

# **WAYNE COUNTY SCHOOL DISTRICT**



## **EMPLOYEE HANDBOOK**

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## **FOREWORD**

The administrative procedures contained within this handbook are designed to guide you through this school year. Retain this handbook and place all future bulletins in it for your reference

### **WAYNE COUNTY SCHOOL DISTRICT**

#### **Vision Statement**

The vision of the Wayne County School District is to create a culture of collaboration, learning, and professionalism.

### **WAYNE COUNTY SCHOOL DISTRICT**

#### **Mission Statement**

The mission of the Wayne County School District is to provide all students with the skills and knowledge that are necessary to prepare them for success in college and the workforce and to prepare them to be responsible citizens and lifelong learners in an ever changing global society.

## **SAFETY**

The objective of the Wayne County School District is to conduct all operations safely and efficiently. The district shall provide a safe and healthy workplace, free of recognized hazards that might endanger the health or safety of you and your fellow workers. A vast majority of accidents and injuries occur not because of unsafe conditions but because of unsafe acts. Be ever mindful of safety. An accident or injury not only inflicts pain and perhaps loss of wages upon an injured employee, but also cause downtime and a loss of service. Management is responsible and accountable for a high level of safety performance and supports work practices that reflect the safest and most efficient methods available for completing required tasks. Safety awareness and promotion is the responsibility of all WCSD employees. SAFETY SHALL BE FIRST.

## **ACCIDENTS**

The school attempts to provide an environment in which the child will be safe from accidents. If a minor accident occurs, first aid will be administered. No care beyond first aid, defined as the immediate, temporary care given in case of accidents or sudden illness, will be given.

Home telephone numbers, business telephone numbers, and emergency telephone numbers must be furnished to the school. All accidents must be reported on an Accident Report Form that will be maintained in the principal's office.

- Minimum first aid will be administered and the school nurse, principal, teacher, or designee will contact 911 to have the injured transported to a medical facility if further treatment is needed. In all cases where the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent(s) or other persons listed on the emergency card.
- No student who is ill or injured shall be sent home alone. A student who is ill or injured shall not be taken home unless it is known that someone is there to receive him/her.

## **ACCOUNTING PROCEDURES**

All monies collected by the teacher shall be receipted, using a receipt provided by the principal. Strictest care must be taken in the handling of these funds. The following points are to be adhered:

1. Any collection of money must receive prior approval of the principal.
2. All money should be receipted when collected. A receipt must be given to any student from whom money is taken. The first copy will be given to the student and the second copy will remain in the receipt book as teacher's record.
3. Keep receipted money in a secure place.
4. Before you leave school each day, turn in the money and total amount collected on the appropriate form to the school financial secretary. The money must agree with the receipts it covers.
5. All money collected should be deposited that night (i.e. game receipts)
6. Do not comingle deposits:
  - Concessions on one deposit
  - Gate receipts on another deposit
7. Financial clerks: Use the same coding for every school.

The principal is responsible for all funds collected and disbursed in the school. For this reason, no collection of funds or purchases of any kind may be made without the prior knowledge and written approval of the principal. If approval of a purchase is given, a purchase order will be provided. When it is properly filled out, the appropriate signatures will validate it, and the approved purchase may be made.

## **ACTIVITY TRAVEL**

All teachers and coaches who are sponsors of school approved trips and athletic events that require students to be absent from school must provide a roster of all students and sponsors who plan to participate at least seven days in advance. The roster must include an emergency phone number for each participant. A roll must be taken immediately before the group leaves. A copy of the final roll and attendance check must be submitted to the office before the group leaves. If the trip or event is scheduled before or after regular school hours, then a copy of the roll sheet should be placed in the front office. The roll sheet (Activity Travel Form) must include the date, a brief description or purpose of the travel or event, and the names of those who actually attend. It is imperative that the final roll be taken just before the group leaves.

## **ADDITIONS AND AMENDMENTS TO THE EMPLOYEE HANDBOOK**

Faculty and staff bulletins and all memos are considered official parts of the Employee Handbook.

## **ADDRESS/TELEPHONE**

Keep on file in the school office a current address, telephone number, and the name and telephone number of the persons that should be notified in an emergency. When any of this information changes, report the change to the office within one (1) working day. This change must also be reported to the district office payroll department within five (5) working days. All information should be kept up-to-date.

## ARREST OF EMPLOYEE

Employees arrested for any reason shall be required to notify their supervisor within 24 hours. This notice will include a statement of charges lodged against the employee and the disposition of said charges.

## ASSEMBLY ATTENDANCE AND SUPERVISION

All students, including Career-Technical students, must attend assembly programs unless they have been excused by the principal. Each teacher and principal should attend all assemblies. Teachers who have classes should check their class rolls and monitor the behavior of their students. Any teacher who has an emergency that prohibits his or her attendance of an assembly must notify the principal before the assembly time.

## ATTENDANCE: TEACHERS

- A. All staff members are to report as scheduled by the principal and sign in immediately.
- B. If you are going to be absent due to illness, notify the principal or person designated by him or her as soon as possible.
- C. Staff members who are late must contact the principal's office in order for arrangements to be made to cover their duties until they arrive.
- D. Except in case of emergency, or with approval of the principal, teachers are expected to remain on the school grounds from check-in until check-out time and to remain in their classrooms during class sessions or on their duty posts for the entire assigned time. The principal of each school will set duty hours.

## Forfeiture of Contract Due to Absence

A regular employee absent from the classroom or other duty station for more than ten school days may be subject to the forfeiture of his or her existing contract based upon the due process hearing of the Wayne County Board of Education.

Employees will be required to present a physician's certification of illness when absent for six (6) cumulative school days, for one day immediately preceding or following a holiday, or at any other time requested by the principal or director, and/or superintendent. The employee will be docked one day for each unexcused absence, and/or placed on a plan of improvement. **(HB949: Adopted November 2015)**

## Personal Leave Allowance (GBRI; HB949) (Adopted November 2015)

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

- a. Personal leave may be taken on the first day of the school term; the last day of the school term, on a day applicable day, an immediate family member of the employee is being deployed for military service.
- b. Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years' experience as an employee of that school

district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.

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

### **CARE OF CLASSROOMS**

It is the responsibility of the classroom teacher to maintain a neat, orderly, and functional environment for instruction. The following might be used for a checklist for the classroom:

1. Are the surroundings arranged in a manner that promotes organization, safety, and use?
2. Are there a variety of instructional materials or work?
3. Are the desks placed too closely to walls, chalkboards, etc.?
4. Are appropriate housekeeping habits maintained?
5. Is the classroom attractive and inviting?

### **CELL PHONE POLICY**

It shall be the policy of the Wayne County School District that employees may carry their cell phones during school hours. Employees must adhere to the following: Phones are to be **off** during class except for school emergencies, with the permission of the principal, or for educational use. Cell phones may be used before or after school hours while on campus.

### **CHILD FIND**

**Child Find** is a process required by the *Individuals with Disabilities Education Act* (IDEA) to **identify**, **locate**, and **evaluate** all children from birth through 21 years of age who may have disabilities and may need early intervention or special education services. It is an ongoing process of public awareness activities and evaluations to ensure children with special needs can receive the help they need to succeed as early as possible.

### **CONFERENCES**

Wayne County School District policy encourages open communication in all areas. Frequent conferences open many doors and create a well-rounded educational atmosphere. Five major categories of conferences and the corresponding guidelines are as follows:

#### **1. Principal-Teacher**

Principal-teacher conferences will be held at the discretion of the principal or upon the request of the teacher. The principal will maintain a record of the conference.

#### **2. Principal-Student**

The principal is the final school authority in matters pertaining to students. Each student request or problem should be treated with respect and as being important to students.

#### **Teacher-Parent Conference**

It is the teacher's responsibility to take the initiative for scheduling a parent conference. The principal will determine the procedures and time. When a parent calls the office and requests a conference with

a particular teacher the teacher will confirm scheduled conference according to procedures specified by the principal. The teacher will keep records of all conferences.

**3. Teacher-Student Conference**

Direct open communication with students is conducive for appropriate student behavior and progress. Teachers should keep a record of the conferences. The principal or assistant principal will be present at any teacher-parent or teacher-student conference if it is requested and if he or she is given sufficient advance notice.

**4. Teacher-Teacher Conference**

Teachers (staff) are encouraged to cooperate directly on matters of mutual constructive nature. Keep the principal informed.

**5. Documentation of Parent/Teacher Communication**

As part of best educational practices, prior to a report card going home that indicates that a student has earned an “F” as a grade for the quarter, the teacher must have documented a minimum of five (5) contacts with the parent. One (1) contact **MUST** be a documented “face to face” conference. A copy of this documentation will be submitted to administration with grade verification sheets each quarter.

**COPYRIGHT OF INSTRUCTIONAL MATERIALS**

It is the intent of the Wayne County Board of Education to adhere to the provisions of current copyright laws and congressional guidelines. Infringement of copyright is both illegal and unethical and therefore contrary to the School District’s policy. It is also the policy of the Wayne County School District to adhere to the provisions of copyright laws in the area of microcomputer software.



## CUMULATIVE RECORDS: THE PREPARATION AND USAGE

*Consult the Mississippi Cumulative Folder Manual (in the testing, grades, guidelines)*

### Cumulative Folder

The cumulative record folder is a record developed to assist in the student's educational growth and progress. The teacher and other school personnel use it as a tool for student guidance and the improvement of instruction. A well-developed cumulative record may afford a teacher an opportunity to analyze student's school history, test scores, and rate of growth so that a proper course of action for helping the student can be determined. A cumulative record is only as useful as the quality of data entered.

### Permanent Record

The permanent record is the legal school record for the student. This information contains most of the information recorded on the cumulative folder.

### Recording of Data on Cumulative Folder and Permanent Record

- A. All information should be typed or recorded in permanent **black** ink except address, telephone numbers, and transfer of attendance, which should be written in pencil.
- B. When any change or correction is made on the cumulative folder, draw a line through the incorrect information, record the correct information and initial the correction. Correction fluid or tape is not to be used.
- C. The following data shall be filled out completely on the cumulative folder and permanent record:  
The items below should be in the exact order as specified.
  1. Access to student record sheet
  2. Certificate of Compliance (or a note attached to the folder indicating student has a temporary form)
  3. Birth Certificate Number on record and verified
  4. Social Security Number recorded on folder and copy in folder
  5. Two proofs of physical residence
  6. Test scores (Put in order from most current to least current)
  7. Other information
  8. Current address recorded in pencil
  9. All other information recorded in black ink
  10. Entrance record complete
  11. All grades recorded
  12. Promotion/Retention indicated
  13. Teacher Signature
  14. Compliance Section Complete
  15. Attendance Record Complete
  16. Documented significant facts completed
  17. Personal and family data complete If new student, previous school data recorded
  18. Test scores will be affixed when available
  19. Home Language Survey form
  20. Screener for Dyslexia (K-1<sup>st</sup>)

*Teachers shall maintain accurate and up-to-date cumulative folders and permanent records on each student. Each time a student's record is accessed; the teacher shall sign-in and state the purpose for accessing the folder. Please follow principal's instructions in accordance with state law.*

## DISCIPLINE

Where people exist together, it is necessary to have rules, laws, or understanding to avoid confusion, chaos, and even violence. The public school is no exception. When parents send their children away from home for seven or eight hours daily, the institution entrusted with their care receives the authority to regulate the conduct of students for their good and for the welfare of the total group. This authorized regulation of conduct is school discipline. Authority is given to the school to set rules and regulations that must be respected and observed at school, on the buses, and at school-sponsored activities. The authority to maintain school discipline is affirmed by State Law and decisions of the U.S. Supreme Court.

### *Discipline Guide:*

#### **A. Teachers Should:**

1. Be fair and consistent. Treat each student equally.
2. Be empathetic; accentuate the positive; avoid the negative.
3. Be thoroughly prepared for all classes and have ample work for all students.
4. Be cheerful, attractive, and orderly; let your classroom reflect these qualities.
5. Be professional in demeanor and maintain a sense of humor.
6. Admit your errors and apologize if you make the mistake of treating a student unjustly.
7. Let the student assist in establishing a minimum number of classroom rules and help the student understand why they are necessary.
8. Correct students to prevent minor problems from growing into larger ones.
9. Teachers are considered to be on duty while on campus or at school functions.
10. Speak in a respectful, well-modulated manner.

#### **B. Teachers Should Not:**

1. Punish the entire class for the misbehavior of a few.
2. Argue with a student.
3. Embarrass a student.
4. Refuse to consider mitigating circumstances.
5. Compare students with one another.
6. Become overly friendly and familiar with students.
7. Repeatedly show favoritism to certain students.
8. Challenge students to repeat an undesirable act or get yourself in a position of “do it or else.”
9. Administer unusual punishments.
10. Punish by leaving a student alone in a classroom, hall or any unsupervised area.
11. Punish by requiring a student to write lines.
12. Make physical contact in an attempt to discipline. Do not place your hands on students in anger.

### **Corporal Punishment (MS Code 37-11-57)**

This is an option in the disciplinary program of the Wayne County School District and will be administered in accordance with the policy of the Wayne County School District. The district has established procedures under which a parent/legal guardian will indicate whether he/she gives permission for his/her child to receive corporal punishment as appropriate under the discipline plan outlined in the Wayne County Student Handbook and in accordance with district policy. Alternative disciplinary actions will be required for students whose parents/legal guardians have not checked and signed the required Corporal Punishment Permission statement.

**ALWAYS REFER TO UPDATED DISALLOWANCE  
FORM BEFORE ADMINISTERING CORPORAL PUNISHMENT**

1. Corporal punishment may be administered by the principal, assistant principal, or teacher. Teachers are required to have a second certified person to observe as a witness. Corporal punishment is to be administered to the buttocks only and must not be excessive. Corporal punishment will not be administered in anger. Corporal punishment will not be administered in the presence of other students.
2. In all cases where corporal punishment is administered, a discipline form must be completed immediately and must contain the following information:
  - a. Student's Name
  - b. Date
  - c. Details of specific incident for which punishment was administered
  - d. Signature of person administering punishment.
  - e. Signature of witness.
3. The office copy of the discipline form is to be filed in the principal's office. The teacher's copy is to be retained by the teacher.

Disciplinary action in lieu of or in addition to corporal punishment may include extra work assigned by schools, parent care, suspension from school, referral to social services officials, or other appropriate disciplinary measures.

Parents or Guardians will be given the opportunity to sign a Corporal Punishment Disallowance Form if they do not want their child or children paddled. These forms will be made available through each individual school. The forms must be signed and updated at the beginning of each school year, for the child to be placed on the no paddle list at the school.

**CONDUCT POLICIES**

**District Code of Conduct General Policies and Procedures:**

Administrators and teachers shall hold students accountable for their conduct in school, on the way to and from school when transported on school buses, at any school-sponsored event in or out of town, and while riding any school-owned vehicle or at any school-related activity or event. Also included is conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the school superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole (MS Code 37-7-301). Any school official may correct any type of student misconduct concerning any of the above. Teachers are expected to handle most of the disciplinary problems that arise. In the event, however, that a student will not adhere to the corrections and warnings of a teacher, counselor, bus driver, etc., the student may be referred to the assistant principal and/or principal for disciplinary action. In each instance when this is done, a written and signed referral form will be submitted by the referring teacher explaining the problem.

## SCHOOL SAFETY ACT / STUDENT BEHAVIOR

This school district shall meet requirements established under the Mississippi School Safety Act of 2001, which provides for the establishment of a School Safety Center by the Department of Education; a Safety Grant Program, available to eligible public school districts; and a School Crisis Management Program under the State Department of Education. The School Board of this district, with the assistance of the State Department of Education School Safety Center, shall adopt a comprehensive local school district safety plan and shall update the plan on an annual basis. (Section 37-3-83 (2), MS Code of 1972, amended) The school district may annually apply for school safety grant funds subject to appropriations by the legislature. In order to be eligible for such program, the School Board, if it desires to participate, shall apply to the State Department of Education by May 31 before the beginning of the applicable fiscal year on forms provided by the department and shall be required to establish a local School Safety Task Force to involve members of the community in the school safety effort. This school district may use audio-visual-monitoring equipment in classrooms, hallways, buildings, grounds and buses for the purpose of monitoring school disciplinary problems. (Section 37-3-83 (6), MS Code of 1972, amended) In order to access the services of a response team established under the School Crisis Management Program under the State Department of Education, a request must be made by the school principal or the Superintendent, who shall make the request to the State Department of Education or its contact designee. A response team shall enter a school to work with students and faculty for a period of no more than three (3) days, unless otherwise requested by the school district. The request made by the school district to access the services of a response team following a school safety incident may seek a review of the school district's safety plan, and the results of this evaluation may be published by the School Board in a newspaper with wide circulation in the district. The Superintendent of school principals may request and utilize the services of quick response teams provided under the School Safety Law; however school officials are not required to request the services of quick response teams. (**Ref: Sections 37-3-81, 37-3-83, 37-11, 54 MS Code of 1972, amended**)

## DRUG ABUSE POLICY FOR EMPLOYEES

The Wayne County School District is committed to protecting the safety, health and well-being of all students, employees, visitors and other individuals on district property or at school-sponsored events. Consequently, it is the policy of the Wayne County School District (WCSD) to maintain a drug and alcohol abuse-free workplace. As a condition of employment, all employees will be required to certify, in writing, that they will abide by the terms of this policy as set out below. The signed certification will be a part of the employee's permanent personnel file.

**This policy applies to all district employees, including those employee-drivers who maintain a Commercial Driver's License (CDL) as a job requirement. These employee-drivers are covered by the Omnibus Transportation Employee Act and are subject to the District's U.S. Department of Transportation (DOT) Policy for Regulated Employees as well as the District's Controlled Substances Policy to the extent that the Controlled Substances Policy exceeds the provisions of the DOT Policy. In all instances where provisions are similar between the two policies, the DOT Policy prevails.**

In accordance with Public Law 100-690, the Drug Free Workplace Act of 1988, and Public Law 101-647, the Drug-Free Schools and Communities Act of 1986, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace of the WCSD.

Pursuant to this law, all WCSD employees will notify the Superintendent of Education if convicted for violation of any criminal drug statutes, should said violation occur in the workplace, no later than five (5) days after such conviction. Prior to instituting this revised Controlled Substances Policy and annually thereafter, the WCSD will provide all employees with a one (1) hour minimum education program on alcohol and other drug abuse, in general, and its effects on the workplace, specifically. In addition, prior to instituting this revised Controlled Substances Policy and annually thereafter, the WCSD will provide all supervisory personnel with a minimum of two (2) hours of training on recognizing employee substance abuse and the appropriate course of action. As used in this policy, the term “drugs” includes alcohol, inhalants (chemical vapors), cannabis (marijuana), controlled substances, and similar substances which impair a person’s ability to work productively and safely. The proper use of drugs as prescribed by a licensed physician is not subject to disciplinary action. If an employee’s ability to work safely may be affected by the use of a prescribed drug, the employee must inform his/her supervisor so that precautions can be taken. The WCSD’s policy is that employees shall not be allowed to work or participate in any WCSD activities while using alcohol or under the influence of alcohol or any controlled substance which alters his/her ability to work safely and productively. Reporting to work under the influence of, or when ability is impaired by, alcohol or the unlawful use of a controlled substance is cause for termination. The unlawful manufacture, sale, distribution, solicitation, possession with intent to sell or distribute, or use of alcohol or other drugs is prohibited while on the job, on the office premises or participating in any WCSD activity and is cause for termination. Any employee found to be in violation of this Policy who is allowed to return to work will be required to:

- provide documentation of successful completion of a substance abuse
- rehab/treatment/assistance program;
- submit to a return-to-duty drug and/or alcohol test with a negative result;
- comply with the provisions of a follow-up testing program;
- comply with the terms and conditions of a written last chance agreement.

The district will maintain a resource file of employee assistance service providers, alcohol and other drug abuse programs, mental health providers, and other persons, entities or organizations available to assist employees with personal or behavioral problems. In addition, the district shall provide all employees a summary of the information contained within the resource file, to include all information necessary to access the services listed in the resource file and shall post, in conspicuous places, a listing of multiple employee assistance providers in the area. An employee who suffers from the problems of drug abuse or alcoholism must recognize that it is his/her responsibility to address these problems. Upon request by the employee for assistance with a substance abuse problem, the WCSD Office will advise the employee of leave, insurance benefits and any additional information, as needed, from the resource file. It is the employee’s obligation to seek diagnosis and/or treatment and to abide by any program of care prescribed by medical personnel. A request for assistance may not be entertained if it is made after the employee engages in misconduct which the WCSD Superintendent considers to be cause for discharge, and no request for assistance will prevent the WCSD Superintendent from taking disciplinary action based on the misconduct which may have been related to the employee’s use of alcohol or drugs. The WCSD, however, is under no obligation to maintain the employment of anyone who constitutes a threat to the workplace or whose current use of alcohol or drugs prevents him/her from working safely or productively, or otherwise performing his/her duties. The WCSD has the right to revise this policy. Nothing in this policy grants any property right to an employee who serves at the will and pleasure of the WCSD Superintendent of Education.

## **DISCRIMINATION**

The Wayne County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in providing educational programs and services or employment opportunities and benefits.

### **Anti-Discrimination Policy**

Wayne County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in providing educational programs and services or employment opportunities and benefits. This policy, which extends to all programs and activities of the school district, arises out of the following statutes:

1. Title VI of the Civil Rights Act of 1964, 42 U. S. C. 2000 et seq. and its implementing regulation, 43 C. F. R., Part 100
2. Individuals with Disabilities Education Act (“IDEA”), 20 U.S.C., 1400 et seq.
3. Section 504 of the Rehabilitation Act of 1973, 20 U. S. C. 794 and its implementing regulation, 34 C. F. R., Part 104
4. Title IX of the Education Amendments of 1972, as amended, 20 U. S. C. 1681 et seq., and its implementing regulation, 34 C. F. R. Part 106
5. The Age Discrimination Act of 1975, 42 U. S. C. 6601 et seq. and its implementing regulation, 45 C. F. R. Part 90

**The Americans with Disabilities Act of 1990  
Inquiries regarding compliance may be directed to:**

### **DISCRIMINATION**

**Name: Tyrone Marshall**

Address: 810 Chickasawhay Street

Phone: 735-4871 Fax: 735-4872

### **SECTION 504**

**Name: Tina Harrison**

Address: 1513 Sullivan Drive

Phone: 735-3811 Fax: 735-6331

**Director of the Office of Civil Rights  
Department of Education  
Washington, D. C.**

## DRESS

Teachers are expected to dress in a way that is appropriate for the work they are doing, practicing good taste and good grooming appropriate for the proper respect of the profession. Coaches should not wear shorts to classes conducted inside the classrooms. Each principal may designate a day on which employees may dress in a more relaxed fashion. Teachers are expected to be well groomed and to dress so as to reflect credit upon themselves and the teaching profession.

- Earrings must be worn in ear only.
- For safety reasons, no other body piercing with rings or other jewelry is permitted.
- For safety reasons, no tongue rings will be allowed.
- Faculty and staff members should not wear scrubs. The only exception to this will be the school nurse, pre-kindergarten and kindergarten faculty and staff, D.D. faculty and staff, speech teachers, and cafeteria workers.
- Tattoos will be covered
- Physical education, band personnel, and coaches should not wear shorts, sweats, or other athletic material while conducting class in the classroom.
- Polo-type shirts and jeans may be worn two (2) days per nine weeks.
- No tennis shoes shall be worn while conducting class in the classroom.
- Female faculty and staff should not wear clothing that is too revealing.
- Game Day: Spirit shirts may be worn on Thursday (K – 8); Friday (9 – 12).
- Teachers can be asked to go home and change and/or be docked one day's pay.



## **DUTIES / RESPONSIBILITIES OF TEACHERS**

The duties and/or responsibilities of teachers are as follows:

- A. To plan, organize, and conduct a program of instruction in the subject area or grade in which the teacher is assigned;
- B. To assume custody of the pupils assigned to their care and to take precautions that will ensure the pupil's safety and general welfare;
- C. To participate in all pre-school conferences and in-service training programs;
- D. To perform extracurricular duties assigned by the principal;
- E. To attend all faculty meetings;
- F. To refrain from dismissing class sessions;
- G. To be responsible for all school property and equipment which are assigned to their care;
- H. To be responsible for the behavior of all pupils with whom they have contact on campus;
- I. To prepare all records as directed by the policies of the WCSD or as directed by the principal or the Superintendent;
- J. To make any and all requests to the WCSD School Board through the principal or Superintendent;
- K. To prepare daily lesson plans (SEE SECTION: ***LESSON PLANS*** in this manual);
- L. To practice and to require the students to maintain good-housekeeping in the classroom;
- M. To notify the principal or his designee of any anticipated absences and to obtain prior approval for said absence when possible;
- N. To refrain from discussing students or school business in an improper manner or place;
- O. To abide by all reasonable rules and assignments of the principal or other administrative personnel;
- P. To keep abreast of material/changes in the assigned subject area or grade;
- Q. To strive to maintain a working relationship with the parents/guardians of students and to keep the parents of students informed of the student's progress.

Only the principal, the Superintendent, or their designee may release a teacher from the duties and responsibilities listed above.

## **EMERGENCIES**

Consult the WCSD EMERGENCY OPERATION PLAN on file in the office of each school.

## **EMERGENCY WEATHER PROCEDURES**

It may become necessary for the Superintendent of Education to cancel school or dismiss school early due to an emergency situation. Announcements will be made over the television, radio stations, and the school notification system (*PowerSchool Alert Solutions*) should school be cancelled or released early due to weather or other emergencies.

## **ENGLISH LANGUAGE LEARNER PROGRAM (ELL)**

**The District follows the most current policies for serving ELL students: the MS Guidelines for ELL policies, procedures, and assessments. (January 2011) These policies can be found on the MS Department of Education website.**

### **Philosophy**

The Wayne County School District recognizes the need and the requirement to provide ELL students with linguistic and academic instruction and support services to develop English language proficiency such that, over time, they progress through school at a rate commensurate with their native English-speaking peers. To ensure educational efforts are consistent district-wide, the following requirements will be met:

- Language minority children will be allowed to attend school, regardless of their ability to produce a birth certificate, social security number, or immigration document.
- Language minority children will be placed within one year of their age-appropriate grade level.
- Language minority children will not fail a subject or be retained in a grade because they do not speak English.

### **Identification**

The Home Language Survey will be sent home annually with information regarding ELL program services. The Home Language Survey will identify ELL students for ELL Program services. Students determined on this survey to be in need of ELL services will be assessed for placement in the ELL Program.

### **Assessment**

ELL students will be tested for English language proficiency within the first week to ten days following initial identification. This assessment will reveal individual student's strengths and weaknesses in order to plan the student's academic placement. This assessment will include four areas of language: understanding, speaking, reading, and writing in order to ensure the students' language needs are properly identified and addressed. Prior to placement, parents will be notified, through a form of communication they can understand, of the student's placement in the ELL program, the parent's right to visit the program, and the parent's right to withdraw the student from the program. As a part of exiting the ELL program, students will be assessed on functional abilities in listening, speaking, reading, and writing. Since no single instrument can provide all the information needed to place and exit students from ELL, multiple measures will be used.

### **Programming**

ELL students will receive content based instruction primarily through the use of English language. Students will be given extra support in acquiring the English language through computer based programs such as *Lexia* and *Rosetta Stone*.

### **Grading**

In order to ensure consistency of grading between teachers and/or schools and to ensure ELL students do not fail due to English proficiency, the policy for grading ELL students in the Wayne County School District will be a numerical and letter grading scale. A Pass or Fail will also be assigned to students.

A Pass will be equal to a **70** for ELL students determined to be less than proficient in a subject or course due to English proficiency in grades K-8<sup>th</sup> grade and **61** in grades nine (9) through twelve (12). There will be ongoing communication and documentation of the progress of ELL students.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA) (GBRIA)**

### **GENERAL**

Due to the complexity of the Family Medical Leave Act (FMLA) and because it involves consideration of the Wayne County School District (WCSD) leaves and absences policy and your practices, along with the Americans with Disabilities Act (ADA), the Fair Labor Standards Act (FLSA), the Consolidated Omnibus Budget Reconciliation Act (COBRA) and parts of the Internal Revenue Code relating to group health plans and cafeteria plans, all federal anti-discrimination laws and applicable state laws, it is not practical to attempt development of a detailed policy for the administration of the FMLA. Each request for leave must be evaluated individually due to myriad combinations of circumstances and medical conditions one may have to consider by the Superintendent and/or Supervisor/Principal/District Risk Manager.

### **I. GENERAL**

#### **1. Definition**

- a. “Eligible employee” means one who is employed at a school facility where at least 50 persons are employed, either there or within a 75 mile radius of that school facility as measured by road miles by the shortest route possible; and who has been employed for at least 12 months by the school district as of the date leave commences, and who has also provided at least 1250 hours of service during that 12 month period. Fifty-two (52) weeks of casual, intermittent or occasional employment qualifies as “at least 12 months”. School district employees exempt from FLSA requirements are presumed to have worked 1250 hours.
- b. “Employee’s spouse” means spouse as defined by Law.
- c. “Employee’s son or daughter” means biological child, adopted child or foster child, legal ward or the child for whom the employee is standing in loco parentis who is either under the age of 18 or above the age of 18 and incapable of self-care because of a mental or physical disability.
- d. “Employee’s parent” means biological parent or an individual who stood (or now stands) in loco parentis to an employee when the employee was a child (not to include parents-in-law).
- e. “Employee’s immediate family member” means spouse, son or daughter or parent as defined hereinabove.
- f. For the purposes of FMLA, “serious health condition” means an illness, injury, impairment or physical or mental condition that involves either inpatient care (overnight stay) in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.\*

## 2. Leave Provisions

- a. An eligible employee is entitled to 12 unpaid work weeks of leave during any 12 month period for any one or more of the following reasons:
    - i. The birth of a son or daughter, and to care for the newborn child (within 12 months of the birth).
    - ii. The placement of a child with the employee for adoption or foster care (within 12 months of the placement).
    - iii. To care for the employee's spouse, son, daughter, or parent with a serious health condition (not parent "in-law").
    - iv. Because of the employee's own serious health condition which makes the employee unable to perform the function of his/her job.
    - v. Service Member Exigency Leave: For absences caused by an active duty exigency when the employee's spouse, child, or parent is a service member.
    - vi. Military Caregiver Leave: To care for the employee's spouse, child, parent, or next of kin (if the employee is the nearest blood relative) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.
- IMPORTANT NOTE:** The school district must choose any one of the following methods of determining the "12 month period". Once chosen, that method must be used consistently and changed only upon 60 days written notice to all employees.
- i. The calendar year;
  - ii. Any fixed 12 month "leave year", that is,
    - i. a fiscal year
    - ii. a year required by state law
    - iii. a year starting on the employee's employment anniversary date
    - iv. the 12 month period measured forward from the beginning date of the employee's FMLA leave
    - v. a rolling 12 month period measured backward from the date the employee uses FMLA leave (may not extend back before August 5, 1993).\*
- b. When both spouses are employed in the district, employees have a 12 week aggregate leave limit except for personal illness or the illness of a child or the other spouse; that is, if each spouse took 6 weeks of leave for the birth of a child, each could later use an additional 6 weeks due to personal illness or to care for a sick child.
  - c. Brother and sister employees would have an aggregate limit of 12 weeks to care for their

parent.

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

### 3. Notice Requirement

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

## II. REQUIRED CERTIFICATION

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

3. The school district may require that a second opinion be obtained at the school district's expense. The second opinion may not be provided by a health care provider employed by this school district. In the event of conflicting opinions, the school district may pay for a third and final provider to offer a binding decision.
4. The school district may require subsequent written re-certification on a reasonable basis.

### **III. EMPLOYMENT BENEFITS PROTECTION**

1. An employee who completes a period of leave and has complied fully with the terms of this policy shall be returned either to the same position he/she had before the taking of leave or to a position which is genuinely equivalent (as compared to a comparable or similar job) in pay, benefits, and other terms and conditions of employment.
2. Taking of leave shall not result in the loss of any previously accrued seniority or employment benefits. Except for health benefits, no other benefits will accrue during the leave period.
3. The school district may exempt from the restoration requirement in paragraph A above a key employee who is in the highest paid 10 percent of this district's workforce within a 75 mile radius of the school facility if restoring the key employee would cause substantial and grievous injury to the classroom and instructional program.\*
4. The school district shall notify the key employee of its intent not to restore him/her at the time of the request for leave or when the determination is made. If the leave has begun, the key employee shall have the option of deciding whether or not to return to work after receiving the notice. An employee who is not restored shall be considered to be on leave for the duration of his/her leave period.\*
5. Health benefits shall continue through an employee's leave period, even for key employees who have been notified that reinstatement will be denied. The school district shall recover health coverage premiums paid for an employee who fails to return from leave except as follows:
  - a. No recovery will be made from a key employee who has chosen to take or continue leave after receiving notice of non-reinstatement.
  - b. No recovery will be made from an employee who fails to return from leave if the reason is the continuation, recurrence, or onset of a serious health condition, or something else beyond the employee's control, all of which is subject to the certification requirement in Section II, above.

#### **IV. PROHIBITED ACTS**

This school district shall not interfere with or restrain an eligible employee's right to exercise the provisions of this policy.\* This policy shall take effect and be in force from and after August 5, 1993. An employee's service prior to this effective date shall be counted in determining whether the employee is eligible for leave.

**Policy Code: GBRIA (Family & Medical Leave Act)**

**Original Adopted Date: 11/2/2015    Status: Adopted**

**Approved/Revised Date: 11/2/2015**

#### **ABSENCE FROM DUTY (GBRI)**

##### **1. Licensed Employee**

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

##### **2. Sick Leave Allowance**

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

- a. Each licensed and non-licensed employee, at the beginning of each school year, shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year. Bus drivers will receive two (2) days sick leave allowance. All 240 day employees (licensed and non-licensed) will receive eight (8) days sick leave allowance.
- b. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such license or non-licensed employee if the licensed or non-licensed employee remains employed in the same school district. In the event any public school licensed or non-licensed employee transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such licensed or non-licensed employee shall be credited to such licensed or non-licensed employee in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.

- c. No deduction from the pay of such licensed or non-licensed employee may be made because of absence of such licensed or non-licensed employee caused by illness or physical disability of the licensed or non-licensed employee until after all sick leave allowance credited to such licensed or non-licensed employee has been used.
- d. For the first ten (10) days of absence of the licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there shall be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in that local school district, necessitated because of the absence of the licensed employee as a result of illness or physical disability. In lieu of deducting the established substitute amount from the pay of such licensed employee, the policy may allow the licensed employee to receive full pay for the first ten (10) days of absence because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee. Thereafter, the regular pay of such absent licensed employee shall be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

### **3. Personal Leave Allowance**

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

- a. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee is being deployed for military service.
- b. Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years' experience as an employee of that school district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.
- c. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.

Personal leave may be used for professional purposes, including absences caused by attendance of such licensed employee at a seminar, class, training program, professional association or other functions designed for educators. No deduction from the pay of such employee may be made because of absence of such licensed employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. However, the superintendent of a school district, in his discretion, may allow a licensed employee personal leave in addition to any minimum personal leave



allowance, under the condition that there shall be deducted from the salary of such licensed employee the actual amount of any compensation paid to any person as a substitute, necessitated because of the absence of the licensed employee. Any unused portion of the total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains employed in the school district.

### **Dual Jobs**

Employees whose jobs involve two or more functions (e.g. teacher assistants/bus driver, cafeteria/bus driver, custodian/bus driver, etc.) will be given seven (7) days of sick leave and two (2) days of personal leave at the beginning of each school year. Each time the employee is absent from one of the duties, he/she will be charged with one-half day of leave. If, on any day, the employee is absent for both his/her assigned jobs, the employee will be charged with a full day of leave.

### **4. Professional Leave Allowance**

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

### **5. Retirement**

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

### **6. Rules and Regulations**

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

- a. Requiring the absent employee to furnish the certificate of a physician or dentist or other medical practitioner as to the illness of the absent employee, where the absence is for four (4) or more consecutive school days, or for two (2) consecutive school days immediately preceding or following a non-school day;
- b. Providing penalties, by way of full deduction from salary, or entry on the work record of

the employee, or other appropriate penalties, for any materially false statement by the employee as to the cause of absence;

- c. Forfeiture of accumulated or future sick leave, if the absence of the employee is caused by optional dental or medical treatment or surgery which could, without medical risk, have been provided, furnished or performed at a time when school was not in session;
- d. Enlarging, increasing or providing greater sick or personal leave allowances than the minimum standards established by this section in the discretion of the school board of each school district.

## **7. Payment of Substitute Employees**

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

## **8. Non-Licensed and Hourly Paid School Employees**

Non-licensed and hourly paid employees WILL ADHERE TO THE SAME personal leave allowance as the licensed/certified employees. The school board may further adopt rules and regulations which will reasonably implement such leave policies for all other non-licensed and hourly paid school employees as the board deems appropriate.

## **9. Personal Leave**

Each employee, at the beginning of each school year, shall be credited with a minimum personal leave allowance, with pay, as follows:

- a. Certified and non-certified personnel will receive two (2) days personal leave.
- b. Bus Drivers will receive one (1) day of personal leave.
- c. All 240 day employees (certified and non-certified) will receive three (3) days of personal leave.

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

lawfully adopted policy prior to May 1, 2004, or such personal leave accumulated and available for use as of May 1, 2004, which was subsequently converted to sick leave may be certified to the Public Employees' Retirement System upon termination of employment and any such leave previously converted and certified to the Public Employees' Retirement System shall be recognized.

### **Extended Personal Leave (240 Day Employee)**

Only 240 day employees will receive extended personal leave of ten (10) days. Unused extended personal leave accumulated by the employee may be carried over from one year to the next and converted to sick leave. The annual conversion of unused extended leave to sick leave for employee shall not exceed the allowable number of personal leave days as provided in Section 25-3-93. The leave converted to sick leave may be certified to the Public Employees' Retirement System upon termination of employment with the district.

## **10. Definitions**

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

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

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

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

i. 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.

ii. 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.

- iii. An employee must have exhausted all of his or her available leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.
- iv. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
- v. Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic with the meaning of this section.
- vi. 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.
- vii. Donated leave shall not be used in lieu of disability retirement. 37-7-307

**11. Jury Duty/Other Leave**

This school board shall provide leave with pay for employees who serve as witnesses under subpoena and/or on juries. The school board cannot recover jury fees from employees who serve on juries. (Attorney General Opinion, Middleton, 1991)

**12. Leave Due to Declared Emergency Closures**

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

**Policy Code: GBRI "Absence from Duty"**

**Original Adopted Date: 11/2/2015**

**Status: Adopted**

**Approved/Revised Date: 11/2/2015**

**Record Id: 154081**

**MATERNITY LEAVE**

*Sick leave days* may be used for maternity leave. The principal will calculate the number of absences and any necessary adjustment of salary in the same way that absences and salary adjustments are made when an employee takes sick leave. Upon learning of her pregnancy, the teacher shall contact the principal so that a joint agreement for maternity leave can be arranged. The teacher shall provide a physician's written statement of confirmation to the principal.

## **FEES, FINES, CHARGES - MS Code 37-7-335**

The school board authorizes the superintendent to charge reasonable fees, but **not** more than the actual cost, for the following:

- a. Supplemental instructional materials and supplies, excluding textbooks
- b. Other fees designated by the superintendent as fees related to a valid curriculum educational objective, including transportation
- c. Extracurricular activities and any other educational activities of the school district which are not designated by the superintendent as valid curriculum educational objectives, such as band trips and athletic events

All fees authorized to be charged under this policy, except those fees authorized for **c** above, shall be charged only upon the condition that a financial hardship waiver may be granted upon request pursuant to the following:

- a. Applicants for hardship waivers will be kept in the strictest of confidence with all files and personal disclosures restricted from review from the general public.
- b. Pupils eligible to have such fee waived as a result of an inability to pay for said fees, will not be discriminated against nor will there be any overt identification of any pupil who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials, or by any other means.
- c. In no case shall any of this school district's procedures expose any pupil receiving a hardship waiver to any type stigma or ridicule by other pupils or school district personnel.
- d. The confidentiality provisions of this policy shall apply equally to any students who have an inability to pay any fees authorized under section **c** above.

In no case will the inability to pay the assessment of fees authorized under the Fee Policy result in a pupil being denied or deprived of any academic awards or standards, any class selection, grade, diploma, transcript, or the right to participate in any activity related to educational advancement.

## **FIELD TRIPS AND EXCLUSIONS**

(IFCB, adopted 3/7/2011; revised 2/1/2016)

The Wayne County Board of Education recognizes that learning experiences provided by field trips are an effective and worthwhile means of learning. It is the desire of the Board to encourage field trips that are educational as an integral part of the program of the schools.

Specific guidelines and appropriate administrative procedures shall be developed to insure that field trips are educational in nature and motivate or reward student for educational achievements.

### **Guidelines**

1. A *Request for Field Trip* form must be completed by the organization making a field trip request. The form should be properly filled out with the necessary information.
2. The request must be submitted to the principal at least one month in advance. The principal will decide if the trip meets Board policy and either approve or deny the trip. If the principal approves the trip, the request will be presented to the Superintendent of Education for approval.

3. No out-of-state field trips will be approved unless a chartered bus is being used for transportation, with the exception of competition trips.
4. Field trips should be used to expose students to educational activities and surroundings found in-district as well as out-of-district environments.
5. All field trips will have at least one (1) certified person as a chaperone on each bus.
6. Additional chaperones will be provided so that the ratio is one chaperone for each fifteen (15) students. If non-certified persons are used, they must be approved by the Principal and be listed on the request form.
7. All grades may schedule one in-district trip yearly and one out-of-district trip early that must be approved by administration.
8. Clubs and school organizations must limit travel to local, district or state competition or meets. Out-of- state, national or regional competition must be approved by the Superintendent and Board in advance of travel. Every effort should be made to schedule travel for club and school organizations in the evenings or on Saturdays.
9. A detailed explanation of how the trip will be financed/funded must be provided on the request form.
10. Students going on field trips must have written approval from parents or guardians with an emergency telephone number on file in the school office.
11. All lodging information should be on file in the school office including a detailed agenda of the trip.
12. The supervisor of the trip (certified personnel) must make certain he/she obtains pertinent health / medical information.
13. A list of students participating in the field trip or club trip must be turned into the office before departure.
  - a. All teachers and coaches who are sponsors of school approved trips and athletic events that require students to be absent from school must provide a roster of all students and sponsors who plan to participate at least seven days in advance to the principal. This roster should also include a brief description or purpose of the trip or event and the date(s) of the trip or event and an emergency phone number for each participant. A roll must be taken immediately before the group leaves. A copy of the final roll or attendance check must be submitted to the principal before the group leaves. If the trip or event is scheduled before or after regular school hours, then a copy of the final roll or attendance check should be taped to the main door or entrance to the office or emailed to the principal.
14. In addition to Principal approval, travel for Special Education, GAT, Title I, Vocational, etc. must be approved by the appropriate coordinator or director prior to being submitted to the

Superintendent of Education.

15. Cost for field trips shall be paid by the organization making the trip.
  1. Trips will not exceed 350 miles round trip, unless approved by the principal and Superintendent, and authorized by the Board in advance.
  2. School required extra-curricular competition or school required participation in national, state or district conventions will be charged at a rate of \$0.75 (seventy-five cents) per mile for total miles traveled. All other mileage for student travel will be \$1.50 (one dollar and fifty cents) per mile.
  3. Due to overtime regulations, only certified personnel or drivers with only bus driving duties will be allowed to drive for school trips. Drivers will be paid according to the salary schedule. Neither full-time non-certified employees nor noncertified employees with dual jobs will be allowed to drive for school trips.
  4. When overnight stay is required, the bus driver will be paid for eight (8) hours per day based on the minimum wage.
  5. The sponsoring organization will be responsible for paying the driver and for all passes or tickets required for the trip and any other expenses they may be incurred during the trip (motel, meals, etc.)
  6. Should the driver need a substitute in order to make the trip, the sponsoring organization will pay for the substitute driver.
16. Schools will not be required to pay for in-district travel.
17. All trips must be approved before being publicized to students, parents, or the community.
18. All trips must be educationally sound. The principal must make certain that only trips that meet Board policy are submitted for approval.

### **FIRE AND SEVERE WEATHER DRILLS**

The district has planned procedures to ensure the safety of each student in the event of a fire or severe weather. Drills are held periodically during the year to ensure speed and efficiency in getting children to their assigned places of safety.

Fire evacuation procedures should be explained to each child. Pupils must leave the classroom in orderly lines and march to an assigned place outside the building. Monitors will inspect all sections of the building to ascertain that all pupils have safely vacated the building. The following drills will be conducted periodically throughout the school year:

1. Fire Drills: One (1) per month
2. Tornado Drills: Three (3) per year

3. Bomb Search Drill: One (1) per year
4. Lockdown Drill: One (1) per year
5. Intruder/Violent Incident: One (1) per year
6. Bus Evacuation: Two (2) per year

Building administrators shall report to the superintendent on drills each month.

## **GRIEVANCE PROCEDURE (CERTIFIED PERSONNEL) (GAE-P)**

### **Purpose**

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

### **Definitions**

The following definitions shall apply in this grievance procedure:

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

### **Procedure for Processing Grievances**

Grievances shall be processed in accordance with the following procedure:

#### **Level One** -

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



## **Level Two**

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

## **Level Three**

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the school board.
2. If the grievance is not filed with the secretary of the school board within five (5) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.
3. Within five (5) days after receipt of the grievance, the board secretary, in concert with the board chairman and superintendent, shall schedule a hearing before the school board on the grievance.
4. The board shall render its decision within seven (7) days of the hearing.

**LEGAL REF.: MS CODE as cited**

***Mississippi Public School Accountability***

**CROSS REF.: Policy GBI Evaluation of Employees**

## **HOUSE BILL 527**

**House Bill 527** establishes the Education Employment Procedure Law of 2001.

### **Section 1**

It is the intent of the legislature to provide for accountability in the teaching profession and to provide for the non-renewal of licensed education employees in a timely, cost-efficient and fair manner, to provide the employee with an opportunity for a hearing, and to require non-renewal decisions to be based upon valid educational reasons or noncompliance with school district personnel policies.

### **Section 2**

This section clarifies that the protection under Act applies only to licensed education personnel. In addition, it establishes a new probationary period where the notice and hearing requirements are applicable for the first two years of Mississippi school employment, and at least one year in the current district. The language provides “grandfather” protection for existing employees meeting these conditions.

### **Section 3**

This section established February 1 as the date for a school board to give initial notice of its preliminary non-reemployment decision to the superintendent.

### **Section 4**

This section is revised to establish that the superintendent, without prior approval of the school board, shall give notice to any principal being non-renewed no later than March 1 and for other educators no later than April 15.

### **Section 5**

New procedures are established for an employee receiving notice of non-renewal:

- A deadline of ten (10) days is given to employees to request a hearing rather than seven (7).
- If a request for a hearing is made, then the employee is entitled to:
- Specific reason for the non-renewal,
- A list of witnesses,
- A copy of all documentary evidence fourteen (14) days before the hearing.
- The employee is required to provide, within five (5) days of the hearing, a list of witnesses, and a copy of all documentary evidence.

### **Section 6**

New procedures are established for hearing:

- A board designee can set the date and time of the hearing without requiring the board to have a special meeting just for that purpose.
- Hearing officers are prohibited from having a conflict of interest.
- Ex parte communications to hearing officers are prohibited.
- Hearings shall be held in executive session unless the employee elects a public hearing. However, even if the hearing is public, the board or hearing officer may close any portion of the hearing where children testify or where the evidence relates to the reputation or moral character of another party.
- The hearing officer may prepare a report for the board to consider; however, the board can only consider evidence presented at the hearing in making a conclusion whether the non-reemployment

decision is proper and is based upon valid educational reasons or noncompliance with school district personnel policies.

### **Section 7**

Effective July 1, 2001

Approved by the Governor

MDE Contact Person: (601) 359 2038

### **SUSPENSION – ALL EMPLOYEES**

The principal or other appropriate administrative personnel shall have the power to suspend employees under their supervision, once approval has been given by the Superintendent of Education, for failure to comply with school policies and procedures or reasonable requests of the administration. The employee shall have the right to a hearing as outlined in the procedures governing staff grievances. The Superintendent of Education shall have the power to suspend an employee for failure to comply with school policies or reasonable requests of the administration. The employee shall have the right to a hearing as outlined in the procedures governing staff grievances.

### **JURY DUTY**

Employees shall be released for jury duty and will be paid their salary less any compensation paid as result of their service on said jury. Should an employee be dismissed from the jury prior to 12:00 noon on any given day, the employee will return to his place of employment for the remainder of the school day.

## LEAVE

### Donating Leave to Another Employee (GADF)

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

- a) The employee donating the leave (the “donor employee”) shall designate the employee who is to receive the leave (the “recipient employee”) and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.
- b) The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
- c) An employee must have exhausted all of his or her available leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee’s supervisor.
- d) Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician’s statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
- e) Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic within the meaning of this section.
- f) If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
- g) Donated leave shall not be used in lieu of disability retirement.

For the purpose of this policy:

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

Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

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

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

**LEGAL REF.: MS CODE Section 37-7-307**

**CROSS REF.: Policy GBRI Absence from Duty**

**Original Adoptd Date: 11/2/2015      Status: Adopted**

**Approved/Revised Date: 11/2/2015**

#### **LIABILITY**

A. The effective teacher is concerned for the welfare of students and takes measures to insure their welfare. Nevertheless, it is wise to be aware of the possible consequences of negligence.

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

Specifically, the teacher must do the following:

1. Strictly adhere to all stated policies of the district and the individual school.
2. Never leave students unsupervised.
3. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions that are reasonable and proper in any situation involving student misconduct.
4. Use discretion in the administration of corporal punishment. (See section entitled “Discipline “).
5. Report any unsafe condition in the school plant or on campus to the principal so that it may be corrected.

C. 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.

Teachers are advised to secure coverage under a professional liability insurance plan.

#### **LICENSURE**

See guidelines for Mississippi Educator Licensure, K-12 in the Principal’s office. All certified staff members are responsible for maintaining certification.

**SCHOOL POLICY FOR THE  
ADMINISTRATION OF MEDICATION K-8**

To assure the school attendance for children who must use medication in the treatment of chronic disabilities or illnesses, the school nurse or the nurse's designee will administer the medication at school. Any student who is required to take medication during the school day must comply with the following regulations:

1. When orders from a physician detailing the name of the drug, dosage, and time interval that the medication is to be given
2. Written permission from the parent or guardian of the student requiring that the school district complies with the physician's orders.
3. Medication must be brought to school in a container appropriately labeled by pharmacy or physician.
4. The initial dose must be administered before the student comes to school.
5. The above procedure applies to over-the-counter drugs as well.
6. Medications will be given by the school nurse. In the nurse's absence, medications will be given by a designated trained staff member.

**SCHOOL POLICY FOR THE  
ADMINISTRATION OF MEDICATION Grades 9 – 12**

**Medical Care/Student Medication**

The faculty/staff of Wayne County School District does not render medical care. The exception would be in the case of serious injury or illness and then the administration will take steps necessary for the proper care of the injury or illness. Parents/guardians shall be notified immediately should a student become seriously ill or injured at school in order for the parent/guardian to take command of the situation. In the event the injury or illness is of serious nature and the parent/guardian cannot be reached, the school principal shall make arrangements for professional medical care appropriate to the situation, including transportation to a health facility. Such care shall be at the expense of the parent/guardian. To promote safety of students, all medication should be administered to school children at home by the parent/guardian whenever possible. When necessary, a school nurse and other persons as assigned by the school principal may administer medications and/or supervise self-administration to students under established conditions.

Before ANY PRESCRIPTION/NON-PRESCRIPTION MEDICATION can be administered to a student of Wayne County School District, the school administration **must** receive written permission from the student's parent/legal guardian.

## **ALL MEDICATION MUST BE IN ITS ORIGINAL CONTAINER**

All medication that is dispensed to students during school hours will be done in accordance with the prescription and the correct procedure (dosage, time, etc.). The Prescription/Non-Prescription Drug Authorization Form must be signed by the student's parent/guardian.

The Prescription/Non-Prescription Drug Authorization Form requires the following:

1. Name, age, and grade of students;
2. Name of medication;
3. Type of illness and injury;
4. Time and dosage of medication to be administered;
5. Date and signature of parent/guardian;
6. Quantity of medication in the pharmaceutical container.

To promote the safety of students, it shall be the responsibility of the parent/guardian for safe delivery of medication to and from school. The responsibility of properly dispensing medication to students shall be that of the Principal or his/her designee. This procedure is being established in order to reduce the liability of Wayne County School District where student medication is concerned. This policy concerns all students.

The following will be adhered to:

1. A form will be used to document the administering of all medication to students. The student's name, dosage, names of medication and times to be given should be written on this form. This form may be duplicated each week. The adult witnessing the student taking the medication will initial and record the time the medication was administered. If a student is absent, checks out early or is out of medication, the reason the student did not take any medication on that day shall be noted on the medication form.
2. All school students must provide the adult witness with his/her ID number to be placed on the medication form.
3. All medication forms are to be filed and left in the school nurse's office for documentation of medication dispenses during the school year.
4. All medication must be given to the student by a principal/designee and taken in front of the adult in the office.
5. Student workers are not to give any medication to another student. Only a certified adult employee or a secretary designated by the principal is to administer medication.
6. If a student is taken off his or her medication or medication is changed, the student's parent/guardian must furnish a written explanation. This explanation is to be filed with the medication forms in the school nurse's office.
7. The principal or his designee must review the medication sheet to be sure that all students have taken their medication.
8. Prescription medication must be in a pharmacy container and must clearly identify the student, the dosage, and the prescribing physician. Medications that are provided in envelopes or other non-specified containers will not be accepted. All medication must be kept in a locked cabinet.
9. Medication must be picked up by the parent/guardian within one day of the end of the school year or they will be discarded or destroyed.
10. Medication cannot be shared. Any student distributing or sharing any type of medication on the way to school or from school, on a school bus, at a school-sponsored activity, or on a

school campus will be disciplined. This discipline could be in the form of expulsion.

### **ASTHMA INHALER AND INSULIN SUPPLIES**

Schools recognize the importance of students being allowed to carry on their person an asthma inhaler or insulin supplies. Students may self-administer certain emergency prescription medications such as inhalers, insulin and glycogen while at school only under the supervision of school staff. **ALL STUDENTS WHO WILL BE CARRYING AN INHALER OR INSULIN SUPPLIES ON HIS/HER PERSON WILL NEED TO HAVE A “MEDICAL RELEASE FORM FOR INSULIN/INHALER USE” COMPLETED AND SIGNED BY THE STUDENT’S HEALTH CARE PROVIDER, THE PARENT/LEGAL GUARDIAN AND THE PRINCIPAL.** The form states the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler/insulin. The school is absolved from any responsibility in safeguarding the student’s inhaler or insulin supplies. Students are to be instructed in the proper disposal methods of all insulin supplies.

Failure to follow these procedures will result in termination of prescription medication administration for the student at school. Questions regarding the administration of medication to a student should be directed to the school principal.

### **WCSD POLICY AND PROCEDURES FOR REPORTING ABUSE AND NEGLECT THE LAW**

The Mississippi Code (1972 annotated) states: The following people are required by law to report suspected abuse or neglect:

- Attorneys
- Doctors
- Dentists
- Interns
- Residents
- Nurses
- Psychologists
- Teachers
- Social Workers
- School Principals
- Child’s Caregiver
- Minister
- 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 that you have absolute proof before reporting. It is the responsibility of Child Protective Services to make the investigation.

#### **Steps to Follow After Suspecting Abuse**

- Take the child to a private place and let the child tell you about the suspected abuse. **DO**



**NOT** interrogate the child. Avoid leading questions. Ask open-ended questions (i.e.: What happened next?)

- Try to remain calm and non-judgmental.
- Let the child know that you believe his/her story.
- Reassure the child.
- 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).

### **Reporting Within the School system**

- Inform the principal of your findings.
- If abuse is suspected, a report must be made to Child Protective Services by the principal, counselor, school nurse, or teacher.

### **Reporting to Social Services**

This information is needed:

1. Name and address of child and parents or caretaker
2. Date of Birth
3. Nature of child's injury
4. Identity and address of perpetrator, if known
5. Any other pertinent information
6. Names and dates of births of other children in the home.

## **OUTSIDE EMPLOYMENT**

Outside employment shall not be permitted if the employment jeopardizes the effective performance of an employee or makes it difficult to adequately perform his/her duties or responsibilities assigned by the Wayne County School District. Any outside employment inconsistent with the moral and ethical aspects of teaching children shall not be permitted. Any employee engaged in outside employment shall furnish to the principal, Superintendent and Board of Education a description of the outside employment. If outside employment is deemed incompatible with the policies of the Wayne County School District, the employee will be given a choice of resigning from the outside employment or having his/her contract terminated.

## **WAYNE COUNTY PARENT INVOLVEMENT POLICY**

**Parental Involvement:** Such parental involvement shall include, but not limited to, conferences between parents and teachers and assisting parents in home training and direct work with their effectiveness of the parental involvement policy in improving the academic quality of the schools, including identifying barriers to greater participation by parents in activities authorized in NCLB Act of 2001. In addition, the schools shall provide proper information to parents concerning their children and shall keep these parents adequately informed of their children's progress, needs, and individual objectives. It shall be the policy to provide district coordination and assistance to the local site in planning and implementing a parental involvement program. It shall be the policy of this school district that parents/guardians shall be involved, in an organized and ongoing way, in the planning, implementation, and review of the parent involvement programs. It shall be the policy to jointly develop

with parents a school/parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved students achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. It shall be the policy that parents receive information, concerning academic programs, curriculum, and district policies in a form and language the parents/guardians can understand. It shall be policy that each school site shall have a parental information resource center to provide information, and support to enhance and encourage parent involvement. It shall be the policy to help parents understand the National Education Goals, state content and performance standards, assessments, and their role in helping their child successfully progress through the curriculum.

### **PARTIES**

Each homeroom class is permitted to have a Christmas and Valentine's Day party during the school year. The principal must authorize any other party. Balloons and flowers sent to students will not be allowed in the classrooms or on the bus. These items will not be accepted in the office.

### **PERSONNEL APPRAISAL**

The Mississippi Department of Education believes that effective teachers are essential to ensuring that all students reach high standards of learning. The Mississippi Educator and Administrator Professional Growth System is designed to improve student achievement by providing teachers and administrators with feedback to inform continuous improvement. A well-designed and well-implemented educator effectiveness system will provide critical information to the Mississippi Department of Education (MDE), local districts and schools to inform professional learning and improve student outcomes. The professional growth system observation process includes a cycle of classroom/school site observations, feedback, adjustments in practice, and follow-up to support the growth of teachers and administrators. The observation cycle will ensure that teachers and administrators receive regular observations to provide accurate and meaningful feedback. Each observation should be followed by clear, specific, actionable, and timely feedback to improve practice. The MDE recommends observers and supervisors follow-up to ensure feedback is incorporated and to provide additional assistance, if necessary.

#### **Teacher Observation Cycle**

At a minimum, three classroom observations should be completed each school year: two informal/walk-throughs (unannounced) and one formal (announced). Districts have flexibility in determining the number of classroom observations beyond the minimum. Pre-observation conferences are optional, but clear, specific, actionable and timely feedback should be provided after each observation during a post-observation conference. The length of the observations and post-observation conferences are at the discretion of the district.

#### **Administrator Observation Cycle**

Administrators' supervisors should gather evidence of practice through a minimum of three school site observations per school year. The number of school site observations beyond the minimum is at the discretion of the school district. The visits allow supervisors to observe administrators in action. The MDE recommends one school site observation before or at the beginning of the school year. Periodic, purposeful school site observations provide critical opportunities for supervisors to observe,

collect evidence and analyze the work of principals to facilitate ongoing feedback, dialogue about principal practice and continuous improvement.

Clear, specific, timely and actionable feedback should be provided after each school site observation. The length of the school site observations and feedback conferences is at the discretion of the school district.

### **PLACEMENT OF STUDENTS OF SCHOOL EMPLOYEES**

Children of certified employees of the school district are authorized to attend school in the area of employment of the parents or guardians. Non-certified employees, parents or guardians may request permission from the Superintendent to transfer children from the schools in which they are not enrolled to schools serving the area in which the employee's work place is located.

### **PROFESSIONAL DEVELOPMENT**

Professional development is critical to school improvement. Successful district and school professional/staff development programs strengthen the effectiveness of the educational organization, improve student learning and performance, and promote professional growth for all employees. High quality staff development programs are essential to creating schools in which all students and staff members are learners who continually improve their performance. Educators have the professional and contractual responsibility to participate in the school district's professional development program. The selection of professional development options is to be focused on student learning. Each educator is responsible for maintaining and submitting documentation for license renewal to the Office of Education Licensure in the Mississippi Department of Education. (See Guidelines for Educator Licensure)

#### **Wayne County School District's Beliefs for Professional Development:**

- Change creates opportunities for growth;
- The primary purpose of staff development is school improvement as measured by success of every student;
- Staff development is fundamental to school improvement;
- All educators share the responsibility for both individual and organizational growth;
- Effective staff development is based on theory research, and proven practice;
- Effective staff development honors differences in learners by using various approaches to learning;
- Staff development is responsible for organization development and individual development; and
- Staff development is critical for all those who affect student learning.
- Satisfactory completion of professional development requirements is necessary for contract renewal. Consult the Professional Development Manual for the current year.

## **PROFESSIONAL DEVELOPMENT TRAVEL GUIDELINES**

The Wayne County School Board recognizes that travel by school personnel that enhance personal professional growth or system enhancement is an integral part of the total school program. Specific guidelines and appropriate administrative procedures shall be developed to insure that travel by school personnel meets either personal professional growth or system enhancement criteria.

### **Guidelines**

1. A *Request for Personnel Travel* form must be completed by the person or group requesting authorization to travel.
2. The *Request for Personnel Travel* must be submitted to the principal at least one month in advance. The principal will decide if the travel meets board policy and either approve or deny the travel.
3. If the principal approves the travel and no funds are required from local school funds or county funds, a copy of the approved request will be filed, and a copy will be forwarded to the superintendent's office for information purposes only. The form will clearly show that no local or county funds are required.
4. If the principal approves the travel and local or county funds are required, the *Request for Personnel Travel* form will be forwarded to the superintendent for approval.
5. Workshops/conferences that enhance personal growth in areas of employment will be given priority.
6. Days absent from regular duty shall not exceed two except by special authorization of the superintendent.
7. An in-service workshop to share information with colleagues may be required of the workshop or conference participant if requested by the principal or superintendent.
8. If substitute teachers are required, the substitute teacher will be paid by the school or district for all approved dates of travel.
9. When leave comes under the category of personal, it will be approved by the principal in advance and be submitted on the end of the month absence report to the superintendent's office. There will not be any local funds expended for personal leave, and only pre-approved district funds will be expended. School personnel currently have two (2) personal days per year in addition to sick leave.
10. The principal must make certain that any request for personnel travel meets board policy guidelines of professional growth or system enhancement. All exceptions must be authorized by the superintendent and board in advance.

### **11. Travel Expenses for Personnel**

Personnel who have first been authorized by the superintendent to travel in the performance of their duties shall be reimbursed their expenses by the school or district for such travel as indicated below:

1. Fifty-four cents for each mile actually and necessarily traveled in the employee's automotive or other motor vehicle. Employees are expected by the Board to carpool where two (2) or more employees are traveling to the same destination, when and if possible. In such an event, only one (1) travel expense allowance at the authorized rate per mile shall be allowed for any one (1) trip.
2. When such travel is done by means of a public carrier or other means not involving a private motor vehicle, the employee shall receive as travel expense the actual fare of other expense

incurred in such travel. Travel by airline shall be at the tourist rate, unless such space was unavailable. The employee shall certify that tourist accommodations were not available if travel is performed in first class airline accommodations.

3. Employees shall be reimbursed for other actual expenses such as meals, lodging, and other necessary expenses incurred in the course of such travel, subject to limitations placed on meals for intrastate and interstate official travel by the State Fiscal Management Board and rules and regulations adopted by the State Department of Audit. Current reimbursements are as follows:
  - a. Single standard room rate for accommodations
  - b. Maximum reimbursement of \$41.00 per day for meals in-state
  - c. Maximum reimbursement of \$44.00 per day for meals for Mississippi Gulf Coast
  - d. Fifty-four cents per mile driven in a private vehicle
  - e. Actual registration fees
  - f. Actual fare or other expenses incurred in travel by public carrier
  - g. Incidental expenses- reasonable gratuities, parking, etc.

The superintendent shall comply with the rules and regulations of the State Department of Audit regarding itemized expense accounts upon return of the employee.

**LEGAL REF: Mississippi Code, S25-3-41  
State Auditor's Memorandum dated April 16, 1985  
House Bill 343, July 1, 1994**

### **PROPERTY / EQUIPMENT / FIXED ASSETS**

- A. Teachers 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 promptly reported to the school office.
- B. Teachers should 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 be reported promptly to the office.
- C. The use of cellular phones/beepers by employees is prohibited in the classroom during school hours.
- D. Students are not permitted to bring beepers on the campus.

#### **Fixed Assets**

Fixed assets are those assets of a long-term nature, intended to be held or used by the school district. This definition includes school equipment (based on value or definition), motorized vehicles, land, buildings, and improvements made to district property. The Wayne County School Board has established a written policy to cover specifics regarding Fixed Assets.

The importance of developing and maintaining a complete and accurate accounting of fixed assets cannot be emphasized too strongly. The Wayne County School District recognizes a great responsibility for the protective custody of its assets. This custody cannot be accomplished without complete and accurate records.

Additionally, developing and maintaining complete and accurate fixed asset records allows for accurate

financial reporting to state agencies. Without accurate and adequate records, a resulting audit opinion can be rendered “qualified” for fixed assets, which may result in an accreditation deficiency leading to a probationary status or loss of state funding.

Ultimate responsibility for the protective custody of fixed assets rests with building level administrators, e.g., school principals, *and* those district employees to whom the building level administrators assign protective custody responsibility, e.g., a teacher for classroom equipment located in his/her classroom, maintenance man for maintenance shop items. These individuals will have to account for any missing assets for which they have been given protective custody responsibility. As WCSD Board *DM-Fixed Asset Policy dictates*, responsible individuals will be held financially liable for all fixed assets to whom protective custody has been assigned.

## **RESOURCE PERSONS**

Well-planned use of resource persons makes a valuable contribution to the educational program. Teachers are encouraged to arrange for such persons to discuss appropriate topics that enhance the regular instructional program. The principal must approve all requests for resource persons and presentations prior to invitations being issued.

## **SEXUAL HARASSMENT**

Standards for defining conditions of a hostile environment sexual harassment are based upon whether a “reasonable woman” would be offended by the alleged conduct. A “reasonable woman”, according to the U.S. Court of Appeals for the 9th Circuit in *Ellison vs. Brady* (Appendix 1), 1991, “...could be frightened and shocked by such things as a co-employee’s professing love, his making repeated references to sex, and his stating that he was “watching and experiencing” the complainant. (Thompson Publishing Group, *Educator’s Guide to Controlling Sexual Harassment*, 1993). The Wayne County School district shall define sexual harassment as “unwanted sexual or gender-based behavior that occurs when one person has formal or informal power over the other.” (Thompson Publishing Group, *Educator’s Guide to Controlling Sexual Harassment*, 1993). There are three major elements in this definition:

1. The behavior is unwanted or unwelcome.
2. The behavior is sexual or related to the sex or gender of the person.
3. The behavior occurs in the context of a relationship where one person has more formal power than the other (such as a supervisor over an employee or a faculty member over a student or more informal power (such as one peer to another).

## **STUDENT TEACHERS**

- Student teachers will be assigned to a supervising teacher who will be charged with the development the student teacher’s skills and with proper utilization of the student teacher.
- Student teachers are not to administer or prescribe punishment to students.
- Student teachers will abide by all rules and regulations of the Wayne County School District.

## **ABSENCE FROM DUTY (GBRI)**

### **Teacher Procedure**

Teachers who are going to be absent must contact the school secretary to arrange for a substitute. Upon arrival at the assigned school, the substitute will first report to the office to receive instructions, keys, or a lesson plan for the day.

Teachers who have an emergency and must leave school should contact the principal, and the principal will then make arrangements for a substitute or by handling the emergency internally with other teachers or staff filling in.

### **Cafeteria Worker Procedure**

Cafeteria workers who are going to be absent from work at the school must contact their respective Cafeteria Managers, who will in turn contact Mrs. Jackie Henry, Director of Child Nutrition/Food Services.

Upon arrival at the assigned school, the substitute will report to the Cafeteria Manager for instructions for the day.

## TEACHER ASSISTANTS

Teacher assistants work under the supervision of the classroom teacher to whom they are assigned; however, teacher assistants are ultimately responsible to the school principal. In no case shall the teacher assistant discharge duties assigned by the classroom teacher or principal that are in conflict with the administrative policies, procedures and requests.

- A. Assistants should be used primarily for instructional purposes and any additional duties assigned by principal.
- B. Study Hall and Physical Education assistants work under the direct supervision of the principal.
- C. Assistants are not to administer or prescribe punishment to students. Misbehavior should be reported to the teacher or principal.
- D. Assistants are not responsible for planning a program of study for students.
- E. Assistants are to conform to the standards set for teachers in the areas of ethics, dress, etc.
- F. Assistants should feel free to discuss any problem they might have in regard to their employment with their principal.

## TEACHER SUPPORT TEAMS (TST)

**Mississippi State Board Policy IEI** requires that all school districts develop an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction:

**Tier I:** Quality classroom instruction based on MS Curriculum Frameworks

**Tier II:** Focused supplemental instruction

**Tier III:** Intensive interventions specifically designed to meet the individual needs of students.

On those occasions that the Teacher Student Team (TST) interventions are not successful, the procedures for assisting students considered at-risk of academic failure will be followed. This committee will recommend improvements and/or forward the referral to the LSC. This Board of Education approved procedure is provided to principals, who chair the TST. It is the policy of the Wayne County School District that the referral of a student to the Local Survey Committee (LSC) to begin the State of Mississippi's process for determining the eligibility of a student for special services under the provisions of the Individuals with Disabilities Education Act (IDEA) should only be considered after appropriate instructional variations and interventions have been implemented in the regular classroom and the student continues to be "at risk" or if the student is obviously disabled.

## TEXTBOOKS

- A. The labels on the inside cover of the textbooks shall be filled out completely by the teacher before the books are issued to pupils. Textbook cards will be provided by the school district for all pupils receiving textbooks. Duplicate textbook cards will be made for all pupils receiving textbooks. Students must take their book cards home, have a parent/guardian sign their cards, and return their cards to the appropriate teacher. These cards will be filled out completely so that the identity and condition of the books issued are clearly shown.
- B. Teachers must record the condition of the book, the book number, and the kind of book on the school copy, the student copy, and in their grade books next to the name of the student. This latter entry is especially important in case the book card is misplaced. Additionally, this entry assists frequent checking of book numbers throughout the year.
- C. At the end of the session, upon transferring to another school, or at any other time ordered by the principal, all books shall be returned by the pupil and the textbook card, signed by the



teacher, shall be given to him as a receipt. The pupil shall present this card upon re-enrollment at the school next attended before any books are issued to him.

- D. If at any time during the session the pupil loses a book, he/she shall be charged a replacement fee. This fee shall be based upon the average life of four years for each book, and he/she shall be given a 25% discount off the contract price for each year the book had been used. For a book used more
- E. Than four years and lost, the minimum charge would be 25% of the contract price. All such losses and collections shall be reported to the principal, and the money receipted and given to financial secretary at each school.
- F. Teachers, book custodians, and superintendents distributing books to pupils are authorized to collect for any damage or excessive wear of the textbooks. The amount collection 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.

### **THREATS & VIOLENCE (WORKPLACE)**

Nothing is more important to the Wayne County School District than the safety and security of its employees. Threats, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on Wayne County School property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest and prosecution.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of threatening behavior. If the principal or supervisor is not available, personnel should report the threat to the next in charge or the assistant superintendent.

All personnel who apply for or obtain a protective or restraining order which lists the Wayne County School District property as being protected areas, must provide to the principal a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted and a copy of any protective or restraining order which is made permanent.

The Wayne County School District understands the sensitivity of the information requested and developed confidentially procedures, which recognize and respect the privacy of the reporting employee.

**TOBACCO USE POLICY**  
**(MS Code 97-32-25, 97-32-27, and 97-32-29)**

**97-32-25.** This act shall be known and cited as “Mississippi Adult Tobacco Use on Educational Property Act of 2000.”

- 97-32-27.** (1) “Adult” means any natural person at least eighteen (18) years old.  
(2) “Minor” means any natural person under the age of eighteen (18) years.  
(3) “Person” means any natural person.  
(4) “Tobacco product” means any substance that contains tobacco including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco.  
(5) “Educational property” means any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term “educational property” shall not include any sixteenth-section school land or lieu land on which is not located a public school building, public school field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance.

**97-32-29.** No person shall use any tobacco product on any educational property as defined in Section 2 of this act. Any adult who violates this section shall be subject to a fine and shall be liable as follows: (a) for a first conviction, a warning; (b) for a second conviction, a fine of Seventy-five Dollars (\$75.00); and (c) for all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$150.00) shall be imposed.

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, “subsequent convictions” are for violations committed on any educational property within the State of Mississippi.

Anyone convicted under this act shall be recorded as being fined for a civil violation of the act and not for violating a criminal statute.

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced.

**TRANSFERS**

If an employee would like to transfer to another school, the employee should contact the principal at the school to which they would like to transfer. If that school has an opening, the principal can call the Superintendent to make a request for the transfer.

## WELLNESS POLICY

The Wayne County School District School Board has enacted a Wellness Policy to meet the needs of the health needs of our students and to comply with guidelines determined by the Mississippi Department of Education and the State Legislature. The Wayne County School District Wellness Policy can be found [www.wayne.k12.ms.us](http://www.wayne.k12.ms.us).

## WORKERS' COMPENSATION

All employees of the Wayne County School District are covered for medical expenses and loss of income due to accidental injury on the job through workers' compensation. On-the-job accidents must be reported to the employee's principal or supervisor within twenty-four (24) hours.

### Absences Resulting from On-the-Job Injuries (Workers' Compensation) – Licensed and Non-Licensed

In the event that an employee is injured on the job and must be absent from work because of a job related injury occurring on the job, the employee shall be eligible for school district benefits in accordance with worker's compensation paid by the district. An employee may elect to use his/her accumulated sick leave benefit only for that portion of the daily rate of pay which is not covered by worker's compensation. Eligible sick leave benefits will be computed after worker's compensation claims(s) have been fully considered by the state agency responsible for determining the merits of the claim(s) and a final computation has been made. In the event that the employee does not elect to use his/her accumulated sick leave benefits to supplement worker's compensation, his/her compensation for absences resulting from an on the job injury will be limited to benefits from worker's compensation only and he/she will retain all accumulated sick leave. Any person who willfully makes any false or misleading statement or representation for the purpose of obtaining or wrongfully withholding any benefits or payment under the state law is guilty of a felony and on conviction thereof may be punished by a fine not to exceed five thousand dollars (\$5,000) or double the value of the fraud, whichever is greater, or by imprisonment not to exceed three (3) years, or by both fine and imprisonment. If an employee files a workers' compensation claim, so long as the employee is receiving direct benefits under the Worker's Compensation program, he/she shall not be eligible for benefits paid by the Wayne County School District for sick leave or in connection with salary or for any other program providing benefits to employees under regular employment. District provision of such benefits shall be reinstated at the time the employee resumes regular employment with the Wayne County Schools and is no longer receiving direct benefits under Worker's Compensation. If an employee is out with an injury, a temporary replacement can be hired to fill the position up to ninety (90) days. An employee out on Worker's Compensation will not accumulate personal or sick leave.

***If an employee is out on Worker's Compensation and unable to return to work after ninety (90) days, the school district will hire someone to fill that position. Upon obtaining a doctor's release, the employee can bring the said release to WCSD Office, at which time the Superintendent or his designee will attempt to find another position within the district. The Wayne County School District offers educational and employment opportunities to all persons without discrimination and without regard to sex, religion, color, national origin, or handicap.***

**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. Ensuring that institutional privileges are not used for personal gain
2. Ensuring 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 10.0 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:

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