

CALHOUN COUNTY

SCHOOL DISTRICT

STAFF HANDBOOK

2019-2020

NOTICE!!!

It is the duty of faculty and staff members to read, understand, and comply with all rules and regulations stated in the handbook. Every employee is the direct representative of the administration and, as such, has the authority and responsibility to carry out the policies and regulations of the school district. If interpretation of any part of the handbook is needed, please contact your immediate supervisor.

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2019-2020

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SIGNATURE SHEET

TO: Staff Members

FROM: Calhoun County School District

DATE: July 1, 2019

Attached are copies of the Staff Handbook, the Safety Handbook, and Emergency Response Manual. Each staff member receives a copy of the Handbooks or updated pages each year. The handbooks contain the regulations and policies of the Calhoun County School District.

All district employees are responsible for reading and complying with the regulations and policies detailed in the handbooks. Any questions concerning the contents should be addressed first to your principal or immediate supervisor.

Suggestions are solicited and handbooks are revised each June for the following year. If you have suggestions, you are encouraged to submit them for consideration by the committee of district administrators.

Please sign below to indicate that you have received a copy of the Staff Handbook and the Safety and Emergency Response Manual and return the signed copy to your principal or supervisor. These forms must be maintained in a file at your school or office for two years and are subject to audit.

Signature of Staff Member

Date

ACCEPTABLE USE POLICY

I HAVE READ AND UNDERSTOOD THE INFORMATION IN THE Acceptable Use Policy about appropriate use of the computer network in the Calhoun County School District and I understand that this form will be kept on file at the school. I agree to abide by the appropriate use policy set out in this document.

User's Name (print) _____

User's Signature _____

Date: _____

Please turn the signed original in to your principal or supervisor and retain a copy in your notebook for your records.

WELCOME TO CALHOUN COUNTY SCHOOL DISTRICT

This Handbook is designed to serve as a general guide for Calhoun County School District employees. It is not intended to take the place of the School Board Policy Manual or other official documents from which information has been obtained. **In the case of a discrepancy between this Handbook and the School Board Policy Manual or other official documents, the manual or the official document shall be the final authority.**

Each school will have requirements that relate to specific duties there. When you have questions about your responsibilities or benefits, consult your immediate supervisor or refer to the appropriate law or regulation for more precise information.

STATEMENT OF EQUAL OPPORTUNITY EMPLOYMENT

Equal employment opportunity for all individuals regardless of race, color, creed, sex, religion, national origin, age, physical handicap, disability, or political affiliation is the policy of the Calhoun County School District. In order to assure non-discriminatory personnel administration, the Calhoun County School District promotes non-discriminatory practices and procedures in all phases of personnel administration. Calhoun County School District opportunity policy, therefore, prohibits any form of unlawful discrimination based on the forgoing and other considerations made unlawful by federal or state laws. It is the view of the Calhoun County School District that equal employment opportunity can only be attained through commitment to complying with all applicable laws affording equal employment opportunities to individuals including, among others, persons with disabilities. Accordingly, it is imperative that employees make all personnel decisions in accordance with Board policies, practices, and procedures. The selection process and criteria must assure fair and equitable treatment of all applicants and employees and not disqualify them if they have disabilities, which prohibit or limit their ability to perform nonessential or marginal job functions. The Americans With Disabilities Act of 1990 requires state agencies to make reasonable accommodations for the known physical and mental limitations of otherwise qualified individuals with disabilities who are applicants or employees, provided such accommodations do not cause undue hardships to state agency operations. Qualified individuals with disabilities are persons with disabilities who meet the job-related requirements of an employment position and who can perform the essential functions of the position with or without reasonable accommodations. A person with a disability is considered to be an individual with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

It is the policy of the School Board that applicants and employees with disabilities are provided equal employment opportunity in the application process as well as employment practices and enjoy the same privileges and benefits of employment as employees without disabilities. If you have questions, feel that you have experienced discrimination, or may need accommodations for a disability to allow you to participate; contact Kimberley Springer, the district coordinator for Title VI of the Americans With Disabilities Act of 1990, Title IX of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, at the Calhoun County School District Office, phone 662-412-3152 or e-mail kspringer@calhounk12.com.

NOTICE OF NON-DISCRIMINATION

The Calhoun County School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in the admission to and provision of educational programs, activities and services or employment opportunities and benefits. The designated compliance coordinator to respond to questions or complaints from applicants, employees, students and other interested persons is Kimberly Springer, who may be contacted at the Calhoun County School District Office, phone 662-412-3152 or e-mail kspringer@calhounk12.com.

CODE OF ETHICS*

We, the educators of the Calhoun County School District, affirm our belief in the worth and dignity of man. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship and the promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. **We will make ourselves familiar with and abide by the MS Code of Ethics.**

We acknowledge the magnitude of the profession we have chosen and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code.

*Adapted from The Code of Ethics for the Education Profession by the National Education Association.

PRINCIPLE I

Commitment to the Student

We measure success by the progress of each student toward achievement of his/her maximum potential. We, therefore, work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals. We recognize the importance of cooperative relationships with other community institutions, especially the home.

In fulfilling our obligations to the student, we:

1. Deal justly and considerately with each student.
2. Encourage the student to study varying points of view and respect the student's right to form his/her own judgment.
3. Withhold confidential information about a student or the student's home unless we deem that its release serves professional purposes, benefits the student, or is required by law.
4. Make discreet use of available information about the student.
5. Conduct conferences with or concerning students in an appropriate place and manner.
6. Refrain from commenting unprofessionally about a student or the student's home.
7. Avoid exploiting our professional relationship with any student.
8. Tutor only in accordance with officially approved policies.
9. Inform appropriate individuals and agencies of the student's educational needs and assist in providing an understanding of the student's educational experiences.
10. Seek constantly to improve learning facilities and opportunities.

PRINCIPLE II

Commitment to the Community

We believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens the responsibility for the development of sound public policy. As educators, we are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public.

In fulfilling our obligations to the community, we:

1. Share the responsibility for improving the educational opportunities for all.
2. Recognize that each educational institution may have a person authorized to interpret its official policies.
3. Acknowledge the right and responsibility of the public to participate in the formulation of educational policy.
4. Use educational facilities for intended purposes consistent with applicable policy, law and regulations.
5. Assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates or partisan activities.
6. Protect the educational program against undesirable infringement.

PRINCIPLE III

Commitment to the Profession

We believe that the quality of the services of the educational profession directly influences the future of the nation and its citizens. We, therefore, exert every effort to raise educational standards, to improve our service, to promote a climate in which the exercise of professional judgment is encouraged and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, we contribute actively to the support, planning and programs of our profession.

In fulfilling our obligations to the profession, we:

1. Recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be representative.
2. Participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education.
3. Cooperate in the orientation of student teachers, interns and those colleagues new to their positions.
4. Refrain from assigning professional duties to non-professional personnel when such assignment is not in the best interest of the student.
5. Refrain from exerting undue influence based on the authority of our positions in the determination of professional purposes.
6. Keep the trust under which confidential information is exchanged.
7. Make appropriate use of time granted to professional purposes.
8. Interpret and use the writing of others and the finds of educational research with intellectual honesty.
9. Maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts.
10. Represent honestly our professional qualifications and identify ourselves only with reputable educational institutions.
11. Respond accurately to requests for evaluations of colleagues seeking professional positions.
12. Provide applicants seeking information about a position with an honest description of the assignment, the conditions of work and related matters.

PRINCIPLE IV

Commitment to professional employment Practices

We regard the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with governing boards are built upon personal integrity, dignity and mutual respect.

In fulfilling our obligations to professional employment practices, we:

1. Apply for or offer a position on the basis of professional and legal qualifications.
2. Apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates.
3. Fill no vacancy except where the terms, conditions, policies and practices permit the exercise of our professional judgment and skill, and where a climate conducive to professional service exists.
4. Adhere to the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent.
5. Give prompt notice of any change in availability of service, in status or applications, or in change in position.
6. Conduct professional business through the recognized educational and professional channels.
7. Accept no gratuities or gifts of significance that might influence our judgment in the exercise of our professional duties.
8. Engage in no outside employment that will impair the effectiveness of our professional service and permit no commercial exploitation of professional position.

ACCEPTABLE USE POLICY*

Please read the following carefully before signing. This is a legal and binding document.

Introduction

Calhoun County School District has established a Local Area Network (LAN) for each school in the district and a Wide Area Network (WAN) that links all schools and makes access to the Internet and e-mail possible. The Internet allows staff, students, and occasionally others in the community, to explore thousands of libraries, databases, museums, and other sources of information; e-mail allows students to collaborate on school projects with students in other classes or schools or to communicate for special projects, with approved adults such as authors, college professors, or legislators. Parents may also communicate with teachers or vice versa about student progress. E-mail may be used as a way to keep up with assignments for students who are absent. The networks, Internet, and e-mail allow teachers to collaborate with each other and to research lesson plans and materials to enrich lessons. The online lesson plans allow administrators to keep in close touch with what is being taught in the classroom. E-mail serves as a way to update staff and communicate on school issues in a timely manner. Teachers or administrators may use the Internet to take online courses for professional development or to earn college credits. Opportunities available increase every day.

Calhoun County School District complies with the Child Internet Protection Act (CIPA) by providing filtering services that block offensive content and also provides close supervision when students are using the Internet; however, the district cannot make an absolute guarantee that a student will view no inappropriate material. The district also complies with The Children's Online Privacy Protection Act (COPPA) which requires parental permission when individually identifiable information about a child is collected online that would allow someone to identify or contact a child. The district will release no such information, and students are prohibited from releasing such information. Students must have parental consent to use the Internet and must use the Internet responsibly.

Acceptable Uses

1. The computer networks in the Calhoun County School District have been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via e-mail, message boards, and other means. All users are responsible for citing sources and giving credit to authors during the research process. Staff members are allowed access to school equipment outside of working hours for personal use subject to some restrictions (see staff handbook).
2. Students and other users will have access to the Internet via computers in the classrooms, libraries, labs, etc. when assigned or when they have received permission and are supervised.
3. Network users must respect resource limits and must delete old e-mails or other files that may take up excessive amounts of storage space.
4. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy, **which encompasses the CIPA policy**. Parents/guardians may revoke approval at any time.
5. Material created and or stored on the system is not guaranteed to be private. School officials or technicians may review the system from time to time to ensure that the system is being used properly. For this reason, students or staff members should expect that e-mails, material placed on Web pages, and other work that is created on the network may be viewed by a third party.
6. Network users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses

1. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the school.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the school.
3. Use of the network for advertising or political lobbying is prohibited.
4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to illegal activities such as threatening the safety of another person, downloading music, or violating copyright laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. Network users may not log on as another user or access others' files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, school administrator, and/or network administrator.
8. Network users may not engage in "spamming" (sending an e-mail to more than 10 people at the same time) or participate in chain letters. The prohibition against "spamming" does not apply to personal information lists or school workgroups.

Consequences of Inappropriate Use

Inappropriate use, vandalism or tampering with computer systems or security systems, or any malicious attempt to harm or destroy data of another user of the Calhoun County School District network will result in disciplinary actions to be determined by school administrators and loss of computer and network privileges - temporarily or for the remainder of the school year depending upon the severity of the infraction.

Safety Guidelines

1. Never give out your last name, address, or phone number online.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify a teacher, aide, or administrator immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
4. Parents of students should instruct them if there is additional material that they think it would be inappropriate for students to access. Calhoun County School District expects students to follow their parent's wishes in this matter.

*Prior to using the Calhoun County School District network or attached equipment, all users must read and sign this agreement. Parents or guardians of students must also sign and give their permission for this use. The requirement includes staff, students, parents, community members, workshop presenters, outside technical assistance people, and all others.

All staff members must sign and return the appropriate use policy agreement on the signatures page of this handbook in order to use computers on the network in the Calhoun County School District.

DISTRICT PERSONNEL GOALS AND OBJECTIVES

The excellence of the entire staff determines the success of a quality educational experience for the youth of the district. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff. The Board's specific personnel goals are:

1. to employ the best available personnel to staff the school system;
2. to provide attractive compensation and benefits for staff welfare;
3. to develop and implement personnel evaluation processes which will contribute to the improvement of staff capabilities and the learning program;
4. to provide an inservice training program for all employees to improve the educational program and aid each staff member's career aspirations;
5. to assign personnel so as to ensure they are utilized as effectively as possible;
6. to develop a climate which will produce the highest staff performance, morale, and satisfaction;
7. to encourage employee participation in decision-making for the school district.

SIGN IN/OUT FOR ALL PERSONNEL

All employees must sign in personally upon arrival to begin work in the morning as soon as they arrive and must sign out at the end of the workday in the afternoon before they leave. Each employee must verify that the hours on the sign-in/out sheet are correct by his or her signature at the end of the week. Employees who request and get permission from the principal to leave during the school day must sign out and back in. Employees should not request to leave during the day except in case of emergency. Errands should be reserved for outside of school hours. Only the employee can make changes to their record. Any change, strike over, etc., shall be initialized by employee.

DUTIES/RESPONSIBILITIES OF TEACHERS

1. Specific responsibilities are detailed in the Teacher's job description in the Board Policy Manual. However, the primary duty of the teacher is to teach the district curriculum along with guidance, discipline, safety (See section on Safety Measures), and hygiene. The teacher's responsibility to the students is not confined to classrooms, but extends to school corridors, rest rooms, playgrounds, and on excursions away from school premises. Teachers should never leave their room unattended. If you must be out, ask another staff person to watch your class. You are responsible for your students and may be deemed negligent if they are left unattended should litigation occur. Do not put yourself or the school in that situation.
2. Teachers shall strive at all times to maintain cordial relationships with the home and parents. Teachers shall strive to keep parents duly informed of the child's progress and hold conferences with parents when necessary. Parents should be contacted in case of misbehavior, failure to do work, poor grades, poor attendance, or other causes for concern. Parents should also be contacted to relate good news. Each teacher should contact the parents of each child early in the year, before problems develop, to establish a cordial working relationship with the family. Many academic and disciplinary problems can be eliminated when teachers and parents work together. **Teachers shall keep a log of all parent contacts.**
3. Teachers shall guide the school activities of the student in the classrooms and in extra curricular experiences so that the students have every opportunity to practice good citizenship. Activities should be arranged to give each child the best possible opportunity to grow at his/her best rate toward the maturity desirable and attainable for him/her.

4. Teachers shall strive to cooperate with other faculty members and school employees toward school betterment, curriculum revision, improvement in plans and policies, and proper execution of regulations or policies.
5. Teachers shall enter an outline of class procedures and lesson plans on the computer network **each week** at the designated time. These plans and outlines will aid principals in performing their duties and also serve as a guide for substitute teachers. Detailed plans must be left for the substitute when a teacher plans to be out. Any special instructions needed or problems should be noted. Teachers should prepare, and keep up to date, a Substitute Folder to include a class schedule, duty schedule, seating chart, list and schedule of students who go out for special classes, students who receive medication, and any other pertinent information. A list of activities to be used by the substitute if he/she gets through with regularly assigned activities should be included. The folder should be turned in to the office and updated as necessary until a substitute is needed, when detailed plans will be added. The folder will be helpful in case of unplanned absences. **Only the principal or designee can call substitutes.**
6. **Teachers are expected to be at their assigned duty post at the assigned time, and to remain at school until dismissed at the end of the day. This is the minimum time required. However, they should plan to spend the time needed to prepare materials, make copies, and complete other duties before they leave. The superintendent shall approve the time of opening and closing. Teachers should stand in the doorway as students enter and leave during class changes to help maintain order in the hall. Greet students cheerfully and speak to them to promote positive student/teacher relationships. Tardiness causes problems and should not occur. When teachers are tardy, students are not being supervised and accidents can occur. Teachers are responsible for student conduct and safety and may be found liable if they are not at their assigned post.**
7. Teachers shall attend all faculty meetings called by the principal or superintendent before, during, or after school unless excused by the person calling the meeting prior to the time of the meeting. Reasons for not attending must be turned in prior to the meeting in writing.
8. Each teacher is responsible for handling all assignments and for filing an absentee list in the office as soon as class begins. Students who come in after that are counted tardy and must have a slip from the office to be admitted to the room. Teachers shall keep a record of students who are absent or tardy. They are responsible for collecting money for fund-raisers, etc., and complying with policies and procedures regarding handling money as directed by the building principal. Teachers are responsible for money that is in their possession and should keep it locked up securely at all times when they are not working with it.
9. In addition to teaching, each teacher is subject to assignment by the principal of a portion of the miscellaneous services and activities, such as preparation of programs, extra curricular activities, exhibition of work, supervision of halls and lunch rooms, committee activity, and teacher supervision of playgrounds before and after school.
10. Teachers shall use all designated time for instruction. Schedules are prepared according to state regulations and must be followed. Prolonged breaks for recess, water, bathroom, and lunch waste instructional time. Television viewing should be related to class objectives.
11. Teachers shall not be absent from school without notifying the principal in writing by submission of a completed Form 1 Absence Report and in person if possible. Leave policy GBRI is in the Board Policy Manual. Recognize that student learning is disrupted any time a teacher is out. The teacher will submit a request for leave in writing before a planned absence, or in the event a teacher has to call in, the office will document the absence. Only the principal or designee can contact and arrange for substitutes.. **Poor attendance by the teacher equals poor job performance. All personal leave requests are to be made 24 hours prior to the date of the request.**

12. Teachers shall be responsible for all equipment and school property entrusted to them. All serial numbers and county control numbers must match the inventory for each room. Problems with equipment must be reported to the principal immediately in writing on the appropriate form. No equipment may be removed from the school for any reason unless written permission on a Fixed Asset Change Form has been obtained from the principal **or Fixed Asset Clerk**. Before leaving in the afternoon, all equipment and lights should be turned off and windows closed.
13. Teachers shall be responsible for the deportment of their pupils. Most discipline problems shall be handled by the teacher in strict accordance with the discipline policy and the rules outlined in the Student Handbook. Parents should be contacted early and kept informed. A Parent Contact Log should be maintained. Grades cannot be used as discipline. Points cannot be deducted for misbehavior. **Only in cases of cheating can a zero be given. Students who are absent will receive a zero only for actual work not completed on time.** Extra credit, when given, must be offered to all students and cannot take the place of work not completed. It must be over and above regular work. Documentation of bad behavior and tardies must be maintained. Students referred to the office should have a completed discipline referral form with them if possible. The principal must approve placement of a student in in-school suspension, alternative school, or suspension or recommendation to expel a student. All students shall be treated in a fair and equal manner without regard to sex, race, socioeconomic condition, or family connections.
14. Teachers are expected to give reasonable assistance to pupils in making up their work when they have been absent due to illness, to attend special classes or field trips, or for other unavoidable causes by following the policy in the student handbook.
15. Teachers shall give careful attention to the health of pupils under their care and immediately report all unsatisfactory conditions to the principal. Accident forms must be filled out immediately for any injury. Refer to **Administering Medication to Students** in the current CCSD **Handbook for Students and Parents** for approved procedures.
16. Teachers shall prepare all reports and records according to rules and regulations as required by the principal or superintendent. Permanent student records must be maintained according to accreditation standards. Teachers should remember to sign access sheets as required. Teachers may not leave school at the end of the year until all records are complete.
17. Teachers may be required to report for duty before the actual opening of school for workshops, staff development, or other purposes.
18. Teachers shall be held strictly accountable to the principal and superintendent for the performance of their duties. Teachers are responsible for reading and complying with any memos, including e-mail. Failure to follow instructions completely or to complete duties or responsibilities shall be considered insubordination.
19. Teachers shall make any and all requests through the principal.
20. Teachers shall not make money collections from any child without the consent of the principal.
21. Teachers shall perform such other duties as may be assigned by the principal without fail.
22. Teachers shall be responsive to students' needs.
23. Teachers shall be responsible for the class at all times. Teachers shall plan all student work personally and grade or check all work that is put in the grade book. These tasks shall not be delegated to student helpers, assistant teachers, librarians, or other paraprofessionals. Teachers will comply with requirements of the Mississippi Assistant Teacher Program, and are responsible for the guidance of the assistant teacher at all times.

24. All grades given are to be numerical grades; no plus and minus grades or similar notations may be used.

EDUCATOR LICENSURE

All instructional personnel shall be certified in accordance with state law and the regulation of the Mississippi State Department of Education. 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.

Complete information on certification and license renewal is available on the state website. Teachers are responsible for meeting the requirements for continued certification and submitting their information to the state in a timely manner. New teachers hired must be “highly qualified” and all teachers must be “highly qualified” for the core academic subjects they teach. Appropriate licensure valid for the upcoming school year is to be on file in the district office prior to contract renewal.

MENTORS

All new teachers will be assigned an experienced teacher in the same teaching area to act as a mentor during the first year of employment. Mentors shall assist new teachers in becoming acquainted with the community, the school district, and the school, including the policies of the Board, rules and regulations, and the instructional program.

PROFESSIONAL PERSONNEL WORKLOAD

The teaching day must provide at a minimum 330 minutes of instruction per day or 27.5 hours per five-day week. The school district must ensure that during the academic school year a minimum of 140 hours of instruction or 70 for ½ unit is provided for each Carnegie unit of credit offered. District policy states that no individual teacher in grades seven through twelve shall have more than three course preparations per day, except that four preparations may be approved if the four are in the same discipline area. Each person will also have additional supervisory duties assigned in a fair and equivalent manner.

The classroom teacher shall be provided with a period of time during the school day, which is unencumbered by instructional or supervisory responsibilities. This time will be used for instructional planning, either individual or departmental. This time will be exclusive of time allocated for lunch and will be no less than 150 minutes per week for elementary teachers and no less than 225 minutes per week for secondary teachers.

TRAVEL AND EXPENSES

Only if an employee has been issued a properly executed purchase order prior to the trip, the employee is considered as having been authorized to make a school business trip and be reimbursed for allowable expenses. The employee shall contact their immediate supervisor for instructions in order to assure all paperwork has been completed prior to the trip to qualify them for travel expense reimbursement.

QUALIFICATIONS OF PARAPROFESSIONALS

Any instructional paraprofessionals hired after January 8, 2002, must have a secondary school diploma or its recognized equivalent and must have completed two years of study at an institution of higher education (48 hours); obtained an associate's (or higher) degree; or met a rigorous standard of quality and demonstrated, through a formal academic assessment: *

- knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or

- knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Paraprofessionals hired before the date of enactment of the No Child Left Behind Act of 2001, had until June 30, 2006, to meet the above requirements.

*At the present time, the academic assessment used will be the *Silver Level WorkKeys® Certification Examination*. The subtests and required scores are:

- **Workplace Documents - 4**
- **Applied Mathematics - 4**
- **Writing or Business Writing – 3**

DUTIES/RESPONSIBILITIES OF ASSISTANT TEACHERS /INSTRUCTIONAL PARAPROFESSIONALS

The primary responsibility of assistant teachers is to work directly with students as detailed:

1.0 General Duties and Responsibilities

- 1.1 To be administratively supervised by the building principal.
- 1.2 To be directed daily by a certified classroom teacher
- 1.3 To attend and actively participate in inservice training.
- 1.4 To assist as directed in improving students' reading skills.
- 1.5 To assist as directed in improving students' basic skills in other areas.
- 1.6 To operate within state and school district policies and procedures.
- 1.7 To promote a positive image of the school district program to the public.
- 1.8 To be an effective role model for primary grade students.
- 1.9 To work harmoniously with staff and students.
- 1.10 To contribute to the development and implementation of a successful instructional program.

2.0 Duties and Responsibilities With Individual Students

- 2.1 To listen to a student read orally.
- 2.2 To listen to a student share experiences (oral expression).
- 2.3 To assist students with reading skills problems.
- 2.4 To assist students with basic skills problems.
- 2.5 To assist students with manual writing skills.
- 2.6 To assist students by interpreting directions.
- 2.7 To help calm an upset or discouraged student.
- 2.8 To assist students with drill or instruction.
- 2.9 To review students in work missed through absences.
- 2.10 To work with students on a fixed daily schedule.

3.0 Duties and Responsibilities With Small Groups of Students

- 3.1 To operate audio-visual programs for small groups.
- 3.2 To assist in small group sessions with reading skills.
- 3.3 To assist in small group sessions with basic skills.
- 3.4 To tell or read stories to small groups.
- 3.5 To monitor small group discussions and interactions.
- 3.6 To go to the library with small groups of students to help them select reading materials

4.0 Clerical Duties and Responsibilities

- 4.1 To keep records pertaining to books that students read.
- 4.2 To aid in displaying students' work.
- 4.3 To pass out and collect papers.
- 4.4 To assist in preparing stencils, charts, posters, and correcting work.
- 4.5 To put work on the chalkboard.

5.0 Other Duties and Responsibilities

- 5.1 To assist in planning and conducting field trips.
- 5.2 To assist with room arrangements such as interest centers, regrouping of furniture for group activities, etc.
- 5.3 To supervise independent student study.
- 5.4 To work cooperatively with the classroom teacher in the instructional planning process.
- 5.5 To be present during parent-teacher conferences unless directed otherwise.
- 5.5 To assist the classroom teacher with resource files, student unit packets.
- 5.6 Other duties and responsibilities as assigned by the principal.

COMMUNICATION BETWEEN TEACHER AND ASSISTANT TEACHER

Regular and ongoing communication between teacher and assistant teacher will help to assure maximum use of the assistant teacher, thereby providing students with maximum benefit. Teachers and assistant teachers should strive to meet formally at least once a week for at least 30 minutes. This is of course in addition to the informal communication that takes place during each day. The following is a list of suggestions for topics to keep teachers and assistant teachers on task during the meetings.

- Discuss individual children's progress
- Discuss ways to assist children who are having difficulty
- Preview the next weeks' activities and preparations for them
- Discuss concerns

Tips for Teachers When Communicating with Assistant Teachers

- Respect the assistant teacher and treat him/her professionally.
- Make expectations clear and remain consistent.
- If your assistant teacher does something inappropriate, communicate that to him or her immediately, clearly and privately. You are the leader regardless of age or experience.
- Keep the scheduled time to plan with your assistant teacher as untouchable. Don't allow interruptions during this time.
- The assistant teacher is there to assist the student. Be sure that any request you make of the assistant teacher be directly related to assisting students.
- Do not waste person-power by having the assistant teacher do something a parent volunteer, older student, or other available person could do.
- Do be a role model for the assistant teacher in how you act and in how you deal with students.
Consult the principal regarding problems you may be having with the assistant teacher only after you have tried more than once to solve the problem on your own. **Document your attempts.**

Tips for Assistant Teachers When Communicating with Classroom Teachers

- Respect the teacher as the leader and treat him/her professionally.
- If you are unclear on the expectations of the classroom teacher, ask for clarification.
- If the teacher makes a suggestion about how you can improve, be open and respectful and try to do as he/she asks.
- Keep scheduled time to meet with the teacher as untouchable. Do not allow interruptions during this time.
- Be of assistance to students. Do not wait to be asked by the classroom teacher to help a student.
- Be a role model for students and other assistant teachers.

- Consult the principal regarding problems you may be having with the teacher only after you have tried more than once to solve the problem on your own. **Document your attempts.**

INTERVIEW PROCESS FOR PROSPECTIVE ASSISTANT TEACHERS

Both the principal and classroom teachers will interview prospective assistant teachers if possible.

QUALIFICATIONS OF PRE-K TEACHERS, ASSISTANTS AND PRINCIPALS

MDE requires specific training and certification to be obtained in a definite timeframe for educators in this area. Please contact Kimberley Springer or Michael Gillespie for further information.

ASSIGNMENT/REASSIGNMENT

All employees may be assigned or reassigned to any job for which they are certified in any school in the Calhoun County School District.

APPROPRIATE BEHAVIOR

School employees shall treat each other with courtesy. Problems that arise should be settled in a private conference, not aired among the staff or community. In no instance should students be able to observe disagreements or hear negative statements concerning school employees, parents, or other students.

Parents shall likewise be treated with courtesy. Conferences and inquiries should be welcomed. If parents are uncooperative or hostile, school employees are expected to show self-control and present a calm, positive, professional manner while working toward a mutual understanding. Assistant teachers shall refer parents to the teacher when parents ask questions at or outside of school. No school employee shall discuss other employees' conduct or the way their classes are conducted with parents or others outside the school. School employees should cultivate a professional manner, positive outlook, and self-control during all interactions. The principal will handle all complaints, attend conferences, and mediate when necessary. Anyone who has a concern about anything at school shall report it immediately to the principal who will handle it.

APPROPRIATE DRESS

School employees are expected to dress appropriately, have good personal hygiene, and to be well-groomed. The general standards of dress applicable to students are also applicable to staff members. Teachers and assistant teachers should present a professional appearance to students, parents, and members of the community. Denim jeans may only be worn on Friday. Knit pantsuits, if worn, should be "dressy." Pants such as capris must be below the knee or longer. Tank tops, shorts, regular "sweats" or any **extremely tight or revealing clothes are not allowed**. Length and fit of garments should be appropriate. Special activities may require special dress. Shoes and clothing should not interfere with work. **Leggings are allowed as long as they are worn under clothing that meets the length requirement (must be at the knee or longer)**. If you have any questions concerning the appropriateness of your dress, please see your principal as soon as possible.

STAFF IDENTIFICATION BADGES

CCSD staff will be issued a district badge to represent school identity and position. A school badge will allow the owner of the badge plus one other admittance into Calhoun County School District's athletic events; badges do not apply to state play-off games. **If a replacement badge is to be made, employee may be responsible for the cost.**

FACULTY AND STAFF EVALUATIONS

All members of the faculty and staff (certified and non-certified) will be evaluated according to district policy. The purpose of evaluation shall be to assist teachers and other staff members to develop and to strengthen their professional abilities through an assessment of their strengths and weaknesses.

Certified staff will be evaluated using the MS Professional Growth System.

Non-Certified evaluations may include, but not limited to, the following components:

1. Dresses in accordance with acceptable standards
2. Maintains poise and self-control
3. Accepts criticism objectively
4. Works to overcome weaknesses
5. Exercises tact in discussing problems with others
6. Shows reliability in performing duties
7. Appears at work on time, prepared to carry out duties
8. Completes work on schedule, with accuracy
9. Shows genuine interest in work
10. Demonstrates a positive attitude in workplace
11. Organizes and maintains work area well
12. Follows directions well
13. Uses time effectively
14. Demonstrates skill in planning work to meet deadlines
15. Demonstrates skill in communication

Scale:

4-High Quality 3-Satisfactory 2-Needs Improvement 1-Not Satisfactory

The principal or other authorized administrative personnel will make formal evaluation of teachers at least twice during the first year's employment in the district and at least once annually thereafter.

In addition, each principal shall visit the classroom of each teacher frequently on an informal basis to offer suggestions, give encouragement, and compliment teachers and assistant teachers whose efforts merit such recognition. An observation checklist indicating what the principal sees going on at the time he/she drops in will be completed with each visit, signed by both principal and teacher, and placed in the teacher's personnel folder.

Any personnel found to have deficiencies shall have the opportunity to correct them and shall work with the principal or other supervisor to meet expectations. A Performance Plan will be instituted to overcome deficiencies, which hamper classroom effectiveness. A Performance Plan is a graduated, structured plan of corrective action intended to help a specific individual and is a separate cycle from the regular cycle of evaluation.

Rules for Performance Plans:

1. Fully written and documented
2. Very specific—stating what standard or procedure is lacking
3. Refer to specific documentation and events
4. Spell out expected change and give a time period
5. Must be agreed on by both parties
6. Meet legal requirements of "just cause" and "due process"

If an employee's performance continues to fail to meet the standards established by the school, Board policies concerning release from future employment will be followed. Board policies

concerning evaluation and dismissal, and forms that may be used may be found in the Board Policy Manual.

ALCOHOL/DRUG/TOBACCO POLICY

Calhoun County Schools are an alcohol, drug, and tobacco free environment. All forms of tobacco are prohibited on all school property; **including electronic cigarettes**. Both school employees and students are prohibited from manufacturing, possessing, using, or distributing alcohol, drug paraphernalia, or drugs. Prescription drugs are allowable only for the person for whom they have been prescribed. Schools have the right to search and seize any contraband found. Violators will be reported to law enforcement agencies. Any employee caught using, possessing, dispensing, or manufacturing any drug or controlled substance will be recommended for termination to the Superintendent of Education. (See Board Policy Manual, Descriptor Code GBRF, and Substance Abuse Program, p. 17 in the Safety Handbook.)

WORKPLACE SEXUAL HARASSMENT

According to Federal guidelines, each authority shall provide a work place free from sexual harassment. Sexual harassment is behavior of a sexual nature, which is uninvited and unwelcome verbal or physical conduct directed at an employee or student because of his or her sex. Sexual harassment does not refer to occasional compliments of a socially appropriate nature. Sexual harassment may include, but is not limited to, requests for sexual favors, unwelcome sexual advances, threats, bodily contact, or other deliberate verbal or physical conduct of a sexual nature. Also included are remarks, gestures, physical contact, display or circulation of written or electronic materials, pictures or objects derogatory to any employee. Such behavior is strictly forbidden and will not be tolerated at any organizational level. **Any and all acts of retaliation against persons who utilize the grievance procedure are expressly prohibited.**

Sexual harassment is strictly prohibited at any organizational level. This includes employees and students, co-workers, same-level employees, or employees and supervisors. Sexual harassment is expressly detrimental when the offending employee is in a position to affect the grades or achievement of a student, or compensation or employment status of the person being harassed. No employee or applicant should endure sexual harassment. Any person believing he/she has been sexually harassed should immediately report the incident to management in writing. The appointing authority shall take appropriate corrective action. This rule applies equally to same sex harassment.

Specifically, sexual harassment may include, but is not limited to:

- repeated offensive sexual flirtations
- repeated requests for dates
- advances or propositions
- verbal abuse of a sexual nature
- graphic or degrading comments about appearance
- display of sexually suggestive objects, appearance, pictures, or images
- offensive or degrading cartoons or jokes
- offensive or degrading e-mail or electronic images

No employee should imply, suggest or threaten a student's, an applicant's, or employee's cooperation of a sexual nature (or refusal thereof) will have any effect on the individual's grades, achievement, employment status, including but not limited to assignment, compensation, advancement or other condition of employment.

Any student, or employee or applicant for an authorized employment position may file a grievance in accordance with the sexual harassment grievance procedure.

Any student, applicant, or employee alleging sexual harassment may:

- A. File a grievance with his/her teacher, principal, or supervisor in accordance with the standard Grievance Procedural Steps; **OR**
- B. If the source of the harassment is the student's teacher or principal, or the employee's supervisor, the student or employee may skip a level of management and file the grievance directly with the harassing employee's supervisor; **OR**
- C. File the grievance with the Superintendent's Office.

A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, including discharge.

Regardless of outcome, all grievances alleging sexual harassment shall be forwarded to the superintendent's office.

SEXUAL HARRASMENT (as noted in CCSD's Handbook for Students and Parents)

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student **or student to staff member** or when made by any student to another student when:

- 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or achievement;
- 2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or extracurricular decisions affecting that individual; or
- 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Sexual harassment may include, but is not limited to:

- 1. Verbal harassment or abuse
- 2. Exposure to sexual pictures, notes, messages, or graffiti
- 3. Pressure for sexual activity
- 4. Repeated remarks, jokes, or gestures to a person, with sexual or demeaning implications
- 5. Unwelcome touching
- 6. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, status, etc.

Any person who alleges sexual harassment by any staff member or student in the school may use the procedure detailed in the Grievance Policy or may complain directly to his or her teacher, principal, immediate supervisor, or other person designated. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments. A substantiated charge against a student in the school shall subject that student to student disciplinary action (**please refer to p. 21 under Guides for Conduct/Discipline in CCSD's Handbook for Students and Parents).**

STUDENT/STAFF RELATIONSHIPS

No employee of the Calhoun County School District may date or have a romantic and/or sexual relationship with a student in the school district. All allegations or suspect actions will be investigated. This means interviewing students, the accused staff member, other staff members, looking at phone records, emails, text messages, etc. If there is no evidence that any wrongdoing has occurred, then

the investigation can be closed, but will be properly documented regarding what the investigation entailed and that there was no evidence to support the charges. If the investigation leads to suspicious conduct, then the investigation must continue until the allegation is dismissed as unfounded or that there are sufficient facts to lend credibility to the charges.

While an investigation may not prove absolutely that sexual behavior has occurred between a staff member and a student, other inappropriate conduct such as telephone calls, emails and text messages of an inappropriate personal nature between the staff member and a student are grounds for dismissal. **This does not include occasional school related calls, emails, or text messages for which there is a legitimate reason.** If an investigation reveals information giving the principal or superintendent a reasonable basis to believe that sexual involvement occurred between any employee and a student under the age of 18, the principal or superintendent must report it to the district attorney and dismissal of the employee will take place. **This requirement is mandatory.**

Confidentiality

In dealing with members of both the student body and staff, the right of confidentiality for both the complainant and the accused will be respected consistent with the schools legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

CHILD ABUSE

In accordance with Mississippi law, as a school employee, you are a mandated reporter of child abuse. If you suspect that a child is being abused or neglected, it is your legal obligation to report it. Reporting to a principal, superintendent, counselor or other teachers does NOT meet your mandated responsibilities and is punishable by law. Employees will notify the Calhoun County Department of Public Welfare. Teachers are held accountable under the law to report the suspected abuse even if reported to the principal.

Reports of suspected abuse are extremely confidential and should not be discussed with anyone other than those who are involved in the report and investigation.

USE OF PHONES

1. Teachers will not be called from the classroom to receive non-emergency personal phone calls. When non-emergency calls are received, the secretary will record the name and number of the caller and deliver it to the teacher by note or e-mail. Family members should be asked to call only when absolutely necessary.
2. When long distance personal calls are made from the school, charges are to be made against the callers home phone or phone card. The terms of the E-Rate program prohibits us from re-selling phone services.
3. **Principals and Immediate Supervisors will monitor the usage of cell phones. The principal or immediate supervisor will determine if the usage of a cell phone is excessive and affecting job performance.**
4. **Teachers or staff members who have cellular phones should turn the ringer off during work hours.** In an emergency, the office can be contacted to have them call back immediately. Teachers shall never disrupt class by talking on the phone during class unless an emergency exists.

PROHIBITIONS

The following actions are prohibited for school district employees:

1. using school property and school time for political purposes;
2. using school property and school time to engage in other business;
3. using school property and school time for personal activities not specifically excluded;*
4. using school property and school time for activities for non-school organizations;**
5. selling, soliciting for sale, advertising for sale merchandise or services, or organizing students for such purposes without the approval of the building principal;
6. sale of merchandise for persons or organizations other than those who have obtained permission from the Calhoun County School District.
7. removal of equipment from the school, except where specifically permitted for instructional purposes. A checkout sheet must be completed and signed by the person using the equipment and the principal and be on file in the principal's office. The fixed assets checkout sheet must be updated when the equipment is returned.
8. dating or conducting romantic and/or sexual relationships with students.

*Employees are allowed to use technology resources such as computers, Internet, and e-mail outside of work hours for personal activities. A limited number of single copies can be printed on the attached printer. Color cartridges are very expensive. Abuse of this privilege can result in its being canceled. Employees who are taking classes to upgrade their skills may use school resources after clearing such use with the principal. Employees may not use paper, copiers, or laminators to prepare materials for non-school organizations, businesses, churches, or other similar activities. **School computers may not be used to view obscene or pornographic materials. (See the Acceptable Use Policy)**

**The School District cooperates with organizations such as Boy Scouts and Girl Scouts. Discuss such use of facilities with the principal. This is addressed in the Board Policy Manual for School Activity Funds and requires the principal's approval.

If you have questions about the use of other equipment, talk with your principal.

PROPER CHANNELS FOR QUESTIONS AND COMPLAINTS

Questions and complaints about school policy should be discussed with your immediate supervisor. If a satisfactory resolution for your concern cannot be reached through discussions with your principal, it is your right to appeal to the next level of authority. The "Chain of Command" is as follows: Immediate Supervisor and/or Building Principals, Superintendent of Education, and the County Board of Education during an official meeting. It is not permissible for teachers to complain to individual Board Members about points of conflict within individual schools. Board Members have no authority outside of called sessions of the Board. **Failure to observe the procedures listed above shall be viewed as grounds for dismissal.**

DUE PROCESS FOR EMPLOYEES

All certified employees are entitled to due process as detailed in Board Policy.

INSTRUCTIONAL GUIDELINES

The objective of the School Board is 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, and emotionally so that he may properly adjust himself to our complex democratic society.

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

Discipline problems may occur as a result of students' having too much free time and not enough instruction. **Every instructional minute is precious and be used to the maximum.** Teachers must be prepared so that instruction can begin immediately and engage in active, meaningful instruction until the end of the period. All material should be prepared and ready ahead of time. Teachers should not have to leave class to run off or locate needed materials.

A variety of multisensory instructional activities should be used to address all the ways that students learn. Use of lecture, worksheets, and workbooks should be limited. Active learning activities that involve the learner should be emphasized. All ages of students benefit from learning centers. While students are working, the teacher and assistant should be walking around checking student work, not seated at desks grading papers or doing other work. Different types of assessment should be used including oral and written, demonstrations, observations of activities, problem-solving situations, and performance and objective tests. Thematic units integrating different content areas help students see the importance of content matter and tie information together. An atmosphere conducive to learning should be maintained at all times. Every teacher should be a teacher of reading.

In addition to learning styles, it is important to remember to address different levels of learning. Set high expectations and goals for yourself and your students. Don't use excuses such as "Our students come from poor backgrounds or low socioeconomic conditions. Parents are not involved. Or, we don't have enough room, materials, computers, books, etc." Some outstanding schools have found ways to overcome those obstacles and help their students achieve. We can and will do whatever we set out to do for our students.

Teachers shall endeavor to meet the needs of all students in the regular classroom through use of varied instructional activities and planning for individual needs before any student is referred for testing. Teach/reteach strategies should be employed for students experiencing difficulty. When re-teaching, different instructional methods, methods should be used to appeal to students' interests and strengths. All students benefit when they receive instruction that provides differing stimuli. Students who have already mastered content should be provided independent enrichment activities centered on the objectives being taught. This strategy will provide time for the teacher to work with students needing individual help.

HOMEWORK

Homework will be counted as only a bonus score in grades K – 6th and will not be counted against the student. It is suggested that K – 12th homework be counted for bonus scores with only the exception of special projects.

EXTRA CREDIT

Extra Credit, if offered, will be for all students and will not substitute for work not completed. It must be over and above regular work.

DISCIPLINE GUIDE

What Teachers Should Do:

1. Be fair and consistent with all students equally, but treat each student as an individual.
2. Be sincere, patient, tolerant, friendly, understanding, and sympathetic. Accentuate the positive and avoid the negative. Go the extra mile to set the example.
3. Be thoroughly prepared for all classes and have ample work for all students each period.
4. Be cheerful, attractive, and orderly; let your classroom reflect these qualities.
5. Be thick-skinned, avoid taking student' words and actions personally, and maintain a sense of humor. Laugh at yourself occasionally.
6. Admit your errors and apologize if you make the mistake of treating a student unjustly.
7. Establish a minimum number of simple rules and help the students understand why they are necessary. Let the students assist in formulating the rules and publicizing them.
8. Clearly establish and model the standard of behavior and classroom operating procedures you expect from your students. Begin the first day and be consistent.
9. Correct students when needed to prevent minor problems growing.
10. Be aware of words and phrases that antagonize and avoid using them.
11. Motivate, guide, counsel, and instruct students in the ways of acceptable social behavior. Cultivate a quiet manner and voice that quiets and settles a class. Teachers are judged on their ability to create an effective atmosphere that eliminates most disciplinary situations.
12. Cultivate a positive outlook and self-control in all areas and model that for the students.

What Teachers Should Not Do:

1. Punish the entire class for the misbehavior of a few.
2. Argue with a student.
3. Embarrass a student in front of others or place the student in a position where he feels he must respond or fight back to "save face."
4. Be sarcastic with students. They will assume the role you model and be sarcastic with you.
5. Refuse to consider mitigating circumstances.
6. Compare students with one another.
7. Fail to maintain a professional relationship with a child.
8. Repeatedly show favoritism to certain students.
9. Challenge students to repeat an undesirable act or get into a position of "do it or else." Your behavior can calm students or "push them over the edge" when they are upset.
10. Threaten students with an action you may not be able to carry out.
11. Handle a student physically except in self-defense or to protect another student.
12. Administer unusual punishment such as taping a child's mouth, causing him to miss meals, verbally abusing him, using profanity, etc.
13. Punish a student by leaving him in the classroom or hall alone and **unsupervised**.
14. Make negative comments about a student's environment, family, clothes, etc.

DISCIPLINARY POLICY

Time-Out/Detention/ In-school Suspension

A teacher may place a disruptive or disobedient student into time-out during class. A teacher may detain a student for detention during any free time for violation of a school rule. Only the principal can place a student into in-school suspension. Students detained or suspended during breakfast or lunch must have meals brought to them. After school detention is permissible when the principal of the school has instituted a plan agreeable to the District policy of student centered instruction and individual worth. Saturday school may be used if the principal has instituted the policy and made arrangements for it.

Corporal Punishment

MS Code 37-11-57 prohibits the use of corporal punishment in public schools to discipline a student with a disability who has an IEP or section 504 Plan. No school personnel shall be granted immunity from liability on this matter.

Reasonable corporal punishment of a 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 education 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. 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.
2. 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, the amount of force to be used, and the part of the body to be struck shall be considered before administering any corporal punishment.
3. Corporal punishment may be administered by the school principal, teaching/assistant principal, or a teacher. Teachers who wish students to have corporal punishment shall administer it personally rather than sending students to someone else. If a teacher does not wish to administer corporal punishment, he or she should provide an alternate punishment.
4. When corporal punishment is administered, it shall be done in the presence of another certified employee and out of the view of other students.
5. Paraprofessionals or non-contract employees such as substitutes may not administer corporal punishment.
6. When a student receives corporal punishment, a record shall be kept by the person administering it to include at a minimum the date, student's name, number of licks given, and the reason.
7. Suspensions of up to 3 days will be used in lieu of corporal punishment.

ALTERNATIVE SCHOOL/EXPULSION

Students may be assigned to alternative school or expelled from school according to the policy in the Student Handbook. Such assignments or expulsions require extensive documentation from the principal and teachers. Teachers shall keep disciplinary records sufficient to complete the detailed forms necessary. **Teachers will be responsible for sending adequate assignments for students assigned to alternative school.**

DUE PROCESS FOR STUDENTS

Due process procedures will apply in all expulsion cases as detailed in Board Policy.

FIELD TRIPS

Field trips must have an educational purpose. All trips must be placed on the school calendar located in the school office. It is the responsibility of the sponsoring teacher to:

- Have the principal approve the field trip before the request is made to the superintendent, who has the final decision on approval or disapproval.
- Be sure the trip does not conflict with other trips, school activities **or test schedules**.
- Secure a bus permit. Keep the bus permit on the bus during the trip-this is a state requirement.
- Arrange for a certified bus driver.
- Arrange funding for the driver and gas.
- Make arrangements at the destination.
- Obtaining permission slips for all students going on the trip.
- Arrange for an adequate number of adults to supervise all students without unnecessarily taking other teachers from their classrooms.
- Leave an alphabetized list of students going on the trip.
- Turn in the bus permit with mileage log completed the next school day after the field trip is completed.
- **No OVERNIGHT field trips will be permitted.** Organized camps, competitions/contests, conferences, or performances maybe approved by the Superintendent.

The school district establishes the cost for use of a school bus. Teachers must get permission from the principal for all trips.

FUND RAISING

Fund raising projects must be approved by the principal and will be scheduled to avoid conflict with test schedules. Fund raising projects, including Online Fund raising, must be approved by the School Board of Education.

ATTENDANCE

Mississippi law requires that all children ages 6 through 17 years of age before September 1st must be enrolled in school. An employee of the court checks on all **unexcused days** (Absences of less than a day do not count for this purpose and should be handled in-house.) and helps to make sure that all children are enrolled in either a school or an approved educational program. The teacher is responsible for checking to be sure all days reported have not been excused, then, reporting on the appropriate form, students who have accumulated **unexcused days** on the following schedule:

- five (5) unexcused days
- thirteen (13) unexcused days
- each additional unexcused day

Students with **excused absences** of any length have three (3) days to make up work. Special arrangements may be made for students with extended absences. Students with **unexcused absences** of any length will receive a grade of zero **for work missed** during each unexcused absence and will not be allowed to make up work. A grade of zero cannot be given if no work is missed.

An absence may be excused under the following circumstances:

- a. written parental verification of a specific illness;
- b. medical or dental verification;
- c. death or serious illness in the immediate family;
- d. school sponsored events;
- e. court summons;
- f. **religion- to which the student's parents adheres, requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the superintendent of the school district, or his designee.**
- g. absences approved in advance by the principal

In order for a parent note to excuse an absence, the following must be listed on the parent note: first and last name of student, first and last name of parent, date(s) the student was absent, the specific reason why the student was absent, and date the excuse was written.

The School Board prohibits activities that require any student to miss more than 20 class periods during the school year in courses for which grades and/or units of credit are issued. Activities that require a student to have more than five planned absences in the same class period in courses for which grades and/or units of credit are issued are prohibited.

The Superintendent shall require that records be maintained to assure that the foregoing standards are adhered to and shall monitor these records at each school.

After 10 unexcused days or 10 unexcused absences from the same class, students may be referred to Alternative School.

PAYROLL and HUMAN RESOURCES

Pay Checks

Pay Periods are defined as the starting and ending day to be used in calculating pay for daily and hourly paid employees and for reporting leave days for all employees. Pay periods are typically part of one calendar month through part of the next calendar month. Pay periods for hourly and daily and reporting leave rarely, if ever, coincide with calendar months. The 12-page school calendar is to be given to employees by their site supervisor at the beginning of each school year. It is critical that employees be aware of the pay period when comparing their time worked or leave days taken to their payroll stub. It is the employee's responsibility to monitor time worked and leave balances in accordance with established pay periods.

Pay days are as shown on the District School Calendar. Supervisors are to provide each employee with a 12-page school calendar at the beginning of each school year.

Reporting questions and/or errors about pay check

Responsibility of site administrators on pay day:

Assure that all employees check Active Resources for a Direct Deposit statement as early as possible on pay day and prior to 10:00 a.m. in order to review it and report any questions, errors, to the District Payroll clerk by the 10:00 a.m. cut off time.

All employees will receive pay through Direct Deposit:

Questions or concerns that an error may have occurred concerning anything on your Direct Deposit as reflected on the Direct Deposit Statement, including calculation of pay, docked pay, payroll deductions, and leave deductions or balances must be reported to the District Payroll clerk prior to 10:00 a.m. on pay day. If corrections to the calculation of pay, docked pay, payroll deductions, or leave deductions or balances, or other pay check item is needed, it will be made on the next month's payroll.

Name and Mailing address as shown on pay check:

It is the employee's responsibility to verify that the name on the Direct Deposit statement is the same as shown on their social security card and to verify that the Direct Deposit statement shows the correct and current mailing address.

Active Resources

It is imperative that each employee create their own account through our website under Active Resources. Each employee should be given directions on how to create their account in Active Resources.

Active Resources will allow each employee to review their leave, pay stub, tax withholdings (etc), and print W-2s and 1095-C. Please contact the district office with questions regarding Active Resources.

Benefits

Employee benefits paid in full or in part by the District or opportunity for participation provided but not paid by the District are:

Public Employees' Retirement System	Cafeteria Plan/ Section 125
Social Security	State Alternate Life Insurance
Worker's Compensation (% varies)	Direct Deposit
State Health Insurance for eligible employees	
Unemployment Compensation	

Limited voluntary payroll deducted insurances for which the employee pays the full premium and gets the benefit of a group rate are made available. These insurances are not endorsed by the District.

Vacation

School Board policy sets forth vacation leave.

Employee Absences

The Form 1 is to be used to report all absences. Certified and non-certified staff (full-time, part-time, temporary, etc.) must report absences from their home school whether for school business, sick, personal, or vacation reasons on a Form 1 and submit the completed Form 1 to their immediate supervisor prior to the absence when known. If the absence was unexpected, the employee shall complete a Form 1 absence report and submit to their immediate supervisor on the first day they return to work.

Keeping track of leave balance and errors made on Form 1s: It is the responsibility of the employee to keep track of their leave balance and to assure accuracy by entering correct information and checking the appropriate type of leave on the Form 1. To assure timely processing of the Form 1, the employee will have until the end of the pay period in which the absence occurred to make corrections. Once the pay period has ended, the Form 1 stands as submitted. Since incorrect Form 1s may result in docked pay, the District strongly encourages employees to carefully complete the Form 1 initially and keep an updated record of each type of their leave and verify it with the leave record on their payroll stub each month. The pay period start and end dates are shown on the 12-page school calendar which each employee is responsible for getting each year.

Refer to Board Policy for information on leave allowances and restrictions.

Absences for Jury Duty: Refer to Board Policy for information.

ACCUMULATED LEAVE

When an employee leaves the district, banking of accumulated leave will be done automatically by the Calhoun County School District.

Refer to Board Policy for information on Sick/Personal Leave

LEAVE, TERMINATION, AND DEATH

Unused leave is counted as creditable service for purposes of the retirement system when an employee terminates from state service. Should an employee die having accumulated major medical leave, such leave is counted as creditable service. There is no statutory authority to pay an employee's beneficiary for unused major medical leave in the event of an employee's death.

RETURN TO WORK POLICY AND PROCEDURE

See Board Policy and contact your immediate supervisor

RETURN TO WORK PROCEDURE

See Board Policy and contact your immediate supervisor

DONATED LEAVE FOR CATASTROPHIC INJURY OR ILLNESS

Donated leave for catastrophic injury or illness shall be administered as provided in Sections 25-3-91, 25-3-93, and 25-3-95, Mississippi Code of 1972, Annotated, as amended. Provisions for donating leave to an employee are detailed in the current Board Policy.

FAMILY AND MEDICAL LEAVE ACT

See Board Policy and contact your immediate supervisor.

UNEMPLOYMENT COMPENSATION

If an employee becomes separated from a job in the school district, for reasons beyond the employee's control, that employee may be eligible for unemployment compensation. The employee may direct inquiries to the Mississippi Employment Security Commission.

DEFERRED COMPENSATION PLAN

Deferred Compensation is a supplemental, voluntary savings plan administered by the Public Employee's Retirement System (PERS) Board of Trustees offering tax advantages to participants. Interested employees may contact the School District administrative office for contact information.

WORKER'S COMPENSATION

The basic purpose of Worker's Compensation is to provide fixed benefits to employees in the event an employee is injured in the course of employment.

If an employee is injured, no matter how minor the injury, the employee should report this to the supervisor immediately. The supervisor must file an accident report.

SOCIAL SECURITY

Every employee, except for student workers, of the State of Mississippi is required to participate in the federal Social Security program.

CAFETERIA PLAN/SECTION 125

CCSD offers this tax saving mechanism, which is permitted by Section 125 of the Internal Revenue Code and Sections 25-17-1 to 25-17-9, Mississippi Code of 1972, Annotated, as amended. Additional information may be obtained from the district office payroll clerk. It is the employee's responsibility to enroll if they so desire.

Electing to participate in the Cafeteria Plan/Section 125 to tax shelter insurance premiums and otherwise benefit from this tax saving mechanism is entirely voluntary on the part of the employee. It is the responsibility of the employee to obtain a paper copy, even if one is not offered, at the time of open enrollment, and to verify the accuracy of all information on the form.

Open enrollment dates for signing up for participation in this election to tax shelter is posted on the 12-page school calendar. Employees are encouraged to consult with their tax preparer on this issue. Once enrollments are signed (electronically or otherwise) the decision to tax shelter is irrevocable per IRS Code during the plan year which is January 1 – December 31. Any tax sheltered payroll deduction cannot be dropped during the plan year unless there are specifically allowed qualifying events under the IRS Code such as birth, death, marriage, divorce, etc. The decision to tax shelter or not to tax shelter is the responsibility of the employee and should be taken very seriously at the time of open enrollment.

RETIREMENT

Qualifying employees of the state become members of the Public Employees' Retirement System as a condition of employment.

Retirement System participation and coverage is provided to employees in positions requiring employees to work and receive compensation for **not** less than 20 hours per week OR **not** less than 80 hours per month. Participation is restricted to employees whose wages are subject to payroll taxes and are reported on Form W-2.

INSURANCE

State Health Insurance:

State Health Insurance is available to eligible employees when they enter employment provided application on the correct enrollment forms is made within the first 31 days of employment. For more information regarding enrollment, see the New Employee Packet and/or contact the District Payroll Clerk. It is the employee's responsibility to secure a completed and signed Application for Coverage form and complete it within the first 31 days of employment to enroll or to waive coverage. Retroactive effective dates are not allowed.

Employees may enroll dependents as well as themselves at the time of initial enrollment as explained above. If dependent coverage is not added at the time of initial enrollment, the employee will not be allowed to add dependent coverage until Open Enrollment for State Health insurance as shown on the 12-page District Calendar, which is currently in October each year, unless there is a qualifying event such as death, birth, marriage, divorce, loss of spouse's employment, etc. The District pays most of the cost of the employee's premium; the employee will pay 100% of the cost of dependent's insurance premiums. For additional information the employee may visit the website <http://knowyourbenefits.dfa.state.ms.us> or contact the District Payroll Clerk for assistance or a Summary of Coverage handout. Participating employees are encouraged to complete the annual Health Quotient Survey available online or in other forms and participate in all wellness programs offered by the state health insurance program.

Alternate State Life Insurance:

Alternate State Life Insurance is available to eligible employees when they enter employment provided application on the correct enrollment forms is made within the first 31 days of employment. For more information regarding enrollment, see the New Employee Packet and/or contact the District Payroll Clerk. It is the employee's responsibility to secure a completed and signed Application for Coverage form and complete it within the first 31 days of employment to enroll or to waive coverage. Other than initial employment, enrollment in this Alternate State Life Insurance shall be made only during open enrollment month as shown on the District's 12-page school calendar, which is currently the month of October.

Other Voluntary Insurance:

Although the District does not endorse any of the voluntary insurances paid 100% by the employee, the District does provide payroll deduction service; and if adequate participation is maintained, the employees may benefit from a group premium rate.

Whether or not to continue to offer payroll deduction services for voluntary insurances and which ones to allow is at the discretion of the District. Therefore, it is the responsibility of the employee to verify with the insurance company's representative at time of enrollment whether or not the voluntary 100%-paid by employee coverage is portable. Portability is important to the employee because some voluntary coverage is available only as long as the employee is an active employee in this District. When an insurance is not portable, that means the employee is not allowed to take out a private policy if (1) the District decides to not allow the insurance company to do business in the District or (2) the employee leaves the District's employment.

Open Enrollment (enrollment other than at initial employment):

Open Enrollment dates are shown on the District's 12-page school calendar that site administrators are to provide to all employees. For state health and most all other insurance the Open Enrollment period is the month of October. It is the employee's responsibility to evaluate their individual insurance needs and seek changes during the appropriate Open Enrollment period.

Generally, the only allowable coverage change outside the Open Enrollment period would be to drop coverage that is not tax sheltered or to add or change coverage due to a qualifying event in an employee's family status such as marriage, divorce, birth, death, etc.

Continuing Insurance with no lapse of coverage during months when employee does not get a paycheck:

The District cannot pay premiums for which the employee is responsible for paying. Therefore, in order for coverage to continue uninterrupted during summer months, for example, (when an employee may not receive a paycheck), it is the responsibility of the employee to pay the District prior to pay day each month the amount for the premiums due from that month's pay check had there been one. The premium will not be paid to the company unless payment is received by the employee and coverage could be in jeopardy.

Coverage Periods:

Each insurance policy has its own coverage period. Generally, premiums provide coverage for the next calendar month. There may be exceptions; so it is the employee's responsibility to know for which month their coverage is in effect. The Insurance Company Representative will be able to assist the employee with this.

Continuing Health and Alternate State Life Insurance upon retirement:

Covered employees may continue health and life insurance coverage upon retirement from the District. The District provides all retirees a termination packet that includes initial forms for getting the retirement process started. Continuation of coverage as a retiree can be elected ONLY at the time of retirement. Application should be made at least 31 days prior to the date of retirement to ensure coverage does not lapse. The retiring employee must coordinate continuation of coverage with the District Payroll Clerk and PERS in order to assure timelines for continuation and un-interruption of coverage are met.

Continuing Insurance after leaving District's employment:

Generally, coverage ends at the end of the calendar month in which employment ends. Therefore, since premiums for most insurance are paid in advance, there will be no premiums withheld from an employee's last check. It is critical that employees planning to leave the District's employment seek information about continuing coverage well in advance and complete any required paperwork by the timelines established by the state or by private insurance vendors for voluntary insurance. Contact the District Payroll Clerk for contact information or assistance with continuing coverage after employment with the District.

Contact Information for each insurance coverage:

Because the District does not provide coverage analysis or advice, employees must contact the agency or company providing coverage themselves. The District Payroll Clerk will provide contact information such as insurance representative's name, phone number, email, address to assist the employee with making contact. Additionally the state health life insurance web site <http://www.knowyourbenefits.com> is available to employees.

PURCHASING

1. Requisition forms serve as the written request for an approval of a purchase must be completed and approved by the principal or superintendent and a purchase order number obtained before any purchase may be initiated.
2. Under no circumstances will purchasing authority be delegated to students. Students will not be issued a purchase order.
3. Staff receiving merchandise ordered are responsible for verifying correct shipment and signing "all received," (date), (signature), on the shipping ticket or invoice and turning in this receipt record to the appropriate school district office.
4. All bills must be paid in a timely manner. Therefore, it is the employee's responsibility to turn in all purchasing documentation in a timely manner in order for it to be paid. Consult the school calendar and contact the school or district office for more information or timelines.
5. For information on current purchasing policy, contact the school or district office.
6. All purchases that require Board approval must be submitted to the office at least one week prior to the Board's scheduled monthly meeting.

HANDLING MONEY

The Office of the State Auditor prescribes policies and procedures for handling money. Contact your school or district business office for instructions and copies of the policies and procedures. All money received by staff from students or others must be counted, verified, and receipted at the time it is received and turned in to the school or district office the day it is received (or the next school day if received after regular work hours.) It is the amount of the receipt that establishes the amount of funds that must agree with the deposit to the bank. Teachers are to be assigned and must maintain their own receipt book according to procedures established by the District and school.

CALHOUN COUNTY SCHOOL FOOD SERVICE POLICY

The School Food Service Program is operated under the direction of the Calhoun County School Board. This program is an integral part of the total education program and is governed by the same principles and type of control as any other division of the school. The School Food Service Program is operated under the federally funded National School Lunch Act and the Child Nutrition Act, therefore, the School Food Service Program is subject to all Federal and State regulations.

The School Food Service Director is responsible for the enforcement of the Federal and State regulations and has technical supervision of the school cafeterias. The Food Service Director has responsibility for the direct supervision of the cafeteria staff and shares the responsibility of ensuring that all Federal, State, and local regulations applicable to the school's food service are implemented and administered daily. The teachers are still "the teachers" in the school cafeteria and are solely responsible for the conduct of the students. Cafeteria staff members have no authority to discipline students while in the school cafeteria.

No carbonated drink can/bottle beverages are allowed for students OR staff in the cafeteria. No labeled items from outside vendors may be brought in their packaging by either students OR staff.

The goal of the school's Food Service Program is to provide the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth. The food service program is providing at least one-third of the student's daily nutritive requirements making it possible for every pupil to have an adequate lunch.

The following regulations have been adopted to serve as guidelines to ensure that each student receives an adequate meal and has sufficient time in which to eat.

1. It shall be the responsibility of the principal to arrange the schedule so that the students may enter the cafeteria, eat, and return to the classroom in a relaxed manner.

Teachers will follow the guidelines and schedules set by the principal for student management during lunch.

The following meal charge policy is in place for anyone who is not on free lunch and does pay for meals:

- First two days, charge – full meal, letter sent home on the second day;
 - Next three days, charge – peanut butter and jelly sandwich;
 - Sixth day and on - no more meals until they pay, then start over;
 - If they don't pay after five days, the cafeteria manager may report the failure to the Department of Human Services.
2. Any dissatisfaction with the manner in which the cafeteria prepares and serves the food and any recommendation for improvement will be expressed to the manager, principal, or a member of the cafeteria advisory committee who will take the matter under advisement and discuss with cafeteria administrators.
 3. Bulletins issued each day by the school office should be given to the manager to help in assessing activities which may affect the number of students to be served. Absentees should be given to the manager daily so that the names may be checked to meet Federal Requirements.
 4. The manager shall be notified at least two weeks in advance of requests for sack lunches in order to allow time to purchase food. Teachers taking classes on field trips are responsible for notifying the manager at least two weeks prior to the trip if they will not require lunches on that day so that amounts of food bought and prepared can be adjusted.
 6. The names of students who withdraw from or transfer to the school must be given to the cafeteria manager daily or weekly in order to comply with Federal regulations.

7. **No district employees, including cafeteria staff, are allowed to take cooked, and/or uncooked food out of the cafeteria, with the exception of a purchased consumable meal or item. Any such activity will be treated as employee theft.**

STATE OF MISSISSIPPI, RULE ON SALE OF COMPETITIVE FOODS

On February 22, 1985, the State Board of Education passed the following policy pertaining to the selling of foods in competition to the National Food Service Programs:

To ensure that children are not in the position of having to decide between non-nutritious and nutritious foods immediately before or during the meals service period:

- No food items will be sold on the school campus for one (1) hour before the start of any meal services period.
- The school food service staff 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.
- With the exception of water and milk products, a student may purchase individual components of the meal only if the full meal unit also is being purchased.
- Students who bring a lunch from home may purchase water and milk products.

Note: The State Department of Education has ruled that a cup of ice is not a component of the meal and cannot be sold to students. (Violation of this or any other regulation would put the entire school lunch program in jeopardy.)

CALHOUN COUNTY SCHOOL WELLNESS POLICY

Federal Public Law (PL108.265 Section 204) states that by the first day of the 2006 school year beginning after June 30, 2006, all schools must develop a local wellness policy that involves parents, students, representatives from the School Food Authority, School Board, school administrators, and the public. The Local Education Authority (LEA) will establish a plan for measuring implementation of the local wellness policy.

The Calhoun County School District has adopted a wellness policy (Board Policy JG) and is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

SAFETY MEASURES

The Calhoun County School District has in place safety measures to protect all employees and students. All district employees shall know and follow the practices outlined in the Safety Handbook. Periodic inspections and meetings are conducted monthly. If you become aware of any potentially dangerous condition, notify the principal immediately in writing and keep a copy for your files. A written copy provides documentation to protect you from liability should an accident occur. Safety drills are conducted on a regular schedule. All classrooms should have the bell signals for each type of drill posted along with the evacuation routes. Teachers should walk the students through the drills during the first few days of school so that they will be familiar with them.

Tornado and fire drills will be held periodically.

1. **Tornado or severe weather:** A tornado watch alert means weather conditions are favorable for a tornado. A tornado warning alert means a tornado has been sighted. The warning procedure is **CONTINUOUS RINGING OF THE BELL**. Teachers or other adults are to move all pupils to the school halls and remain with them until the all clear signal is given. While in the halls, the pupils are to be seated near the walls with their knees brought up to the sides of the head. At all times during the tornado or severe weather, the pupils are to be kept away from open windows or doorways.
2. **Fire and explosion:** The warning signal will be either the **FIRE ALARM OR THREE SHORT RINGS OF THE BELL**. In case of fire, teachers are instructed to take students immediately to a designated area, and supervise them, away from the building, until the all clear signal is given to return to the building. (In case of an actual fire or explosion, teachers or other adults will direct students to an alternate location according to the contingency plan for that specific school.) Teachers or other adults should take their grade book and class rolls containing students phone numbers with them. If possible, windows and doors are to be closed by the teacher or other adult on the way out of the classroom. Students are to proceed in an orderly yet rapid manner to the designated area. No student is to open a locker for any reason. In case of explosion, teachers will direct students out of the building to a safe place. First aid will be administered as needed.
3. Calhoun County Schools have a Crisis Management Plan in place. All employees should familiarize themselves with the Safety Handbook, the provisions of the Crisis Management Plan, and the contingency plans for their specific school.

Reporting Accidents

After first aid is administered, an accident report form must be filled out for students or employees when an accident occurs. The report must be submitted to the district office. Should an injury require medical attention from a doctor, the employee should have the doctor fill out that section of the report and submit the completed form.

CALHOUN COUNTY SCHOOL DISTRICT
119 WEST MAIN STREET
PITTSBORO, MISSISSIPPI 38951

SAFETY HANDBOOK

JULY 1, 2019
(In effect until revised or replaced)

SECTION I

STATEMENT OF SAFETY POLICY

Calhoun County School District Safety Policy

The Calhoun County School District is dedicated to providing a safe and healthful work environment at our schools, maintenance facilities, food services, custodial facilities, for our drivers and wherever our employees work. This commitment is made for the benefit of our employees, for our students and for all sub-contractors, independent contractors, and visitors. The school district has established and will enforce safe work policies and practices that will safeguard our valuable worker and employees. When everyone does their part, we believe that all accidents can be prevented. Therefore, we require all persons working in our facilities to make every effort to prevent accidents and comply with all established safety and health rules, policies and regulations.

The Calhoun County School District management is committed to maintaining worker safety at all workplaces. Accidents, unsafe working conditions, and unsafe acts jeopardize both worker and school district resources. Injuries and illnesses result in discomfort, inconvenience and possibly reduced income for the worker. Injured workers suffer needlessly and may encounter pain that could have been prevented. Costs to the district include direct expenses (workers' compensation premiums, damaged equipment or materials, and medical care) and indirect expenses (loss of employee services, reduced efficiency, employee morale problems, etc.). These indirect costs are reported to cost 4-8 times more than the insured costs of an accident. We are therefore committed to maintaining safe and healthy working conditions, to the greatest extent possible at all our facilities. The cooperation of all is mandatory.

Superintendent, Calhoun County School District

If you have concerns about safety issues in the Calhoun County School District, contact the local principal and/or Special Operations Director, Stacia Parker phone 662-628-4624, or e-mail sparker@calhounk12.com.

2.0 RESPONSIBILITIES AND PROGRAM ELEMENTS

2.1 ADMINISTRATION RESPONSIBILITIES

As the key person in a successful loss control program, it is the Superintendent's responsibility to integrate safety into all areas of school operations. This active participation in safety must be VOCAL, VISIBLE, AND CONTINUOUS. The employees must sense a serious attitude toward safety.

THE DISTRICT SUPERINTENDENT (WILL)

- A. Adopt a mandatory district wide safety program that promote safety, reduces unsafe acts and unsafe conditions that lead to employee accidents;
- B. Institute a district policy that requires each employee to participate in quarterly safety meetings;
- C. Institute a district policy that removes unsafe conditions by providing for regular workplace inspections in the work areas;
- D. Institute a district wide policy that requires that each employee accident be investigated and that a corrective measure be implemented to prevent future recurrences of a similar nature. Where the deficiency may impact more than one facility, a method for communicating the accident source along with corrective measures to all facilities in the district will be in place;
- E. Designate the top-ranking official at each facility as the person responsible for prevention of accidents at that facility;
- F. The district superintendent will actively participate in the accident prevention policy and be a vocal advocate of the policy;
- G. The district superintendent will monitor the number of employee accidents and the cost of those accidents on at least a quarterly basis. The superintendent will take corrective action whenever the frequency and/or severity are above established goals;
- H. Provide sufficient resources, time, and equipment so that our employees can work safely and efficiently;
- I. Demand safe performance from each employee and express this demand periodically and whenever the opportunity presents itself;
- J. Delegate the responsibility for a safe performance to others as appropriate;
- K. Hold every employee accountable for safety and evaluate performance accordingly;
- L. Periodically review the Safety Program for effectiveness and for desired results.

2.2 SCHOOL PRINCIPALS (WILL)

While the district is accountable for the success of the loss control program, it is the responsibility of the principal to implement the program at his/her location. The principal is the one administrator dealing with employees on a day-to-day basis. Thus, the principal is the most knowledgeable about the employees' attitudes, work habits, and equipment use. The principal as the safety coordinator at the school level will serve the school in an advisory capacity and monitor the application of the general loss control plan.

- A. Be an active participant in the accident prevention plan for their schools;
- B. Hold all employees accountable for their actions;
- C. See that violations of safe work practices are treated as part of the progressive discipline plan;
- D. The school principal will enforce Calhoun County School District's policies on safety and safety rules;
- E. Must set a good example by following safe work practices and complying with all safety regulations;
- F. Must review the safety meeting reports;
- G. Must review each accident report for root cause identification and for corrective action that will prevent recurrence;
- H. Must conduct periodic inspections of the facility for the purpose of identifying hazards and the source. Supervisors will be given written notice of the hazards in their areas and correction deadlines.
- I. Will remove employees from the property for serious violation or habitual violations of safe work practices.

2.3 SAFETY COORDINATOR – DISTRICT-WIDE

Primary loss control program accountability should be the responsibility of the superintendent, principal and supervisors. The Special Operations Director is assigned the responsibility of district-wide safety coordinator. The safety coordinator should serve all schools in an advisory capacity and should monitor the application of the general loss plan.

THE SAFETY COORDINATOR (WILL)

- A. Organize and make available resources for a safety education and training program;
- B. Assure that all newly hired employees have been given a thorough orientation concerning the District's Safety Program;

- C. Maintain files for safety records, analysis, evaluations and reports to improve the district's safety performance and comply with all district, self-insurance carriers, and internal procedures;
- D. Insure that all necessary personal protective equipment, safety material, and first-aid equipment are available;
- E. Oversee the following elements of the program:

Training: Insure that all employees are trained in safe work methods. Take necessary action to insure employees are properly trained to perform assigned tasks and how to do so safely.

Establish a high standard of work performance. Insure that all new employees are trained in the methods to do assigned tasks safely and satisfactorily.

Inspection: Inspect assigned areas, which have been reported as problem areas by local committee.

Follow-up corrective measures. Assure they have been taken to make the work conditions and practices safer.

Observe employees' attitude and performance. Take firm disciplinary action when necessary and instill a safety-minded atmosphere throughout the school/location. Emphasize safety in job descriptions and employee performance evaluations.

Report unsafe conditions: Report unsafe conditions to the Superintendent/Principals when corrective actions are beyond the authority or resources of the school. Encourage your staff and employees to report hazards. Initiate corrective action for any safety hazard and follow-up until corrective action is completed.

Investigating Accidents: Investigate and report all employee accidents promptly. Ensure that injured employees receive immediate first aid treatment. Be aware of the frequency, severity, cause and cost of accidents occurring in the school.

Encourage Employee Participation: Encourage employee feedback and suggestions and take appropriate action. Accept and give encouragement to employee interests in safety. Weigh their opinions and suggestions with genuine appreciation and objectivity.

2.4 SUPERVISORS/MANAGERS/LEAD PERSONS

THE SUPERVISORS/MANAGERS/LEAD PERSONS IN EACH AREA (WILL)

- A. Meet with new employees to indoctrinate them to safety policy and conditions that may lead to an accident;

- B. Conduct meaningful safety meetings to promote safety and to reduce accidents to zero;
- C. Conduct meaningful workplace inspections to remove accident-causing conditions from the workplace;
- D. Immediately complete first reports of injury when an employee is injured;
- E. Immediately counsel employees that commit unsafe acts or violate safe work practices;
- F. Implement all rules and regulations outlined in this manual;
- G. Comply with all Safety Rules;
- H. Assure that each employee agent, visitor, and subcontractor is trained and follows all applicable rules, standards, codes, laws, and ordinances;
- I. Control contract personnel and vehicles, and provide orientation materials as needed.

2.5 EMPLOYEE

Each employee is responsible for his/her own safety and must perform all duties in a safe manner. No task should be completed unless it can be completed safely. He or she is also expected to exercise maximum responsibility for the prevention of accidents and the safe use of machinery and equipment entrusted to his/her care.

EMPLOYEES (WILL)

- A. Comply with all (written and unwritten) district safety programs, rules, regulation, procedures, and instructions that are applicable to his/her own actions and conduct;
- B. Refrain from any unsafe act that might endanger him/herself or fellow workers;
- C. Use all safety devices and personal protective equipment provided or needed for his/her protection;
- D. Report all hazards, incidents, and near-miss occurrences to their immediate supervisor, regardless of whether or not injury or property damage was involved;
- E. Promptly report all injuries and suspected work related illnesses, however slight, to his/her immediate supervisor;
- F. Participate in safety meetings, training sessions, and surveys as requested and provide input into how to improve safety;

- G. Notify the supervisor immediately of any change in physical or mental conditions or use of prescription drugs that would affect the employee's job performance or the safety of himself/herself or others.
- H. Be a safe worker on (and off) the job. Help co-workers do their job safely. Come to work everyday with a safe attitude.

EMPLOYEE SUGGESTIONS

Safety suggestions from employees are welcomed and encouraged. To make a safety suggestion, complete the Employee Safety Suggestion Form (Appendix) and provide it to the District Safety Coordinator. The suggestion will be reviewed and responses will be discussed with the individual.

2.6 MEMBER LOSS CONTROL PROGRAM ELEMENTS

District safety committees have two basic functions: (1) creating and maintaining an active interest in safety and (2) serving as a means of safety communication. Minutes should be kept of the meetings and posted so that others within the organization will know the actions that have been taken.

- A. The district safety committee should be composed of representatives from the district and local schools (including the district superintendent, district directors such as food services, safety, insurance and human resources, and transportation) and should consist of not less than five members. The Federal Programs Coordinator will serve as chairman of the committee and will appoint a secretary for the committee.
- B. The district safety committee should meet quarterly during the administrative meetings following the local committee meetings and inspections in May, October, February, and May.
- C. The function of the district-wide committee should include but not be limited to the following:
 - 1. discuss and formulate policies and recommend their approval by the school board;
 - 2. review reported unsafe conditions and practices and determine their remedies;
 - 3. secure and distribute educational materials to school safety committees and assist in the organization and presentation of safety seminars and programs;
 - 4. explain the aims and objectives of the loss control program to school committees:
 - a. Local school safety committees should be composed of the local school principal who will serve as local safety coordinator and other employees (including a teacher, the head custodian, the school food service manager, and bookkeeper);

- b. The local school committee should meet quarterly in August, October, February, and May;
- c. The functions of the local committee include, but are not limited to the following:
 - to review past accidents, incidents, and develop corrective action plans;
 - to identify hazards and implement procedures to control them;
 - to review reasonable safety suggestions and develop ideas for possible implementation;
 - to monitor inspection reports to assure that corrective action is taken;
 - to participate in meetings to discuss accident prevention, safety and inspection reports;
 - to promote safety awareness programs for employees;
 - to implement safety training programs for employees;
 - to hear and investigate employee complaints on hazardous conditions, materials, or equipment; forward recommendations to the District Safety Coordinator;
 - to post minutes of meetings, including committee recommendations.

2.7 COMMITMENT

Consider safety an integral part of management responsibility. Personnel working in a supervisory position must set a positive example for employees toward safety. Know the safety procedures for all jobs employees perform. Exhibit a genuine interest in the safety of all employees. Support loss control objectives.

Anticipate potential hazards. Analyze job requirements to determine potential hazards. Provide repeated reminders to employees of work dangers and risks. Draw up a set of mandatory safety rules and departmental safety rules to cover the work hazards and job conditions. Review the rules at least once a year. Assure that the department vehicles, equipment, tools, and materials used are adequate for the intended purpose and are equipped with the appropriate safeguards.

3.0 SAFETY AND HEALTH PRACTICES AND PROCEDURES

3.1 INSPECTIONS

In order to keep employee accidents and resulting expenses to a minimum, the Calhoun County School District will conduct periodic inspections in order to detect and correct unsafe conditions and practices before injuries occur. A safety checklist has been developed for each work area of the school. After each inspection, a copy of this safety checklist will be submitted to the building principal. Immediate steps will be taken to correct any hazards discovered or observed during safety inspections.

Each school safety committee will meet quarterly to review safety inspection results and formulate corrective measures. During the intervals between committee meetings, the building principal will be responsible for correcting safety hazards.

3.2 TECHNIQUES

- A. Safety and health inspections are one of the principal means of locating unsafe situations and helping to determine what safeguards are necessary before accidents and personal injuries occur. Inspections will be held to search for both unsafe physical conditions and unsafe work habits.
- B. Regular inspections will be held in order to encourage employees to inspect their own work areas for safety hazards.
- C. Employee interest and cooperation in the Calhoun County School District Loss Control Program will be encouraged.

3.3 PROCEDURES

Inspection procedures will vary in accordance with the type of inspection being made. It will be the responsibility of the school district to ensure that all inspectors are thoroughly familiar with federal standards, state laws, and local ordinances affecting the safety and health of workers.

3.4 WORK CONDITIONS

A well-planned inspection depends on knowing where to look and what to look for. Therefore, a safety checklist will be developed around the avoidance of basic work hazards:

- A. pinch points, shear points;
- B. flying objects;
- C. falling objects;
- D. electricity;
- E. gas/vapors;
- F. chemical/flammable heavy objects;
- G. hot/cold/objects and radiation;
- H. sharp and pointed objects;
- I. slippery surfaces;
- J. trip/fall/hazards.

Safety inspection will be classified as follows:

Scheduled Inspections: These are inspections that are conducted at regular intervals. The Calhoun County School District will hold scheduled inspections **quarterly in August, October, February, and May**. Inspection results will be submitted to the District-wide Committee which has scheduled regular meetings each month. Equipment such as boilers and fire extinguishers will be inspected at

required intervals as required by state law. Personal protective equipment will be inspected constantly to make certain that it is in safe working condition.

Intermittent Inspections: These inspections are held on irregular intervals. The school district will conduct these type inspections to determine if there is a need to hold regularly scheduled inspections in a particular department or work area.

Monitoring Inspections: These inspections are utilized to inspect equipment that must be surveyed constantly. Maintenance personnel will constantly inspect equipment that is in continuous operation.

Special Inspections: These inspections are necessary when new equipment is installed or during construction of new buildings or remodeling of old ones, or because some change has created new hazards.

3.5 ACCIDENT INVESTIGATION

The first step in preventing a recurrence of an accident is to investigate and analyze one that has happened and take positive action to remove its causes. The injured employee's immediate supervisor should investigate each accident, and the findings should constitute a portion of the complete accident report. The investigator should:

- A. determine that act or conditions that triggered the accident;
- B. cite any procedure or action that was not in accordance with standard safety policies;
- C. indicate any corrective or disciplinary action that would prevent another mishap of this type.

ACCIDENT REPORTING

Reports are required for any accident involving an employee injury. This report is to be completed and submitted to immediate supervisor within twenty-four (24) hours of the accident. The same report may be used to report incidents where hazards exist, but where no injury or damage has occurred.

There are a number of forms, which may be used to report accidents, but the items listed below should be considered minimum information:

- A. name, age, and sex of the injured employee;
- B. occupation at the time of the accident – what he was actually doing;
- C. nature and exact description of the injury
- D. date and time when accident occurred;
- E. job location where accident occurred;
- F. estimate of days that will be lost as a result of the accident;
- G. description of the accident; Identify objects, operation, or substances most closely associated with the occurrence of the accident;
- H. unsafe acts or conditions that contributed to the accident;
- I. corrective action proposed in order to prevent the re-occurrence of a similar accident.

- J. remarks, comments, or sketches;
- K. date report was completed;
- L. signature of supervisor;
- M. signature of safety coordinator.

3.6 EMPLOYEE ORIENTATION

The Calhoun County School District will seek to avoid or lower the rate of injury to its employees by providing each new employee with instruction regarding district safety method and procedures. These instructions will include:

- A. an overall orientation program to familiarize the employee with the function of his job with the school system;
- B. a training period to ascertain the capabilities of the employee;
- C. an orientation period to familiarize the employee with safety practices and procedures;
- D. testing and observation to ensure the employee has mastered safety work habits.

3.7 FIRST AID

The building principals will serve as the on-site responders for the school district. As first aid responder, it will be the responsibility of the building principal to:

- A. provide for medical treatment of minor injuries not requiring the services of a medical doctor (disbursement of aspirins, Band-Aids, antacids, bandages, etc.);
- B. ensure that ambulance and hospital emergency room telephone numbers are posted in an observable location;
- C. obtain first aid training from a certified body such as the American Red Cross;
- D. obtain and maintain an adequate first aid kit and infection control kit;
- E. maintain an adequate record on each employee that identifies family members and next of kin.

3.8 SAFETY MEETINGS

Each separate school facility will conduct scheduled safety meetings. The building principal and the members of the school's Safety Committee select the location for the meetings. Listed below are the guidelines for the safety meetings:

- A. the building principal or safety coordinator will establish topics;
- B. safety meetings will be conducted monthly;
- C. the number of participants at each meeting will be kept small in order to encourage active participation and feedback;
- D. only a few topics will be addressed during each meeting;
- E. written documentation of meetings will be maintained which will include the topics addressed and the persons present;
- F. a review of accident reports;
- G. review and discuss problem areas observed by the Safety Committee during work through inspections;

H. commend employees for recommendation and safety solutions.

3.9 DISCIPLINARY RULES

Each employee will be expected to adhere to the safety rules and regulations set forth by the school. Failure to follow safety rules and regulations will be regarded as sufficient grounds for disciplinary procedures, which may include an official reprimand, suspension, or dismissal.

4.0 GENERAL REQUIREMENTS

4.1 SAFETY AND RULE BOOK REQUIREMENTS

The most valuable tool you can have to protect yourself from the hazards of your job is common sense. We will try to make you aware of the hazards of your job to help you avoid accident production situations. The following are considered basic safety rules for all employees:

- A. Follow instructions. If you do not understand, ask for additional explanation;
- B. Correct unsafe conditions and report them promptly;
- C. Keep your work area clean;
- D. Use the proper tools or equipment for each job;
- E. Operate only the equipment you are authorized and qualified to use;
- F. Immediately report all accidents;
- G. If injured, even slightly, get prompt first aid;
- H. If personal protective equipment is required by your job, wear it properly;
- I. Avoid fighting, horseplay, or other situations that could cause unnecessary injuries and distractions;
- J. Obey all safety rules and practices.

Safety awareness and a proper attitude will save lives, prevent disabling injuries, increase job effectiveness, and reduce costs.

4.2 GENERAL CAFETERIA SAFETY RULES

The following cafeteria rules, provided by the Mississippi School Board Association, Worker's Compensation Trust, should be adhered to at all times. As with all rules, these should be "customized" depending upon the hazards and specific equipment present in your workplace.

- A. Wear cut resistant gloves when using or cleaning machines and knives.
- B. Keep floors clean and free of grease residue; food or liquid spills should be cleaned up promptly.
- C. Report any item of equipment that appears defective or unsafe, or any unsafe act observed.
- D. Wet floors must be posted with "Wet Floor" signs.
- E. High traffic areas must be cleaned in such a fashion that provides a dry walk surface at all times.
- F. Report any accident, no matter how slight.
- G. Safety guards should never be removed or modified.

- H. Use proper lifting techniques.
- I. Horseplay, running, and practical jokes are not permitted.
- J. Machinery and tools must be used only for their intended purposes.
- K. Fire extinguishers are not to be removed from their location or used for any purpose other than control of a threatening fire. Report the use of a fire extinguisher immediately.
- L. Wear only approved non-slip safety shoes.

4.3 OFFICE AND CLASSROOM SAFETY

Accidents occur in the office/classroom as well as in other areas within school facilities. The following points should be observed:

- A. Desk and cabinet drawers should be kept closed.
- B. Tipping back on chairs can result in overbalancing.
- C. Office workers or instructional personnel should not move heavy furniture or cabinets, nor carry heavy item from place to place.
- D. Trimming boards and paper cutters are dangerous. Blades should be locked down when not in use;
- E. Smoking is not permitted on school property;
- F. Sharp pointed objects such as shears, knives, and pencils can cause injury if used incorrectly.
- G. Cleanliness and orderliness contribute to safety.
- H. Broken furniture and equipment should be removed and repaired/replaced promptly.
- I. Stairwells should be maintained with secure handrails and level, no-slip tread surfaces on the steps.
- J. Restrooms should be clean and well maintained.

4.4 WELDING, CUTTING, AND BRAZING

Suitable areas should be established for cutting and welding operations based upon the fire potential. If combustibles in the immediate vicinity are unavoidable, guards should be used to contain the heat and sparks. Suitable fire extinguishing equipment must be maintained for instant use.

Torch cutters and welders must be trained in the safe operation of their equipment. Goggles or other suitable protection must be used during cutting and welding operations as protection against radiation caused by the arc and against sparks and debris.

All persons present to hazards created by cutting or welding must wear personal protective equipment. The potential health hazards depend upon the toxicity of the materials involved, and the duration, location, and ventilation.

4.5 HAND AND PORTABLE POWER TOOLS

Employees are responsible for making sure that the tools and equipment are in a safe working order prior to using them. All tools should have and be used with

appropriate guards, shields, and attachments, and in accordance with the recommendations by the manufacturers.

4.6 ELECTRICAL HAZARDS

- A. Each disconnecting means (circuit breaker, etc.) must be clearly marked.
- B. Frames of electrical motors must be grounded.
- C. Exposed noncurrent-carrying metal parts, which are liable to become energized, should be grounded or double insulated.
- D. Extension cords may not be:
 - 1. used as a substitute for fixed wiring;
 - 2. run through holes in walls, ceilings, or floors;
 - 3. attached to building surfaces.
 - 4. Flexible cord must be fastened so that there is no pull on joints or terminal screws. All splices in flexible cord should be brazed, soldered, or joined with splicing devices. Any splices and free ends of conductors must be properly insulated.

4.7 ASBESTOS COMPLIANCE

The school district actively complies with all regulations regarding asbestos materials. Regulations and documentation of compliance are maintained at each school site.

- A. At the school site, contact the administrator in charge.
- B. The school site administrator will contact the district LEA Asbestos Designee (Larry Mason).
- C. In Jackson, MS, contact Gerald Pevey, phone 601-359-1028.
- D. The district contract with Power Management, Inc., Jackson, MS (Donald Downs, phone 601-981-0653) to manage the asbestos plan.

4.8 HAZARDOUS MATERIALS AND CHEMICALS

Each school shall assure that all containers of hazardous products are appropriately marked and labeled.

- A. Labels should identify the product.
- B. Appropriate information and warnings must be provided.
- C. The name and address of the manufacturer or supplier must be listed.

4.9 FIRE SAFETY

Fire can be prevented by orderly planning, sensible arrangement of fire-producing activities in relation to combustible materials, good housekeeping, and the observance of **SMOKING PROHIBITIONS**.

A fire must have three (3) elements in order to occur:

- A. FUEL – A substance which will burn;
- B. A SOURCE OF IGNITION – Heat or chemical reaction;
- C. OXYGEN – To sustain the fire.

The following safety procedures should be followed:

- A. Fire extinguishing equipment appropriate for the type of hazard should be maintained in all shops and buildings.
- B. Fire extinguishers should be conspicuously located.
- C. All locations should have fire extinguishers, which are in proper working order and inspected annually.
- D. Use of gasoline to clean parts is strictly prohibited.
- E. Cleaning solvents must be kept in metal safety cans.
- F. Gasoline used in small quantities should be handled and dispensed only in UL approved containers.
- G. Oily rags and other flammable waste materials should be kept in covered metal containers; in no case should they be left unattended in a building over night.
- H. "NO SMOKING" rules should be strictly enforced in all areas.
- I. Supervisors should take immediate corrective action to eliminate any unsafe acts or conditions.

4.10 LADDER SAFETY

The major hazard in using ladders is a fall. Others hazards include excessive load carrying, climbing or descending too fast, jumping and reaching out too far, and failure to secure the ladder. The use of metal ladders has introduced the potential of electrical hazard. Most ladder accidents occur as a result of improper usage.

When using a ladder, be sure that the ladder is in good condition, then use it properly and safely.

4.11 FACE AND EYE PROTECTION

There are many types of safety glasses and goggles to protect employees from hazards. The consequences of failure to use eye protection at appropriate times are so serious that no exception to this policy is permitted.

Face and eye protection will be used for any task where there is reasonable probability of injury. Employees assigned to perform tasks which require eye protection must wear the protector provided.

Face and/or eye protection must be worn when:

1. grinding, cutting, milling, or drilling;
2. using impact wrenches and compressed air tools;
3. chipping, scraping, sanding;
4. using punches, chisels;
5. cutting rivets;
6. cutting or breaking glass;
7. cutting or breaking concrete;
8. using power tools;
9. cleaning dust or dirt from vehicles or equipment;
10. using metal cutting lathes, drill presses, power hack saws, and other metal working tools;
11. using corrosive or reactive liquid and /or solid chemicals;
12. using power woodworking machinery;
13. operating in the vicinity of machinery where there is a danger of falling objects or dust;
14. working on any overhead surface or object which requires the face of the worker to be turned upward;
15. operating or while in the immediate vicinity of line trimmers, etc.;
16. while riding on or operating a vehicle without the benefit of a windshield.
17. While welding, portable welding screens should be used to protect the eyes of others in the vicinity.
18. While welding, helpers and observers should also wear safety glasses or goggles with proper filter lenses.

5.0 CONSTRUCTION/RENOVATION SAFETY

ALL CONSTRUCTION AND RENOVATIONS IN THE CALHOUN COUNTY SCHOOL DISTRICT WILL BE UNDER THE DIRECTION OF THE BOARD APPOINTED ARCHITECT OR MAINTENANCE SUPERVISOR. THE ARCHITECT OR MAINTENANCE SUPERVISOR WILL SUPERVISE ALL CONSTRUCTION AND ENSURE THAT IT COMPLIES WITH ALL SAFETY STANDARDS.

6.0 MOTOR VEHICLES AND MOBILE EQUIPMENT

Driving places heavy demands upon an employee's alertness, judgement, and skill. Driving errors an employee may make can be costly to the employer, but of greater importance is the potential, which exists for serious injuries to the employee and others.

6.1 GENERAL SAFETY PRECAUTIONS

The following safety procedures are established:

- A. An employee will immediately notify the Police Department and his/her supervisor anytime a vehicle is involved in a motor vehicle accident.
- B. No motor vehicle should be operated if it is in defective or malfunctioning condition to an unsafe degree.

- C. An employee operating vehicles or mobile equipment must have in his/her possession a valid operator's license of the appropriate class for the vehicle being operated.
- D. All persons driving or using vehicle or mobile equipment should wear seat belts or shoulder harnesses where provided.
- E. All drivers should visually inspect the perimeter of his/her vehicle prior to putting the vehicle in motion in any direction. This should be accomplished by the driver walking around the vehicle to insure that the area to the rear, sides, and front are clear of all hazards before starting the vehicle.
- F. All drivers should give an audible warning by horn or backup alarm and check mirrors before any backward movement is made.
- G. All drivers should back cautiously and be always on the alert for any unexpected event.

7.0 EMERGENCY PLANNING AND EVACUATION

Calhoun County School District has an Emergency Response Manual (see Appendix) providing guidance for staff members in the event of several types of foreseeable emergency conditions. A copy of the manual has been made available to each employee of the district as well as one copy being maintained in the administrative office at each school site.

All school employees have received training on the emergency responses in the manual. Additionally, students participate in bus, fire, and tornado drills on a regularly scheduled basis.

The following drills will be conducted as follows:

- A. Bus.....2 times per year;
- B. Fire.....8 times per year;
- C. Tornado.....2 times per year.
- D. Bomb.....1 time per year
- E. Active Shooter.....2 times per year
- F. Earthquake.....1 time per year
- G. Hazardous Materials....1 time per year

Records of all drills and evacuations will be maintained in the office at the local school site. Following each drill or evacuation, the local administrator will send copies of the results to the district office.

8.0 AMERICANS WITH DISABILITIES ACT (ADA)

Schools should become knowledgeable of the Americans with Disabilities Act in that they may be required to "reasonably accommodate" qualified and disabled employees.

The following sources can provide you with the basic information addressing the ADA specifications. We encourage you to obtain additional information.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

1801 L. STREET NW
WASHINGTON, D.C. 20507
TELEPHONE (202) 663-4900 OR (202) 663-4395

OFFICE OF THE AMERICANS WITH DISABILITIES ACT
CIVIL RIGHTS DIVISION
U.S. DEPARTMENT OF JUSTICE
P.O. BOX 66118
WASHINGTON, D.C. 20035-6118
TELEPHONE (202) 514-0301 OR (202) 514-0381

The coordinator for implementation of the Americans with Disabilities Act for the Calhoun County School District is Kimberley Springer, Federal Programs Director, (662) 412-3152, ext. 1002, or e-mail kspringer@calhounk12.com.

9.0 SUBSTANCE ABUSE PROGRAM

CALHOUN COUNTY SCHOOL DISTRICT MAINTAINS SAFE AND DRUG-FREE WORKPLACES. THE UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE IS PROHIBITED ON ALL SCHOOL PROPERTIES AND AT ALL SCHOOL RELATED ACTIVITIES. (ALSO SEE THE STAFF HANDBOOK AND BOARD POLICY MANUAL.)

DRUG AND ALCOHOL ABUSE BY SCHOOL EMPLOYEES CAN CAUSE NUMEROUS WORK PLACE INTERRUPTIONS AS WELL AS CONTRIBUTING TOWARD INCREASING THE POSSIBILITY OF AN INJURY OR ACCIDENT ON SCHOOL PREMISES.

OBJECTIVE:

TO PROVIDE A SAFE WORK ENVIRONMENT FOR ALL SCHOOL EMPLOYEES AND TO ADDRESS THE FACT THAT DRUG ABUSE WILL CONTRIBUTE TOWARD INCREASING THE POSSIBILITY THAT ACCIDENTS COULD HAPPEN RESULTING IN INJURIES TO EMPLOYEES. WORKERS ABUSING DRUGS AND ALCOHOL HAVE:

- 16 TIMES MORE ABSENCES;
- 3 TIMES MORE SICKNESS BENEFITS;
- 8 TIMES MORE HOSPITAL DAYS;
- 5 TIMES MORE LIKELY TO FILE A WORKER'S COMPENSATION CLAIM;
- PERFORMANCE AT LESS THAN 70% OF ABILITY;
- A GREATER LIKELIHOOD OF BEING INVOLVED IN THEFT OF PROPERTY.

HEALTH SERVICES FOR SUBSTANCE ABUSE:

UNDER THE STATE AND SCHOOL EMPLOYEES' LIFE AND HEALTH PLAN, INPATIENT STABILIZATION SERVICES OR INTENSIVE OUTPATIENT HOSPITAL PROGRAMS, OR OUTPATIENT SUBSTANCE ABUSE TREATMENT ARE COVERED. INPATIENT HOSPITAL ADMISSIONS MUST BE CERTIFIED AS MEDICALLY NECESSARY BY INTRACORP. SEE THE *KNOW YOUR BENEFITS* HANDBOOK GIVEN TO ALL EMPLOYEES FOR DETAILS.

PROGRAM APPLICATION:

THE SUBSTANCE ABUSE PROGRAM IS APPLICABLE TO ALL SCHOOL EMPLOYEES ON ALL SCHOOL PROPERTIES AND AT ALL SCHOOL RELATED ACTIVITIES.

EMPLOYEE RESPONSIBILITIES:

AS A CONDITION OF EMPLOYMENT THE EMPLOYEE WILL:

1. ABIDE BY THE TERMS OF THE DRUG-FREE POLICY,
2. NOTIFY THE DISTRICT IN WRITING OF HIS OR HER CONVICTION FOR A VIOLATION OF A CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE NO LATER THAN FIVE CALENDAR DAYS AFTER SUCH CONVICTION.

PROGRAM ENFORCEMENT:

THE DISTRICT WILL NOTIFY APPROPRIATE AGENCIES IN WRITING WITHIN 10 DAYS AFTER RECEIVING NOTICE FROM AN EMPLOYEE OR OTHERWISE RECEIVING NOTICE OF A CONVICTION.

ANY EMPLOYEE CAUGHT USING, POSSESSING, DISTRIBUTING, MANUFACTURING, OR DISPENSING ANY DRUG OR CONTROLLED SUBSTANCE WILL BE RECOMMENDED FOR TERMINATION TO THE SUPERINTENDENT OF EDUCATION.

10.0 WORKERS' COMPENSATION

By law our district is required to obtain workers' compensation insurance. The district pays for this insurance. Our insurance premiums are not government funded in any way. Because worker' compensation is a substantial cost of educating students, our goal is to prevent and manage accidents.

What benefits are you entitled to?

When an employee is injured during the course of employment, workers' compensation insurance provides payments to the injured worker or the treating physician(s) for medical treatment, disfigurement, death benefits, and indemnity (lost wages) payments. **The scope and amount of these payments are determined by state law.** Attorneys are not needed for you to get what you are entitled to. Attorneys, when hired, typically work on a contingent fee basis and may receive a portion of your benefits. If you report injuries immediately to your supervisor and cooperate with your treating physician and the insurance company, the system will work with you to get you healthy and back to work.

Worker's compensation insurance payments may be denied if: 1) the employee tests positive for drugs or alcohol following the accident, 2) a pre-existing injury or non-work related injury was the cause of the accident, or 3) fraud exists.

Medical treatment: Medical care, services, and supplies as necessary to cure or relieve the effects of an injury sustained on-the-job.

Disfigurement: Additional compensation may be paid to an injured worker for permanent disfigurement from a work-related injury (i.e. scars, discoloration, disfigurement, etc.)

Indemnity Payments: Wage replacement while recovering from an industrial injury.

Death Benefits: Weekly payments to the surviving spouse and dependent children of a worker whose work-related injury results in death. Burial and funeral expenses are also paid.

Workers' Compensation Fraud

Filing false worker's compensation claims is punishable with a substantial fine and imprisonment. **Any employee who knows of a coworker who is abusing the workers' compensation system or has filed a false workers' compensation claim should call 1-800-264-8085, extension 248.** You will not be asked to identify your organization and the call will not be recorded. This is an anonymous call to our insurance administrator.

The insurance administrator has many red flags to identifying workers' compensation fraud and will investigate any accident they suspect may be fraudulent. They may deny or reduce benefits whenever a claim is found to be fraudulent or an employee is found to be abusing the workers' compensation system.

The following is considered workers' compensation fraud or abuse:

1. Faking an accident or injury.
2. Exaggerating the seriousness of an accident or injury.
3. Taking more time off than is really needed to recover.
4. Attempting to collect benefits for an injury that is not job-related.
5. Submitting false or exaggerated medical bills for payment.
6. Working at another, equally demanding job while collecting workers' compensation benefits.
7. Conspiring with, or being persuaded by another person to do any of the above.

When people abuse workers' compensation benefits, we all pay. Your district is charged higher insurance premiums, which increases our expenses and lowers funds available for employee salary and benefits. The best way to safeguard against fraud is to prevent accidents from happening. If you are aware of fraud, speak up by calling the Fraud Hotline.

Contact the District Office for the most current Workman's Compensation forms and information at 662-412-3152 ext. 1006.

EMERGENCY RESPONSE MANUAL

July 1, 2019

INTRODUCTION

This publication is intended to serve as a guide for all schools to preserve safety for students and staff. Every employee of the Calhoun County School District is to be issued a copy of this publication, which remains the property of the Calhoun County School District. It is the responsibility of each employee to become familiar with the provisions and guidance contained in this manual.

DEFINITIONS OF WEATHER TERMINOLOGY

1. **TORNADO WATCH.** The tornado watch is a statement issued by the National Weather Service. This means that conditions are favorable for tornado development – it does not mean that a tornado has been sighted.
2. **TORNADO WARNING.** The tornado warning is a statement issued by the National Weather Service which means that a tornado has been sighted or indicated on radar.
3. **ALL CLEAR BULLETIN.** The all clear bulletin is issued area by area when the threat of severe weather has ended for that area.
4. **SHELTERING.** During periods of tornado warnings, students and staff should be seated on the floor facing the wall with their heads between their legs and their arms folded over their heads. It is preferable to use a coat, book, etc. to aid in sheltering heads, legs, and arms so as to reduce the injuries from flying glass and debris.

RESPONSIBILITIES:

1. The **superintendent and the district-wide safety coordinator** shall work cooperatively with the local civil defense director and local law enforcement and fire officials. The principals shall be informed of warnings received and actions to be taken. The district-wide safety coordinator shall notify local radio and television stations, as well as major industries, if information or instructions to parents is considered appropriate.
2. It shall be the **principal's** duty to inform the superintendent and district-wide safety coordinator and local officials of all matters pertaining to the safety and well being of all the faculty and students in their respective schools. It shall also be their responsibility to alert all teachers of any directive received from the superintendent's office concerning the safety of the pupils, personnel, and school property in time of any disaster. A PA system, bell, runner, or any combination of these may accomplish this, depending on which is best at the time of the warning, as to the nature of the threat.
3. It shall be the duty of **instructional personnel** to identify all warning signals and supervise all students during drills or actual emergencies. When teachers are informed of a warning, they are to take the appropriate actions. In case of a disaster, each action should be almost routine due to rehearsals.
4. The **office staff** shall maintain outside communications by telephone, runner, or PA system during the emergency situation. They will also monitor emergency broadcasts and respond as directed.

5. It shall be the duty of the **maintenance and custodial staff** to carry out the instructions outlined below in an emergency:
 - A. turn off all main gas valves;
 - B. turn off all main water valves;
 - C. be prepared to turn off main electric breakers if necessary;
 - D. report to the office for further instructions.
6. The **cafeteria staff** will cooperate with the custodial staff in closing all stove valves, filling containers with water, and waiting for further instructions from the office.
7. The **students** enrolled in the Calhoun County School District shall have the responsibility to cooperate fully with the school in all emergency drills and each other preparations for a disaster response. Each student is directly responsible to the teacher in charge during any emergency or drill.

EMERGENCY RESPONSES:

1. FIRE: ALARM = THREE (3) SHORT BELLS

- A. Each school administrator shall rehearse a minimum of one fire drill/evacuation per month.
- B. In the event of an actual fire, the principal or his representative shall:
 1. call the Fire Department immediately – **911**;
 2. evacuate the school according to the plan and the situation;
 3. notify the district-wide safety coordinator.
- C. Each teacher and other staff member shall:
 1. supervise the evacuation of students as planned;
 2. see that all doors and windows are closed;
 3. carry their grade book and register;
 4. keep all students in an orderly group.

2. TORNADO: ALARM = ONE (1) LONG CONTINUOUS BELL

- A. Each school official shall rehearse a minimum of one tornado drill per school semester.
- B. In the event of an actual severe weather warning:
 1. seat all children in the hall;
 2. move children from portable classroom units to the main building;
 3. see that all children are seated facing the wall;
 4. leave one classroom window ajar or open;
 5. keep grade book and register in possession;
 6. follow instructions of the principal.

3.0 BUS

- A. The driver of each school bus and handicapped bus shall rehearse emergency bus evacuation a minimum of one time per semester.
- B. Bus drills will be scheduled and coordinated by the transportation director.
- C. Bus drivers will follow all instructions carefully being alert to safety problems.
- D. In the event of an actual emergency requiring bus evacuation, the driver will first safely get all students to safety, then will inform the district-wide safety coordinator and principal as soon as possible.

OTHER SITUATIONS:

It is recognized that other emergency situations may occur in or around any of the school facilities. The local administrator is responsible for taking appropriate actions first to ensure the safety of students and staff, then informing the district-wide safety coordinator.

DOCUMENTATION

The local administrator will conduct drills as directed and will maintain records documenting when the drills were held as well as the effectiveness. A copy of each report will be sent to the district office following each drill.

ANY QUESTIONS REGARDING THIS MANUAL SHOULD BE ADDRESSED TO THE LOCAL ADMINISTRATOR OR THE SPECIAL OPERATIONS DIRECTOR, STACIA PARKER, PH. 662-628-4624 OR E-MAIL sparker@calhounk12.com.