Mississippi Achievement School District

Jermall D. Wright, Ed.D., Superintendent

Staff Handbook
Dear Employees,

Welcome to the Mississippi Achievement School District (mASD) where we are providing an educational experience worthy of consumption!

It is the mASD’s inaugural year and you have been chosen to be a part of this history-making educational endeavor. As shared during convocation, our District’s success will depend on how well we serve our students. It will also be dependent on the dedication, commitment, and enthusiasm of our staff and the willingness of our staff to do what is best and educationally sound for all students.

Some of you are new to the District, new to the profession of education, or continuing your employment with the District. Either way, we are pleased you have joined our team. The purpose of this handbook is to provide all mASD employees with important information and references to district policies, regulations, and procedures that will pave the way for employees to have a successful year and work experience.

Please be reminded, however, the handbook is not a detailed description of all employment policies and the district retains the right to modify anything contained in this handbook at any time. Please be sure to take the time to review the policies which govern employee practices and conduct. Every employee contributes to the overall success of our students and we must work together to ensure our students acquire the skills and knowledge they need to make productive contributions in our world. I hope you find your employment with the mASD a rewarding and enjoyable experience.

Jermall D. Wright, Ed.D.
Superintendent
Welcome to Mississippi Achievement School District (mASD). It is our belief that the contribution of your skills, knowledge, and positive attitude are essential components to the success and growth of the District. Our success is also dependent on clear policies and procedures to guide and govern our work. Therefore, this mASD Staff Handbook has been designed for this very purpose.

Please review and familiarize yourself with this staff handbook which has been prepared as a general guide to provide you with information regarding mASD policies, personnel procedures, benefits, responsibilities, and employee expectations. Nothing in this handbook shall be interpreted as establishing a contract of employment between the mASD and the employee. The District reserves the right to make revisions based on need and/or the desirability for change at any time. Thus, any policy, procedure, benefit, responsibility, and/or expectations outlined in this handbook may be modified with or without advance notice.

If you have additional questions, please contact your immediate supervisor or personnel in the Office of Talent and Human Capital at 662-746-2125.
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COMPLIANCE STATEMENT

Educational Amendments: 1964, 1972, Others

It is the policy of Mississippi Achievement School District to comply with all provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and the Carl Perkins Act of 1984, Section 504 of the Rehabilitation Act of 1983, and IDEA.

The school district directs that no person shall, on the basis of race, color, national origin, sex, disability, age, or religion, be discriminated against, or excluded from, or denied the benefits of, any program or any opportunity or activity provided by this educational agency.

This action of the school district applies to all applicants for employment in this school system, present employees, and to students. Any inquiries regarding compliance should be directed to:

Dr. Sametra Brown,
Director of Human Capital and Talent Management/Title IX Coordinator
Mississippi Achievement School District
1133 Calhoun Ave
Yazoo City, Mississippi 39194
662-746-2125
VISION STATEMENT
The mASD will be the flagship district of the state preparing students to compete and lead globally by providing equitable access to 21st century learning experiences.

MISSION STATEMENT
Providing an educational experience worthy of consumption.

CORE VALUES
Accountability
Commitment
Integrity
Teamwork
Compassion
District Directory & Contact List
Office of the Superintendent
662.746.2125
Dr. Jermall Wright, Superintendent
Jessie Lee, Executive Assistant

Division of Finance and Business Affairs
662.746.2125
Melba Beasley, Executive Director
Stacey Langston, Secretary
* Finance and Business
Dinnisher Gamble, Payroll Accountant
Vanessa Nichols, Payroll Accountant
Felicia McGhee-Bullock, Purchasing Accountant
Keisha Boddy, Accounts Payable
Twana Evans-Thurmond, Accounts Payable
Alfred Evans, Warehouse Manager & Courier
Omara Hales, Fixed Assets Clerk
* Talent Management and Human Capital
Dr. Sametra Brown, Director
David Starling, Coordinator
Melinda Cowan, Analyst

Division of Academics
Sarah Bailey, Chief Academic Officer
* Academics – 662.247.6050
Dr. Sabrina Palmer,
Exec. Director of Teaching & Learning
Dr. Shauna Johnson, Director of School Support
Anthony Carlyle, Curriculum Coordinator, Health/PE
Christie Hatten, Curriculum Coordinator,
ELA & Social Studies
Lucy Ann Martin, Curriculum Coordinator,
Mathematics
Alphie Clark, Specialist, K12 Science
* Special Services – 662.247.6070
Dr. Delarius Stewart, Director, Special Services & Student Supports
Brenda Martin, Coordinator, Special Education
Shalonda Holmes, Coordinator,
Student Behavioral Supports
Carolyn McKenzie-Ball, Special Education Secretary
Felicia Ball, CEIS Case Manager
Azizi Clark, Special Education Secretary
* Federal Programs – 662.247.6024
Dr. Angel Meeks, Director, Federal Programs
Kathleen Turner, Title I Coordinator

Stephanie Weekly, Federal Programs Bookkeeper
Division of Operations – 662.247.6000
Dr. Frederick Hill, Chief of Staff & Operations
Marvin Jones, Director of Transportation
Todd McDaniel, Director of Facilities & Maintenance
Charity Williams, Director of Technology
Johnny Love, Assistant Director of Technology
Adrienne Parker, Assistant Director of Information Systems
Gail Griffin, Director of Child Nutrition/Food Service
Aldena Snow, Asst Director of Child Nutrition (Yazoo Campus)
Henry Williams, Child Nutrition Coordinator
Edna Chapman, Secretary, Child Nutrition
Lynn Walker, Secretary, Child Nutrition (Yazoo Campus)
Chief Cedric Brown, Director of Safety & Security
Coach Anthony Carlyle, Athletic Director
Schools

Ida Green Elementary School  
662-247-6080 Phone  
Nicole Dobbins, Principal

Webster Elementary School  
662-746-4093 Phone  
Marquita Robertson, Principal

O.M. McNair Middle School  
662-247-6060 Phone  
LaMarlon Wilson, Principal

McCoy Elementary School  
662-746-5800 Phone  
Jacqueline Ellis, Principal

Humphreys County High School  
662-247-6040 Phone  
Xavier Hodo, Principal

Woolfolk Middle School  
662-746-2904 Phone  
Carmella Scott, Principal

Thomas C. Randle CTE Center  
662-247-6030 Phone  
Barbara Norwood, Director

Yazoo City High School  
662-746-2378 Phone  
Michael Tardy, Principal

Humphreys County Alternative Center  
662-247-6050 Phone  
Timothy Ginn, Director

Larry Summers CTE Center  
662-746-7642 Phone  
Gregg Giles, Director

Yazoo City Alternative Center  
662-746-0985 Phone  
James Peters, Director
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ACCIDENTS

All school staff members are responsible for the safety of all students. Any injury to a student must be given immediate attention. No procedure can be pre-formulated and completely applicable in all situations. The following are general guidelines and may be modified as individual situations occur.

- Follow the emergency plan for your school.
- Remain calm and promptly decide what needs to be done to prevent the situation from worsening.
- Act decisively and take charge.
- If an accident is serious, send someone to the office or notify the office to ask for help.
- Resume normal activities as soon as possible.
- Immediately submit a written report to the office when an accident occurs.

ACCOUNTING PROCEDURE

The principal is responsible for all funds collected at the school level. For this reason, no collection of funds or purchases of any kind may be made without written documented approval of the principal, department head and/or division head, and the superintendent.

When money is collected by any District employee, a receipt should be provided. Careful attention should be given to the collection and handling of funds. The following guidelines should be followed:

- Any collection of money must receive prior written and documented approval of the principal, department head and/or division head and the superintendent.
- Receipt all money collected when it is collected.
- Keep receipted money in a secure place.
- Before you leave school each day, turn in the money and a copy of the receipt to the school secretary/bookkeeper. The money and receipts must reconcile. The secretary/bookkeeper will write you a receipt and return it to you.
- Consult your secretary/bookkeeper for accounting procedures and guidelines specific to your school.
- All fund raisers must be approved by the superintendent.

ADDRESS/TELEPHONE

- Students- A current address, telephone number, and the name and telephone number of an emergency contact for each student should be kept on file in the school office. Changes should be reported to the school secretary within two days.
- Teachers- Name and address changes should be reported within two days to the school office and to the Department of Human Capital and Talent Management.
- All Staff- should have emergency numbers on file in the school office or division office.
ANTI-HARASSMENT POLICY

The mASD is committed to providing a work and school environment which is free from all forms of discrimination and conduct that can be considered harassing, bullying, coercive or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual’s sex, race, color, national origin, religion, disability, or any other legally protected characteristic will not be tolerated.

It is the intent of mASD to maintain an environment free from harassment of any kind, including sexual harassment and bullying. Therefore, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and bullying of any nature, are prohibited. It shall be a violation of district policy for any employee to use sexual harassment or harassment in any form toward any other employee or student. The District will investigate all formal and informal, verbal and written complaints of such harassment. Any employee who is found to have harassed any employee or student will be disciplined.

Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

ANTI-RETALIATION PROCEDURE

The District prohibits retaliation against any individual engaged in a protected activity. Protected activities include making an honestly believed complaint of sexual or other forms of harassment; participating as a witness or otherwise in a harassment investigation; or requesting accommodations based on religion or disability. Employees can raise concerns, make reports, request accommodations, and participate in investigations without fear of reprisal.

Retaliation conduct is seen as an adverse action that could dissuade a reasonable worker from making or supporting a charge of discrimination. This includes actions such as termination, demotion, refusal to promote, threats, unjustified negative references or increased surveillance. Retaliation will not be tolerated and will be cause for disciplinary action.

ARREST OF EMPLOYEE

Employees arrested for any reason must notify their supervisor within 24 hours. Supervisors will immediately inform Dr. Sametra Brown (Director of Talent Management and Human Capital) who will notify the Superintendent.

ASSISTANT TEACHERS

Assistant teachers are paraprofessionals who work under the supervision of the classroom teacher to whom they are assigned. A paraprofessional has additional responsibilities consistent with the requirements of Every Student Succeeds Act. All teacher assistants and paraprofessionals must be at least 18 years of age or older. All assistant teachers are required to have 48 hours of post high school coursework from an accredited college or university or pass the WORKEYS test.
Assistant teachers are ultimately responsible to the school principal. In no case shall the assistant teacher discharge duties assigned by the classroom teacher which are in conflict with administrative policies and procedures. Assistant teachers are not to administer or prescribe punishment to students. Misbehavior should be reported to the teacher or principal.

ASSISTANT TEACHER EVALUATION

Duties and responsibilities are reviewed at the beginning of each year with ALL assistants. Assistants new to the District will receive in-service training. Assistant teachers are evaluated by the teacher and principal at the close of the school year using the District evaluation instrument for assistant teachers.

ATTENDANCE

Employees are expected to be prompt and consistent in attendance every day of the employee’s contract or work schedule. Personal appointments should be scheduled after normal workday hours, whenever possible. Schedules differ within the District according to job position, classification, and various business needs. Your administrator/supervisor will discuss your regular working hours with you prior to your first day of employment.

• Teachers, and all other staff members, are to report as scheduled by the principal and clock in immediately.
• If you are going to be absent due to illness, you must notify the principal/supervisor or designee as soon as possible.
• If you are late for any reason, contact the principal/supervisor so arrangements can be made to cover your job until you arrive.
• Employees who clock in after the scheduled time or have problems relative to timely arrival for scheduled duties shall, on that day, provide the office with a written, dated explanation of reason for failure to arrive on time.
• No employee is to leave campus during duty hours without permission of the principal.

For the purpose of determining tardiness, an employee is tardy if he/she reports to work any time after the designated start of the scheduled workday. In general, road construction, traffic congestion, personal issues, and “normal” weather conditions are not acceptable reasons for tardiness.

An employee’s attendance record may be considered unacceptable under the following circumstances:

• a pattern of absence(s), tardiness or early departures which adversely impacts District operations and/or an employee performance, as determined by the employee’s immediate supervisor;
• an employee has a history of not following established school or departmental procedures for reporting absence(s) and/or tardies;
• an employee has exhausted his/her paid time off balance and continues to be absent without authorized approval;
• an employee is using sick leave for purposes not allowed.
Unacceptable attendance records may result in disciplinary actions or possible termination. Any employee who fails to report to work without notice for two consecutive days will be considered to have voluntarily terminated employment, effective at 5:00 p.m. on the second day of unreported absence.

**BUSINESS MEETINGS**

The Mississippi Achievement School District will the fourth Thursday of every month. Meetings are held at alternating location. The meeting schedule will be posted on the district website. The meeting is open to the public.

**CARE OF CLASSROOM**

The classroom should be neat, colorful, interesting, and attractive. Old materials should be removed and discarded. Teachers might ask themselves:

- Are the surroundings cheerful and attractive?
- Does the appearance of the room stimulate the imagination and interest of the students?
- Are meaningful student work, pictures, drawings, collections, and other items of interest displayed?
- Are students surrounded by a variety of books, magazines, pamphlets, models, specimens, and materials for work?
- Are desktops kept clean and free of marks?
- Is all trash in the wastebasket?
- Are white boards clean?
- Are students sitting too close to walls or white boards?
- Do students assume some of the responsibilities of the care of the room?
- Are floors cleared of paper, books, pencils, etc.?

**CELL PHONES**

Cell phones are to be silenced during instructional time. Under absolutely no circumstances should any teacher/staff member exchange cell phone numbers with a student or contact a student through any channels other than those provided by the District. Should a student contact a teacher/staff member via their personal cell phone or social media sites, the teacher/staff member must immediately report this contact to their principal.

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

Further, the mASD recognizes that there are many convenient and efficient means of communication available to Personnel who need to contact groups of students. Personnel are encouraged to be proactive in the delivery of verbal messages in group settings during scheduled practices or events. The mASD understands that group messaging in certain conditions is justifiable. However, the use of text messaging,
instant messaging, chat rooms, email, giving or accepting invitations to personal social networking sites such as Facebook, Twitter, etc., or calling/accepting calls from individual students is a dangerous practice for the supervising adult, especially when these activities take place outside the normal school day or away from school activities. These communications could easily be misconstrued to be inappropriate contact with students and could lead to dismissal and/or criminal charges. **Communication with individual students by personnel through the use of these technologies is not permitted and will be viewed as evidence of inappropriate conduct towards students.** Please be reminded that any discussion during and after school hours of school-related issues through Facebook, Twitter, or other social media is in direct violation of the Family Educational Rights and Privacy Act (FERPA). Each instance will be dealt with on an individual basis. E-mail communication or texting with your class or teams must be managed through a district provided communication system. This group e-mail and group text messaging must be conducted during appropriate hours of the day. As advances in communication technology are made, this policy should be interpreted to cover new developments in technology and new methods of written communication. Infractions with regard to communication methods will be addressed by school and district administrators in accordance with district policy.

**CODE OF ETHICS**

All employees of mASD, both classified and non-classified, are expected to conform to high standards of ethical behavior in the performance of their duties. The code of ethics, developed by the Mississippi Department of Education, is included in this staff handbook as a guide to ethical conduct. This code is designed to protect the health, safety, and general well-being of students and employees throughout the school district. **See Appendix for the Code of Ethics/Standards of Conduct.**

**mASD Statement of Ethics for All School Personnel**

- District personnel should abide by federal, state, and local laws as well as the policies of the mASD.
- District personnel should maintain an appropriate relationship with students at all times, both in and outside the classroom.
- District personnel should make the well-being of students their primary consideration in decision-making and actions.
- District personnel should report any concerns to their supervisor or a District administrator in a timely manner and seek advice on resolution.
- District personnel should exemplify honesty and integrity in the fulfillment of their duties and responsibilities.
- District personnel should refrain from the use of alcohol or illegal or unauthorized drugs while on school district property during school hours, or at any time while at any school-related activity involving students.
- District personnel should not use their positions in the school district for personal gain.
- District personnel entrusted with public funds and/or school district property should honor that trust with a high level of honesty, integrity, accuracy, responsibility, and accountability.
- District personnel should comply with state and federal laws and the policies of the mASD regarding the confidentiality of student records, unless disclosure is required and permitted by law.
- District employees should fulfill all the terms and obligations of their employment contract with the mASD for the duration of the contract unless there is a prior release from the contract by the mASD.
• District personnel should exhibit conduct that follows accepted standards of behavior for the community.
• Failure to interact courteously and tactfully with supervisors/administrators, co-workers, and students to the point that productivity or morale suffers may be grounds for discipline including termination.

COMMUNITY RESOURCES
Well-planned use of community resource personnel makes a valuable contribution to the educational program. Teachers are encouraged to use community resources to present appropriate topics to their students. Your principal must approve all community resource personnel and topics prior to your extending an invitation.

CONDUCT AND BEHAVIOR POLICY
• No person may possess or use tobacco products on school property. No person may possess, use, or be under the influence of alcohol or illegal drugs on school property. The District may remove any person in violation of this policy from school property and may, in its discretion, prohibit the person from entering school property and attending school events for a stated period of time.
• No person may threaten, bully or harass any District employee or student. If any person engages in such threatening or harassing conduct toward a District employee or student, the District may remove the person from school property and may, in its discretion depending on the person’s offensive behavior, prohibit the person from entering school property or attending school events for a period of time.

CONFERENCES
Three major categories of conferences should occur in District schools:
• **Principal – Teacher**
  Conferences will be held at the discretion of the principal or upon request of the teacher. The principal shall keep records of all Principal-Teacher conferences on an acceptable form of documentation.

• **Teacher – Parent/Guardian**
  Since it has been proven that frequent teacher-parent/guardian communication opens many doors and creates a well-rounded educational atmosphere, it is the teachers’ responsibility to take the initiative in setting up a parent/guardian conference at the first sign of a students’ deviation from the norm. The procedures and time for scheduling these conferences will be determined by the principal. Proper notice to the teacher will be given when possible. Records of all teacher-parent/guardian conferences will be kept by the teacher in the form of a telephone log and notes.

• **Teacher-Student**
  A teacher who has frequent and direct communication with his/her students will find the profits to be overwhelming in the areas of student behavior and progress. It is recommended that teachers keep records where problems exist.
At the discretion of the principal, school administration and/or appropriate personnel may be invited to conferences. Documentation of all correspondence is required.

CONFIDENTIAL INFORMATION

During the course of employment, employees will have access to confidential information. Confidential information may include, but is not limited to, compensation information, student information, financial information, and other related confidential information. This information is critical to the success of the District and must not be divulged. Employees must not discuss confidential matters or release confidential information to any outside party.

Unauthorized picture taking, voice recording, or video recording (includes inappropriate use of picture cell phones) of conversations or District material at work is prohibited.

Employees who improperly use or disclose District or confidential information may be subject to disciplinary action, up to and including termination. Any breach in confidentiality could result in disciplinary action including termination.

Additionally, an employee’s salary is confidential and should be held in strict confidence by the employee and the District.

CUMULATIVE RECORDS: PREPARATION AND USAGE

- Personal and Family Data
  - Name- Should be written or printed clearly.
  - Race- Record “W” for white; “B” for Black; “I” for Indian; “O” for other.
  - Sex- Record “M” for Male, “F” for Female.
  - Place of Birth- Record city or rural post office, county and state.
  - Birth Certificate Number – Record and properly identify all numbers (such as State No., State File No., and Registrar No.) found on certificate. If a valid certificate is not numbered, specify and give any information on the certificate.
  - Date of Birth –Record month, day, and year indicated on birth certificate in this sequence with verifying initials in the appropriate space provided.
  - Address and Phone – Pencil should be used to keep this section up to date. Check at the beginning of school and change each time the child moves during the school year.
  - Father, Mother, or Guardian – Give full name of father, mother (including maiden name), stepfather, stepmother, or guardian. For pupils under legal guardianship, enter names of parents if considered helpful; indicate however, that the guardian is the person with whom the school has contact.

- Entrance Record
  - Date – Indicate month, day, and year in that order and with slanted lines for separation for entry date in your school.
  - Grade – Indicate grade in which the pupil is placed.
  - Name and Address of School – For pupils entering school for the first time, enter mASD, then a dash and the name of the school.
  - Transfers – With the district, repeat above except mASD entered by ditto marks. At
the beginning of each year, do not duplicate these entries unless the pupil was permanently withdrawn prior to completion of the previous school year. In such cases, a record of permanent withdrawal would be indicated elsewhere on the cumulative record. If additional space is needed in the area, cut an unused record and stapled directly over this filled section.

- Birth certificate registration form must be completed.
- Transfer – Withdrawal Record- The appropriate date should be placed in the proper blank showing transferring, if known. It is mandatory that every effort be made to determine the next location of enrollment. Parents must provide this information.

- Attendance Record
  At the end of the school year, record the pupil’s grade level, days present, days absent, and chief causes of absences. Any child who has been absent for one week without notification should be reported to the school office for further investigation. A child is carried on the school’s rolls until verified information indicates his/her enrollment in another school, or until he/she is officially withdrawn.

- School Progress
  Record the year, the grade and the subjects in which the child receives a mark. In grades one through twelve, use number and letter grades.

  If a child enters during the school session and for such a length of time as an evaluation can be made, a final grade should be given even if the child has not been in the school more than fifteen days. The final yearly grade will be determined by combining grades from previous schools and mASD schools.

  Write the word “Yes” or “No” on the line to indicate “Promoted.” If Transferred write in “Transferred.”

  The last name of the teacher should be placed on the line to indicate the teacher of that particular grade and the name of the school entered on the line to indicate the school. The name of the school will be the school in attendance at the end of the school session.

- Activities and Special Interest
  - Record only major activities and interest, making sure that the date and grade level are indicated.
  - Mere membership in a program is not considered sufficient to record.
  - These activities and special interests may include out-of-school activities as well as school activities if such is of particular note (i.e., scouting honors, safety patrol).

- Cumulative Records – Cumulative records are not to be taken home or left unsecured overnight. Cumulative records will be stored only in the designated area. Teachers may only work on cumulative records in areas designated by the principal.

- Record Usage- A record of all cumulative record usage it to be maintained in the school office.

- Personal Access – Parents have the right to view their child’s records.
DISCIPLINE GUIDE

What Teachers Should Do
- be fair and consistent--treat each student equally
- be empathetic and accentuate the positive - avoid the negative
- be thoroughly prepared for all classes and have ample work for all students each period
- be cheerful, attractive and orderly; let your classroom reflect these qualities
- be professional in demeanor and maintain a sense of humor
- admit your errors and apologize if you make a mistake by treating a student unjustly
- establish a minimum number of simple rules and help students understand why they are necessary--let the student assist in formulating the rules and in publicizing them
- correct students when needed to prevent minor problems from growing into larger ones--remember that you are on duty all the time you are on campus

What Teachers Should Not Do
- punish the entire class for the misbehavior of a few
- argue with a student
- embarrass a student
- refuse to consider mitigating circumstances
- compare one student with one another
- become overly friendly and familiar with students (this can cause loss of respect for you)
- repeatedly show favoritism to certain students
- challenge students to repeat an undesirable act or get yourself in a position of “do it or else”
- administer unusual punishments
- punish by leaving a student alone and unsupervised in a classroom or hall
- punish by having a student write lines
- make physical contact in an attempt to discipline, except to properly administer corporal punishment per the District’s policy

DRUG FREE WORKPLACE

No employee of mASD shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” includes any mASD school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment, employees shall notify their supervisor of any conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 24 hours after such conviction.
All mASD employees shall abide by the terms of the school district policy respecting a drug-free workplace. An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated.

The offense will be reported to the Mississippi Department of Education, which may suspend or revoke the certificate of a certificated employee. Miss. Code Ann. § 37-3-2.

Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance state statutes.

DEMEANOR AND PERSONAL APPEARANCE

Employees are expected to reflect favorably on the District through their demonstrated personal integrity, job demeanor and personal appearance, including their community relations and the avoidance of behavior, which is offensive, or infringes on the rights of others.

All employees are expected to be neat and well-groomed at all times while at work. Immodest clothing is considered inappropriate attire and should not be worn. **Yoga pants and leggings cannot be worn as pants – they must be worn with a top/tunic which meets the fingertip rule for length.** Administrators reserve the right to make a determination as to the appropriateness of employee appearance and will do so in a non-discriminatory manner.

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

DUTIES/RESPONSIBILITIES OF TEACHERS

The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically, the teacher must do the following:

- Never leave students unsupervised.
- Require students to conduct themselves in an orderly and safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
- Use discretion and follow the District policy in the administration of corporal punishment.
- Report any unsafe condition in the school plan or on campus to the principal so that it may be corrected.
- Strictly adhere to all stated policies of the District and the individual school.
- To plan, organize, and conduct a program of instruction in the subjects or grades to which assigned.
- To assume custody of the students assigned to their care and to take precautions that will ensure the students’ safety and general welfare. Students should never be left unsupervised.
- To participate in all pre-school conferences and in-service training programs, unless assigned school duty conflicts.
• To perform extra-curricular duties assigned by the principal, such as room, hall, playground and similar essential duties.
• To attend all faculty meetings called by the principal, coordinators, supervisors, or superintendent, unless excused by the person calling the meeting.
• To keep classes in session each day during school hours and not dismiss them for any time without the prior consent of the principal.
• To be responsible for all school property and equipment entrusted to them.
• To be responsible for the behavior of their students and all other students with whom they have contact on campus.
• To prepare all records as directed by the rules and regulations or required by the principal, supervisor, or superintendent.
• To be strictly accountable to the principal and superintendent for the performance of their teaching duties.
• To keep lesson plans and/or outlines of class procedures. These will aid principals in performing their duties and will serve as guidelines for substitute teachers.
• In all cases where a teacher terminates employment during the school year, said teacher shall provide lesson plans for at least two weeks in advance to the replacement teacher. No teacher shall be released from a signed contract without approval from the superintendent.
• To practice, and to require students to practice, good housekeeping by forbidding litter; by storing books, work materials, supplies and equipment in a neat and orderly manner; and by other practices designed to reflect good housekeeping.
• To notify the principal or his designee directly upon any anticipated absences, obtaining prior approval when required.
• To strive to interpret the work of the school fairly, honestly, and adequately to patrons at every opportunity.
• To avoid doctrinal sectarian, and denominational teaching.
• To keep up to date in their subject area.
• To strive at all times to maintain cordial relationships with the home and parent(s)/guardian, keeping the parent(s) guardian informed of the student’s progress and holding conferences whenever necessary.
• To perform other duties as may be assigned by the principal or assistant principal.
• Failure by teachers to meet their responsibilities may have severe consequences, and teachers may be held legally liable for negligence in the performance of their duties
• Do not engage in any type of inappropriate contact with students.
• Do not text students.
• Do not exchange cell phone numbers or communicate with students through any channels not provided by the District.

EEF FUNDS
Each non-federally funded teacher will receive an Educational Enhancement Funding (EEF) card after the start of school. Teachers are to spend these dollars with highest level of fiduciary responsibility and efficiency as possible. The teacher should make a photocopy of any and all receipts and maintain these records for three years. Any materials or assets purchased with EEF funds are to remain in the classroom and/or with mASD.
ELECTRONIC COMMUNICATION

Employees of the District have access to a variety of forms of electronic media and services, including computers, networks, electronic mail, fax machines, printers, and the internet. These services are made available to employees in order to help them perform their jobs as efficiently and effectively as possible and should not be misused.

All employees should remember that electronic media and services provided by the District are the property of the District and their purpose is to facilitate and support the District. No right of privacy exists in favor of any employee of the District with respect to information placed on the electronic media systems by such employee. All electronic media systems, including but not limited to desktop PCs, laptop PCs, networks, electronic mail, telephone and fax records, printed documents, Internet activity, computer disks and CDs stored in the District’s offices, are subject to review by the District. The District has the right to review, audit, interrupt, access and disclose messages created, received, or sent over the electronic media systems of the District.

Furthermore, the District has the right to use software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate for the workplace.

The District, or its authorized designees, reserves the right to review at any time, all information contained in these systems (even if previously deleted or archived). For a complete overview of the District’s Acceptable Use Policy, see the appendix of this handbook.

EMERGENCIES

It is essential that staff be knowledgeable of the school’s emergency procedures. Remain calm during emergencies; and always refer first to your school safety plan for details on how to handle an emergency on your campus. In the case of an emergency, updates will be posted on the mASD website, Twitter and Facebook accounts; in addition to notification through the local media outlets and the District’s phone notification system.

Fire Drill

In the case of fire, you should know the fire evacuation routes and procedures for your school. You should know the location of the nearest fire extinguisher and how to use it.

Inclement Weather

- Severe Weather Watch – weather conditions are such that severe thunderstorms may develop.
- Severe Weather Warning – a severe thunderstorm has developed and will probably affect those areas stated in weather bulletin.

Students will remain in classrooms unless notified by office personnel, who will continuously monitor the situation.

- Tornado Watch – weather conditions are such that a tornado may develop.
• Tornado Warning – a tornado has formed, been sighted and may affect those areas stated in the bulletin.

Earthquake
An earthquake warning will be announced verbally by office personnel.

Personal Emergency
In case of personal emergency, the teacher should notify the office immediately.

EMPLOYEE BACKGROUND CHECK
By state statute, all newly hired licensed and non-licensed employees must have a criminal records check performed by the FBI and the State CIC center. Fingerprints must be taken and submitted as part of the background check. The cost to conduct the background check is $37.00 per applicant.

Criminal Records/Child Abuse Registry Check
The Superintendent shall require that current criminal records background checks and current child abuse registry checks are obtained, and such information is kept on file for any new hires applying for employment as either a licensed or non-licensed employee who was not employed by the District before July 1, 2000. All applicants shall be fingerprinted for such background checks. The Superintendent shall be responsible for seeing that the District complies with the requirements of Miss. Code Ann. 37-19-17 regarding such background checks.

If for any reason background check information is not provided before an employment contract is signed or at-will employment begins and the background check discloses information making the employee ineligible for employment, the Superintendent may immediately revoke any contract and terminate any employment relationship. It is the policy of the District that pursuant to Miss. Code Ann., 37-19-17, no waivers will be granted to new hires or to any person who has already been granted an employment contract or who has begun employment before the required background checks disclosures have been provided to the District if such information discloses a felony conviction, guilty plea, or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, burglary, rape, sexual battery, a sex offense listed in Miss. Code Ann 45-33 -23 (g), child abuse, arson, grand larceny, gratification of lust, or aggravated assault which has not been reversed on appeal or for which a pardon has not been granted.

The Superintendent may in his discretion, grant waivers if s/he finds mitigating circumstances for possession of drugs or for any felony or misdemeanor other that those listed in the paragraph above that are disclosed on such background checks.

EMPLOYEE CONDUCT AND WORK RULES
To ensure safe and orderly operations in the school district and provide the best possible work environment, the District expects all employees to follow rules of conduct that will protect the interests and safety of everyone in the organization. It is not possible to list all the forms of behavior which are considered unacceptable in the workplace. Therefore, the following are examples of conduct that may result in disciplinary action, up to and including termination of employment:

• negligence towards or endangerment of students
• intentional damage to school property or equipment
• violation or inappropriate removal or possession of District property
• falsification of records, including timekeeping records
• working under the influence of alcohol or illegal drugs while on duty, or while operating school-owned vehicles or equipment
• violation of safety or health rules
• sexual or other unlawful or unwelcome harassment, including bullying
• possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
• unauthorized absence from workstation during the workday
• unauthorized use of telephone, mail system, or other employer-owned equipment
• failure to maintain classroom discipline or an appropriate educational environment
• violation of personnel policies or any District policies and procedures
• unsatisfactory performance or conduct
• failure to interact courteously and tactfully with supervisors/administrators, co-workers, students, and vendors to the point that productivity or morale suffers may be grounds for discipline and possible termination.
• Inappropriate contact with students via texting, social media, etc.
• failure to notify immediate supervisor or district administrator in a timely manner of serious matters involving students or district employees
• transporting students in personal vehicles

Certified employees are subject to the provisions of the School Employment Procedures Act and further can be suspended or terminated for specific, statutorily enumerated infractions and other good causes. Classified employees serve at the will of the Superintendent or his designee and may be terminated at any time, with or without cause, and without advance notice. Classified employees are not entitled to a hearing.

ETHICS AND CONFLICTS OF INTEREST

Financial and business transactions of the mASD shall be carried out in conformity with Mississippi state law and consistent with sound business practices. Purchasing decisions shall be made on the basis of objectivity and shall not be influenced by friendships or other personal relationships.

No District employee shall engage in any type of private business during school time or on school property. No District employee shall engage in work of any type where the source of information concerning customers, clients, or employers originates from any information obtained from or through the District. No District officer, agent, manager, teacher, or employee shall have any pecuniary interest, either directly or indirectly, proximately, or remotely, in supplying any goods or merchandise of any nature or kind whatsoever to the District; neither shall they serve as agent for any manufacturer, merchant, dealer, publisher, or author, for any article of merchandise to be used by the District; nor shall they receive directly or indirectly any gift, remuneration, reward, or promise of reward, for influence in recommending or procuring the use of any manufactured article, goods, or merchandise of any kind whatsoever for use by the District.

No officer, agent, employee, manager, or teacher of the grantee or sub-grantee shall participate in the selection, the award, or administration of a contract supported by federal funds if a conflict of interest,
real or apparent, may be involved. Such a conflict may arise when any District employee (grantee/subgrantee), any member of his or her immediate family, or organization which employs, or is about to employ him or her, has a financial or other interest in the firm or entity selected for an award. No employees or officers or agents of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

The mASD and its employees will adhere to ethical requirements and the conflicts of interest provisions of the Mississippi Code of 1972, as amended and the Constitution of the State of Mississippi.

**LEAVE RELATED POLICIES**

**Policy GBRI: Absence from Duty**

1. **LICENSED EMPLOYEE**

   The term licensed employee means any employee of a public-school district required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development. 37-7-307

2. **SICK LEAVE ALLOWANCE**

   The school board of this district shall establish by rules and regulations a policy of sick leave with pay for licensed employees and teacher assistants employed in the school district, and such policy shall include the following minimum provisions for sick emergency leave with pay:

   a. Each licensed employee and teacher assistant, at the beginning of each school year, shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year.

   b. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee and teacher assistant if the licensed employee or teacher assistant remains employed in the same school district. In the event any public school licensed employee or teacher assistant transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.

   c. No deduction from the pay of such licensed employee or teacher assistant may be made because of absence of such licensed employee or teacher assistant caused by illness or physical disability of the licensed employee or teacher assistant until after all sick leave allowance credited to such licensed employee or teacher assistant has been used.

   d. For the first ten (10) days of absence of the licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there shall be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in that local school district, necessitated because of the absence of the licensed employee as a result of illness or physical disability. In lieu of deducting the established substitute amount from the pay of such licensed employee, the policy may allow the licensed employee to receive full pay for the first ten (10)...
days of absence because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee. Thereafter, the regular pay of such absent licensed employee shall be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

3. PERSONAL LEAVE ALLOWANCE

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

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

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

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

d. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday if, on the applicable day, an immediate family member of the employee dies or funeral services are held. Any personal leave days taken shall be taken as described in Section 37-7-307 of the Mississippi Code. No additional bereavement leave is created by Section 37-7-307.

Personal leave may be used for professional purposes, including absences caused by attendance of such licensed employee at a seminar, class, training program, professional association or other functions designed for educators. No deduction from the pay of such employee may be made because of absence of such licensed employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. However, the superintendent of a school district, in his discretion, may allow a licensed employee personal leave in addition to any minimum personal leave allowance, under the condition that there shall be deducted from the salary of such licensed employee the actual amount of any compensation paid to any person as a substitute, necessitated because of the absence of the licensed employee. Any unused portion of the total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains employed in the school district.

4. PROFESSIONAL LEAVE ALLOWANCE

Each licensed employee shall be credited with a professional leave allowance, with pay, for each day of absence caused by reason of such employee's statutorily required membership and attendance at a regular or special meeting held within the State of Mississippi of the State Board of Education, the Commission on Teacher and Administrator Education, Certification and Licensure and Development, the Commission on School Accreditation, the Mississippi Authority for Educational Television and the meetings of the state textbook rating committees or other meetings authorized by local school board policy.
5. **RETIREMENT**

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

6. **RULES AND REGULATIONS**

The school board may adopt rules and regulations which will reasonably aid to implement the policy of sick and personal leave, including, but not limited to, rules and regulations having the following general effect:

a. Requiring the absent employee to furnish the certificate of a physician or dentist or other medical practitioner as to the illness of the absent employee, where the absence is for four (4) or more consecutive school days, or for two (2) consecutive school days immediately preceding or following a non-school day;

b. Providing penalties, by way of full deduction from salary, or entry on the work record of the employee, or other appropriate penalties, for any materially false statement by the employee as to the cause of absence;

c. Forfeiture of accumulated or future sick leave, if the absence of the employee is caused by optional dental or medical treatment or surgery which could, without medical risk, have been provided, furnished or performed at a time when school was not in session;

d. Enlarging, increasing or providing greater sick or personal leave allowances than the minimum standards established by this section in the discretion of the school board of each school district.

7. **PAYMENT OF SUBSTITUTE EMPLOYEES**

School boards may include in their budget's provisions for the payment of substitute employees, necessitated because of the absence of regular licensed employees. All such substitute employees shall be paid wholly from district funds, except as otherwise provided for long-term substitute teachers in Section 37-19-20. Such school boards, in their discretion, also may pay, from district funds other than adequate education program funds, the whole or any part of the salaries of all employees granted leaves for the purpose of special studies or training.

8. **NONLICENSED AND HOURLY PAID SCHOOL EMPLOYEES**

The school board may further adopt rules and regulations which will reasonably implement such leave policies for all other nonlicensed and hourly paid school employees as the board deems appropriate.

9. **VACATION AND PERSONAL LEAVE**

Vacation leave granted to either licensed or nonlicensed employees shall be synonymous with personal leave. Unused vacation or personal leave accumulated by licensed employees in excess of the maximum five (5) days which may be carried over from one (1) year to the next may be converted to sick leave. The annual conversion of unused vacation or personal leave to sick days for licensed or unlicensed employees shall not exceed the allowable number of personal leave days as provided in Section 25-3-93. The annual total number of converted unused vacation and/or personal days added to the annual unused sick days for any employee shall not exceed the combined allowable number of days per year.
provided in Sections 25-3-93 and 25-3-95. Local school board policies that provide for vacation, personal and sick leave for employees shall not exceed the provisions for leave as provided in Sections 25-3-93 and 25-3-95. Any personal or vacation leave previously converted to sick leave under a lawfully adopted policy before May 1, 2004, or such personal or vacation leave accumulated and available for use prior to May 1, 2004, under a lawfully adopted policy but converted to sick leave after May 1, 2004, shall be recognized as accrued leave by the local school district and available for use by the employee. The leave converted under a lawfully adopted policy prior to May 1, 2004, or such personal and vacation leave accumulated and available for use as of May 1, 2004, which was subsequently converted to sick leave may be certified to the Public Employees' Retirement System upon termination of employment and any such leave previously converted and certified to the Public Employees' Retirement System shall be recognized.

10. DEFINITIONS

For the purposes of this subsection, the following words and phrases shall have the meaning ascribed in this paragraph unless the context requires otherwise:

- **“Catastrophic injury or illness”** means a life-threatening injury or illness of an employee or a member of an employee’s immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

- **Immediate family** means spouse, parent, stepparent, sibling, child or stepchild, grandparent, stepbrother, or stepsister.

Any school district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

a. The employee donating the leave (the donor employee) shall designate the employee who is to receive the leave (the recipient employee) and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.

b. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.

c. An employee must have exhausted all of his or her available leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee’s supervisor.

d. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician’s statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic
injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

e. Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic with the meaning of this section.

f. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.

g. Donated leave shall not be used in lieu of disability retirement. 37-7-307

11. JURY DUTY / OTHER LEAVE
This school board shall provide leave for employees who serve on juries and/or serve as a witness under subpoena. The school board cannot recover jury fees from employees who serve on juries. (Attorney General Opinion, Middleton, 1991)

12. LEAVE DUE TO DECLARED EMERGENCY CLOSURES
The school board may, in its discretion, provide additional administrative leave with pay for all employees (professional, certified, and classified) in the event of declared emergency closures.

13. LEAVE DUE TO DECLARED EMERGENCY CLOSURES
On an annual basis, leave credited to employees of the Mississippi Achievement School District is based upon the number of working days in which the employee's position is assigned. The table below lists the number of days assigned to each position.

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<th>Positions</th>
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CROSS REF.: Policies GBRIA Family and Medical Leave Act
GBRID Military Leave
LEGAL REF.: MS Code 37-7-307

Policy GBRIA: Family and Medical Leave Act
Due to the complexity of the Family Medical Leave Act (FMLA) and because it involves consideration of your district's leaves and absences policy and your practices, along with the Americans with Disabilities Act (ADA), the Fair Labor Standards Act (FLSA), the Consolidated Omnibus Budget Reconciliation Act (COBRA) and parts of the Internal Revenue Code relating to group health plans and cafeteria plans, all federal anti-discrimination laws and applicable state laws, it is not practical to attempt development of a
detailed policy for the administration of the FMLA. Each request for leave must be evaluated individually due to myriad combinations of circumstances and medical conditions one may have to consider. It is strongly recommended that the school district purchase a competent analysis of the rules, regulations and guidelines of the FMLA to review while evaluating individual requests for leave under FMLA. The school district's attorney should always be consulted when there is uncertainty.

Of importance are the posting and notice requirements of the Act. The notice must conspicuously post and keep posted in all schools and offices where employees are employed and where applications for employment are taken a notice explaining the Act's provisions and providing information concerning the procedures for filing complaints of violations of the Act with the Wage and Hour Division. Copies of the required notice may be obtained from any local Wage and Hour Division Office. No reproductions of the notice may be any smaller than 8 x 11 inches and the text must be fully legible. Failure to post the required notice prohibits you from taking any adverse action against an employee as well as liability for payment of fines to the Department of Labor (DOL).

Information concerning FMLA entitlements and employee obligations must be included in any employee handbook or other documents providing written guidance explaining all the obligations and rights of an eligible employee whenever that employee requests leave under FMLA. A fact sheet is available from the nearest Wage and Hour Division Office that will provide this guidance.

Also, the District must provide an employee who has given the District notice of the need for FMLA leave a notice of your specific expectations and employee obligations. Such notice must detail all consequences for failing to meet these obligations. This notice must include the following information as is appropriate to the leave request being considered:

- Whether the district will require a medical certificate of a serious health condition or recertification and what will happen if the employee fails to do so;
- Whether the district will require the employee to furnish, prior to being restored to employment, a fitness for duty certificate;
- That the taking of this leave will count against the employee’s annual FMLA leave entitlement;
- That the employee has a right to substitute paid leave (sick leave, vacation, personal days) for FMLA leave or whether the district will require the substitution of paid leave and any conditions related to substitution;
- Whether the employee is a "key employee" and that restoration might possibly be denied after taking FMLA leave, explaining the condition required for you to deny restoration;
- Whether the employee will be required to pay any health insurance premiums to maintain benefits while on leave and the arrangements for making the payments;
- That if the employee fails to return to work after taking unpaid FMLA leave, he is potentially liable for payment of health insurance premiums paid by the school district;
- That the employee has a right to restoration to the same or equivalent job* upon return from leave.

The Mississippi Achievement School District is also expected to act in good faith in answering questions from employees about their rights and responsibilities under the FMLA.

FMLA provides that the school district shall make, keep and preserve records pertaining to its obligations under the Act in accordance with the record keeping requirements of section 11 C of the Fair
Labor Standards Act (FLSA) and the FMLA. No particular order or form of records is required. No requirement exists that requires the school district to revise its computerized payroll or personnel records to comply; however, some items are required.

Leaves and Absences and The Family Medical Leave Act of 1993 (P.L. 103-3)

I. GENERAL

1. Definition

   a. Eligible employee" means one who is employed at a school facility where at least 50 persons are employed, either there or within a 75 mile radius of that school facility as measured by road miles by the shortest route possible; and who has been employed for at least 12 months by the school district as of the date leave commences, and who has also provided at least 1250 hours of service during that 12 month period. Fifty-two (52) weeks of casual, intermittent or occasional employment qualifies as "at least 12 months". School district employees exempt from FLSA requirements are presumed to have worked 1250 hours.

   b. Employee's spouse" means husband or wife as defined by Mississippi Law.

   c. Employee's son or daughter" means biological child, adopted child or foster child, legal ward or the child for whom the employee is standing in loco parentis who is either under the age of 18 or above the age of 18 and incapable of self-care because of a mental or physical disability.

   d. Employee's parent" means biological parent or an individual who stood (or now stands) in loco parentis to an employee when the employee was a child (not to include parents-in-law).

   e. Employee's immediate family member" means spouse, son or daughter or parent as defined hereinabove.

   f. For the purposes of FMLA, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves either in-patient care (overnight stay) in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

2. Leave Provisions

   a. An eligible employee is entitled to 12 unpaid work weeks of leave during any 12-month period for any one or more of the following reasons:

      i. The birth of a son or daughter, and to care for the newborn child (within 12 months of the birth).

      ii. The placement of a child with the employee for adoption or foster care (within 12 months of the placement).

      iii. To care for the employee's spouse, son, daughter, or parent with a serious health condition (not parent "in-law").

      iv. Because of the employee's own serious health condition which makes the employee unable to perform the function of his/her job.

      v. Service Member Exigency Leave: For absences caused by an active duty exigency when the employee's spouse, child, or parent is a service member.

      vi. Military Caregiver Leave: To care for the employee's spouse, child, parent, or next of kin (if the employee is the nearest blood relative) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.
b. Husband and wife employees have a 12 week aggregate leave limit except for personal illness or the illness of a child or the other spouse; that is, if each spouse took 6 weeks of leave for the birth of a child, each could later use an additional 6 weeks due to personal illness or to care for a sick child.

c. Brother and sister employees would have an aggregate limit of 12 weeks to care for their parent.

d. Special rules apply to this school district which allow it to require eligible instructional personnel only to take FMLA leave on an intermittent or reduced leave schedule, or to take leave near the end of a semester. Instructional employees are only those employees whose principal function is to teach and instruct students in a class, small group or individual setting. Instructional employees include teachers, teacher aides and assistant teachers who actually teach, coaches, driver's ed instructors and special ed assistants such as signers. All other eligible employees may request intermittent leave or leave on a reduced leave schedule to care for a family member or for the employee's own serious health condition.

3. Notice Requirement
   a. School district employees must provide this district at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care or planned medical treatment for a serious health condition of the employee or family member.
   b. Due to lack of knowledge or a medical emergency, notice must be given as soon as is practicable, which means as soon as both practical and possible or at least verbally within 1 or 2 working days when the need for leave becomes known to the employee (followed by written notice).*
   c. Failure to give 30 days notice for foreseeable leave may result in the denial of the taking of FMLA leave until at least 30 days after the date the employee provides notice.

4. Leave Requirement- Calendar Year Eligibility- An employee who meets the requirement listed above is eligible for twelve (12) work weeks for FMLA leave during the year, meaning twelve (12) work weeks per twelve (12) month period. The twelve (12) month period is a calendar year which runs from January 1 to December 31 of the same year. Each time an employee uses FMLA leave, the remaining leave entitlement will be the balance of the twelve (12) weeks which has not been used during the immediately preceding twelve (12) months. FMLA leave can be applied retroactively. Any available leave must be taken concurrently.

II. REQUIRED CERTIFICATION
   1. Eligible employees shall provide the superintendent certification of a serious health condition for his/her own serious health condition or that of a family member. The certification, to be signed by the health care provider, shall be attached to the required written notice or submitted in a timely manner which shall be no more than three (3) working days after providing written notice. No leave period may begin without the approval of the superintendent. No approval shall be granted by the superintendent without the required written notice and certificate.
   2. The certification is to include the following:
      a. The date on which the serious health condition in question began.
      b. The probable duration of the condition.
      c. Appropriate medical facts regarding the condition.
d. A statement that the employee is needed to care for a spouse, parent or child (along with estimate of the time required) or that the employee is unable to perform his/her functions, and, in the case of intermittent leave, the duration of treatment to be given.

e. Signature of health care provider.

3. The school district may require that a second opinion be obtained at the school district’s expense. The second opinion may not be provided by a health care provider employed by this school district. In the event of conflicting opinions, the school district may pay for a third and final provider to offer a binding decision.

4. The school district may require subsequent written recertification on a reasonable basis.

III. EMPLOYMENT BENEFITS PROTECTION

1. An employee who completes a period of leave and has complied fully with the terms of this policy shall be returned either to the same position he/she had before the taking of leave or to a position which is genuinely equivalent (as compared to a comparable or similar job) in pay, benefits, and other terms and conditions of employment.

2. Taking of leave shall not result in the loss of any previously accrued seniority or employment benefits. Except for health benefits, no other benefits will accrue during the leave period.

3. The school district may exempt from the restoration requirement in paragraph A above a key employee who is in the highest paid 10 percent of this district's workforce within a 75 mile radius of the school facility if restoring the key employee would cause substantial and grievous injury to the classroom and instructional program.

4. The school district shall notify the key employee of its intent not to restore him/her at the time of the request for leave or when the determination is made. If the leave has begun, the key employee shall have the option of deciding whether or not to return to work after receiving the notice. An employee who is not restored shall be considered to be on leave for the duration of his/her leave period.

5. Health benefits shall continue through an employee’s leave period, even for key employees who have been notified that reinstatement will be denied. The school district shall recover health coverage premiums paid for an employee who fails to return from leave except as follows:

a. No recovery will be made from a key employee who has chosen to take or continue leave after receiving notice of nonreinstatement.

b. No recovery will be made from an employee who fails to return from leave if the reason is the continuation, recurrence, or onset of a serious health condition, or something else beyond the employee's control, all of which is subject to the certification requirement in Section II, above.

IV. PROHIBITED ACTS

The Mississippi Achievement School District shall not interfere with or restrain an eligible employee’s right to exercise the provisions of this policy. This policy shall take effect and be in force from and after August 5, 1993. An employee’s service prior to this effective date shall be counted in determining whether the employee is eligible for leave.

LEGAL REF.: Family and Medical Leave Act of 1993
CROSS REF.: Policies GBRI - Absence from Duty
GBRID - Military Leave
Exhibits:

Forms

1. Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave (FMLA)
   • https://www.dol.gov/whd/forms/wh385V.pdf
2. Certification of Qualifying Exigency for Military Family Leave (FMLA)
   • https://www.dol.gov/whd/forms/W-384.pdf
3. Designation Notice (FMLA)
   • https://www.dol.gov/whd/forms/W-382.pdf
4. Certification of Health Care Provider for Family Member’s Serious Health Condition (FMLA)
   • https://www.dol.gov/whd/forms/W-380-F.pdf
5. Notice of Eligibility and Rights and Responsibilities (FMLA)
   • https://www.dol.gov/whd/forms/W-381.pdf

Family Medical Leave Act Checklist

1. Notify your school administrator that you are seeking FMLA.
2. FMLA forms (Leave of Absence Request Form and Certification of Provider) must be completed and returned to the Office of Talent Management and Human Capital within 30 days of the scheduled leave (unless an emergency).
3. Employees should contact their immediate supervisor and the Office of Talent Management and Human Capital every two weeks via email or phone call to keep the District abreast of the employee’s recovery.
4. If this is a maternity leave, you must make an appointment with the Office of Talent Management and Human Capital at which time the district policy will be explained. Please make note you will be paid according to the number of available compensable days you have in the system.
5. Upon your return to work, you must provide documentation from the doctor stating it is acceptable for you to return to work without restrictions. If there are restrictions, please contact Talent Management and Human Capital (Fitness to Return to Work Form).

Policy GADF: Donating Leave to Another Employee

Any employee of the Mississippi Achievement School District may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the Mississippi Achievement School District who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

1. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.

2. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
3. An employee must have exhausted all of his or her available leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.

4. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

5. Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic within the meaning of this section.

6. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.

7. Donated leave shall not be used in lieu of disability retirement.

For the purpose of this policy:

1. Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the local school district for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

2. Immediate family" means spouse, parent, stepparent, sibling, child or stepchild, grandparent, stepbrother, or stepsister.

The superintendent or designee shall establish procedures to support this policy.

**LEGAL REF.**: MS CODE Section 37-7-307  
**CROSS REF.**: Policy GBRI Absence from Duty

**FIELD TRIPS**

Teachers must submit a request for a field trip to the school principal. All trips should be educational and well planned. Timelines, set by the principal, must be followed (a minimum of 15 days prior to the
trip). The number of trips will be limited due to the complexity of arranging and the legal liability involved.

Planning the field trip and arranging the details are the teacher’s responsibility. All field trips must be approved by the Principal and **must be submitted for a bus permit two weeks prior to the trip**. This includes any and all events pertaining to athletics or academic events.

**Field trips should not occur during statewide testing.**

The following field trip guidelines should be followed:

1. Field trips and excursions are trips which involve no overnight stays.
2. The principal must approve all field trips and excursions and shall assign an appropriate number of staff members to have adequate supervision of the students.
3. After approval by the principal written information pertaining to each specific field trip must be disseminated to the parents of involved students at least three school days prior to the date of the trip.
4. School buses or commercial buses must be used to transport students to and from school functions. Students cannot be transported by private vehicles.
5. Student attendance must be accounted for at all times. To take care of emergencies when parents have to be contacted, a list of all students who will be traveling and their home telephone numbers or other emergency numbers, will be submitted to the principal prior to departure.
6. Prior to departure all students must submit a signed Parent consent form to the staff member who is to be in charge of the trip. These forms must be kept on file in the principal’s office.

In case of any emergency involving an accident or the health of the student, the staff member in charge shall take whatever steps necessary to provide for the needs of the students. In all cases, the parents of the student are to be contacted and apprised of the circumstances of the problem. If required, medical assistance will be sought as soon as possible pursuant to the authorization from the parent(s) on the Parent Consent form.

**GRADEBOOK**

- Teachers are to keep accurate, up-to-date records of the students’ grades.
- Tests are to be graded only by the teacher.
- Grades are averaged in accordance with approved averaging guidelines.
- Grades are posted in a timely manner after grading.
- Progress reports are completed on time.
- Reports cards are completed with no inaccurate or incomplete information provided.
- No superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central staff shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher. (MS Code 37-11-64 (2013)

**NINE-WEEK PERIODS**

<table>
<thead>
<tr>
<th>Period</th>
<th>Begins</th>
<th>Ends</th>
<th>Test Date(s)</th>
<th>Parent/Teacher Conferences</th>
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<td>October 8, 2019</td>
<td>September 30, 2019 – October 4, 2019</td>
<td>October 11, 2019</td>
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</table>
GRIEVANCE PROCEDURE (PERSONNEL)

Level 1:
All grievances must be submitted on the Grievance Form Level 1. The grievant’s statement should include the date, time, place, nature of the alleged act or omission, the names of persons involved and witnesses as well as any documents supporting the grievance, and the District policy, state law, or federal law violated. The Level 1 form must be given to the grievant’s principal or supervisor within 5 working days of the alleged act or omission. If the grievance is against the grievant’s principal or supervisor, the grievant should give the Level 1 form to the Director of Talent Management and Human Capital within 5 working days of the alleged act or omission.

The principal/supervisor or the Talent Management and Human Capital Director, as the case manager, will investigate and attempt to resolve the grievance informally. Any resolution must be documented on the Level 1 form and returned to the grievant within 10 working days from receipt of the Level 1 form by the principal/supervisor or the Talent Management and Human Capital Director.

If the grievant is not satisfied with the resolution at Level 1, the grievant is responsible for submitting to the Talent Management and Human Capital Director, the Level 1 form and the Level 2 form with the intention to appeal the decision of the principal/supervisor or Talent Management and Human Capital Director.

Failure of the grievant to submit, within 5 working days from receipt of the Level 1 form with the recommended resolution, both the Level 1 form and the Level 2 form to the Talent Management and Human Capital Director, shall be deemed acceptance by grievant of the decision by the principal, supervisor, or Talent Management and Human Capital Director.

Level 2:
The Talent Management and Human Capital Director will inform the Chief of Staff of the Level 2 grievance. The Chief of Staff will conduct an investigation and afford the grievant an opportunity to tell his or her side of the grievance and to explain why the recommended resolution is not satisfactory.

Within 20 working days of receipt of the Level 2 appeal, the Chief of Staff will render a decision on the appeal and notify the grievant by completing the Level 2 form.

Level 3:
If the grievant is not satisfied with the resolution recommended by the Chief of Staff, the grievant may file a Level 3 form with the Talent Management and Human Capital Director. The Level 3 form must include copies of both the Level 1 and Level 2 forms with the recommended resolutions.
Failure by the grievant to give the Talent Management and Human Capital Director a Level 3 form within 5 working days of receipt by the grievant of the Level 2 form shall be deemed acceptance by the grievant of the decision at Level 2.

Upon receipt of the Level 3 form (with Level 1 and Level 2 forms attached), the Talent Management and Human Capital Director must forward the Level 3 grievance to the Superintendent.

During the meeting with the Superintendent, the grievant shall be given a certain limited time period to explain why the resolution recommended at Level 2 should not be affirmed by the Superintendent and what action the Superintendent should take with respect to the grievance.

Within 5 working days of considering the grievant’s Level 3 appeal, the Superintendent shall render a decision in writing to the grievant.

Level 1, Level 2, and Level 3 Grievance Forms are accessible electronically on the website under the Office of Talent Management and Human Capital tab. Hard copies of the form are also accessible in the Office of Talent Management and Human Capital.

**NOTE:**

**HOMEBOUND INSTRUCTION**

Students with documented long-term illness or injury, which prohibits school attendance, may be provided homebound instruction, with the approval of the principal. Teachers will be asked to assist the homebound instructor in providing educational services as needed.

**HOMEWORK**

- Teachers may assign a reasonable amount of meaningful homework.
- All homework will be checked by the teacher.
- Teachers are expected to provide assignments and other assistance to absent students as specified by the principal.

**ILLNESS (STUDENT)**

School district employees shall not render medical care to students except first aid.

Parents/guardians shall be notified immediately by school authorities should a student become ill or injured at school or during a school-sponsored activity so that the parent/guardian may resume control over the student. In the event of serious illness or injury and a parent/guardian cannot be contacted, school authorities shall seek immediate professional medical care. Such care may be at the expense of the parent/guardian.
If a student becomes ill while in class, send the student to the office with a pass. Have another student accompany him/her if his/her condition so indicates. Even if you believe a student is feigning illness, it is still better practice to treat him/her as though he/she is sick. The office will assume responsibility for further action.

**INSURANCE**
- All school employees are covered by a blanket liability policy.
- The only insurance deduction to be made on payroll will be group insurance approved by the insurance committee and the Superintendent. The District’s Insurance must be taken during the enrollment period only in order to qualify for payroll deduction. A new employee has 30 days after the first day of employment to enroll.

**LEAVE**
Employees are instructed to refer to the SICK AND PERSONAL LEAVE guidance, which is located in the Appendix of this handbook.

**MEDICATION**
Parents/guardians may come to the school and administer medication to their student. Medication shall be provided or administered to a student by school personnel/school nurses, ONLY with the written request and consent of the student’s parent/guardian, and by the following the Medication Administration policy outlined in the student handbook.

**NEPOTISM**
Employment of relatives in the same area of an organization can cause serious conflicts and problems with favoritism and morale. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions concerning work assignments, transfer opportunities, demotions, disciplinary actions and discharge. In addition to claims of preferential treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. While the District has no prohibition against hiring relatives, the following general restriction has been established to help assure fair treatment of all employees.

In the placement of personnel, immediate family members cannot be placed on the same school campus that would result in one family member supervising and/or recommending another family member.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred or discharged. If that decision is not made within 30 days, the Superintendent will decide.

In other cases, where a conflict of interest or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.
The mASD reserves the right to make exceptions to this policy if it is in the best interest of the District.

OUTSIDE EMPLOYMENT

Employees choosing to work outside mASD may do so as long as it does not create a conflict of interest or interfere with their work schedule or job performance. Outside employment that affects an employee’s attendance, work performance, productivity, or conduct, either directly or indirectly, or that creates a conflict of interest of any kind, is strictly prohibited.

PARTIES

Parties may be held only with prior approval of the principal/supervisor.

PAYROLL INFORMATION

Senate Bill 2761 mandates that all school districts shall process a single monthly payroll with electronic settlement of payroll checks secured through direct deposits of net pay for all school district employees.

PERSONAL IDENTIFIABLE INFORMATION

Personal identifiable information means any information that could reasonably be used to identify a person. This includes names, addresses, on-line access as in passwords, usernames, e-mail addresses, Social Security numbers, birth dates, bank account information, credit card information, or any combination of such information that could be used for identification purposes.

The mASD strives to protect privacy and personal identifiable information to the maximum extent possible. However, because some such information that the District receives is subject to Public Records Laws, absolute privacy cannot be ensured. Information provided to the District may be made available to members of the public under the Public Records Law.

The District’s policy is to retain online emails for seven (7) years. After seven years, emails are permanently deleted. E-Rate documents are retained for ten (10) years, as required by the E-Rate guidelines.

PROFESSIONAL DEVELOPMENT

Re-certification of License

License renewal is a personal responsibility. All licensed employees must renew their license by meeting specific requirements of the Mississippi Department of Education.

License renewal requirements can be found at: www.mde.k12.ms.us/ed_licensure/index.html. Teachers are required to attend and participate in all designated professional development days.
Certification of Instructional Personnel
Certification of instructional personnel is handled through the Office of Talent Management and Human Capital. A valid Mississippi educator license is required under Mississippi law for all teachers and administrators. Each instructional employee is responsible for the obtainment and renewal of their certification as follows:

Class A License

- must earn 10 CEU’s in content or job/skill related area or
- 3 semester hours in content or job/skill related area and 5 CEU’s in job/skill related area or
- 6 semester hours in content or job/skill related area or
- completion of the National Board of Professional Teaching Standards process

Class AA, AAA, or AAAA License

- 3 semester hours in content or job/skill related area or
- 5 CEU’s in job/skill related area or
- completion of the National Board of Professional Teaching Standards process

Standard Career Administrator

- 70 School Executive Management Institute (SEMI) credits or
- 6 hours of coursework or
- 35 SEMI credits and 3 hours of coursework

Instructional staff must upgrade the class of their certification with the Mississippi Department of Education and submit their new licensure upgrade to the Office of Human Resources during first semester no later than November 30, and second semester between January 1 and January 31, for a contractual revision.

PROPERTY/EQUIPMENT

- Employees are responsible for all school property and equipment and shall use public property with care and consideration. Any maintenance problem or malfunction of equipment should be reported to the principal promptly.

- Employees should at all times require students to exercise care in use of school property and equipment. Any damages sustained to property or equipment must be assessed and paid for, no matter how minor. These occurrences must also be reported to the principal promptly.

- Employees are responsible for fixed asset devices checked out to them. Damage incurred due to negligence or beyond normal wear is subject to a $50 fine for first infractions. Continued neglect may result in additional fines and possible denial of access to equipment. All equipment and accompanying accessories (charger, cord, stylus, case etc.) checked out to employees is expected to be returned in good condition with normal wear. Employees will be financially responsible for any missing/damaged accessories.
PURCHASING

An employee must first obtain a signed purchase order before they can obligate the District for any purchases or services. Any purchase or authorization to expense made without a purchase order will be paid by the employee who made the purchase. All items purchased or services incurred must have a direct correlation to the educational program. The District’s Purchasing Handbook and Federal Procurement Manuals must be followed and can be found on the District’s website.

RECORDS RETENTION GUIDELINES

The Office of Federal Programs of the mASD will maintain records to archive the history of procurements, contract selections, and rationales for purchases. The District will keep records relating to grant funds, compliance, results, and project experiences. The transmission and storage of grant awards must be open. As required by Electronic Data Gathering, Analysis and Retrieval (EDGAR) all records pertaining to federal awards, including financial records, supporting documents, and statistical records must be retained for a period of three (3) years from the date of the submission of the quarterly and annual financial reports. The General Education Provisions Act has a five-year statute of limitation on audits of education grants; therefore, the Office of Federal Programs will maintain records for five (5) years after a grant expires. Thus, records will be retained for a total of seven (7) years (the grant years of performance plus five additional years). The maintenance of documentation is critical to compliance.

RELATIONSHIPS

- **Teacher-Principal:** Exchanges of ideas in any area as curriculum, discipline, instruction, facilities, services, etc. are encouraged and appreciated. Democratic practices are the goal. The principal, through class visitation, assists the teacher in every possible way to ensure the most effective learning for each student. The teacher and principal continuously keep each other informed. In dealing with the Office of the Superintendent, the proper channel is through the principal. This does not include personal calls you may wish to make to an office worker concerning your own personal data and actions related to it.
- **Teacher-Student:** Each student’s request or problem is important and should be treated with respect. The principal is the final authority in matters pertaining to students. For this reason, teachers are responsible for preliminary work in the realm of problem solving before the principal can act.
- **Teacher-Parent/Guardian:** Teachers have the responsibility and authority to discuss an individual student’s problems directly with the student’s parent(s)/guardian. This may be done directly, keeping the principal informed beforehand as to the problem, and afterward, as to the result. To know the parent/guardian is to know the child better. Consult the principal when you are not sure. Teachers shall not discuss the student’s performance with anyone other than the student, his/her parents/guardian or with legitimate authorized personnel. Report all evidence of child abuse to proper authorities and to the principal.
- **Teacher-Teacher:** Teachers are encouraged and urged to cooperate directly on matters of mutual constructive nature. Keep the principal informed.
- **Teacher-Administrative Staff:** Deal directly with any member of the school’s administrative staff. Bring problem areas in this regard to the principal’s attention. The administrative staff coordinates, supports and supervises the entire operation of the school.
• **Administrative Staff – Associate Superintendent, Superintendent:** Immediately report any concerns, evidence of abuse, suspected abuse, or any inappropriate activity to an Associate Superintendent or the Superintendent. Follow-up with written confirmation to an Associate Superintendent or the Superintendent.

**REPORTING ABUSE OR NEGLECT**

I. **THE LAW**

Mississippi law requires the following persons to report suspected abuse or neglect:

- Attorneys
- Doctors
- Dentists
- Interns
- Residents
- Nurses
- Psychologists
- Teachers
- Social Workers
- School Principals
- Child’s Caregiver
- Ministers
- Law Enforcement Officers
- Or any other person having reasonable cause to suspect a child has been neglected or abused.
- Immunity
- Civil Liability – Persons making reports are protected by law from civil liability if they act in good faith.
- It is not necessary to have absolute proof before reporting. It is the responsibility of Child Protective Services to make its own investigation.

II. **STEPS TO FOLLOW AFTER SUSPECTING ABUSE.**

- Take the child to a private place and let the child tell you about the above. **DO NOT** interrogate the child. Encourage the child to express his/her feelings about the abuse. Avoid leading questions. Ask open-end questions (i.e., what happened next?)
- Try to remain calm and non-judgmental.
- Let the child know that you believe his or her story.
- Reassure the child he/she is not to blame for what happened.
- Respect the privacy of the child. **DO NOT** tell other people who do not need to know.
- Explain to the child what will happen next (i.e., tell them you will call someone that will help them.)

III. **REPORTING WITHIN THE SCHOOL SYSTEM**

- Inform the principal of your findings. The principal will establish protocol for who will contact social services.
• Principal will immediately notify an Associate Superintendent or the Superintendent.

IV. REPORTING TO SOCIAL SERVICES
• Name and address of child and parents or caretaker
• Date of birth
• Nature of child’s injury
• Identity and address of perpetrator, if known
• Any other information you believe social worker will find helpful
• Names and date of birth of other children in the home

RESIGNATION
Employees who wish to resign from mASD must submit a letter of resignation with an intended final effective date of employment. The resignation letter with an original signature must be submitted to the principal or immediate supervisor to be forwarded to the Office of Talent Management and Human Capital for review then to the Superintendent for approval. Any certified contractual employee who remains under contract at the time of the intended resignation must request to be released from their contract through the Superintendent’s approval.

RETIREMENT
Any employee who plans to retire should contact the Office of Human Capital and Talent Management to inform them of their intent to retire. A retirement letter with an original signature must be submitted to the Office of Talent Management for the Superintendent’s review. Employees will need to request a PERS retirement packet. PERS suggests a 90-day advanced notice for the pre-application to be processed. This should be a 90-day period prior to the employee’s last working day. However, PERS will provide an audit of an employee’s service upon written request, 18-24 months prior to the intended retirement date.

SAFETY
The District is concerned with the safety of all its employees, students and guests. All employees must observe and abide by safety standards and be safety conscious at all times. It is policy of mASD that every employee is entitled to work under the safest possible conditions. Every reasonable effort will be made to provide and maintain a safe and healthy workplace, safe equipment, proper materials, and to establish and insist upon safe methods and work practices at all times.

To prevent accidents or injuries, the following safety standards should be followed:

• All heavy objects should be lifted or moved by personnel trained in the use of the proper equipment and techniques for these tasks.

• Keep classrooms, work areas and floors free from clutter and spills.
• Do not obstruct doorways, hallways, or stairways in any manner.
• Know the location of the fire extinguishers and emergency exits in the building.
• Do not engage in horseplay. Practical jokes and horseplay can lead to accidents and are not considered appropriate on-the-job behavior.
• Use tools and equipment only if you have been properly trained in their use and only for the intended purpose of their use.

Should an accident occur, please refer to the “Worker’s Compensation” section of this handbook.

SEgregation of Duties Policy
State and federal policies require that accounting transactions be authorized according to sound management practices. Segregation of duties is critical because it ensures separation of different functions and defines authority and responsibility over transactions. Segregation of duties is critical to effective internal control; it reduces the risk of both erroneous and inappropriate actions.

The fundamental premise of segregated duties is that an individual should not be in a position to initiate, approve, and review the same action. Also, the accounting/reconciling function, and the asset (e.g., money, inventory) custody function should be separated among employees.

Responsible administrators must consider the principle of segregation of duties when designing and defining job duties. They must implement processes and control procedures that, to the extent feasible, segregate duties among employees and that include effective oversight of activities and transactions. Maintaining segregation of duties is especially challenging for units with small numbers of employees. When these functions cannot be separated, more reliance must be placed on administrative oversight. A detailed supervisory review of activities involving finances, inventory, and other assets is required as a compensating control activity.

SOCIAL NETWORKING POLICY
The District recognizes the importance of social media for its employees and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, any employee of the District who participates in social networking websites such as Snapchat, Instagram, Twitter, Facebook, LinkedIn and YouTube shall not post any data, information, documents, photographs, or any other items that are inappropriate and that interfere with the work of the school district, may disrupt the school environment or the educational process, impair the employee’s ability to perform his/her duties with the District, is used to harass coworkers or other members of the school community, creates a hostile or intimidating work environment, breaches the employee’s confidentiality obligations, or harms the goodwill and reputation of the school district. The Superintendent or his designee will periodically conduct Internet searches to determine whether information and items posted on a website are inappropriate.

No employee of the District who participates in social networking websites may use the websites to fraternize or socialize with students; or to post inappropriate comments about students. No employee of the District may use text messaging, e-mail or other social media to socialize with or fraternize with students. Employees should use only District approved communication resources to communicate with students and then, only about school matters.
Any violation of the Social Networking Policy may result in disciplinary action, up to and including termination.

SMOKING POLICY
The District requires a smoke-free environment. Smoking and all other uses of tobacco by District employees, students and visitors in school buildings, on school grounds and property, and on or in District buildings and vehicles, shall be prohibited at all times. This ban includes all employees, students, and patrons attending school sponsored athletic events and meetings.

STATEMENTS OF COMPLIANCE
In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act, Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964, the District does not illegally discriminate on the basis of race, color, national origin, gender, age, or disability, in the administration of its educational policies, programs, and activities, or in employment. Any inquiries regarding compliance with Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Acts of 1964 should be directed to:

Dr. Sametra Brown, Talent Management and Human Capital Director
1133 Calhoun Ave - Yazoo City, MS - 39194
662.746.2125
sbrown@masd.k12.ms.us

The following person is designated as the Section 504/American with Disabilities Act Coordinator and will handle any inquiries:

Dr. Delarious Stewart, Director of Special Services
401 4th Street - Belzoni, MS - 39038
662.247.6000
dstewart@masd.k12.ms.us
STUDENT TEACHERS

Recognizing the contribution that student teachers can make to the schools, the district’s administration will cooperate with teacher-training institutions in the placement of student teachers in the district’s schools in all reasonable ways. All initial arrangements with colleges or other institutions shall be subject to superintendent approval.

The importance of teacher-training to the future of education, and the need to assure a high quality of performance in our schools, demand that student teachers be placed only with the best teachers. Because teachers continue their primary responsibility, (the education of their students), their commitment is doubled. These teachers must have demonstrated a capacity and willingness to meet these additional demands. The teacher, in cooperation with the principal and the representative of the preparation institution, shall assign the student teacher or intern responsibilities and duties that will provide adequate preparation for teaching.

In all arrangements made with preparation institutions, the school system shall have the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

Any student teacher or intern under the supervision of a certificated teacher, principal, or other administrator shall have the protection of the laws accorded the certificated employees of the district.

While acting as a student teacher or intern, he/she shall comply with all rules and regulations of the district and observe those duties assigned to certificated personnel. 37-132-5

Teacher-Student Teacher Relations

It shall be the duty of the central administrative office to determine the number of student teachers and the academic areas to be served each quarter or semester. This decision will be reached after consultation with the principal concerning such placement.

The following regulations shall apply:

- Placement shall be made by the central administrative office.
- Student teachers shall be assigned to the school rather than to individual teachers.
- The principal shall determine a schedule and make assignments within each school.
- Student teachers will be assigned to a team of teachers, whenever possible, and will work under the leadership of the team members.
- First year teachers shall not be assigned student teachers.
- Teachers shall be responsible for the following:
  o Pupil discipline
  o Pupil evaluation
  o Pupil assignments (length and quality)
  o Proper delegation of student teaching time.
• Teachers must understand that student teachers may prove invaluable in the education of their classes, but by no means is it intended that student teachers replace the teacher in the classroom. It shall be considered mandatory that teachers do not desert student teachers in the classroom.
• The teacher is responsible for everything that takes place in the classroom, whether or not he/she has a student teacher.
• Administrators may deem it necessary and beneficial to student teachers to involve them in activities other than instructional.
• The following timetable is recommended in determining student teachers’ actual teaching time and classroom management:
  o Phase No. 1-3 weeks: observation, orientation and assisted instruction.
  o Phase No. 2-3: observation and supervised participation
  o Phase No. 3-3: supervised participation, planning, and introductory instruction.
  o Phase No. 4-3: continued supervised, orientation and assisted instruction.

The classroom teacher is responsible for the implementation of the above timetable which shall be sufficiently flexible to meet the needs of the student teacher and pupils.

TEACHER APPRAISAL AND SUPPORT STAFF

The District utilizes both formative and summative evaluation of its licensed employees. Formative evaluations may be viewed as growth-oriented supervision and is designed to help teachers and other licensed personnel improve their instructional skills. Its purpose is primarily developmental. Summative evaluations, on the other hand, assesses competency and are used for accountability purposes.

Using the MS Growth Rubric, teachers will be formally evaluated at least once per semester. Evaluation will be based on observation both inside and outside the classroom.

After a teacher has been observed twice and the teaching performance is deemed unacceptable in the judgment of the principal, the teacher may be placed on an improvement plan. During this time, the teacher will have a conference with the principal and should expect frequent observations from the principal and designated district office staff. When, in the opinion of the principal, necessary adjustments have been made and teacher performance has become acceptable, the improvement plan shall be dismissed. In the event performance does not improve to an acceptable level, the principal may take necessary action to recommend to the Superintendent non-renewal of contract.

In order to provide additional feedback to teachers, the state of Mississippi has implemented use of the MS Growth Rubric.

All classified staff (to include assistant teachers, clerical staff, maintenance, and food service employees) can expect to receive a minimum of one performance appraisal per year by the building level principal or immediate supervisor. Employees that receive a poor evaluation or observation may be subject to additional performance appraisals for job target and or termination. Specific design of criteria for classified staff evaluation will be completed early in the Fall.

Any employee who wishes to review their personnel file must give a 24-hour notice to the Human Capital and Talent Management Department and an appointment time will be set.
TEACHER SUPPORT TEAMS/MTSS

The District has implemented Teacher Support Teams in all elementary, middle, and high schools to assist teachers in determining instructional interventions for students with learning problems, which interfere with their participation or performance in the classroom and the school environment. These problems may be academic or behavioral. Teachers should contact the MTSS chairperson at their school or the principal for more information regarding referral of a student.

TEXTBOOKS

Textbooks and other curricular materials are made available to each student on a yearly basis based on the instructional program and direction of the mASD. Teachers are to record book identification numbers, book title, and the student receiving the textbook. When a child moves from his/her school, the books are turned in to the classroom teacher before records are released.

Students will be charged for books that are lost. The fee will be based on the four-year average textbook life. Minimum charge is 25% of the contact price. All such losses and collections shall be reported to the principal.

Teachers, principals, and assistant principals distributing books to pupils are authorized to collect for any damage or excessive wear of the textbooks. The amount collected should be determined by the extent such damage has impaired the future use of the book and should be sufficient to impress upon parents and children the necessity for proper care and the use of the state-funded textbooks.

TRANSFERS

The Superintendent shall be the final authority involving assignment and transfer of teachers within the school district. Teachers who desire a transfer from their present teaching assignment must make such a request in writing to their principal. The sending principal, the receiving principal, and the Superintendent must approve transfers. All transfers will be considered on their own merits. The principal has the authority to determine the assignment of any employee within the school. The principal has the authority to recommend to the Superintendent the transfer of any employee. Once a teacher has accepted his/her school assignment, the teacher should remain at that location for three years before being considered for transfer. Please refer to your administrator or the Office of Human Resources regarding deadlines for transfer requests.

A teacher’s contract is with the District. The contract is not for a particular school, particular grade or specific subject.

TRANSPORTATION

District employees are allowed to transport students in District-owned vehicles, provided they have obtained written permission from the student’s parent/guardian, and have notified and obtained permission from their supervisor.
TRAVEL

Out-of-State
Teachers requesting permission to travel out-of-state to attend workshops or to take students on out-of-state field trips must first obtain superintendent approval. Requests should be made in writing to the principal. Upon approval he/she will forward the request to the appropriate Central Office personnel who will process it for placement on the Business Meeting agenda. Reimbursement must be requested within one month of returning from travel. The Travel Policy Rules and Regulations must be followed and can be found on the District’s website.

In-State
In-state travel also requires superintendent approval. Reimbursement must be requested within 45 days of returning from travel. In district (around town) monthly travel reimbursements should be submitted monthly.

Travel Advances
The district will process requests for:
- in-state lodging
- out-of-state lodging and airfare
- students and their chaperones attending any in-state or out-of-state school related programs, conventions or seminars (this advance may only come from school activity funds)
- travel advances will not be made for personal automobile use
- all travel advances shall be settled within five days after the employee returns from the trip

TUTORING POLICY

The District will permit on-site tutoring by our teachers provided that the following conditions are met:
- Teachers are not receiving compensation to tutor students that they currently teach.
- Tutoring does not begin until after the teacher’s normal school day ends.
- Teachers must fill out the proper form and submit to their principal for approval.

The form will contain the following information:
- Name of student/students being tutored
- Subject tutoring
- Day/days tutoring
- Location of tutoring
- Cost per student per hour
- Number of students being tutored per hour session
- How are students being transported home after tutoring session ends
- The principal must sign off on the request and keep a record on file in the school office.

UNLAWFUL ACTIVITY

Teachers who suspect or have direct knowledge of unlawful activity either by students or other district personnel should immediately report their suspicions to their principal or immediate supervisor who will take appropriate action.
VISITORS
All visitors to school shall report to the principal’s office for clearance and obtain written authorization to enter the building. Teachers shall report any unauthorized visitors to the office immediately.

WITHDRAWAL PROCEDURES
Any student withdrawing from school must have a parent/legal guardian contact the school and sign a record form before withdrawal procedures will be initiated. Teachers are responsible for providing and accurately recording all necessary information for the withdrawal procedure.

WORKERS’ COMPENSATION
The District’s goal is to provide a safe work environment. Each employee shall comply with all occupational safety, health policies and standards. Should an accident occur, the employee must immediately report any injury or illness, no matter how minor it may seem, to their supervisor. The supervisor must report the incident to the Workers’ Compensation Coordinator. Failure to do so may jeopardize eligibility for workers’ compensation.

All employees are covered for medical expenses and loss of income due to accidental injury on the job through Workers’ Compensation. Employees are covered against certain loss of earnings due to injuries on the job by workers’ compensation insurance policy furnished by the District. No compensation will be allowed for an injury, illness or death due to willful misconduct, intentional self-inflicted injury, intoxication, or willful failure or refusal to use safety devices or lack of compliance with prescribed safety procedures. The payment of medical bills and compensation payments will be in accordance with all applicable workers’ compensation laws.

Should an employee suffer an occupational injury or illness, the following steps should be taken:

- Any necessary first-aid treatment should be administered.
- When physically able, the employee shall immediately report the injury or illness to his or her supervisor.
- Employee completes a written statement/report of incident or student accident form. Anyone who refuses to complete the First Report of Injury paperwork will be viewed as being insubordinate and may be subject to disciplinary action up to and including termination.
- Safety Director will interview the employee and complete the report of the injury to be delivered to the Supervisor.
- The Supervisor forward the written statement and report of the incident or student accident form to the Director of Talent Management then to file.
- If needed, the report will be forwarded to the Business Manager if needed for worker’s compensation claim.
APPENDIX

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OVERTIME AND COMPENSATORY PAY FOR EMPLOYEES SUBJECT TO THE FAIR LABOR STANDARDS ACT

Purpose
The purpose of this policy is to ensure that the Mississippi Achievement School District complies with the minimum wage, overtime pay, compensatory pay, and record keeping requirements of the Fair Labor Standards Act (FLSA) of the United States. The FLSA requires that overtime be paid to non-exempt employees either in the form of monetary compensation or compensatory time at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in excess of 40 hours per week. A special compensation rate applies for employees who work two different jobs as explained below.

Exempt Employees
Certain employees are exempt from coverage under the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative, and professional employees such as teachers, counselors, supervisors, and administrators. Employees or supervisors who are unsure of an employee is exempt from coverage shall consult with the District's Superintendent or the Director of Finance.

Covered Employees
All employees in the job classifications listed below are non-exempt employees and are therefore covered under the FLSA:

- Assistant Teachers
- Bookkeepers
- Clerks
- Custodians
- Data Entry Operators
- Food Service Workers
- Maintenance Personnel
- Receptionists
- Secretaries

Some employees who work in the above areas may be exempt from coverage if they have supervisory responsibilities or if they are otherwise exempt under the FLSA.

Employment Relationships

An employment relationship is not created between student teachers or students and the District.

An employment relationship is not created between the District and individuals who volunteer or donate their services to the District as a public service without contemplation of pay.

The hiring of off-duty policemen or deputies on a part-time basis by the District for crowd control or for security purposes does not create a joint employment relationship between the District and the employer of the policemen or deputy. The District is separate and distinct and acts entirely independent of other governmental entities.
A joint-employee relationship does not exist between the District and any entity contracted to provide transportation services, security services or other services.

**Hours Worked**
The workweek for the District begins on Sunday and ends on Saturday. Each employee subject to the FLSA shall be paid for all hours worked. Compensable time includes all time that an employee is **REQUIRED** to be on duty.

Hours worked shall be accurately recorded by each employee in the manner provided by the District. Employees shall record the **exact time** of arrival and departure from work. Employees are expected to arrive and depart at or about the time specified by the District unless requested to work overtime by his or her immediate supervisor. All overtime shall be recorded by each employee by time clock.

Employees who are not assigned to one site will sign in at the first site where they begin working and sign out at the end of the day at the last site where they are working. They will also sign out for meal periods and other instances in which they are not working. The supervisors and building-level principals will review, approve, and submit to the payroll office each Monday time reports for these employees for the preceding week. All time shall cover seven days beginning Sunday and ending Saturday.

**Breaks and Meal Periods**
The District is not obligated or required to provide breaks or meal periods.

Meal periods in which employees are not relieved of duty are compensable. Those employees with bona fide meal periods shall be completely relieved of duty for the purpose of eating a regular meal and shall be free to leave the worksite during this period. Employees having bona fide meal periods may eat in a school cafeteria or in a break area at a worksite; however, the employee shall not engage in any work for the District during this period except for a rare and infrequent emergency.

**Basic Monetary Requirements**
Employees subject to FLSA shall be paid not less than the current minimum wage.

Generally, employees subject to FLSA shall be paid not less than 1.5 times his or her regular rate of pay for all hours worked over 40 in a work week. For those employees working two or more jobs for the District, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked calculated by dividing the total amount of remuneration received in a workweek by the total hours worked in that work week. The employee shall be paid one-half of the blended hourly rate times the number of hours worked over 40.

The supervisor and employee must have a written agreement or understanding that the employee will receive compensatory time before the work is performed. The employee may accumulate a maximum of 40 compensatory time hours. The employee must take the compensatory time when it is agreeable with the supervisor and within the next pay period, if possible.

**Regular Rate of Pay**
Any overtime pay will be based on the employee's regular rate which will include all remuneration for employment. For those employees paid a simple hourly rate the overtime will be based on that hourly
rate. For those employees paid on a salary basis, the monthly salary will be reduced to its hourly rate equivalent.

Authorization for Overtime Work Required
Each District employee responsible for the supervision of employees subject to the FLSA shall, prior to permitting any overtime work, receive authorization from the respective Division Chief (i.e. Chief of Academics, Chief of Staff/Operations, Executive Director of Finance).

Non-exempt employees who work overtime/compensatory time without prior approval must be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature, it should be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the hours worked must be paid to the employee, but disciplinary action must be taken for failure to follow established policy.

Recordkeeping
The Superintendent shall require all records on wages, hours, and other items listed in the recordkeeping regulations (29 CFR Part 615) to be kept by the business office for the time specified by the FLSA.

The Superintendent or his or her designee shall secure a sufficient quantity of the minimum wage posters. One poster shall be displayed in each District work site.

Enforcement
Failure to clock in and clock out will result in the employee’s pay being docked an amount equal to the employee’s daily rate. Employees who fail to comply with the time clock policy will be terminated. District employees shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site for the following reasons:

1. to investigate and gather data concerning wages, hours, and other employment practices;
2. to enter and inspect premises and records;
3. to question employees to determine whether any person has violated any provision of the FSLA.

District employees responsible for supervising employees subject to the FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the District.

HEALTH INSURANCE MARKETPLACE COVERAGE
Included in this staff handbook is information regarding the Health Insurance Marketplace designed to ensure we have appropriate and affordable health insurance.

Please note that the State and School Employees’ Health Insurance Plan does meet the minimum value standard of the new laws and the cost of this coverage (based on employee only premiums) is affordable.

It is a federal requirement that we notify you of the Health Insurance Marketplace.
Options and Your Health Coverage

PART A: General Information
When key parts of the health care law took effect in 2014, there became a new way to buy health insurance: The Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?
The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2016 for coverage starting as early as January 2017.

Can I Save Money on my Health Insurance Premiums in the Marketplace?
You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace? Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.1

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage - is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?
For more information about your coverage offered by your employer, please check your summary plan description or contact personnel in the Division of Finance and Business Affairs.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.
MDE EDUCATOR CODE OF CONDUCT


ACCEPTABLE USE POLICY

The Mississippi Achievement School District recognizes the value of computer and other electronic resources to improve student learning, teaching, instruction, research and communication to enhance the administration and operation of its schools. To this end, the mASD provides Intranet (internal) and Internet (external) connections for staff, students, and faculty. mASD encourages the responsible use of computers, computer networks, including the Internet, e-mail, and other electronic resources in support of the mission and goals of the mASD and its schools.

In order to access district services such as the Intranet and Internet via the District Network, each user must sign a Statement of Assurance (SOA) to acknowledge agreement with this Acceptable Use Policy (AUP) stating that they are aware of and acknowledge agreement with all the sections below.

The operation of the mASD network is guided by policy or policies set forth by the Mississippi Achievement School District administration, the Mississippi Department of Education, and all applicable local, state and Federal Laws. This AUP does not list every applicable policy or law but sets forth some specific policies particular to the mASD.

MONITORING OF NETWORK USE

All data transferred and/or transmitted over the mASD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on district-owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to E-mail, text documents, digital photographs, music and other digital or electronic files.

SCHOOL DISTRICT OWNERSHIP

All data transferred over the district network or stored on any district-owned equipment/media is the property of the mASD.

Any person placed on administrative leave by the school and/or District can expect temporary suspension of access to district technologies including but not limited to email, SAM, Marathon, and computer use. Any fixed asset devices must be returned to your administrator immediately.

CONSEQUENCES OF POLICY VIOLATION(S)

The use of the District Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Any student or district staff, including contract services (outside parties), who violate any policy, regulation or law regarding use of the District Network will be identified and corrective and/or punitive actions will be taken.
All users of the mASD network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administrator. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy. Violations of these procedures may result in, but is not limited to, a loss of access privileges, disciplinary action by the school and/or district administration, and/or contact of law enforcement agencies.

DISCLAIMER OF LIABILITY
The Mississippi Achievement School District disclaims all liability for the content of materials to which a student or staff may have access on the Internet and for any damages suffered as a result of the student or staff member’s Internet use. Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the mASD shall not be responsible for:

- Any damages a student or staff member may suffer, including, but not limited to, loss of data or interruption of services,
- For the accuracy or quality of information obtained from or stored on any of its network or client systems,
- Financial obligations arising through the unauthorized use of the systems,
- Theft, loss or damage to personal electronic devices,
- Any actions or obligations of a student or staff member while accessing the Internet outside the public-school system for any purpose.

While the mASD takes steps to protect users from inappropriate material, to intercept unlawful and malicious actions from affection users, to safeguard users, no system is completely perfect. Those risks must be recognized and accepted by users who sign the AUP SOA.

FILTERING
The Mississippi Achievement School District uses an aggressive Content Filter, SPAM filter. The mASD complies with the regulations of CIPA, the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], to provide Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% guarantee. Therefore, the Mississippi Achievement School Districts provides no guarantees but will diligently attempt to protect staff and students from accessing such objectionable Internet sites. In the event that inappropriate material is accessible, the mASD will not be held liable.

EMAIL AND ELECTRONIC DOCUMENT RETENTION
All emails and electronic documents created and shared with others inside or outside the district in conducting district business should be saved in user-designated folders on the user’s computer.

All district employee email will be archived for a minimum of one year.

All district employees will be issued a district email account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the district’s email system. This includes, but is not limited to teachers who guide extracurricular activities such as Clubs, choirs, bands, athletics, etc.
District staff, who generate newsletters, memoranda, slide shows, graphics, etc. with their workstations, laptops, or other district equipment, should organize their computer’s workspace (storage) using folders to store electronic documentation.

Use of “Internet Mail” by students, staff, and faculty such as Yahoo mail, Gmail, and POP3 accounts provided by their “home” Internet service providers is allowed at this time.

**PROHIBITED ACTIONS**

The following actions on the District Network are specifically prohibited, but are not limited to:

- Installing software, software application, utility, plug-in or other such operations without the approval of the Technology office;
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material;
- Inserting, using, or attaching non-approved disks, CD-ROMs, or other media storage devices into or with computers;
- Using obscene, profane, or vulgar language;
- Harassing, insulting, intimidating, or attacking others;
- Giving out personal information about another person, including home address or phone number;
- Engaging in any practice(s) that threaten the network and other technological tools;
- Violating copyright laws;
- Downloading entertainment/music/video/movie software or other files for transfer to a user’s home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the mASD. Software, files, and/or licenses owned by the mASD cannot be transferred to staff or student personal or home computers.
- Using the password of others to access the network or any other electronic information or telecommunication services;
- Accessing the documents, files, folders, or directories of others without permission from the owner of the files;
- Using the network and telecommunication services for commercial promotion, product endorsement, or advertisement not previously approved by the mASD Superintendent;
- Using the network, electronic information, computer-driven software and telecommunication services for personal gain or convenience;
- Conducting business other than that deemed academic in nature over the network;
- Misusing the resources of the district’s network, electronic information, computer-driven software, or telecommunications service equipment and supplies;
- Promoting causes that are religious in nature, with no apparent educational or instructional value; and/or
- Violating this or other procedures and guidelines established and set forth by mASD Technology Office.
- Attempt to bypass network controls and filters.

The above list is not all inclusive. The list will be amended from time to time.
STIPULATIONS FOR WEBSITE USE AS DISTRICT REPRESENTATIVES

Use of Non-District web sites to present information, classrooms, clubs, or any other officially sponsored activities of the mASD is prohibited. Any sanctioned activity must be hosted on the District website. All web publications will abide by the Family Education Rights and Privacy Act (FERPA) for the dissemination of student information.

Websites operating outside the mASD’s website must have a statement of disclaimer posted on the school’s website and a section under the name of each teacher or organization that has an external web site.

The disclaimer must read, “DISCLAIMER; you are now leaving the Mississippi Achievement School District’s Web Site. The district does not endorse and assumes no responsibility for content or control of the web site(s) to which you are about to proceed. The link provided at this page is a courtesy service. Responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of such web site(s) and not with the district.”

At the external teacher or organization web site, another disclaimer should be posted, “As (a) representative(s) of the mASD, responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of this web site(s) and not with the district. The Mississippi Achievement School District does not endorse this web site for school, academic, business, or any other purposes.”

Personal electronic devices used on the district network should have anti-virus and spy ware software installed when applicable.

MAINTENANCE STAFF GENERAL SAFETY MEASURES

Floor Maintenance

Do:
- Wear proper non-slip footwear
- Wear rubber gloves when handling chemicals
- Advise staff in the building of possible slip and fall areas
- Use wet floor signs around all work areas especially stairwells
- Ensure all work areas are well lit
- Have someone assist you when lifting heavy equipment

Don’t:
- Use equipment with frayed cords or attachments that are in poor condition
- Leave objects unattended on stairs
- Remove wet floor signs before floors are completely dry

Window Cleaning

Do:
- Ensure that all containers are properly labeled
- Secure ladder properly prior to use
- Ensure all ladders are in good working condition
- Seek assistance when moving heavy or odd shaped objects
Don’t:

- Leave equipment in open areas where it can pose a tripping hazard
- Leave cleaning materials unattended
- Leave doors unsecured while working outside
- Allow students on or near ladders or cleaning supplies

**Lighting**

*Do:*

- Wear proper safety glasses
- Ensure ladders are in good repair

*Don’t:*

- Use ladders that will conduct electricity
- Store loose lights in janitor’s closets (they should be kept in a storage box at all times)
- Change lights that are over 10 feet without the proper procedures in use
- Allow students on or near ladders

**General Cleaning**

*Do:*

- Ensure that all equipment and chemicals are properly labeled
- Know where all fire exits, and extinguishers are located
- Use well maintained equipment
- Wear the proper gloves when using harsh chemicals
- Keep electrical cords out of areas where they could pose trip hazards
- Seek assistance when moving heavy or odd shaped objects

*Don’t:*

- Leave janitor’s closets untidy and disorganized
- Leave chemicals in washrooms or janitor’s closets when mixed with other chemicals
- Remove wet floor signs before floors are completely dry
- Allow students to clean up any bodily fluids
- Allow students near harsh chemicals
- Leave objects unattended in high traffic areas
- Leave doors unsecured when working inside or outside of the building

**Interpersonal Skills**

*Do:*

- Be friendly and courteous to all students, staff, and visitors
- Maintain a professional relationship with students, staff, and visitors

*Don’t:*

- Ask or exchange telephone numbers with students
- “Friend request” or “Friend” students on social media outlets including Instagram, Facebook, or Snapchat
EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGMENT

I, __________________________________ have read Mississippi Achievement School District’s Employee Handbook, and I agree to comply with the policies and procedures described in the handbook.

“At-Will” Employees

I understand and agree that I am an “employee-at-will.” I understand my employment is for an unspecified period of time, and that either the District or I may terminate employment at any time, with or without reason or notice. I understand the policies described in this handbook do not explain every employment situation. These are merely guidelines. Further, I acknowledge the employee handbook is NOT an employment contract, nor is it intended to create any contractual rights, obligations, or guarantees of my employment with the District. In addition, I understand no one has the right to alter the employment-at-will relationship other than the Superintendent.

Licensed Employees

I understand I am a “licensed” employee. I understand the policies described in this handbook do not explain every employment situation. These are merely guidelines. I understand that district management, in accordance with legitimate district considerations, may make exceptions and clarifications to these policies. Further, I acknowledge that the District may add, change, or delete any policy in this policy handbook with or without notice.

If I have any questions about any policy in this handbook, I understand I may talk to my primary supervisor, the Office of Personnel, or the Superintendent.

Check Applicable: ______ “At-Will” Employee ______ Licensed Employee

Signed: ______________________________________________________

Date: __________________________________________________________________

Cc: Office of Talent Management and Human Capital file
User Agreement (Staff and/or Students)

I have read, understand, and will abide by the Acceptable Use Policy when using computers and other electronic resources owned, leased, or operated by Mississippi Achievement School District. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be initiated.

USERNAME (Please Print)

USER SIGNATURE

DATE SIGNED

NOTE: This agreement does not have to be signed to assign responsibility to staff and students for the policies contained in the AUP. The use of any and/or all electronic media documents shows the acceptance of responsibility for the AUP policies.
HEALTH INSURANCE MARKETPLACE COVERAGE NOTICE

I, _________________________ acknowledge that I have read the Health Insurance Marketplace Coverage Notice.