quarantine. Is that true?

After the First Family Coronavirus Response Act (FFCRA) expires on December 31, 2020, employees can utilize the Family Medical Leave Act (FMLA). Please note that your accumulated sick time will be used.

- 4. What options do I have as an employee if I have already used my 80 hours of approved COVID-19 leave, but have to miss work due to COVID-19? After the First Family Coronavirus Response Act (FFCRA) expires on December 31, 2020, employees can utilize the Family Medical Leave Act (FMLA). Please note that your accumulated sick time will be used.
- 5. If I am caring for an adult family member that is classified as an individual at increased risk for severe illness from the virus that causes COVID-19, can I be approved for a reasonable accommodation? The

Americans with Disabilities Act (ADA) only covers active employees, not family members. An employee is able to utilize the Family Medical Leave Act (FMLA) if a period of leave is required to care for a family member.

6. Where can I find the necessary forms needed to request a reasonable work accommodation?

The Americans with Disabilities Act Reasonable Accommodation Request Form and all supporting forms are found on the JPS Employee Intranet Page under the "Forms and Documents" tab.

7. When is the latest that I can apply for a reasonable work accommodation?

Employees can submit a request for a work accommodation at any time once the application is active. All applications received prior to December 9, 2020, will be reviewed by the Accommodation Review Committee with a decision provided prior to the Winter Holiday Break. All applications received after December 9, 2020, will be reviewed with a decision provided after employees return to work on January 4, 2021.

8. What do reasonable work accommodations consist of?

All accommodations requests will be reviewed and assessed based on ADA guidelines, compelling personal need, job role and eligibility, and district staffing needs. Please note that the accommodations provided for employees during the Spring Semester may look completely different from accommodations approved for employees during the Fall semester. Please refer to the JPS ADA Accommodations Video for more details.

9. What information will be considered when determining if I am eligible for a reasonable work accommodation?

All accommodation requests will be reviewed and assessed based on ADA guidelines, compelling personal need, job role and eligibility, and district staffing needs. Please note that the accommodations provided for employees during the Spring Semester may look completely different from accommodations approved for employees during the Fall semester. Please refer to the JPS ADA Accommodations Video for more details.

10. I have a health condition that leaves me immunocompromised. I submitted a doctor's letter in August, and my district granted me an accommodation, saying that I could work from home. I just received a letter from the district saying I now must return to the campus for inperson instruction. Can the district take away my accommodation after it has been granted?

All employees applying for a reasonable work accommodation request for the Spring semester of the 2020-2021 school year will need to complete the ADA Reasonable Accommodation Request Form, regardless as to whether you were approved for a work accommodation during Fall Semester of the 2020-2021 school year.

11. Can a staff member request to work remotely rather than returning to work in person if they are afraid of becoming infected?

All accommodation requests will be reviewed and assessed based on ADA guidelines, compelling personal need, job role and eligibility, and district staffing needs. Teachers or school support personnel who request to work from home and are not disabled and/or do not meet one of the CDC high risk categories will have their requests reviewed by the academic leadership team in partnership with the school principal based on the staffing needs within your school's division. Please refer to the JPS ADA Accommodations Video for more details.

12. What leave options do I have if I am unable to return to in-person instruction, but cannot get an accommodation or because I get sick or need to quarantine?

After the First Family Coronavirus Response Act (FFCRA) expires on December 31, 2020, employees can utilize the Family Medical Leave Act (FMLA). Please note that your accumulated sick time will be used.

13. What is an outbreak?

An outbreak is defined as 3 or more connected cases of COVID-19 in a classroom or group (sports team, group activity, band, or other) within 14 days.

14. At what point will JPS contemplate quarantining a classroom?

In the event of a suspected outbreak, the entire class or group should be quarantined. In a classroom or group setting (such as a sports team, or other activity) when it is difficult to determine specific contacts, then consideration should be given for exclusion, quarantine, and testing recommendations for the whole group or classroom, rather than limiting to a few known close contacts.

15. At what point will JPS contemplate closing a school?

If 3 or more connected individual classroom settings, defined groups, or defined buildings are experiencing simultaneous outbreaks, or If multiple absentees or exclusions of students and staff are leading to disruptions in on-campus functioning and impacting the learning environment, then school closure may be considered.



Safety Measures

View our **COVID-19 Prevention Strategies Video** prepared by the Nurses Unit (Office of Climate & Wellness) located at www.jackson.k12.ms.us/COVIDPrevention.

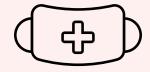
ENTRY SCREENING

Parents are urged to perform temperature screenings before arriving on campus. Daily temperature checks will be taken as scholars board buses or arrive at school.



INCREASED HAND WASHING

Regular handwashing and hand sanitation breaks will be provided throughout the school day.



MANDATORY FACE COVERINGS

Facial coverings will be required from the boarding of a school bus or arrival on campus through the end of the school day. Scholars will be provided two washable and re-usable facial coverings for grades 3 through 12 and 1 face shield for grades Pre-K through 2.



Each scholar will receive a device along with training on how to navigate activities & properly disinfect the device. Classwork will be conducted using technology.



SOCIAL DISTANCE

Separation will be maintained to the extent reasonable and practical., including while in hallways, restrooms, cafeterias and other common areas.



NURSING & WELLNESS

Scholars and staff will be continually monitored. Nurses will be in regular contact with administration should anyone become symptomatic. Parents will be notified if their child becomes symptomatic with recommendations concerning further actions.

Routines & Procedures



All buildings will have daily deep cleaning. High touch points and restrooms will be disinfected throughout the school day.



Only scholars and staff will be allowed into buildings. Deliveries will be strictly controlled. Parent meetings will be held virtually or by phone. Scholar pickup and drop off will occur outside entry doors.



SCHOOL BUS SAFETY

Temperature checks will be performed before boarding buses. Drivers will be masked and gloved. Scholars will sit in designated areas with mandatory facial coverings. Disinfecting will occur between routes in high touch areas.



Meals will be provided in classrooms or socially distanced in cafeterias. A modified "Grab & Go" meal service will be offered to virtual scholars.



SCHOLAR MOVEMENT

Schedules will limit large gatherings of scholars and staff. Outdoor activities and "unmasking" breaks will be integrated into the academic schedule.



SOCIAL WORK

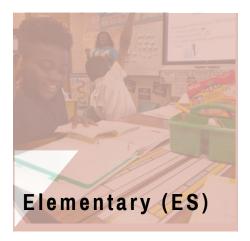
Educators and staff will monitor scholars and each other for emotional distress.

School counselors will assist with implementation of social-emotional learning and counseling sessions.



Learning Options

Depending on student grade level, JPS families will have <u>TWO</u> options for educating their scholars in the spring.







Hybrid Learning OR Virtual Instruction



Hybrid Learning OR Virtual Instruction

The Traditional/On-Site Learning Program will consist of the following (ES):

- Blended instructional delivery in classrooms Monday-Friday (frequent technology use, students access learning programs and electronic textbooks, etc.)
- Extra care and consideration to be provided for our youngest scholars (environment, behavior expectations, breaks, etc.)
- Reduced activities to achieve distancing (assemblies, field trips, athletic programs, etc.)

Hybrid Learning will consist of the following (MS & HS):

- A/B Day Schedules
- Middle: Scholars alternate inperson attendance days based on assigned cohort (Cohort 1, A; Cohort 2, B)
- High: Scholars alternate in-person attendance in core subjects by grade (9th & 10th, A; 11th & 12th, B)

The Virtual Learning Program consists of the following (ES/MS/HS):

- Scholars utilize technology for both synchronous (real time) and asynchronous (video) learning experiences each day
- Teachers engage scholars in learning experiences based on a clearly defined schedule
- Scholars with special needs are supported by the classroom teacher as well as other support staff
- Parents/guardians provide additional support and guidance with learning outcomes

IMPORTANT: Once selected, families will maintain their instructional option through the end of the grading term.

Academic Schedule

ELEMENTARY (Grades PK-5)

Monday-Friday 7:30 a.m.-1:30 p.m.

Elementary schools will use the **virtual** and **onsite, face-to-face** learning models for providing quality instruction in all core academic courses.

MIDDLE SCHOOL (Grades 6-8)

Monday-Friday 8:00 a.m.-2:30 p.m.

Middle schools will use the **virtual** and **hybrid** learning models for providing quality instruction for all courses.

HIGH SCHOOL (Grades 9-12)

Monday-Friday 9:00 a.m.-4:00 p.m.

High schools will use the virtual and hybrid learning models for providing quality instruction for all credit-bearing courses.

Exceptional Education: Scholars that receive instruction in a functional skills classroom will use the **traditional** and **virtual** instructional models for providing quality instruction. Support services including **Exceptional Education and Gifted** (Open Doors) will follow one or more models:

- Staff wearing personal protective equipment (PPE) will "push-in" by providing services to scholars in the classroom.
- Staff wearing PPE will pull a scholar out individually or with classroom peer scholars to provide services.
- Staff will pull a scholar out with non-classroom peer scholars. All staff and scholars will wear PPE and social distance as much as possible given room constraints.

Athletics & Co-Curricular Activities

If social distancing is feasible and modifications are made, sports will resume with high school basketball and soccer games in December 2020 and middle school games in January 2021.

Due to the fluid nature of the circumstances, these plans are subject to change. To ensure that our scholars are safe, the following guidelines will be implemented:

- Transportation: Girls and boys teams will ride on separate buses.
- Participation Limits: Basketball teams limited to 15 players. Cheer teams limited to 8 at a time.
- Attendance Limits/Seating: Game seating limited to 25% capacity. First two rows from court will remain vacant. Spectators will skip one row vertically and sit six feet apart horizontally. No more than two may sit in close proximity.
- Clear Bag Policy: The clear bag policy will be enforced.
- No Mask, No Entry: Masks will be required for everyone inside the gym.
- **Dismissal At Conclusion of Game**: Spectators will be dismissed by campus enforcement and school administrators in sections. Teams will exit court immediately.
- **Sanitation**: Hand stations will be at the gym entrance, concession stand, score table and both sides of gym. Custodial staff will monitor restrooms. Locker rooms will not be used. Team seating area will be cleaned between games and at half time.
- Concessions: Only pre-packaged food will be sold. Workers must wear gloves and masks.
- Scores Table: Only book keeper and clock operator will be allowed.

Shared Responsibilities

Working together, we will promote learning and safety.





TOPIC	FAMILY RESPONSIBILITIES	JPS RESPONSIBILITIES
PPE & SUPPLIES	 Launder/clean face coverings. Replace unserviceable face coverings. 	 Provide 2 face coverings (Grades 3-12) and 1 face shield (Grades PK-2) for all JPS scholars. Provide hand sanitizer, soap, gloves, and disinfectants to custodial teams.
HEALTH CHECKS	Check your child's temperature each morning.Keep your child at home when sick.	 Check temperatures for scholars prior to boarding buses and all staff/scholars at entry of schools.
TECHNOLOGY	 Provide internet connectivity for child's device OR indicate need for support with connectivity. 	 Provide an internet-ready device for all JPS scholars. Provide technical support to parents.
REGISTRATION	 Register your returning scholar for school online. Register your new scholar at Poindexter Complex by appointment (601) 960-8850. 	 Offer online registration support to families. Streamline new scholar registration appointment process.
COMMUNICATION	 Communicate any symptoms or illness to your child's teacher. Provide updated contact information in event of a move or life change. 	 Provide frequent and timely updates on our website and social media channels (Facebook, Twitter, & YouTube). Launch new JPS mobile app with push notifications with key updates.
VIRTUAL INSTRUCTION	 Monitor your child's progress with virtual learning. Provide a quiet space and consistent schedule for completing online coursework. 	 Provide high-quality virtual instruction. Develop engaging units for scholars learning virtually.

School Reopening Advisory Committee

The administration of Jackson Public Schools wishes to thank the members of the **School Reopening Advisory Committee** (SRAC). The committee — made up of city leaders, health professionals, JPS parents and scholars, board members, and district staff — conducted five virtual meetings and considered what was best for students, staff, and the community through the lens of physical health, social-emotional health, & student achievement. We are also appreciative of the scholars, parents, and teachers who contributed their ideas and wisdom to the **Superintendent's Reopening Panels**. Your thoughtful counsel was vital to the formation of this Safe Restart Plan.











Core Values

At Jackson Public Schools, we believe in the importance of equity, excellence, growth mindset, relationships, relevance, and positive and respectful cultures.

EQUITY

Our vision of equity, put simply, is "all means all." We ensure equity by celebrating each scholar's individuality, interests, abilities and talents; providing each scholar in each school with equitable access to high-quality instruction, courses, and resources; and holding high expectations for all scholars to graduate college-ready and career-minded. Similarly, we recognize and value the individual abilities, experiences and talents of our staff; providing all staff with equitable access to opportunities for development and growth; and ensuring that such opportunities are provided through clear and transparent processes.

EXCELLENCE

High expectations for our scholars help to prepare them for college and career paths. High expectations from and for all adults foster ownership, consistency, and transparency. Every member of our district performs with an attention to detail and the quality that each task demands in order to achieve great outcomes.

GROWTH MINDSET

Our leaders—scholars and staff—thrive in environments where belief in their abilities is affirmed. Everyone in the organization embraces the ideal that effort and perseverance lead to success.

RELATIONSHIPS

It is essential to develop relationships through mutual respect of culture, social context, and community. This allows us to create a community of safety, trust, productive vulnerability, and genuine connection as we celebrate successes and value opportunities for constructive feedback.

RELEVANCE

Scholars experience relevant education that is engaging, motivating, and inspiring, leading to a lifelong commitment to learning. Our scholars must learn to connect with each other, the larger community, and the 21st-century world, ultimately developing agency to contribute to positive change in Jackson, in Mississippi, and in the world.

POSITIVE AND RESPECTFUL CULTURE

Scholars and staff thrive in learning environments where growth and achievement are the highest priorities and climates are safe, positive, and respectful. These environments engage and excite all scholars, leaving them hungry for more knowledge. All adults contribute to a positive and respectful culture allowing them to experience more productivity, increased retention, and joy at work.









Contact Information

Chief of Staff	(601) 960-8738	Dr. Michael Cormack, Chief of Staff
Climate & Wellness	(601) 960-8705	Amanda Thomas, Executive Director
Human Resources	(601) 960-8747	Saundra Lyons, Executive Director
Public Engagement	(601) 960-8935	Sherwin Johnson, Executive Director



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