



Employee  
Handbook

2020-2021

# **TABLE OF CONTENTS**

Mission/Motto/Goals-----	4
Marion County Board Members and District Administration-----	5
Central Office Staff-----	6
Marion County Schools Directory-----	7

## **District Online Policies----- 8**

### **Information for All Employees**

Professional Educator Code of Ethics-----	9
Unacceptable MCSD Employee Activities-----	13
Conflict of Interest-----	14
Chain of Command-----	14
Political Activity of Staff Members-----	14
Confidentiality-----	15
FERPA-----	15
Sexual Harassment-----	15
Drug and Alcohol Testing-----	15
Smoking and Use of Tobacco-----	15
Weapons-----	16
Employee Dress Code-----	16
Student Restraint Policy-----	17
Bullying-----	17
State Test Training-----	17
Reporting Unlawful or Violent Acts-----	18
Internet and Acceptable Use Computer Policy-----	18
Social Networking-----	18
Accountability and Annual Inventory-----	18
Handling of Materials and Equipment-----	18
Equipment/Computer Repairs-----	19
Personal Property-----	19
Leaving School/Work-----	19

### **Information for Teachers/Principals**

Teacher/Principal Evaluations-----	20
Special Services-----	20
Classroom Management-----	20
Intervention/TST Teacher Support Team-----	21
Professional Development-----	21
Duties After-School Hours-----	21
Extra-Curricular Activities-----	22
Instructional Duties During School Hours-----	22
Faculty/Staff Meetings-----	22
Substitute Teachers-----	22
Lesson Plans and Preparation-----	22
Tutoring Services-----	23
Parent Conferences-----	23
Off-Campus Activity – Field Trips-----	23
Grading-----	25
Documenting Grades-----	25
Student Cheating-----	25
Student Attendance, Tardiness and Excuses-----	25
MCSD Discipline Plan-----	26
Use of Cell Phones by Teachers-----	26

## **Health and Emergency Information**

Employee Accidents -----	26
School Wellness Policy-----	26
Student Health Services -----	27
Student Health Services – Medicines-----	27
Asthma/Anaphylaxis Medications -----	27
Pandemic/Epidemic Emergencies-----	27
Communicable Diseases-----	27
Asbestos Hazard Notification -----	28
Emergency Weather Procedures -----	28

## **Finances: Purchasing, Travel, Fund-Raising, etc.**

Enhancement Funds-----	28
Purchasing -----	28
Procedures for Purchasing -----	29
Fund-Raising -----	29
Donations -----	29
Advertising, Solicitation, Sales -----	29
Travel Expenses -----	29

## **Personnel: Leave, Attendance, Rights**

Equal Opportunity Employment -----	30
Section 504, Americans with Disabilities Act -----	30
Evaluation of Non-Certified Employees -----	31
Personal Data -----	31
Advanced Degrees -----	31
Breaking Contract -----	31
Professional Personnel Separation -----	31
Notice of Nonrenewal -----	32
Licensed Employee Rights -----	32
Instructional Staff Reduction in Force -----	33
Grievances -----	33
Procedures for Processing Grievances -----	34
Job Descriptions -----	34
Family Medical Leave -----	34
Classified Employee Guidelines for Time and Attendance -----	35
Licensed Employee Pay Schedule -----	36
Non-Licensed Employee Pay Schedule -----	36
Employee Leave -----	36
Donation of Leave-----	40
Retirement Benefits -----	41
Teacher/Administrator Renewal of License -----	41

## **Food Services**

Employee Lunches -----	42
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## **Transportation Department**

Bus Driver Requirements -----	43
Bus Driver Guidelines -----	43

## **MISSION**

It is the Mission of the Marion County School District to provide students with educational opportunities that will ensure success by creating a community of empowered, lifelong learners.

## **MOTTO**

*Inspiring Excellence*

## **GOALS**

1. All Students Proficient and Showing Growth in All Assessed Areas
2. Every Student Graduates from High School and is Ready for College and Career
3. Every Child has Access to a High-Quality Early Childhood Program
4. Every School has Effective Teachers and Leaders
5. Our Community will Effectively Use a World-Class Data System to Improve Student Outcomes.
6. Maintain a Safe, Orderly Culture that Creates a Positive Experience for K-12 Education.
7. Operate an Effective, Efficient, and Sound Fund Balance to Ensure Resources are Distributed Equitably, Facilities are Upgraded and Updated, and a State-of-the-Art Technology Infrastructure is Maintained.

### ***PUBLIC NOTIFICATION OF NON-DISCRIMINATION (TITLE IX & VI)***

*The Marion County School District does not discriminate on the basis of sex, race, color, religion, national origin, or disability, and is in compliance with Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The Title IX & Title VI Coordinator for the Marion County School District is Carl Michael Day, 1010 Highway 13 North, Columbia, MS 39429. Phone: 601-736-0640.*

## **Marion County Board of Education Members**

Richard Culliver	District 1 - President
Houston "Keith" Stuckey	District 2
Eric Hutto	District 3
Wendy Hammonds	District 4
Larry V. Jenkins	District 5 – Secretary
Fred Cooper	Board Attorney

### **DISTRICT ADMINISTRATION**

Marion County School District  
1010 Highway 13 North  
Columbia, Mississippi 39429  
601-736-7193

Wendy A. Bracey Superintendent of Education	601-736-7193
Carl Michael Day Curriculum, Instruction, and Assessment Director	601-736-0640
Timothy Bryant Technology Director	601-736-7148
Melinda Trahan Finance Director	601-736-7193
Sissy Wilks Child Nutrition Director	601-731-2083
Robin Hurst Special Education Director/ District Test Coordinator	601-736-1148
Libby Aaron Federal Programs Director	601-736-0640

## CENTRAL OFFICE STAFF

Marion County School District  
1010 Highway 13 North  
Columbia, Mississippi 39429  
601-736-7193

Nicole May----- Superintendent's Secretary  
Haley Hill----- Receptionist/Transportation Bookkeeper  
Margie Teston ----- Purchasing/Accounts Payable/Fixed Assets  
Becky Miller-Peavy----- Payroll/Insurance Benefits Clerk  
James "Bo" Williams-----16<sup>th</sup> Section Land Manager

Lisa Williamson-----Child Nutrition Secretary

Debra Ancalade ----- Federal Programs Secretary/Bookkeeper  
Amie Powell ----- Instructional Coach  
Heather Martin----- Instructional Coach

Dr. Annie Franklin ----- Case Worker  
Jennifer Taylor----- SPED Secretary/Bookkeeper  
Rhonda Holmes----- Clerical Assistant

Gene Hurst ----- Network Specialist  
Angie Binkley ----- Computer Technician  
Eric Lewis-----Computer Technician  
John Sabine ----- Audio Visual Technician

Amanda Stevens -----Early Learning Collaborative Pre-K  
Coordinator/Instruction Coach

# **Marion County Schools Directory**

## **East Marion Elementary (K-6)**

Chase Robbins, Principal  
Celeste Williams, Secretary  
527 East Marion School Rd.  
Columbia, MS 39429  
(601) 736-7290  
(601) 731-1498

## **East Marion High (9-12)**

Percynthia Newsome, Principal  
LaShun Brumfield, Secretary  
527 East Marion School Rd.  
Columbia, MS 39429  
(601) 736-3006  
Tina Womack, Counselor  
(601) 736-5100

## **K-12 Personnel**

Robin Tisdale, MSIS Data Clerk  
(601) 731-7936  
Maya Magee,  
Bookkeeper  
(601) 736-2378

## **East Marion Cafeteria**

Darlene Moree, Manager  
(601) 736-1775

## **Carl-Loftin Career & Technology Center**

Dr. Jan Sears, Director  
Keri Armstrong, Counselor  
Shirley Allen, Secretary/Bookkeeper  
1140 Highway 13 South  
Columbia, MS 39429  
(601) 736-6095

## **Bus Barn**

TBD, Bus Shop Foreman  
(601) 736-1273

## **Maintenance/Transportation**

Jerry Broom,  
Maintenance/Transportation  
Director  
(601) 736-1273

## **West Marion Primary (K-3)**

Vicki Boone, Principal  
Traci Sullivan, Assistant Principal  
TBD, Secretary  
20 Cedar Street  
Foxworth, MS. 39483  
(601) 736-3713  
(601) 736-7002

## **K-3 Personnel**

Tommye Davis, MSIS Data Clerk/Bookkeeper

## **West Marion Primary Cafeteria**

Betty Buckley, Manager  
(601) 736-4296

## **West Marion Elementary (4-6)**

Sherrie Williams, Principal  
Crissy Joyner, Secretary  
2 West Marion Street  
Foxworth, MS 39483  
(601) 731-2076

## **West Marion High (7-12)**

Gigi Dunaway, Principal  
Ryan Stringer, Assistant Principal  
Heather Hunt, Secretary  
Kimberly Cruthirds, Counselor  
2 West Marion Street  
Foxworth, MS 39483  
(601) 736-6381  
(601) 736-6382

## **(4-12) Personnel**

Debra Broom, MSIS Data Clerk  
(601) 736-6381  
(601) 736-6382  
Melinda Robbins, Bookkeeper  
(601) 736-6474

## **(4-12) Cafeteria**

Felicia McCain, Manager  
(601) 736-2911

## **DISTRICT ONLINE POLICIES**

This handbook was developed to provide information you might need as an employee of the Marion County School District. It gives an overview of the Districts Policies, procedures and serves as a resource for the employee.

All District Policies can be found in their entirety at [marion.msba.org](http://marion.msba.org) In lieu of copying the entire policy within the Employee Handbook, you will be referred to the complete policy stored online.

This handbook is not intended to be all-inclusive nor will address every situation. You are encouraged to address questions to your direct supervisor. The policies and other information in this handbook are subject to change at any time so always verify your questions with your supervisor.





## INFORMATION FOR ALL EMPLOYEES



### Professional Educator Code of Ethics And Standards Of Conduct

*Policy GAA (Entire policy found online)*

All professional educators in the school district shall comply with the Mississippi Professional Educator Code of Ethics and Standards of Conduct as outlined in Mississippi Department of Education policy 1710 and 1717.

The superintendent or his or her designee shall establish procedures to assure that all school district employees comply with this policy.

The Superintendent shall report to the Mississippi Department of Education all license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).



### Mississippi Educator Code of Ethics

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators. Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues. Unethical conduct is any conduct that impairs the license holder's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues.

**Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4). Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4). Code of Ethics Standards**

#### ***Standard 1: Professional Conduct***

*An educator should demonstrate conduct that follows generally recognized professional standards.*

- **Ethical conduct includes, but is not limited to, the following:**
  - **Encouraging and supporting colleagues in developing and maintaining high standards**
  - Respecting fellow educators and participating in the development of a professional teaching environment
  - Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
  - Providing professional education services in a nondiscriminatory manner
  - Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
  - Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children
2. **Unethical conduct includes, but is not limited to, the following:**
- Harassment of colleagues
  - Misuse or mismanagement of tests or test materials
  - Inappropriate language on school grounds or any school-related activity

- Physical altercations
- Failure to provide appropriate supervision of students and reasonable disciplinary actions

**Standard 2: Trustworthiness**

*An educator should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.*

**1. Ethical conduct includes, but is not limited to, the following:**

- Properly representing facts concerning an educational matter in direct or indirect public expression
- Advocating for fair and equitable opportunities for all children
- Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

**2. Unethical conduct includes, but is not limited to, the following:**

- Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
  - employment history, professional qualifications, criminal history, certification/recertification
  - information submitted to local, state, federal, and/or other governmental agencies
  - information regarding the evaluation of students and/or personnel
  - reasons for absences or leave
  - information submitted in the course of an official inquiry or investigation
- Falsifying records or directing or coercing others to do so

**Standard 3: Unlawful Acts**

*An educator shall abide by federal, state, and local laws and statutes and local school board policies.*

**Unethical conduct includes, but is not limited to,** the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

**Standard 4: Educator/Student Relationship**

*An educator should always maintain a professional relationship with all students, both in and outside the classroom.*

**Ethical conduct includes, but is not limited to, the following:**

- Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students
- Nurturing the intellectual, physical, emotional, social and civic potential of all students
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
- Creating, supporting, and maintaining a challenging learning environment for all students

**Unethical conduct includes, but is not limited to the following:**

1. Committing any act of child abuse
2. Committing any act of cruelty to children or any act of child endangerment
3. Committing or soliciting any unlawful sexual act
4. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
5. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
6. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.

Examples of these acts may include but not be limited to:

1. sexual jokes
2. sexual remarks
3. sexual kidding or teasing
4. sexual innuendo
5. pressure for dates or sexual favors
6. inappropriate touching, fondling, kissing or grabbing

7. rape
8. threats of physical harm
9. sexual assault
10. electronic communication such as texting
11. invitation to social networking
12. remarks about a student's body
13. consensual sex

**Standard 5: Educator Collegial Relationships**

*An educator should always maintain a professional relationship with colleagues, both in and outside the classroom*

**Unethical conduct includes but is not limited to the following:**

- Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
- Harming others by knowingly making false statements about a colleague or the school system
- Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
- Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
- Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

**Standard 6: Alcohol, Drug and Tobacco Use or Possession**

*An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs*

**Ethical conduct includes, but is not limited to, the following:**

- Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice

**Unethical conduct includes, but is not limited to, the following:**

- Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
- Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
- Being on school premises or at a school-related activity involving students while documented using tobacco.

**Standard 7: Public Funds and Property**

*An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.*

**Ethical conduct includes, but is not limited to, the following:**

- Maximizing the positive effect of school funds through judicious use of said funds
- Modeling for students and colleagues the responsible use of public property

**Unethical conduct includes, but is not limited to, the following:**

- Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
- Failing to account for funds collected from students, parents or any school-related function
- Submitting fraudulent requests for reimbursement of expenses or for pay
- Co-mingling public or school-related funds with personal funds or checking accounts
- Using school property without the approval of the local board of education/governing body

**Standard 8: Remunerative Conduct**

*An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.*

**Ethical conduct includes, but is not limited to, the following:**

- Insuring that institutional privileges are not used for personal gain

- Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization

**Unethical conduct includes, but is not limited to, the following:**

- Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
- Tutoring students assigned to the educator for remuneration unless approved by the local school board
- The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. *(This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service)*

**Standard 9: Maintenance of Confidentiality**

*An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.*

**Ethical conduct includes, but is not limited to, the following:**

- Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
- Maintaining diligently the security of standardized test supplies and resources

**Unethical conduct includes, but is not limited to, the following:**

- Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
- Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
- Violating other confidentiality agreements required by state or local policy

**Standard 10: Breach of Contract or Abandonment of Employment**

*An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.*

**Unethical conduct includes, but is not limited to, the following:**

- Abandoning the contract for professional services without prior release from the contract by the school board
- Refusing to perform services required by the contract.



## **Unacceptable MCSD Employee Activities**



Marion County School District expects each employee to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor. Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to and including discharge. Nothing in this list alters the at-will nature of employment for some employees of the District.

1. Violation of any MCSD policy or Procedural Directive.
2. Violation of security or safety rules or failure to observe safety rules or MCSD safety practices; failure to wear required safety equipment; tampering with MCSD equipment or safety equipment.
3. Negligence or any careless action which may endanger the health, safety or well-being of the individual or another person.
4. Being intoxicated or under the influence of a controlled substance, including alcohol, while at work; use, possession or sale of a controlled substance in any quantity while on District premises, except medications prescribed by a physician which do not impair work performance.
5. Possession of dangerous or illegal firearms, weapons or explosives on District property or while on duty.
6. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on District premises when representing MCSD; fighting, or provoking a fight on District property, or negligent damage to property.
7. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment or refusing to cooperate in investigations.
8. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of District property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
10. Theft or unauthorized possession of District property or the property of fellow employees; unauthorized possession or removal of any District property, including documents, from the premises without prior permission from management; unauthorized use of District equipment or property for personal reasons; using District equipment for profit.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; untruthfulness about sick or personal leave; falsifying reason for a leave of absence or other data requested by MCSD; unauthorized alteration of District records or other documents.
12. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
13. Immoral conduct or indecency on District property.
14. Conducting a lottery or gambling on District premises.
15. Unsatisfactory or careless work, failure to meet work productivity or work quality standards.
16. Any act of harassment including but not limited to sexual, racial, and religious, telling sexist or racist jokes, making racial or ethnic slurs.
17. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified.
18. Sleeping or loitering during working hours.
19. Excessive use of telephones for personal calls, text messaging and/or use of social media.
20. Smoking on District property or in District vehicles.
21. Creating or contributing to unsanitary conditions.
22. Failure to notify your supervisor immediately when you will be late or absent; unauthorized or excessive absences or lateness.
23. Obscene or abusive language toward any supervisor, employee, parent, or student; indifference or rudeness; any disorderly/antagonistic conduct on District premises.
24. Speeding or careless driving of District vehicles.
25. Failure to immediately report damage to, or an accident involving, District equipment.

26. Unauthorized soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on District premises.
27. Failure to use required time clocks or timesheets, alteration of your own timesheet or records or attendance documents, altering another employee's timesheet or records, or causing someone to alter your timesheet or records.
28. Any other act or omission which impairs or restricts the ability of the District to provide a safe and healthy environment for employees and students.
29. Sharing or disseminating personal, sensitive, or confidential information about an employee, student, or parent. No employee will disclose confidential information unless legal requirements demand such information be revealed or disclosure is necessary to prevent serious and foreseeable harm.
30. Negligence or any careless action which allows others access to personal or confidential information about employees or students. Willfully providing someone access to personal or confidential information about employees or students.

**Conflict of Interest**

*Policy GAC (Entire policy found online)*

No employee may use their position for their individual or another's private gain. For more information refer to Policy GAC online.

**Chain of Command / Reporting Structure**

Teacher→Administrator/Principal→ Director of Curriculum→Superintendent→School Board

*\*For SPED related actions go directly to Director of Special Services → Director of Curriculum, Instruction, and Assessment→ Superintendent →School Board.*

Athletic Coaches →Administrator/Principal→ Director of Curriculum→Superintendent →School Board

*\*For athletic related actions goes directly to the Athletic Department Chair →Administrator→Director of Curriculum, Instruction, and Assessment→Superintendent →School Board*

Administrators/Principals →Director of Curriculum→Superintendent →School Board

Assistants/Other School Personnel →Administrator/Principal→Director of Curriculum→Superintendent→ School Board

Cafeteria Personnel→ Cafeteria Manager→ Child Nutrition Director→ Superintendent→ School Board

Maintenance Personnel→Maintenance/Transportation Director→ Superintendent→ School Board

School Janitors→ Principal or Maintenance/Transportation Director→ Superintendent→ School Board

Bus Drivers→ Principals or Maintenance/Transportation Director→Superintendent →School Board

**Political Activity of Staff Members**

*Policy GAHB (Entire policy found online)*

All employees shall be encouraged to exercise their constitutional rights as citizens, but they shall not involve their schools in political campaigns.

Campaign literature supporting one or more candidates shall not be distributed within the schools or on school buses by pupils, teachers, or others, nor shall campaign posters be displayed on school owned property. Customary community political activities may be expected on election days at schools when schools are used as polling places. Employees shall not poll their pupils to determine how their parents are voting on any issue, and shall not attempt to indoctrinate pupils with personal political and social philosophy; however, employees are not prohibited from political activity after hours of official employment.

### **Confidentiality**

As an employee of the Marion County School District, you are entrusted with various types of confidential data. Your employment relationship with the district is based on trust, and you are expected to perform your duties and maintain the highest standard of confidentiality in safeguarding personal information and the confidentiality of records to which you have access. All employees are to exercise reasonable care to prevent the unauthorized use or dissemination of confidential information.

### **Compliance With Family Education Rights and Privacy Act of 1974 (FERPA)**

*Policy JRAB (Entire policy found online)*

*THIS POLICY COMPLIES WITH THE REQUIREMENTS OF THE NO CHILD LEFT BEHIND ACT OF 2001*

In accordance with the policy of the Marion County Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian. All Employees are urged to read and follow Policy JRAB. Student information is protected and violation of FERPA rights by the district, employees of the district, or an agent of the district is not permitted.

### **Sexual Harassment**

*Policy GBR (Entire policy found online)*

#### **Sexual Misconduct Prohibited**

If any person eighteen (18) years or older who is employed by any public school district or private school in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, the Mississippi Department of Education and the Department of Human Services, provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation is true.

Any superintendent, or his designee, who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35. Any superintendent, principal, teacher or other school personnel participating in the making of a required report pursuant to this section or participating in any judicial proceeding resulting there from shall be presumed to be acting in good faith. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. '97-5-24

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months.

### **Drug and Alcohol Testing Policy**

*Policy GBRM-2 (Entire policy found online)*

The following is Marion County School District's Drug and Alcohol Testing Policy enacted pursuant to the MS Drug and Alcohol testing law, MS Code Annotated Sections 71-7-1 *et seq.* Supp. (1994). This policy is effective December 12, 2011. After this date, the district will begin testing personnel if it reasonably suspects that an employee is under the influence of illegal drugs or alcohol. In addition, the district will begin conducting random testing of all bus drivers, and pre-employment testing of all prospective employees. This policy will be enforced uniformly with respect to all personnel. All of the district's personnel, including administrators, will be subject to testing.

### **Smoking and Other Uses of Tobacco**

*Policy GBRM (Entire policy found online)*

This policy prohibits smoking in indoor school facilities or on educational property: any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity.

## Weapons

Policy JCDAE (Entire policy found online)

No student, employee or visitor may possess a weapon in, on or about school buildings, grounds, athletic fields or any other property used for school-related purposes. No student, employee or visitor may possess or carry any weapon within a vehicle brought onto school property.

## Employee Dress Code

Policy GABA

In the interest of establishing a professional image for employees, setting a positive example for students, promoting good grooming habits among students, ensuring an environment conducive to learning and maintaining decorum in the classroom, the following guidelines shall apply to the manner of dress and grooming for all district personnel. While the following specifications are not all inclusive, the intent is that teachers and staff will not wear attire that will unduly attract attention to what they are wearing and away from the educational process.

<b>TYPE</b>	<b>SPECIFICATIONS</b>
Shirts/Blouses	<p>Shirts and blouses must be the <b>proper size</b> and fit the employee appropriately. No tight or low-cut blouses and no short shirts that expose the midriff will be permitted. Tank tops or blouses with spaghetti straps may not be worn as outer garments.</p> <p>Males should wear shirts that have collars and sleeves and must be tucked in at all times.</p> <p>No tee shirts or sweatshirts are allowed except on Fridays which are designated as 'School Spirit Days.' School shirts or t-shirts promoting achievement, athletics, positive behavior, school clubs and organizations can be worn over approved pants or skirts. Other 'Spirit Days' would have to have Superintendent's approval.</p>
Pants	<p><b>Fitted</b> at waist (with or without elastic), pants must fit appropriately. Oversized or tight fitting clothing is prohibited. No baggy, sagging, ragged or pants with holes may be worn. Capri and cropped pants are permissible; however, they must be loose fitting and at least mid-calf in length. <u>No denim jeans of any color may be worn.</u> Wind pants; velour pants, sweats, zip-off pants, overalls, or stretch pants shall not be worn. <b>Male employees must wear a belt.</b></p> <p><i>Certified personnel shall be allowed to dress in accordance with their job responsibilities and setting. For example, vocational welding and carpentry instructors may have specialized clothing for their area. Also, coaches and physical education personnel may be allowed to wear appropriate knee length shorts during coaching sessions. Coaches will follow the staff dress code when teaching academic courses.</i></p>
Dresses/Skirts	<p>Length should be knee length or longer. No miniskirts or skirts with slits exceeding 3 inches above the knee will be permitted. No tight or low-cut dresses will be permitted. Dresses with thin straps, spaghetti straps, strapless dresses or low-cut dresses must not be worn. No denim dresses or skirts. Leggings may be worn under appropriate length skirts and dresses only.</p>
Shorts	<p>No shorts shall be worn.</p> <p><b>Exceptions</b> to this will be for coaches and physical education personnel while performing their coaching sessions. During coaching sessions, if shorts are worn, they must be knee length and fit appropriately.</p>
Shoes/Boots	<p>Shoes should be appropriate for safe participation in all job related activities. No rubber slipper type sandals (shower shoes) or house shoes will be allowed.</p>



### **Additional Dress Code Rules**

Each employee has the responsibility to maintain minimum standards of hygiene, sanitation and personal appearance. Wearing apparel, hair, or general appearance shall not disrupt the educational atmosphere.

1. Visible body piercing (other than ears) and tattoos shall not be allowed. This includes tongue, lip, brow piercing, etc.
2. No hats or head coverings may be worn inside the building unless it is part of the employee's uniform.
3. Avoid excessive jewelry that is distracting.
4. Maintenance, custodial, lunchroom and other service-type employees should dress according to guidelines issued by their immediate supervisor.

**The principal shall have the final decision about the appropriateness of all components of the employee's attire.**

### **Student Restraint Policy**

Policy JCBA (*Entire policy found online*)

The Mississippi Department of Education and the State Board of Education supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, and improves student achievement for all students. When teachers and administrators implement evidence-based positive behavior supports with fidelity, a safe and orderly school environment is created that is conducive to learning and students are able to achieve without the constant interruptions that occur when teachers are required to address discipline in the classroom. However, at times, some students exhibit behaviors which place themselves and others in imminent danger. Schools must implement proactive strategies and interventions to reduce the likelihood of these situations, and they must have clearly identified responses to address such situations when they occur. Additionally, schools should have policies in place that address the responses needed to ensure the safety of all students and staff.

### **Student Bullying**

Policy JDDA (*Entire policy found online*)

The Marion County School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

### **State Test Training and Implementation (All Employees)**

All faculty members will attend test training as required by their administrator. No personal leave will be granted during statewide test dates unless an emergency arises.

The district test coordinator is Robin Hurst. The test coordinator duties at each school location are determined by the administrator.

### **Reporting of Unlawful or Violent Acts**

*Policy JCBF (Entire policy found online)*

District employees shall comply with all requirements imposed by law with regard to reporting unlawful or violent acts which have or may have occurred on school property or during school-related activities or for which students have been expelled.

### **Internet and Email Safety and Acceptable Use Computer Policy**

*Policy IFBGA and Policy IFBGA (Entire policy found online)*

The Marion County School District (MCSD) offers currently enrolled students, faculty and staff access to the school computer network through computer labs, networked pc's and stand-alone computers. District technology equipment is provided for use in fulfilling curriculum objectives and quality enrichment activities. Personal electronic devices are not to be connected to the District network without approval from technology department. This includes, but is not limited to personal computers, laptops, PDAs, and MP3 Players.

It is the policy of Marion County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act

### **Social Networking**

*Policy GABBA (Entire policy found online)*

Access of social networking websites for individual use **during school hours is prohibited**. Employees, faculty and staff should not give social networking website passwords to students.

All employees, faculty and staff of this school district who participate in social networking websites (ex-Facebook) shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom activity. This determination will be made by the Superintendent.

Fraternization via the internet between employees, faculty or staff and students is prohibited and violation of any of these policies may result in disciplinary action, up to and including termination.

Nothing in this policy prohibits employees, faculty, staff or students from utilizing educational website that are solely for educational purposes.

### **Accountability and Annual Inventory**

An inventory sheet must be attached to each classroom/office door which list the items that are in that classroom and that the teacher is responsible for maintaining. If an item is to be moved from the room where it is inventoried, proper paperwork must be filled out and sent in to the central office prior to moving the object. You should keep a copy of that paperwork with your inventory until a new inventory sheet is printed and sent to you. If a computer is picked up for maintenance, a work order sheet will be left with the inventory sheet and will remain there until the item is returned or it is deleted from inventory. Annual Physical Inventory Policy - a physical inventory will be taken at least annually. If an item is found to be missing, the person who signed for the item will be held personally and financially liable, unless a properly executed police report is filed in a timely manner.

### **Handling of Materials and Equipment**

Textbooks, educational materials, and equipment are provided for pupil, teacher and employee use. These must be properly handled. Students shall be held responsible for any damages to public school property. Requests for repairs or other needed services must be directed to the administrator in writing.

### **Equipment/Computer Repairs**

Repairs are often necessary on computers and other equipment in your classroom/office. Computer repair must go through the Technology Department. Please notify them using the ticket system located on the Marion County website. Please notify the technology department immediately when you discover a problem and they will get to it as soon as possible.

### **Personal Property**

The Marion County School District shall not be responsible for any items of personal property lost, stolen, or destroyed on public school property. District personnel are advised not to bring any personal property or valuables to work. If you must bring personal property to work, it is your responsibility to keep the items in a locked storage or a secured area when not in use. It is not advisable to leave personal property at any school location over extended break periods such as Christmas, spring break, etc.

### **Leaving School/Work**

If an employee must leave campus, he/she should contact their immediate supervisor or his designee prior to leaving. Upon leaving, the employee must be sure to clock out in the time clock.

## **INFORMATION FOR TEACHERS/PRINCIPALS**



### **TEACHER/PRINCIPAL EVALUATION**

Policy GBI (*Entire policy found online*)

*The evaluation of professional employees shall be in the form and manner prescribed by the State Department of Education.*

#### ***Teacher Evaluation:***

The Mississippi Professional Growth System is an evaluation process designed to improve the professional performance of all educators. It provides a reliable and valid system of performance assessments based on common standards to gauge teacher effectiveness, help track educational progress, identify areas of need, and improve performance throughout a teacher's career.

#### ***Principal Evaluation:***

The Mississippi Department of Education (MDE) believes that effective school principals are leaders who help ensure that all students reach ambitious targets of performance. That is, principals of traditional or alternative schools and directors of career and technical (CTE) centers must ensure a high level of academic success for every student by fostering school and community climates that value effective teaching and student learning. The Mississippi Principal Evaluation System (MPES) is designed to fulfill federal requirements and conform to the Mississippi Standards for School Leaders, endorsed by the Mississippi Board of Education. The guiding principles upon which the MPES is based are clustered into three categories: Foundation Principles, Process Principles, and Outcome Principles.

### **Special Services: District Assurances For Children With Disabilities**

Policy IDDF (*Entire policy found online*)

The Marion County School District will provide a free appropriate public education to children ages three (3) through twenty (20), with a disability who, by reason thereof, need special education and, as appropriate, related services as defined under Part B of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA); Mississippi statutes, and the Mississippi Department of Education policies.

### **Classroom Management**

#### **Safety:**

It is the teacher's responsibility to ensure that a safe environment exists in the classroom at all times to protect students. Safety measures should be followed during the presentation of all classroom activities, i.e. experiments, demonstrations, videos, fieldtrips, etc. Safety instructions as related to any potentially hazardous activity must be given to students before any activities begin. In the event that an accident does occur, teachers must contact the administrator and/or school nurse immediately, administer first aid as necessary to prevent further injury, and file a detailed accident report with the office. Any dangerous or hazardous conditions should be reported immediately by the teacher so the appropriate corrections can be made.

Administrators will conduct safety drills periodically as required by state and local laws. Emergency procedures for fire, natural disasters, or other emergencies (including evacuation routes) are listed on the emergency procedures sheet supplied by the administrator. A copy of the evacuation route diagram must be posted in a conspicuous place in each classroom, and faculty members must familiarize students with all emergency procedures.

#### **Supervision:**

Teachers/staff are responsible for supervising students at all times. Merely having students in your direct line of sight may not be enough. Teachers/staff must move around their classrooms or work space often and be proactive in paying attention to what their students are doing at all times.

### Classroom Appearance:

Classrooms should be kept neat and orderly at all times. In addition to the janitorial services provided by the district, teachers should do their part to emphasize and enforce classroom cleanliness practices with all students. Desks, furniture, equipment, etc. must be arranged in an orderly fashion to maintain clear aisles for traffic, and to allow the teacher a clear line of vision to all areas of the classroom for the supervision of all students at all times. Bulletin boards should be arranged neatly and reflect student achievement and subject matter according to standards based bulletin board guidelines.

Materials for bulletin boards or classroom displays can be purchased with EEF funds. Some supplies may be available in the library.

- Food and drink should not be consumed in the classroom while students are present.
- All class parties must be approved in advance by the administrator.

Teachers shall not affix any item/items to the walls or doors that would change or damage the structure without administrator approval.

### Intervention (TST-Teacher Support Team)

Policy IEA (*Entire policy found online*)

The School Board of the Marion School District adheres to a policy of non-discrimination in educational programs and activities and strives affirmatively to provide equal educational opportunity to all students as required by Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination based on disability.

It is the responsibility of each teacher in the regular education program to do all that is within his/her professional capability to ensure that all students can learn and are successful in the regular education program. It is expected that each teacher, as part of his or her professional responsibility, will attempt a variety of strategic instructional variations within the classroom in order to adapt instruction to the learning needs of the students who demonstrate a wide-range of achievement.

It is the policy of the School Board of the Marion County School District that the referral of a student to the school Teacher Support Team (TST) to begin the State of Mississippi's process for determining eligibility of a student for special services under the provisions of the Individuals with Disabilities Education Act (IDEA) should only be considered (1) after all other appropriate instructional interventions and strategies have been implemented in the regular classroom and the student continues to be at risk; or (2) if the student is obviously disabled.

It is the intent of the School Board of the Marion County School District to standardize procedures in order to ensure that (a) all students are provided an opportunity to succeed in the regular education program; and (b) all students receive a free and appropriate public education.

### Professional Development

The professional development plan shall be prepared by a district committee appointed by the superintendent. Professional development will be scheduled during staff meetings, scheduled professional development days, and summer break. Teachers are required to be in attendance on scheduled Professional Development Days.

Your leadership team works together to try and find worthwhile experiences for each staff member. If you have any topics or concerns that need to be addressed, please let the supervising administrator or instructional coach know.

### Duties After School Hours

All faculty members may be assigned to serve additional duties at athletic events or other school sponsored functions during the school year.

### **Extra-Curricular Activities**

The Marion County School District offers a wide variety of activities to students. Included among these activities are clubs and organizations. Faculty members assigned as sponsors of these clubs and organizations are responsible for the proper conduct of all club or organization activities. Each faculty member may be required to serve as a classroom sponsor and/or homeroom sponsor for the class/grade to which he/she is assigned. The purpose of the classroom sponsor is to assist in coordinating student activities. A list of all class sponsors and sponsors for school-sponsored clubs and activities are available from the administrator.

### **Instructional Duties During School Hours**

Each administrator shall assign all members of the faculty and staff under their direct supervision to specific supervisory duties during the school day, such as bus duty, hall duty, and recess and cafeteria duty. All faculty members are required to be at their classroom door to supervise the hall, bathroom, and classroom areas immediately before and after school and during each class change, unless instructed otherwise by the administrator. Teachers should monitor student activities at all times both inside and outside the classroom.

If you must leave your class, it is your responsibility to contact the nearest faculty member to your room or the office so that supervision can be arranged.

### **Faculty/Staff Meetings**

Faculty meetings will generally be held as needed. Unless specifically released by the administrator, all faculty members including teacher assistants and/or other designated personnel are required to attend each meeting.

### **Substitute Teachers**

Teachers are responsible for contacting Sub Teach immediately to secure a substitute teacher for their absence in the classroom.

### **Lesson Plans and Preparation**

All teachers, including teachers who teach electives, are required to prepare detailed unit plans including assessments and submit them for approval prior to delivery via Google Documents. All lesson units will be available for review by both the principal and/or his/her designee, Director of Curriculum, and Superintendent. Exemplar Units will be submitted for review and processing for Exemplar Status by the Exemplar Unit Review Team consisting of teachers representing specific grades/subjects from across the district. Plans are required to be left for Substitute Teachers when teachers are absent.

Teachers are expected to report to the classroom each and every day fully prepared for their teaching assignment. Adequate preparation is essential to maintaining an effective teaching and learning process, and classroom management. Any materials and/or equipment needed to assist in lesson preparation may be secured through the administrator's office, library, or from other faculty members. Copy machines may be used only when lesson items cannot be duplicated by other means. Copyrighted materials should *not* be duplicated without permission.

Teachers should employ a variety of methods to present lesson objectives so students with different learning styles and abilities will have an equal opportunity for success. Classroom instruction should always follow the MDE curriculum framework and be designed to meet the needs of each individual student. Specific content and/or materials contained in a course may be modified by the instructor to meet changing needs. Any major changes should be approved by the administrator.

### **Tutoring Services**

Tutoring is provided at various levels throughout the school district to assist students with remediation needs. The school's tutoring labs are maintained by tutoring personnel who assist students with their individual learning needs. Priority is given to students who fail to achieve a minimal or basic on the Mississippi Assessment Program (MAP) and who failed SATP.

Students are generally referred for tutoring services by their academic teacher or administrator and attend tutoring during their elective class period whenever possible. Teachers throughout the district are encouraged to provide voluntary tutoring in their classrooms before and after school.

### **Parent Conferences**

Parents/Guardians are encouraged to take an active part in maintaining communication with their child's teachers and administrators. Because of classroom and duty obligations and prior appointments, it is suggested that conferences be arranged beforehand. To schedule a conference with a teacher or to schedule an appointment with an administrator, please contact the main office at the school.

### **Off-Campus Student Educational Activity (Field Trips)**

*Policy IFCB and Policy JGFB (Entire policy found online)*

A well-planned field trip is considered a worthwhile educational experience. Therefore, a teacher wishing to make such a trip shall first obtain written approval from the principal and then written approval from the Superintendent at least two (2) weeks prior to the date of the field trip.

Trips involving **travel outside of the state** by watercraft, aircraft, or rail, any overnight trips involving more than one night, and any other trips deemed appropriate by the Superintendent shall require approval of the School Board. If the field trip involves transportation other than Marion County School District buses, appropriate proof of liability insurance information shall be submitted along with the field trip/activity submission form. Next, the teacher shall contact the Transportation Department to ensure that transportation is available for the date of the trip.

Because of the risks involved, field trips deserve thoughtful consideration from the teacher and principal. Safety is a primary consideration. Each teacher should have in hand, before the date of the field trip, a permission form signed by parents giving and granting the child permission to go on the field trip.

**No field trip activity shall commence until such time as:** (1) the standardized field trip/activity submission form has been completed and approved and is on file in the Marion County School District Central Office, (2) the parental permission forms have been completed, (3) the request for breakfasts/lunches/ and snacks has been submitted to the Child Nutrition Department, and, (4) Bus Permits turned into the Transportation Department.

All trip arrangements are the teacher's responsibility, including transportation, collection of fees, waivers, and obtaining chaperones and must follow the following guidelines:

- All trips must be well planned, properly timed, and related to regular learning activities.
- Field trips and other out-of-district activities cannot conflict with the state testing program schedule or within 3 days of the district 9-weeks testing schedule.
- Prior approval of the field trip/activity form must be secured before any commitments to a vendor can be made on behalf of the school.
- All requests for breakfasts/lunches/snacks must be turned in to the Child Nutrition Department at least two (2) weeks prior to the field trip. The Marion County School District requires all groups to plan to take school breakfast/lunches on all field trips to ensure all students are allowed a full-meal and to take advantage of the Community Eligibility Program (all students eat free). Special permission must be obtained on the field trip/activity submission form to vary from this requirement.
- All Bus Permit forms requesting the use of a bus must be turned in to the transportation department at least two (2) weeks prior to the field trip.

- All trips and the arrangements thereto, must be within budgetary allotment for such purpose. Costs incurred will come from actual fees charged to the students, chaperones, etc., the school activity fund, the sponsoring school organization or other grants. No fees shall be collected in excess of the actual cost of the trip.
  - All fees must be collected, receipted and deposited prior to the trip.
  - The teacher will be responsible for submitting a request for a purchase order/check request. A complete list of all students and chaperones must accompany this request.
  - Each student who pays must receive a receipt from the teacher. The teacher shall receive a receipt from the school bookkeeper for all deposits made. All deposits must be made daily and no money should be held overnight.
  - If a fund-raiser is conducted to raise money, that fund-raiser must have board approval prior to commencement.
- Each student who goes on a field trip must have written parental/guardian permission **prior** to the day of the trip. In addition, this form should include, but not limited to, the following information:
  - (1) name of student;
  - (2) date of birth;
  - (3) name and telephone of parent/guardian;
  - (4) emergency contact other than parent/guardian;
  - (5) medical insurance policy provider and number, if applicable;
  - (6) list of allergies and/or medication, including dosage and schedule.

The trip's sponsor/advisor/coach must provide the school's principal the following information:

- (1) date of trip;
- (2) destination of trip;
- (3) educational objectives;
- (4) sponsoring group/organization;
- (5) names(s) of sponsor/advisor/coach;
- (6) time of departure and estimated time of return;
- (7) route to be followed with proposed stops;
- (8) method of transportation, e.g., school bus, commercial carrier;
- (9) list of students with emergency information.
  - **This lists must be given to the school attendance clerk the day before departure.**

Field trips will be charged at the following rates: If a non-certified driver is hired to drive the bus, the driver will be paid the rate stated in the Salary Handbook and \$2.00 per mile for fuel/bus.

Accreditation guidelines regarding the number of allowable absences must be considered when field trips are planned.

#### **Athletic/Band/Cheerleading Trips:**

In an effort to reduce paperwork and yet meet the guidelines set forth in this policy; prior to the beginning of each athletic/band/cheer season, the sponsor of the group will submit the schedules of all Mississippi High School Activities Association (MHSAA) sports, band, or cheer events for that particular season for blanket field trip prior approval by the School Board. The Board understands that in the event that a team advances to district or state competition, the time frame may not allow for approval of travel by the School Board. In this instance, the party must complete a trip/activity form and the approval of travel will come from the Superintendent. All other athletic/band/cheer travel not submitted prior to, or that is not part of the MHSAA schedule, will adhere to the regular trip planning guidelines set forth in this policy. MHSAA trips will be charged at the following rates as long as the event is a MHSAA sanctioned event for this District: If a non-certified driver is hired to drive the bus, the driver will be paid the rate stated in the Salary Handbook and \$1.00 per mile for fuel/bus.

**Off-campus educational activities** include, but are not limited to: Career/Technical clinical and internship activities within the district which are part of the course curriculum and District sponsored Career Fairs. Follow the guidelines in policy JGFB for these types of activities.



## **Grading**

*POLICY IHE (Entire policy found online)*

**Refer to Student Handbook**

## **Documenting Grades**

Accurate grades and attendance/tardiness records must be kept by teachers. You must be able to share these records with a student, parent, or administrator if an issue arises. Students should be given feedback throughout the grading period to have a clear idea of their progress. At the end of each grading period you will be given grade sheets to record students' grades for the current grade period. After completing the grade sheets give them to the MSIS Data Clerk. Teachers are to record grades into SAM weekly.

Our district uses the grade book program provided by the SAM system. Teachers are responsible for verifying grades each nine week period by checking for accuracy and signing a grade verification sheet. Any incomplete grades must be cleared by the teacher within two weeks of the end of a term. In order to change an incomplete, the teacher must obtain a grade edit sheet from the MSIS clerk and return the completed form to the clerk for the change to be made. Teachers must also print a hard copy of their grades to turn in at the end of the school year. Any noncompliance (delays or errors) during the grading procedure could falsify student records/reports with invalid data and will be documented.

No final grade shall be awarded to a student who has not demonstrated mastery of the academic skills for a course. A student who does not demonstrate mastery of the skills of a course shall receive an *incomplete (I)* in the course until such time as he/she demonstrates mastery of those skills. Except in cases of prolonged illness or other unavoidable circumstances, mastery must be demonstrated within a **two week period** for the **incomplete** to be *removed* and a final course grade awarded for the school semester or year, as appropriate.

## **Student Cheating**

*POLICY IHE (Entire policy found online)*

Whether a student gives or receives information during an examination or a specific assignment, the offense is the same - students will receive a zero for the work involved. When a student is caught cheating the teacher must record a zero for the work which **CANNOT BE REMOVED BY A DROP GRADE OR EXTRA WORK.**

## **Student Attendance, Tardiness, and Excuses**

*POLICY JBD (Entire policy found online)*

***There have been changes in the Attendance policies/procedures when dealing with unexcused absences. Please read and follow the student handbook carefully.***

Regular school attendance is mandated by Mississippi state law. The Marion County School Board recognizes daily school attendance is a vital aspect of each student's education. The learning experiences occurring in the classroom are essential components of the educational process. Regular school attendance contributes to the development of responsibility, discipline, good work habits, and improves the student's opportunity for academic and social accomplishment. All students enrolled in the Marion County School system are required to attend school on a regular basis. Ensuring attendance is not only the responsibility of the individual student, but also his/her parent or guardian.

According to the Mississippi Department of Education, a child must attend school a minimum of **sixty-three percent (63%) of his/her instructional day.** A student who is absent more than thirty-seven percent (37%) of his/her instructional day will be considered absent the entire school day.

**It is the duty of the teacher to make sure to keep an accurate record of a student's attendance in class by making sure he/she posts attendance in a timely manner in SAM. Please refer to the student handbook to see a complete listing of the attendance guidelines. This information can also be located in the student/parent handbook.**

## **MCS D DISCIPLINE PLAN – GRADES K-12**

*Policy JCA (Entire policy found online)*

### **Refer to Student Handbook**

The Uniform Code of Discipline was developed to help establish a system that would facilitate an environment of good discipline in a fair consistent manner. This code follows the guidelines established by the State of Mississippi.

## **USE OF CELL PHONES BY TEACHERS**

*Policy IFBB*

The Board of Trustees of the Marion County School District believes that the school district was created for the primary purpose of effectively educating the children attending school within the school system. The Board further believes that to accomplish this mission, it is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited. Specifically prohibited is the use of cell telephones by teachers during class time or during a time that they are responsible for the supervision of students.

Alleged violations of this policy shall be discussed in a conference between the employee and the building principal. If the principal finds the violation(s) to be factual, the principal shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Repeated violations may result in non-renewal of an employee's contract or dismissal.

**The possession of cell phones is strictly prohibited during state testing.**

## **HEALTH AND EMERGENCY INFORMATION**

### **Employee Accidents**

All on-the-job accidents must be reported immediately to the principal or site supervisor and district office insurance clerk. All forms must be completed by the principal/site supervisor and turned into the Central Office within three days. Failure to complete necessary paperwork may cause your claim not to be honored. Drug testing may be required on the date of the accident.

### **School Wellness Policy**

*POLICY JG (Entire policy found online)*

#### **Rationale:**

The link between health of students and learning is well documented. If children are to be successful in school they cannot be tired, hungry, sick, suffering from drug abuse, or worried that school is an unsafe environment in which they could become a victim of a violent act. It has become apparent that problems such as poor nutrition, lack of physical activity, substance abuse, depression, teen pregnancy, obesity, bullying, and more – can adversely affect not only a child's health, but also his or her *ability to learn!* And that is precisely why a coordinated approach to school health can make a difference! A coordinated approach to school health improves kids' health and their capacity to learn through the support of families, schools, and communities working together. At its very core, a coordinated approach to school health is about keeping students healthy over time, reinforcing positive healthy behaviors throughout the school day, and making it clear that *good health and learning go hand in hand.*

#### **Goal:**

**All students in the Marion County School District shall possess the knowledge and skills necessary to make healthy choices that promote healthy lifestyles. All staff in the Marion County School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.**

### **Student Health Services**

#### **POLICY JGC**

Although the Marion County School District's primary responsibility is to educate students, the student's health and general welfare is also a major Board concern. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices.

### **Student Health Services – Medicines**

#### **POLICY JGCD (*Entire policy found online*)**

##### ***Also Refer to Student Handbook***

School personnel may not exceed the practice of first aid in dealing with pupil injuries and sickness, and only qualified personnel shall administer first aid to pupils.

Medication shall be provided or administered to a student by school personnel ONLY with the written request and consent of the student's parent/custodian/legal guardian, and by following Policy JGCD-R and the procedures found in the Student Handbook - Administration of Prescription Medicine.

### **Asthma/Anaphylaxis Medications**

#### **POLICY JGCDA (*Entire policy found online*)**

##### ***Also Refer to Student Handbook***

The safety and well-being of students are of utmost importance to the district's school board, administration, personnel and staff.

Medication shall be provided or administered to a student by school personnel ONLY with the written request and consent of the student's parent/custodian/legal guardian, and by following Policy JGCD-R and the procedures found in the Student Handbook - Administration of Prescription Medicine. SUPERVISED USE OF ASTHMA MEDICATIONS

Upon fulfilling the requirements as stated in this policy, a student with asthma may possess and use asthma medications when at school, at a school-sponsored activity, under the supervision of school personnel or before and after normal school activities while on school properties including school-sponsored child care or after-school programs.

### **Pandemic / Epidemic Emergencies**

#### **POLICY JGA (*Entire policy found online*)**

The Marion County School Board recognizes that a pandemic/epidemic outbreak is a serious threat that stands to affect students, staff, and the community as a whole. With this consideration in mind, the Board establishes this policy in the event the town/municipality and/or school district is affected by a pandemic/epidemic outbreak. At all times the health, safety and welfare of the students shall be the first priority. For more information about Pandemic /Epidemic Emergencies please refer to the MCSD policy JGA.

### **Communicable Diseases**

#### **POLICY JGCC (*Entire policy found online*)**

##### ***Also Refer to Student Handbook***

The Marion County School Board has the power, authority and duty to exclude from their schools students with what appears to be infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician or nurse practitioner that the student is free from such disease. '37-7-301 (h)

### **IMPORTANT NOTICE**

All staff shall use the following routine and standard procedure to clean up after a student has an accident or injury at school.

1. Blood or body fluids emanating from ANY student including ones known to have a chronic infectious disease, shall be treated cautiously.
2. Rubber gloves shall be worn when cleaning up blood spills. These spills shall be disinfected with a solution of bleach and water (1 part bleach to 7 parts water) and persons coming in contact with them shall wash their hands

immediately.

3. Blood soaked items shall be placed in leak proof bags for washing or further disposition.
4. The same procedures shall be used for dealing with the vomit and bodily waste of ANY student.
5. Hand washing immediately after contact with a student is routinely recommended if physical contact has been made with the student's blood or bodily fluids, including saliva.

### **Asbestos Hazard Notification**

As part of an annual asbestoses notification, we are informing all persons of their option of reviewing the asbestos management plan, which would include documentation of any changes of asbestos containing material in the schools.

To provide continuing management of the asbestos in our schools, all Asbestos Containing Materials (ACM) are inspected every six months by an engineering firm from Jackson, MS. Any changes in ACM are being recorded in a surveillance report as part of the management plan.

A copy of the surveillance and re-inspection reports, along with a copy of the management plans for the district, is maintained in the superintendent's office located at 1010 Highway 13 North, Columbia MS, 39429. Any interested party should feel free to go to any of the locations to review these reports.

### **Emergency Weather Procedures**

It may become necessary for the Superintendent of Education to dismiss school early due to an emergency situation. Announcements will be made over area radio stations and/or through the school media system if school should be cancelled or released early due to weather or other emergencies. Follow the **School Safety Plan** for your site as directed by the school Principal.

### **FINANCES: Purchasing, Travel, Fund-Raising, etc.**

#### **Enhancement Funds**

Enhancement funds are provided by the state for teachers to use to purchase classroom materials. The teachers are provided with a state credit card for which they are responsible. The teacher must maintain receipts of their purchases for at least five years in case of a state audit. Contact the Business Office for more information.

#### **Purchasing**

*Policy DJE (Entire Policy found online)*

All purchases by the Marion County School District which will be paid for with public funds shall be made pursuant to the purchasing laws of the State of Mississippi, Section 31-7-1 et seq.

It is the intention of the Marion County School Board to purchase competitively without prejudice and to seek maximum educational value for each and every dollar expended.

**Absolutely no purchases shall be made without a purchase order that has been signed and approved by District Purchasing Agent or Finance Director.**

**Any employee(s) making purchases without proper authorization as documented with a purchase order shall be personally responsible to the company/vendor for all costs. The quantity and unit price per item can NOT exceed what is on the Purchase Order.**

## **Procedures for Purchasing**

1. Fill out a Requisition Form including all relevant information such as vendor name, address, telephone, fax, item numbers, description, and price. The shipping needs to be included as well. Include your name and designated account (club, budget, enhancement, etc.). Give completed form to the bookkeeper after it has been signed by the department administrator. **The cut-off time for purchasing is 2:00 p.m. If received after this time, it will be submitted the next school day.**
2. The bookkeeper submits the requisition (usually that day) to the Central Office. The Central Office prints the Purchase Order and you will usually receive it in 1-2 school days.
3. Place your order when you receive the Purchase Order.
4. When the item is received, it must be checked in by you and all invoices and packing slips must be signed and turned in to the bookkeeper.
5. Anything purchased with school money or club money **MUST** follow these procedures.

**\*\*Do not order anything on your own without a purchase order.**

Please note - This means –

- No Credit Card Orders,
- No turning receipts into the office expecting repayment for items purchased not following procedure.

## **Fund-Raising**

Policy JK (*Entire policy found online*)

The Marion County School Board is authorized to conduct, or may authorize others to conduct, on behalf of the school district, fund-raising activities deemed by the board, in its discretion, to be appropriate or beneficial to the official or extracurricular programs of the district. This approval must be prior to any fundraising event. Any proceeds of such fund-raising activities shall be treated as activity funds and shall be accounted for as are other activity funds.

## **Donations**

Any materials, equipment, or funds donated to the school automatically become school property and must be approved by the Board of Education. The administrator at each school must submit a memo to the Superintendent of Schools and the School Board describing all donations for approval.

## **Advertising, Solicitation, Sales:**

No advertising, solicitation, sales, or service of any kind is allowed on any Marion County School District campus without prior approval from the Superintendent or designee.

## **Travel Expenses**

Policy DJD

The Marion County School Board believes that travel is necessary for many employees to fulfill the requirements of their jobs. However, travel expenses should be kept to a minimum and all claims should be clearly documented on the district's official voucher. Travel expenses will be subject to verification, and any falsely claimed travel expenses will be deducted. The travel policy must be followed to qualify for reimbursement.

## PERSONNEL: LEAVE, ATTENDANCE, RIGHTS

### Equal Opportunity Employment

*Policy GAAA (Entire policy found online)*

The Marion County School Board shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of an individual's race, color, ethnic or national origin, religion, gender, height, weight, age, marital status, political beliefs, disability, or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The Mississippi Public School Accountability Standard for this policy is standard 2.

### **HARASSMENT PROHIBITED**

The Marion County School District affirms the employee rights under Title VII and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

### Section 504 American With Disabilities Act-Non Discrimination

*Policy IDDH (Entire policy found online)*

The Marion County School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

The following person has been designated as the Section 504 /Americans with Disabilities Act Coordinator and will handle inquiries regarding the Marion County School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability. Robin Hurst, 1010 Highway 13 North, Suite 2, Columbia, MS 39429. Phone: 601-736-1148.

### Section 504 -- Americans With Disabilities Act Procedures

(EMPLOYEES AND SCHOOL VISITORS)

*Policy IDDHA (Entire policy found online)*

Any person who believes that he/she or any class of individuals have been subjected to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of handicapped persons as a class. All persons are encouraged to file grievances to resolve any disputes arising under these laws. Your filing a complaint will not subject you to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

1. Within ten (10) days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the Section 504/ADA Coordinator. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The Section 504/ADA Coordinator shall, within ten (10) days of receipt of the complaint, conduct or cause to be conducted a thorough investigation including questioning of all parties involved in the complaint. A written record shall be made of the statements by all parties involved. After the investigation is complete, the Section 504/ADA Coordinator shall meet with the complaining party and give a full report of the findings.
2. If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant shall have ten (10) days to

appeal the Step1 findings to the Superintendent. The complainant shall present his complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step 1. The Superintendent or his/her designee shall review all aspects of the complaint and complete an additional investigation if necessary.

3. The Superintendent shall respond to the complainant in writing within ten (10) days of receipt of the written appeal.
4. If the complainant is not satisfied with the results of Step 2, the complaining party shall have fifteen (15) days from receipt of the Superintendent's decision to appeal the complaint to the school board. The appeal shall be in writing, describing the reasons for complainant's dissatisfaction with the results of Steps 1 and 2. The complainant shall have the opportunity to present an oral statement to the board before the board makes its decision. The board's decision shall be rendered within fifteen (15) days after receipt of the appeal.

### **Evaluation of Classified (Non-Certified) Employees**

*Policy GDI (Entire policy found online)*

The development of a strong, competent classified staff of employees, and the maintenance of high morale among this staff, are major objectives of the school board. The board recognizes that thorough, regular appraisal of performance is essential to the realization of district goals. The primary purpose of personnel evaluation is the growth and development of individual staff members, the strengthening of the school staff as a whole, and improvement of support services provided.

### **Personal Data**

It is the responsibility of all employees to keep their address, telephone number, name changes and any other pertinent information current with the Human Resource/Payroll Department. Any changes in phone number and address should also be given to your immediate supervisor as soon as possible.

### **Advanced Degrees**

*Policy GBA (Entire policy found online)*

Anyone receiving a higher grade license shall present their license to the Marion County School District Central Office by October 15, to obtain a new contract of which will reflect the increase in compensation.

### **Breaking Contract**

*Policy GBOA (Entire policy found online)*

Any appointed superintendent, principal or licensed employee in any public school district who is under contract to teach or perform other duties and who desires to be released from such contract shall make application in writing to the school board of the school district for release there from, in which application the reasons for such release shall be clearly stated. If the board acts favorably upon such application for release, such superintendent, principal or licensed employee shall be released from his contract, and said contract shall be null and void on the date specified in this school board's order. ' 37-9-55 (1997)

If any appointed superintendent, principal or licensed employee in any public school of this state shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released there from as provided in Section 37-9-55, the contract of such superintendent, principal or licensed employee shall be null and void. In addition thereto the license or certificate of such superintendent, principal or licensed employee may be suspended by the State Board of Education for a period of one (1) school year as provided in Section 37-3-2 (8) upon written recommendation of the majority of the members of the school board of the school district involved.

### **Professional Personnel Separation**

*Policy GBN (Entire policy found online)*

IMPORTANT NOTICE: This policy is applicable only to professional personnel covered under the Education Employment Procedures Law (EEPL) as defined in MS Code ' 37-9-103. Please refer to the Education Employment Procedures Law Handbook, published by MSBA.

It is recognized by this school district that it is necessary, from time to time, to release from future employment licensed personnel where their performance fails to meet the standards established by the State Department of Education and/or

this board or where their services are no longer needed.

### **Notice of Nonrenewal**

#### ***Policy GBN (Entire policy found online)***

If a recommendation is made by the school district not to offer an employee a renewal contract for a successive year, written notice of the proposed non-reemployment stating the reasons for the proposed non-reemployment shall be given no later than the following:

1. If the employee is a principal, the superintendent, without further board action, shall give notice of non-reemployment on or before March 1; or
2. If the employee is a teacher, administrator or other professional educator covered under Sections 37-9-101 through 37-9-113, the superintendent, without further board action, shall give notice of non-reemployment on or before April 15, or within ten (10) days after the date that the Governor approves the appropriation bill(s) comprising the state's education budget for funding K-12, whichever date is later. An interim conservator appointed pursuant to Section 37-17-6(14)(a) or a school board acting on the recommendation of a school district financial advisor appointed pursuant to Section 37-9-18 shall not be required to comply with the time limitations prescribed in this section for recommending the reemployment of principals, teachers, administrators or other professional educators. ' 37-9-105 (2006)

A decision not to renew licensed employees of this school district shall be based upon valid educational reasons or noncompliance with school District personnel policies.

### **Licensed Employee Rights**

A principal or other professional educator receiving written notice under the provisions of this policy shall, upon written request within ten (10) calendar days of notice of proposed non-reemployment, be entitled to:

1. Written notice of the specific reasons for non-reemployment together with a summary of the factual basis therefore, a list of witnesses and a copy of documentary evidence substantiating the reasons intended to be presented at the hearing. The school district shall give this notice to the principal or other professional educator at least fourteen (14) calendar days prior to any hearing;
2. An opportunity for a hearing at which to present matters relevant to the reasons given for the proposed non-reemployment, including any reasons alleged by the principal or other professional educator to be the reason for non-reemployment;
3. Receive a fair and impartial hearing before the school board or hearing officer selected by the school board;
4. Be represented by legal counsel, at his/her own expense.

If the employee does not request a hearing, the recommendation regarding the non-reemployment of the employee shall be final.

It is the intent of this school district to establish procedures for providing professional educators with notice of the reasons for not offering him/her a renewal of his/her contract and to provide an opportunity for principals and other professional educators to present matters relevant to the reasons given for the proposed non-reemployment determination and to the reasons the employee alleges to be the reasons for non-reemployment. The board is required to determine whether the recommendation of non-reemployment is a proper employment decision and not contrary to law and whether the nonrenewal decision is based upon valid educational reasons or noncompliance with school district personnel policies.

Any and all hearings shall be conducted pursuant to the Rules of Procedure Under the Education Employment Procedures Law of 2001" (Policy GBN-R), adopted by this board. All proceedings under this policy are and shall be governed by the "Education Employment Procedures Law of 2001," where applicable. '37-9-101 et. seq.

Where a school board has acted in a manner which is arbitrary and capricious and where its actions are not supported by substantial evidence, the Chancery Court and ultimately the Supreme Court have the responsibility to intervene.



## Instructional Staff Reduction In Force - Professional Personnel (Reduction In Force)

### *Policy GBKAR (Entire policy found online)*

The Board of Trustees has the responsibility for providing and maintaining quality schools within the district. In order to carry out its responsibility, the board may: (1) abolish or combine job positions, (2) reduce the length of the work year with a concomitant reduction in salary (the same to be in no event less than 187 days per contract year), (3) reduce administrative supplements, (4) reduce the number of employees. Initially, staff reduction will be accomplished by attrition.

When reducing the number of licensed employees, the board will take into account the following reasons for such reduction in force:

1. Enrollment declines,
2. Financial decline/reduction
3. Educational program(s) elimination, and
4. Priority need for human, material and financial resources.

The primary objective of the board when reducing the work force will be the maintenance of a fair and balanced educational program consistent with the needs of the students and the functions and responsibilities of the school district. When deciding reduction in force, the board will consider the following factors, not necessarily in the order listed:

1. Criticality of the position to the mission, goals, and objectives of the school district
2. Subject area(s) and advanced degrees by certification.
3. Experience, professional training, length of service within the district and work assignment.
4. Quality of performance including the proven ability to accomplish the educational mission of the school district.
5. Executive ability.
6. Employee attendance and discipline history.
7. Skills and licensure in the area(s) where the district has instructional and/or supervisory needs.

## Grievances

### **GRIEVANCE PROCEDURES -- LICENSED PERSONNEL APPRAISAL**

#### *Policy GAE-P (Entire policy found online)*

#### **PURPOSE**

The purpose of this grievance procedure is to provide the licensed employee an equitable solution to a grievance filed in connection with a personnel appraisal.

#### **DEFINITIONS**

The following definitions shall apply in this grievance procedure:

1. "Personnel appraisal" refers to the system of annual performance evaluation of all licensed staff, as is mandated by state law. This grievance procedure has been approved by the school board for use in this district as part of its "Personnel Appraisal System"
2. A "grievance" is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy related to the personnel appraisal process for that individual.
3. A "grievant" is a person or persons making the complaint.
4. The term "days" shall mean working school days and shall exclude weekends, holidays, and vacation days.

## Procedure for Processing Grievances for Licensed Employees

Grievances shall be processed in accordance with the following procedure:

### **Level One**

1. All grievances, as defined above, must be presented orally to the principal of the grievant within five (5) days of the act or omission complained of, and the principal and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his principal the grievant shall, within five (5) days after meeting with his principal, file a written statement with his principal setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his principal a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal.
4. Within five (5) days after receiving the grievant's signed statement the principal shall send to the superintendent a copy of the grievant's statement, along with a statement from the principal setting forth his response to the grievant and/or his decisions, as is applicable. At the same time, the principal shall also provide a copy of his written statement to the grievant.

### **Level Two**

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his principal, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than ten (10) days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his principal.
2. The written statement submitted by the grievant to his principal in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit in writing any and all additional information on his behalf which he desires to the superintendent not later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.
3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his failure to attend shall be deemed as an acceptance of the written decision rendered by his principal at LEVEL ONE.
4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

### **Level Three**

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the school board.
2. If the grievance is not filed with the secretary of the school board within five (5) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.
3. Within five (5) days after receipt of the grievance, the board secretary, in concert with the board chairman and superintendent, shall schedule a hearing before the school board on the grievance.

The board shall render its decision within seven (7) days of the hearing.

### **Job Descriptions**

All employees shall have and be familiar with their job description. Job descriptions are available through your immediate supervisor or the personnel department.

### **Family and Medical Leave**

*Policy GBRIA (Entire policy found online)*

It is the policy of the this school district to provide a leave of absence in accordance with the Family and Medical Leave Act (FMLA) of 1993.If the district is aware that the reason for an absence from work qualifies under FMLA, the absence

will be designated as FMLA leave, even if the employee does not request it.

For information regarding FMLA processing, contact the Business/Financial Office.

By federal statute, the employee's benefits and job are protected while on FMLA. Hence, completing the appropriate FMLA paperwork is important.

### **Classified Employee Guidelines for Time and Attendance**

#### *Policy DJCD (Entire policy found online)*

- The work week for the Marion County School District begins on Sunday morning at 12 a.m. and ends Saturday at midnight. Each employee subject to the Fair Labor Standards Act shall be paid for all hours worked. Compensable time includes all time that employee is required to be on duty. Each employee is required to take a 30-minute un-interrupted meal period. Exceptions to taking the 30-minute meal period may be allowed if requested by the supervisor.
- Employees are expected to work their full schedule each week. Employees are to arrive and depart at the time specified by their supervisor unless requested to work overtime. The Central Business Office must approve all overtime. All personal leave must have prior approval by immediate supervisor.
- If time worked does not equal scheduled hours for the week, the employee can apply for either sick or personal leave if applicable. If all leave has been exhausted, "unpaid" leave will be applied. Employees cannot make up for any time lost by working late or coming to work early unless approved by the Superintendent.

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#### ▪ **OVERTIME**

- Employees shall be paid 1 1/2 times their regular rate of pay for all hours worked over 40 hours in a workweek. Overtime pay due an employee shall be computed on the basis of hours worked each workweek. For employees working two or more jobs for the District, overtime pay shall be calculated on the basis of a blended hourly rate for all jobs worked.
  - In the event it is necessary for an employee to work overtime, the employee must complete a Request for Overtime Form and submit it to his/her supervisor. The supervisor must then submit the request to the central business office. After the request is either approved or denied it will be sent back to the supervisor. The supervisor will then make a copy of the form, give one to the employee and attach the other to the weekly service report that reflects the approved overtime worked. Overtime not approved by an employee's immediate supervisor and the central business office will not be paid.
  - No overtime shall be worked nor compensated without prior written permission by the employee's immediate supervisor and central business office.
  - Supervisors may adjust schedules within a workweek to prevent the necessity of an employee working more than 40 hours in that workweek.
- Any "missed punches" on Time Trust requires a Time Edit Form. This accounts for the edit entry by the supervisor. The following missed punch ladder is in effect: (this excludes substitutes)
    - First Occurrence – Verbal Warning
    - Second Occurrence – Written Warning
    - Third Occurrence – Written Notice of 1 hour of docked pay
    - Fourth Occurrence – Written Notice of one day suspension without pay
    - Fifth Occurrence – Review of record with Superintendent with further suspension and/or termination.

For each 45-day period in which no incident occurs, an incident from the previous 45 days will be removed from the employee's file/record.

- The following ladder will be in effect for substitutes that have any "missed punches"
  - First Occurrence – Verbal warning

- Second Occurrence – Written warning
- Third Occurrence – Written warning that no pay will be given on day of missed punch.
- Fourth Occurrence – Review of record with Superintendent with possibility of being removed from the substitute list.

**Licensed Employee Pay Schedule**

The Marion County Schools’ pay schedule will be as follows for the superintendent, principals, administrators, teachers, and other exempt employees with wages being paid in twelve (12) equal payments. All salaried employees who work 200 days or more will receive their wages from July through June of each year. All other salaried employees will receive their wages August through July of each year. All wages will be paid on the District’s last working day each month. Wages paid for May, June, and July will be paid on the District’s last working day, not the employee’s last working day.

The amount of the salary to be paid any appointed superintendent, principal or licensed employee shall be fixed by the school board, provided that the requirements of Chapter 19 of this title are met as to superintendents, principals and licensed employees paid in whole or in part from minimum education program funds. In employing such superintendents, principals and licensed employees and in fixing their salaries, the school boards shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the licensed employee, superintendent or principal. It is the intent of the Legislature that whenever the salary of the school district superintendent is set by a school board, the board shall take into consideration the amount of money that the district spends per pupil, and shall attempt to insure that the administrative cost of the district and the amount of the salary of the superintendent are not excessive in comparison to the per pupil expenditure of the district.

**Non-Licensed Employee Pay Schedule**

The Marion County School’s pay schedule will be based on actual hours worked during each pay period, except bus drivers. Bus drivers will be paid in twelve (12) equal payments. All wages will be paid on the District’s last working day each month. Wages paid for May, June, and July will be paid on the District’s last working day, not the employee’s last working day.

**Employee Leave**

*Policy GBRI (Entire policy found online)*

**ABSENCE FROM DUTY**

1. **LICENSED EMPLOYEE**

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

2. **SICK LEAVE ALLOWANCE**

The Marion County School District Board has established 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 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.

Each licensed employee or administrator of the Marion County School District shall be credited with sick leave days according to the following schedule:

Personnel who work 187-199 days

- Eight (8) days sick leave the first year in the district
- Nine (9) days sick leave the second year in the district
- Ten (10) days sick leave the third and each additional year in the district

Personnel who work 200-219 days

- Nine (9) days sick leave the first year in the district
- Ten (10) days sick leave the second year in the district
- Eleven (11) days sick leave the third and each additional year in the district

Personnel who work 220-240 days

- Ten (10) days sick leave the first year in the district
- Eleven (11) days sick leave the second year in the district
- Twelve (12) days sick leave the third and each additional year in the district

Each teacher assistant of the Marion County School District shall be credited with seven (7) paid sick leave days.

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 the Marion County School District or a minimum thirty (30) days of unused accumulated leave that has been earned while employed in the Marion County 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 or a day after a holiday if, on the applicable day, an immediate family member of the employee dies or funeral services are held. Any day of the three (3) bereavement days may be used at the discretion of the teacher, and are not required to be taken in consecutive succession.

For the purpose of this subsection (3), the term “immediate family member” means spouse, parent, stepparent, child or stepchild, grandparent or sibling, including a stepbrother or stepsister.

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/her 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.

Each licensed employee or administrator of the Marion County School District shall earn two (2) paid personal leave days each school year.

#### 4. PROFESSIONAL LEAVE ALLOWANCE

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

established by this section in the discretion of the school board or each school district.

7. PAYMENT OF SUBSTITUTE EMPLOYEES

School boards may include in their budgets 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 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. NON-LICENSED AND HOURLY PAID SCHOOL EMPLOYEES

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

Each non-licensed employee or hourly paid school employee of the Marion County School District shall be credited with sick leave days according to the following schedule:

- 180 – 189 work days = seven (7) sick days per year
- 190 – 220 work days = eight (8) sick days per year
- 221 – 240 work days = nine (9) sick days per year

9. VACATION AND PERSONAL LEAVE

Vacation leave granted to either license or non-licensed 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 non-licensed 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 polices 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.

Vacation/personal leave will be credited to all twelve (12) month (230-240 work days) employees only.

- a. Each licensed and non-licensed employee of the Marion County School District shall be credited an additional ten (10) days of vacation/personal leave year fiscal year.
- b. All new licensed and non-licensed employees must be employed one full year before they are credited with any vacation/personal leave.
- c. Vacation/personal leave must follow the same guidelines as stated in item 3. Personal Leave Allowance.
- d. All vacation/personal leave must have prior approval from respective administrator.

10. HOLIDAYS

During holiday periods administrators and their staff who are on twelve (12) month work schedules shall be responsible for performing any duties needed to maintain the efficient operation of the school district and are thereby on call during these times. The Superintendent shall be responsible for scheduling work hours of personnel under his/her supervision.

Non-licensed twelve (12) month employees who are paid on an hourly basis will receive pay for the following holidays each fiscal year: July 4<sup>th</sup> Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, and Memorial Day.

11. **JURY DUTY/OTHER LEAVE**

The school board recognizes that all employees have civic responsibilities, such as working during election. Since it is of utmost importance to a child's education that employees be present during the school session, personnel are encouraged to fulfill civic responsibility during student vacation time. In the event an employee is to be absent due voluntary civic duty, approval from the immediate principal must be obtained. A full day's pay will be deducted for each day's absence.

This school board shall provide leave with pay for employees who serve as witnesses under subpoena on school related matters and when an employee is absent from work as a result of jury service.

The employee must provide proof of service to the Business Office. 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.

**Donating Leave to Another Employee**

*Policy GADF (Entire policy found online)*

Any employee of the Marion County School District may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the Marion County 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 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, 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.
- 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 within 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.



For the purpose of this policy:

(i) "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.

(ii) "Immediate family" means spouse, parent, stepparent, sibling, child or stepchild.

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

### **RETIREMENT BENEFITS (Public Employees' Retirement System)**

All full-time employees must participate in the state retirement system (PERS) requiring a mandatory salary deduction. For additional information regarding benefits, vesting requirements, forms, and related details, log on to the PERS Web Site: <http://www.pers.state.ms.us>

Employees considering retiring from employment with the Marion County School District should contact the Public Employees' Retirement System (PERS) for a retirement application and benefit information and immediately notify the District's Human Resources Department of retirement intentions.

PERS recommends consulting with a PERS benefit analyst (see contact information below) well in advance of applying for benefits and recommends beginning the application process at least 90 days prior to receiving benefits.

### **Teachers/Administrator - Renewal of License**

All licensed employees must renew their license by meeting specific requirements of the Mississippi Department of Education. Maintaining CEU paperwork and license renewal is a personal responsibility for the employee. ***If you are earning CEUs from any location other than a state college or university, it is a good idea to have them pre-approved with the Department of Education.***

### **In order to create an account online to renew license or to add CEU or coursework.**

- To begin the process for renewing a license go to the MS Department of Education licensure website homepage at [http://www.mde.k12.ms.us/ed\\_licensure/index.html](http://www.mde.k12.ms.us/ed_licensure/index.html)
- Click into the Educator Licensure Management System (ELMS). (Many educators have already found this site and utilized the License Look-up).
- Click into "Create a New User Account". They can then set up their own ELMS account by clicking through the questions asked. They will decide on their own User ID and Password (Please make sure that you remember both your user name and password). Each educator can update their own profile.
- Once educators have set up their own account, they can edit their profile as needed if their address, name or phone changes.
- From the Credentials page, look to the far left and click on the link that says "Professional Development". At this page, each educator has the capability of entering CEUs or coursework for renewal of their licenses.
- Click on Add a CEU. As CEUs are earned for renewal, each educator needs to enter it on this page. At the top of the page, it is already calculated for the number of CEUs or courses needed to renew based on the Class of the license. When enough CEUs are entered to renew, the page will give the educator the option of filing a renewal application.
- The educator needs to submit the electronic application. It will go to the ELMS Queue of the school district superintendent for approval.

- The educator then needs to take their **original** CEU certificates earned or the **transcript** showing the renewal coursework to the superintendent, personnel administrator, or the person designated by the superintendent for approval of renewal applications.
- Once the designated person verifies that the professional development has been completed, they will approve the renewal application. The license will be automatically renewed and can be viewed from the virtual License Look-up sight. A renewed official license will be printed the next day in the Office of Educator Licensure and mailed to the educator.

**Professional development for license renewal (CEUs or coursework) must be completed during the validity period of a 5-year standard license. Only one method of renewal can be utilized during a validity cycle.**

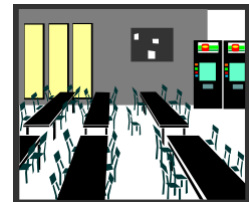
MDE does not accept CEUs for less than .5 or 5 contact hours.

***KEEPING UP WITH YOUR CEUS***

It is the responsibility of the teacher to keep up with license renewal information and submit it before their license expires. Keep a file in your classroom along with a copy of your license. Contact the Payroll/Insurance Benefits Clerk if you have any questions.

**Teachers whose license expires June 30<sup>th</sup> cannot be recommended for re-employment for the next school year until their license is renewed. The teachers will be non-renewed as required by law on or before April 15, and the position will be posted as open.** These teachers may re-apply for employment if the position has not been filled.

**FOOD SERVICES**



**Employee Lunches**

Employee Meals – Employee meals will be based on current meal prices for the district and are subject to change. Employees are allowed to pay in advance but are **not** permitted to charge when the amount to cover a meal is not available in the account. All payments for meals will be made in the cafeteria or online.

Adult Breakfast: \$2.50  
 Adult Lunch: \$3.75

## **TRANSPORTATION DEPARTMENT**



### **Bus Driver Requirements, Training, and Responsibilities: (Certified and Classified)**

Each bus driver employed by Marion County School District must have a commercial driver's license as required by state law. The employee has the responsibility to possess a valid operator's license before operating a school-owned vehicle. It is also the employee's responsibility to notify his/her immediate supervisor upon return to work after his/her vehicle operator's license is expired, revoked, suspended, or voided for any reason. It is also the responsibility of the employee to report to report any charge or conviction (including DUI) that might result in his classification as a high-risk driver. Each employee must sign a statement to the effect that he/she understands that operating a school owned vehicle while his/her license is expired, revoked, suspended, or voided could result in severe disciplinary action, including termination.

The district transportation department will verify the vehicle operator's license of each employee who operates school-owned vehicles annually and maintain a record of these annual verifications.

### **Bus Driver Guidelines - Duties/Responsibilities**

- a. The driver shall be required to perform his/her duties faithfully as a driver according to the rules and regulations of the State Board of Education.
- b. Each driver shall observe and obey all local and state school bus transportation laws.
- c. All drivers shall be responsible for the safety of each child who is transported on his/her bus.
- d. No bus driver shall change his/her route or bus stops unless authorized to do so by the Maintenance/Transportation Director.
- e. Use of cell phones and radios shall not be permitted except in case of emergency.
- f. The driver shall not permit any person to ride the bus at any time who is not officially enrolled in the school district, unless prior approval has been granted.
- g. It is the responsibility of the bus barn to make sure the bus is fueled. The driver should always double check the gauges before departure.
- h. Each driver shall keep all transportation records and reports as required.
- i. Each driver shall be in charge of his/her bus and shall report in writing all misconduct of students to the principal of the school in which that child attends.
- j. All accidents are to be reported to the Maintenance/Transportation Director in writing immediately.
- k. Buses should be checked before and after each route.
- l. Drivers are to turn off everything and secure the bus before leaving it.
- m. Each driver shall cooperate with the transportation supervisor in reporting defective equipment, needed repairs, flat tires, and other irregularities.
- n. The bus shall be parked at night and on weekends in a designated place.
- o. The driver shall not allow anyone other than a district approved substitute to drive his/her bus.
- p. It is a violation of state law for a driver to use a district-owned bus for his/her own personal transportation at any time.
- q. For special trips and/or field trips, the driver must have a bus permit approved by the central office before beginning the trip.
- r. Each driver shall attend all transportation safety meetings upon the request of the Maintenance/Transportation Director.