

Teacher Handbook

2023-2024

The policies and procedures in the Teacher Handbook are subject to change during the school year. The Teacher Handbook does not cover all the policies of the Pontotoc County School District. You may access the Board Policy Manual at www.pcsd.ms then click on the Resources/On-Line School Board Policies link for clarification or updates of policies listed in this handbook.

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Mission Statement

The Pontotoc County School District is determined to serve the community by providing students with a safe environment, exceptional programs and educational opportunities under the leadership of a highly qualified staff that is selfless, professional and collegial.

Equal Opportunity Employment (GAAA)

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

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

ADA, Title VI, Title II, and Title IX grievances should be reported to the Building Coordinator or District Coordinator. If you feel you are being discriminated against all Section 504, ADA, Title VI, Title VII and Title IX grievances, inquiries, or complaints should be addressed to:

North Pontotoc Elementary School – Grades K-4	North Pontotoc Upper Elementary School – Grades 5-6	North Pontotoc Middle School -Grades 7-8
Brad Parker, Principal	Hillery Wise, Principal	Jim Matthews, Principal
8324 Hwy 15 North	1620 Old Hwy 15	8324 Hwy 15 North
Ecu, MS 38841	Ecu, MS 38841	Ecu, MS 38841
Phone: 662-489-5613	Phone: 662-489-2295	Phone: 662-489-2479
North Pontotoc High School – Grades 9-12		Pontotoc Career and Technology Center
Brian Sutton, Principal		Patricia Ellison, Director
8324 Hwy 15 North		354 Center Ridge Drive
Ecu, MS 38841		Pontotoc, MS 38863
Phone: 662-489-5612		Phone: 662-489-1826
South Pontotoc Elementary School - Grades K-5	South Pontotoc Middle School – Grades 6-8	South Pontotoc High School – Grades 9-12
Emily Speck, Principal	Ben Moore, Principal	Brant Puckett, Principal
1523 South Pontotoc Road	1523 South Pontotoc Road	1523 South Pontotoc Road
Pontotoc, MS 38863	Pontotoc, MS 38863	Pontotoc, MS 38863
662-489-5941	Phone: 662-489-3476	662-489-5925

The district's **Section 504 coordinator is Mr. Dan Bailey**. Mr. Bailey may be contacted at 662-489-3932.

Acceptable Use Policy (AUP) (IJ)

Pontotoc County School District (PCSD) recognizes the value of computer and other electronic resources to improve student learning, teaching, instruction, research and communication to enhance the administration and operation of its schools.

To this end, PCSD provides Intranet (internal) and Internet (external) connections for staff, students, and faculty.

PCSD encourages the responsible use of computers, computer networks, including the Internet, email, and other electronic resources in support of the mission and goals of the PCSD and its schools. In order to access district services such as the Intranet and Internet via the District Network, each user must sign a Statement of Assurance (SOA) to acknowledge agreement with this Acceptable Use Policy (AUP) stating that they are aware of and acknowledge agreement with all the sections below. The operation of the PCSD network is guided by policy or policies set forth by the Pontotoc County School Board, district administration, the Mississippi Department of Education, and all applicable local, state and federal laws. This AUP does not list every applicable policy or law, but sets forth some specific policies particular to PCSD.

MONITORING OF NETWORK USE

All data transferred and /or transmitted over the PCSD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law.

Any data stored on district owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to e-mail, text documents, digital photographs, music and other digital or electronic files.

SCHOOL DISTRICT OWNERSHIP

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

CONSEQUENCES OF POLICY VIOLATION(S)

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

and/or punitive actions will be taken.

All users of the PCSD network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administrator. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy. Violations of these procedures may result in, but is not limited to, a loss of access privileges, disciplinary action by the school and/or district administration, and/or contact of law enforcement agencies.

DISCLAIMER OF LIABILITY

PCSD disclaims all liability for the content of materials to which a student or staff may have access on the Internet and for any damages suffered as a result of the student or staff member's Internet use.

Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, PCSD shall not be responsible for:

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

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

FILTERING

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

EMAIL AND ELECTRONIC DOCUMENT RETENTION

All district employees and students will be issued a district e-mail account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the district's email system. District email will not be used for the buying and/or selling of personal items. District staff, who generate newsletters, memoranda, slide shows, graphics, etc., with their workstations, laptops, or other district equipment, should organize their computer's workspace (storage) using folders to store electronic documentation. Use of "Internet Mail" by students, staff, and faculty such as Yahoo mail, Personal Gmail, and POP3 accounts provided by their "home" Internet service providers is prohibited.

PROHIBITED ACTIONS

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

- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material;
- Using obscene, profane, or vulgar language;
- Harassing, insulting, intimidating, or attacking others;
- Giving out personal information about another person, including home address or phone number
- Engaging in any practice(s) that threatens the network and other technological tools;
- Violating copyright laws;
- Downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and noncommercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of PCSD. Software, files, and/or licenses owned by PCSD cannot be transferred to staff or students' personal or home computers.
- Using the password of others to access the network or any other electronic information or telecommunication services;
- Accessing the documents, files, folders, or directories of others without permission from the owner of the files;
- Using the network and telecommunication services for commercial promotion, product endorsement, or advertisement not previously approved by the PCSD Board of Education;
- Using the network, electronic information, computer-driven software and telecommunication services for personal gain or convenience;

- Conducting business other than that deemed academic in nature over the Network;
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment and supplies;
- Promoting causes that are religious in nature, with no apparent educational or instructional value; and/or violating this or other procedures and guidelines established and set forth by PCSD.
- Attempt to bypass network controls and filters.

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

Use of Non-District web sites to present information, classrooms, clubs, or any other officially sponsored activities of PCSD is prohibited.

Any sanctioned activity must be hosted on the District website, (<http://www.pcsd.ms>)

PLAGIARISM

Plagiarism will result in immediate, severe disciplinary action by the Administration. Plagiarism is an act of literary theft, an act of academic dishonesty. Plagiarism is defined as the act or instance of using or closely imitating the language, work product and/or thoughts of another author without authorization obtained or credit given. It involves the passing off or submission of another author's work as one's own. This includes, but is not limited to, submitting assignments digitally or via hard copy. All of the following are considered plagiarism.

- Turning in someone else's work as your own.
- Copying words or ideas from someone else without giving credit.
- Failing to put a quotation in quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words by copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source that it makes up a majority of your work whether you give credit or not.

All web publications will abide by the Family Education Rights and Privacy Act (FERPA) for the dissemination of student information.

Bookcards

Each teacher is responsible for being sure that a bookcard is properly completed before issuing a textbook. Information should be recorded on both copies of the card and filed in the office by the homeroom teacher when completed. Teachers should periodically check textbooks to prevent abuse and to insure that book covers are being used, as state law requires.

The following list should be used as a guide in determining the amount of fine to charge students who damage or lose textbooks.

1. Check with the office for the new price of the book.
2. For lost books charge:
 - a. Full price--books used one year or less.
 - b. $\frac{3}{4}$ price--books used two years.
 - c. $\frac{1}{2}$ price--books used three years.
 - d. $\frac{1}{4}$ price--any usable book.
3. Damaged books:
 - a. New books badly damaged--full price
 - b. New books medium damage-- $\frac{1}{2}$ price
 - c. New book slight damage-- $\frac{1}{4}$ price
 - d. Old books--teacher judgment (.25 minimum up to $\frac{1}{2}$ price)

Care of the Classroom

Teachers are expected to leave their room in an orderly manner each day, such as blinds adjusted, chairs straightened, paper picked up, lights turned off, air conditioning turned off during cooling season, etc. Lock classroom door and turn out lights at all times the room is not in use.

Cell Telephones by Teachers - Use of: (IFBB)

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

Violations

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

CODE OF ETHICS - STATE BOARD POLICY

Mississippi Educator Code of Ethics and Standards of Conduct

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators.

Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues.

Unethical conduct is any conduct that impairs the license holder's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues.

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

Code of Ethics Standards

Standard 1: Professional Conduct

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

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

Standard 2: Trustworthiness

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

- 2.1. Ethical conduct includes, but is not limited to, the following:
 1. Properly representing facts concerning an educational matter in direct or indirect public expression
 2. Advocating for fair and equitable opportunities for all children
 3. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.
- 2.2. Unethical conduct includes, but is not limited to, the following:
 1. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:

1. employment history, professional qualifications, criminal history, certification/recertification
 2. information submitted to local, state, federal, and/or other governmental agencies
 3. information regarding the evaluation of students and/or personnel
 4. reasons for absences or leave
 5. information submitted in the course of an official inquiry or investigation
2. Falsifying records or directing or coercing others to do so

Standard 3: Unlawful Acts

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

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

Standard 4: Educator/Student Relationship

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

- 4.1. Ethical conduct includes, but is not limited to, the following:
 1. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students
 2. Nurturing the intellectual, physical, emotional, social and civic potential of all students
 3. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
 4. Creating, supporting, and maintaining a challenging learning environment for all students
- 4.2. Unethical conduct includes, but is not limited to the following:
 1. Committing any act of child abuse
 2. Committing any act of cruelty to children or any act of child endangerment
 3. Committing or soliciting any unlawful sexual act
 4. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
 5. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
 6. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.

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

1. sexual jokes
2. sexual remarks
3. sexual kidding or teasing
4. sexual innuendo
5. pressure for dates or sexual favors
6. inappropriate touching, fondling, kissing or grabbing
7. rape
8. threats of physical harm
9. sexual assault
10. electronic communication such as texting
11. invitation to social networking
12. remarks about a student's body
13. consensual sex

Standard 5. Educator Collegial Relationships

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

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

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

Standard 6. Alcohol, Drug and Tobacco Use or Possession

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

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

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

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

1. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
2. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic

- beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
3. Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7. Public Funds and Property

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

- 7.1. Ethical conduct includes, but is not limited to, the following:
 1. Maximizing the positive effect of school funds through judicious use of said funds
 2. Modeling for students and colleagues the responsible use of public property
- 7.2. Unethical conduct includes, but is not limited to, the following:
 1. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
 2. Failing to account for funds collected from students, parents or any school-related function
 3. Submitting fraudulent requests for reimbursement of expenses or for pay
 4. Co-mingling public or school-related funds with personal funds or checking accounts
 5. Using school property without the approval of the local board of education/governing body

Standard 8. Remunerative Conduct

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

- 8.1. Ethical conduct includes, but is not limited to, the following:
 1. Insuring that institutional privileges are not used for personal gain
 2. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization
- 8.2. Unethical conduct includes, but is not limited to, the following:
 1. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
 2. Tutoring students assigned to the educator for remuneration unless approved by the local school board
 3. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. *(This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from*

students, parents, or other persons or organizations in recognition or appreciation of service)

Standard 9. Maintenance of Confidentiality

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

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

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

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

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

Standard 10. Breach of Contract or Abandonment of Employment

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

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

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

Copyright Policy (IJC)

It is the intent of this school board that all students and staff adhere to the provisions of the copyright law. (Title 17 of the U.S. Code) While the law identifies some “fair use” provisions, it also defines restrictions on the reproduction of copyrighted materials. A copyright is a property right; willful infringement of a copyright can result in criminal prosecution. It is the position of the Pontotoc County School district that copyrighted materials, whether print or nonprint, will NOT be duplicated unless such reproduction meets “fair use” standards or unless written permission from the copy right holder has been received. Illegal copies of copyrighted material may NOT be made or used on district equipment.

Fair Use

Congress has identified four criteria to be balanced in considering questions of “fair use”:

1. The purpose and character of the use, including whether such is a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use on potential market for or value of the copyrighted work.

Employee Liability for Violation

In an effort to discourage violation of the copyright law and to prevent such illegal activities...

- All employees will be advised of this policy; and
- Employees who willfully disregard the district’s copyright position are in violation of board policy; they do so at their own risk and assume all liability responsibility. The legal and/or insurance protection of the district will NOT be extended to anyone who violates the fair use standards of this policy.

Computer Software

1. Pontotoc County Schools’ computer equipment must not be used to make illegal copies of software.
2. Illegally copied software shall not be used in the schools or their offices.
3. Multiple loading of software is prohibited unless written permission has been obtained.
4. All licensing agreements of software by the copyright holders must be observed.
5. Use of computer software on a networked computer system is prohibited unless written permission is obtained.
6. All software obtained for either of the Pontotoc County Schools is for that school only and will not be given, copied, or traded for use in any other school.

Printed Works

1. The copying of workbooks, activity sheets, etc., is specifically prohibited by the copyright law. When the ditto ink of a purchased master is depleted, not even one more page shall be copied.
2. One copy may be made of a transparency for instructional use in the classroom.
3. Neither teachers nor students may make multiple copies of copyrighted printed materials.
4. From a printed source, a single copy is the limit on copying a poem, a chapter from a book, and a short article from a periodical.
5. Syndicated copyrighted comic strips or cartoons may not be reproduced for bulletin boards, hallways, or cafeterias.

Music

1. No copies of recordings may be made from an album or cassette tape.
2. Background music for a slide presentation may be permitted only if the presentation is for instructional purposes, and not for entertainment.
3. **No sheet music may be copied unless the music is on order and has not yet been received by the teacher.** A purchase order must have been issued. Any copies must be destroyed once the purchased materials are received.
4. Recordings may not be made from radio to tape.

There is a problem with copyright infringement in many schools. The Pontotoc County School System is making a concerted effort to comply with copyright laws. Please adhere to these guidelines when using media.

All School Personnel should:

1. Be knowledgeable of the law.
2. Set a good example of compliance and insist that others do likewise, thereby avoiding prosecution for copyright infringement.

Remember, Pontotoc County Schools' equipment cannot be used to duplicate, display, or present illegal materials.

Corporal Punishment (JDB)

Reasonable corporal punishment of a non-disabled student is permitted as a disciplinary measure in order to preserve an effective educational environment, which is free from disruption and is conducive to furthering the educational mission of the board. The superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment which are consistent with the following requirements:

1. School personnel is prohibited from using corporal punishment on any student with a disability. A student with a disability is any student who has an IEP or Section 504 plan.
2. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
3. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age and condition of the student, the type of instrument to be used, and the amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment.
4. Corporal punishment may be administered **by** or in the **presence** of the School Principal, Assistant Principal, or a Teacher.
5. When corporal punishment is administered, it shall be done in the presence of another certified employee.

Corporal punishment shall be reasonable and not abusive to the student.

The student has the right to forgo paddling and accept suspension or other disciplinary action at the discretion of the principal.

Order of Disciplinary Action Shall Be as Follows:

1. Reprimand
2. Paddling
3. Saturday Detention
4. Suspension
5. Expulsion

Except in the case of excessive force or cruel and unusual punishment, a teacher, principal or assistant principal shall not be civilly or criminally liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the local school board regarding the control, discipline, suspension and expulsion of

students. The local school board shall provide any necessary legal defense to a teacher, principal or assistant principal in any action which may be filed against such school personnel.

Corporal punishment administered in a reasonable manner by a teacher, principal or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local school board does not constitute assault, simple assault, aggravated assault, battery, negligence or child abuse. No teacher, principal or assistant principal so acting shall be named as an individual defendant or be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, unless the court determines that the teacher, principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety.

"Corporal punishment" means the reasonable use of physical contact by a teacher, principal or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students. Corporal punishment in the form of paddling shall be witnessed at all times by at least one (1) school employee, and all other acts of corporal punishment, as defined herein, shall be witnessed at all times, if possible, by a school employee.

Curriculum Development Planning (ICB)

It shall be the policy of this district to ascertain the extent to which students master specific learner objectives and use such information in making instructional planning and decisions. Each teacher shall use formative and summative tests which are congruent with instructional activities to evaluate the level to which specified learner objectives have been attained by students. Test results shall be accurately reported to students and parents in a timely manner.

Official Curriculum (IC)

It is the policy of the Pontotoc County School District that the official curriculum is the Mississippi College and Career Readiness Standards or the Mississippi Curriculum Framework, depending on the grade level/subject area.

Each school principal shall keep on file in his/her office a current copy of the Mississippi College and Career Readiness Standards and/or Mississippi Curriculum Framework for each subject and/or grade in school.

Each school principal shall ensure that each certified teacher has a copy of the Mississippi College and Career Readiness Standards and/or the Mississippi Curriculum Framework in his/her classroom. The use of the Mississippi College and Career

Readiness Standards and/or the Mississippi Curriculum Framework as the official curriculum of the Pontotoc County School District shall be part of the formal evaluation of each certified teacher and administrator.

This policy shall apply to certificated personnel in the regular education program, the special education program, the Alternative Program for Discipline, and the Career Center.

Cumulative Records

Cumulative records and permanent records shall be kept in the designated building in a fire resistant container.

Both the permanent records and the cumulative folders shall be available to school officials, including teachers within the school district who have been determined by the school district to have legitimate educational interests. In no case, however, shall such records be available to the general public.

Guideline for Cumulative Records

1. Should not be removed from the school premises.
2. Should not have subjective notes written on them.
3. Are to be stored in the school vault or designated fire resistant file cabinet at the end of the day.
4. Should be treated in a confidential manner.
5. Unauthorized persons shall not have access to cumulative records.
6. Should be properly checked and updated, as needed, by teachers and counselors.

DISCIPLINE TIPS

THE GOLDEN RULES FOR CLASSROOM DISCIPLINE

1. Show genuine interest in every child in the group.
2. Be liberal with sincere praise but do not strive for popularity.
3. Praise in public; censure in private.
4. Be consistent; children are quick to spot inconsistencies.
5. Never punish in anger or to "get even."

6. Show confidence in children's ability to develop self-control.
7. Don't punish the entire group for the misbehavior of one child.
8. Keep children who are potential problems interested and busy.
9. Help from the parent or principal should be sought immediately when necessary.
10. Do not create situations that encourage children to lie, to challenge your authority, or to test your intentions.
10. Allow all children to save face when they are in a tight spot.

DRONES (EP)

No one may fly a drone or any kind of remote-controlled aircraft over the skies of any district school campus or school property, including, but not limited to football stadiums or athletic fields. Use of such drones poses a safety hazard. Any person violating this policy will be subject to immediate removal from school property and continued violation of the policy may result in barring their presence on school property. The District shall report use of drones on school property to law enforcement authorities and/or the Federal Aviation Administration.

This policy is acceptable in all instances that are non-instructional and/or not directed by PCSD personnel.

Drug Free Workplace (GBRL) (includes tobacco and all other drugs)

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

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved

activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant, shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than five (5) days after such conviction.

As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant, shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be nonrenewed or his or her employment may be suspended or terminated, at the discretion of the board.

Sanctions against employees, including nonrenewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

DENIAL OF LICENSE

The State Board of Education, acting through the commission, may deny an application for any teacher or administrator license if the applicant is actively addicted to actively dependent on alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect, at the time of application for a license. ' 37-3-2 (11) (c)

SUSPENSION OF LICENSE

The State Board of Education, acting on the recommendation of the commission, may revoke or suspend any teacher or administrator license for specified periods of time if the teacher or administrator has been convicted, has pled guilty or entered a plea of nolo contendere to a felony, as defined by federal or state law. ' 37-3-2 (12) (d)

Dismissal or suspension of a licensed employee by a local school board pursuant to Section 37-9-59 may result in the suspension or revocation of a license for a length of time which shall be determined by the commission and based upon the severity of the offense. ' 37-3-2 (13) (a)

NOTICE TO EMPLOYEES ENGAGED IN WORK ON FEDERAL GRANTS

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done in connection with a federal grant. That includes any place where work on a school district federal grant is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal statute for a violation occurring in the workplace, no later than five (5) days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the school district.

The Pontotoc County School District shall be maintained as a Drug-Free Workplace in accordance with the provisions of the Drug-Free Workplace Act of 1988. These regulations shall apply to all employees of the district.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any employee of the district is prohibited.

Any employee may be suspended without pay up to 30 days, required to participate in a Drug Abuse Assistance or Rehabilitation Program approved for such purposes by a Federal, State, or Local Health, Law Enforcement, or other appropriate Agency, or dismissed for the first occurrence of any of the above acts.

Each employee must sign a statement acknowledging that the employee received a copy of this policy and is aware of actions that will be taken against any employee for violation of this policy.

Each employee, upon accepting employment in the district, shall understand that compliance with this policy is a condition of employment and agrees to notify the Superintendent, in writing, of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after conviction.

During Professional Development, employees shall be informed about:

The dangers of drug abuse in the workplace;
The grantee's policy of maintaining a drug-free workplace;
Any available drug counseling, rehabilitation, and employee assistance programs; and
the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Pontotoc County Schools
Acknowledgment
Drug Free Workplace Act of 1988
Statement

I have received a copy of the Drug-Free Workplace Act of 1988 Policy from the Pontotoc County School District. I am aware of actions that may be taken against me for the unlawful distribution, manufacture, dispensing, possession or use of a controlled substance at my workplace. I agree to abide by the policy terms set forth in the Drug-Free Workplace Policy as a condition of my employment with the Pontotoc County School District.

NAME

DATE

Employee Salary Deductions/Reductions

The superintendent shall deduct and withhold from the employee:

1. The amount of federal income tax required by federal law. Any time the number of exemptions changes, it is necessary that the employee notify in writing the personnel manager.
2. The amount of social security tax required by federal law.
3. The amount of contributions to PERS
4. State income tax.

All deductions that the employee chooses to have taken out of their paycheck that is not mandated by law are considered a voluntary deduction. A written statement from the employee must be sent to the personnel manager to authorize the deductions. Direct deposit changes may only be made once a year in August, unless there is a change in family status, death, divorce/marriage, job change or if there has been illegal activity in the employee's account.

Unless there is a change in family status, no changes in any insurance, Cafeteria Plan, or other voluntary deductions will be allowed after the open enrollment periods.

Emergency Drills (EBBC)

It shall be the duty of the principals and teachers in each building of this school district to instruct the pupils in the methods of fire drills and to practice fire 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 further duty of such principals and teachers to instruct the pupils in all programs of emergency.

The school has a current disaster plan and conducts regular safety drills (fire, tornado).

Evaluations - Teacher (GBI)

The evaluation of professional employees shall be in the form and manner prescribed by the State Department of Education. The school board of this district directs the superintendent to formulate and implement a formal annual performance appraisal system based on job descriptions and on-the-job performance of every professional employee.

The Pontotoc County School District utilizes appraisal instruments, provided by the Mississippi Department of Education. The Mississippi Professional Growth System(PGS) is used for educator and administrator evaluation.

Exemption from Semester Exams (IHAE)

Grades 6-12

Semester examinations may be used as a major evaluation of student achievement when conduct in such a way that they effectively estimate the achievement of the goals and objectives on which learning activities have been based.

Exemption from Semester Exams

Students in grades 6-12 with a semester average of at least 93, and have no unexcused absences to school or class, shall be eligible for exemption from end of course exams. Students eligible for exemption may elect to take the semester and/or end of course examination in order to improve their grade point average.

Students who transfer into the district with verification of attendance records from previous school(s) will follow the same exemption procedures as all other students. Transfer students who do not provide documentation of attendance records from previous school(s) will not be eligible for exemption from semester exams.

A student who achieves exceptional attendance, (only one (1) excused absence per semester), is eligible for exemption from end of course exams if he or she has an average of at least an 80 for the course.

Note: Upon parental or student request, an exempt student may take semester exams.

Educational Field Trips and school activities approved by the school administrator will not be recorded as absences.

- a. Exceptional attendance will be defined as having only one (1) excused absence per semester.
- b. Educational Field Trips and school activities approved by school administrators will not be recorded as absences.

*Please note: Nine Weeks Tests may not be required.

Expense Reimbursement (DJD)

Administrative, Certificated, and At-Will employees who have first been authorized by the superintendent to travel in the performance of their duties shall be reimbursed by the school district for such travel as stated in the current reimbursement guidelines below, provided a properly filled out and approved voucher with supporting receipts are submitted to the Business Office.

Current Reimbursement Guidelines

1. single standard room rate for accommodations
2. maximum reimbursement of \$30.00 per day for meals for in-state and out-of-state travel (for in-state and out-of-state "high cost areas", as defined by the State Department of Finance and Administration, maximum is either \$35.00 or \$40.00). Gratuities should be reasonable.

3. forty five cents per mile for each mile driven in private vehicle
4. actual registration fees
5. actual fare or other expenses incurred in travel by public carrier - When such travel is done by means of a public carrier or other means not involving private motor vehicle, the employee shall receive a travel expense for the actual fare or other expenses incurred in such travel. Travel by airline shall be at the tourist rate, unless such space was unavailable. The employee shall certify that tourist accommodations were not available if travel is performed in first-class airline accommodations.
6. actual fare or other expenses incurred in travel by public carrier
7. incidental expenses -- reasonable gratuities, parking, etc.
8. one-day workshop or meeting reimbursements - For any person attending a one-day workshop or meeting, only the travel expense will be reimbursed. The meal cost will be the responsibility of the person attending.

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

REGARDING TRAVEL ADVANCES

1. The superintendent ONLY is authorized to approve travel advances.
2. The superintendent shall comply with all rules and regulations of the State Department of Audit regarding travel advances.
3. The superintendent shall comply with the State Department of Finance and Administration daily limits on expenditures for meals.
4. All official travel must be pre-approved.
5. Persons receiving advances must be officers or employees of the school district.
6. Travel advances may not be used for personal expenses or for any purpose other than the actual expenses of the authorized travel.
7. Accounting for any travel advance shall be made within five (5) working days after the end of the month in which the official travel was made.
 - a. Any money not used for travel related expenses shall be repaid the school district at this time.

- b. The travel reimbursement form prescribed by the State Department of Finance and Administration shall be completed and submitted at this time for all money not refunded the school district.
- c. Actual receipts for all travel expenses except meals and travel in personal vehicles are to be included.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Rights Under the Protection of Pupil Rights Amendment (PPRA) PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of-*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Pontotoc County School District will protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **The School District will directly notify parents and eligible students of these policies at least annually at the start of each school year** and after any substantive changes.

Parents who believe their rights have been violated may file a complaint with
:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Field Trips (IFCB)

The board recognizes that the learning experiences provided by field trips are most effective and worthwhile means of learning. It is the desire of the board to encourage field trips as an integral part of the program of the schools to the extent that funds, transportation equipment and staff are available.

Specific guidelines and appropriate administrative procedures shall be developed to ensure that all reasonable steps are taken for the safety of the participants.

School Sponsored Trips

The board encourages various activities characteristic of its comprehensive curriculum and realizes the necessity of school sponsored trips. Such trips should reflect careful efficient planning prior to and during the school sponsored trip. It is expected that adequate supervision be of utmost concern to those persons responsible for such activities.

In the interest of proper communication between the home and school, official notification of the school sponsored trip should be made to the parents of participating pupils.

All school sponsored trips and activities require prior approval of the principal at least one week in advance.

Fire Drill

Please refer to the FIRE DRILL PLAN for your particular building:

1. Fire Drills should be called by the principal or by a person designated by him. All drills should be conducted on the assumption that a fire does exist.
2. A distinctive alarm should be used that can be immediately identified as a fire signal.
3. If patrols or monitors are used, they should have definite responsibilities. Room monitors, for example, should close all windows before leaving the room. Too many windows should not be assigned to one student (example--auditorium, gym, etc.). The room captain should be the last student to leave the room.
4. The teacher should stand at the exit until everyone has evacuated the room.
5. The teacher should follow the group out of the building making sure no one is left behind.

6. Every group (class) with its teacher should assemble at a previously designated place of safety and the teacher should check roll of the class immediately.
7. Anyone missing should be reported to the principal immediately.
8. A member of the faculty or staff should make a final check of the building to make sure everyone is outside. Check out-of-the-way places.
9. Everyone must participate in the drills, regardless of what he/she is doing.
10. Students who are in out-of-the-way places such as restrooms, library, etc., when a fire drill is held, should join the line nearest them. When safe outside, he or she should join his group.
11. The principal normally reports the fire, however, all school personnel should know how to report a fire by telephone or fire alarm box to the Fire Department.

Fundraising (JK)

Local schools may raise funds by the operation of vending machines, school stores, concession stands, carnivals, harvest festivals, organized school wide sales by students, and other similar types of fundraising activities with the approval of the Principal. Reasonable fees may be charged.

For all items purchased for resale to student, there must be a reconciliation of the items purchased, the items sold and the gross sales amounts. The reconciliation must be performed on a periodic basis and be submitted to the Central Office for review and approval.

The amount generated through school sponsored fundraising activities must be accounted for in the Activity fund.

All fund raising activities by school sponsored clubs must be approved by the Principal. There is to be only one (1) fundraiser per club per school year. However, if there is a legitimate educational need the Principal may approve one (1) additional fundraiser per club per year after consultation with the Superintendent.

Fund raising is to be done in seven (7) school days. Any accounting procedures, deposits, checks to be written, etc. must be in the office no later than 1:00 P.M. If you can turn your money to be deposited in earlier it will be helpful.

All fund-raising activities by school sponsored clubs shall be accounted for by the Principal. A separate fund will be established for each club. The club funds will be

accounted for as an Agency Fund classification. The Principal will make available to the club a listing of all club financial transactions and balances. The club fund transactions will be presented to the Superintendent's Office on a monthly basis.

Sales By Non-School Organizations/Individuals

Non-school organizations and/or individuals shall not sell items at curricular and/or extracurricular activities except with the permission of the Pontotoc County School board upon recommendation by the appropriate school principal.

Any non-school organization and/or individual approved by the Pontotoc County School board upon recommendation by the appropriate school principal to sell items under this policy shall furnish to the appropriate school principal in writing the total dollar amount received as a result of the sale of such items and the total dollar amount given to the school.

The non-school organization and/or individual requesting permission to sell items under this policy shall provide to the appropriate school principal proof of liability insurance and written statement that the organization or individual holds the Pontotoc County School District harmless for any liability issues.

Solicitations

School personnel may collect funds for the PTO, the boosters Clubs, the Cancer Society, the Heart Association, and similar organizations during school hours with the approval of the Principal. Such funds collected are not considered Activity Funds.

Solicitations by Students (JKB)

It is not the goal of the school system to sell for the purpose of profit-making. Consequently, any selling to the public for this purpose or any other profit-making activities should be avoided. The high schools will be permitted one selling campaign per club to the public for this purpose annually, however. This should receive the closest of supervision. Any alteration of this policy may come only upon direct permission of the superintendent.

Goals and Objectives (JAA)

The principal objective of the board shall be to provide maximum educational opportunity for each student to develop in accordance with his individual needs, abilities and level of maturity. Teachers shall make every effort to aid each student to achieve his maximum development mentally, physically, socially, spiritually, and emotionally so that he may properly adjust himself to our complex democratic society.

The district shall back up its educational program with supporting services necessary for students' health, safety, and personal well-being.

Equal Educational Opportunities

Every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion or marital status. No student shall be excluded on such basis from participating in or having access to any course offering, athletics, counseling, employment assistance, and extra-curricular activities.

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

Grading

The Board of Trustees of the Pontotoc County School District believes that well-planned and competently administered student evaluation program is an essential component of the District instructional program. The Board further believes that regular and effective reporting of student progress toward the attainment of academic goals and objectives is imperative. The Board realizes that the primary function of the District's student evaluation program is to measure as accurately and objectively as possible each student's progress toward the attainment of academic goals and objectives set by the District and the student.

In order to insure a structured procedure for student evaluation and grade reporting which complies with all Mississippi State Department of Education and accreditation standards, the following procedures shall be implemented.

Grading

- A. There shall be four grading periods of nine-week duration.
- B. With the exception of Reading, all grades awarded regular education students in grade one shall be awarded on the basis of on-grade-level work. Evaluation of Reading will be based on the reading level of the student, however, in order to be promoted, a student must be functioning on grade level in reading.
- C. All grades awarded regular education students in grades K-12 shall be awarded on the basis of on-grade-level work.

Grades awarded students who have been ruled eligible for special education services and who are actively participating in the District's special education program(s) shall be based on the attainment of goals and objectives set forth in the student's IEP's. Special education students who participate for a part of the school day in regular education courses shall be required to meet the same standards in said classes as regular education students.

Grades awarded remedial students that are not awarded on the basis of grade level work shall be indicated on the student's report card.

- D. A minimum of seven grades shall be recorded for each student in each academic course during each nine-week grading period unless a written exception is granted by the Superintendent.
- E. Standards based grading will be used for students in grades K-2. Teachers in grades 3-12 will average all recorded grades with equal weight. Performance on all recorded grades are to account for 80% of a student's nine-week grade. Nine-week tests shall count for 20% of a student's nine-week grade, for those required to take them. Please note, nine weeks tests may not be required.
- F. The nine weeks test shall assess the appropriate number of Mississippi College and Career Readiness Standards in Reading, Language and Math in grades 6-8 and the appropriate number of MAAP competencies in grades 9-12. The tests shall reflect the testing format of the MAAP.

Nine weeks tests shall be required for the first and third grading periods. Teachers of grades/subjects identified to complete AN OUTLINE FOR INCREASED STUDENT ACHIEVEMENT shall submit a copy of the nine weeks tests for the first, second and third grading periods and a copy of the first semester exam to the Superintendent's Office.

The first semester exam and the third nine weeks tests shall be cumulative in regard to the MAAP competencies.

Make-up Work:

- A. It is the responsibility of the student to ask his/her teacher(s) for **make-up work**. Failure to submit make-up work will result in a zero being recorded.
- B. The student will have the number of days missed plus one day to submit all make-up work (weekends and holidays excluded). For example, if a student misses two days, he/she will have three days to make it up. All make-up work must be submitted before Final Exams begin.
- C. Make-up work for excused absences will receive full credit.
- D. Make-up work for unexcused absences will receive 65% credit.

Reporting

The Board believes that one of the most critical responsibilities of the school district is the clear and accurate reporting of student progress to the student and his/her parents. The administration and faculty of the Pontotoc County School District are encouraged to share through every means possible the grading policy of the District and to hold conferences with parents to answer any questions which they may have concerning the evaluation of their child.

- A. Report cards shall be issued at the end of each nine-week period. It shall be the responsibility of the Superintendent to establish reporting procedures and develop reporting instruments for use by the District.
- B. Standards Based reporting will be used for grades K-2. Numerical grades will be used on report cards for grades 3-12 to report student achievement. The following chart will be printed on the report card:

GRADING SCALE 3-12

A	90-100	Superior
B	80-89	Above Average
C	70-79	Average
D	65-69	Below Average
F	64 and below	Failing
I		Incomplete
WP		Withdraw Passing
WF		Withdraw Failing

*In the event a numerical average of less than 60 is earned by a student, a letter grade of F will be recorded on the report card.

- C. Copies of student grade reports shall be kept on file in the school which the student attends, and all teacher grade books shall be turned in to the principal at the end of the school year and kept on file for a period of five academic years. All student cumulative records shall be completed and kept on file in compliance with all Mississippi Department of Education regulations, state law, and school board policy. Courses shall be recorded on cumulative folders in the following order: English, Math, Science, Social Studies.
- D. Mid-nine week reports shall be provided to parents of those students who are failing a subject(s) at the end of the fourth week of the nine-week period.

ELL Grading Policy

The Pontotoc County School District will use the following grading policy for students identified as English Language Learners (ELL).

Students Below Intermediate Level (SIV)

Students in grades K-8 with English development below the bridging level in the composite score according to the state mandated assessment, will be scheduled in the EL program and parents will be notified with a letter. Students will receive a report card from the classroom teacher. The classroom teacher will use (N/M) in the grade report area of the report card if the student's language development level is such that they are unable to complete the graded classroom materials. The comments section will also be used to provide additional information. Students able to receive a passing grade with accommodations and modifications will receive the numerical grade earned and the comments section of the report card will note ELL Assistance. No student below the bridging level will be given a failing grade.

Students in grades 9-12 with English language development below the bridging level in the composite score, according to the state mandated assessment, will be scheduled in classes for language development (e.g. Compensatory Reading and/or Writing , Art I, Pre-Algebra, Physical Science, Spanish I, etc.). The student will receive grades from the classroom teacher with ELL accommodations and modifications, and ELL Assistance will be noted on the report card in the comments section.

Students Bridging Level and Above

Students in grades K-12, bridging level and above in the composite score will receive grades on the report card and teacher may note ELL Assistance if needed. The student will be graded according to the Pontotoc County Schools Grading Policy. Student will be promoted according to the Pontotoc County Schools Promotion/Retention Policy.

Special Education Students Grading Procedures

The term "handicapped classes" refers to classes offered by the school district for those students who have been referred, tested, and ruled eligible for a specific handicapping condition.

Elementary and High School Grading System

All students who attend special classes will receive letter grades based on the Pontotoc County School District grading system. If an exceptional student (special education) attends a regular class, the regular classroom teacher will assign the letter grade (or number grade) for that student's performance in his/her class. If any student attends a

special education class, then the special education teacher will be responsible for assigning that student a grade based on his/her performance while in that teacher's class. A handicapped student will receive grades fairly reflecting the student's achievement on the instructional level on which he/she is functioning. The procedure used for reporting grades will be such that everyone involved in reporting and using these grades will clearly understand that a high grade does not necessarily mean that a handicapping condition no longer exists. A high grade should accurately reflect that, based on what is expected of a student with a given ability, he/she is performing well. The grade level on which the student was instructed while in the special education class should be indicated on the report card out beside the subject that was taken while in that class. The words "Special Education" should also be noted along with the grade level of the subject.

Any handicapped student who does not meet course requirements, even though the adaptations necessary to adjust for the student's handicap have been made, may receive a failing grade. If it is obvious, however, that the handicapped student cannot function socially, emotionally, or educationally in a regular class, the student should be removed from that class and placed appropriately (if this occurs, the IEP would be revised). The removal of a handicapped student from the regular educational environment occurs only when the nature or severity of the handicap is such that education in regular classes even with supplementary aids and services provided by the special education teacher on a tutorial basis in accordance with that student's Individualized Education Plan (IEP) is not possible. A continuum of alternative placements based on Individual students' IEP's will be provided to handicapped students in the district.

It may be necessary to provide extra help to a handicapped student or make other modifications in the regular program if that student is to be successful. The special and regular education teachers must work together so that the special education teacher will know how to reinforce/tutor the handicapped student when the student begins to falter. The special education teacher should provide assistance to the regular education teacher if there is a need for modification of the education program to insure the success of a student.

Some examples of program modifications that may be made by regular and special education personnel working closely together are:

1. Reading tests orally to special education student,
2. Special education teacher given the test so that the student has more time to complete the test,
3. Giving test in the mode in which the student communicates best,
4. Special education teacher taping lessons for student,
5. Special education teacher reviewing and helping with homework assignments, and
6. Special education personnel adapting/modifying a particular lesson, instructional unit, test, and/or homework assignment (the adaptation or modification may be done using a task analysis approach).

Although these kinds of modifications may need to be made, the student should be judged to be successful (graded) in that regular education class in the same manner as other regular education students.

GRADUATION REQUIREMENTS (IHF)

At least two units of the last four units of work shall be earned in residence at the high school. Freshmen and sophomore students should concentrate upon completion of the required subjects for graduation; whereas junior and senior students should select courses that meet their needs for future college or occupational training. It is important to plan your four years of high school upon entering the ninth grade.

1. In order to participate in the graduation exercises, a student must meet all graduation requirements. Students that meet graduation requirements at the end of the first semester will be allowed to participate in graduation exercises.
2. In order to participate in graduation exercises, a student must attend activities; (i.e., graduation rehearsal) and pay dues, fines, etc., prior to graduation. A graduation fee is required for cap and gown and diploma.
3. Permission to enroll in a correspondence course or summer school course must be granted by the High School Principal. A maximum of one (1) approved correspondence course may be taken toward graduation.
4. The following subjects cannot be taken by summer school or by correspondence course the first time: **Algebra I, English II, U.S. History, Biology I.**
5. In order to earn a diploma, all students must meet MDE requirements in the following subject area tests: Algebra I, English II, U.S. History and Biology.

EARLY GRADUATION

In the event that permission is granted for a student to graduate early, the student shall not be eligible for Valedictorian or Salutatorian.

Grievances and Complaints (GAER)

Purpose

The purpose of this grievance procedure is to secure at the first possible administrative level and equitable solution to any grievance.

Definitions

The following definitions shall apply in this grievance procedure:

1. A “grievance” is a complaint by an individual based upon an alleged violation of a person’s rights under state or federal law or board policy.
2. A “grievant” is a person or persons making the complaint.
3. The term “days” shall mean working school days and shall exclude weekends or vacation days.

Procedure for Processing Grievances

Grievances shall be processed in accordance with the following procedures:

Level One

1. All grievances, as defined, must be presented orally to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal or immediate supervisor and the grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his principal or immediate supervisor the grievant shall, within five (5) days after meeting with his principal or immediate supervisor, file a written statement with his principal or immediate supervisor setting forth in detail how the grievant claim to have been discriminated against. This written statement shall contain, in addition to the above, the time, place and the nature of the alleged act or omission and the state or federal law or board policy allegedly violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his principal or immediate supervisor a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal or immediate supervisor.

4. Within five (5) days after receiving the grievant's signed statement the principal shall send to the superintendent a copy of the grievant's statement along with a statement from the principal setting forth his response to the grievant and/or his decisions, as is applicable. At the same time, the principal shall also provide a copy of his written statement to the grievant.

Level Two

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

Level Three

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

Homework (IHB)

Homework should fit into the total school program and should be purposeful.

Homework is not assigned on weekends and holidays in order to avoid interfering with family, church, community, or recreational interests. Pupils may choose to spend some weekend and vacation time on long-range assignments or to make up work missed due to absence.

SOUTH PONTOTOC MIDDLE, NORTH PONTOTOC AND SOUTH PONTOTOC HIGH HOMEWORK

Due to the 4 X 4 semester block schedule, it may be necessary to assign homework on the weekend. Weekend home work will not exceed one and one half (1 ½) hours in grades 7-12.

Time suggestions concerning homework:

Grades one and two – 10 to 30 minutes

Grades three and four – 30 to 45 minutes

Grades five and six – an hour

Grades seven through nine – one hour to one and one half hours

Grades ten through twelve – one to two hours

Instructional Supply Money (DJEAB)

Each school shall issue procurement cards provided by the Department of Finance and Administration under the provisions of Section 31-7-9(1)(c) for the use of teachers and necessary support personnel in making instructional supply fund expenditures under this section, consistent with the regulations of the Mississippi Department of Finance and Administration pursuant to MS Code of 1972 Section 31-7-9.

On or before May 1 of each year, this school district shall determine and submit to the State Department of Education the number of teachers eligible to receive an allocation for the upcoming school year.

Classroom supply funds shall not be expended for administrative purposes. "Teacher" means any employee of the school board of a school district who is required by law to obtain a teacher's license from the State Department of Education and who is assigned to an instructional area of work as defined by the department.

Procurement cards shall be issued at the beginning of the school year and shall be issued in equal amounts per teacher determined by the total number of qualifying personnel and the current state appropriation for classroom supplies with the Education Enhancement Fund. Such cards will expire on a pre-determined date at the end of each school year. All classroom teachers shall utilize these funds in a manner that addresses individual classroom needs and supports the overall goals of the school regarding supplies, instructional materials, equipment, computers or computer software under the provisions of this subparagraph, including the type, quantity and quality of such supplies, materials and equipment. Classroom supply funds allocated shall supplement, not replace, other local and state funds available for the same purposes.

All unexpended amounts will be carried forward, combined with the following year's allocation of Education Enhancement Fund instructional supplies funds and reallocated for the following year.

Insurance

The school district will participate in the state insurance plan or a district plan.

Janitors and Maintenance Staff

Every effort will be made to keep the school clean and sanitary. If a maintenance problem arises, notify the office. All items needing repair should be reported to the office.

Line and Staff Relations (CD)

The school board directs the superintendent to inform all personnel regarding the working relationships in the school system.

Lines of direct authority shall be those approved by the board and shown on the district organization charts.

Personnel shall refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrator when necessary. All personnel shall keep the immediate administrator informed of their activities.

Personnel shall have the right to appeal any decision made by an administrative officer through grievance procedures established through Board Policy.

The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

Meals - School (JGHR)

Breakfast and lunch will be served to students in grades K-12.

Present charges for meals:

Breakfast	Elementary K-5	\$1.30
	Middle School	\$1.30
	High School	\$1.30
	Reduced	\$.30
	Adult	\$1.75
Lunch	Elementary K-2	\$2.75
	3-5	\$2.75
	Middle	\$2.75
	High School	\$2.75
	Reduced	\$.40
	Adult	\$3.50

Additional items may be purchased.

FOOD SERVICE

1. It shall be the responsibility of the principal to arrange the schedule so that the children will at all times enter the cafeteria, eat their lunch, and return to their classrooms in an unhurried and relaxed manner. Teachers will come down the serving lines with their class at serving time in order to keep the serving line moving on schedule and to supervise the behavior of their children.
2. Carry out trays are produced for students who are in Alternative school, ISS, or have a handicap, which prevents them from going to the cafeteria with their teachers. It is also for any staff that is unable to eat in the cafeteria due to other duties in the school or emergency situations.
3. Announcement sheets issued each day should be emailed to the manager in order that he/she may know the activities for the day -- more especially if it affects the lunchroom as to the number to be served. The food service administrator or the manager must be notified at least two weeks in advance of any field trips, special dinners, and of any activities going on in the school that will affect the ordering and production of food.

4. Students and teachers are not allowed in the kitchen during food preparation and serving due to safety reasons unless the student is in a school to work program.
5. Relatives of school lunch employees shall not be granted privileges denied other children.
6. Beverages other than milk shall not be consumed in the dining room during the lunch period except in an unidentifiable container.
7. Free or reduced price meals will be served to qualified children.
8. Foods and beverages available in the lunchroom shall be only those which contribute both to the nutritional needs of the child and to the development of desirable food habits.
9. The Pontotoc County School Food Service shall not refuse a child a meal. Students will be allowed to charge no more than the amount of two paid meals (breakfast and/or lunch). Students who have outstanding balances in the cafeteria will not receive report cards at the end of the school year or until the balance is paid. Students will receive a commodity lunch and milk if charges exceed two paid meals.

Teachers will be allowed to charge one meal. No additional charges can be accrued until the balance is paid.

The Pontotoc County School Food Service shall hold annual workshops for managers, assistant managers and cashiers on how to handle situations regarding students who do not have money to pay for a meal.

10. The Pontotoc County School Food Service has the right to keep the back doors entering the preparation area unlocked while students are present on a scheduled school day.
11. No food purchased from outside vendors may be brought into the cafeteria for students. No outside logos will be allowed. A student must bring his/her lunch from home or eat in the cafeteria. Milk, milk products or water may be purchased without a tray. The purchase of a tray is required for all other purchases.

COMPETITIVE FOODS REGULATION

- A. No food items will be sold on the school campus for one hour before the start of any meal service period.
- B. The school food service shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.

- C. With the exception of milk, milk products, and water, a student may purchase individual components of the meal only if the full meal unit is being purchased. Teachers may purchase individual components of a meal without the purchase of a meal tray.
- D. Students who bring lunch from home may purchase milk, milk products, and water.

National Board For Professional Teaching Standards Certification (GADA)

To promote and facilitate the professional development of Pontotoc County School District teachers, the Pontotoc County School Board adopts the following guidelines:

1. The teacher participating in the National Board for Professional Teaching Standards Certification process shall be allowed 2 professional days per school year to work on such certification. These 2 professional days are in addition to the 2 personal days mandated by State Law. The 2 days begin with the written approval of the building principal. The allocation of the 2 days each school year shall end when the teacher takes the certification exam.

No professional days will be allowed for participating in the renewal process for the National Board for Professional Teaching Standards Certification.

2. The professional days allowed under these guidelines may not be taken during nine week tests, state-wide testing, or at other times which affect the orderly operation of the school.
3. Professional days to work toward a re-test must be approved by the School Board on a case-by-case basis. Application for professional days for the re-test must include the number of days requested, the areas of the exam on which the teacher will be re-tested, and a narrative description of how the days will be used.
4. The salary supplement for teachers who are National Board Certified shall be reviewed annually. The school district shall make every effort to provide salary supplements for National Board Certified teachers that are competitive with surrounding school districts.

Personnel Leaves and Absences (GBRI)

ABSENCE FROM DUTY

1. LICENSED EMPLOYEE

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

2. SICK LEAVE ALLOWANCE

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

- a. Every employee, at the beginning of each school year, shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year.
- b. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to all employees if the employee remains employed in the school district. In the event any public school licensed employee transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such employee shall be credited to such employee in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.
- c. No deduction from the pay of such employee may be made because of absence of such licensed employee or teacher assistant caused by illness or physical disability of the licensed employee or teacher assistant until after all sick leave allowance credited to such licensed employee or teacher assistant has been used.
- d. For the first ten (10) days of absence of the employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such employee, there may be deducted from the pay of such employee the established substitute amount of employee compensation paid in that local school district, necessitated because of the absence of the employee as a result of illness or physical disability. Thereafter, the regular pay of such absent employee may be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

SICK OR PERSONAL LEAVE RECORDS AND DEDUCTIONS

Teachers are given 90 minutes at the beginning of the school year to use as needed. After using their 90 minutes, teachers who leave “early” or are out:

up to 2 hours will be charged for $\frac{1}{4}$ day personal or sick leave
2 to 4 hours will be charged for $\frac{1}{2}$ day personal or sick leave
4 to 6 hours will be charged for $\frac{3}{4}$ day personal or sick leave

Intervals of time employees can clock in and out are as follows:

CLOCK IN	CLOCK OUT
7:20	9:20
9:20	11:20
11:20	1:20
1:20	3:20

Any employee that takes personal or sick leave for up to 2 hours in one (1) day will have $\frac{1}{4}$ day deducted from their personal or sick leave allowance. In essence, if the employee takes the first part of the morning off, that employee must be clocked in by 9:21 to have $\frac{1}{4}$ day deducted from their personal or sick leave allowance. If the employee is not clocked in by 9:21, then $\frac{1}{2}$ day will be deducted from their personal or sick leave allowance. Any employee that takes 2 to 4 hours in one (1) day will have $\frac{1}{2}$ day deducted from their personal or sick leave allowance. In essence, if the employee takes the second part of the morning off, that employee must be clocked in by 11:21 to have $\frac{1}{2}$ day deducted from their personal or sick leave allowance. If the employee is not clocked in by 11:21, the $\frac{3}{4}$ day will be deducted from their personal or sick leave allowance. Any employee that takes 4 to 6 hours in one (1) day will have $\frac{3}{4}$ day deducted from their personal or sick leave allowance. In essence, if the employee takes the first part of the day off, that employee must be clocked in by 1:21 to have $\frac{3}{4}$ day deducted from their personal or sick leave allowance. If the employee is not clocked in by 1:21, then one (1) day will be deducted from their personal or sick leave allowance. If the employee takes more than 6 hours, then one (1) full day will be deducted from their personal or sick leave allowance. If the employee leaves prior to 9:20 and does not return, then one (1) full day will be deducted from their personal or sick leave allowance. Employees are allowed to leave and return to work as long as they clock in and out at the designated clock in and out times. In essence, if the employee leaves at 9:20, but doesn't return until 1:20, $\frac{1}{2}$ day will be deducted from their personal or sick leave allowance because 4 hours of work will be missed.

A leave record for each employee will be kept by the immediate supervisor and a copy forwarded to the County Office monthly. The official record for absences by an employee will be maintained in an electronic record at the County Office.

All employees must sign the substitute slip within two (2) days after returning to school. It must be stated on the substitute slip the day(s) is personal or sick leave. It will not be changed after the slip is sent to the County Office.

Review paycheck the day on which it is received to verify that the day(s) charged against sick leave and personal leave is correct. If a discrepancy occurs, county office must be notified prior to the next pay period. No changes will be made after the next pay period.

3. PERSONAL LEAVE ALLOWANCE

Each employee at the beginning of each school year shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. Such personal leave shall not be taken on a day previous to a holiday or a day after a holiday, unless on such days an immediate family member of the employee is being deployed for military service.

Notwithstanding the restrictions listed above on the use of personal leave, an employee may use personal leave as follows:

- Personal leave may be taken on the 1st day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee is being deployed for military service.
- Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of the school district has either a minimum of ten years experience as an employee of that school district or a minimum of thirty (30) days of accumulated leave that has been earned while employed in that school district.
- Personal leave may be taken on the first day of the school term, on a day previous to a holiday or after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.

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

For all personal leaves, except emergencies, three (3) days advance notice should be given. Due to the difficulty in finding appropriate substitutes, it may be necessary to deny a request for a particular day's personal leave. The intended method of handling this is: the one who requests the personal

leave day first will be given priority - first come, first served. Employees may not take personal leave without prior approval from their principal or immediate supervisor/director. No personal leave will be approved prior to or during state testing. Teachers in grades K-2 fall under the same testing absence guidelines as teachers in grades 3-5.

Leave allocation will be prorated for personnel who are employed by the district after the appropriate beginning date. If an employee leaves employment prior to his/her ending date (regardless of the reason for leaving the position) leave days will also be prorated.

4. PROFESSIONAL LEAVE ALLOWANCE

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

The Pontotoc County School Board recognizes its particular responsibility to provide the opportunity for the continual professional growth of its certified and at-will employees and seeks to make it possible for the employees to improve themselves through professional meetings and training sessions.

Absences for professional leaves or meetings must take into consideration the good of pupils and the entire school. The number of professional leaves at any one time will be limited to the above statement and the availability of qualified substitutes. Absences for professional leaves or meetings must be cleared first through the principal, then by written request to the superintendent for final approval. The request for leave should be arranged as far in advance as possible.

Limited professional leave may be granted for officers of professional organizations to attend regular and called meetings of the organization. Attendance at other professional meetings will be contingent upon many factors such as numbers involved, expense to the district, and amount of time away from school.

A substitute must be available before any professional leave is taken. Professional leave should be granted only when it will have an improving effect upon the school system.

To this end, the Superintendent is instructed to consider the requests made by principals, directors, teachers and at-will employees to be absent from their positions to attend meetings or training sessions, as long as the requests are within budget considerations.

PROFESSIONAL DEVELOPMENT LEAVE FOR EMPLOYEES - COMPENSATED

The employee making the request to serve as a consultant or facilitator to other school districts, professional organizations and associations may be granted permission provided that it does not conflict or interfere with the primary area of responsibility. The employee making the request shall be permitted for up to two (2) personal days per school year to serve as a consultant or facilitator. These days will be deducted from the employee's allocated personal leave days. A consultant or facilitator shall be defined as one who provides a service for which an honorarium, remuneration or compensation is received in addition to expenses.

In order to cooperate with the State Department of Education in improving education in the State of Mississippi, the Pontotoc County School District will allow school district employees to conduct workshops for the State Department of Education. School district employees should endeavor as much as possible to conduct sessions during the summer months and/or outside school district contract time. If State Department of Education workshops are conducted during contract time and the employee will receive an honorarium, remuneration or compensation in addition to expenses, the employee can use for up to two (2) personal days per school year to conduct a workshop. These days will be deducted from the employee's allocated personal leave days. Days used in excess of the two (2) allocated personal leave days per school year will be deducted from the employee's paycheck to reimburse the district for days used over the allocated two (2) personal leave days per school year.

At no time, can an employee of Pontotoc County School District consult, facilitate or conduct a workshop, conference, seminar, etc. and receive an honorarium, remuneration or compensation and receive contract pay for the same days.

Requests to consult, facilitate, or conduct a workshop during contract time shall be approved by the Principal or immediate supervisor, the Superintendent, and the Pontotoc County School Board. A record of all requests shall be maintained in the Superintendent's Office.

The employees of Pontotoc County School District shall devote their primary time, attention, and energy to the direction and business of the school system; and shall not during the term of employment be engaged in any business that is in conflict with the interests of Pontotoc County School District.

SABBATHICAL LEAVE FOR LICENSED EMPLOYEES

Sabbatical leaves up to one year after six (6) years of continuous employment may be granted on approval of the Superintendent at no salary. Return to the same teaching position would not be guaranteed, but an effort for a similar assignment would be made.

Teachers on sabbatical leave will return to the salary schedule according to their training and experience and will be eligible to proceed to the next step. At no time shall more than one percent (1%) of the total faculty and staff be on sabbatical leave.

5. RETIREMENT

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

6. RULES AND REGULATIONS

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

- a. Requiring the absent employee to furnish the certificate of a physician or dentist or other medical practitioner as to the illness of the absent employee, where the absence is for four (4) or more consecutive school days, or for two (2) consecutive school days immediately preceding or following a nonschool day;
- b. Providing penalties, by way of full deduction from salary, or entry on the work record of the employee, or other appropriate penalties, for any materially false statement by the employee as to the cause of absence;
- c. Forfeiture of accumulated or future sick leave, if the absence of the employee is caused by optional dental or medical treatment or surgery which could, without medical risk, have been provided, furnished or performed at a time when school was not in session;
- d. Enlarging, increasing or providing greater sick or personal leave allowances than the minimum standards established by this section in the discretion of the school board of each school district.

7. PAYMENT OF SUBSTITUTE EMPLOYEES

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

8. NONLICENSED AND HOURLY PAID SCHOOL EMPLOYEES

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

9. VACATION AND PERSONAL LEAVE

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

10. DEFINITIONS

- a. For the purposes of this subsection, the following words and phrases shall have the meaning ascribed in this paragraph unless the context requires otherwise:
 - i. "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.
 - ii. "Immediate family" means spouse, parent, stepparent, sibling, child or stepchild.

- b. Any school district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same or another school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:
 - i. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.
 - ii. The maximum amount of unused accumulated leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated personal and/or sick leave of the donor employee.
 - iii. An employee must have exhausted all of his or her available leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.
 - iv. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
 - v. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
 - vi. Donated leave shall not be used in lieu of disability retirement. ' 37-7-307 (2004)

11. JURY DUTY / OTHER LEAVE

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

12. LEGAL LEAVE

This school board shall provide leave with pay for employees who serve a witnesses under subpoena for school purposes and/or on juries. Any employee of the school district that is subpoenaed for cases not for school purposes will be excused up to (1) one day per case without salary deductions. The school board cannot recover jury fees from employees who serve on juries. Legal leave will not be granted in cases in which the employee is in litigation against the district.

13. LEAVE DUE TO DECLARED EMERGENCY CLOSURE

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

14. COVID-19

Updated medical guidelines for Covid-19 will be posted on the PCSD website.

15. TWELVE-MONTH EMPLOYEE ANNUAL LEAVE

Employees that are employed for less than twelve months are not eligible for annual leave.

After one (1) full year of employment, in addition to sick leave and personal leave, twelve-month employees have ten (10) days of annual leave. This leave must be approved in advance by the appropriate supervisor.

For custodial personnel, five (5) days of annual leave time may be taken during the summer.

Annual leave granted to twelve (12) month employees shall be synonymous with personal leave. Any personal or annual leave may be converted to sick leave under a lawfully adopted policy before the effective date of Senate Bill No. 2297, 2004, Regular Session, shall be recognized as accrued leave by the local school district and available for use by the employee. The leave converted under a lawfully adopted policy may be certified to the Public Employees' Retirement System upon termination of employment and any such leave previously converted and certified to the Public Employees' Retirement System shall be recognized.

Family Medical Leave Act (GBRIA)

The Family Medical Leave Act (FMLA) entitles an eligible employee to take up to twelve (12) weeks of unpaid, job protected leave during any 12 month period for specified family and medical reasons. To be eligible for FMLA benefits, an employee must:

1. Have worked for the employer for at least twelve (12) months.
2. Have worked at least 1,250 hours during the twelve (12) month period prior to the request for one or more of the following reasons:
 - a. the birth and care of newborn child of the employee;
 - b. placement with the employee of a son or daughter for adoption or foster care;

- c. to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- d. to take medical leave when the employee is unable to work because of a serious health condition.

Employees seeking to use FMLA leave are required to provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. You are encouraged to contact the central office if further information is needed. A copy of the entire policy may be obtained from the School Board Policy Manual, Section G, Policy Code GBRIA.

Personnel - Dismissal of: (GBK)

Breach of Contract

If any licensed employee shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released there from as provided in Section 37-9-55, the contract of such licensed employee shall be null and void. In addition hereto the license of such certificated employee shall be suspended by the State Board of Education for a period of one (1) year as provided in Section 37-3-2 (8) upon written recommendation of the majority of the members of this School Board. S37-9-57 (1988)

Reasons for Dismissal or Suspension

For incompetence, neglect of duty, immoral conduct, intemperance, brutal treatment of a pupil or other good cause the superintendent of this school district may dismiss or suspend any licensed employee. Before being so removed or suspended any licensed employee shall be notified of the charges against him/her and he/she shall be advised that he is entitled to a public hearing upon said charges.

Immediate Release

In the event the continued presence of said employee on school premises poses a potential threat or danger to the health, safety or general welfare of the students, or in the discretion of the superintendent, may interfere with or cause a disruption of normal school operations, the superintendent may immediately release said employee of all duties pending a hearing if one is requested by the employee. In the event a licensed employee is arrested, indicted or otherwise charged with a felony by a recognized law enforcement official, the continued presence of the licensed employee on school premises shall be deemed to constitute a disruption of normal school operations.

Hearing

The School Board, upon a request for a hearing by the person so suspended or removed shall set a date, time and place for such hearing which shall not be sooner than five (5)

days nor later than thirty (30) days from the date of the request. The procedure for such hearing shall be as prescribed for hearings before this Board or hearing officer in Section 37-9-111. From the decision made at said hearing, any licensed employee shall be allowed an appeal to the chancery court in the same manner as appeals are authorized in Section 37-9-113.

Appeal

Any party aggrieved by action of the chancery court may appeal to the Mississippi Supreme Court as provided by law. In the event that a employee is immediately relieved of duties pending a hearing, as provided in this section, said employee shall be entitled to compensation for a period up to and including the date that the initial hearing is set by this School Board, in the event that there is a request for such a hearing by the employee.

In the event that an employee does not request a hearing within five (5) calendar days of the date of the notice of discharge or suspension, it shall constitute a waiver of all rights by said employee and such discharge or suspension shall be effective on the date set out in the notice to the employee. S37-9-59

Insubordination is one of the “other good causes” for which one may be dismissed.

At a suspension or dismissal hearing before the School Board, the burden rests upon the superintendent to prove by a preponderance of evidence that adequate grounds for dismissal exist.

Personnel Records (GAR)

A file of personnel records shall be maintained in the superintendent’s office for each licensed employee of this district. A file shall be kept for all resigned or retired licensed employees, including such essential information as deemed appropriate by the superintendent (or designee) as specified by state and federal laws.

CONFIDENTIALITY

Personnel information concerning district employees is generally confidential and may be reviewed on a “need to know” basis under conditions which guarantee the administration’s right of access to information necessary to make judgments and the protection of employees against unnecessary invasion of privacy. Personnel information that is “public record” may be released to any person upon request.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher. Files containing medical information regarding an employee will be kept separate from other personnel files.

The superintendent shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical, or similar files, if the superintendent reasonably believes disclosure would invade the employee's privacy. The records will be disclosed unless written objection is received from the licensed employee within seven (7) business days from receipt by the employee.

Types of Information

It shall be the responsibility of each licensed employee to ensure that the school district receives records of any prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from the service must be furnished to the school district. The licensed employee is responsible for ensuring that the information that will maintain the employee's personnel file on a complete and up-to-date basis is provided to the superintendent's office. The records shall contain the following:

1. The correct name, current address, and home telephone number of the employee;
2. An accurate record of the employee's work experience;
3. Current data on education completed, including transcripts of academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials;
6. Any current data requested by the superintendent concerning the employee's health and or medical examinations;
7. Records of assignment;
8. Evaluation of performance;
9. Letters of commendation, reprimand, or omission of duty;
10. Other materials mutually agreed upon between the principal and the teacher.

Use of Personnel Records

All the contents of the personnel file, with the exception of evaluations, comments, or recommendations provided to the school district on a confidential basis by universities, colleges, or persons not connected to the school district, shall be available for inspection by the employee concerned. The district reserved the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The superintendent shall promptly notify in writing a teacher against whom a complaint has been placed in that teacher's personnel file. The teacher shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

Parental Notice

If the school district receives Title I funds, the district shall provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade level and subject areas taught;
2. Whether the teacher is teaching under emergency or other provisional status;
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area/s of the certification degree; and
4. Whether the child is provided services by para-professionals, and if so, their qualifications.

If a parent requests the above-listed information, the school district is required to provide the information in a timely manner.

Pledge of Allegiance (AFA)

This school board believes that respect for the flag is an integral part of good citizenship. The school board shall provide for flags and flag staffs. The superintendent shall ensure that students receive proper instruction in flag etiquette and in patriotic exercises.

The flag of the State of Mississippi and the flag of the United States shall be displayed in close proximity to the school building at all times during the hours of daylight when the school is in session when the weather will permit without damage to the flag. It shall be the duty of the board of trustees of the school district to provide for the flags and their display.

Whenever the flag of the United States is to be flown at half-staff by order or instructions of the President or pursuant to federal law, all public schools shall lower the United States flag in accordance with the executive order or instructions or federal law. The school shall announce the reason that the flag is being flown at half-staff to all students in assembly or by teachers in the various classrooms or by prominently displaying written notice throughout the school stating the reason that the flag has been lowered.

In all public schools there shall be given a course of study concerning the flag of the United States and the flag of the State of Mississippi. The course of study shall include the history of each flag and what they represent and the proper respect therefore. There also shall be taught in the public schools the duties and obligations of citizenship, patriotism, Americanism, and respect for and obedience to law.

The flag of the United States shall be displayed in each classroom and in each principal room of the school building at all times while school is in session. It shall be the duty of the school boards of each school district to provide for the flags, proper flag staffs and their proper display. Each school district shall provide student instruction in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises. The instruction shall be a part of the district's fifth grade social studies curriculum or history curriculum; with assistance of the State Department of Education.

From and after July 1, 2002, the school boards of all public schools of this state shall require the teachers under their control to have all pupils repeat the oath of allegiance to the flag of the United States of America at the beginning of the first hour of class each day school is in session.

The Pontotoc County School Board does hereby direct the teachers and administrators of the Pontotoc County School District to have all students in the Pontotoc County School District to repeat the Pledge of Allegiance at the beginning of each school day. **Any student or teacher who objects to reciting the oath of allegiance shall be excused from participating without penalty.**

The Pontotoc County School Board encourages the administration and staff at each school to include the Pledge of Allegiance in any activity which will promote the patriotism of the students in the Pontotoc County School District.

Private Vehicle for Student Transportation – Use of: (EDAE)

The school district discourages the use of privately owned vehicles for transporting students on behalf of the school. Should occasion arise when a privately owned vehicle must be used to transport students, the following provisions must be met. Under no circumstances should a privately owned vehicle be used when there is a National Transportation Safety Board approved student transportation vehicle available.

1. The school district employee must provide the district with proof of liability insurance to cover all risks associated with driving an automobile. In case of an accident the district shall assume no responsibility.
2. Each use of the automobile must be approved in writing by the principal and/or the superintendent. No administrator shall approve use of the employee owned vehicle when school district vehicles are available.
3. No one shall be permitted to operate the vehicle other than the school district employee.
4. There shall be a check of driving record of each school employee permitted to operate a school owned vehicle or a privately owned vehicle on behalf of the school district.

5. Under no circumstances will the operator allow more than six (6) elementary age, or four (4) junior or senior high school students to ride in the vehicle at any one time.
6. No students shall be sent on school errands in their cars.

Professional Development (GAD)

The school district implements a professional development program that complies with the guidelines published by the State Board of Education.

Professional Personnel Extra Duty (GBRE)

Teachers are expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services may make minor demands on the teacher's basic assignment. Administrators shall strive to equalize duties among teachers.

Professional Organizations

Teachers as professionals are encouraged to belong to a professional organization.

Professional Personnel Qualifications and Duties (GBBA)

This school district is committed to high levels of academic achievement for all students, and thus seeks to employ highly qualified teachers in the elementary, middle, and high schools. The district shall employ teachers on a professional basis without regard to age, race, color, gender, or national origin. Every school teacher employed in this school system must possess a valid license and shall execute a written contract with the local Board of Education.

The term "teacher" shall include any employee of a local school who is required by law to obtain a teacher's license from the State Board of Education and who is assigned to an instructional area of work as defined by the State Department of Education.

Elementary school teacher new to the profession:

- Holds at least a bachelor's degree and
- Has demonstrated relevant subject matter and teaching skills by passing rigorous state test

Middle or secondary school teacher new to the profession:

- Holds at least a bachelor's degree and
- Meets applicable standard for a teacher who is new to the profession, which includes an option for a test; or
- Demonstrates competence in all academic subjects in which the teacher teaches based on a high, objective, uniform state standard of evaluation.

Such certification and transcript of credits shall be on file in the office of the superintendent of schools prior to the issuance of the first salary check.

Professional Personnel Reduction in Force (GBKA)

(Revised February 15, 2010)

The Pontotoc County School Board of Education has the responsibility for providing and maintaining quality schools in the district. In order to carry out its responsibility the board may abolish or combine job positions, reduce the length of the work year with a commensurate reduction in salary and/or reduce the number of employees. When doing so, the board will take into account the following reasons for reduction in force: enrollment, educational programs, and 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. 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. Area(s) and level(s) of competence indicated by certification;
3. Experience, professional training and length of service within the district and the work assignment;
4. Quality of performance including character, teaching capacity and/or executive ability;
5. Skills in areas where the district has instructional and/or supervisory needs;
6. Attendance; and
7. Performance in the classroom using, but not limited to, state test scores, classroom growth, and teacher evaluations.

Initially, Pontotoc County School District will attempt to reduce staff by attrition.

Professional Personnel Resignations (GBO)

The Board of Education of the Pontotoc County School District empowers the superintendent, as agent of the board, to accept on its behalf letters of resignation from any school district employee, providing that such resignation is in writing, dated, signed and specifies the date upon which the resignation is to be effective.

Receipt of such a letter of resignation by the superintendent may constitute acceptance of such resignation by the board of education and may release the employee and the district from any and all further contractual obligations beyond the effective date of the resignation, provided that a suitable replacement for the position can be employed. The superintendent shall also be empowered to refuse an employee's resignation, when such refusal is in the best interest of the school district.

Any resignation received by the superintendent is irrevocable. A licensed employee who leaves the district without having fulfilled his/her contractual obligations and who has not obtained written acceptance of his/her resignation from the superintendent will be considered to be in breach of his/her contract and may have his/her license revoked.

PROCEDURES

Resignations must be mailed to the superintendent by certified mail, return receipt requested, or personally delivered to the superintendent's office and an acknowledgment of receipt must be inscribed on the face of the letter of resignation.

Upon receipt of a letter of resignation, the superintendent shall notify the employee in writing as to whether or not the employee's resignation is accepted. This notification shall be sent to the employee by certified mail, return receipt requested, or personally delivered to the employee and an acknowledgment of receipt by the employee inscribed on the face of the letter of acceptance or denial of the resignation. The employee shall be given one copy of the acknowledged acceptance or denial of the resignation and the superintendent shall keep one copy of the acknowledged acceptance or denial of the resignation.

All letters of resignation and acceptance or denial of resignations shall become a permanent part of the employee's personnel file.

Professional Personnel Separation (GBN)

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

It is recognized by this school district that it is necessary, from time to time, to release from future employment licensed personnel where their performance fails to meet the

standards established by the State Department of Education and/or this board or where their services are no longer needed.

NOTICE OF NONRENEWAL

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

(a) If the employee is a principal, the superintendent, without further board action, shall give notice of nonreemployment on or before March 1; or

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

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

LICENSED EMPLOYEE RIGHTS

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

(a) written notice of the specific reasons for nonreemployment together with a summary of the factual basis therefor, a list of witnesses and a copy of documentary evidence substantiating the reasons intended to be presented at the hearing. The school district shall give this notice to the principal or other professional educator at least fourteen (14) calendar days prior to any hearing;

(b) an opportunity for a hearing at which to present matters relevant to the reasons given for the proposed nonreemployment, including any reasons alleged by the principal or other professional educator to be the reason for nonreemployment;

(c) receive a fair and impartial hearing before the school board or hearing officer selected by the school board;

(d) be represented by legal counsel, at his/her own expense.

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

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

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

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

Professional Personnel Staff Meetings (GBRD)

Faculty meetings shall be held upon the call of the superintendent and/or school principal.

Professional Personnel Supervision (GBH)

The board expects its administrative and supervisory staffs to help and encourage staff members to develop their teaching personalities and instructional abilities to an optimum degree. Each principal is expected to visit the classroom of each teacher on a regular basis to offer suggestions and give encouragement.

Professional Personnel Tutoring for Pay (GBRGB)

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he may have a conflict of interest, teachers shall receive no money from parents for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to make.

Further, no tutoring for which a teacher receives a fee will be carried on in the school building.

No teacher shall use his official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he is association.

PRIVATE LESSONS

Individual private lessons for music, art, and other curriculum related activities for academic or nonacademic credit may be conducted during school hours and may use school equipment with the approval of the Principal.

Fees for individual private lessons shall be established by the parent and the person conducting the individual private lesson. The student shall pay fees directly to the individual conducting the individual private lessons.

Promotion and Retention (IHE)

**North Pontotoc Elementary K-4
South Pontotoc Elementary K-5**

According to state law, the schools will administer a reading test to each third grade student at the close of the school year. As well as having passing grades, each third grade student must perform at or above the third grade reading level on this test for promotion to fourth grade. The Mississippi Department of Education will determine the passing score on this third grade reading test.

- A. Kindergarten students will be required to master at least 80% of the math standards and 80% of the ELA standards listed on the report card and at least one of the three indicators of reading progress (STAR EL, Reading Level, and 80% of the sight word list) to be promoted. In addition, kindergarten students will be required to master all of the 100% skills.
- B. First grade students will be required to master at least 80% of the math standards and 80% of the ELA standards listed on the report card and at least one of the two indicators of reading progress (Fluency and Reading Level) to be promoted.

- C. Second grade students will be required to master at least 80% of the math standards and 80% of the ELA standards listed on the report card and at least one of the two indicators of reading progress (Fluency and Reading Level) to be promoted.
- D. To be promoted from third grade to fourth grade, a student must receive a passing yearly average in ELA (Reading and Language Arts), Mathematics, and Science.
- E. To be promoted from fourth grade to fifth grade, a student must receive a passing yearly average in ELA (Reading and Language Arts) Mathematics, and Science.
- F. To be promoted from fifth grade to sixth grade (SPE), a student must receive a passing yearly average in ELA (Reading and Language Arts), Mathematics, and Science.
- G. Any student may be retained by parental request if for reasons other than athletic reasons or other extracurricular purposes.

North Pontotoc Upper Elementary School 5-6
North Pontotoc Middle School 7-8
South Pontotoc Middle School 6-8

- A. To be promoted from fifth grade to sixth grade (NPUE), a student must receive a passing yearly average in ELA, Math, and Science.
- B. To be promoted from sixth grade to seventh grade, a student must receive a passing yearly average in ELA, Math, and Science.
- C. To be promoted from seventh grade to eighth grade a student must receive a passing yearly average in ELA, Math, and Science.
- D. To be promoted from eighth grade to ninth grade a student must receive a passing yearly average in Math, English, and Science.
- E. Any student may be retained by parental request if for reasons other than athletic reasons or other extracurricular purposes.

HIGH SCHOOL (9-12)

- A. Students in grades 9-12 will be awarded units of credit when they have earned a passing average in the teacher's evaluation of the student. Semester grades shall be calculated in compliance with the Grading Policy.

- B. Any student may be retained by parental request if for reasons other than athletic reasons or other extracurricular purposes.

Classification of Students

Students in the senior high are classified according to units earned:

10th Graded – Completed six (6) major units or more.

11th Grade – Completed twelve (12) major units or more.

12th Grade – Completed eighteen (18) major units or more.

- C. All special education students will receive the same report card as regular education students except that a notation shall be made on the grade report indicating special education. Those students assigned to self-contained, special education classes will receive the same grading codes as regular students; however, the grade level of the subject matter being taught the student shall be indicated on the report card. Special education students assigned to self-contained classes shall be promoted as follows:

1. Those students who have reached the age of thirteen (13) on or before September 1 **may** be promoted to grade seven (7).
2. Those students who have reached the age of fifteen (15) on or before September 1 may be promoted to grade nine (9).

Remedial Programs

The Superintendent is authorized to develop and administer remedial programs, to include summer school and extended school year programs, which meet all requirements set forth by the Mississippi Department of Education, state statutes, and requirements of the Mississippi Commission on School Accreditation.

Proper Dress

Good personal dress and grooming are excellent assets for a teacher. **Not only does it set a good example, but the students have more respect for a teacher who dresses properly.**

Professional educators should dress appropriately to promote the educational mission of the school.

- Scrubs are only allowed for therapists and self-contained special education teachers.

- No t-shirts can be worn Monday-Thursday, unless there is a special circumstance designated by the Principal.
- School t-shirts may be worn on Friday.
- Jeans may be worn everyday with professional shirts/tops.

The following types of clothing **should not** be worn during the regular school day:

1. Shorts
2. Clothing of any nature which is:
 - Too tight
 - See through
 - Too short to be appropriate when sitting, bending, or stretching
 - Unbecoming to the education profession

NOTE: For special circumstances, with the approval of the Principal, the dress code may be modified. Special circumstances may include such events as Homecoming, certain teaching situations, designated school spirit days, certain types of field trips, etc.

Property and/or Equipment – Use of: (EBHA)

Any use of property and/or equipment purchased by the Pontotoc County School District for other than its approved intended purposes shall be prohibited. Employees are prohibited to use district property and/or equipment for personal financial gain. This would exclude services provided to students that would benefit the students, school or district (i.e. tutorial services, athletic camps, band camps, cheerleading camps, etc.) Employees shall seek approval from their immediate supervisor to provide these types of services.

Purchasing (DJE)

The Board has the responsibility to assure that all purchases are made in the best interests of the district and intends to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The district shall purchase locally, provided goods or equal quality and at competitive prices are available from local suppliers. The district is not bound to purchase any item locally that can be secured at a saving to the district from outside sources.

Before a purchase can be made, such purchase shall be approved by the proper designated personnel. (Superintendent, School Principals, Career Center Director, Assistant Superintendent, Special Education Coordinator, School Food Services Supervisor, Transportation Supervisor and Maintenance Supervisor)

All purchasing shall or must be done in accordance to the state purchasing laws. This applies to classroom supplies, sports equipment, and other items. **No purchasing is allowed until a requisition has been filled out, approved and you are issued a purchase order.**

Purchases	Procedures
Purchases under \$5,000.00	Every effort should be made to obtain the lowest and best price.
Purchases of more than \$5,000.00 and not more than \$50,000.00	Must solicit and obtain at least two competitive written quotes, signed and dated by vendor. The two quotes should be attached to the Purchase Order.
Purchases over \$50,000.00	Must be advertised for two consecutive weeks and obtain at least two competitive sealed bids.

Sales Tax Payment Procedure for items Purchased for Resale

For each and every item purchased by a school or department, regardless of price, that is to be resold to students and/or the public there shall be paid at the time of purchase full sales taxes (7%) to the vendor from whom the item is being purchased.

1. The rule applies only to those items being resold, i.e. pencils, paper, books, shirts, calendars, candy, candles, etc. Those items consumed in the education process remain tax exempt.
2. Tax is not to be added to the price of an item and collected at the time of resale. The price of an item may be increased to recoup the tax paid.
3. Each requisition, purchase order, and invoice for an item that is to be resold shall have "For Resale" written thereon.
4. Orders for resale items and orders for supplies shall not be included on the same purchase order or requisition.

Returned Check Policy

Your check is welcome at all schools in the Pontotoc County School District. The Pontotoc County School District recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Pontotoc County School District has contracted with Nexcheck, LLC, for collection of returned checks.

Each person writing a check to a school or the School District should write on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person write a check to a school or the School District, the person writing the check agrees that, if the check is returned that it may be represented electronically on the same account, and that the fee established by law, may be debited from the same account.

If the check and fee are not collected electronically, then Nexcheck will contact you by mail and by telephone in order for you to make arrangements to pay. All payments need to be made directly through Nexcheck P. O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone using a credit card, debit card or electronic check.

Safety Program (EBB)

STUDENT SAFETY

This school board is aware of its duty to provide due care to its students and not expose them to any serious hazards to safety exceeding those which normally attend school operations. Therefore, the school board provides the following specific guidelines to be followed by its employees and directs the superintendent of schools to insure that all reasonable steps are taken to protect its students. The specific guidelines include but are not limited to the following:

SCHOOL BUILDINGS & GROUNDS

The superintendent or designee will establish procedures that promote protection and safety of students, employees, visitors, and others present on school property or at school-related events.

The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, and disaster preparedness and shall be appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, physical plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees, and the community.

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

Each school in the district presently has a weather radio. ' 37-11-6

Fully charged and recently inspected fire extinguishers of the appropriate type shall be accessible every 75 feet and also located in the cafeteria, hallways, heater/boiler room, science labs and shops.

The school principal shall develop contingency plans for the operation of his school. These policies and procedures for dealing with routine and emergency situations, ill or injured 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 board's property.

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

TRANSPORTATION OF STUDENTS

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. The parent reassumes control over the student at the time the student leaves the school premises.

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. Such vehicles shall meet the standards set by the National Transportation Safety Board. Students, as members of clubs, teams, groups, etc. who are to be players, participants, or performers are expected and shall travel to and from school-sponsored activities as a group.

All school buses shall meet minimum specifications approved by the State Board of Education and shall be well maintained. Each bus driver shall have a valid bus driver's certificate and a commercial driver's license and shall operate the bus according to all specified safety procedures to ensure optimal safety of passengers. Each school bus shall be systematically inspected for maintenance problems on a quarterly basis.

SCHOOL-SPONSORED CLUBS / EXTRACURRICULAR ACTIVITIES

For any school-sponsored activity for which there is a reasonable risk of injury or death to the student, each participant shall be required to furnish to the sponsor the required form(s) signed by parent/guardian, prior to being allowed to participate. Said form(s) shall include a notice to parent/guardian of risk of injury or death, waiver of liability in the event of injury or death and acceptance by parent/guardian of responsibility for health care due to injury or death. There shall be stand-by medical assistance and an ambulance at any and all varsity football games; home or away.

All practices and rehearsals for any school-sponsored activity shall take place in a school or on the school grounds under the supervision of school personnel. There shall be no practices or rehearsals for school-sponsored activities in private homes or public businesses.

The school district shall furnish and each sponsor/director shall require the use at each practice, performance or event, each and every kind of safety equipment, device, mat, pad, net and like kind of implement generally recognized by the sport or activity as being necessary to provide adequate security and protection to the participants.

There shall be no school-sponsored performance or competition by school students in places where alcoholic beverages are being served.

The school superintendent or designee shall make personnel assignments for those school sponsored activities for which there is a reasonable risk of injury or death only to those district employees specifically trained to properly instruct and supervise such activities. It shall be the duty of the superintendent or designee to review the credentials of prospective sponsors/directors to determine an individual's fitness for such an assignment. No school principal shall offer or promote any activity not appropriate to the age and maturity of the student.

Student club members/athletes who have competed through school-sponsored activities for state or national honors and who are eligible and elect to attend a final event which takes place after the regular school term shall, should such a trip be approved by the principal, be accompanied by the appropriate competent adult to such an event which shall also be considered a school-sponsored activity.

Sponsors/directors of clubs/extra-curricular activities shall not allow student participants or chaperons to smoke or otherwise use tobacco products while involved in such activities.

SUPERVISION OF STUDENTS K-12

The school principal shall provide for adequate supervision of students while in the school building or on the school grounds, before, during and after school. Students shall not be permitted to arrive more than 30 minutes prior to the beginning of the school day and are expected to leave school promptly at the end of the school day unless staying in or participating in a school sponsored and supervised activity.

Classroom teachers, club sponsors and sponsors/directors of extracurricular activities, including sports shall never leave those in their charge unsupervised and unattended whether at school, away from school, during school hours or after school hours. This includes field trips, club trips and sports events.

All supervision of school students shall be conducted by a competent adult regular staff member except where competent adult chaperons have been selected and assigned by the school principal. The school principal shall determine the fitness of a chaperon to supervise. A chaperon shall not be allowed to supervise any school-sponsored activity wherein there lies a reasonable risk of injury or death to the student (some sports, labs, shops, etc.).

The Director of Transportation shall provide for adequate supervision of students using the pupil transportation system in compliance with all laws, rules and regulations of the State Board of Education which governs pupil transportation.

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 school-sponsored activity so parent/guardian may reassume control over the student. In the event of serious illness or injury and parent/guardian cannot be contacted, school authorities shall seek immediate professional medical care. Such care shall be at the expense of parent/guardian.

STUDENT MEDICATION

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

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

RELEASE OF STUDENTS

No student shall be suspended from school or school-sponsored activity prior to scheduled release time without first notifying parent/guardian. No student shall be released to the custody of an individual other than parent/guardian/ or person designated in the student's records.

No student shall be allowed to withdraw from school or school-sponsored activity prior to scheduled release time. Students shall not be allowed to leave and return to school or to a school-sponsored activity to run personal errands, purchase supplies, parts or food.

No student shall be released at the conclusion of any out-of-town school-sponsored activity to return home via alternate means. No student shall be abandoned by a sponsor/director/chaperon at the completion of a school-sponsored activity to wait for a ride or to walk home.

School Day (AF)

It shall be the policy of the school board to provide sufficient instructional time to give students the opportunity to master specific learning objectives at all instructional levels.

1. The number of hours of actual teaching which shall constitute a school day shall be determined and fixed by the school board of this district at not less than five and one-half (5-1/2) hours.
2. School Day: That portion of the calendar day that includes the teaching day, intermissions, and any additional time included in the employee contract. School day defines the normal working day for employees.
3. Teaching Day: A day in which a minimum of 330 minutes of instruction and/or evaluation and/or district approved group testing is provided. Exceptions are days with fewer than 330 minutes of instruction that are part of an instructional week of at least 27.5 hours.

Accreditation Standards

- 19.2 The teaching day must provide at least 330 minutes of instruction per day or 27.5 hours per five-day week.
- 19.3 The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each ½ unit offered, except for accelerated learning programs and remedial instructional programs that are proficiency based. A traditional seven (7) period day schedule must provide at least 48 minutes per period and AB and 4 X 4 block schedules must provide at least 94 minutes.
- 19.4 No more than two of the 180 days may be 60% days, unless the district utilizing an Early Release schedule that provides at least 27.5 hours per five-day week provided that there are at least 198 minutes of actual instruction or testing and the remainder of each 60% day is used for professional development or other activities related to instruction.

Scheduled academic instructional time shall be protected from undue interruption or delays.

School days which do not contain the required minimum number of minutes of instruction shall not be counted or included in any way in determining the average daily attendance of the school.

The normal work day is from **7:20 A.M. until 3:20 P.M.** All teachers will be at their assigned room no later than 7:40 A.M. to supervise students.

Early morning duty teachers shall be at assigned duty stations no later than **7:20 A.M.** and remain until the bell rings for students to go to class.

Teachers leaving during the school day shall obtain permission from the Principal or Director.

Security (EBC)

The superintendent is directed to establish rules and regulations as may be needed for security to include, but not limited to:

1. provisions for door locks;
2. minimizing fire hazards;
3. reducing the possibility of faulty equipment;
4. keeping records and funds in a safe place;
5. protection against vandalism and burglary;
6. the prosecution of vandals;
7. school visitors.

Sexual Harassment Policy (GBR)

The policy of the board of education forbids discrimination against any employee or applicant for employment on the basis of sex. The board of education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

A. GENERAL PROHIBITIONS

1. Unwelcome Conduct of a Sexual Nature

- a. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double-entendres, and jokes.
- b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
- c. An employee who has initially welcomed such by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

2. Sexual Harassment

For the purposes of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment if:

- a. submission to the conduct is made either an explicit or implicit condition of employment;
- b. submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- c. the conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

B. SPECIFIC PROHIBITIONS

1. Administrators and Supervisors

- a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

2. Non-administrative and Non-Supervisory Employees

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

C. REPORTING, INVESTIGATION, AND SANCTIONS

1. It is the express policy of the Board of Education to encourage victims of a sexual harassment to come forward with such claims. This may be done through the Employee Grievance Resolution Procedure.
 - a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms

or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision.

- b. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
 - c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- a. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural requirements.

SEXUAL MISCONDUCT PROHIBITED

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

'97-5-24 (1994)

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

'97-5-24

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for

every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. ' 97-29-3 (1980)

HARASSMENT PROHIBITED

This school district affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

EMPLOYEES COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT PROCEDURES (GBR-R)

Employees in the Pontotoc County School District are protected from sexual discrimination, including sexual harassment, by Title VII of the Civil Rights Act. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

This complaint procedure shall provide a process for filing, processing and resolving complaints on such matters. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

I. DEFINITIONS

- A. "Sexual harassment" exists when unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature meets one of the following criteria:
 - 1. Quid pro quo harassment -- Submission to such conduct is made, either implicitly or explicitly, a term or condition for an employee's assignment of duties, promotion or other work-related benefit.
 - 2. Quid pro quo harassment -- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual.

3. Hostile environment harassment -- Such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile or offensive teaching or work environment.
- B. A "complaint" is a report by any employee which alleges that a policy or practice of the district or a practice or act of any of its employees has discriminated against the complaining employee on the basis of sex, including sexual harassment.
- C. The "complainant" is the employee who submits a complaint.
- D. The "respondent" is the person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- E. The "Title IX Coordinator" is the person(s) designated to coordinate the District's efforts to comply with and carry out responsibilities under state and federal laws addressing equal opportunity. The "Title IX Coordinator" will manage the complaint process for both employee complaints under this policy and student complaints under the Title IX complaint procedure.
- F. A "day" means a working day and does not include holidays and/or weekends.

II. GENERAL RULES

- A. Since it is important that complaints be filed and processed as rapidly as possible, the number of days indicated at each step are considered to be maximum and every effort will be made to expedite the process. At any step in the complaint procedure, the time limits may be extended only when necessary under the circumstances. In no event shall these procedures be extended for more than a 90 day period.
- B. If a review is not requested at any step within the time allotted, and if the decision at the prior step found a reasonable basis to believe that an employee has engaged in any sexual misconduct or involvement with any student under the age of 18, the Title IX Coordinator shall, immediately upon the expiration of the allotted time, submit such information to the superintendent. The superintendent shall make such information available to the appropriate District Attorney as required by district policy and Mississippi law.
- C. Facts elicited during the complaint procedure are confidential and do not become part of a student's permanent record. A copy of documents, communications and records dealing with the processing of a complaint will be filed in a separate file as designated by the superintendent.

- D. Facts elicited during the complaint procedure that result in adverse disciplinary action against an employee become part of that employee's personnel file.
- E. The failure of a complainant to proceed from one step to the next within the set time limits, without being granted an extension of time by the Title IX Coordinator, shall be deemed to be an acceptance of the decision previously rendered and shall eliminate any future review concerning that particular complaint.
- F. The failure of the reviewing officer(s) to communicate his decision to the complainant or respondent within the time limits shall permit the complainant or respondent to proceed to the next step.
- G. The complainant may withdraw his complaint at any step without reprisal. However, a complainant shall not be permitted to refile the same complaint once withdrawn unless it is within the initial time period.
- H. No reprisal shall be invoked against complainant for filing a complaint or against any person for participation in any way in this procedure.
- I. If the complaint is against the employee's supervisor, the complainant may go directly to the Title IX Coordinator.

III. PROCEDURES FOR PROCESSING A COMPLAINT

<u>Party/Parties Involved</u>	<u>Action Required</u>
A. Complainant	Within 5 days from the time a complaint becomes known, the complainant must complete and submit to the Title IX Coordinator a written "Title IX Report" form. The report must state the respondent's name, the nature and date of the alleged violation, the names of any witnesses to such alleged violation and requested action. Forms shall be available from all Principals' offices and from the Title IX Coordinator.
B. Title IX Coordinator	Within 2 days from receipt of the written complaint the Title IX Coordinator shall notify the respondent.
C. Respondent	Within 5 days, the Respondent shall be required to respond in writing to the Title IX

<p>of</p>	<p>Coordinator, as follows:</p> <ol style="list-style-type: none"> 1. Confirm or deny the facts as alleged; 2. Indicate acceptance or rejection of the complainant's requested action; or 3. Outline alternative actions.
<p>D. Title IX Coordinator respondent's shall provide and</p> <p>fact action, if any.</p>	<p>Within 5 days from receipt of the response, the Title IX Coordinator an initial response to the complainant respondent, stating initial conclusions of and proposed</p>
<p>E. Complainant or Respondent response, in</p>	<p>Within 5 days of receiving the initial complainant or respondent may request, writing, a hearing on the matter.</p>
<p>F. Title IX Coordinator the to</p>	<p>Upon receipt of a written request for hearing, Title IX Coordinator shall schedule a hearing be held within 5-10 days before an unbiased panel of 3-5 district employees. The Title IX Coordinator shall give written notice of such hearing to the complainant, respondent, student's principal or employee's supervisor, superintendent and other appropriate witnesses if applicable.</p>
<p>G. Title IX Coordinator, Grievant, Respondent Title IX Hearing Panel</p>	<p>Within 5-10 days of the receipt of the written request for a hearing by the Title IX Coordinator, a hearing shall be before an unbiased panel of 3-5 district employees. The Title IX Coordinator shall facilitate the hearing, at which the following rules shall apply:</p> <ol style="list-style-type: none"> 1. The hearing shall be informal and the legal rules of evidence and procedure shall not apply. 2. The complainant and respondent shall be permitted to submit written evidence and to bring witnesses before the panel. 3. The Title IX Hearing Panel members may question any witnesses brought before them. 4. The complainant and respondent shall be

permitted to make a statement before the panel and may be permitted to examine their witnesses and to cross-examine witnesses actually presented by the other parties.

5. Representation of the complainant or respondent by other individuals shall not be permitted.
6. The Title IX Coordinator shall create and maintain a record of the hearing which shall include the names of all witnesses, all investigation reports, a summary of all witness testimony and all documentary evidence.

H. Title IX Hearing Panel

Within 5 days after the hearing, the Title IX Hearing Panel shall issue a written decision which shall include findings of fact and recommended action.

I. Title IX Coordinator

Upon receipt of the decision of the Title IX Hearing Panel, the Title IX Coordinator shall provide a copy of such decision to the complainant, respondent, the employees' supervisors and superintendent.

J. Complainant or Respondent

If the complainant or respondent is not satisfied with the decision, he/she may request a review by the superintendent. The request for such review must be made in writing to the Title IX Coordinator within 5 days of receipt of the panel's decision.

K. Title IX Coordinator

of

Upon receipt of a request for review by the superintendent, the Title IX Coordinator shall notify the superintendent of such request and submit to the superintendent the record of the hearing, the panel decision and all related documents.

L. Superintendent the

Within 10 days of notice of request for review, superintendent shall review the record and panel decision and shall issue a decision. The superintendent may concur in the findings and

superintendent the Title IX	recommendations. The shall have his decision provided to
	Coordinator, complainant, respondent and the employees' supervisors within the 10 day period.
M. Complainant or	Within 5 days of the receipt of the superintendent's decision, if dissatisfied with the decision, the complainant or respondent must submit a written request for review
by	the school board to the Title IX Coordinator.
N. Title IX Coordinator	Upon receipt of the request for review, the Title IX Coordinator must schedule a review before the governing school board to be held at the Board's next regular or such request. The Title IX Coordinator shall provide the Board members with copies of hearing record, all investigation reports, the panel decision, the superintendent's decision and all related documents.
O. School Board, Title IX Coordinator, Complainant, Respondent	Within 30 days of the request for review, the Board shall review the hearing record, all investigation, all reports, the panel decision, the superintendent's decision and all records. The review is not a hearing and no party has the right to present further witnesses or
other	evidence or to examine any witness or party. However, the board may, in its discretion, permit statements of limited duration from the respondent or his representative. All usual rules of board procedure shall apply. Furthermore, the board may, in its discretion, require
that	the review be conducted in closed or executive session.
P. School Board	Within 10 days of the review, the board shall issue a final written decision. The board may concur in the findings of the superintendent and direct that the recommended actions be taken or may make alternative findings and direct appropriate actions be taken by the superintendent or other appropriate administrator. The decision of the board is final.

SOCIAL NETWORKING WEBSITES (GABBA)

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

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

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

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites, since educational sites are used solely for educational purposes.

Due to the confidentiality of state assessments, teachers, students, or parents shall make no reference to any state assessment on social media.

Staff Rights and Responsibility (GAD)

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions, and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result. The superintendent will develop rules that prescribe the circumstances under which the district administration and/or parents/guardians are to be notified of actions taken, and written documentation of actions taken that is necessary, and other appropriate procedures including staff training.

Scheduling Activities

All school-sponsored activities shall be scheduled on the official school calendar in advance. Some of these activities are plays, athletic events, etc. All activities must be written and turned in to the Principal. When approved, they will be written on the school calendar.

Student Conferences (IB)

Teachers should ensure that students know how to arrange a conference with their teachers and support personnel.

The student support program provides individual and group counseling for students and, when appropriate, consultation with parents, teachers, administrators and external personnel.

Telephone

The school office telephone is a business phone. **Please use the office phone for emergency use only.**

Tobacco Use Policy (GBRM)

Smoking and other uses of Tobacco

Mississippi Adult Tobacco Use on Educational Property Act of 2000

Definitions

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

FACULTY AND STAFF PENALTY FOR VIOLATION

School district personnel who use tobacco products in violation of this policy shall be subject to the following actions:

1. First offense - Warning
2. Second offense - 3 days suspension without pay
3. Third offense - Dismissal

ISSUANCE OF CITATION

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are violations committed on any educational property within the State of Mississippi. ' 97-32-27 through 97-32-29 (2000)

Tornado Drill

1. Tornado drills should be called by the school principal or by a person designated by him. All drills should be conducted on the assumption that a tornado does exist.
2. A distinctive alarm should be used that can be immediately identified as a tornado signal.
3. If patrols or monitors are used, they should have definite responsibilities. Room monitors, for example, should open all windows before leaving the room. Too many windows should not be assigned to one student (example-- auditorium, gym, etc.). The room captain should be the last student to leave the room.
4. The teacher should stand at the exit until everyone has evacuated the room.
5. The teacher should follow the group out into the hall, making sure no one is left behind.
6. The students should get down next to the wall as low as possible with their head between their legs and their arms folded over their head.
7. A member of the faculty or staff should make a check of the bathrooms and other out-of-the-way places.

8. Everyone must participate in the drills, regardless of what he/she is doing.
9. Students who are in out-of-the-way places, such as restrooms, library, etc., when a drill is held, should seek appropriate protection nearby, instead of going to their room.
10. The principal, staff member, or member of the faculty should be responsible for checking the room before the students are permitted to return.
11. Speed and efficiency is the objective of drills and should be evaluated in these terms.

Utilities

Due to the increased cost in energy, it is essential that teachers practice energy conservation.

Visitors

Limited visitors will be allowed on the school campus during school hours. All visitors must report to the front office upon arrival.