

## SUPERINTENDENT'S MESSAGE

Dear Employees,

Welcome to Madison County Schools, one of Mississippi's top-rated school districts!

I credit our District's success to the dedication and enthusiasm of our teachers who share a common goal - to do what is best and educationally sound for all students.

Some of you are new to the District and new to the profession of education. We implemented a mentoring program several years ago to help guide you through your first year in order to ensure your success. I want you to know you made the right decision to join the educators of Madison County Schools and your employment with us is not one of happenstance. We selected you because we value your skills and talents, and we look forward to watching you learn and grow professionally.

Many of you are veteran teachers. We have cultivated and watched you grow into talented educators. Let me take this opportunity to tell you how much you are appreciated for your commitment to the students, parents, and communities of Madison County. You are truly valued by me and the District.

Starting a new year gives us the opportunity to make new plans, design new strategies, and implement new ideas. This year, let us not be satisfied with maintaining the status quo. Instead, let us concentrate on the processes that spur continuing advancement-evaluating what we do, why we do it, and always looking for ways to improve. Thank you for joining us in our efforts to help our students realize their own potential and achieve academic excellence.

Dr. Ronnie McGehee  
Superintendent

## FORWARD

### Employee Handbook Purpose/Interpretation

Welcome to Madison County Schools (referred to as “MCS” or “the District”). It is our belief that the contribution of your skills, knowledge, and positive attitude are essential components to the continued success and growth of the District. You are a valued employee of MCS; therefore, we encourage you to let your administrator/supervisor know about your accomplishments as well as problems and your ideas on solving them. We believe in you and your contributions and hope you will take pride in being a member of our educational team.

The information provided in the MCS Staff Handbook has been assembled to guide you through the school year. Use the MCS handbook as a reference in addition to the student handbook and your respective school handbook. It outlines the District’s expectations, policies, and programs, serving as a resource throughout your employment. The Madison County Schools’ Staff Handbook is provided as a guide and is not meant to create, nor should it be construed as creating a contract of employment. You should not interpret this handbook or any other documents (such as benefits, statements, performance evaluations, or any other written or verbal communications) as an employment agreement (either expressed or implied). MCS Board policy supersedes all documented material published or unpublished.

The MCS Staff Handbook is not intended to be all-inclusive and it will not address every situation. If you find you are unsure about a specific entry, do not hesitate to ask for information from your administrator or direct supervisor. Discussion of policies and procedures found in this manual is welcomed by the administrative staff at each school and the central office. Madison County Schools reserves the right to make changes to the policies, procedures and other statements made in the Employee Handbook. Organizational needs, federal and state law are constantly in flux and may require portions of the handbook to be rewritten. While the District will try to give employees advance notice of any change, the District reserves the absolute right to alter these policies at any time, and from time to time without advance notice.

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## **COMPLIANCE STATEMENT**

### **Educational Amendments: 1964, 1972, Others**

It is the policy of Madison County Schools to comply with all provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and the Carl Perkins Act of 1984, Section 504 or the Rehabilitation Act of 1983, and IDEA.

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

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

Shay Williamson, Title IX Coordinator	or	Director of the Office of Civil Rights
Madison County Schools		Dept. of Health, Education and Welfare
476 Highland Colony Parkway		Washington, D. C.
Ridgeland, MS 39157		
(601) 879-3000		

## **VISION STATEMENT**

Madison County Schools, in collaboration with families and community, strives to promote a safe and caring learning environment that empowers students by providing diverse opportunities which emphasize academic excellence and encourage critical thinking skills.

Our goal is for students to develop into responsible, productive individuals who are equipped to make positive contributions to an ever changing global society.

## **MISSION STATEMENT**

**MOTIVATE, EDUCATE, GRADUATE!**

# MADISON COUNTY BOARD OF EDUCATION

Ellen Aregood – Board Secretary

601.879.3010

[earegood@madison-schools.com](mailto:earegood@madison-schools.com)

Representative - District 1

William Grissett, Member  
Representative - District 2

Sam Kelly, President  
Representative - District 3

Philip Huskey, Secretary  
Representative - District 4

Dr. Pollia Griffin, Member  
Representative - District 5

## ADMINISTRATIVE STAFF

**Dr. Ronnie L. McGehee, Superintendent**  
**Richard Burge, Associate Superintendent**  
**Edith Mitchell, Associate Superintendent**  
**Kalvin Robinson, Associate Superintendent**  
**Charlotte Seals, Associate Superintendent**

Christyl Erickson, Coordinator  
*Curriculum/RTI*

Jennifer Fillingim, Coordinator  
*Curriculum*

Gavin Guynes, Director  
*Technology*

Jay Harrison, Director  
*Systems/Facilities*

Bill Lenington, Director  
*Operations*

Barry McKenzie, Director  
*Financial Operations*

Dr. Greg Paczak, Director  
*Student Assessments*

Stephanie Permenter, Director  
*Data Management/Student Services*

Letitia Reeves, Manager  
*16<sup>th</sup> Section*

Lynn Slay, Director  
*Special Services*

Brenda Thompson, Director  
*Federal Programs*

Sharon Thompson, Director  
*Child Nutrition*

Shay Williamson, Director  
*Human Resources*

**MADISON COUNTY SCHOOLS**  
**ELEMENTARY SCHOOLS**

**Ann Smith Elementary**

Grades K – 2  
*Dr. Melissa Philley, Principal*  
306 S. Pear Orchard Rd.  
601.856.6621  
Fax: 601.853.2043

**East Flora Elementary**

Grades K – 5  
*Dr. Capucine Robinson, Principal*  
4759 Highway 22 (PO Drawer J)  
Flora, MS 39071  
601.879.8724  
Fax: 601.879.3158

**Luther Branson Elementary**

Grades K - 5  
*Jessica Smith, Principal*  
3903 Hwy. 16 East  
Canton, MS 39046  
601.859.2743  
Fax: 601.859.0173

**Madison Avenue Upper Elementary**

Grades 3 – 5  
*Kim Hurst, Principal*  
1209 Madison Avenue  
Madison, MS 39110  
601.856.6609  
**Fax: 601.853.7679**

**Madison Station Elementary**

Grades K – 5  
*Beverly Johnston, Principal*  
459 Reunion Parkway  
Madison, MS 39110  
601.856.6246

**Mannsdale Upper Elementary**

Grades 3 – 5  
*Debra Houghton, Principal*  
443 Mannsdale Road  
Madison, MS 39110  
601.879.3433, Fax: 601.879.9294

**Camden Elementary**

Grades K – 5  
*Fannie Green, Principal*  
Camden, MS 39045  
662.468.2833  
Fax: 662.468.3695

**Highland Elementary**

Grades 3 – 5  
*Paula Tharp, Principal*  
330 Brame Road  
Ridgeland, MS 39157  
601.853.8103  
Fax: 601.853.8109

**Madison Avenue Elementary**

Grades K – 2  
*Dr. Brenda Jones, Principal*  
1199 Madison Avenue  
Madison, MS 39110  
601.856.2951  
Fax: 601.853.2726

**Madison Crossing Elementary**

Grades K – 5  
*Dr. Martha D'Amico, Principal*  
300 Yandell Road (PO Box 2589)  
Madison, MS 39110  
601.898.7710  
**Fax: 601.898.7716**

**Mannsdale Elementary**

Grades K – 5  
*Dr. Emily Mulhollen, Principal*  
443 Mannsdale Road  
Madison, MS 39110  
601.879.0309  
Fax: 601.879.3013

## MIDDLE SCHOOLS

### **Germantown Middle**

Grades 6 – 8  
*Chris Perritt, Principal*  
439 Calhoun Parkway  
Madison, MS 39110  
601.859.0376  
Fax: 601.859.1302

### **Shirley Simmons Middle**

Grades 6 – 8  
*Kelvin Griffin, Principal*  
820 Sulphur Springs Road.  
Canton, MS 39046  
601.855.2406  
Fax: 601.859.7615

### **Madison Middle**

Grades 6 – 8  
*Leatha Phillips, Principal*  
1365 Mannsdale Rd  
Madison, MS 39110  
601.605.4171  
Fax: 601.853.2254

### **Olde Towne Middle**

Grades 6 – 8  
*Crystal Chase, Principal*  
210 Sunnybrook Road  
Ridgeland, MS 39157  
601.898.8730  
Fax: 601.853.8108

## HIGH SCHOOLS

### **Germantown High**

Grades 9 – 12  
*Wesley Quick, Principal*  
409 Calhoun Parkway  
Madison, MS 39110  
601.859.6150  
Fax: 601.859.0389

### **Ridgeland High**

Grades 9 – 12  
*Tim Dowdy, Principal*  
586 Sunnybrook Road  
Ridgeland, MS 39157  
601.898.5023  
Fax: 601.853.7822

### **Velma Jackson High**

**Grades 9 - 12**  
*Bertram Goodloe, Principal*  
2000 Loring Road  
Camden, MS 39045  
662.468.2531, Fax: 662-468-2748

### **Madison Central High**

Grades 10 – 12  
*Austin Brown, Principal*  
1417 Highland Colony Parkway  
Madison, MS 39110  
601.856.7121  
Fax: 601.853.2712

### **Rosa Scott**

Grade 9  
*Sean Brewer, Principal*  
200 Crawford Street  
Madison, MS 39110  
601.605.0054  
Fax: 601.898.5017



## SPECIALTY SCHOOLS

### Academic Options Center

Grades K – 12  
*Brent Cofield, Principal*  
 300 Industrial Dr. South  
 Madison, MS 39110  
 601.607.7963  
 Fax: 601.859.0374

### Career & Technical Center

Grades 9 – 12  
*Dr. Aimee Brown, Principal*  
 379 Calhoun Parkway  
 Madison, MS 39110  
 601.859-6847  
 Fax: 601.859.0372

### Madison County Pre-School

*Lynn Slay, Director*  
 476 Highland Colony Parkway  
 Ridgeland, MS 39157  
 601.853.1326  
 Fax: 601.853.7610

## 2016-2017 SCHOOL YEAR CALENDAR

### 2016

Teachers Report, Convocation  
 Professional Development  
**Students Report**  
 Labor Day  
 Fall Holiday, (*Make-up Weather Day*)  
 Thanksgiving  
 Christmas Holidays Begin

Monday - August 1  
 Monday - Wednesday - August 1-3  
**Thursday - August 4**  
 Monday - September 5  
 Monday – October 10  
 Monday-Friday, November 21-25  
 Friday - December 16 (60% day)  
*End 1<sup>st</sup> Semester – 90 days*

### 2017

**Students Report**  
 M.L. King Holiday  
 Professional Development, (*Make-up Weather Day*)  
 Spring Break  
 Good Friday  
 Easter Monday  
 Last Day for Students  
  
 Last Day for Teachers  
 Memorial Day

**Tuesday - January 3**  
 Monday - January 16  
 Monday – February 20  
 Monday - Friday - March 13-17  
 Friday – April 14  
 Monday – April 17  
 Thursday - May 19 (60% day)  
*End 2<sup>nd</sup> Semester – 90 days*  
 Friday - May 22  
 Monday – May 29

Total Student Days	180
Total Teacher Days	187

**CENTRAL OFFICE CONTACTS**

<b>Position</b>	<b>Contact</b>	<b>Telephone</b>
Benefits- Insurance Benefits Specialist	Liz Lewis <i>Payroll Supervisor</i> Sonya Spragis <i>Accounting/Insurance</i>	601-879-3024
Central Office	Brandi Birdwell or Laurise Curtis <i>Receptionists</i>	601-879-3000
Assistant Superintendents, Scheduling of CO Facilities	Monique McGonagill <i>Administrative Assistant</i>	601-879-3012
Board, Superintendent	Ellen Aregood <i>Assistant to the Superintendent</i>	601-879-3010
Certification- Teachers	Paula Harrison <i>HR Specialist</i>	601-879-3054
Employee Relations	Shay Williamson <i>Director of Human Resources</i>	601-879-3033
Federal Programs	Lucy Greenwood <i>Administrative Assistant</i>	601-879-3015
FMLA (Family Medical Leave Act)	Allison Rhodes <i>Assistant Director of Human Resources</i>	601-879-3016
Office of Academic Education	Debbie Kimbrough <i>Administrative Assistant</i>	601-879-3058
Office of Accreditation, Student Data	Sonia Sticker <i>Administrative Assistant</i>	601-879- 3065
Office of Child Nutrition	Tami Rigby <i>Administrative Assistant</i>	601-879-3080
Office of Human Resources	Stephanie Walden <i>HR Specialist</i>	601-879-3032
Office of Operations and Maintenance	Mary Barley <i>Administrative Assistant</i>	601-879-9482
Office of Special Services	Nancy Wilson <i>Administrative Assistant</i>	601-853-1326
Office of Technology	Annie Skipper <i>Administrative Assistant</i>	601-879- 3063
Payroll	Liz Lewis <i>Payroll Supervisor</i>	601-879-3024
Professional Development	Kara Davis <i>Curriculum Specialist</i>	601-879-3057
Leave/Vacation/ Health Insurance	Roxie Williams <i>Health Insurance Clerk</i>	601-879-3029
Retirement	Liz Lewis <i>Payroll Supervisor</i>	601-879-3024
Student Services	Stephanie Permenter <i>Director of Student Services</i>	601-898-7708
Transportation Coordinator	Verner Brown <i>Administrative Assistant</i>	601-879-9482
Worker's Compensation	Allison Rhodes <i>Assistant Director of Human Resources</i>	601-879-3016

## **ACCIDENTS**

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

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

## **ACCOUNTING PROCEDURE**

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

- Any collection of money must receive prior approval of the principal.
- Receipt all money collected when it is collected.
- Keep receipted money in a secure place.
- Before you leave school each day, turn in the money and a copy of the receipts to the school secretary/bookkeeper. The money must agree with the receipts it covers. The secretary/bookkeeper will write you a receipt and return it to you.
- Consult your secretary/bookkeeper for accounting procedures and guidelines specific to your school.

The principal is responsible for all funds collected in the school. For this reason, no collection of funds or purchases of any kind may be made without prior knowledge and approval of the principal.

## **ADDRESS/TELEPHONE**

- Students- A current address, telephone number, and the name and telephone number of emergency contact for each student should be kept on file in the school office. Changes should be reported within two days.
- Teachers- Name and address changes should be reported within two days to the school office, and to the Personnel and Payroll divisions of the Central Office.
- All Staff- should have emergency numbers on file in the school office.

Under no circumstances should an employee of the District contact a student by text message or call a student's cell phone.

## **ANTI-HARASSMENT POLICY**

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

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

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

### **ANTI-RETALIATION PROCEDURE**

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

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

### **ARREST OF EMPLOYEE**

Employees arrested for any reason must notify their supervisor with 24 hours. Supervisors will immediately inform the Superintendent.

### **ASSISTANT TEACHERS**

Assistant teachers are paraprofessionals who work under the supervision of the classroom teacher to whom they are assigned. A paraprofessional has additional responsibilities consistent with the requirements of the federal No Child Left Behind Act. All teacher assistants and paraprofessionals must be at least 18 years of age or older. All assistant teachers are required to have 48 hours of post high school coursework from an accredited college or university, or pass the WORKEYS test.

Assistant teachers are ultimately responsible to the school principal. In no case shall the assistant teacher discharge duties assigned by the classroom teacher which are in conflict with administrative policies and procedures.

Assistant teachers are not to administer or prescribe punishment to students. Misbehavior should be reported to the teacher or principal.

## **ASSISTANT TEACHER EVALUATION**

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

## **ATTENDANCE**

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

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

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

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

- a pattern of absence(s), tardiness or early departures which adversely impacts District operations and/or an employee's performance, as determined by an employee's immediate supervisor;
- an employee has a history of not following established school or departmental procedures for reporting absence(s);
- an employee has exhausted his/her paid time off balance and continues to be absent without authorized approval;
- an employee is using sick leave for purposes not allowed.

Unacceptable attendance records may result in disciplinary actions or possible termination.

Any employee who fails to report to work without notice for two consecutive days will be considered to have voluntarily terminated employment, effective at 5:00 p.m. on the second day of unreported absence. *Job positions will not be held for employees who have unpaid, unprotected leave of absence.* These employees will be considered for reemployment and may reapply through the application process once they are able to return to the District. See your school's employee handbook (if applicable) for other instructions on attendance and duty.

### **CARE OF CLASSROOM**

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

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

### **CELL PHONES**

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

### **CODE OF ETHICS**

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

### **MCS Statement of Ethics for All School Personnel**

- District personnel should abide by federal, state, and local laws as well as the policies of the Madison County School Board.
- District personnel should maintain an appropriate relationship with students at all times, both in and outside the classroom.
- District personnel should make the well-being of students their primary consideration in decision-making and actions.
- District personnel should report any concerns to their supervisor or a District administrator in a timely manner and seek advice on resolution.
- District personnel should exemplify honesty and integrity in the fulfillment of their duties and responsibilities.

- District personnel should refrain from the use of alcohol or illegal or unauthorized drugs while on school district property during school hours, or at any time while at any school-related activity involving students.
- District personnel should not use their positions in the school district for personal gain.
- District personnel entrusted with public funds and/or school district property should honor that trust with a high level of honesty, integrity, accuracy, responsibility, and accountability.
- District personnel should comply with state and federal laws and the policies of the Madison County School Board regarding the confidentiality of student records, unless disclosure is required and permitted by law.
- District employees should fulfill all the terms and obligations of their employment contract with the Madison County School District for the duration of the contract unless there is a prior release from the contract by the Madison County School Board.
- District personnel should exhibit conduct that follows accepted standards of behavior for the community.
- Failure to interact courteously and tactfully with supervisors/administrators, co-workers, and students to the point that productivity or morale suffers may be grounds for discipline including termination.

### **COMMUNITY RESOURCES**

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

### **CONDUCT AND BEHAVIOR POLICY**

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

### **CONFERENCES**

Three major categories of conferences should occur in District schools:

- **Principal – Teacher**  
Conferences will be held at the discretion of the principal or upon request of the teacher. **The principal shall keep records of all Principal-Teacher conferences as an acceptable form of documentation.**

- **Teacher – Parent/Guardian**

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

- **Teacher-Student**

A teacher who has frequent and direct communication with his/her students will find the profits to be overwhelming in the areas of student behavior and progress. It is recommended that teachers keep records where problems exist.

With sufficient advanced notice, Principals/Assistant Principals may be invited to attend Teacher-Parent/Guardian conferences when the teachers or parent/guardian requests it. Documentation of all correspondence is required. (see your school handbook for specific instructions).

### **CONFIDENTIAL INFORMATION**

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

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

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

Additionally, an employee's salary is confidential and should be held in strict confidence by the employee and the District. An individual employee's salary is not public information and therefore should remain private. Confidentiality is required.

### **CUMULATIVE RECORDS: PREPARATION AND USAGE**

#### **A. Personal and Family Data**

- Name- Should be written or printed clearly.
- Race- Record "W" for white; "B" for Black; "I" for Indian; "O" for other.
- Sex- Record "M" for Male, "F" for Female.
- Place of Birth- Record city or rural post office, county and state.
- Birth Certificate Number – Record and properly identify all numbers (such as State No., State File No., and Registrar No.) found on certificate. If a valid certificate is not numbered, specify and give any information on the certificate.



- Date of Birth –Record month, day, and year indicated on birth certificate in this sequence with verifying initials in the appropriate space provided.
- Address and Phone – Pencil should be used to keep this section up to date. Check at the beginning of school and change each time the child moves during the school year.
- Father, Mother, or Guardian – Give full name of father, mother (including maiden name), step-father, step-mother, or guardian. For pupils under legal guardianship, enter names of parents if considered helpful; indicate however, that the guardian is the person with whom the school has contact.

B. Entrance Record

- Date – Indicate month, day, and year in that order and with slanted lines for separation for entry date in your school.
- Grade – Indicate grade in which the pupil is placed.
- Name and Address of School – For pupils entering school for the first time, enter Madison County School District, then a dash and the name of the school.
- Transfers – With the district, repeat above except Madison County Schools entered by ditto marks. At the beginning of each year, do not duplicate these entries unless the pupil was permanently withdrawn prior to completion of the previous school year. In such cases, a record of permanent withdrawal would be indicated elsewhere on the cumulative record. If additional space is needed in the area, cut an unused record and stapled directly over this filled section.
- Birth certificate registration form must be completed.
- Transfer – Withdrawal Record- The appropriate date should be placed in the proper blank showing transferring, if known. It is mandatory that every effort be made to determine the next location of enrollment. Parents must provide this information.

C. Attendance Record

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

D. School Progress

- Record the year, the grade and the subjects in which the child receives a mark.
- In grades one through twelve, use number and letter grades.
- If a child enters during the school session and for such a length of time as an evaluation can be made, a final grade should be given even if the child has not been in the school more than fifteen days. The final yearly grade will be determined by combining grades from previous schools and Madison County School District schools.
- Write the word "Yes" or "No" on the line to indicate "Promoted." If Transferred write in "Transferred."
- The last name of the teacher should be placed on the line to indicate the teacher of that particular grade and the name of the school entered on the line to indicate the school.
- The name of the school will be the school in attendance at the end of the school session.

E. Activities and Special Interest

- Record only major activities and interest, making sure that the date and grade level are indicated.

- Mere membership in a program is not considered sufficient to record.
  - These activities and special interests may include out-of-school activities as well as school activities if such is of particular note (i.e., scouting honors, safety patrol).
- F. Cumulative Records – Cumulative records are not to be taken home or left unsecured overnight. Cumulative records will be stored only in the designated area. Teachers may only work on cumulative records in areas designated by the principal.
- G. Record Usage- A record of all cumulative record usage is to be maintained in the school office.
- H. Personal Access – Parents have the right to view their child’s records.

**DISCIPLINE GUIDE**

**What Teachers Should Do**

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

**What Teachers Should Not Do**

- punish the entire class for the misbehavior of a few
- argue with a student
- embarrass a student
- refuse to consider mitigating circumstances
- compare one student with one another
- become overly friendly and familiar with students (this can cause loss of respect for you)
- repeatedly show favoritism to certain students
- challenge students to repeat an undesirable act or get yourself in a position of “do it or else”
- administer unusual punishments
- punish by leaving a student alone and unsupervised in a classroom or hall
- punish by having a student write lines
- make physical contact in an attempt to discipline, except to properly administer corporal punishment per the District’s policy

**DRUG FREE WORKPLACE**

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

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

As a condition of employment, employees shall notify their supervisor of any conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction.

All Madison County School District employees shall abide by the terms of the school district policy respecting a drug-free workplace. An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated.

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

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

#### **DEMEANOR AND PERSONAL APPEARANCE**

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

All employees are expected to be neat and well-groomed at all times while at work. Immodest clothing is considered inappropriate attire and should not be worn. **As a general rule, employees should adhere to the “Dress and Personal Appearance” section of the student handbook which is attached in the Appendix of this handbook.** Administrators reserve the right to make a determination as to the appropriateness of employee appearance and will do so in a non-discriminatory manner.

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

#### **DUTIES/RESPONSIBILITIES OF TEACHERS**

The teacher is legally responsible to act in a reasonable and prudent manner at all times.

Specifically, the teacher must do the following:

- Never leave students unsupervised.
- Require students to conduct themselves in an orderly and safe manner, and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
- Use discretion and follow the District policy in the administration of corporal punishment.
- Report any unsafe condition in the school plan or on campus to the principal so that it may be corrected.
- Strictly adhere to all stated policies of the District and the individual school.

- To plan, organize, and conduct a program of instruction in the subjects or grades to which assigned.
- To assume custody of the students assigned to their care and to take precautions that will ensure the students' safety and general welfare. Students should never be left unsupervised.
- To participate in all pre-school conferences and in-service training programs, unless assigned school duty conflicts.
- To perform extra-curricular duties assigned by the principal, such as room, hall, playground and similar essential duties.
- To attend all faculty meetings called by the principal, coordinators, supervisors, or superintendent, unless excused by the person calling the meeting.
- To keep classes in session each day during school hours and not dismiss them for any time without the prior consent of the principal.
- To be responsible for all school property and equipment entrusted to them.
- To be responsible for the behavior of their students and all other students with whom they have contact on campus.
- To prepare all records as directed by the rules and regulations or required by the principal, supervisor, or superintendent.
- To make any and all requests to the School Board through the principal and superintendent.
- To be strictly accountable to the principal and superintendent for the performance of their teaching duties.
- To keep lesson plans and/or outlines of class procedures. These will aid principals in performing their duties and will serve as guidelines for substitute teachers.
- In all cases where a teacher terminates employment during the school year, said teacher shall provide lesson plans for at least two weeks in advance to the replacement teacher.
- To practice, and to require students to practice, good housekeeping by forbidding litter; by storing books, work materials, supplies and equipment in a neat and orderly manner; and by other practices designed to reflect good housekeeping.
- To notify the principal or his designee directly upon any anticipated absences, obtaining prior approval when required.
- To strive to interpret the work of the school fairly, honestly, and adequately to patrons at every opportunity.
- To avoid doctrinal sectarian, and denominational teaching.
- To keep up to date in their subject area.
- To strive at all times to maintain cordial relationships with the home and parent(s)/guardian, keeping the parent(s) guardian informed of the student's progress and holding conferences whenever necessary.
- To perform other duties as may be assigned by the principal or assistant principal.
- Failure by teachers to meet their responsibilities may have severe consequences, and teachers may be held legally liable for negligence in the performance of their duties
- Do not engage in any type of inappropriate contact with students
- Do not text students
- Do not exchange cell phone numbers or communicate with students through any channels not provided by the District

## **EEF FUNDS**

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

## **ELECTRONIC COMMUNICATION**

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

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

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

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

## **EMERGENCIES**

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

### **Fire Drill**

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

### **Inclement Weather**

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

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

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

A tornado warning will be announced by a series of short rings of the bells for 30 seconds. If electricity is not available, the notification to implement these tornado-warning procedures will be announced verbally by office personnel. Relocate all students from portable classrooms and outside area. Open the windows in exterior walls and corridor partitions of classrooms. Relocate students to areas offering the greatest tornado resistance. All doors and windows in both exterior and interior walls should be open. Teachers will supervise their students and will keep their roll books with them. When reaching the designated shelter areas, students and teachers will be seated with their backs to the walls knees drawn up and head between their knees. Coats and jackets, when available, could be used to cover head, arms, and legs so as to reduce injuries from flying particles of glass and other debris.

#### Earthquake

An earthquake warning will be announced verbally by office personnel.

#### Personal Emergency

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

### **EMPLOYEE BACKGROUND CHECK**

By state statute, all newly hired licensed and non-licensed employees must have a criminal records check performed by the FBQ and the State CIC center. Fingerprints must be taken and submitted as a part of the background check. The cost to conduct the background check is \$40.00 per applicant.

#### **Criminal Records/Child Abuse Registry Check**

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

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

The Superintendent may in his discretion, grant waivers if he finds mitigating circumstances for possession of drugs or for any felony or misdemeanor other than those listed in the paragraph above that are disclosed on such background checks. If the Superintendent decides to grant such a waiver, he will disclose the waiver to the Board of Education before the Board considers the applicant for employment by the District. If the background check information is not provided until after employment has begun, the Superintendent shall inform the Board of his grant of a waiver and present it to the Board of Education for approval and ratification.

### **EMPLOYEE CONDUCT AND WORK RULES**

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

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

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

## **FAMILY AND MEDICAL LEAVE ACT**

For a full explanation of the Family and Medical Leave policy (FMLA), employees are instructed to refer to the revised Board of Education policy on FAMILY AND MEDICAL LEAVE, which is located in the Appendix of this handbook.

**It is vital that an employee communicate with his/her Principal/Supervisor and Central Office Staff when considering FMLA. Please note the following steps:**

Step 1: First notify your school principal of the need for FMLA and then contact the Office of Human Resources at Central Office to begin the process.

Step 2: Employees, or an appropriate representative, shall submit a completed Application for FMLA leave (District Form MCSD 0001-0003), 30 days in advance when the need for leave is foreseeable, or as soon as possible in emergencies.

Step 3: In an emergency, notice of the need for leave must be given as soon as possible, but no later than five business days after the leave begins.

Step 4: The District will allow employees up to 15 calendar days to provide medical certification if FMLA leave was not foreseeable. (District Form MCSD 0001-0003) WH-380 "Certification of Health Care Provider") forms are available from the Human Resources Department.

Step 5: Employees must provide complete and sufficient certification by submitting a completed (Department of Labor, WH-380, "Certification of Health Care Provider"/District Form MCSD 0001-0003) form. A health care certification is incomplete or insufficient if one or more applicable entries have not been completed or if the information provided is vague, ambiguous, or non-responsive. The employee will be allowed no more than seven calendar days to resubmit the forms. If the forms are not resubmitted, the employee will be denied coverage under FMLA and be subject to disciplinary action up to and including dismissal.

Step 6: The Office of Human Resources shall document leave requests which qualify as FMLA leave, and will designate any qualifying leave taken by the employee as FMLA leave. All leave which qualifies as FMLA leave shall be designated as such and shall be subject to all the provisions of the FMLA and District Policy.

Step 7: FMLA leave will run concurrently with earned sick leave, vacation, compensatory time and/or personal leave used for a FMLA qualifying event. Madison County School District requires employees to exhaust paid vacation and sick leave before using any remaining unpaid FMLA leave.

Step 8: For instructional employees, as defined by the FMLA, the employee will need to reapply for Family Medical Leave for the next school year.

Step 9: Under FMLA leave, the employee has the right to return to work during the approved FMLA leave period if a health care provider provides a written Fitness to Work form to the District that the employee, in the opinion of the health care provider, is able to perform the essential functions of the job. Depending on the needs of the District, employees in an instructional capacity may be required to extend their leave if the requested time off interferes with the ending of an academic term. *(see page 45 of the Staff Handbook, Section XIV Leave Requested Near the End of an Academic Term)*



Step 10: If an employee fails to return to work after unpaid FMLA leave has ended, the health insurance premiums paid by the District on the employee's behalf during the FMLA event, with certain exceptions, is a debt of the employee due and payable immediately to the District. An employee is considered to have returned to work if he or she returns for at least 30 calendar days.

Step 11: For the purposes of FMLA, the Madison County School District's "12-month period" is a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

Step 12: If an employee and spouse are both eligible for FMLA leave and both work for the District, their combined leave entitlement will be 12 weeks if the leave is for the birth, adoption or placement of a child, or the illness of a parent or dependent child. *(see page 45 of the Staff Handbook, Section XVI Spouses Employed by The Same Employer)*

Step 13: During approved FMLA leave, Madison County School District will continue to provide group health insurance on the same terms and conditions as provided other employees. Other insurance coverage, including dependent coverage under the group health plan, the employee may continue to make any contributions that he or she made to the plan before taking leave. *(see page 43 of the Staff Handbook, Section IX Benefits Coverage During Leave)*

#### **Family Medical Leave Act Checklist**

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

#### **FIELD TRIPS**

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

Planning the field trip and arranging the details are the teacher's responsibility. All field trips must be approved by the Principal, ***and must be submitted for a bus permit two weeks prior to the trip.*** This includes any and all events pertaining to athletics or academic events. Consult your principal and follow the guidelines established at your individual school.

**Field trips should not occur during statewide testing. All field trips will be taken prior to May 1.**

## **GRADEBOOK**

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

## **GRADING PERIODS**

<b>Nine Weeks</b>	<b>Number of Days</b>	<b>Dates</b>	<b>Progress Reports</b>	<b>Report Cards</b>
First	46	August 4-October 7	September 8	October 13
Second	44	October 11-December 16	November 10	January 5
Third	47	January 3-March 10	February 2	March 23
Fourth	43	March 20-May 19	April 13	May 22

## **GRIEVANCE PROCEDURE (PERSONNEL)**

### **Level 1:**

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

The principal/supervisor or the HR Director, as the case may be, will investigate and attempt to resolve the grievance informally. Any resolution must be documented on the Level 1 form and returned to the grievant within 5 working days from receipt of the Level 1 form by the principal/supervisor or the HR Director.

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

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

**Level 2:**

The HR Director will inform the Superintendent of the Level 2 grievance. The Superintendent or his designee will conduct an investigation and afford the grievant an opportunity to tell his or her side of the grievance and to explain why the recommended resolution is not satisfactory.

Within 20 working days of receipt of the Level 2 appeal, the Superintendent or his designee will render a decision on the appeal and notify the grievant by completing the Level 2 form.

**Level 3:**

If the grievant is not satisfied with the resolution recommended by the Superintendent or his designee, the grievant may file a Level 3 form with the HR Director. The Level 3 form must include copies of both the Level 1 and Level 2 forms with the recommended resolutions.

Failure by the grievant to give the HR Director a Level 3 form within 5 working days of receipt by the grievant of the Level 2 form shall be deemed acceptance by the grievant of the decision at Level 2.

Upon receipt of the Level 3 form (with Level 1 and Level 2 forms attached), the HR Director must forward the Level 3 grievance to the Secretary of the Board of Education (the Board). The Board shall consider the grievance at its next regularly scheduled meeting unless the Level 3 form is received so close in time to the scheduled meeting that the Board, in its discretion, may decide to consider the grievance at a later meeting.

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

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

**\*NOTE ----- Level 1, Level 2, and Level 3 Grievance Forms are accessible online at [www.madison-schools.com](http://www.madison-schools.com) under Employee Resources.**

**HOMEBOUND INSTRUCTION**

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

**HOMEWORK**

- Teachers may assign a reasonable amount of meaningful homework.
- All homework will be checked by the teacher.
- No homework will be given during achievement tests, on weekends or holidays without special permission from the principal.

- Teachers are expected to provide assignments and other assistance to absent students as specified by the principal.

### **ILLNESS (STUDENT)**

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

Parents/guardians shall be notified immediately by school authorities should a student become ill or injured at school or during a school-sponsored activity so that the parent/guardian may reassume control over the student. In the event of serious illness or injury and a parent/guardian cannot be contacted, school authorities shall seek immediate professional medical care. Such care shall be at the expense of the parent/guardian.

If a student becomes ill while in class, send the student to the office with a pass. Have another student accompany him/her if his/her condition so indicates. Even if you believe a student is feigning illness, it is still better practice to treat him/her as though he/she is sick. The office will assume responsibility for further action.

### **INSURANCE**

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

### **LEAVE**

Employees are instructed to refer to the revised School Board policy on SICK AND PERSONAL LEAVE, which is located in the Appendix of this handbook.

### **MEDICATION**

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

### **NEPOTISM**

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

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

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

In other cases where a conflict of interest or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

The Madison County School Board reserves the right to make exceptions to this policy if it is in the best interest of the District.

### **OUTSIDE EMPLOYMENT**

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

### **PARTIES**

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

### **PAYROLL INFORMATION**

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

### **PROFESSIONAL DEVELOPMENT**

#### **Re-certification of License**

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

License renewal requirements can be found at: [www.mde.k12.ms.us/ed\\_licensure/index.html](http://www.mde.k12.ms.us/ed_licensure/index.html).

#### **Highly Qualified Status**

The *No Child Left Behind Act of 2001* required that all teachers of core academic subjects (English, Reading/Language Arts/ Mathematics, Science, Foreign Languages, History, Civics, Economics, Government, Geography and the Arts) be "highly qualified" (see appendix) by the end of school year 2005-2006. For more information, contact your principal or the district human resources office.

Teachers are required to attend and participate in all designated professional development days.

## **Certification of Instructional Personnel**

Certification of instructional personnel is handled through the Office of Human Resources. A valid Mississippi educator license is required under Mississippi law for all teachers and administrators. Each instructional employee is responsible for the obtainment and renewal of their certification as follows:

### **Class A License**

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

### **Class AA, AAA, or AAAA License**

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

### **Standard Career Administrator**

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

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

## **PROPERTY/EQUIPMENT**

- Employees are responsible for all school property and equipment and shall use public property with care and consideration. Any maintenance problem or malfunction of equipment should be reported to the principal promptly.
- Employees should at all times require students to exercise care in use of school property and equipment. Any damages sustained to property or equipment must be assessed and paid for, no matter how minor. These occurrences must also be reported to the principal promptly.
- Employees are responsible for fixed asset devices checked out to them. Damage incurred due to negligence or beyond normal wear is subject to a \$50 fine for first infractions. Continued neglect may result in additional fines and possible denial of access to equipment. All equipment and accompanying accessories (charger, cord, stylus, case etc.) checked out to employees is expected to be returned in good condition with normal wear. Employees will be financially responsible for any missing/damaged accessories.

## **RELATIONSHIPS**

- Teacher-Principal: Exchanges of ideas in any area as curriculum, discipline, instruction, facilities, services, etc. are encouraged and appreciated. Democratic practices are the goal. The principal, through class visitation, assists the teacher in every possible way to ensure the most effective learning for each student. The teacher and principal continuously keep each other informed. In

dealing with the office of the Superintendent, the proper channel is through the principal. This does not include personal calls you may wish to make to an office worker concerning your own personal data and actions related to it.

- Teacher-Student: Each student's request or problem is important and should be treated with respect. The principal is the final authority in matters pertaining to students. For this reason, teachers are responsible for preliminary work in the realm of problem solving before the principal can act.
- Teacher-Parent/Guardian: Teachers have the responsibility and authority to discuss an individual student's problems directly with the student's parent(s)/guardian. This may be done directly, keeping the principal informed beforehand as to the problem, and afterward, as to the result. To know the parent/guardian is to know the child better. Consult the principal when you are not sure. Teachers shall not discuss the student's performance with anyone other than the student, his/her parents/guardian or with legitimate authorized personnel. Report all evidence of child abuse to proper authorities and to the principal.
- Teacher-Teacher: Teachers are encouraged and urged to cooperate directly on matters of mutual constructive nature. Keep the principal informed.
- Teacher-Administrative Staff: Deal directly with any member of the school's administrative staff. Bring problem areas in this regard to the principal's attention. The administrative staff coordinates, supports and supervises the entire operation of the school.
- Administrative Staff – Associate Superintendent, Superintendent: Immediately report any concerns, evidence of abuse, suspected abuse, or any inappropriate activity to an Associate Superintendent or the Superintendent. Follow-up with written confirmation to an Associate Superintendent or the Superintendent.

## **REPORTING ABUSE OR NEGLECT**

### I. THE LAW

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

- Attorneys
- Doctors
- Dentists
- Interns
- Residents
- Nurses
- Psychologists
- Teachers
- Social Workers
- School Principals
- Child's Caregiver
- Ministers
- Law Enforcement Officers

- Or any other person having reasonable cause to suspect a child has been neglected or abused.

#### Immunity

- Civil Liability – Persons making reports are protected by law from civil liability if they act in good faith.
- It is not necessary to have absolute proof before reporting. It is the responsibility of Child Protective Services to make its own investigation.

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

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

#### III. REPORTING WITHIN THE SCHOOL SYSTEM

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

#### IV. REPORTING TO SOCIAL SERVICES

- Name and address of child and parents or caretaker
- Date of birth
- Nature of child's injury
- Identity and address of perpetrator, if known
- Any other information you believe social worker will find helpful
- Names and date of birth of other children in the home

### **RESIGNATION**

Employees who wish to resign from Madison County Schools must submit a letter of resignation with an intended final effective date of employment. The resignation letter with an original signature must be submitted to the principal or immediate supervisor to be forwarded to the Office of Human Resources for School Board approval. Any certified contractual employee who remains under contract at the time of the intended resignation must request to be released from their contract through School Board approval.

### **RETIREMENT**

Any employee who plans to retire should contact the Office of Finance to inform them of the intent to retire. A retirement letter with an original signature must be submitted to the Office of Human Resources for School Board approval. Employees will need to request a PERS retirement packet. PERS



suggests a 90 day advanced notice for the pre-application to be processed. This should be a 90 day period prior to the employee's last working day. However, PERS will provide an audit of an employee's service upon written request, 18-24 months prior to the intended retirement date.

### **SAFETY**

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

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

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

Should an accident occur, please refer to the "Worker's Compensation" section of this handbook.

### **SCHOOL BOARD**

The Madison County School Board meets the first Monday of every month at 5:00 p.m. Meetings are held in the board room located at MCS Central Office, 476 Highland Colony Parkway, Ridgeland, MS 39157. Deadline for submission of agenda items is noon on the **Wednesday two weeks prior** to the next scheduled meeting. **This deadline is firm.** Agenda items should be addressed to:

Office of the Superintendent  
Attn: Ellen Aregood  
Madison County Schools  
476 Highland Colony Parkway Ridgeland, MS 39157 (601) 879-3010  
Email: [earegood@madison-schools.com](mailto:earegood@madison-schools.com)

### **SOCIAL NETWORKING POLICY**

The District recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, any employee of the District who participates in social networking websites such as MySpace, Twitter, Facebook, LinkedIn and YouTube shall not post any data, information, documents, photographs, or any other items that are inappropriate and that interfere with the work of the school district, may disrupt the school environment or the educational process, impair the employee's ability to perform his/her duties with the District, is used to harass coworkers or other

members of the school community, creates a hostile or intimidating work environment, breaches the employee's confidentiality obligations, or harms the goodwill and reputation of the school district. The Superintendent or his designee will periodically conduct Internet searches to determine whether information and items posted on a website are inappropriate.

No employee of the District who participates in social networking websites may use the websites to fraternize or socialize with students; or to post inappropriate comments about students. No employee of the District may use text messaging, e-mail or other social media to socialize with or fraternize with students. **Employees should use only District approved websites to communicate with students and then, only about school matters.**

No employee of the District may access his/her social networking website for personal use during school hours.

**Any violation of the Social Networking Policy may result in disciplinary action, up to and including termination.**

### **SMOKING POLICY**

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

### **STATEMENTS OF COMPLIANCE**

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

Mrs. Shay Williamson, Madison County Schools  
476 Highland Colony Parkway  
Ridgeland, MS 39157 (601) 879-3033

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

Mrs. Lynn Slay, Madison County Schools 504 Coordinator  
476 Highland Colony Parkway  
Ridgeland, MS 39157 (601) 853-1326

### **STUDENT TEACHERS**

The District's Board of Education, recognizing both its responsibility to improve the quality of teacher training and the contribution that student teachers can make to the schools, encourages the

administration to cooperate with teacher-training institutions in the placement of student teachers in the district's schools in all reasonable ways. All initial arrangements with colleges or other institutions shall be subject to board approval. 37-132-1

The importance of teacher-training to the future of education, and the need to assure a high quality of performance in our schools, demand that student teachers be placed only with the best teachers. Because teachers continue their primary responsibility, (the education of their students), their commitment is doubled. These teachers must have demonstrated a capacity and willingness to meet these additional demands. The teacher, in cooperation with the principal and the representative of the preparation institution, shall assign the student teacher or intern responsibilities and duties that will provide adequate preparation for teaching. 37-132-3

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

Any student teacher or intern under the supervision of a certificated teacher, principal, or other administrator shall have the protection of the laws accorded the certificated employees of the district. While acting as a student teacher or intern, he/she shall comply with all rules and regulations of the district and observe those duties assigned to certificated personnel. 37-132-5

#### Teacher-Student Teacher Relations

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

The following regulations shall apply:

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

- Phase No. 1-3 weeks: observation, orientation and assisted instruction
- Phase No. 2-3 weeks: observation and supervised participation
- Phase No. 3-3 weeks: supervised participation, planning, and introductory instruction.
- Phase No. 4-3 weeks: continued supervised participation, planning, and instruction.
- The classroom teacher is responsible for the implementation of the above timetable which shall be sufficiently flexible to meet the needs of the student teacher and pupils.

### **TEACHER APPRAISAL**

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

Using the Madison County School's Teacher Evaluation Instrument and the MSTAR, teachers will be formally evaluated at least once per semester. Evaluation will be based on observation both inside and outside the classroom. All teachers receiving a U or B in any category may be placed on a Teacher Improvement Plan, and employment decisions will be made by April 15, as outlined in the Education Employment Procedure Law. Teachers within their first year of employment with Madison County Schools, or those who have not accrued two continuous years of employment in a Mississippi public school are not entitled to the protections of this law.

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

In order to provide additional feedback to teachers, the state of Mississippi has implemented use of the MSTAR rubric. MCS is in the process of implementing this assessment.

Any employee who wishes to review their personnel file must give a 24 hour notice to the Human Resources Department and an appointment time will be set.

### **TEACHER SUPPORT TEAMS**

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

## **TEXTBOOKS**

Textbooks are made available to each student on a yearly basis. Workbooks and other instructional supplies are purchased by the student through fees which are collected at the beginning of the school year.

Traditional student textbooks at the **elementary** and **middle** school level may not be assigned for English/Language Arts/Science/Social Studies, in Madison County Schools. Following best practices in literacy instruction, learning is facilitated for each student at their instructional level through leveled books/resources. These books/resources are provided for all students through leveled book rooms located in every elementary and middle school.

All Madison County Schools **high** school students participate in the one-to-one initiative, and have access to all instructional materials through e-books, Internet, or Compass learning instruction.

Teachers are to record book identification numbers, book title, and the student receiving the textbook. When a child moves from his/her school, the books are turned in to the classroom teacher before records are released.

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

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

## **TRANSFERS**

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

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

## **TRANSPORTATION**

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

## **TRAVEL**

### **Out-of-State**

Teachers requesting permission to travel out-of-state to attend workshops or to take students on out-of-state field trips must first obtain School Board approval. Requests should be made in writing to the principal. Upon approval he/she will forward the request to the appropriate Central Office personnel who will process it for placement on the school board agenda.

### **In-State**

In-state travel does not require Board approval.

### **Travel Advances are allowed for:**

- in-state food and lodging
- out-of-state food and lodging
- students and their chaperones attending any in-state or out-of-state school related programs, conventions or seminars (this advance may only come from school activity funds)
- travel advances will not be made for personal automobile use
- all travel advances shall be settled within two calendar weeks after the employee returns from the trip

## **TUTORING POLICY**

The District will permit on-site tutoring by our teachers provided that the following conditions are met:

- Teachers are not receiving compensation to tutor students that they currently teach.
- Tutoring does not begin until after the teacher's normal school day ends.
- Teachers must fill out the proper form and submit to their principal for approval. The form will contain the following information:
  - Name of student/students being tutored
  - Subject tutoring
  - Day/days tutoring
  - Location of tutoring (room#)
  - Cost per student per hour
  - Number of students being tutored per hour session
  - How are students being transported home after tutoring session ends
- Principal must sign off on the request and keep a record on file in the school office.

## **UNLAWFUL ACTIVITY**

Teachers who suspect or have direct knowledge of unlawful activity either by students or other district personnel should immediately report their suspicions to their principal or immediate supervisor who will take appropriate action.

## **VISITORS**

All visitors to school shall report to the principal's office for clearance and obtain written authorization to enter the building. Teachers shall report any unauthorized visitors to the office immediately.

### **WITHDRAWAL PROCEDURES**

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

### **WORKERS' COMPENSATION**

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

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

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

- Any necessary first-aid treatment should be administered.
- When physically able, the employee should immediately report the injury or illness to his or her supervisor.
- Both the employee and supervisor must complete a Report of Accident/Injury form within 24 hours of the injury. These forms are available from the employee's supervisor and online at the District website. Both forms must be signed and dated by the supervisor and forwarded to the Workers' Compensation Coordinator in the Office of Human Resources as soon as possible.
- Anyone who refuses to complete the First Report of Injury paperwork will be viewed as being insubordinate and may be subject to disciplinary action up to and including termination.

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## FAMILY LEAVE ACT POLICY

### I. PURPOSE

To define the Madison County School District's policy and procedures with regard to family and medical leave.

### II. GENERAL

Employees who have been employed for at least one (1) year, *and* for at least 1, 250 hours during the preceding 12-month period are eligible for family and medical leave. For employees not eligible for family and medical leave, the Madison County Schools Office of Human Resources and Finance will review business considerations and the individual circumstances involved. Except for those employees designated as "highly compensated employees", employees will be returned to the same or to an equivalent position upon their return from leave.

Family or medical leave will be unpaid leave. If leave is requested for an employee's own serious health condition, the employee must use all of his or her accrued paid vacation leave, sick leave or personal leave. If leave is requested for any other reasons listed below, an employee must use all of his or her accrued paid vacation, personal leave and sick leave, to the extent allowed under Policy GDRHA. The remainder of the leave period will then consist of unpaid leave.

Available paid leave will be used concurrently with family and medical leave.

### III. DEFINITIONS

1. "Eligible employee" – Any employee of Madison County Schools who has been employed for at least 12 months prior to the commencement of the leave (not necessarily 12 consecutive months) and has worked at least 1, 250 hours during the 12 month period prior to the leave . Based on this, employees of Madison County Schools that work less than the minimum daily hours shown on the following scale for the 12 month period prior to the leave are not eligible for FMLA:

<b>DAYS EMPLOYED</b>	<b>MINIMUM DAILY HOURS FOR ELIGIBILITY</b>
<b>180</b>	<b>6.94</b>
<b>182</b>	<b>6.87</b>
<b>183</b>	<b>6.83</b>
<b>187</b>	<b>6.68</b>
<b>197</b>	<b>6.34</b>
<b>200</b>	<b>6.25</b>
<b>207</b>	<b>6.03</b>
<b>221</b>	<b>5.95</b>
<b>240</b>	<b>5.21</b>
<b>250</b>	<b>5.00</b>

2. "Spouse" – Eligible employee's legal spouse. Does not include "common-law" spouses or unmarried domestic partner.

3. "Child" - A biological, adopted or foster child, a step child, legal ward, or a child of a person standing in place of the parent. The child must be under the age of 18 or incapable of self-care because of mental or physical disability. Includes any child for whom the employee is acting as parent.
4. "Parent" - The eligible employee's biological parent or someone who stood in place of the parent to the employee. "Parent" does not refer to the parent of the employee's spouse.
5. "Serious health condition" - Those that involve inpatient care or the continuous treatment or supervision of a health care provider. Examples includes, but are not limited to: heart attacks and conditions requiring surgery (ex: bypass or valve operations) most cancers, back conditions requiring extensive therapy or surgery, strokes, severe nervous disorders, severe respiratory conditions, pregnancy, severe morning sickness, pre-natal care, childbirth, recovery from childbirth, appendicitis, pneumonia, emphysema, severe arthritis, injuries caused by serious accidents.

Short-term conditions requiring only brief treatment and recovery are not "serious health conditions". These types of conditions are covered under the regular employee sick leave policy (Policy GDRHA). Such conditions include the common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraines, routine dental or orthodontia problems and periodontal disease, unless the condition meets the regulatory criteria for a serious health condition, e.g., an incapacity of more than three consecutive calendar days that also involves qualifying treatment. Also, voluntary or cosmetic treatments (e.g., treatments for acne or plastic surgery), which are not medically necessary, are not "serious health conditions" unless inpatient care is required or complications arise.

6. "Inpatient care" - At least one (1) day's stay in a hospital, hospice or residential medical care facility, including any period of incapacity (defined as an inability to work, attend school or perform other regular daily activities), or any subsequent treatment in connection with such inpatient care.
7. "Continuing treatment" - Includes the following: a) two or more visits to a health care provider; b) two or more treatments by a health care practitioner on referral from under direction of a health care provider; c) a single visit to a health care provider that results in continuing treatment under supervision of a health care provider.
8. "Health care provider" - Includes the following if authorized to practice by the State in which they practice: doctor of medicine or osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractors, nurse practitioner, nurse midwife, Christian Science practitioners listed with the First Church of Christ Scientist Boston.

#### IV. REASONS FOR LEAVE

All employees who meet the applicable time-of-service requirements may be granted a total of twelve (12) weeks of unpaid family leave and paid sick, vacation, personal leave combined (during any 12 month period) for the following reasons:

1. the birth of the employee's child and in order to care for the child;

2. the placement of a child with the employee for adoption or foster care;
3. to care for a spouse, child or parent who has a serious health condition; or
4. a serious health condition that renders the employee incapable of performing the functions of his or her job.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement.

#### V. APPLICATION OF LEAVE

In cases, an employee requesting leave must complete the District "Application for Family Medical Leave" and return it to the Office of Human Resources and Finance. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

#### VI. NOTICE OF LEAVE

**An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin. IF leave is to begin within thirty (30) days, an employee must give notice to his or her principal and immediate supervisor.**

#### VII. DESIGNATION OF LEAVE

It is the responsibility of the Madison County School District to designate leave, paid or unpaid as FMLA leave. Even if the employee does not request that an absence be counted as FMLA leave, the Madison County School District may so designate.

The Madison County Schools Office of Human Resources and Finance will inform the employee, in writing, no later than the next regular payday (unless less than a week remains until the next payday).

If the Madison County Schools Office of Human Resources and Finance has notice that the employee's leave qualifies as FMLA leave and does not designate the leave as FMLA leave, Madison County Schools may not designate the leave retroactively unless: (1) the employee has been out of work and the payroll office does not learn of the reason for leave until after the employee returns (in which case the payroll office must designate the leave upon the employee's return to work); or (2) the employer has provisionally designated leave as FLMA leave and is awaiting receipt of medical certification or their reasonable documentation. If the employee gives notice of the reason for the leave *later than two weeks* upon returning to work, the employee is not entitled to the protection of the FMLA.

If either party designated the leave as FMLA leave after the leave has begun (e.g., an employee requests and extension of paid leave with unpaid leave), the paid period may be retroactively counted as FMLA leave as long as it qualified for FMLA leave.

If an absence does not originally qualify for FMLA leave, but later develops into an FMLA qualified absence, the portion of the leave, which qualifies under FMLA may be counted as FMLA leave.

#### VIII. MEDICAL CERTIFICATION OF LEAVE

An application for leave based on the serious health condition of the employee or the employee's spouse, child or parent must also be accompanied by a "Medical Certification Statement" completed by the applicable health care provider. The certification must state the date on which the health condition

commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child or parent, the certification must so state along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

The school district may require that a second opinion be obtained at the employee's own expense. The district can select the health care provider provided that the provider selected is not employed on a regular basis by Madison County Schools. In the event of conflicting opinions, the school district may pay for a third and final provider to offer a binding decision.

The school district may require subsequent written re-certification at "reasonable" intervals, but not more frequently than every thirty (30) days unless: (1) employee requests extension; (2) circumstances have changed (nature/duration of illness); (3) school district receives information casting doubt on validity of original certification; or (4) if employee fails to return to work because of serious health condition and need not repay any employer's premium contributions paid during leave. Re-certification must be provided on forms provided by Madison County Schools.

Records relating to medical certifications, re-certification or medical histories of employees or family members shall be maintained in separate files/records and are to be treated as confidential, except as follows: (1) managers/supervisors may be informed about work restrictions and necessary accommodations; (2) first-aid/safety personnel may be informed if emergency treatment is required; (3) government officials checking for FMLA compliance shall be provided information upon request.

#### IX. BENEFITS COVERAGE DURING LEAVE

During a period of family or medical leave, an employee will be retained on the Madison County School's group health plan under the same conditions that applied before leave commenced. To continue other insurance coverage, including dependent coverage under the group health plan, the employee may continue to make any contributions that he or she made to the plan before taking leave. Failure of the employee to pay his or her share of the health insurance premium(s) may result in loss of coverage.

If the employee has accrued paid leave, the insurance premiums will be paid through the normal payroll deductions. After paid leave is exhausted, the employee will have to issue payment to the District for the insurance premiums to continue coverage.

An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the taking of leave. An employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

#### X. RESTORATION TO EMPLOYMENT

An employee eligible for family and medical leave---with the exception of those employees designated as "highly compensated employees"---will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. Madison County Schools cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by Madison County Schools.

#### XI. RETURN FROM LEAVE

An employee must complete a “Notice of Intention to Return from Family or Medical Leave” before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of a family or medical leave of absence, notification must be given to the employee’s principal or immediate supervisor at least five (5) working days prior to the employee’s planned return.

Employees can be denied restoration for the following reasons: (1) if the employee would have lost their job had they not been on leave (i.e., layoff); (2) if employee fraudulently obtains FMLA leave; (3) if the employee works elsewhere during FMLA leave; (4) an employee who is not restored shall be considered to be on leave for the duration of his/her leave period.

#### XII. FAILURE TO RETURN FROM LEAVE

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of family leave or medical leave due to the continuation, recurrence or onset of her or his serious health condition, or of the serious health condition of the employee’s spouse, child or parent, must submit a request for an extension, in writing, to the employee’s principal or immediate supervisor. All requests for extensions must be approved by the superintendent. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period.

#### XIII. INTERMITTENT LEAVE FOR “INSTRUCTIONAL EMPLOYEE”

Special rules apply if an employee employed “mainly in an instructional capacity” requests medical leave that is foreseeable based on a planned medical treatment and the employee would be gone for more than 20 percent of the working days during the period of leave. In such cases Madison County Schools may require the following:

- 1) take leave for periods of a particular duration not to exceed the duration of the planned medical treatment, or
- 2) transfer temporarily to another position offered by the Madison County School District for which the employee is qualified, as long as the new position has equivalent pay and benefits and better accommodates the recurring periods of leave.

An instructional employee who takes leave constituting less than 20 percent of the working days during the leave period would not be subject to transfer to an alternative position.

“Period of a particular duration” is defined as “a block, or blocks, of time beginning no earlier than the first day of which leave is needed and ending no later than the last day on which leave is needed, and may include one uninterrupted period of leave”.

If an instructional employee does not give 30 days’ notice of foreseeable FMLA leave to be taken intermittently, Madison County Schools may require the employee to take leave of a particular duration or to transfer temporarily to an alternative position. Madison County Schools also may require the employee to delay the taking of leave until the required notice is given.

Employees of Madison County Schools employed in an “instructional capacity” for this policy include teachers or other employees whose principal function is to directly provide educational services but not teaching assistants, cafeteria workers, counselors and other primarily non-instructional employees.

#### XIV. LEAVE REQUESTED NEAR THE END OF AN ACADEMIC TERM

Madison County Schools may require an instructional employee who begins family or medical leave *more than five weeks* prior to the end of an academic term to continue his or her leave until the end of term if (1) the leave period is at least three weeks, and (2) the employee's return to work would occur during the three-week period prior to the end of the term.

An "academic term" is defined as "the school semester" which typically ends near the end of the calendar year and the end of spring each school year. A school may not have more than two academic terms or semesters each year for the purpose of this policy.

If the leave is requested *within* five weeks of the end of the term, the instructional employee may be required to continue on leave until the end of the term if (1) the leave is longer than two weeks, and (2) the employee would return from the leave within two weeks of the end of the term.

An employee whose family or medical leave extends past five days and begins during the three-week period prior to the end of the term may be required to take leave until the end of the term. This provision does not apply to medical leave taken for the employee's own serious health condition.

#### XV. REINSTATEMENT OF INSTRUCTIONAL EMPLOYEES

An instructional employee of the Madison County School District is provided the same protections for restoration as provided in FMLA for other restored employees. An instructional employee may not be restored to a position requiring additional licensing.

An instructional employee who is required to extend his or her leave until the end of the academic term shall be treated the same as any other employee on leave, with the same rights to employment and benefits protection contained in the FMLA's general requirements.

#### XVI. SPOUSES EMPLOYED BY THE SAME EMPLOYER

Both spouses employed by Madison County School District are limited to a combined total of twelve (12) weeks of leave for the birth or adoption of a son or daughter or to care for a sick parent.

Leave requested for either the husband's or the wife's own serious health condition, or the serious health condition of the couple's son or daughter, the combined twelve (12) week limitation mentioned in the preceding paragraph does not apply.

#### XVII. WORKERS' COMPENSATION AND THE FMLA

Employees of Madison County Schools who qualify for job-protected FMLA leave may not be forced to return to work in a "light duty" position before the employee's FMLA leave entitlement has expired. An employee of Madison County Schools who is injured on the job, and the injury also qualifies as a "serious health condition", will qualify for both workers' compensation benefits and FMLA leave. The workers' compensation absences can be counted against the employee's FMLA leave entitlement if it is properly designated as FMLA leave by Madison County Schools.

#### XVIII. PROHIBITED ACTS

It is unlawful for Madison County Schools to interfere with, restrain, or deny the exercise of any right provided by this policy. It is also unlawful for Madison County Schools to discharge or discriminate

against any individual for opposing any practice, or because of involvement in any proceeding under or relating to FMLA.

**XIX. EMPLOYEE NOTIFICATION**

Distribution of this policy will be deemed as adequately informing covered Madison County Schools employees of their rights and responsibilities under FMLA and his policy, including giving information when an employee gives notices of FMLA leave on what is required of the employee and what might happen in certain circumstances, such as if the employee fails to return to work after FMLA leave.

**XX. RECORDS, REPORTS, AND NOTICE POSTING**

1). Records concerning compliance with the FMLA shall be kept in accordance with the Fair Labor Standard Act, which requires preserving records for three years. In addition to basic payroll data, Madison County Schools' records shall: a) specifically designate the dates on which FMLA leave is taken; b) show the number of hours of leave where any leave is taken in increments of less than one day; c) include copies of notices from and to employees; d) describe employee benefits and Madison County Schools practices regarding paid and unpaid leave; e) state premiums paid by employees for continuing benefits; f) include descriptions of any disputes as to designation of FMLA; and g) keep medical certification in separate confidential files, although necessary disclosures can be made to supervisors concerning work accommodations, to first-aid and safety personnel, and to government officials.

2). Reports and records will be submitted to the Labor Department only upon request by the agency.

3). A Labor Department notice concerning the FMLA shall be posted at all applicable sites of Madison County Schools.

LEGAL REF.: Family and Medical Act (FMLA) of 1993 Policy GDRHA

**SICK AND PERSONAL LEAVE POLICY**

Provisions of this policy shall apply to all certified and non-certified employees of Madison County Schools as indicated herein.

**I. DEFINITIONS**

- A. Sick leave is defined as days or part of days during which an employee is absent from duty caused by personal illness or physical disability or because of the illness or physical disability or death of a member of the immediate family of the employee.
- B. Personal illness or physical disability shall include those incurred as a result of on-the-job injuries.
- C. The term certified employee shall mean teachers, assistant principals, principals, program/department supervisors and administrators required to have a valid license issued by the State Department of Education for the position in which they are employed. "Teacher" shall mean classroom teacher, guidance counselor, media specialist and other instructional personnel required to have a valid license issued by the State Department of Education for the position in which they are employed.
- D. The term non-certificated employee shall mean teacher assistants, secretaries, clerical, custodians, maintenance, food service employees and any other employee not required to have a valid license issued by the State Department of Education for the position in which they are employed. Part-time, temporary or substitute employees are not entitled to leave under this policy. For this purpose, a person is considered part-time if they work less than one-half (1/2) of an eight (8) hour day.
- E. The term "year of service" shall mean nine (9) or more months of actual teaching or administrative experience during a school year in a public or private school of this or some other state. This definition of "year of service" shall also be used when calculating experience for salary computations.
- F. A day of leave shall mean the employee's normally scheduled work day. For example, a day of leave for a teacher hired for four (4) periods per day shall be the length of the four (4) period day

**II. PROVISIONS**

Certified personnel shall be granted two (2) days of personal leave and annual sick leave as indicated below on the date subject employee assumes employment responsibilities.

<u>LENGTH OF EMPLOYMENT</u>	<u>ANNUAL GRANT</u>
187 - 200 DAYS	7 DAYS
201 - 207 DAYS	8 DAYS
208 - 221 DAYS	9 DAYS
222 - 240 DAYS	10 DAYS



Non-certified personnel shall be granted one (1) day of personal leave and annual sick leave as indicated below on the date subject employee assumes employment responsibilities.

<u>LENGTH OF EMPLOYMENT</u>	<u>ANNUAL GRANT</u>
187 - 200 DAYS	7 DAYS
201 – 207 DAYS	8 DAYS
208 – 221 DAYS	9 DAYS
222 – 250 DAYS	10 DAYS

Accumulation of sick leave shall be unlimited. Unused personal leave shall accumulate, up to five days. All unused sick leave may be used for retirement credit.

The covered employee must report to work for the entire first day of employment before the leave is advanced.

Any personal leave and all accumulated sick leave shall expire upon termination of employment with Madison County Schools and shall not be restored should subject employee become reemployed by the school district.

Upon termination of employment, the school district shall certify to the Public Employees Retirement System the number of days of unused sick leave in order for the employee to receive creditable service as authorized by Section 25-11-103, Mississippi Code (1972). In the computation of unused leave for creditable service by the Public Employees Retirement System, the following governs: twenty-one (21) days of unused leave shall constitute one (1) month of creditable service and in no case shall credit be allowed for any period of unused leave of less than fifteen (15) days. The number of months of unused leave shall determine the number of quarters of years of creditable service.

Employees who begin work after the normal date of employment for that position shall be granted a pro-rata share of the sick leave grant. The grant shall be based on the following tables.

<u>CERTIFIED PERSONNEL</u>					
<u>SCHEDULE OF SICK LEAVE PRORATION</u>					
DATE HIRED	187-200 DAYS	201-207 DAYS	208-221 DAYS	222-240 DAYS	222-240 DAYS
JULY 1 TO JULY31	<u>N/A</u>	8	9	10	10
AUG 1 TO AUG 31	7	7	8	9	9
SEPT 1 TO SEPT 30	6	7	7	8	8
OCT 1 TO OCT 31	5	6	6	7	7
NOV 1 TO NOV 31	4	5	5	6	6
DEC 1 TO DEC 31	4	4	5	5	5
JAN 1 TO JAN 31	3	4	4	5	5
FEB 1 TO FEB 28	3	3	3	4	4
MAR 1 TO MAR 31	2	2	3	3	3
APR 1 TO APR 30	1	1	2	2	2
MAY 1 TO MAY 31	0	1	1	1	1
JUNE 1 TO JUNE 30	N/A	0	0	0	0

NON-CERTIFIED PERSONNEL SCHEDULE OF SICK LEAVE PRORATION					
DATE HIRED		187-200 DAYS	201-207 DAYS	208-221 DAYS	222-250 DAYS
JULY 1 TO JULY 31		N/A	8	9	10
AUG 1 TO AUG 31		7	7	8	9
SEPT 1 TO SEPT 30		6	7	7	8
OCT 1 TO OCT 31		5	6	6	7
NOV 1 TO NOV 31		4	5	5	6
DEC 1 TO DEC 31		4	4	5	5
JAN 1 TO JAN 31		3	4	4	5
FEB 1 TO FEB 28		3	3	3	4
MAR 1 TO MAR 31		2	2	3	3
APR 1 TO APR 30		1	1	2	2
MAY 1 TO MAY 31		0	1	1	1
JUNE 1 TO JUNE 30		N/A	0	0	0

Absences of an employee of two (2) hours or less shall be considered one-quarter (.25) day of leave. Absences of an employee of more than two (2) hours, but less than or equal to four (4) hours, shall be considered one-half (.50) day of leave. Absences of an employee of more than four (4) hours, but less than six (6) hours shall be considered three-fourths (.75) day of leave. Absences of an employee of more than six (6) hours shall be considered a full day of leave.

Upon retirement a certified employee may be paid for up to thirty (30) unused sick leave days at a rate equal to the established District regular substitute teacher rate in effect at the time of retirement. Non-certified employees may be paid for up to thirty (30) unused sick leave days at a rate equal to the minimum wage in effect at the time of retirement. Refer to Policy GDRHAB, Payment For Unused Leave, for more information.

### III. TYPES OF ABSENCES

The principal/supervisor shall use his/her discretion concerning absences of employees of two (2) hours or less for bona-fide emergencies.

#### Personal Illness

Employees shall be allowed to use all accumulated sick leave without loss of pay for absences caused by illness or physical disability of the employee.

For the first **ten days of absence (changed effective 7/1/10)** because of illness or physical disability of the certificated employee in any school year, in excess of the sick leave allowance credited to such certificated employee, (extended sick leave) there will only be deducted the established long-term certified substitute daily amount (\$80 effective 7/1/09) paid by Madison County Schools; thereafter, the regular daily rate of such employee will be withheld in its entirety.

For the first five (5) days of absence because of illness or physical disability of the non-certificated employee in any school year, in excess of the sick leave allowance credited to such non-certificated employee, (extended sick leave) there will only be deducted ½ the regular daily rate of such employee; thereafter, the regular daily rate of such employee will be withheld in its entirety.

Extended sick leave can only be used for personal illness or physical disability of three (3) or more consecutive school days.

A medical leave of absence, without pay, shall be granted an employee, due to an extended illness or physical disability of the employee upon written request to the superintendent when supported by a written statement from the employee's physician, dentist, or other medical practitioner for any period not to exceed the number of days allowed under the Family Medical Leave Act less accumulated sick leave.

Employees absent beyond the number of days allowed under the Family Medical Leave Act may be terminated from employment with Madison County Schools unless just cause for the excess leave is provided by the employee and approved by the superintendent.

Refer to District Policy GBRI, Family and Medical Leave Act Policy, for more information regarding the Family and Medical Leave Act of 1994.

### **Family Illness or Death**

Employees shall be allowed to use up to five (5) days of accumulated sick leave per school year, without loss of pay, for absences caused by illness or death in the employee's immediate family. Immediate family is limited to the employee's spouse, child, grandchild, mother, father, brother, sister, grandmother, grandfather, in-laws, surrogate parent, or any dependent living in the home of the employee for which the employee has legal custody.

After the five (5) days allowed for family illness or death have been used, an employee, due to catastrophic illness of an immediate family member, shall be allowed to use an additional five (5) days of his or her accumulated sick leave upon written request to the superintendent supported by a written statement from the catastrophically ill family member's physician, dentist, or other medical practitioner without loss of pay.

After the ten (10) days allowed above for family illness or death have been used, an employee, due to catastrophic illness of an immediate family member shall be allowed to use all or part of his/her accumulated sick leave upon written request to the superintendent supported by a written statement from the catastrophically ill family member's physician, dentist, or other medical practitioner with only the established regular substitute rate of pay being deducted from the absent employee's salary. Leave for family illness or death in excess of the accumulated sick leave days may be taken, without pay, under the Family Medical Leave Act. Employees absent beyond the number of days allowed under the Family Medical Leave Act may be terminated from employment with Madison County Schools unless just cause for the excess leave is provided by the employee and approved by the superintendent.

Refer to District Policy GBRI, Family and Medical Leave Act Policy, for more information regarding the Family and Medical Leave Act of 1994.

### **Personal Leave**

Certified employees shall be granted two (2) days of personal leave per year without loss of pay for absences caused by personal reasons. Non-certified employees shall be granted one (1) day of personal leave per year without loss of pay for absences caused by personal reasons.

Employees who begin work after the normal date of employment for that position shall be granted a pro-rata share of the personal leave grant. The grant shall be based on the following tables.

<u>CERTIFIED PERSONNEL</u> <u>SCHEDULE OF PERSONAL LEAVE PRORATION</u>	
<b>DATE HIRED</b>	<b># OF DAYS</b>
JULY 1 TO NOV 15	2
NOV 16 TO MAR 15	1
MAR 16 TO JUNE 30	0

<u>NON-CERTIFIED PERSONNEL</u> <u>SCHEDULE OF PERSONAL LEAVE PRORATION</u>	
<b>DATE HIRED</b>	<b># OF DAYS</b>
JULY 1 TO DEC 31	1
JAN 1 TO JUNE 30	0

Absences of an employee of two (2) hours shall be considered one-half day of leave and if more than one-half day the absence shall be considered a full day of leave.

Such personal leave shall not be taken on the first day of the school term, the last day of the school year, on a day previous to a holiday or vacation, on a day after training or workshops have been scheduled or a day after vacation, unless on such days an immediate family member of the employee is being deployed for military service.

Personal leave may be used for professional purposes, including absences caused by attendance of such employees at seminars, classes, training programs, professional associations or other functions designed for educators. Requests for personal leave shall be made in writing to the employee’s principal or immediate supervisor at least two (2) days in advance of the day requested. If the principal or immediate supervisor can grant the request without detriment to his/her school program or department operations, he/she shall approve and forward the request to the Superintendent for final approval.

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 licensed or unlicensed employees if the employee remains employed in the same school district.

**Vacation**

All 12 month (240-250 day) employees of Madison County Schools shall be provided two (2) weeks or ten (10) days of paid vacation after having worked for the District for 12 months. Vacation must be earned and is not available at the start of the year like sick or personal leave.

After the first year of employment, employees will earn vacation at the rate of one (1) day per month employed not to exceed ten (10) days.

Vacation requests must be approved by the employee’s supervisor and the Superintendent prior to the requested vacation dates.

Vacation days can only be taken in whole day increments.

Employees who begin work after the normal date of employment for that position shall be granted a pro-rata share of the vacation leave grant. The grant shall be based on the following table. Twelve (12) month employees hired after July 1 must work through June 30 to earn and use the vacation days indicated on the following table.

<b>TWELVE MONTH EMPLOYEES SCHEDULE OF VACATION LEAVE PRORATION</b>	
<b>DATE HIRED</b>	<b>240-250 DAYS</b>
JULY 1 TO JULY 31	10
AUG 1 TO AUG 31	9
SEPT 1 TO SEPT 30	8
OCT 1 TO OCT 31	7
NOV 1 TO NOV 30	6
DEC 1 TO DEC 31	5
JAN 1 TO JAN 31	4
FEB 1 TO FEB 28	3
MAR 1 TO MAR 31	2
APR 1 TO APR 30	2
MAY 1 TO MAY 31	1
JUNE 1 TO JUNE 30	0

Vacation can only be scheduled for periods after May 31, after the first year of employment. If special circumstances exist where earned vacation must be used prior to May 31, approval of the employee’s supervisor and the Superintendent must be obtained **prior** to the time the requested vacation is scheduled.

Any vacation leave earned from July 1 to June 30 and not taken prior to June 30, will be converted to personal leave (up to five days) and the remainder to sick leave.

**School Business**

Employees who are absent on school business shall be allowed full pay when requested and approved in advance by the employee’s principal or immediate supervisor. Approval shall be forwarded to the superintendent’s office.

**Court**

Employees shall be excused without loss of pay for serving as a witness or juror in a court of law under subpoena. Proof of attendance is required.

**Poll Workers**

Employees may use their personal business day(s) to work at election polling places. Requests for personal leave for this purpose shall be made in writing to the employee’s principal or immediate supervisor at least two (2) days in advance of the day requested. If the principal or immediate supervisor can grant the request without detriment to his/her school program of department operations, he/she shall approve and forward the request to the superintendent for final approval.

**Armed Forces**

Members of any of the reserve components of the armed forces of the United States, upon request, shall be entitled to leave of absence per calendar year from their respective duties in accordance with provisions of Section 33-1-21, Mississippi Code (1972) or as such Section may be hereafter amended.

### **Emergency Leave**

The Superintendent may approve written requests for up to four (4) days leave, without pay, for bona fide emergency reasons other than those provided for in Section 37-7-307 (2), Mississippi Code (1972) if in his/her opinion such can be done without detriment to the school district.

### **Workers' Compensation Leave**

Injuries received as a result of on-the-job accidents are considered personal illness or physical disability for the purposes of this policy.

## IV. RESPONSIBILITIES OF THE EMPLOYEE

Employees are expected to plan and/or schedule absences whenever possible to cause a minimum of time away from duty.

Leave without pay is not earned time off or vacation. It may not legitimately or ethically be used for any purpose other than that intended.

All leave shall be requested and approved prior to or concurrent with the taking of such leave. There are no provisions in this policy for taking leave which was not requested or approved.

When it becomes apparent to the employee that it will be necessary to request leave as outlined above, the employee shall, by direct personal contact, notify his/her principal/supervisor by the method the principal/supervisor has directed his/her employees to notify him/her stating the reasons for the absence and the expected length of absence.

Request for leave under the Family Medical Leave Act shall be made on forms provided by the District payroll office in accordance with District Policy GBRI, Family and Medical Leave Act Policy. No other forms will be accepted.

Employees shall provide a doctor's excuse for absences or more than four (4) consecutive school days or for more than two (2) consecutive school days immediately preceding or following a non-school day. Failure to provide doctor's excuses will result in the employee being charged their contractual daily rate of pay for the days absent.

An employee returning to duty after being absent for medical reasons (such as surgery, pregnancy, etc.) shall furnish his/her principal or supervisor a statement from the attending physician certifying his/her fitness and ability to return to work before being allowed to resume his/her duties.

## V. PENALTIES FOR ABUSE

Abuse of this leave policy endangers the continuance of its liberal provisions. Principals and directors shall immediately notify the Superintendent in writing of any and all abuses of this leave policy. Any abuse may lead to the employee's dismissal.

The Superintendent shall cause each abuse to be recorded in the subject employee's work record and on the annual evaluation.

Leave taken that was requested improperly or not requested and approved prior to or concurrent with the taking of such leave shall be unauthorized leave. One day's pay shall be deducted for each day of unauthorized leave.

Any employee giving a materially false statement as to the cause or reason for his/her absence shall have one day's pay deducted for each day absent under false pretense and shall forfeit all accumulated leave time and be subject to dismissal.

Any certified employee absent for optional dental or medical treatment or surgery which could, without medical risk to the employee or immediate family member, have been performed at a time when school was not in session shall have one (1) day's pay deducted for each day absent and shall forfeit all accumulated leave and be subject to dismissal.

## VI. DONATED LEAVE

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

“Catastrophic injury or illness” means a life-threatening injury or illness of an employee or a member of an employee’s immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the 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.

“Immediate family” means spouse, parent, stepparent, sibling, child or stepchild.

2. Any school district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same or another 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:

- 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.
- 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.
- An employee must have exhausted all of his or her accumulated personal leave and sick leave before he or she will be eligible to receive any leave donated by another employee. For purposes of this section only, extended personal illness days shall not be considered leave. Eligibility for donated leave shall be based upon review and approval by the donor employee’s supervisor.

3. 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 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.

4. 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.
5. Donated leave shall not be used in lieu of disability retirement. §37-7-307

LEGAL REF.: §37-7-307, Mississippi Code (1972) Family Medical Leave Act of 1993  
§25-11-103, Mississippi Code (1972)MCS D Policy GDRHAB  
§25-11-109, Mississippi Code (1972)MCS D Policy GBRI  
§33-1-21, Mississippi Code (1972)

#### **BOARD APPROVED 5/05/14**

Vacation, Sick and Personal Leave Policy Change:

Absences of an employee of two (2) hours or less shall be considered one-quarter (.25) day of leave. Absences of an employee of more than two (2) hours, but less than or equal to four (4) hours shall be considered one-half (.50) day of leave. Absences of an employee of more than four (4) hours, but less than six (6) hours shall be considered three-fourths (.75) day of leave. Absences of an employee of more than six (6) hours shall be considered a full (1) day of leave.

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

##### **Purpose**

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

##### **Exempt Employees**

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



### **Covered Employees**

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

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

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

### **Employment Relationships**

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

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

The hiring of off-duty policemen or deputies on a part-time basis by the District for crowd control or for security purposes does not create a joint employment relationship between the District and the employer of the policemen or deputy. The District is separate and distinct and acts entirely independent of other governmental entities.

A joint-employee relationship does not exist between the District and any entity contracted to provide transportation services, security services or other services.

### **Hours Worked**

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

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

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

All employees must sign in for themselves. Any employee who signs in for another employee will be dismissed. Any employee who asks another employee to sign in for him or her will be dismissed.

### **Breaks and Meal Periods**

The District is not obligated or required to provide breaks or meal periods.

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

### **Basic Monetary Requirements**

Employees subject to FLSA shall be paid not less than the current minimum wage.

### **Overtime Pay**

It is the policy of the District that compensation for overtime work will be paid in the form of compensatory time off.

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

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

### **Regular Rate of Pay**

Any overtime pay will be based on the employee's regular rate which will include all remuneration for employment. For those employees paid a simple hourly rate the overtime will be based on that hourly rate. For those employees paid on a salary basis, the monthly salary will be reduced to its hourly rate equivalent. Employees shall be paid for each and every hour worked.

Time will be counted in seven (7) minute increments. Any employee who clocks in or out within seven minutes before or after their normal starting or quitting time will be considered to have clocked in or out at their normal starting or ending time. Any employee who clocks in earlier than seven minutes before their normal starting time or clocks out later than seven minutes after their normal quitting time will only be paid for the additional time when the additional time has been pre-approved as required by the District's policy on overtime.

### **Authorization for Overtime Work Required**

Each District employee responsible for the supervision of employees subject to the FLSA shall, prior to permitting any overtime work, receive authorization from the Superintendent, Deputy Superintendent, Assistant Superintendent for Support Services, or Director of Finance.

Non-exempt employees who work overtime/compensatory time without prior approval must be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the

work was unforeseen or emergency in nature, it should be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the hours worked must be paid to the employee, but disciplinary action must be taken for failure to follow established policy.

### **Recordkeeping**

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

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

### **Enforcement**

Failure to clock in and clock out will result in the employee's pay being docked an amount equal to the employee's daily rate. Employees who fail to comply with the time clock policy will be terminated.

District employees shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site for the following reasons:

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

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

## HEALTH INSURANCE MARKETPLACE COVERAGE

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

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

It is a federal requirement that we notify you of the Health Insurance Marketplace.

### **Options and Your Health Coverage**

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#### **PART A: General Information**

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

#### **What is the Health Insurance Marketplace?**

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

#### **Can I Save Money on my Health Insurance Premiums in the Marketplace?**

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

#### **Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?**

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

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

**How Can I Get More Information?**

For more information about your coverage offered by your employer, please check your summary plan description or contact Roxie Williams, Liz Lewis or Sonya Spragis at 601-879-3000.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](https://www.healthcare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

### **APPEARANCE and DRESS**

1. Hair shall be groomed so as not to extend below the eyebrows or cover the eyes.
2. Hair and nails shall not be groomed in class.
3. Hair and body shall be free from obnoxious odors, clean, and neat in appearance.
4. Shoes, sandals, or boots shall be worn **at all times** with shoes being laced and tied. No cleats or tennis shoes with wheels.
5. No tank tops, halters, tops with spaghetti straps or tops that expose the midriff, with hands raised above the head, shall be worn. Appropriate underclothing shall be worn. No clothing considered and designed as underclothing shall be worn as an outside garment. Underclothing shall not be exposed while worn underneath an outside garment.
6. Any style of clothing tending toward immodesty is prohibited.
7. Picks, combs, rollers, and other styling devices shall not be worn in the hair.
8. Unless prescribed for medical reasons, sunglasses are not allowed in the building.
9. No hats, caps, toboggans, head scarves, bandanas, wrist bands, sweat bands, hairnets, or shower caps, stocking caps, or do rags are allowed on campus or in the building. This rule applies to both boys and girls.
10. No see-through clothing shall be worn.
11. Students may wear shorts, provided the length meets the fingertip rule.
12. Girls' skirt and dress length must meet the fingertip rule as stated above.
13. Young men shall not be permitted to wear earrings or conceal the earrings with a Band-Aid or any other material. Neither female nor male students shall be permitted to wear rings or studs in their noses, tongues or other body parts. Dog tags must be worn inside of clothing.
14. No pants with holes are permitted. No pajama pants are permitted.
15. Overall straps and suspenders shall be fastened and worn over the shoulders.
16. Leggings, skin-tight pants, jeans or biking shorts must be worn with the appropriate skirt or other covering which must meet the fingertip rule for length.
17. Pants should be worn appropriately at the waist. **Sagging pants will not be tolerated.**
18. Students with tattoos may be requested to keep them covered.
19. Clothing with suggestive, vulgar, indecent, or disruptive slogans/pictures is not permitted.
20. Clothing advertising alcoholic products or drugs is not permitted.
21. A student shall not wear any clothing or present himself in a manner (such as cuts in the eyebrows, one pants leg or sleeve rolled up) that would identify him/her with gang or any other illegal activity. Further, a student shall not wear any clothing advertising gang-related signs, colors, or written gestures.
22. Males are not permitted to wear skirts and/or other garments traditionally designed to be worn by females.
23. Wallet chains are not allowed.
24. Trench coats or duster style coats are not allowed.
25. For schools wearing uniforms, see individual school dress codes for guidelines
26. Students enrolled in career and technical courses may have other dress code requirements related to health and safety issues.
27. **Any dress or personal appearance that the administration feels is disruptive or presents a safety hazard to the instructional process will be dealt with on an individual case basis.**
28. Modifications to the dress code may be allowed by school administrators for special occasions.



# Mississippi Department of Education

DESCRIPTOR TERM: <b>Mississippi Educator Code of Ethics and Standards of Conduct</b>	CODE: <b>1717</b>
ADOPTION DATE: <b>April 17, 1998</b>	REVISION: <b>January 20, 2011</b>

## STATE BOARD POLICY

### Mississippi Educator Code of Ethics and Standards of Conduct

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.*

- 1.1. Ethical conduct includes, but is not limited to, the following:
  1. Encouraging and supporting colleagues in developing and maintaining high standards
  2. Respecting fellow educators and participating in the development of a professional teaching environment
  3. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
  4. Providing professional education services in a nondiscriminatory manner
  5. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
  6. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children
- 1.2. Unethical conduct includes, but is not limited to, the following:
  1. Harassment of colleagues
  2. Misuse or mismanagement of tests or test materials
  3. Inappropriate language on school grounds or any school-related activity
  4. Physical altercations
  5. 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.*

- 2.1. Ethical conduct includes, but is not limited to, the following:
  1. Properly representing facts concerning an educational matter in direct or indirect public expression
  2. Advocating for fair and equitable opportunities for all children
  3. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.
- 2.2. Unethical conduct includes, but is not limited to, the following:
  1. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
    1. employment history, professional qualifications, criminal history, certification/recertification
    2. information submitted to local, state, federal, and/or other governmental agencies
    3. information regarding the evaluation of students and/or personnel
    4. reasons for absences or leave
    5. information submitted in the course of an official inquiry or investigation
  2. 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.*

3. 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.*

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

1. 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
2. Nurturing the intellectual, physical, emotional, social and civic potential of all students
3. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
4. Creating, supporting, and maintaining a challenging learning environment for all students

4.2. 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*

5. Unethical conduct includes but is not limited to the following:
  1. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
  2. Harming others by knowingly making false statements about a colleague or the school system
  3. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
  4. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
  5. 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*

- 6.1. Ethical conduct includes, but is not limited to, the following:
  1. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice
- 6.2. Unethical conduct includes, but is not limited to, the following:
  1. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
  2. 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.
  3. 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.*

- 7.1. Ethical conduct includes, but is not limited to, the following:
  1. Maximizing the positive effect of school funds through judicious use of said funds
  2. Modeling for students and colleagues the responsible use of public property

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

1. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
2. Failing to account for funds collected from students, parents or any school-related function
3. Submitting fraudulent requests for reimbursement of expenses or for pay
4. Co-mingling public or school-related funds with personal funds or checking accounts
5. 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.*

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

1. Insuring that institutional privileges are not used for personal gain
2. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization

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

1. 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.
2. Tutoring students assigned to the educator for remuneration unless approved by the local school board
3. 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.*

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

1. 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
2. Maintaining diligently the security of standardized test supplies and resources

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

1. 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.

2. 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
3. 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.*

10. 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.

## **ACCEPTABLE USE POLICY**

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

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

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

### **MONITORING OF NETWORK USE**

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

### **SCHOOL DISTRICT OWNERSHIP**

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

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

### **CONSEQUENCES OF POLICY VIOLATION(S)**

The use of the District Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Any student or district staff, including contract services (outside parties), who violate any policy, regulation or law regarding use of the District Network will be identified and corrective and /or punitive actions will be taken.

All users of the MCS network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administrator. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but is not limited to, a loss of access privileges, disciplinary action by the school and /or district administration, and /or contact of law enforcement agencies.

## **DISCLAIMER OF LIABILITY**

*MCS disclaims all liability for the content of materials to which a student or staff may have access on the Internet and for any damages suffered as a result of the student or staff member's Internet use. Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, MCS shall not be responsible for:*

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

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

## **FILTERING**

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

## **EMAIL AND ELECTRONIC DOCUMENT RETENTION**

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

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

All district employees and students in Grades 6-12 will be issued a district email account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the district's madison-schools.com email system. This includes, but is not limited to teachers who guide extracurricular activities such as Clubs, choirs, bands, athletics, etc.

District staff, who generate newsletters, memoranda, slide shows, graphics, etc. with their workstations, laptops, or other district equipment, should organize their computer's workspace (storage) using folders to store electronic documentation

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

## **PROHIBITED ACTIONS**

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

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

The above list is not all inclusive. The list will be amended from time to time.

## **STIPULATIONS FOR WEBSITE USE AS DISTRICT REPRESENTATIVES**

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

Current teacher or organization web sites operating outside the MCS's website as of July 1, 2008, will be granted exception from this new procedure. However, a statement of disclaimer must be posted at the school's website and a section under the name of each teacher or organization that has an external web site.

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

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

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



## MAINTENANCE STAFF GENERAL SAFETY MEASURES

### **Floor Maintenance**

Do:

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

Don't:

- Use equipment with frayed cords or attachments that are in poor condition
- Leave objects unattended on stairs
- Remove wet floor signs before floors are completely dry

### **Window Cleaning**

Do:

- Ensure that all containers are properly labeled
- Secure ladder properly prior to use
- Ensure all ladders are in good working condition
- Seek assistance when moving heavy or odd shaped objects

Don't:

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

### **Lighting**

Do:

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

Don't:

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

### **General Cleaning**

Do:

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

- Seek assistance when moving heavy or odd shaped objects

Don't:

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

**EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGMENT**

I, \_\_\_\_\_ have read Madison County School’s Employee Handbook, and I agree to comply with the policies and procedures described in the handbook.

**“At-Will” Employees**

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

**Licensed Employees**

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

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

Check Applicable: \_\_\_\_\_ “At-Will” Employee \_\_\_\_\_ Licensed Employee

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Cc: Office of Human Resources file

**ACCEPTABLE USE POLICY STAFF AGREEMENT**

User Agreement (Staff and/or Students)

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

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USER NAME (Please Print)

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USER SIGNATURE

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DATE SIGNED

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

**HEALTH INSURANCE MARKETPLACE COVERAGE NOTICE**

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