

QUITMAN COUNTY

EMPLOYEE HANDBOOK 2022-2023



The mission of Quitman County School District is provide a caring community of excellence committed to successfully preparing students for college and/or the world of work.

Vision: Driven by Excellence

Quitman County School District
Employee Handbook
2022-2023

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INTRODUCTION

This handbook has been prepared to provide you with guidance concerning Quitman County School District Policies and Personnel Procedures that affect you. Familiarize yourself with the information contained in this handbook and use it as your guide in resolving issues that may arise during your employment with Quitman County Schools.

The Employee Handbook does not, however, create any contractual obligations, and does not constitute a contract of employment with any employee. All classified employees are employees' at-will. Nothing in this manual alters the at-will status for classified employees except as mandated by the Mississippi School Employment Procedures Act. Employment at-will means that an employee's employment can be terminated at any time for any reason. This handbook provides no additional or due process rights to certified employees other than those specifically guaranteed to them by the Mississippi School Employment Procedures Act. Neither an employee's employment status or the rules and policies in this handbook can be changed by any oral representation or statement. An employee's employment status or the rules and policies in this handbook can only be changed by a majority vote of the Quitman County School Board. Any change mandated by the School Board will be in writing and specifies how an employee's employment status is being changed or which rules and policies have changed. The Quitman County School Board, named on the following page, has complete and final authority over the policies and procedures in this handbook, as well as all of the various policies, rules, procedures, and programs outlined within it, at any time, for any reason.

Vision: *Driven  Excellence*

Mission: *The mission of Quitman County School District is to provide a caring community of excellence committed to successfully preparing students for college and/or the world of work.*

Student Learning Goals

To assure that students will have the knowledge and skills to be lifelong learners, to compete in a technically advancing job market, to exercise the rights and responsibilities of citizenship and to maintain a healthy and productive lifestyle in a global society.

For students to achieve this goal, they should:

- Achieve the maximum level of reading and mathematics skills based on their individual abilities.
- Demonstrate effective writing and oral communication skills.
- Display critical thinking skills applied across the curriculum.
- Acquire the scientific skills that will enable them to compete in a technological society.
- Possess knowledge of social studies that will enable them to function in a global society.
- Obtain the information needed to make knowledgeable career decisions.
- Exhibit the skills that will enable them to demonstrate acceptable social behavior.

QUITMAN COUNTY SCHOOL BOARD

Mr. Lorenzo Windless, President Mr. Leroy Matthews, Vice President
Mrs. Linda Payne, Secretary
Mrs. Cassandra Autman, Member
Mrs. Sandra Jamison, Member
Ms. Mary Brown
School Board Attorney

QUITMAN COUNTY SCHOOL DISTRICT ADMINISTRATION

Dr. Fredrick Robinson
Superintendent

Mr. Reginald Griffin
Assistant Superintendent/Director of Federal Programs

Mrs. Linda Downing
Chief Academic Officer

Ms. Latisha Rudd
Director of SPED Services

Dr. Sylvester Cannon
Academic Officer I and MTSS Coordinator

Mr. Billy Fields
Director of Transportation/Athletic

Mr. Walter Atkins
Director of Curriculum

Mrs. Kenyatta McClain
Business Manager

Mrs. Bonnie Jackson
Director of Food Service

Mr. Timothy Strickland
Director of Technology

Asbestos Management Program

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations established by the EPA, all school districts are required to provide an annual notification to all parents, teachers, and employees regarding our asbestos management program. This annual notification informs all persons of their option to review the Asbestos Management Plan for our school district.

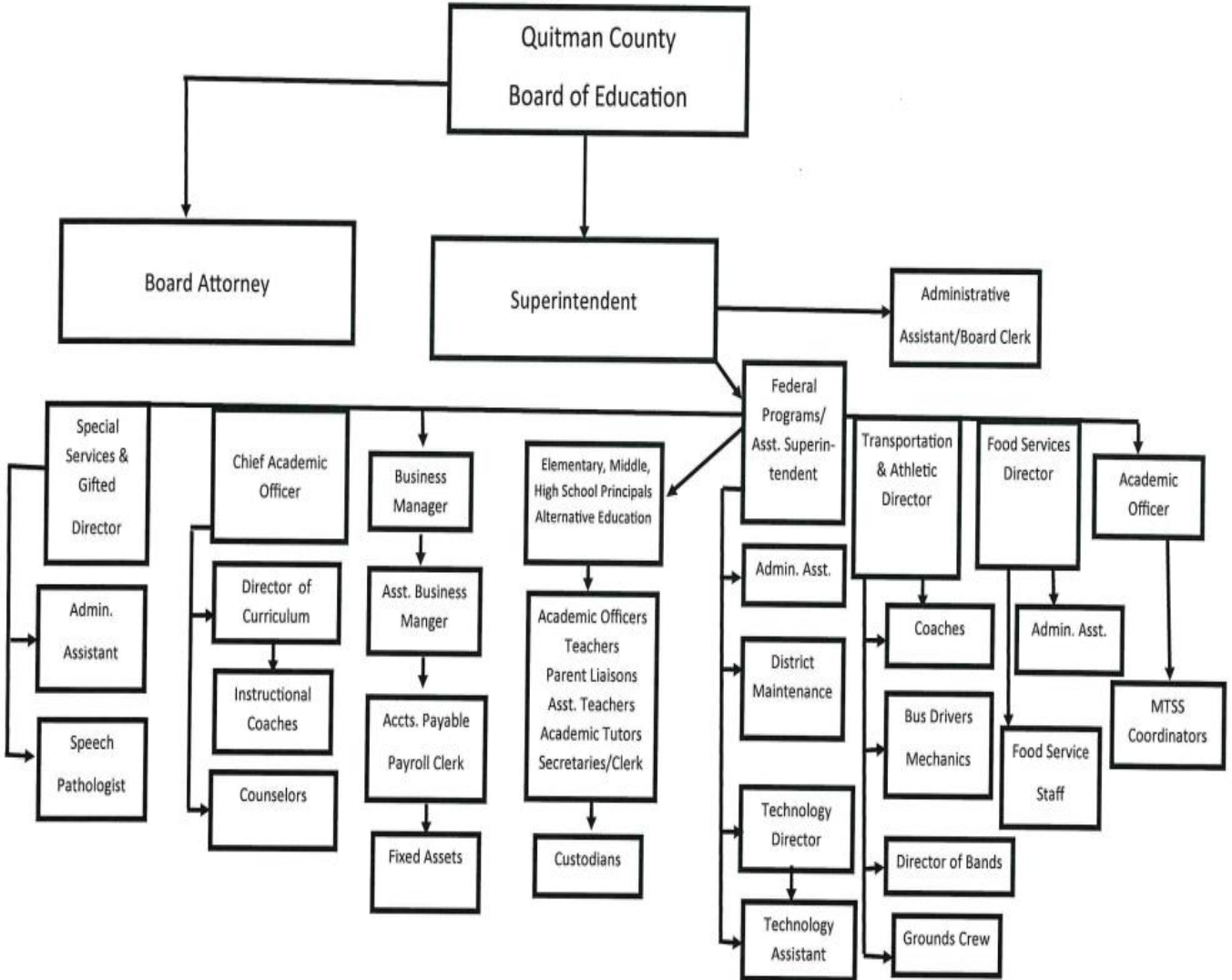
To provide continuing management of the asbestos in our schools, all Asbestos-containing Materials (ACM) are inspected every six months by an accredited asbestos inspector. Any changes to these materials are recorded in a surveillance report as part of the management plan.

Additionally, an accredited Asbestos Management Planner conducts a comprehensive inspection of all ACM's every 3 years. This 3-year re-inspection has been performed as required and a copy has been filed with the Mississippi Department of Education.

A copy of the Asbestos Management Plan is located in at each school. In addition, copies of all Asbestos Management Plans for the district are maintained in the Superintendent's office located at 1362 Martin King Drive. If you are interested in reviewing this information, please contact the Central Office at 662-326-5451 to schedule an appointment.

Quitman County School District

Organizational Chart



The Quitman County School Board has approved the Line and Staff. All communications within the district should follow these assignments. Any deviation in communications allowed is outlined in the section "Employee Grievances".

In the event of the absence of the Superintendent, the Assistant Superintendent/Federal Programs Director will be in charge of the district. In the absence of the Superintendent and Assistant Superintendent, the Superintendent's designee will be in charge. Should all of the above be out of the district, the Superintendent will designate a school principal to serve in his/her absence.

SCHOOLS' STAFF

Quitman County Elementary School

Ms. Rosland Clinton, Principal
Mr. Ricardo Sacks, Academic Officer II
Mr. Dannis Jackson, Counselor
Ms. Shanice Brinkley, Secretary
Mrs. Pambula Pryor, Asst. Secretary

Quitman County Middle School

Mr. John Jossell, Principal
Mrs. Katrena Stuckey-Ford, Academic Officer II
Mrs. Sonya Hill, Counselor
Mrs. Jonsha Price, Secretary
Ms. Deshuna Benson, Asst. Secretary
Ms. Alexandria Woods, Parent Coordinator

Madison S. Palmer High School

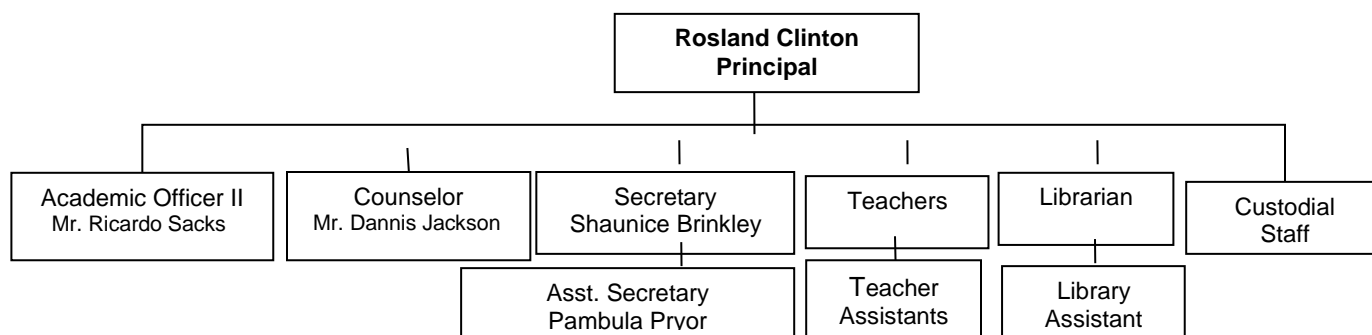
Ms. Tuiikya Stephens, Principal
Mr. Walter Shegog, Academic Officer II
Ms. Andrea Shegog, Counselor
Mrs. Sharon Strickland, Secretary
Mrs. Amelia Whitehead, Asst. Secretary
Ms. Debra Smith, Parent Coordinator

Quitman County Career & Technical Center

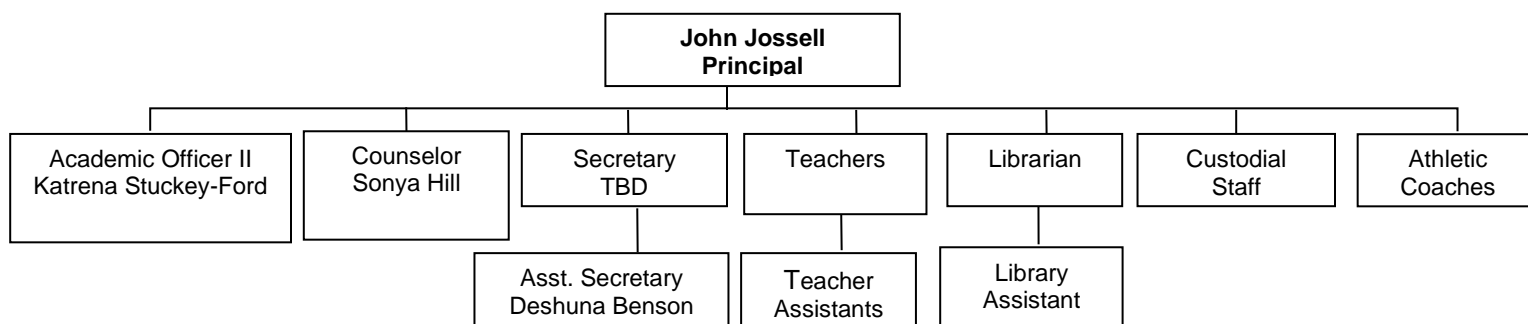
Ms. Tametrice Strickland, Director
TBA, Counselor
Ms. Dorothy Survillion, Secretary

Quitman County School District Schools Line and Staff

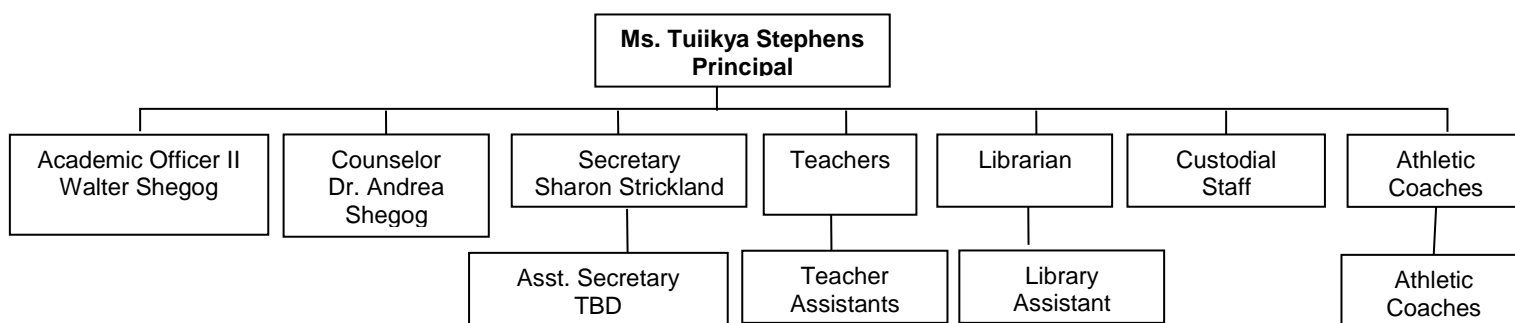
Quitman County Elementary School

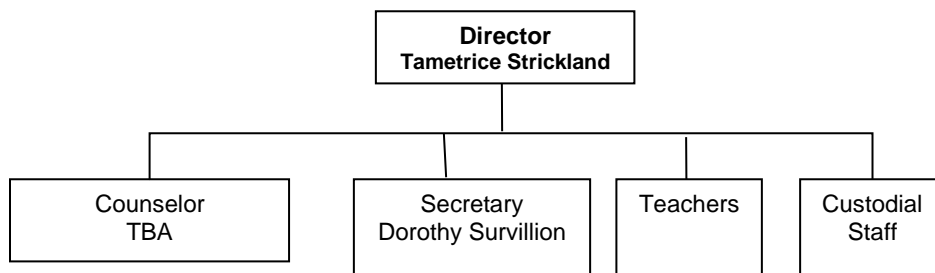


Quitman County Middle School



Madison S. Palmer High School



Quitman County Career & Technical Center

In the event of the absence of a Principal, the following order will be followed for making decisions within the building:

1. Assistant Principal or Academic Officer II
2. Lead Teacher (where applicable)
3. Guidance Counselor
4. Secretary
5. Designated Teacher

A non-administrator may make no decisions of an administrative nature. If administrative decisions are required of a non-administrator, the Superintendent or his/her designee will be contacted for advice.

TELEPHONE NUMBERS

Superintendent of Education	662-326-5451 or 662-326-7046
Quitman County Elementary School	662-326-7186
Elementary School Cafeteria	662-326-3909
Elementary School Library	662-326-7653
Elementary Parent Coordinator	662-326-3613
Quitman County Middle School	662-326-6871
Middle School Library	662-326-6867
Middle School Cafeteria	662-326-3157
Middle School Parent Coordinator	662-326-2275
Madison S. Palmer High School	662-326-5191
High School Cafeteria	662-326-8963
High School Library	662-326-3061
High School Parent Coordinator	662-326-6107
Quitman County Vocational School	662-326-7070
Special Services	662-326-7131
Food Services	662-326-2716
Curriculum Office	662-326-3717
Federal Programs	662-326-8178
Bus Shop	662-326-8906

EMPLOYMENT INFORMATION

The Quitman County School system is an *equal opportunity employer*. It does not discriminate on the basis of race, sex, age, disability, religion, or any other prohibited category. It does not tolerate unlawful harassment, regardless of the nature of the harassment. It seeks to provide a workplace that is both challenging and rewarding. The school system demands top performance from all employees. The materials in this section should be used as a guide for employees who have questions about the school's employment rules and regulations. Questions about this handbook or about any other employment-related issue should be addressed to the employee's immediate supervisor. Employees are charged with the duty of cooperating with their supervisors and with other school administration in carrying out the policies in this manual, and with carrying out other school policies. The Quitman County School District is in compliance with Title VI of the Civil Rights Act of 1962, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act or other state or federal guidelines applicable to equal opportunity employment. The Quitman County School District's policy assures that no one shall on the ground of race, color, age, religion, disability, national origin, or sex be subjected to discrimination in employment practices.

The Title VI and IX Coordinator is Dr. Evelyn Jossell. The Section 504 Coordinator is the Special Services Department.

Recruitment and Hiring of Certified Employees

Recruitment

Quitman County School District has a systematic approach for actively recruiting the best in both experienced and beginning administrators and teachers. Every effort is made to fill all certified positions with individuals who meet the Mississippi Department of Education's definition of "Highly Qualified" in order to comply with the federal ESSA legislation. For information on the definition of highly qualified, visit the Teacher Licensure section of the MDE's website at www.mde.k12.ms.us.

Notification of Vacancies

Notification of open positions will be in each school, central office, and district website will be updated as vacancies occur in the district.

Qualifications for positions will be clearly explained (including degree and experience requirement as applicable) and salaries will also be listed (scale or scale plus supplements).

Vacancies during the School Year

If a position becomes vacant during or shortly after the beginning of the school year and the position must be filled immediately in order to avoid interruption of the instructional program, the administration shall be free to fill the position without delay and without formal notification of all personnel.

Employee Qualifications – Certified

All certified personnel employed must hold a valid standard educator license from the state of Mississippi with endorsements in the area or areas employed, meeting the definition of highly qualified. The following credentials for employment for certified personnel and non-certified personnel, where applicable, must be on file in the Superintendent's office. Any applicant or employee who submits false or misleading documents or credentials to the Quitman County School District is subject to immediate termination of employment or the termination of consideration of employment.

An original application properly completed and signed. Incomplete or illegible applications will not be considered.

An original valid Mississippi Educator License (certified personnel).

Verification of previous teaching experience, if applicable (certified personnel).

Copies of photo ID and social security card.

Any document required by local or state laws and/or School Board regulations.

Official college transcripts.

Clearance of criminal background check and current child abuse registry check.

Application forms for employment may be obtained from the office of the Superintendent. Completed applications shall be returned to the same office.

Personal Contact Information

Each staff member of the Quitman County School District must have on file with the building principal or immediate supervisor and the Superintendent his/her current home telephone number, an emergency telephone number, an emergency contact name, current home address, and any other contact information that is available and applicable. Any change must be reported immediately.

Employment Procedures

The Employment procedures for Quitman County Schools are as follows:

An application must be on file in the Superintendent's office, together with reference evaluations.

Meet health examination requirements, if applicable, established under job qualifications. (A form is available in the Superintendent's office.)

An interview will be conducted by the Superintendent, principal, immediate supervisor, administrator to the Superintendent, and/or by other relevant/required Quitman County School District employee.

Valid/appropriate teaching certificate or notification of approval from Office of Teacher Licensure. (The Superintendent in emergency situations at his/her sole discretion may approve a temporary waiver of this policy.)

Verification of prior teaching experience (if applicable.)

A recommendation for employment by the interviewing employee to the Superintendent, who, in his/her sole discretion, will make recommendations to the School Board.

Completion of all appropriate federal, state, and local payroll forms.

Fingerprint (for background check) with law enforcement, the Child Abuse Central Registry, previous employer, and any other persons to determine suitability in working with children

Official college transcript(s) for all degree earned.

Recommendation for Employment

Principals or supervisors will recommend applicants for hire to the Superintendent. It will be the Superintendent's decision to carry these recommendations to the School Board for employment.

Note: No salary warrant will be issued for an employee until the above requirements have been met in full.

Recommendation for Re-Employment

Administrators

Administrators will be notified no later than March 1 of their recommendation for re-employment for the next school year.

Teachers

The principal or immediate supervisor shall recommend teachers to the Superintendent for re-employment prior to April 8 each year. The Superintendent will recommend teachers to the School Board before May 1 each year or soon after the district has been given its budget allocation by the Mississippi Department of Education.

License Renewal Requirements

It is the responsibility of the certified personnel to fulfill all requirements for license renewal prior to re-employment. Any staff member who fails to renew the proper certification may have his/her contract for employment revoked by the School Board at the recommendation of the Superintendent.

Within each five-year (5) cycle, an individual must complete the following for license renewal:

Bachelor degree or equivalent

Ten (10) continuing education units (CEUs) in content area or job/skill related area, and three (3) semester hours in content area or job/skill related area, or

Five (5) continuing education units (CEUs) in content area or job/skill related area, or

Six (6) semester hours in content area or job/skill related area.

Master degree or above.

Three (3) semester hours in content area or job/skill related area, or

Five (5) continuing education units (CEUs) in content area or job/skill related area.

Content area refers to the area of certification (e.g., mathematics, science, special education, etc.) Job/skill related areas include pedagogy and skills essential for effective teaching and leadership (e.g., computer technology, cooperative learning, learning styles, methodology, etc.).

IT IS THE RESPONSIBILITY OF THE EDUCATOR TO RENEW A LICENSE. ALL DOCUMENTS MUST BE SUBMITTED TO THE STATE DEPARTMENT OF EDUCATION IN ONE (1) PACKET.

A staff member who is employed by the Quitman County School District may not attend college or university classes on a regular basis during hours of employment.

Employment after Retirement**Certified Personnel**

In order for certified personnel to be re-employed by the Quitman County School District after retirement, the following criteria should be met:

The employment does not exceed 140 days and is less than one-half of the normal workdays in the position during any fiscal year.

The Public Employees' Retirement System is notified of the district's intent to employ the person. The intent is updated once at the beginning of each fiscal year that the employee continues working after retirement.

The employee has at least 25 years of retirement service credit, no matter how old the employee is or the employee is age 60 or older and has at least four years of membership credit in the retirement system.

The employee may be employed only for a time that benefit can be shown for the school district.

Classified Personnel

In order for classified personnel to be re-employed by the Quitman County School District after retirement, the following criteria should be met:

The employment does not exceed 130 days and is less than one-half of the normal workdays in the position during any fiscal year.

The Public Employees' Retirement System is notified of the district's intent to employ the person. The intent is updated once at the beginning of each fiscal year that the employee continues working after retirement.

The employee has at least 25 years of retirement service credit, no matter how old the employee is or the employee is age 60 or older and has at least four years of membership credit in the retirement system.

The employee may be employed only for a time that benefit can be shown for the school district.

Contracts

Term of Work

The Quitman County School Board has established the school term to be 187 days. The number of days worked is determined by whether the employee has a 9, 10, 11 or 12-month contract. All administrative positions term will be determined individually and signified as such on each individual contract.

Contract Periods

The numbers of days designated for a contract period, along with the dates of employment are as follows:

9 Month Contract: 187 Days

July 26, 2022 – May 25, 2023

10 Month Contract: 200 Days

July 18, 2022– June 6, 2023

11 Month Contract: 220 Days

July 06, 2022 – June 20, 2023

12 Month Contract: 240 Days

July 1, 2022 – June 30, 2023

Salaries

Salaries of all administrative and supervisory personnel, including principals, shall be based on the administrative salary schedule established by the Superintendent and approved by the Quitman County School Board.

All salaries of certified personnel in the Quitman County School District shall be based on the uniform salary schedule as approved by the School Board each year or as required to comply with state law or State School Board policy.

All salaries of classified personnel will be set in accordance with the salary schedule in effect at the time of employment. All classified personnel positions will be filled by the best qualified applicants and they will be placed on the pay scale according to their previous experience, ability, and the needs of the school system.

Pay Schedules/Required Withholdings

Personnel are to be paid on the last working day of the calendar month in accordance with the term of their contract. Deductions authorized or required by law are made each month. Other deductions will be made when requested by the employee for those items approved by the School Board. All requests for deductions by employees shall be in writing to the payroll clerk.

Salaries shall be paid in 12 equal installments except for certain employees working less than full-time. Those employees will be paid in accordance with the terms of the salary schedule for their job descriptions.

Employees' payroll will be issued on the last working day of the month. Employees' payroll will be issued to employees through automated draft on scheduled payroll dates. On the last working day of the school year, employees will receive a paper check.

Deduction of Federal and State Income taxes, Social Security and State Retirement as required by law will be made from the payroll. Federal Income Tax W-2 Forms will be furnished for each employee by January 31.

Each and every employee will file a State Income Tax exemption certificate, Form M-4-EC, and a Federal Income Tax exemption certified Form W-4. No changes in this authorization will be allowed during the school year except those resulting from birth, death, or unusual circumstances.

No payroll check shall be issued without proper tax forms and other documents on file. Before the first payment is made for each contract period, all personnel shall have required documentation on file in the Superintendent's office.

Careful consideration is given to each individual's payroll check before its issuance. The District is considered a same day tax depositor for IRS purposes. In the event of an error to the payroll check, adjustments and corrections will be made on the next scheduled payroll date.

Personnel Employed Less Than Full-Time

The following formula will be used to compute salary for less than full-time employment (for classroom teaching):

Personnel employed on less than a full-time basis shall receive pro rata salaries based on time spent in service to the schools. Prorated salary shall be recommended to the Superintendent for final approval. The amount of salary to be paid and time to be spent per day shall be specified in the contract. Salaries shall be computed on a prorated daily basis, based upon degree, verifiable experience, and state-approved certification.

Personnel employed less than full-time must abide by all policies and procedures of the Board of Trustees of the Quitman County School District, as would a full-time employee, which includes meeting all staff development requirements of the district.

Garnishment or Levy

Each employee of the school system is expected to attend to his/her own personal business affairs. When a garnishment or levy is received in the business office, the employee, unless otherwise informed in writing, will be notified by the payroll clerk. The employee is then expected to secure a release before the next paycheck is issued. Failure to do so will result in such garnishments or levies being attached to the employee's net monthly salary where the employee's net salary will be withheld until the garnishment and court costs are satisfied. Such garnishments or levies are attached to the release and remain in the personnel file of that employee.

Change in Certification

Teachers who have completed all advanced degree requirements before September 1 of the current school year must have a copy of the advanced degree certificate on file in the Superintendent's office by the third (3rd) Friday of September in order to be paid at the new

Date of Issuing Contracts – Certified Employees

Contracts shall be issued by the Quitman County School Board. The date shall be contingent upon the approval of the State budget by the Mississippi Legislature and the adoption of the local budget by the School Board.

Acceptance or Rejection of Contracts

Properly certified teachers who are approved for employment or re-employment will be offered contracts for the following year prior to the end of the fiscal school year. Teachers have ten (10) days to accept or reject their contracts. Any contract not signed and returned to the principal after ten (10) days will be considered void.

The signature of an employee on a contract represents good faith on the part of that employee to fulfill all the requirements set forth by the administration and the Quitman County School Board.

Computation of Experience

Credit on the salary schedule for teaching in the Quitman County School District shall be given on the same basis as experience is allowed by the State School Board.

Upon the hiring of a new teacher, experience outside of the Quitman County School District will be granted for comparable experience in accordance with the rules, regulations, and minimum standards of the Mississippi State School Board.

Creditable teaching experience or service as approved by the State Department of Education subsequent to being employed by the Quitman County School District will be included in prior service credit upon employment or re-employment.

In accordance with State School Board policy governing computation of teaching experience and combination of teaching experience, under the authority granted in Section 37-19-1 (1), the policy of the Quitman County School District will be as follows:

Teaching or administrative experience in state accredited public or private schools, grades kindergarten through twelve (12) inclusive, will be counted in determining teaching experience. Summer months of teaching will not be accepted as credit in computing teaching experience.

Teachers must complete the school year as explained above in order to receive credit for a full year of teaching experience. Any staff member who performs under a contract in excess of the regular nine (9) month school year as established by the school calendar must complete the regular nine (9) month school term as noted above to qualify for a year's experience. Parts of

school years may not be combined to grant a year of credit, nor may summer school teaching be used in determining a year of teaching credit.

Verification of all previous experience, as defined above, must be in writing on forms provided by the Quitman County School District. Compensation will be based on the salary schedule as adopted by the Quitman County School Board for each school year.

The number of days shall not exceed (20) consecutive school days during which a teacher may not be under contract of employment during any school year and still be considered to have been in full time employment for a regular scholastic term. In no event shall a teacher be absent from duties more than a total of sixty (60) days due to the temporary absence because of illness or other good cause, including the time not under contract as the case may be, and still receive a year of teaching experience this includes FMLA.

Teaching experience in state accredited public or private schools, junior/community colleges, and/or colleges and universities, will be counted in determining teaching experience.

Terms of Contract for Personnel on Less Than 12 Months Credit Employees

The election of all certified personnel shall be for a specified number of days, and personnel shall work the time indicated in their contracts.

Terms of contract vary. Personnel will be required to work the period of time deemed necessary by the Superintendent, not to exceed the number of days approved by the School Board.

Amendments or Alterations

The Quitman County School Board reserves the right to make attachments to, or to alter or amend the standard employee contract. These attachments, alterations, or amendments are part of the employee's contract. Employees should review the contracts prior to signing them, and principals should be contacted with any questions regarding the contracts.

Release from Contract – Certified Employees

Certified employees will be released from their contract if they make a written request to the School Board and the Board, in its sole discretion, decides to grant such a release.

Release from contract is conditioned upon ability to secure a satisfactory replacement. After July 1, unless a satisfactory replacement has been secured, a release may not be granted. Once a contract has been signed, the employee cannot be released from his/her contractual obligations until officially released by the Quitman County School Board.

Each teacher's contract shall be binding by both parties (the School Board and the teacher) for the entire term of the contract, and the only grounds upon which the Quitman County School Board shall consider the request of a teacher to be released from any of the contractual obligations stated in the contract shall be health or other extenuating reasons. All recommendations for release from a contract must have the Superintendent's written recommendation.

Failure to Complete Contractual Responsibilities – Certified Employees

In cases where a certified employee is unable to complete the school year, his/her contract pay will be computed for the number of days worked. The total number of days as stated on the contract will be divided into his/her total contract salary to obtain the daily rate. The daily rate will be multiplied times the number of days worked to arrive at the total salary earned. The product of the number of payments made times the monthly installment amount will be deducted from the total salary earned to determine any balance due the teacher.

Extended Contracts-Assignments during Holidays – Certified Employees

Certified employees on extended contracts shall be subject to job assignments at the discretion of the Superintendent of Education during holidays and summer employment.

Reduction in Force/Excess Staff – Certified Employees

When an excess of staff occurs in any area of work for any reason (example: decrease or elimination of federal funds, decrease in pupil enrollment), or when reduction in force must be carried out in certified staff for any reason, renewal of contracts or re-election for the ensuing school year shall be withheld for personnel having the most recent date of initial employment by the Quitman County School District. The following rules are to be used only in identifying personnel who will be declared excess or subject to reduction in force pursuant to School Board policy and in transferring personnel from one school to another to fill vacancies caused by the separation of such excess personnel.

Personnel Declared Excess or Subject to Reduction in Force for the School District.

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

When reducing the number of licensed employees, the board will take into account the following reason for such reduction in force: (1) enrollment declines, (2) financial decline/reduction, (3) educational program(s) elimination, and (4) priority need for human, material and financial resources.

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

1. Criticality of the position to the mission, goals, and objectives of the school district.
2. Subject area(s) and advanced degrees by certification.
3. Experience, professional training, length of service within the district and work assignment.

4. Quality of performance including the proven ability to accomplish the educational mission of the school district.

Termination of Employment

Suspension of Personnel

The principal or other appropriate administrative personnel shall have the power to recommend suspension without pay of employees under their supervision, once approval has been given by the Superintendent, 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 shall have the power to suspend without pay employees for failure to comply with school board policies or reasonable requests of the administration. The employee shall have the right to a hearing as outlined in the procedures governing staff grievances.

Dismissal of Personnel

All classified employees are at-will employees. Nothing in this handbook, or in any other school policy, alters any employee's at-will status or creates any contract of employment with any employee. Only a written statement from the Quitman County School Board may change any employee's status. No oral representation from anyone may change any employee's status, whether certified or non-certified. "Employment at-will" means employment may be terminated at any time for any reason.

What does or does not constitute employee misconduct lies solely within the discretion of the Quitman County School Board. In determining whether an employee has committed any offense listed below or other dismissible offense, the Quitman County School Board may rely on information obtained from any available witness, whether the witness is a Quitman County School employee or not. The following is a list of offenses for which an employee may be disciplined. The amount of discipline for these or other offenses is within the sole discretion of appropriate school officials. (Refer to the Code of Ethics)

Retirement System

On July 1, 1958, retirement benefits became available to all employees of the Quitman County School District, in addition to teachers who were previously covered, through a contract with the Public Employees Retirement System. All personnel employed by the Quitman County School District on regular or temporary contract shall be required to become members of the Public Employees' Retirement System of Mississippi, Inc. as required by law, with the exception of those excluded under the law because of age at the time of employment, said individuals being ineligible for membership under the law. Membership in the state retirement system shall be dependent upon applicable state law governing enrollment, continuation of membership, and any exceptions.

By state law, when employees become members of the Public Retirement System, each member contributes 9 % of his monthly salary effective July 1, 2010. The employer contributes 15.75% effective July 1, 2013.

You may retire regardless of age provided you have accumulated at least 25 years of creditable service, or at age 60 with at least four (4) years creditable service. If you retire before attaining age 65 and do not have 25 years of creditable service, your monthly allowance is reduced 3% for each year of age under 65. Public Employees Retirement System Publications may be requested from the Superintendent's Office or by called 601-359-3589.

Benefits are based on the average of the member's four (4) highest salary years. Prospective retirees must complete Form 9A which can be retrieved from the Superintendent's office. Form 9A is a pre-application for service retirement benefits. You may contact the Superintendent's office for more information.

Social Security benefits are in addition to the above amounts. The two (2) combined equal your total retirement benefits. The Social Security Administration can estimate your social security benefits for you.

Insurance

Employees of the Quitman County School District are covered by the state's health insurance plan. Blue Cross and Blue Shield, American Fidelity Assurance, Guardian Dental Plan, and Life Insurance Company of Alabama and Liberty National are also available to all employees in the form of payroll deduction upon receipt of the employee's authorization.

Worker's Compensation

Every employee is covered under workers' compensation laws. On the job injuries must be reported to your immediate supervisor and the Superintendent's office when the injury occurs. Form MWCCB-3 must be completed and filed with the Workers' Compensation Commission within five (5) days of the injury. In order for this time line to be followed, a report of the employee injury must be reported immediately.

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO NOTIFY THE SUPERINTENDENT'S DESIGNEE OF THE INJURY IN ORDER FOR PROPER REPORTS TO BE FILED. DO NOT FILE WORKER COMPENSATION CLAIMS ON YOUR PERSONAL INSURANCE. THE DISTRICT WILL NOT BE RESPONSIBLE FOR CORRECTING CLAIMS FILED THROUGH INCORRECT PROCEDURE.

General Information

Responsibility for Policy Enforcement

All personnel of the Quitman County School District are expected to be thoroughly familiar with and actively support the enforcement of all Quitman County School Board policies and procedures, rules and regulations of the Superintendent, and rules set forth by the principal and in the school handbook(s).

Calendar for School Year

The Superintendent will notify employees concerning the school calendar that is approved by the Quitman County School Board. A copy will be given to each employee by the immediate

supervisor for his/her information. The Mississippi State School Board mandates as absolute 180 instructional student days, without any days being forgiven, and 187 days for regular classroom teachers for the 2022-2023 school year. This calendar is on page 74.

Employees are required to be present until completion of records following the close of the school year.

Hours for Staff

Employees are expected to be at work during the following assigned times.

Note: Summer month work schedules may vary as determined by the superintendent (June and July)

Secretary /Clerical staff and Teacher Assistants are required to have an uninterrupted thirty minutes' lunch period away from their normally assigned duty locations.

Central Office Staff/Title I/ Special Service staff/IM are required to have an uninterrupted hour lunch period.

Custodial, Transportation, Maintenance, and Food Service Staff will work the hours in their work/time schedules. A Time Schedule for each department detailing the employees name and work hours will be placed on file in office of the Superintendent for each school year. Staff members are not allowed to leave campus during this break period. However, classified staff members are not permitted to work while on break or during lunch periods.

The Superintendent or Quitman County School Board must approve in writing any deviation of time from the above stated schedules. All requests must be in writing and must state the employee's name and the hours the employee is expected to work on a daily basis.

Overtime

All classified employees are expected to work no more than forty (40) hours per week. All requests for overtime work must be pre-approved by the Superintendent or School Board prior to overtime work being permitted. Classified staff are charged with the responsibility of ensuring that their normal work week does not exceed forty (40) hours per week.

All classified employees who are faced with the choice of working overtime or of not completing a task or job duty, should not complete the task, unless informed otherwise in writing by the Superintendent.

Failure of classified staff to ensure that they do not place themselves in an overtime situation will subject the offending employee to discipline.

Supervisors and department administrators who subject classified staff to overtime without written authority from the Superintendent will be subject to disciplinary action.

Time Clock

All employees of the district are expected to clock in and out on a daily basis. Failure to do so will be considered a willful violation of this policy and will result in discipline against the

employee who failed to clock in or out and the supervisor who failed to assure that the employee clocked in or out.

For the first offense, the employee will have a letter of reprimand placed in his/her personnel file. The employee will be required to submit a written statement to show the actual hours of work that should be recorded on the time card.

On the second offense, the employee will have a letter of reprimand placed in his/her personnel file. One day's pay will be docked from the employee's payroll check, and no time correction will be allowed.

On the third offense, the employee will be subject to disciplinary action by the Quitman County School Board, up to and including termination.

In cases of extreme emergency, where it would be impossible for a person to physically clock in/out, the supervisor will have the opportunity to submit a written statement detailing why the employee was not able to clock in/out. The time record will be adjusted and corrected accordingly.

Recording Time Worked

Employees are not allowed to sign in, punch in, clock in, or in any way create a record of time worked for any other employee. Any employee, whether managerial or non-managerial, who creates a record of time worked for any other employee will be subject to discipline. An employee must fill out his/her own record of time worked. The Superintendent must approve any exception to this rule in writing, and this approval will only be given after the employee and his or her supervisor have given full written statements as to why an exception is needed. Any supervisory or management official who allows a work record to be altered or falsified or allows one employee to fill out another employee's time record shall be subject to discipline, up to and including termination.

Employees' time records must indicate the specific time employees arrive and leave work, and any instances of leave during the working day. Any employee who alters his/her time worked or creates a false record of time worked will be subject to discipline, up to and including termination. If an employee is late to work, he/she shall not indicate on any record that he/she was on time. If he/she leaves work early, he/she shall not indicate on any record that he/she worked a full or normal workday. If he/she leaves work at any time during the workday, the record of time must reflect this.

The Quitman County School District is a public employer. Altered or false records of time worked that causes employees to be paid for more time than the employee worked could be considered a wrongful appropriation of public funds.

Quitman County School District wants to be clear, any instance of alleged altered or false work records will be investigated. Any school employee, whether managerial or non-managerial, found to have altered or falsified a work record will be disciplined. *The school district reserves the right to terminate employees for first time violations of this policy.*

Staff Grievances

Most employee grievances can be solved informally by consultation with an employee's immediate supervisor. Employees must first voice any grievance to that employee's immediate supervisor as soon as possible after the conduct has occurred for which the employee is complaining. In most employee grievance situations, time is of the essence and the more quickly an employee's grievance is made known, the more quickly and better Quitman County School District can address this grievance. If the employee's grievance is with his or her immediate supervisor, that employee should consult the designee about his or her grievance.

Grievance: A claim by an employee or group of employees that there has been a violation, misrepresentation or misapplication of policy or inequitable treatment which an employee wishes to address as a result of a complaint which needs to be resolved by the administration.

Grievant: An employee or group of employees filing a grievance.

Employer: The Quitman County Board of Education or its administration.

Personnel Appraisal: The system by which employees shall be evaluated.

Days: Working days.

Step One

The grievant shall first present the matter to his/her principal or his/her immediate supervisor not later than fifteen (15) days following knowledge of the action that caused the grievance. The grievant and the principal or immediate supervisor shall confer in an effort to arrive at a mutually satisfactory solution to the problem. At the conference, a person of his/her choice may represent the grievant. Following the conference, the principal or immediate supervisor shall communicate his/her decision to the grievant within five (5) days.

Step Two

In the event the grievance is not satisfactorily resolved at Step One, the grievant may appeal to the Superintendent. Such appeal shall be made within ten (10) days after the grievant has received the decision from the principal or immediate supervisor. The appeal shall be in writing and shall set forth specifically the act or conditions and grounds upon which the grievance is based.

The Superintendent and designee shall meet and confer with the grievant and his/her representative on the grievance within five (5) days of the receipt of the grievance. All conscientious effort shall be made to arrive at a mutually satisfactory resolution of the grievance. The grievant and his/her representative, if one is selected, shall be given at least three (3) days' notice of the conference by the Superintendent. Following the conference and within five (5) days, the Superintendent shall communicate his decision in writing, together with supporting reasons to the grievant.

Step Three

Within five (5) days after receipt of the decision at Step Two, the grievant may appeal to the Quitman County School Board by filing a written request with the chairperson of the Board for

a hearing before the Board. After receipt of the written request, the Board shall set a time, date and place for the hearing. The grievant and his/her representatives shall be given written notice of date, time, and place of the hearing at least five (5) days prior to such hearing. At the hearing all parties of interest shall have the right to give sworn statements, to present witness and documentary evidence and to cross-examine witnesses offered by the other party. All parties of interest shall be given the opportunity to present oral arguments and written materials including the decision and findings of the advisory committee.

All such materials shall be made available to the opposing parties. The Board shall render a decision concerning the grievance within five (5) days after the hearing and shall convey its decision in writing to the grievant and his/her representative.

Staff Development – Professional Growth

It is the policy of the Quitman County School District to implement and fund a comprehensive staff development program which complements and supports the district's instructional program. The Curriculum Director and his/her staff are responsible for completing an analysis of data and establishing a program of training to meet specific identified needs. The Professional Development Plan must meet the guidelines established by the Mississippi Department of Education and be submitted to the School Board for review and approval.

Data used in the development of the Professional Development Plan will include, but not be limited to:

Test score results

Discipline records

Attendance records (Student and Staff)

Needs Assessment Surveys

Each principal is responsible for the successful implementation and evaluation of the Professional Development Plan in his or her own school. All staff members will be expected to actively attend all staff development activities as assigned by his or her immediate supervisor. Any exception must be approved in advance in writing by the appropriate supervisor.

Dress and Appearance

Employees are expected to set an example that reflects the educational profession. In dress, conduct and interpersonal relationships, teachers and other staff members should recognize that students, parents, and the public are continuously observing them. Teachers' actions and demeanor will be reflected in the conduct of the students under their guidance. One of the best methods of instructing students is through a positive example of proper conduct, manners, dress, and grooming on the part of the faculty and staff.

Proper attire is expected in each work location. It is of paramount importance that members of the faculty and staff set good examples in conduct, manners, dress and grooming. Employees are expected to wear appropriate dress for work. This means that clothing and appearance should be in good taste, conservative, and suitable for the job at hand. All employees are expected to dress beyond the expectations for students.

All employees will maintain a professional appearance while on duty at school and at activities attended by the public.

While no dress code can cover all contingencies, employees are expected to and must exert good judgement in the choice of clothing. The guide below provides what is acceptable or not as business casual attire according to district standards.

Shirts, Tops, and Blouses – Casual shirts, dress shirts, sweaters, tops, and gold-type are acceptable. Provocative, tight fitting shirts, tank tops, halter-tops, or crop tops, which show the midriff, or cleavage, are inappropriate. Other inappropriate tops include shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans.

Slacks, Pants, and Pant Suits – Slacks that are similar to Dockers brand, Capri pants, polyester blend slacks, and trousers are acceptable. NO LOW RIDERS are acceptable. Shirts and bottoms must cover all. Blue jeans/denim pants are inappropriate attire for staff. Principal/Supervisor may allow blue jeans/denim pants only at his/her discretion. No staff member is to wear blue jeans/denim pants without prior approval. Other inappropriate slacks include sweatpants, exercise pants, Bermuda shorts, jeggings, or other form fitting pants. Knee length dressy shorts are permitted. Leggings and tights can be worn under skirts, dresses and jumpers.

Skirts and Dresses – Sun dresses with spaghetti straps or T-straps should not be worn without a shirt or jacket. Dresses with side splits must be at the knee. The length of dresses or skirts must also be at the knee.

Shoes and Footwear - Conservative or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, sandals and other leather deck-type shoes are acceptable. Thongs, flip-flops, and slippers are not acceptable at any time. There will be not revealing clothing or clothing that allows undergarments to show through. Clothing must be SIZE APPROPRIATE. Absolutely NO SAGGING will be permitted. Belts must be worn and shirts (if applicable) must be tucked into pants.

The consequences for violating this dress code are:

Offense	Consequences
1 st	Verbal warning
2 nd	Written warning/change clothes
3 rd	Recommendation of 3 day suspension without pay
4 th	Appearance before the School Board for additional discipline, up to and including termination

Inclement Weather

Each principal will develop and publish a phone tree that will be utilized for notifying all employees of any school closings or other emergency information. Additionally, the Superintendent or his/her designee will notify all staff and students by phone using the district's All Call System.

In addition, the closing of schools will be announced on the following stations by 6: a.m.:

Television

Channel 3

Channel 5

Channel 13

Drug and Alcohol Testing

Drug testing shall be done in accordance with Miss Code Ann 71-7-1, et seq, and federal constitutional guidelines. For all employees who drive school vehicles and are subject to federal drug testing regulations, those employees shall be tested in accordance with the applicable federal regulations, and school's drug testing policy.

Smoking, Use of Tobacco, and Vaping

The District has a policy that prohibits smoking, use of tobacco products, and vaping by employees in school buildings, on school grounds and property, including school buses and all school district vehicles, during work hours. Employees who are assigned the responsibility for supervising students at school-sponsored activities, regardless of where the activities are conducted, are performing school-related work and shall not use tobacco or vape in any form while on this school-duty. Any employee found to be in violation of this policy shall be subject to disciplinary action.

All visitors on school property are prohibited from smoking, using tobacco products, and vaping at any time while on school property.

Possession of Weapons

The possession of a handgun or other weapon, including mace, pepper spray, stun gun, etc., on school premises or at any school-related activity by any employee of the district or any other individual, including those persons having permits for possession of such weapons, is prohibited. Employees in violation of this policy shall be immediately suspended without pay pending a hearing for termination of employment.

It is the responsibility of every employee to report to his/her principal or immediate supervisor or the person responsible for supervising a school event any knowledge of the possession of a handgun or other weapon on school premises or at any school-related activity by any individual. Appropriate steps shall then be taken to carry out the intent of this policy, including notification of police officials, so that persons in possession of such weapons promptly leave school premises or activities and/or are refused admittance to school buildings or events.

Sexual Harassment

The Quitman County School District is committed to providing an employment environment free of sexual harassment. This policy also prohibits racial harassment and discrimination. The words sex and sexual in this policy should also be read to mean race and racial. Sexual harassment is a violation of the law, and the Quitman County School District requires that every employee and every other individual who conducts business on our premises, male or female, refrain from any statement or conduct that sexually harasses another, such as:

Making unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature when submission to, or rejection of, such conduct is made, explicitly or implicitly, the basis for any decision affecting employment status (e.g., pay, promotion, assignment, termination, discipline, etc.); or

Creating an intimidating, hostile, or offensive work environment through unwelcome: verbal conduct/sexual innuendoes, suggestive comments, jokes of a sexual nature or propositions; non-verbal conduct- sexually suggestive objects or pictures, graphic commentaries, leering, whistling, obscene gestures; or

Physical conduct of a sexual nature-unwanted conduct including touching, pinching or brushing the body.

Any employee who believes that he/she has been subjected to unwelcome sexual conduct by any other employee or any other individual who is in any way affiliated with Quitman County School District should report the incident(s) to his/her immediate supervisor. If the immediate supervisor is the individual the employee is complaining about, the employee should make their complaint to the Federal Programs Director.

Quitman County School District will investigate reported incidents of alleged prohibited conduct. Any individual who is found to have engaged in prohibited conduct will be subject to disciplinary action up to and including termination. To the extent possible, persons complaining of sexual harassment and persons participating in such investigations will be protected from retaliation by co-workers or supervisors.

Sexual harassment means different things to different people. Something that is not offensive to you could seriously offend someone else. Therefore, gender-based jokes, statements or other remarks should at all times be avoided.

False charges of sexual harassment can have serious, devastating effects on the accused individual. In accordance with Quitman County School Policies, we expect our employees to conduct themselves as mature men and women and use the sexual harassment policy only for its intended purpose.

Any type of sexual relationship between you and your supervisor, or anyone in your chain of command, violates Quitman County School's philosophy. Such conduct diminishes employee and supervisor credibility and effectiveness. If you are a party to such a relationship, at a minimum, you should immediately contact the Federal Programs Director to review all possible alternatives such as transfers.

Leaves and Absences

Any employee who has been absent for any reason must report absences directly to his/her principal or supervisor or he/she will lose full pay for unreported absences. Any employee who has been absent must report the absence on a district leave form upon return no later than two (2) working days from the absence or he/she will lose full pay for the unreported absence. Corrections to salary warrants will not be made if leave is not completed in the time frame provided.

Leave for Employee Entering the System during the School Year

For employees entering the school system during the school year, annual leave will be prorated according to the time employment with Quitman County begins. Leave entitlement for the payroll department will determine both sick leave and personal business.

Accumulation of Leave-Certified and Classified

For all employees in the Quitman County School District, any unused sick leave at the end of the school year, as recorded in the payroll office, will be credited to the employee's sick leave accumulation.

The payroll office will keep a record of the total number of leave days to which employees are entitled. Employees may inquire in the principal's office or in the payroll office about leave entitlement. It is the employee's full responsibility for keeping an accurate record of leave entitlement at any given time.

Absences That Require Prior Approval

Absences for school business or other reasons will require the prior submission of the appropriate school form(s) requesting permission to be absent from regular job responsibilities. Approved business time shall not count against a person's accumulated leave time.

A professional day is a day that has been pre-approved by the Superintendent or his/her designee for professional development for certified and classified staff. All requests for professional days must be in writing.

School Business Leave

Absences for school business, as permitted under Board policy, will not result in loss of salary or of any leave benefits. All requests for school business leave should be addressed to the principal or immediate supervisor and the Superintendent or his/her designated representative, and require written approval from these offices and the School Board, prior to the absence.

Jury Duty

When an employee is absent from work as result of jury service, he/she will not lose leave benefits nor will he/she lose any salary. Absences for jury duty must be recorded on the District's absence form.

Staff members who must appear in court under subpoena may do so provided that they use personal business leave. Part-day absences due to required court appearances must receive prior approval from the building principal, Deputy Superintendent, or Superintendent.

Sick Leave and Personal Business Entitlement-Certified Staff

The School Board has established guidelines for sick and personal business leave.

Certificated Personnel

At the beginning of each school year, each certificated staff member shall be credited nine (9) days of sick leave allowance, with pay.

Any unused portion of the sick leave allowance shall be carried over to the next year, if the teacher remains in the District. In the event any teacher transfers from this district to another district in Mississippi, any unused portion of sick leave allowance credited to the teacher shall be credited to the teacher for retirement purposes (25-11-109).

No deduction from the pay of a teacher shall be made because of absence of such teacher caused by illness or physical disability of the teacher until all sick leave allowance has been used.

For the first ten (10) days of absence of a teacher because of illness or physical disability in any school year that occur after the teacher has exhausted all accumulated sick leave, the pay of the teacher shall be reduced as directed by the Superintendent. Thereafter, the regular pay of such teacher shall be withheld in it's entirely, for any period of absence because of illness or physical disability during that school year.

No deduction of pay shall be made from a teacher's pay because of personal reasons until all personal leave credited to the teacher for the current year has be used. The amount deducted due to absence for personal reasons after all personal leave has been used shall follow the same procedure that is followed when all sick leave allowance has been used. Teachers and staff members are required to request personal business leave one (1) week in advance of the desired days for that leave. The request must be in writing to the school principal and the district Superintendent will consider approval of the request. Personal business days cannot be taken on either the first or last day of the school year. These days also cannot be taken on the last school day before or the first day after a school holiday. A personal business day must be approved by the school administration and a copy of the request must be kept in the school office in the teacher's file.

Sick Leave and Personal Business Entitlement-Classified Staff

Classified personnel that work fewer than 217 days during the school year have a sick leave allowance of seven (7) days, two (2) of which may be used as personal leave. Non-certificated personnel who work more than 217 days during the school year shall have a sick leave allowance of nine (9) days, two (2) of which may be used as personal days.

After the sick leave allowance has been exhausted, the employee's salary shall be reduced at the sub pay rate of \$60.00 per day for the first ten (10) days after the regular sick leave allowance has been depleted. The regular rate of pay will be deducted after the ten (10) days

sub pay has been achieved. During the first five (5) days of absence after the sick leave allowance has been exhausted, the employee's salary shall be reduced as directed by the Superintendent through the business office. Thereafter, the pay of such employee shall be reduced at the regular rate of pay for the employee, for the period of any absence. Unused sick leave shall be allowance will be carried over to the next year. All other provisions of this policy shall be the same as that for certificated personnel.

Non-certificated Personnel

School given sick leave shall be granted for reasons of illness or disability of the employee only. All other days of leave used by an employee shall be classified as personal leave days.

Required meetings, workshops, etc., related to the job description of the employee, upon approval through appropriate channels, shall be allowed without reduction in pay or loss of leave credited to the employee.

Certified or Classified Staff Who Drive Buses

A "bus driver day" is defined as a morning trip and an afternoon trip. Employees who do not make both the morning and afternoon trip have not driven a full day and their available driving leave will be reduced by one-half day for each morning or afternoon trip that is not driven. Bus drivers are required to notify the Director of Transportation in the event that he/she is unable to drive a full day. In turn, the Transportation Director will require the bus driver to complete an absentee form indicating the time in which the bus driver will be absent.

Use of Unearned Leave

If an employee terminates his/her employment and has used leave not earned or accumulated, the employee's final salary payment shall be reduced at the rate of one (1) day's for each day of used but not earned or accumulated.

Leave for Bereavement

Leave may be granted to the employee in cases of death of a mother, father, brother, sister, spouse, mother-in-law, father-in-law, child, grandchild, grandparents, blood relative dependent as defined by the Internal Revenue Service, or foster parents. Absence for death in the immediate family or for extenuating circumstances will first be deducted from the employee's sick leave or personal leave.

The Staff Absentee Report will be used to report absences and must show the relationship between the school employee and the family member whose illness or death occasioned the absence.

Special cases not covered in the above classification may be approved at the discretion of the Superintendent of Education.

Unfortunately, it is legally impossible to set aside bereavement days. In accordance with state statutes the district can only assign the following days: personal, sick and vacation days.

Military Leave of Absence

Personnel may be granted a leave of absence, without pay, to fulfill military requirements.

Military leave requirements shall be submitted to the Superintendent of Education as soon as the employee is aware such leave may occur. If possible, requests for military leave of absence should be submitted by March 1 of the school year preceding the absence or immediately upon notification. Any employee would have occupied had he/she not be required to perform military service, and provided the employee has met the reemployment requirements of the Uniformed Services Employment and Reemployment Right Act.

Any member of the staff who is an active reservist or member of the National Guard shall be required to make a written request to the appropriate military authorities (with copy submitted to the office of the Superintendent of Education) to have short-term annual tours of duty scheduled during the summer months between regular school sessions. In the event that such short-term tours of duty must be scheduled during the school year, the reservist or member of the National Guard must request his/her commanding officer to submit a letter to the Superintendent of Education specifying the dates of such service and reasons for not rescheduling these dates.

Vacation

When certified/classified employees assume a 12-month (240 or more days) position, they become eligible for vacation benefits after being an employee for one full fiscal year. Beginning with the first full year of employment in a 12-month position starting July 1, each employee can earn ten (10) vacation days each year. Thereafter, a minimum of 6 months must be worked to earn prorated vacation days. These days will be earned and accrued to the employee on a monthly basis.

Employees who begin work after a school year begins, but who are twelve (12) month employees, will earn the number of vacation days appropriate for the period of time employed. (Work year begins on July 1.) Employees who permanently leave employment during the school year or whose contracts are reduced from 12 months to any other time period will earn pro-rated vacation at the rate of .8 days per month worked.

Use of vacation days is limited to a maximum of five (5) days consecutively. The Superintendent may grant approval for vacation time beyond five (5) consecutive days on a case-by-case basis. Any unused vacation days as of July 31 of each year will be converted to sick leave. The Superintendent retains the right to determine when any vacation is to be taken.

Note: As it relates to accumulating vacations and/or redeeming the same upon departure or retirement from the district, according to the PERS employees, the district will not pay for accumulated vacation days upon departure or retirement from the district.

Vacation-Certified Employees

Every certified employee who is working under a twelve-month contract with Quitman County School will be entitled to a two-week vacation with pay.

Vacation-Classified Employees

Every classified member who is working twelve months with the Quitman County Schools will be entitled to a two-week vacation with pay (one week must be taken during the Christmas holiday). This includes the transportation department, custodians and maintenance crew. Secretaries, technical personnel and supervisors working on a 12-month schedule will be entitled to a vacation as certified personnel.

Unused Leave

All unused sick leave may be added to accumulated leave in determining length of service for retirement purposes.

FAMILY MEDICAL LEAVE ACT

NOTE: The District does not permit donating of sick days to fellow employees. An employee can only receive approval for Family and Medical Leave once per fiscal year (July 1 through June 30).

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

Of particular importance are the posting and notice requirements of the Act. You must conspicuously post and keep posted in all schools and offices where employees are employed and where applications for employment are taken a notice explaining the Act's provisions and providing information concerning the procedures for filing complaints of violations of the Act and the Wage and Hour Division. Copies of the required notice may be obtained from any local Wage and Hour Division Office. No reproductions of the notice may be any smaller than 8x11 inches and the text must be fully legible. Failure to post the required notice prohibits you from taking any adverse action against an employee as well as liability for payment of fines to the Department of Labor (DOL). Information concerning FMLA entitlements and employee obligations must be included in any employee handbook or other documents providing written guidance explaining all the obligations and rights of an eligible employee whenever that employee request leave under FMLA. Also, you must provide an employee who has given you notice of the need for FMLA leave a notice of your specific expectations and employee obligations. Such notice must detail all consequences for failing to meet these obligations. This notice must include the following information as is appropriate to the leave request being considered.

1. Whether the district will require a medical certificate of a serious health condition or recertification and what will happen if the employee fails to do so;

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

The school district is also expected to act in good faith in answering questions from employees about their rights and responsibilities under the FMLA.

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

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

I. GENERAL

1. Definition

- a. "Eligible employee" means one who is employed at the school facility where at least 50 persons are employed, either there or within in 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 of the date leave commences, and who has also provided a least 1250 hours of service during the 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" as defined by Mississippi Law.
- c. "Employee's son or daughter" means biological child, adopted child or foster child, legal ward or the child for whom the employee is standing in loco parentis who is either under the age 18 or above the age of 18 and incapable of self-care because of a mental or physical disability.'

- d. “Employee’s parent” means biological parent or an individual who stood (or now stands) in loco parentis to an employee when the employee was a child (not to include parents-in-law).
- e. “Employee’s immediate family member” means spouse, son or daughter or parent as defined hereinabove.
- f. For the purposes of FMLA, “serious health condition” means an illness, injury, impairment or physical or mental condition that involves either in-patient care (overnight stay) in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.

2. Leave Provisions

- a. An eligible employee is entitled to 12 unpaid work weeks of leave during any 12 month period for any one or more of the following reasons:
 - i. The birth of a son or daughter, and to care for the newborn child (within 12 months of the birth).
 - ii. The placement of a child with the employee for adoption or foster care (within 12 months of the placement).
 - iii. To care for the employee’s spouse, son, daughter, or parent with a serious health condition (not parent “in-law”).
 - iv. Because of the employee’s own serious health condition which makes the employee unable to perform the function of his/her job.
 - v. Service Member Exigency Leave: For absences caused by an active duty exigency when the employee’s spouse, child, or parent is a service member.
 - vi. Military Caregiver Leave: To care for the employee’s spouse, child, parent, or next of kin (if the employee is the nearest blood relative) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

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,
 - a. A fiscal year
 - b. A year required by the state law
 - c. A year starting on the employee’s employment anniversary date

- d. The 12 month period measured forward from the beginning date of the employee's FMLA leave
 - e. A rolling 12 month period measured backward from the date the employee uses FMLA leave (may not extend back before August 5, 1993).*
 - b. Spouses have a 12 week aggregate leave limit except for personal illness or the illness of a child or the other spouse; that is, if each spouse took 6 weeks of leave for the birth of a child, each could later use an additional 6 weeks due to personal illness or to care for a sick child.
 - c. Brother and sister employees would have an aggregate limit of 12 weeks to care for their parent.
 - d. Special rules apply to this school district which allow it to require eligible instructional personnel only to take FMLA leave on an intermittent or reduced leave schedule, or to take leave near the end of a semester. Instructional employees are only those employees whose principal function is to teach and instruct students in a class, small group, or individual setting. Instructional employees include teachers, teacher aides, and assistant teachers who actually teach, coaches, driver's education instructors, and special education 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 recertification on a reasonable basis.

III. EMPLOYMENT BENEFITS PROTECTION

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

LEGAL REF.: Family and Medical Leave Act of 1993

CROSS REF.: Policies GBRI – Absence from Duty
GBRID – Military Leave

Absences on First or Last Day of Contractual Period-Certified and Classified

If an employee is absent on the first or last working day of the contractual period, a written doctor's statement providing information verifying the necessity for the absence is required before an absence can be classified as a sick leave day. (See pages 26 & 27 for additional information)

Falsification of Statement or Reason for Absence-Certified and Classified

An employee's falsifying an absence for any reason shall result in a full loss of pay for the period of absence, entry on the employee's personnel record of the falsification, and a recommendation for termination of employment.

Absences for Five (5) Days or More-Certified and Classified

If an employee is absent (5) or more consecutive days during a school year, a written doctor's statement and other documentation is required to be submitted to the employee's immediate supervisor upon return to work by attaching the documentation to the absentee request form. The doctor's statement must specify that the person was ill and unable to perform his/her duties.

Fluctuating Workweek Employees

When a fluctuating employee takes any leave of longer than three (3) consecutive days, he or she must produce a written explanation for the reason the leave was taken. Any employee who takes sick leave for more than five (5) consecutive days must produce a written doctor's explanation of why sick leave was necessary. The explanation must be provided within two days of the employee's return to work. The doctor's excuse must explain the particular injury, illness, or sickness in question, the remedy or prescription given by the doctor, why the illness or sickness caused the employee to be absent from work for any time period, and how long the employee will be required to be away from work. Quitman County School wants to be clear on this issue: it is not acceptable and will not be considered acceptable by the school if any employee's medical excuse is insufficient and the employee states that the doctor incorrectly filled out the excuse. An employee is charged with the duty of examining the excuse and making sure it complies with this policy. Any medical excuse that does not comply with this

policy will be considered a willful violation of this policy and may result in the employee being disciplined, up to and including discharge. The falsification of any medical excuse or record by anyone will be considered a willful violation of this policy and will result in discipline.

Written explanations from the employee must also be provided for all instances of personal leave of more than one day. The written explanation must contain the specific reason why the employee was absent from work and all locations (town, state, and specific locations such as any place of business, etc.) where the employee went during the leave in question. The school may solicit additional information, if in its sole discretion, it believes further explanation for the leave is necessary. The failure to provide this written explanation within two days of the employee's return to work from the leave will result in the leave being considered a willful absence/tardy from work, which may result in discipline up to and including termination. The falsification of any written explanation will be considered a willful violation of this policy and may result in discipline, up to and including termination. Inaccurate information in any written explanation will be considered a willful violation of this policy and may result in discipline, up to and including termination. Inaccurate in any written explanation will be considered a willful violation of this policy and may result in discipline, up to and including termination.

Any other leave of more than a day, for instance funeral leave, taken for any other reason must also be explained in writing. This writing must be given to the Superintendent within two days of the leave. The writing must contain the specific reason for the leave and all locations (town, state, and specific locations such as any place of business, etc.) Where the employee went during the leave in question. The school may solicit additional information, if in its sole discretion, it believes further explanation for the leave is necessary. The failure to provide this written explanation within two days of the leave will result in the leave being considered a willful absence/tardy from work, which may result in discipline up to and including termination. The falsification of any written explanation will be considered a willful violation of this policy and may result in discipline, up to and including termination. Inaccurate information in any written explanation will be considered a willful violation of this policy and may result in discipline, up to and including termination.

The Quitman County School Board reserves the sole right and discretion to characterize any and all absences, where for a partial or a whole day, or any and all tardiness, regardless of the amount of time in question, as willful. Quitman County School District reserves the sole right and discretion to determine what is or is not a legitimate reason to be absent for a whole or partial day or to be tardy for any length of time, and the sole right and discretion to alter, amend, or abolish this policy at any time for any reason. Situations may arise that will not be specifically addressed by this policy. Situations that are not specifically addressed by this policy should be referred to the Superintendent, who will then review the situation and provide the employee with an answer to his/her question. The school district retains complete and sole discretion to handle in any way it sees fit any and all leave situations for fluctuating employees.

Absence for Less Than a Full Day-Certified and Classified

Personnel who are absent more than one-half day will have one (1) full day of leave charged. One-half day will be charged for absence of one-half day or less. (Four hours is the time that will be used to determine a half-day's absence.) All employees paid on an hourly basis will be charged for the actual time absent.

Substitute Teachers-Certified Employees

Teachers who are absent must inform the principal's office so that adequate arrangements may be made to secure substitute teachers. The principal's office is responsible for securing all substitute teachers.

Absences Before or After Holiday-Certified and Classified

If an employee is absent the day before or the day after a school holiday, a written doctor's statement regarding an illness or substantiating statement regarding a death is required before the absence can be classified as a sick leave day. The substantiating written statement must be signed by the principal or immediate supervisor and submitted to the payroll office. No personal leave shall be approved for the day before or the day after school holiday.

Absence Resulting From - On the Job Injuries (Worker's Compensation)-Certified and Classified

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 that is not covered by worker's compensation. Eligible sick leave benefits will be computed after workers' compensation claim(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 benefit 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 (\$5,000.00) 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.

Other Absences-Certified and Classified

Any other absences not covered in the preceding explanations shall be considered "other absence" and may result in loss of full pay. Any person required to be absent for "other reasons" must submit a written request stating the reason for the absence, the number of days requested, and the dates of the absences requested. The request must be submitted to the principal and /or supervisor, who will in turn forward the request to the Superintendent of Education or his/her designated representative for his/her approval or disapproval of the absence.

Personal Travel-Certified and Classified

Staff members may not be excused for personal travel other than personal leave on days that school is in session except in very special cases of unusual opportunity for travel and with

approval of the Superintendent of Education for a limited period of time and without pay. Deductions shall be made at the employee's full rate of pay per day.

Documentation of Absences-Certified and Classified

Any employee claiming an absence by reason of illness may be required to substantiate the illness. A physician's statement or other appropriate documentation may be used or required to substantiate the illness.

Building Level Administrators

Duties and Responsibilities

Employees in the Quitman County School District will be provided with an official Job Description by their immediate supervisor prior to the beginning of the current school year. Each employee should review the document and familiarize themselves with the Performance Responsibilities as stated in the job description. The Principal is ultimately responsible for all persons and activities in the school building.

Evaluation of Administrators-Certified Employees

There shall be an annual written evaluation of the performance of the administrative personnel. A written evaluation of persons in administrative positions in acting capacity shall also be made each year in accordance with State Department of Education guidelines and requirements.

The Superintendent and/or the Deputy Superintendent and/or the Assistant Superintendent will perform an evaluation of principals prior to the recommendation for re-employment each year. The Mississippi Department of Education Professional Growth Rubric will be utilized for this evaluation. The Superintendent or his designee performing the evaluation will review the written report with the principal.

Substitute Teachers

The Quitman County School District shall be authorized to employ substitute teachers as necessary due to the absence of the regular teachers. All such substitute teachers shall be paid wholly from district funds other than Minimum Education Program funds.

If a teacher must be absent because of illness or for any other reason categorized under the approved leave policy, a qualified substitute teacher must be obtained to carry out the normal duties of the absent teacher or arrangements must be made by the principal to see that students are properly supervised at all times.

All substitute teachers shall be secured by the principal's office.

All substitute teachers must meet minimum requirements established by the Quitman County School District.

Payment for substitute teaching will be based on the salary schedule established by the School Board.

Substitute teachers will be required to complete the regular school day, remaining on duty until the end of the school day.

Arrangements for Securing Substitutes Teachers

All substitute teachers are hired through Kelly Services.

An updated list of approved substitute teachers will be made available to all schools.

The substitute list will be updated periodically to add approved substitute teacher's names or to delete names as required because of unsatisfactory performance, transfers, and the like.

In cases where the teacher is absent, he/she will inform the principal or his /her designee as directed for his /her school

If the list of approved substitutes has been exhausted, the principal will make arrangements to see that the students are properly supervised at all times.

Substitute teachers will be required to follow the policies and procedures as established by the district.

The Superintendent may employ substitutes on an as-needed basis.

Substitute teachers will be paid at the rate \$84.00 per day.

The principal or his/her designee will call substitute teachers. Completed W-4 Federal and state forms must be on file in the Superintendent's office prior to payment of substitute wages.

Teacher Duties and Responsibilities

Employees in the Quitman County School District will be provided with an official Job Description by their immediate supervisor prior to the beginning of the current school year. Each employee should review the document and familiarize themselves with the Performance Responsibilities as stated in the job description. In additions, teachers are required to adhere to the Mississippi Department of Education's Educators Code of Ethics/Standards of Conduct.

Ethics

As a leader in education, the teacher constitutes the connecting link between the community and its future citizens. For this reason, the teacher should:

Practice the highest code of ethical conduct.

Cultivate exemplary traits of character and behavior.

Face his/her task with all the force of his/her personality.

Have hope that leads to the highest ideals of service.

Have faith in his/her profession and in the youth under his/her supervision.

Have love that puts these ideals into practice.

The following principles will aid the teacher in maintaining high standards of honor and integrity:

Relationship of Teacher to Pupil

The primary obligation of the teaching profession is to guide pupils in the pursuit of knowledge and skills, to prepare them in the ways of democracy, and to help them to become happy, useful, self-supporting citizens. The ultimate strength of the nation lies in the social and civic responsibility, economic competence, and moral strength of the individual American.

Deal justly and impartially with students.

Recognize the differences among students and seek to meet their individual needs.

Encourage students to formulate and work for high individual goals in the development of their physical, intellectual, and creative endowments.

Aid students to develop an understanding and appreciation not only of the opportunities and benefits of American Democracy but also of their obligation to it.

Accept no remuneration for tutoring except in accordance with approved policies of the Board.

Relationship of Teacher to Parents

The members of the teaching profession share with parents the task of shaping each student's purposes and acts toward socially acceptable ends. The effectiveness of many methods of teaching is dependent upon cooperative relationships with the home.

Respect the basic responsibility of parents for their children.

Seek to establish friendly and cooperative relationships with the home.

Help to increase the student's confidence in his/her own home and avoid disparaging remarks which might undermine that confidence.

Provide parents with information that will serve the best interests of their children, and be discreet with information received from parents.

Keep parents informed about the progress of their children as interpreted in terms of the purposes of the school.

Relationship of Teacher to Community

The teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct but also the interaction of the school and the community. Education is most effective when these relationships operate in a friendly, cooperative, and constructive manner.

Adhere to conduct that is becoming to a professional person.

Perform the duties of citizenship, such as voting, and the obligations to students, parents, and teachers.

Discuss controversial issues from an objective point of view, thereby avoiding partisan opinions.

Recognize that the public schools belong to the people of the community and strive to keep the public informed of the educational program which is being provided.

Respect the community and be loyal to the school system, community, state, and nation.

Work to improve education in the community and to strengthen the community's moral, spiritual, and intellectual life.

Use of Social Networking Websites as it Relates to School and Community Relations –

Access of social networking websites for individual use during school hours is prohibited. Employees, faculty and staff should not give social networking passwords to students. All employees, faculty and staff of this school district who participate in social networking websites (Twitter, Instagram, Snapchat, Facebook, etc.) shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom activity. This determination will be made by the Superintendent.

Fraternization via the internet between employees, faculty or staff and students is prohibited and violation of any policies may result in disciplinary action, up to and including termination. Further, employees, faculty and staff should not post derogatory comments on Social Media or comment on the same about students, fellow co-workers, colleagues or the Quitman County School District. Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites, like www.schoolnotes.com, since educational sites are sued solely for educational purposes.

Relationship of Teacher to Administration

The members of the teaching profession have inescapable obligations with respect to employment. Employer-employee responsibilities are based upon mutual respect and good faith.

Conduct professional business through the proper channels.

Refrain from discussing confidential and official information with unauthorized persons.

Apply for employment in a professional manner on the basis of qualifications only, and avoid asking for a specific position known to be filled by another teacher.

Adhere to the conditions of a contract until service thereunder has been performed, the contract has been terminated by mutual consent, or the contract has otherwise been legally terminated.

Give and expect due notice before a change in position is to be made.

Be fair in all recommendations that are given concerning the work of other teachers.

Accept no compensation from producers of instructional supplies when one's recommendations affect the local purchase or use of such teaching aids.

Engage in no gainful employment, outside of contract, where the employment affects professional status adversely or impairs standing with students, associates, and the community.

Accept obligations to the employing Board for maintaining a professional level of service.

Be professional by willingly accepting student teachers when asked.

Relationship of Teacher to Teacher

The teaching profession is distinguished from many other occupations by the uniqueness and quality of the professional relationship among all teachers. Community support and respect are influenced by the standards of teachers and their attitudes toward teaching and other teachers.

Deal with other members of the profession in the same manner as you wish to be treated.

Speak constructively of other teachers, but report honestly to responsible persons in matters involving the welfare of students, the school system, and the profession.

Maintain active membership in professional organizations and, through participation, strive to attain the objectives that justify such organized groups.

Seek to make professional growth continuous by such procedures as study, research, travel, conferences, and attendance at professional meetings.

Make the teaching profession so attractive in ideals and practices that sincere and able young people will want to enter it.

Certification

In the matter of certification, all certified personnel will conform with the requirement of the State Department of Education. In addition, certified personnel will meet all local requirements established by the School Board, including all staff development requirements.

All staff will be properly certified in the area(s) in which they are serving.

All administrators/supervisors will be properly endorsed for such assignment.

All teachers will be properly endorsed for teaching assignments. (Secondary teachers may teach in departmentalized 5th and 6th grade classes with proper certification and endorsement for such assignment.)

In order to teach an additional subject for a minor portion of the day, a teacher must meet certification/accreditation requirements of the State Department of Education.

Each secondary school will have on staff at least one certified /endorsed teacher in each of the following academic areas: English, Mathematics, science, social studies.

Personnel in areas other than education must have the professional credentials and/or state license issued by their respected professional area(s) (nurse, Psychologist, etc.

Responsibility for Discipline

Each teacher shall be responsible for maintaining satisfactory discipline on the part of each student assigned to him/her and shall contribute to the good discipline of those whom he/she observes during the working day who, for one reason or another, are not under the immediate supervision of another teacher. Included in this responsibility is the duty to plan classroom work and other activities so that students become engaged in their studies or activities immediately after the class begins. It is expected that student traffic during class periods will be held to an absolute minimum, with students leaving the room only in the event of

emergencies that cannot wait until the break between class periods. Failure of the teacher to meet disciplinary responsibilities in a consistent manner in accordance with District policies and procedures will constitute grounds for dismissal.

Leaving School Grounds or Duty Posts

Except in case of emergency and with approval of the principal, certified and classified employees are expected to remain on the school grounds from check-in until check-out time and they are to remain in their classrooms during sessions or on their duty posts for the entire assigned time.

Lesson Plans – Instruction – Grades

The teacher shall prepare a lesson plan of class activities and procedures in advance, and have the principal's approval of that plan. These plans will aid principals in performing their duties and serve as a guide for substitute teachers. Principals will check each teacher's lesson plans on a regular basis. Teachers are expected to work with supervisors, lead teachers, and other administrators to develop relevant and teachable lesson plans.

All grades are to be maintained in the designated grade recording instrument. Teachers are encouraged to record actual scores and retain several copies.

Supervision/Duty Schedule

Each principal shall be responsible for developing a teacher duty schedule so that every pupil will be under continuous supervision during the entire school day and at all school-sponsored activities so as to provide maximum safety and wellbeing for each student.

The school bell does not excuse students from the classroom. Each teacher shall give notice of dismissal and stand in the doorway of his/her classroom to supervise children as they pass in and out of the classroom and through the corridor.

It is expected that all teachers will correct any misbehavior at any time, regardless of assignment. Students are not to be excused from the class for any reason except illness or emergency without permission of the teacher.

Assistant Teachers

Assistant teachers are paraprofessionals who work under the supervision of the classroom teacher to whom they are assigned. Assistant teachers are ultimately responsible to the school principal, and in no case shall the assistant teacher discharge duties assigned by the classroom teacher that are in conflict with administrative policies, procedures, or requests.

Library and lab facilitators work under the direct supervision of the principal.

Assistant teachers are not to administer or prescribe punishment to students. Misbehavior should be reported to the teacher or principal. Assistant teachers who fail to adhere to this policy will be subject to discipline, up to and including termination.

Assistant teachers are not responsible for planning a program of study for students but they are responsible for collaboration with the teacher and be able to instruct the students in the absences of the teacher.

Assistant teachers are to conform to the standards set for teachers in the area of ethics, dress, etc.

The assistant teacher program in the District shall be in compliance with State Department of Education requirements and state law regarding assistant teachers.

Substitute Teachers

If a teacher must be absent because of illness or for any other reason categorized under the approved leave policy, a qualified substitute teacher may be obtained to carry out the normal duties of the absent teacher or arrangements must be made by the principal to see that students are properly supervised at all times. All substitute teachers shall be secured by the principal's office.

Evaluation of Teachers

A formal evaluation should consist of one (1) class period or at a minimum 45 minutes of direct observation. Formal evaluations may be announced (if the principal so decides). Principals are not limited to one (1) classroom visit for evaluation but may visit as many times as needed. Principals are also required to conduct multiple walk-through observation.

If one (1) or more performance categories are determined to "need improvement" or "not satisfactory," a written plan for professional growth will be required for the employee.

If a deficiency is detected, the teacher is to be called in immediately and conferred with concerning the deficiency. Written records are to be maintained on the conference and suggestions for improvement and copies given to teacher within three (3) days.

After classroom visits are completed and before March 1, an evaluation conference is to be held with each teacher.

Outside Employment – Tutoring

Outside employment that would interfere with proper discharge of professional responsibility or that is not in keeping with the dignity of the profession is discouraged.

Teachers who tutor private students after school hours shall secure approval of the Superintendent. Tutoring shall at no time interfere with school meetings. Private tutoring shall not take place during the school day. Teachers are not permitted to tutor privately for pay those students who are in their own charge as employees of this district.

Field Trips

A field trip is any planned activity involving students away from the school but under the jurisdiction and supervision of the school.

As an important part of the educational service of the school, students may be taken on field trips. Such trips are made only with the permission of the parent or guardian that must be

placed on file in the principal's office. When such events are being planned, permission slips prepared by the district administration will be sent home and signed by the parent or guardian. All field trips are supervised by regular classroom teachers and/or other certified staff members employed by the school district. No field trips should be requested during the weeks of term or state tests.

The district establishes the cost of the school, club, athletic activity, or organization for utilizing school buses on trips and information is available in the office of the Director of Transportation.

Procedures

The administration is aware of the need for and desirability of field trips to enrich the experiences of students. These trips must be planned in advance and designed to augment lesson plans of the teacher. Forms will be provided for each teacher who requests a field trip. Field trips must have the endorsement of the principal, the appropriate central office administrator, and/or the Superintendent. Teachers requesting permission to take field trips must show the relationship of the trips to bona fide work of the classroom. It should be clearly understood that field trips are educational in nature. Proof of insurance may be required by the administration prior to the student's participation in field trips at the discretion of the Superintendent.

The principal must be notified by the teacher in writing at least ten (10) school days in advance on the proper field trip request form. This field trip request must be made prior to any discussion with parents or students and prior to giving any information about the field trip to students or parents.

Request for permission to make a field trip must be in writing, and the principal and appropriate central office administration and/or the Superintendent must give written approval before parents are informed.

Permission forms must be signed by the parent(s) of each student making the trip.

A field trip must be related specifically to the instructional program.

Overnight field trips are not permitted unless approved by the Superintendent and the Board.

All field trips must be concluded five (5) school days prior to the week of term examinations.

No field trips in grades 7-12 will be approved for weeks of term tests or in grades K-12 for five (5) school days before the date designated for state or district testing.

Costs incurred must come from the school's instructional budget and/or the appropriate department's budget and/or the students will assume the entire or partial costs of the field trip when the trip has not been included in the district or school budget. All student fees shall be collected prior to departure.

The person initiating the request for the field trip shall be responsible for meeting all requirements related to the trip as defined in this policy.

All requests for field trips must have prior written approval by the appropriate central office administrator and/or the Superintendent.

Mail Boxes and Bulletin Board

Each teacher's private and professional correspondence and material will be placed in a labeled box in a convenient place. Students are not allowed in the area and will not be permitted to remove materials from a teacher's box.

Notices of a personal or professional interest to teachers may be posted on a teacher's bulletin board nearby, but should be removed after a reasonable length of time. Faculty mailboxes are to be used for the distribution of school mail only. Prior to the distribution of any mail by any organization, approval must be secured from the principal.

Evaluation-Recommendation for Continuation of Employment-Certified Employees

A report of the decision of the Superintendent of Education regarding recommendations for continuation of employment shall be presented to the School Board before April 8 each year.

An observation instrument shall be utilized for student support personnel that measures the level of competence of said personnel in implementing major student support skills. These behaviors shall include the development and implementation of a student support program which addresses student and instructional program needs. They shall further provide for individual and group counseling with students and consultation by parents, teachers, administrators, and agency personnel.

Evaluation shall be an ongoing process by the building principal, immediate supervisor, and /or administrator to whom the employee reports.

An observation instrument shall be employed for library media specialists which measures demonstrated skills in organization and administration of library media resources of the school and support of the instructional program of the school. The observation instrument shall measure the extent to which the media specialist has established the media program as an integral part of the total instructional program. The following items will be used as indicators of the acceptable performance and shall be a part of the measurement instrument.

1. Demonstrates a pattern of regular involvement in instructional planning with administrators and teachers of the school.
2. Serves as resource in curriculum development and implementation by coordinating purchases with instructional needs and objectives and coordinating instructional television in such a manner as to complement the instructional management program in the school.
3. Contributes to the development of needs and short or long-range for the total school program.
4. Consults with and employs teachers' input in selecting and purchasing materials, books, and audio-visual supplies and equipment.

INVENTORY

Senate Bill 1668 and 1669, as passed during the 1995 Legislative session, require public school District to establish fixed asset accountability plans. All equipment with a value of \$500.00 or

more, or equipment considered to be “highly walkable” such as televisions, VCRs, etc. must be inventoried. School personnel are responsible for the inventory assigned to them.

When new equipment is purchased, it shall be inventoried. The District will hold the person requesting the material responsible for notifying the Fixed Assets Supervisor that they have equipment that needs inventorying. The Fixed Assets Supervisor may be contacted through the Business Manager. A tracking report completed in detail shall be forwarded to the business manager once new equipment is tagged and added to inventory.

Maintaining the Fixed Asset System

Areas of Responsibility.

Development of procedures and forms: Procedures and forms necessary to maintain the system and keep it current will be developed. These forms and procedures will address acquisitions, adjustment, transfers and disposals. The local School Board will be responsible for development of the procedures and the business manager will be responsible for development of the tracking forms.

Performance of procedures and processing of forms: The individual(s) responsible for the performance of the procedures and processing of forms is/are:

Procedures-Principals/Supervisors/Inventory Clerks at local school levels.

Processing-Business Manager.

Stewardship for equipment: Responsibility for the physical custody of the fixed assets will be assigned as follows to the person with physical control of the asset:

L Land	S Superintendent
B Buildings	S Superintendent
I Improvements other than building	S Superintendent
Mobile Equipment	T Transportation Director
F Furniture and Equipment	P Principal
	S Supervisors – All Departments (Includes teachers, Office staff, Custodial/Maintenance Staff)
L Lease Property under capital leases	P Principal
	S Supervisors – All Departments
	T Teachers, Office Staff, Custodial/Maintenance Staff
C Construction in progress	S Superintendent

Policy for annual Physical inventories-a physical inventory will be taken at least annually once the system is established. For the FY 2–3 school year a physical inventory will be taken twice a year. The individual(s) responsible for the inventory procedures(s) is/are:

Superintendent

Business Manager

Fixed Assets Supervisor

Principals

Supervisors – All Departments

Teachers

Office Staff

Janitorial/Maintenance Staff

Any merchandise lost or missing must be IMMEDIATELY reported to the Fixed Assets Supervisor on the proper form. A police report shall be made for all stolen equipment and a copy of the report forwarded to the Superintendent's office within seven (7) days of the discovery of theft. Employees may be requested to make compensation for lost or stolen items that were under their supervision. (The School Board will make the determination).

General Information

MAINTENANCE REQUEST

Employees shall make a maintenance request on proper forms provided by the principal. The principal shall forward the maintenance request to the supervisor of maintenance. Work orders must be attached to requisitions indicating the place the job will be performed.

SUPPLIES/MATERIALS

All supplies must be requisitioned from the principal. The principal for use when needed keeps consumable classroom supplies. The principal will keep a record of supplies checked out by each teacher or assistant.

EXPENDITURE OF EEF SUPPLIES & MATERIALS

Each year Quitman County School District receives an education enhancement fund (EEF), an allocation from the state to supplement instructional spending in the classroom setting. These funds are not to be used to supplant spending required from other funding sources. Below are the Minimum guidelines that should be utilized before any expenditure of EEF Supplies & material funds will be approved.

ALL EEF purchases shall follow purchasing guideline set forth by the State Department of Audit and other regulatory agencies of the Quitman County School District and other state agencies.

Expenditure of EEF funds may be made for the purchase of any consumable or non-consumable instructional supplies, materials, or equipment. Occasionally, a teacher may be asked to provide written justification if an expenditure does not seem to fall in the above categories. All equipment shall be subject to fixed asset inventory policies.

EEF funds must be expended by March 1 of each year.

School districts are not required to fully expend their allocations in the year in which they are received. Such funds may be carried forward for expenditure in any succeeding school year, provided a written spending plan is on file in the office of the Superintendent of Education. However, Districts are encouraged to expend their funds in the year in which they are received. If a School District does not fully expend their allocations, the excess must be carried forward to the next school year, added to the next year's allocation and allocated equally to all teachers. In order to allow teachers to have flexibility, the school principal may allow them to accumulate their funds over a period of two (2) or more years pursuant to written justification.

Requisitions/Purchase Orders/Receiving Reports

The Quitman County School Board has adopted the following purchasing policy to be used by all employees:

All purchases will be made under provision of appropriate section of the Mississippi Code, 1972, as amended.

The Quitman County School Board has designated the Superintendent of Education to determine emergency situations and to act as required by state law in carrying out all emergency purchases.

It is required that teachers do not make unauthorized purchases to be charged to the school.

All staff members are required not to purchase items or materials for the school without first obtaining approval from the principal. No items are ever to be charged to the school except by the use of purchase orders secured through the school office. Items charged by school personnel except through these channels will be the responsibility of the person charging the items or materials.

The Quitman County School District will maintain detailed subsidiary records of documenting of valuation (cost of fair market value at the date of purchase or donation) of buildings and equipment under General Fixed Asset Account Group for any item that costs over \$500.00 by coding object 730 and items under \$500.00 will be coded 740. Expenditures made for the renovation of building and major repairs to buildings that add square footage to the building will also be capitalized.

Requisition Form must be completed in detail and signed by proper officials and sent to the Superintendent of Education's office for processing.

Purchase order will be approved by each Principal, Supervisor, and Superintendent of Education. ORIGINAL PURCHASE ORDER WILL BE RETURNED TO THE PERSON REQUESTING THE MATERIAL FOR VERIFICATION.

Merchandise ordered will be shipped directly to the person ordering the materials/supplies.

Upon receipt of order, merchandise must be inspected and counted and a receiving date stamp on requisitions.

Payment will be made when all of the following have been completed:

Requisition form completed and approved.

Purchase order form completed and approved.

Receiving report completed with date stamp on invoice.

Invoice received and date stamp on when received merchandise.

The person requesting the requisition will be held directly responsible for returning the receiving report to the proper officials and ensuring that equipment purchased is tagged for fixed asset inventory.

The Quitman County School Board has adopted the above purchasing policy. FAILURE TO ADHERE TO THIS POLICY SHALL RESULT IN THE EMPLOYEE ASSUMING LIABILITY FOR PAYMENT OF THE CLAIM. Requisitions must be signed by Superintendent of Education. All requisitions with a value of \$5000.00 to \$15,000.00 must have two (2) written quotes attached.

No requisition will be approved if it does not meet the above criteria. It will be the responsibility of the person requesting the material to complete the receiving report and return it to the Superintendent's office. ALL RECEIVING REPORTS MUST BE IN THE SUPERINTENDENT'S OFFICE BY THE FIRST WEDNESDAY OF EACH MONTH.

Cafeteria Program

The Quitman County School District shall provide a program of food services for students and staff under the supervision of the designated administrator and in accord with all applicable federal and state guidelines and requirements. Procedures for the effective operation of the food services program shall be developed and properly communicated to all staff involved.

Employees are encouraged to go to the cafeteria for breakfast and lunch. Teachers are to go to lunch with their students. Those teachers and assistants present are expected to supervise student conduct. Under no circumstances are students to be allowed to loiter in the cafeteria.

Removal of food, trays, glasses, forks, etc. from the cafeteria is prohibited. Teachers are not to send students to the cafeteria for anything. At no time are staff allowed to eat from a student's tray.

District policies governing food services for students are adopted by the Quitman County School Board and published annually in the Student Handbook as official policy statements of the Quitman County School District.

Employees must pay for all meals.

Textbooks

Textbooks from state approved lists shall be furnished to all students without charge to the extent that state textbook funds are provided. The Superintendent may authorize the purchase of textbooks from sources other than state adopted lists when local funds for that purpose are available.

Textbook selection procedures shall be in accordance with regulations of the State Department of Education.

Subject to review by the Quitman County School Board, the Superintendent shall be responsible for developing procedures for the selection of instructional media other than state adopted textbooks.

These selection procedures shall be in accordance with the rules and regulations and minimum standards of the Mississippi State School Board where applicable.

Selection of Textbooks

The process for selection of textbooks to be used at the school district level begins with the State Textbook Board's approved textbook list. It is the district's goal for as many teachers as possible to have input into the textbook selection for the various levels and courses taught. In order to accomplish this, the following procedures are followed in selecting textbooks to be used.

Issuance of approved textbook list by the State Textbook Commission or other textbooks selected by the local district with State Department of Education approval.

Establishment of local review committee at the grade level and /or department level for evaluating books on the State adopted list.

Review of textbook by local review committee.

District hearing with textbook consultants from publishers under review.

Recommendation by committee to the Superintendent of Education for books to be purchased.

Final recommendation by the Superintendent to the Quitman County School Board.

Pursuant to MS CODE ANN 37-7-301, the school boards of all School Districts, as part of their duties to prescribe the use of textbooks, may provide that parents and legal guardians are responsible for the textbooks and for compensation to the School District for any books which are not returned to the proper schools upon the withdrawal of their dependent child. If a textbook is lost or not returned by any student who drops out of the Public School District, the parent or legal guardian shall also compensate the School District for the fair market value of the textbooks.

The labels on the inside covers of the textbooks shall be filled out completely before the books are issued to pupils. Duplicate textbook cards shall 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 teachers. These cards shall be filled out completely so that the identity and condition of the books issued are clearly shown.

Teachers must record the condition of the book, the book number and the kind of book on the school copy and on the student copy.

At the end of the school 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 him/her as a receipt. The pupil shall present this card upon re-enrollment at the school next attended before any books are issued to him.

Lost or Damaged Textbooks

If a book has been lost, or damaged, there will be a charge assessed for the fair market value of the book.

Salesmen, Solicitors and Visitors

Principals shall make certain whether a visitor is at the school for business or personal reasons. Vendors shall be given an identification badge by the principal of the school the visitor is attending. Visitor badges must be returned to the principal when the visitor leaves the school.

Salesperson and commercial firm representatives, including insurance, annuity, and investment companies, may visit schools only for a specific purpose related to schools. Permission for that purpose must be secured at the office of the Superintendent of Education and /or his /her designee before salespersons may call at a school. Permission, if granted, will allow contact only with the building principal.

At no time will vendors be permitted to contact teachers or other employees at the school during school hours. If requested by the teacher or other employees, a vendor may see the teacher or employee after school hours. At the request of the school staff and with the approval of the Superintendent of Education and /or his/her designee, a vendor may be given a special invitation to visit the school staff for a special purpose and /or distribute literature.

Visitors who are observing teachers will act according to the teacher's instruction. Visitors who are observing a class shall not interrupt the class and will consult with a teacher in a manner and at a time so as not to prohibit a teacher from teaching during normal work hours.

Activity Funds

Activity funds shall be spent in accordance with section 37-7-301(t), Miss. Code Ann. (1973), "for any necessary expenses or travel costs, including advances, incurred by students and their chaperones in attending any in-state or out-of-state school related programs, conventions or seminars and/or any commodities, equipment, travel expenses, contractual services, or school supplies which the school board deems beneficial to the official or extracurricular programs of the district.

Each local school may maintain its own bank account for the receipt and disbursement of activity funds. The account must be styled "name of school/Complex Activity Fund." The only persons authorized to sign checks on the account are the principal/directors. Bank statements for each account will be sent directly by the bank to the central office, which will be responsible for preparing monthly bank reconciliations. Accounts must be in financial institutions selected by the School Board in accordance with state statutes.

All activity funds received by a local school/complex must be deposited into its account by the principal /director. The principal /director must maintain a permanent three-part receipts book, containing such information as prescribed by the State Auditor's Office, to record receipts. A person transmitting this money to the principal/director for deposit will be given the original receipts, the second copy will be attached to the transmittal report to the central office, and the third copy will be kept in the book and on permanent file in the principal's

office. All of these pre-numbered receipts must be accounted for. A copy of the deposit slip indicating the amounts of money deposited to the bank must also be attached to the transmittal report. The deposit slip should indicate the sequence of receipt numbers that particular deposit covers. The receipts should be deposited in a timely manner, preferably daily.

Any disbursements of activity funds must be made from the account on pre-numbered checks and adequately supported as to the reason for disbursement. All purchases made with activity funds must comply with the state purchasing laws.

Student Activities Fund Management

It is the desire and express intent of the school administration staff to comply with the state laws and inherent moral and public responsibility regarding purchasing, payment, and accounting for students' activity and /or club funds.

Funds raised by PTOs are not public funds for which the school system is responsible.

The following policies and procedures are to be employed in the utilization of any class, club, or activity fund:

Petty Cash Purchases

Principal/supervisor and club or activity sponsor's approval before the fact is required.

An itemized cash ticket or a signed statement from the club sponsor shall be presented to the principal/supervisor for reimbursement from his/her Petty Cash Fund.

Purchases for Planned Activities Where Supplies Can Be Determined Well in Advance

A requisition should be prepared, itemizing the needed supplies and bearing the club sponsor's and the principal's or supervisor's signatures.

Purchases of Supplies and Goods for Resale

(These purchases shall be considered one-source items.)

Club sponsor shall obtain prior approval from the principal /supervisor, and the Superintendent of Education must approve in writing the fund-raising activity prior to arrangement for the purchase of the supplies for resale.

No activity or fund-raising project shall employ any elementary student in door-to-door or off-campus solicitation.

A requisition for purchase of supplies for resale shall be prepared and processed.

Cash Collections

Any cash collection from a student or any club activity will be receipted through the principal's office daily, where in turn it will be receipted and deposited daily into the proper fund.

Collections for any item that will be used in the regular classroom instruction (i.e., workbooks SRA, etc.) will not be charged, nor will the funds be deposited into an activity fund.

Receiving of Goods and Service

When a teacher receives goods, the following procedures must be followed:

Before signing the freight bill, check contents to assure that there is no damage which occurred in transit. Verify quantities received against the vendor's packing list or delivery ticket. If there are any exceptions, write these on the face of the freight bill and have driver sign the bill on its face. Then sign as to receipt of the goods with exception noted. If contents are damaged beyond use, refuse shipment for return to vendor and notify the purchasing agent.

If goods are acceptable and purchase order is complete, sign receiving copy of order and attach freight bill copy and packing list and send to accounting office. If there is an exception as to conditions, quantity over or short, or damage in transit, note same on receiving copy of order before sending it to accounting office.

After receiving goods, and sending receiving copy of purchase order to accounting, if goods are found to be defective or if there is any other exception, notify principal's office.

Activity Transportation, Travel, Meals, and Lodging:

School buses can be used for field trips where scheduling permits.

Any cost incurred shall be charged to the school's activity or respective club account.

The central office shall invoice each club or activity for use of district-owned school buses.

The Superintendent, at his/her discretion, may approve additional expenditures.

Items Purchases for Resale to Students

In accordance with State and Use Tax Laws, any item purchased for resale to students is taxable at the rate of eight (8) percent. The vendor is required to bill the individual school for this tax and pay the tax to the State Tax Commission. Sponsors of student activities involving purchase of items for resale to students must consider this charge and require the inclusion of his tax in any agreement with the vendor for such items.

EMERGENCIES/ILLNESS

ILLNESS OF STUDENTS

Students who complain of illness to their teacher should be sent to the principal's office or nurse and not permitted to disrupt or delay instruction.

Student Medical Care

School District employees shall not render medical care to students, except for first aid. Parents/guardians shall be notified immediately by school authorities should a student become ill or injured at school or at a school-sponsored activity. This will allow the parents/guardian to assume control over the student. In the event of serious illness or injury and the

parent/guardian cannot be contacted, school authorities shall seek immediately professional medical care. Such care shall be at the expense of the parent/guardian.

Student Medication

The medication policy has been revised in accordance with the guidelines established by the Mississippi Department of Education and the Mississippi Department of Health. For any student requiring medication during school hours, the following regulations apply:

- A completed Administration of Prescribed Medication form must be completed by the parent or legal guardian and be on file in the school office. The form includes the following information:
 - A copy of the prescription and recommended dosage
 - The physician's requirements specifying frequency and method of administration
 - The physician's description of anticipated reactions of the student to the prescribed medication
 - Parental permission and signature approving the administration of the prescribed medication
 - The physician's signature
- For over-the-counter medicine, a written consent form signed by the parent or legal guardian and the child's physician.
- The parent or legal guardian must bring medications to school and pick them up. The student may not transport medication at any time.
- The medication must be brought to school in the original prescription bottle, properly labeled by the pharmacist as prescribed by law. If the doctor changes the dosage, the parent or legal guardian is required to provide a new bottle with the corrected dosage on the label.
- The parent or legal guardian must notify the school immediately if the medication is no longer required.
- The medication will be kept and dispensed from the school office by the principal or his designee. Dispense log must be kept and signed.

Schools in the Quitman County School District will refuse to administer prescribed medications or over-the-counter medications to any student whose parent/guardian has not fully completed the approved Administration of Prescribed Medication form (available at the school office).

It is encouraged that medication, whenever possible, be given at home before and after school.

Asthma Medications

Quitman County School District permits the self-administration of asthma medications. Each year prior to the start of school, the student's parent or legal guardian must:

- Provide written authorization for the self-administration to the school and
- Provide a written statement from the student health care practitioner that the student has asthma and has been instructed in self-administration of asthma medications. The statement, which shall be kept on file in the office of the school administrator shall also include a) name and purpose of medications; b) prescribed dosage; and c) time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered; and d) the length of time for which the medications are prescribed.

The parent or legal guardian each year shall sign a statement acknowledging that the school shall incur no liability. (House Bill 1072)

Communicable Disease

A child with a communicable disease will be excluded from school for a required number of days or until cleared by a health agency or the school nurse. Parents must secure a release from the local health agency or their family physician prior to returning to school

Minimum Time before Return to School

- Conjunctivitis (Pink Eye) – 24 hours after treatment has begun
- Measles – 7 days minimum from appearance of rash
- Meningitis – 24 hours after start of chemotherapy
- Mumps – 9 days after onset of swelling or until swelling of salivary glands has subsided
- Streptococcal Infection – 24 hours after beginning a prescribed treatment
- Scabies (itch) – 24 hours after beginning a prescribed treatment
- Pediculosis (lice) – after treatment with an approved louse-killing product for removal of nits (eggs) from the hair. Student must bring an empty treatment box before he or she can return to school as well as the purchase receipt of said treatment.
- Chicken Pox – 7 days minimum from appearance of blisters
- Ringworm – evidence of medication required and continuous treatment

Head Lice

Upon the third incidence of head lice infestation by the same student with the school year, the student will not be allowed to return to school until proof of treatment is obtained from the county health department. The principal, assistant principal, or guidance counselor will notify the county health department of the recurring problem of head lice with the student.

Legislation mandates that the county health department shall instruct the child's parent or guardian how to treat lice, eliminate head lice from household items, and prevent the recurrence of head lice. The county health department shall have authority to charge the child's parent or guardian a fee to recover its costs of providing treatment and counseling for head lice.

Safety/Emergency Operations

Fire

Each school will establish its procedures for fire drills, including signals, and will carry out the request drills throughout the year. Individual evacuation plans are included in the Emergency Operation Plan prepared by the Quitman County School District and approved by the School Board. In case of fire:

Evacuate the building as planned in the fire drill procedure.

Call the fire department IMMEDIATELY.

Notify the Superintendent of Education.

Return to the building only after the all-clear signal has been sounded.

If fire damage has resulted, the principal will decide in conjunction with fire department officials whether it is safe to return to the building.

Emergency Drills

The School Board, in accordance with state law, requires that all schools formulate and practice emergency drill activities.

Fire Drills

The principal shall conduct a fire drill within the first two weeks of the opening of school and at least once each month thereafter. The drill shall include all students and all school employees. The route of egress and alternative route should be clearly understood by all employees and shall be posted in each classroom in the building.

Other Emergency Drills

Other emergency drills and evacuation procedures shall be conducted and routes designated when deemed necessary. Procedures for emergency conditions such as tornados, storm, or flash floods shall be developed for every school by the principal.

In cases of emergency, it may become necessary to retain students at the school building, since parents may not be at home. Parents may come to the school premises to pick up children if they so desire during any type of emergency prior to actual drill participation. Once a child is involved in the emergency drill procedures, parents will not be permitted to remove their children from school premises until the emergency drill is over:

Schools are sometime faced with emergencies that require the total cooperation of staff members and students. The Quitman County schools have made detailed plans for operating

the school under such emergency condition as fire, tornado, flood, severe weather, and other disasters.

Fire drills and other disaster preparedness measures are a regular part of each school's program. Students are expected to be taught the procedures to follow under emergency condition and to cooperate fully with the supervising teacher.

Detailed instructions for emergency operations will be outlined to all students at their respective schools.

It shall be the duty of the principal and teachers in each building of this School District to instruct the pupils in the methods of fire drills and to practice drills until all pupils in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such pupils well drilled. It shall be the duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the State Department of Education. The school shall have a current disaster plan and conduct regular safety drills for fires, tornados, and earthquakes.

Earthquake Drills

Staff members-administrators and teachers-will take charge and give instructions in a firm, calm manner.

No person should rush outdoors. The greatest danger is immediately outside entrances and close to walls.

Students should take cover under desks, tables, and heavy furniture, in interior doorways, or against weight-bearing inside walls. Stay away from windows, lights fixtures and gymnasiums, cafeterias, or other large areas.

After the quake is over, evacuate the building and move to the open area

Avoid fallen wires

Do not start fires.

Do not enter buildings until they have been inspected by competent personnel.

Emergency Management/Disaster Plan

Each school shall have an emergency management disaster plan on file in the main office. A warning system and appropriate procedure shall be known and provided to all personnel in the respective school. Periodic practice as set forth in the school plan. All such plan shall be on file at the central office.

Schools shall be dismissed only by the Office of the Superintendent. Each school principal shall use his/her judgment in putting the appropriate disaster plan into effect. The Office of the Superintendent shall provide all possible information and subsequent directions to the school principal. Principals should refer to adopted policies and procedures on natural and other disasters. Each principal shall acquire and maintain a battery-operated radio for his/her office.

The emergency management plan shall include, but not be limited to, instructions for fires, tornados, hurricanes, nuclear attacks, floods and hazardous waste spills.

Safety Program

The school principal shall have a current disaster plan and conduct safety drills.

The school principal shall develop contingency plans for the operation of his/her school. These policies and procedures for dealing with routine and emergency situations, illness or injury to students or staff shall be posted in a well-known, readily accessible location in the school.

The school principal shall develop a weekly schedule of inspection to ensure that the building and grounds are safe, clean, and orderly and promptly notify appropriate school personnel of any dangerous condition of the school's property.

Any activity taking place in the school building or on the school grounds shall be adequately supervised.

School Violence/Criminal Act

Any unlawful or violent act is absolutely prohibited on school property or during school-related activities. A student shall be subject to automatic suspension and recommendation of expulsion by the Superintendent or principal when there exist reasonable grounds to believe that a student has committed an unlawful or violent act or threatens the safety of the student or others. Such suspension pending expulsion shall take effect immediately subject to the procedures of due process. When any school employee has knowledge that an unlawful activity or violent act has or may have occurred on school property or at a school-related event:

IMMEDIATELY UPON RECEIVING INFORMATION OF SUCH ACT, the following oral report must be made:

The employee shall notify his/her principal.

The principal shall notify appropriate law enforcement officials.

In any emergency situation and when the principal is not immediately available, the employee shall notify the appropriate central office administrator, preferably the Superintendent or Deputy Superintendent.

AS SOON AS POSSIBLE, and in no event more than 24 hours after the oral report is made, the following written reports shall be made:

INITIAL REPORT- an employee making the oral report shall complete and submit the principal a written report on the School Violence/Criminal Act Reporting Form.

PRINCIPAL 'S REPORT- The principal, upon determining that a reasonable basis exists for believing that the unlawful or violent act has occurred, shall complete and submit to the appropriate local law enforcement agency and to the Superintendent a written report on the School Violence/Criminal Act Reporting Form.

SUPERINTENDENT’S REPORT- The Superintendent shall complete and submit to the Youth Court, appropriate local law enforcement agency, and the parent/legal guardian an affidavit on the School Violence/Criminal Act Reporting Form if:

Expulsion resulted from a student’s criminal act and/or

A student committed a violent act.

The applicable Mississippi Law defines the crimes that must be reported.

TRANSPORTATION OF STUDENTS

Student Vehicles

The private vehicles of students shall remain parked and locked while at school and until the end of the student’s school day. The private vehicle of a student shall not be used by the student or by another student to run errands, transport students to school-sponsored activities, field trips or for any other purpose, other than the personal transportation of the student to and from school and for doctors’ appointments and bona fide emergencies approved in advance by the parent/guardian and principal. The parent reassumes control over the student at the time the student leaves the school premises.

School-Sponsored Activities

Students who are to be players, participants, or performers in school-sponsored activities shall be transported to all such activities in School District owned or leased vehicles. Students shall not be allowed to travel in their private vehicles, with or without other students, to said school-sponsored activities.

Each bus driver shall have a valid bus driver’s license and shall operate the bus according to all specified safety procedures to ensure optimal safety of passengers.

Each school bus shall have a properly executed trip sheet.

Use of Private Vehicles for Student Transportation

To safeguard the District in matters of liability, particularly related to a staff member transporting a student or students in his/her own vehicle for school purposes, the following policy shall be observed.

The staff member shall have the written permission of the Superintendent or his/her designee.

Persons authorized to use their vehicles for school business purpose shall provide liability coverage and shall furnish proof of such coverage to the Superintendent prior to such use.

In case of accident, the District shall assume no responsibility for liability.

No student shall be sent on school errands in a student or staff members’ car.

Personnel in the Quitman County School District are sometimes called upon to transport students under emergency conditions or in other situation involving the well-being of students. It shall be the policy of the Quitman County School District to permit transportation

of a student by the Quitman County staff member to the student's home or for emergency medical treatment when a student's parents or designated representatives (as indicated on the check-out section of the Student Locator Card) cannot be contacted and when, in the best judgment of the professional staff member, the medical or physical well-being of the student is involved or when the parent(s) or designated representative has been contacted and has given permission for such transportation.

School personnel shall not be permitted or required to transport students for such reasons as failure to have compliance or birth certificates or for non-essential dental or medical appointment.

Faced with an emergency situation or other situation in which a child needs to be transported from the school to his/her home or to a medical center, members of the staff will make every effort to contact parents or designated representative before making an arrangement to transport the student. School personnel shall be permitted to transport a student to his/her home or for medical assistance only when other reasonable means of securing transportation have been explored. Transportation will be provided only by designated professional personnel and in designated professional personnel and in designated vehicles.

In situations deemed life-threatening or in other incidents requiring emergency medical services, professional personnel of the district shall secure such emergency medical services by the safest and quickest method possible, including calling for ambulance service, if necessary. The school district or school personnel shall not be liable for payment for any such services, and parents will be expected to pay all costs.

In situations requiring transportation of a student under other-than-emergency conditions, staff members shall make every effort to secure parent permission for transporting the student to the student's home or for medical assistance, using the form provided by the schools.

High school or other district students involved in school-sponsored events are transported by school personnel or use their own transportation in relation to those events and activities, good judgment and liability occurring as a result of transporting of students for school activities.

STUDENT CODE OF CONDUCT

Referring Students to the Office

When a classroom teacher sends a student to the office for a discipline referral, the teacher has turned the authority for corrective action over to the administrator.

At no time is a teacher to inform the student of impending consequences when referring the student to the office.

Appropriate discipline forms must be completed and sent to the office when referring a student.

In-School Suspension

If an administrator assigns a student to in-school suspension, the student's classroom teacher(s) will be notified at least one day in advance. It is the teacher's responsibility to provide enough meaningful work to keep the student busy for that portion of the school day for which the teacher is responsible. (Refer to the students' handbook.)

EDUCATOR CODE OF CONDUCT

The Mississippi Educator Code of Ethics Standards of Conduct 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 ethical 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).

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:

- a. Encouraging and supporting colleagues in developing and maintaining high standards
- b. Respecting fellow educators and participating in the development of a professional teaching environment
- c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
- d. Providing professional education services in a nondiscriminatory manner
- e. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
- f. 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:

- a. Harassment of colleagues
- b. Misuse or mismanagement of tests or test materials
- c. Inappropriate language on school grounds or any school related activity
- d. Physical altercations
- e. 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:

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

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

- a. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
 - 1. employment history, professional qualifications, criminal history, and 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
- b. 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 Relationships

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:

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

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

- a. Committing any act of child abuse
- b. Committing any act of cruelty to children or any act of child endangerment
- c. Committing or soliciting any unlawful sexual act
- d.

Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability

e. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs

f. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with students.

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

- | | |
|-------------------------------------------------------|-----|
| sexual jokes | 1. |
| 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:

- a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
- b. Harming others by knowingly making false statements about a colleague or the school system
- c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
- d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
- e. 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:

- a. 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:

- a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
- b. 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. c.

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:

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

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

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

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:

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

8.2.

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

- a. 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
- b. Tutoring students assigned to the educator for remuneration unless approved by the local school board
- c. 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:

- a. 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
- b. Maintaining diligently the security of standardized test supplies and resources.

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

- a. 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.
- b. 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
- c. Violating other confidentiality agreements required by state or local policy.

Standard 10: Breach of Contract or Abandonment of Employment

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

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

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

POLICY CHANGES DUE TO COVID-19

Return to School During COVID-19

The Board is implementing policy in an effort to minimize the risk that COVID-19 will impact the school district moving forward. The Board recognizes that every employee and student of the Quitman County School District has a personal responsibility to help mitigate the risk of COVID-19's impact on staff, students, and visitors.

Accessing Campus

Each employee and student is expected to return to campus in accordance with federal, state, and local guidance. Depending on the circumstances at that time, different schedules may be used, such as:

1. Traditional Schedule – Requires students to be physically present in school with scheduling modifications to follow CDC and the Mississippi State Department of Health recommendations.
2. Hybrid Schedule- Combines online and face-to-face instruction for students. Schools must meet distance learning requirements.

3. Virtual Schedule- Provides instruction provided through distance learning. Schools must meet distance learning requirements.

These schedules may be interchanged throughout the school year. Traditional and Hybrid schedule requirements include avoiding unnecessary contact with surfaces and objects, maintaining a distance of at least six feet from others when possible, and practicing a heightened level of sanitation of district buildings and individual personal spaces. Unnecessary physical contact should be avoided.

Campus and Vehicle Requirements

- Masks are required for students and staff.
- Students should refrain from sharing personal supplies such as pencils, pens, calculators, etc.
- Common classroom items such as books and computers that have to be shared among students, staff and students shall observe proper sanitation methods before and after use when possible.
- Buses should be cleaned after morning and evening routes
- Bus drivers and students will be required to wear masks or an appropriate face covering while on the bus. Any student who refuses to wear a mask or an appropriate face covering will not be allowed on the bus.
- The Quitman County School District strongly encourages parents to transport their children to and from school.
- Visitors should avoid coming to campus unless it is absolutely necessary. When necessary, visitors should practice social distancing by remaining at least six feet apart from all other people when possible. Visitors will also be required to use hand sanitizer and masks upon entering the building and shall use only the front entrance.
- Parents will not be allowed to visit classrooms. All visits must take place in a designated area assigned by the building principal.

Health Screenings

Each employee and student will have his/her temperature checked daily before entering any school building. Employees with a temperature of 100 degrees or more shall be asked to return home. Students with a temperature of 100 degrees or more shall be isolated and shall be immediately picked up from school by a parent or a parent's designee.

Each employee and student must also be aware if he/she has come into contact with any person who has experienced these symptoms or those who have tested positive for COVID-19. If an employee or student feels sick or is experiencing symptoms, that person should stay at home and not report to school. Employees and students shall be aware of the following symptoms listed below:

- Fever
- Shortness of Breath
- Cough
- Chills
- Unexplained Muscle Pain
- Sore Throat
- Loss of Sense of Smell
- Nausea, Vomiting, and/or Diarrhea

Reporting

Both employees and students shall immediately report in accordance with the chain of command:

1. Possible symptoms of COVID-19
2. Confirmed positive test of COVID-19
3. Exposure to someone who may have been exposed to a confirmed COVID-19 patient.

Quarantine may be required after this report. The reporting requirement include employees and students, a family member of an employee or a student, a friend of an employee or student, or anyone with whom the employee or student has been in close contact with during a 14-day period.

EXPECTATIONS OF DISTANCE/ONLINE LEARNING

The Quitman County School District recognizes that the health, safety, and well-being of students and staff is the primary concern during times of emergency. Educators, administrators, and parents will have to collaborate creatively to ensure students continue to have access to appropriate educational materials and continue to receive daily interaction with teachers. Teacher and student responsibilities and expectations will change during any distance learning instruction.

Teacher's responsibilities are as follows:

1. Teachers will have all required technology such as laptops or tablets with them to provide remote instruction; Fines may be assessed for any intentional loss or damage of any district issued device.
2. Teachers will provide guidance and feedback on class work through email, the school website, or any other approved means of communication;
3. Teachers will be available for communication during normal work hours;
4. If a teacher is not available for distance learning due to illness or a personal day, the teacher will communicate with the students/parents within 24 hours of their return to work;
5. Teachers will provide instruction to all students along with appropriate and reasonable accommodations to those who are on a 504 plan or an IEP;
6. Any other responsibilities approved by the Board or the Superintendent

STAFF CONDUCT ON VIRTUAL MEETINGS

Staff members shall only use board approved methods of conducting virtual meetings. Available platforms will need to be screened for security and approved ahead of time before any staff member may use a platform to conduct virtual meetings involving school business. A staff member shall seek approval from his/her superintendent before using any method of virtual meeting that has not been board approved.

Virtual meetings shall only be used when necessary, when meeting in person is unavailable, and/or when conducting physical meetings is against recommendations from the district's superintendent. Staff members shall conduct themselves in a professional manner while participating in virtual meetings with students, parents, other staff members, or district administration. All board policies and procedures shall be followed at all times.

As expected of any class interaction, participants are expected to treat each other with courtesy and respect. Abuse in the form of intimidation, harassment, or threatening behavior directed towards any teacher, student, or administrative staff will not be tolerated.

No person shall enter, or attempt to enter, a virtual session fraudulently using the name or likeness of another student, faculty, or staff member.

Student Communication

All communications with students over virtual meetings shall remain professional and shall be for educational purposes only. Any inappropriate material used during a virtual meeting including, but not limited to, sexual material, derogatory material, and/or items exhibiting drugs and/or alcohol is strictly prohibited. Social Media shall never be used or approved as a communication method.

When conducting distance learning or any other virtual meeting with students, a minimum number of two students must be present.

If individual instruction is required due to individualized education plans or 504 plans, parental presence is required throughout the duration of the instruction.

Disclosure of Information

Staff shall be aware of the information that is being disclosed over virtual meetings to students, parents, or other staff members. Information shall only be shared that is relevant to instruction and no information shall be shared that violates state or federal law including the Family Educational Rights Privacy Act (FERPA).

FERPA protects personally identifiable information (PII) from students' education records from unauthorized disclosure. FERPA defines education records as 'records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.' Staff shall be aware of what constitutes personally identifiable information and shall only share information in accordance with the Family Educational Rights and Privacy Act.

Staff shall take care when sharing protected information, whether by FERPA or any other state or federal law, and shall only disclose information over a virtual meeting when necessary or when other methods, such as in person or in writing, is not feasible.

Professional Educator Code of Conduct

During all interactions over virtual platforms, staff shall be aware of and adhere to the Mississippi

Educator Code of Ethics and Standards of Conduct. All behavior and material shared shall be in compliance with the code of conduct at all times. They are listed on page 64-68.

Protocol for absences from work due to COVID-19

H.R. 6201, the Families First Coronavirus Response Act (FFCRA), went into effect April 1, 2020 and will apply through December 31, 2020. It provides eligible employees/educators, who are unable to work or telework, with a period of 80 hours of paid leave.

There are five (5) qualifying reasons that must be present in order to receive emergency paid sick leave (EPSL), as follows:

1. The employee is subject to federal, state or local quarantine or isolation order related to COVID-19
2. The employee has been advised by a health care provider to self-quarantine;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis from a health care provider;
4. The employee is caring for an individual who is subject to federal, state, or local quarantine order related to COVID-19; or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
5. The employee is caring for his or her daughter whose school or place of care has been closed for a period of time, whether by order of a state or local official or authority or at the decision of the individual school or place of care, or the child care provider of such son or daughter is unavailable for reasons related to COVID-19.

NOTE: The 80 hours is available to be used for any combination of the qualifying reasons, but the total number of EPSL is capped at 80 hours. For any absences beyond the 80 hours, the employee must use their personal or sick leave.

2022-2023

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Quitman County School District

Dr. Fredrick Robinson, Superintendent
Mr. Reginald Griffin, Assistant Superintendent

January '23						
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July 26-29, 2022 - PD (4 days)
August 1, 2022 - 1st Day for Students
September 5, 2022 - Labor Day
October 3-7 - 9 wks test (49 days)
October 10-14, 2022 - Fall Break
October 17, 2022 - School Resumes
November 21-25, 2022 - Thanksgiving Holidays
November 28, 2022 - School Resumes
December 12-16, 2022 - 9 weeks test
December 16, 2022 - end of 2nd 9 weeks (40 days)
January 3, 2023 - TPD development (5)
January 4, 2023 Students return
January 16, 2023, MLK Jr. Birthday
February 20, 2023, President's Day
March 6-10, 2023 - 3rd 9 weeks test
March 10, 2023 - End of 3rd 9 weeks 46 days
March 13-17, 2023 - Spring Break
April 7, 2023 - Good Friday
April 10, 2023 - Easter Monday
May 15-19, 2023 - 4th 9 weeks Exam
May 23, 2023 - LD Students 4th 9 wks (45 days)
May 24-25, 2023 - TPD (2+5=7)

180 Student Days
187 Teacher Days

