

**AMITE COUNTY ELEMENTARY  
SCHOOL  
2018-2019**



**Faculty Handbook**

# Amite County Elementary

## Faculty Handbook

### 2018-2019

#### **I. Teacher Accountability**

Everyone on this staff is a professional. We are responsible for the LEARNING of our students through our professional actions. As a professional, you are expected to do the following:

- ❖ Follow all Amite County School District policies and procedures
- ❖ Read and follow the Faculty Handbook
- ❖ Be where you are supposed to be at all times
- ❖ Maintain neat and accurate student records (grades, interventions, etc.)
- ❖ Attend Professional Development Meetings
- ❖ Positively promote our school in the community
- ❖ Turn in lesson plans as requested by the principal
- ❖ Be prompt and accurate with any paperwork
- ❖ Dress as a professional

Failure to maintain these professional standards may result in a Letter of Reprimand being placed in your personnel file.

#### **II. Arrival/Departure Time and Duty Schedule**

All faculty will clock in by 7:15 a.m. and be at their assigned room/duty post by 7:25 a.m.

Faculty may begin clocking out at 3:30 p.m.

#### **III. Forms**

Request for staff leave should be turned in to the office and approved by the principal. Sick, Personal, or District Business must be checked on leave request.

District business requests must be turned into the office ten (10) days prior to the date of the workshop and must include the following:

## Forms Continued

1. Staff Leave and Before forms (approved by supervisor)
2. Map showing mileage if requesting reimbursement
3. Documentation of workshop, training, etc.
4. Requisition for amount of reimbursement (approved by supervisor)

### IV. Teacher Absenteeism

When unable to attend work, it is the faculty member's responsibility to notify the principal or school secretary as soon as possible to allow enough time to contact a substitute teacher.

School Office 601-657-8311

Upon returning to work, the necessary paperwork must be completed.

Personal leave days must be submitted and approved prior to the date of leave, except in emergency situations. Teachers and paraprofessionals are given 7 sick and 2 personal days for each school year. Any remaining leave balance will be brought forward into the current year. Leave shall be taken in 2 hour increments. If you exceed your leave time, you will be docked in accordance with the MS Code 1972 Section 37-7-307. Employees are responsible for keeping track of their available personal and sick leave time through Active Resources.

### V. Time Clocks

The time clock is located in the Teachers' Lounge and Room 202.

Before you do anything:

- ❖ Please make sure your hands are clean (no lotion or hand sanitizer).
- ❖ Place your identified finger on the sensor. Once the system verifies your fingerprint, the screen will show your Last Name, First Name and the word "IN" or "OUT."

Teachers are required to clock in no later than 7:15 a.m. to be prepared for duty. **Teachers' hours: 7:15 a.m. until 3:30 p.m.**

Teacher Assistants may begin clocking in at 7:07 a.m. for a clock in time of 7:15 am. **Teacher Assistants' hours: (7 hrs. 45 minutes per day ONLY! Unless approved by the principal). 7:15 a.m. until 3:00 p.m.**

Teachers and Teacher Assistants will use the clock along with the sign-in book located by each time clock.

## Time Clocks Continued

Requests for edits on the time clock should be turned in to the office as soon as possible. Forms are available in the form box located in the office. Employees are responsible for tracking their time through Active Resources.

Teachers and teacher assistants will not clock out for lunch. Teachers and teacher assistants will go to lunch with their assigned class.

*Any one leaving campus during the school day MUST get approval from the Principal before clocking out.*

There will be **NO** overtime without approval, (from the Principal) and **NO** making up of time if you are late for all employees.

## VI. Substitute Teacher Plans

Each teacher is responsible for maintaining a Substitute Teacher's Folder which is kept in the office. It should contain the following information:

- ❖ Class Roster
- ❖ Seating Chart
- ❖ Classroom Rules & Discipline Plan
- ❖ Daily Schedule/ Duty Schedule/Lunch. Schedule
- ❖ Lesson Plans & 3 days of work

Update the work in the substitute teacher folder after each absence.

## VII. Supervision of Students

Once a student is assigned to a teacher, they become that teacher's responsibility. **Teachers are to NEVER leave students alone in the classroom.** If you have an emergency and must leave the classroom, notify the office and/or ask another teacher to assume responsibility for your students.

**All teachers** are responsible for:

- ❖ Keeping order in buildings and on school grounds
- ❖ Inspecting restrooms for abuse and student behavior setting good examples for students to follow
- ❖ Correcting students when they are out of order
- ❖ All students walking in a single file line on the right hand side of the hall
- ❖ Checking that hall passes are present with student

### VIII. Professional Dress

Research has shown that there is a direct correlation between teacher dress and student behavior. Remember the following:

❖ **YOU are a PROFESSIONAL**

- Be neat
  - No leggings or midriffs
- ❖ Our students have eyes! (Nothing tight or revealing)

### IX. Gradebooks

**Gradebooks are legal documents which are turned in to the office at the end of each year.** Any information contained in them must be neat and correct. If you make corrections, **do not use liquid paper.** **The following must be listed in your gradebook:**

- ❖ Teacher Name
- ❖ Subject(s) — Including homeroom Attendance
- ❖ Student Names (after 3<sup>d</sup> week of school)
- ❖ Date of Test/Grade (top)
- ❖ Test Score/Grade
- ❖ Test Objective(s)/Grade Objective (Bottom)

**Grades should be entered in SAMs7 at least weekly.** There should be a minimum of two (2) grades per week. The grading policy in the Student Handbook should be used to compute grades and determine pass or failure.

### X. Report Cards/Progress Reports

Report cards and progress reports will be issued on the days designated by the Amite County School-District Calendar. No exceptions should be made to these dates.

<b>Progress Report Dates:</b>	<b>Report Card Dates:</b>
• September 6, 2018	<b>October 18, 2018</b>
• November 15, 2018	<b>January 11, 2019</b>
• February 7, 2019	<b>March 28, 2019</b>
• April 18, 2019	

**Report cards will be mailed/available for pick-up in the office June 7, 2019.**

### XI. Exams

Teachers will be given an exam schedule to share with students one (1) week prior to testing. **The exam schedule should not be altered without the permission of the principal.** No special exams are to be given to any student unless approval is secured from the principal.

## **XII. Student Records**

Student records are available to teachers at all times, but should not be removed from the office without approval. Please be sure to document on the appropriate forms any actions you performed in the folder.

## **XIII. Teacher Mail Boxes/Email**

Teacher mail and/or important information will be placed in each teacher's box located in the Teachers' Lounge. Teachers should **check** this **box** at least two (2) **times a day**. **PLEASE DO NOT SEND A STUDENT TO CHECK YOUR BOX**. Remove items only from YOUR box.

Check your e-mail each morning and during your planning period daily.

Notify technology director immediately if you are having a problem logging in or receiving emails.

## **XIV. Computer Use**

Computers are provided in the classroom for enhancing the curriculum. Teachers may use the computers for typing tests, newsletters, and other school related correspondence. At **NO** time should teachers play computer games. Personal email should only be checked during planning times. Remember: **District personnel can see where you and your students have been on the computer, and will hold YOU responsible.**

**There should be no befriending of students on Facebook or on the social websites. There should be no usage of such websites during the school day by computer, cell phone, or any other means.**

All computers should be turned off at the end of the day.

## **XV. Telephones/Cell Phones**

**Cell phone use during the workday (7:15 a.m. — 3:30 p.m.) is restricted to planning periods in the teachers' lounge or teacher's classroom.**

A telephone for contacting parents is available in the office. All contacts and attempted contacts should be documented in the call log located in the office.

**Personal cell phones should not be used to contact parents.**

**No hands-free (blue-tooth etc.) phones or other devices should be worn during regular school hours.**

**Teachers will be notified if they have telephone messages in the office.**

**If the call is an emergency, the teacher will be notified immediately.**

## **XVI. Teachers' Lounge**

Please keep the teachers' lounge neat and clean- including the refrigerator. The bulletin board will be utilized to post important school related information. Please check this board daily.

**No students are permitted in the Teachers' Lounge. (This includes children of personnel)**

## **XVII. School Property**

School property is not to be loaned to anyone or to be removed from the assigned classroom unless a transfer form has been completed and turned in to the office.

## **XVIII. Use of School Facilities**

Any use of school facilities by outside groups or school groups must be cleared through the school principal and the Superintendent's office and be placed on the school calendar so as not to conflict with any school function.

## **XIX. Salespersons and Solicitation**

**All school personnel are prohibited from soliciting while on duty for any cause not sponsored by the school and approved by the principal.**

No salespersons or solicitors are to contact teachers or students without permission from the office.

## **Visitors On Campus/ In the Schools**

All visitors on campus must check in with the office immediately upon arrival at school. **DO NOT** allow any visitor in your classroom that does not have an office pass/badge.

If a visitor enters the building through an exterior door, it is the responsibility of staff to notify the office of the visitor.

## **XX. Fundraisers**

Only those fundraisers that have received approval from the Superintendent of Education will be allowed. If you wish to do a fundraiser, please get the appropriate paperwork from the office completed and turned in on time.

## **XXII. Parental Involvement/Publicity**

Good publicity and parental involvement are two of the goals of ACES. Teachers are encouraged to communicate with parents on a regular basis.

Please approve, by way of the **Principals signature**, any item that you plan to send home, and/or publish.

**XXIII. Purchases/Receipts**

All purchases made for the classroom by any teacher or organization **MUST BE** requisitioned through the office. Some items ordered must be tagged by Central Office. Please do not take these items to your classroom until they have been tagged.

Orders placed without a purchase order approved by the office will be the responsibility of the person making the order.

Please do not send a student to the office with money to be receipted. Money is to be handled **BY TEACHERS** only. All money needing to be deposited on a given day should be in the office by noon.

**XXIV. Keys**

Teachers are issued keys to their rooms. These keys are to be turned in when teachers leave for the summer. If a teacher needs to work late or on weekends, he/she must have approval of the principal. Keys are not to be duplicated or loaned to anyone.

**XXV. Classroom Bulletin Boards**

Teachers are to utilize their bulletin boards for teaching, motivation, information, etc. Please keep them updated. Students love to see their work on the bulletin board! The office furnishes paper which can be found in the teachers' lounge.

**XXVI. Emergency Procedures**

Each teacher will be provided with a copy of the Emergency Procedures Plan. Drills will be conducted monthly for the different emergency plans. Be sure to always have your gradebook with you, and to take roll when you arrive at your "safe" place.

**XXVII. Classroom Parties/Field Trips**

**Classroom parties must be approved at least one week in advance by the principal. The District Wellness Policy must be followed for parties.**

- ❖ **One party per semester will be allowed.**

**Field Trips**

- **One field trip per semester as a grade.**
- **No individual class trips.**
- **No field trips around testing time (which includes the MDE's testing programs and the district's testing programs).**
- **No field trips after the end of February without permission of the Superintendent.**



The principal must approve any field trips. The principal will then forward the request to the superintendent for approval before the trip will be permitted.

Money collected for a specific field trip may not be in excess of the actual cost of the trip, and all money collected shall be receipted and deposited as prescribed by board policy.

Each student who goes on a field trip must have written parental/guardian permission.

In addition, this form should include, but not limited to the following information:

1. Name of student
2. Date of birth
3. Social Security Number
4. Name, address, telephone number of parent/guardian
5. Emergency contact other than parent/guardian
6. Medical insurance policy provider and number
7. List of allergies and/or medication, including dosage and schedule

The teacher must provide the principal with the following information:

1. Request for a field trip
2. Date of trip
3. Destination
4. Educational objectives
5. Time of departure and estimated time of return
6. List of students and teachers

### **XXVIII. Planning Periods**

Planning periods are to be used to help students and to do school work:

Lesson Plans

Parent Conferences

Grading Papers

Entering Grades

On rare occasions when teachers need to leave the campus, they must get approval from the principal.

### **XXIX. Classroom: Electrical/Windows/Etc.**

Egress (Exit) windows must remain unobstructed

No extension cords may be used in classrooms

Surge protectors and power strips may be used for computer connections only

Only 20% of the walls may be covered with posters, etc. (unless mandated by MDE)

No items may be hung from lights and no string may stretch across the classroom

All resources must be on shelves or tables (no boxes or containers on the floor)

No refrigerators or microwaves in classrooms

Blinds need to be at the same level

### **XXX. Daily Announcements**

Daily announcements will be made each morning at 7:50 a.m. On a rotating basis, a group of students from each homeroom will lead the Pledge of Allegiance each morning over the intercom.

These students will need to be prepared to go to the office by that time. A schedule will be

provided by the Counselor. Please take this time to teach your students respect and patriotism.

If the bell rings during announcements, **DO NOT** dismiss your class until the announcements are over.

### **Class Dismissal**

Teachers are expected to keep all classes for the full period. The teacher, **not the bell**, dismisses the class.

### **XXXI. Teacher Position During Transition**

Teachers are expected to monitor their class at all times. All 4<sup>th</sup> - 6<sup>th</sup> grade teachers are to stand in their doorway between classes and **actively** monitor the students (talk to them/make eye contact).

### **XXXII. Absence of School Groups**

When a school group is absent, the teacher in charge of the group is responsible for providing the office with a list of the students, the activity, and the dates they will be absent. This list must be signed by the teacher; approved by the principal, and copies placed in each teacher's box three (3) days before the absence. Classroom teachers are NOT to count these students absent.

- The teacher should notify the cafeteria if their trip involves being out for lunch.

### **XXXIII. Textbooks**

A form will be provided to write each student's name, book number and date the book was issued to the student.

The following information **MUST** be put in the front of each textbook.

Student's Name

Condition of Book

N - New

G-Good

F - Fair

P--Poor

- Check to see that the book is stamped Amite County Schools.
- Check to be sure that the book number is written in the book.
- Any textbook found lying around the campus should be turned in to the office.

Book cards must be signed by the parent or guardian. Students cannot be issued textbooks until this card is signed. Students will be responsible for paying the full price of any lost textbooks. Book price is not discounted based on the age of the book.

Fines for the damages will be figured based on the Student Handbook.

Teachers will keep book cards until the end of the year and turn them in to the office.

#### **XXXV. Student Handbooks**

**It is the homeroom teachers' responsibility to go over the entire Amite County School District Handbook with the students. The Student Handbook is our guide for the year.**

#### **XXXVI. Assemblies**

All students and teachers are required to attend assembly programs and sit in assigned places.

#### **XXXVII. Tardies**

When the tardy bell rings, any student who is not inside his/her assigned classroom door shall be considered tardy.

Tardies need to be addressed in your classroom discipline plan, and consequences given. On the fourth (4th) tardy for your class, a discipline form needs to be sent to the office.

#### **XXXVIII. Hall Passes**

Students should not be allowed outside of the classroom without a hall pass written by the teacher.

#### **XXXIX. Students to Unassigned Classroom**

Teachers are not to allow students to go to another teacher's room during class time. Teachers are not to allow any student to enter their class and speak to another student unless the student has written permission from the office.

#### **XL. Discipline**

**These are the Amite County School-Wide Rules:**

**Be in your assigned seat when the bell rings.**

**Raise your hand to move or speak.**

**Follow directions the first time they are given.**

**Keep hands, feet, and objects to yourself.**

**Stay on task and complete work.**

**Please keep the Rules Poster on the wall at all times.**

**XLII. Assistant Teachers**

Assistant teachers are paraprofessionals who work under the supervision of the classroom teacher to whom they are assigned. However, assistant teachers are ultimately responsible to the school.

In no case shall the assistant teachers discharge duties assigned by the classroom teacher, which are in conflict with the administrative policies, procedures, and requests.

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

Assistants are not responsible for planning a program of study for students. Assistants are to conform to the standards set for teachers in the areas of ethics, dress, etc. Assistants should feel free to discuss any problems they might have in regard to their employment with their principal.

**XLIII. Teacher and Assistant Teacher Evaluations**

All district employees will be evaluated.

- ❖ Teachers using the state instrument
- ❖ Assistant teachers using the district instrument or MDE instrument

**XLIV. Corporal Punishment**

- Administered in the Principals' Office Only
- Administered with the Office Paddle
- Administered only after Checking Discipline Form  
Teachers not following the above procedure will be subject to disciplinary action.

**AMITE COUNTY SCHOOL DISTRICT**

DESCRIPTOR TERM:            CODE:

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

ADOPTION DATE:

REVISION:

**May 12, 2011**

The Amite County School District adopts the *Mississippi Educator Code of Ethics and Standards of Conduct* as adopted by the Mississippi State Board of Education, Policy 1717 as stated in this policy. This policy pertains to all personnel employed by the Amite County Board of Education. All personnel shall receive a copy of the policy and sign a statement confirming that they have received the policy and understand the terms of the policy. The signature page for each employee shall be kept on file in the Superintendent's office.

## 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 relationships 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 judgement 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 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 test.
  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:

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

AE-P June 2011)  
Adopted May 2012

## GRIEVANCE PROCEDURES -- LICENSED PERSONNEL

### APPRAISAL PURPOSE

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

### DEFINITIONS

The following definitions shall apply in this grievance procedure:

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

### PROCEDURE FOR PROCESSING GRIEVANCES

Grievances shall be processed in accordance with the following procedure:

#### Level One

1. All grievances, as defined above, must be presented orally to the principal of the grievant within five (5) days of the act or omission complained of, and the principal and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his principal the grievant shall, within five (5) days after meeting with his principal, file a written statement with his principal setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.

3. In the event the grievant does not submit to his principal a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal.
4. Within five (5) days after receiving the grievant's signed statement the principal shall send to the Superintendent a copy of the grievant's statement, along with a statement from principal setting forth his response to the grievant and/or his decisions, as is applicable. At same time, the principal shall also provide a copy of his written statement to the grievant.

### Level Two

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

### Level Three

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

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards CROSS REF.: Policy GBI Evaluation of Employees

Complaint and/or Grievance Form			
Complainant(s)		Date	
Home Address		City	State
Home Phone		Date Grievance Submitted	
The grievance is submitted because the complainant(s) believes that an injustice has been done because of:  (Circle one of the following)  <i>(Policies dictated by law are not included in this application)</i>  1. a lack of a policy 2. a policy is unfair 3. a deviation/misapplication from a policy 4. interpretation of a policy 5. non-compliance with state or federal law.			
Where and when did the incident/grievance occur?			
Describe details of the incident/grievance as clearly as possible. Attach additional pages as necessary.			
Did anyone witness the incident/grievance?	Yes	No	If yes, name the witness(es):
What was your reaction to the grievance?			
How should this grievance be resolved?			

I assert that all of the information presented is accurate and true to the best of my knowledge.  <i>Signature of complainant</i>	Date:
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IFBB (June 2004) Adopted July 2013

## USE OF CELL TELEPHONES BY TEACHERS

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

## 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) to be factual, the principal shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Repeated violations may result in non-renewal of an employee's contract or dismissal.

CROSS REF.: Policy **IB** Instructional Goals

## **Operation of the Amite County School District on a Non-Discriminatory Basis**

The Amite County School District offers educational/vocational learning opportunities and employment opportunities on a non-discriminatory basis in compliance with the requirements of federal civil rights legislation. This legislation includes, but is not limited to, Title VI, Title VII, Title IX, the Vocational Amendments of 1976 and 1979, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and IDEA. Further, the Amite County School District offers equal educational and employment opportunities to all persons without regard to sex, race, religion, color, national origin, age, genetic information, military status, or disability. Upon request, a copy of any Amite County School District policies regarding compliance with these federal legislative mandates may be obtained from the Office of the Superintendent or any other school district administrative office. The District has provided online access to all its policies through its website, as well. Policies and procedures regarding Title IX issues are already posted on the District website.

### 1) Section 504/ADA and Rehabilitation Act of 1973

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

Mrs. Rebecca Roberts, District Special Education Supervisor, has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the Amite County School District's nondiscrimination policies, the filing of complaints, and the requests for copies of complaint procedures covering discrimination on the basis of disability. She may be reached at (601) 657-9174.

The Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. No discrimination against any person with a disability will knowingly be permitted in any of the programs or practices of the District. To ensure the District's compliance with Section 504 as it applies to students with disabilities, the district has adopted specific policies regarding procedures in the event an individual should wish to file a complaint or grievance. This established procedure is available to the public upon request, is posted in all administrative offices, and available directly from Ms. Roberts.

### 2) Title VI

The Amite County School District is in compliance with the Title VI of the Civil Rights Act of 1964 which addresses non-discrimination with regard to race, color, and national origin. Questions may be directed to Mary Russ. Complaint procedures are on file in the Superintendent's office and in Ms. Russ's office and a copy may be obtained from both locations.

### 3) Title IX

Title IX is a federal statute that mandates that no person in the Amite County School District, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. In compliance with the directives in Title IX, The Amite County School District does not discriminate on the basis of sex in any of these educational programs and activities provided to students. Further, the requirement not to discriminate on the basis of sex with regard to educational programs and activities extends to employment.

The Amite County School District has a Title IX Compliance Officer designated to handle questions or complaints regarding Title IX issues. Questions or complaints regarding Title IX may also be referred to the Office of Civil Rights (OCR). Further information about OCR may be found at [www.ed.gov](http://www.ed.gov). With regard to the District question/complaint process, the Title IX Compliance Officer is Ms. Mary Russ. Her address is P. O. Box 378, Liberty, Mississippi 39645. Her office is located at 533 Maggie Street, Liberty, Mississippi. She can be reached by telephone at (601) 657-4361, ext. 305. Her email address is [mruss@amite.k12.ms.us](mailto:mruss@amite.k12.ms.us). Please contact Ms. Russ immediately if you have a complaint regarding discrimination based on sex with respect to the following: any District educational program, any District activity, or in an employment context. Title IX further prohibits sexual harassment of students. Complaints concerning discrimination based on sex and complaints of sexual harassment may be lodged against employees, other students or third parties. District Policy JB-P (Students: Title IX Complaint Procedures), available on the District website, outlines the procedures governing student complaints or complaints involving students under Title IX.

Complaint procedures regarding employment complaints under Title IX are addressed in the District Staff Handbooks and in District personnel policies in District Policy GBR-P (Employees: Harassment and Discrimination Complaint Procedures.).

**AMITE COUNTY SCHOOL DISTRICT CALENDAR  
2018-2019**

**2018**

<b>August</b>	<b>Students 20 days</b>	<b>Teachers 23 days</b>
01-Wednesday	Professional Development	
02-Thursday	Professional Development	
03-Friday	Professional Development	
06-Monday	Registration, full day of school, lunch served	
<b>September</b>	<b>Students 19 days</b>	<b>Teachers 19 days</b>
03- Monday	Labor Day Holiday	
06- Tuesday	Progress Reports	
28-Friday	60% day for Students/Professional Development	
<b>October</b>	<b>Students 22 days</b>	<b>Teachers 22 days</b>
Monday-Friday		
01-05	1 <sup>st</sup> 9 weeks' test	
05- Friday	End of 1 <sup>st</sup> 9 weeks (Students: 44 – Teachers: 47)	
08- Monday	Columbus Day Holiday	
18- Thursday	Report cards	
<b>November</b>	<b>Students 17 days</b>	<b>Teachers 17 days</b>
15- Thursday	Progress Reports	
Monday- Friday	Thanksgiving Holidays	
19-23		
<b>December</b>	<b>Students 12 days</b>	<b>Teachers 12 Days</b>
Monday-Friday		
12-18	2 <sup>nd</sup> 9 weeks' test	
18- Tues	End of 2 <sup>nd</sup> 9 weeks (Students: 46 - Teachers 46) (1 <sup>st</sup> Semester Students 90 - Teachers 93 days)	
Wed- Friday	Christmas Holidays	
19-21		
Mon to-Mon	Christmas Holidays	
24-31		



**AMITE COUNTY SCHOOL DISTRICT CALENDAR  
2018-2019 continued**

<b>January 2019</b>	<b>Students 20 days</b>	<b>Teachers 21 Days</b>
01-Monday	New Year's Day Holiday	
02-Tuesday	Professional Development/ No Students	
03-Wednesday	Students return to school	
11- Thursday	Report cards	
21- Monday	Martin Luther King Holiday	
<b>February-2019</b>	<b>Students 18 days</b>	<b>Teachers 19 Days</b>
07- Thursday	Progress Reports	
15-Thursday	Professional Development (No Students)	
18- Monday	President's Day Holiday	
<b>March- 2019</b>	<b>Students 16 days</b>	<b>Teachers 16 Days</b>
04-08	3 <sup>rd</sup> 9 weeks' test	
08-Thursday	End of 3 <sup>rd</sup> Nine Weeks (Students 44 Days—Teachers 46 Days)	
11-15	Spring Break Holidays	
28- Thursday	Report Cards	
<b>April-2019</b>	<b>Students 20 days</b>	<b>Teacher 20 Days</b>
18 Thursday	Progress Reports	
19 Friday	Good Friday	
22- Monday	Easter Holiday	
<b>May-2019</b>	<b>Students 16 days</b>	<b>Teachers 18 Days</b>
17-Friday	Graduation	
15-22	4 <sup>th</sup> 9 Weeks' Test	
22-Wednesday	Last day for Students-End of the 4th 9 weeks/60% day (Students 46 days – Teachers 48 days)	
24 Thursday	Professional Development/no students	
25 Friday	Professional Development/no students/ Last day for teachers (2 <sup>nd</sup> semester Students 90 days – Teachers 94 days)	

**Total Days for Students 180                      Total Days for Teachers 187**

1 <sup>st</sup> Semester	Students 90	-----	Teachers 93
2 <sup>nd</sup> Semester	Students 90	-----	Teachers 94

End of the year report cards will be mailed on June 7, 2019, PROVIDING, A STAMPED AND ADDRESSED ENVELOPE IS FURNISHED BY THE PARENT or they may be picked up at the school June 7, 2019





