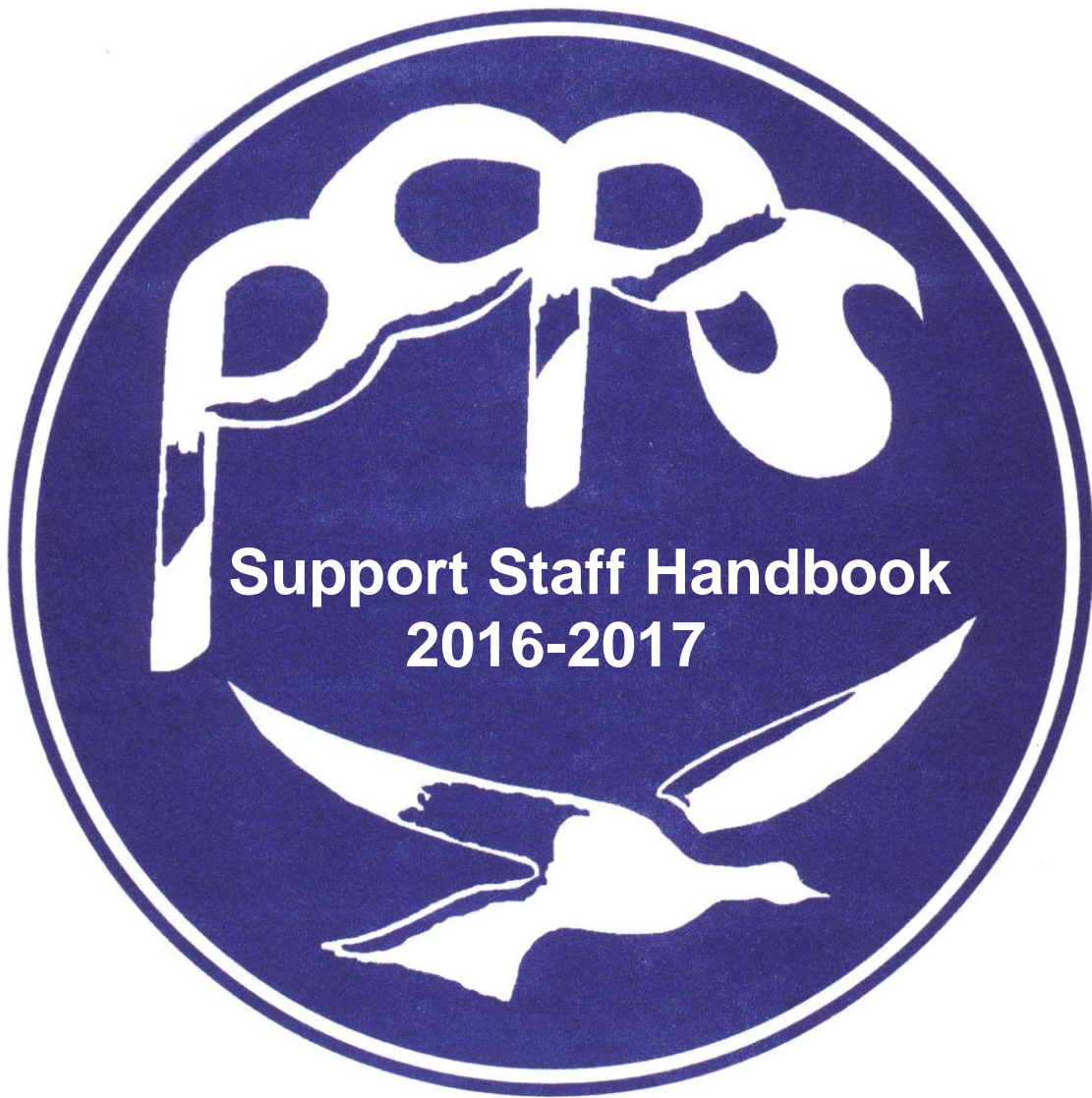


**PASS CHRISTIAN PUBLIC
SCHOOL DISTRICT**
COMMITTED TO EXCELLENCE



**Support Staff Handbook
2016-2017**

Pass Christian Public School District
6457 Kiln-DeLisle Road
Pass Christian, MS 3957

A MESSAGE FROM THE BOARD OF TRUSTEES

Dear Faculty and Staff:

The School Board of the Pass Christian School District is committed to providing proper stewardship for district assets, including state, local, and federal dollars and equipment and other assets purchased with these dollars.

As the governing board of the School District, the School Board is committed to excellence in all endeavors, including the control systems surrounding the protection of district assets and accounting records. The School Board is committed to appropriate follow-up action for any identified problems or weaknesses in internal accounting controls, including matters communicated to them by auditors and others. Misappropriations or misuse of funds will result in immediate, appropriate follow-up action.

Employees are encouraged to report suspected irregularities or improprieties to school district management.

Working together, we can fulfill the commitment of being good stewards of the public monies entrusted to us for the education of our students.

We appreciate each and every one of you and know that we have the best team anywhere.

Sincerely,

Margaret Jean Kalif
School Board President

A MESSAGE FROM THE SUPERINTENDENT

Dear Faculty and Staff:

On behalf of the Pass Christian School District Board of Trustees and administration, I would like to welcome you to the Pirate family. We wish you success during your tenure with us, and we hope you will enjoy working on behalf of the youth of our community.

This handbook provides the expectations that the district has for its employees and outlines the policies, programs, and benefits that are available to eligible participants. Thoroughly familiarize yourself with its contents as it will answer the majority of the questions you may have regarding your employment with the Pass Christian School District.

We believe that your work efforts directly contribute to our ability to provide our children the high-quality education they so richly deserve. Your experience with the district will be challenging, enjoyable, and rewarding. As such that we are *committed to excellence*, we expect you to take pride in being a member of our team.

Welcome Aboard,

Carla J. Evers, PhD
Superintendent of Schools

PASS CHRISTIAN PUBLIC SCHOOL DISTRICT
Pass Christian, Mississippi

SCHOOL CALENDAR
2016-2017

MONTHLY ATTENDANCE REPORTS				TEACHER DAYS
MONTHS	REPORTING PERIODS	STUDENT DAYS		180
1	August 4 – September 30, 2016	41	PROFESSIONAL DEVELOPMENT DAYS	4
2	October 3 – October 31, 2016	20	Monday, August 1, 2016	
3	November 1 – November 30, 2016	17	Tuesday, August 2, 2016	
4	December 1 – December 18, 2016	12	Friday, October 7, 2016	
5	January 4 – January 31, 2017	19	Wednesday, March 1, 2017	
6	February 1 – February 24, 2017	18	TEACHER WORK DAYS	3
7	March 2 – March 31, 2017	22	Wednesday, August 3, 2016	
8	April 3 – April 28, 2017	14	Tuesday, January 3, 2017	
9	May 1 - May 23, 2017	17	Wednesday, May 24, 2017	
TOTAL STUDENT DAYS		180	TOTAL TEACHER DAYS	187

A minimum of 330 minutes of classroom instruction is required each school day.

TERM TEST AND EXAMINATIONS

TERM	DAYS	DATES	TERM TESTS	SEMESTER FINAL EXAMS	PROGRESS REPORTS ISSUED	REPORT CARDS ISSUED
1	45	August 4 – October 6	Oct. 4, 5, 6		September 7	October 17
2	45	October 10 - December 16		Dec. 14, 15, 16	November 9	January 11
3	45	January 4 – March 13	March 9, 10, 13		February 8	March 21
4	45	March 14 – May 23		May 19, 22, 23	April 12	June 1-2

*63% days for Students ONLY – December 16, 2016 and May 23, 2017
Pass Christian High School exam dates will be October 5 & 6; December 15 & 16; March 10 & 13; and May 22 & 23
Senior Exams – May 11 & 12

HOLIDAYS

September 5, 2016	Labor Day	January 16, 2017	Dr. Martin Luther King Day
October 7, 2016	Professional Development	February 27 - 28, 2017	Mardi Gras
November 21-25, 2016	Thanksgiving	March 1, 2017	Professional Development
December 19, 2016-January 2, 2017	Winter Break	April 14-21, 2017	Spring Break
January 3, 2017	Teacher Work Day		

CLOSING EVENTS

May 17	Sensational Senior Day
May 19	Graduation
May 23	Last Day of Student Attendance
May 24	Last Teacher Workday

MAKE-UP DAY CALENDAR: Four make-up days are assigned: May 24, 2017; May 25, 2017; November 21, 2016; and November 22, 2016. If additional days are needed, they will be added at the end of the year.

CALENDAR NUMBER 1

APPROVED: February 16, 2016 **CORRECTED:** February 25, 2016

SUPERINTENDENT:


Beth John, Ed.S., Superintendent

PASS CHRISTIAN PUBLIC SCHOOL DISTRICT CENTRAL SERVICES

www.pc.k12.ms.us
6457 Kiln-DeLisle Road
Pass Christian, Mississippi 39571

Dr. Carla Evers, Superintendent

cevers@pc.k12.ms.us

228-255-6200 phone

228-255-9203 fax

Timothy Allen, Supervisor of Plant (Buildings) and Security

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228-255-6206 phone

228-255-6203 fax

Meridith Bang, Director of Curriculum and Instruction

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228-255-6200 phone

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Cynthia “Sam” Cuevas, Transportation Supervisor

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228-255-6207 phone

228-255-6203 fax

Doris Flettrich, Director of Special Education and Gifted Education Supervisor

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228-255-6205 phone

228-255-6218 fax

Robert French, Assistant Director of Special Education

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228-255-6218 fax

Marsha Garziano, School Business Officer/Administrator

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228-255-6200 phone

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Saundra Isabelle, Food Service Supervisor

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228-255-6209 phone

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Frank McCardle, Director of Federal Programs, Personnel, and Support Services

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Brad McJunkin, Technology Specialist

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228-255-6208 phone

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Susan Walters, Director of Student Assessment/MSIS Coordinator

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228-255-6200 phone

228-255-9203 fax

Teresa Allen, Part-time Consultant

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228-255-6200 phone

228-255-9203 fax

PASS CHRISTIAN PUBLIC SCHOOL DISTRICT SCHOOLS

DeLisle Elementary School

Grades K-5

6300 W. Wittmann Road
Pass Christian, MS 39571

Approximately 421 Students

228-255-6219 phone 228-255-6222 fax

Desiree Lizana, DeLisle Elementary Principal – dlizana@pc.k12.ms.us

Mandy Lacy, DeLisle Elementary School Assistant Principal – mlacy@pc.k12.ms.us

Rebecca Dodd, DeLisle Elementary School Counselor – rdodd@pc.k12.ms.us

Pass Christian Elementary School

Grades K-5

270 West Second Street
Pass Christian, MS 39571

Approximately 570 Students

228-452-5200 phone 228-452-9614 fax

Kenitra Barnes, Ph.D., Pass Christian Elementary School Principal – kbarnes@pc.k12.ms.us

Kristen Wheat, Pass Christian Elementary School Assistant Principal – kwheat@pc.k12.ms.us

Emily Snell, Pass Christian Elementary School Counselor – esnell@pc.k12.ms.us

Pass Christian Middle School

Grades 6-8

280 West Second Street

Approximately 468 Students

228-452-5250 phone 228-452-5221 fax

Joe Nelson, Pass Christian Middle School Principal – jnelson@pc.k12.ms.us

Beth Bellipanni, Ph.D., Pass Christian Middle School Assistant Principal –
bbellipanni@pc.k12.ms.us

Tisha Posey, Pass Christian Middle School Counselor – tposey@pc.k12.ms.us

Pass Christian High School

Grades 9-12

720 West North Street
Pass Christian, MS 39571

Approximately 548 Students

228-452-2008 phone 228-452-6128 fax

Robyn Killebrew, Pass Christian High School Principal – rkillebrew@pc.k12.ms.us

Haleigh Cuevas, Pass Christian High School Assistant Principal – hcuevas@pc.k12.ms.us

Timothy Ladner, Athletic Director – tladner@pc.k12.ms.us

Tyra Bailey, Ph.D., Pass Christian High School Counselor – tbailey@pc.k12.ms.us

Melissa Mannion, Pass Christian High School Counselor – mmannion@pc.k12.ms.us

Pass Christian Alternative School – Pirate's Landing

Grades 6-12

6457 Kiln-DeLisle Road
Pass Christian, MS 39571

228-255-6200 phone 228-255-9302

Tricia Cox, Ph.D., Alternative Program Administrator/Teacher – tc Cox@pc.k12.ms.us

PASS CHRISTIAN PUBLIC SCHOOL DISTRICT BOARD OF EDUCATION

Ms. Margaret Jean Kalif - President

Mr. Cecil Lizana - Vice President

Ms. Lisea Johnson - Secretary

Mr. Walter "Skip" King – Member

Ms. Penny Rodrigue - Member

Mrs. Terese "Teri" Wyly – Attorney

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INTRODUCTION

Personnel are expected to be thoroughly familiar with and actively engaged in the enforcement of all board policies and procedures, rules and regulations established by the superintendent, and rules set forth by principals and other administrators. Although it is assumed that employees will follow these policies, rules, and regulations, and directives of a superior, it must be noted that the failure to do so will be considered grounds for discipline. Employee discipline includes reprimand, suspension, non-renewal, or termination at the sole discretion of the district. Licensed personnel will be afforded due process in accordance with state law.

This staff handbook supersedes previous handbooks and contains condensed information from pertinent school board policies and administrative rules and regulations. The district reserves the right to modify the information contained herein as may be in its best interest. A board policy manual will be made available during regular business hours in each administrative office upon request.

DISTRICT VISION AND BELIEFS

Vision

Pass Christian School District
Committed
To
Excellence

Beliefs

Students excel when:

- Curriculum is challenging and progressive;
- Actively engaged in the learning process;
- All have an equal opportunity to learn;
- Learning is a shared responsibility;
- Held to clearly defined, high expectations;
- All are accepted, valued, and safe.

NON-DISCRIMINATION-GENERAL

The Pass Christian Pubic School District Board of Trustees adheres to a policy of non-discrimination in educational programs/activities and employment, and strives affirmatively to provide equal opportunity for students and staff. Specifically, the district provides equal employment opportunities (EEO) and equal educational opportunities without discrimination and without regard to, race, color, national origin, age, religion, disability, gender, gender identity, sex (including pregnancy), sexual orientation, genetic information, marital status, status as a covered veteran in accordance with applicable federal, state and local laws, or any other legally protected status.

This policy applies to all terms, conditions and privileges of employment, including hiring, hiring/placement, promotion, referral, termination/discharge, layoff, recall, transfer, leaves of absence, compensation, and training.

Retaliation against a person who files a charge of discrimination; participates in a discrimination proceeding, or lawsuit under anti-discrimination laws; or otherwise opposes an unlawful employment practice will not be tolerated.

The superintendent is designated as the discrimination compliance officer and will handle inquiries regarding the district's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination in all areas other than on the basis of disabilities. The compliance officer can be reached at 6457 Kiln-DeLisle Road, Pass Christian MS 39571, Phone: 228-255-6200, Fax: 255-9302.

NON-DISCRIMINATION-SECTION 504/ADA AND ADAAA

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against job applicants and individuals with **physical or mental** disabilities and, when needed, to provide reasonable accommodations to job applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

Pass Christian Public School District complies with applicable federal and state laws concerning the employment of persons with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The district will not tolerate retaliation against an employee who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

The district will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the district.

The director of Special Education, is designated as the Section 504/Americans with Disabilities Act (ADA) and **Americans with Disabilities Act Amendments Act (ADAAA)** compliance officer and will handle inquiries regarding the district's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disabilities. The compliance officer can be reached at 6457 Kiln-DeLisle Road, Pass Christian MS 39571, Phone: 228-255-6200, Fax: 228-255-9302.

SEXUAL HARASSMENT

The Pass Christian Public School District affirms employee protection provided under Title VII and Title IX and, therefore, "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment." **This policy similarly applies to non-employee volunteers, contractors, and sub-contractors who work subject to the control of school authorities.**

It is the intent of the school board to maintain an environment free from sexual harassment of any kind. **Sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines as unwelcome sexual conduct; requests for sexual favors and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly**

affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment. Therefore, unwelcome sexual advances; requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Unwelcome conduct of a sexual nature includes, but is not limited to:

- Sexual advances or requests for sexual favors; sexual innuendo; verbal abuse of a sexual nature; or commentary about an individual's body; sexual prowess or sexual deficiencies; leering; or whistling.
- Physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against.
- Comments regarding physical or personality characteristics of a sexual nature; and sexually oriented "kidding," "teasing," double-entendres, and jokes; insulting or obscene gestures.
- Displays in the workplace of sexually suggestive objects or pictures; and other physical verbal or visual conduct of a sexual nature; epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on district time or using district equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

An employee who has initially welcomed such by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described in Policy GBR - Sexual Harassment.

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

The Federal Programs Director has been designated as the Title VII and Title IX compliance officer and will handle inquiries regarding the district's sexual harassment policies, the filing of complaints, and requests for copies of Title VII and Title IX complaint procedures. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. The compliance officer can be reached at 6457 Kiln-DeLisle Road, Pass Christian MS 39571, Phone: 228-255-6200, Fax: 228-255-9302.

TOBACCO FREE SCHOOLS

Consistent with the provisions of Public Law 103-227, 20 USC 6083, the board bans the use of all tobacco products including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco, or electronic cigarettes, on or in all areas of school property, school buildings and school vehicles by all persons at all times. This ban applies to any natural person, including employees, students, contractors, subcontractors and patrons attending school-sponsored events and meetings. The ban also extends to school-owned or school-operated vehicles and facilities.

Employees who violate this policy may be non-renewed, suspended, or terminated at the discretion of the board. Students who violate this policy are subject to disciplinary measures as prescribed by the student handbook. Non-school individuals are subject to removal from district premises and/or arrest.

DRUG-FREE WORKPLACE EMPLOYEE NOTICE

It is a violation for any employee of the Pass Christian Public School District to manufacture, possess, distribute, dispense, or use unlawfully on or in the workplace, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of §202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations at 21 C.F.R 1300.11-1300.5. "Workplace" is defined as the site for the performance of work done including a school building or other school district premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off-school property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

1. The district reserves the right to require drug and alcohol testing of any employee for reasonable suspicion as defined in Policy GBEC as a condition of employment.
2. Any employee involved in an accident while driving a school-owned vehicle shall immediately submit to drug and alcohol testing.
3. Any employee who has an on-the-job accident shall immediately submit to alcohol and drug testing.
4. An employee aware of a fellow employee's on-the-job use of prohibited substances is required to notify the immediate supervisor of the employee.
5. It is a condition of continued employment that employees shall comply with this policy and shall notify their supervisor of any arrest or conviction involving a controlled substance in the workplace within 24 hours after conviction and before returning to duty.

The school district will notify any federal agency from which it receives a grant of any conviction within 10 days after receiving notice of conviction. Within 30 days of receiving notice, with respect to any employee involved with a federal grant program who is convicted of a drug statute violation occurring in the workplace, the school district will:

1. Take appropriate personnel action against the employee, up to and including termination, or

2. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures. Employees may be suspended without pay up to 30 days or dismissed for the first occurrence of any of the above acts.

Every employee shall be provided a copy of this policy upon employment and annually thereafter.

Each employee will sign a statement acknowledging receipt of a copy of the school district's drug free workplace policy and awareness of the actions that will be taken for violation of prohibition.

DRUG AND ALCOHOL TESTING POLICY

The following is the Pass Christian Public School District's Drug and Alcohol Testing Policy (GBRM-2) enacted pursuant to the MS Drug and Alcohol testing law, MS Code §71-7-1 et seq. Supp. (1994). This policy became effective June, 2005. After this date the district began testing personnel it reasonably suspected to be under the influence of illegal drugs or alcohol. Effective March 1, 2007, the district began conducting pre-employment drug and alcohol testing for all new hires. In addition, the district conducts random testing of all employees who hold a license to drive a schools bus, and tests any employee involved in an accident while driving a school-owned vehicle as well as any employee who has an on-the-job accident. This policy will be enforced uniformly with respect to all personnel. All of the district's personnel, including administrators, will be subject to testing. The purposes of this policy are as follows:

1. To maintain a safe, healthy working environment for all employees;
2. To maintain the highest quality educational program for our students by ensuring that no personnel of the district are users of illegal drugs or under the influence of drugs or alcohol;
3. To reduce the number of accidental injuries to person or property; and
4. To reduce absenteeism and tardiness and improve the quality of educational services.

Sample Cheating

Interference or attempted interference with sample collection for a screening test is prohibited. The ingesting, possession, or distribution of any substance designed primarily for masking, defeating or in any manner frustrating alcohol and controlled substance tests is prohibited. Applicants or employees who attempt to tamper with, dilute, adulterate, or substitute samples violate this Program and are subject to the same consequences as refusing to test or having a confirmed positive test result.

SUBSTANCE ABUSE

The following are rules representing the district's policy concerning substance abuse.

1. All employees are prohibited from being under the influence of drugs or alcohol while on duty or on district premises. All employees are prohibited from using illegal drugs, or prescription medication for which they do not have a proper prescription.
2. The sale, possession, transfer, or purchase of illegal drugs on district property or while performing district business are strictly prohibited. Such actions will be reported to appropriate law enforcement officials.
3. The use, sale, or possession of an illegal or non-prescription drug or controlled substance while on duty is cause for immediate termination.
4. No alcoholic beverage will be brought or consumed on district premises or at any school district function.
5. No prescription drug will be brought on district premises by any person other than the person for whom the drug is prescribed. Prescription drugs will be used only in the manner, combination, and quantity prescribed.
6. Any employee involved in an accident while driving a school-owned vehicle shall immediately submit to drug and alcohol testing.
7. Any employee who has an on-the-job accident shall immediately submit to alcohol and drug testing.
8. Any employee whose off-duty use of alcohol, illegal, or non-prescription drugs results in excessive absenteeism, tardiness, poor work, or an accident will be subject to discipline, up to and including termination.

DRUG AND ALCOHOL TESTING PROCEDURE

1. The Pass Christian Public School District conducts pre-employment drug and alcohol testing for all new hires effective March 1, 2007, and pre-employment and random drug and alcohol testing for all employees who hold licenses to drive school buses. The district reserves the right to conduct reasonable suspicion drug and alcohol testing for all employees.
2. An employee will be allowed to provide notice to the Pass Christian Public School District of currently or recently used prescription or non-prescription drugs prior to the time of the test.
3. Random testing of bus drivers will be implemented using a neutral selection basis. The Pass Christian Public School District will not waive the selection of any employee chosen pursuant to the random selection procedures.
4. Definitions and Conditions
 - 4.1. Reasonable suspicion is defined under this policy as the belief by Pass Christian Public School District that an employee is using or has used drugs or alcohol in violation of Pass Christian Public School District's policy. Reasonable suspicion may be based upon, among other things:
 - a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
 - b. Abnormal conduct or erratic behavior at work, absenteeism, tardiness, or deterioration in work performance;
 - c. A report of drug use provided by reliable and credible sources and which has been independently corroborated;

- d. Evidence that an individual has tampered with a drug and alcohol test during his/her employment with the current employer;
 - e. Information that an employee has caused or contributed to an accident while at work; and
 - f. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment.
- 4.2 If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of the Pass Christian Public School District's policy, that employee will be required to submit to a drug and/or alcohol test. The superintendent (or in his or her absence an appointed replacement) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of the Pass Christian Public School District's drug and alcohol policy, the employee will be subject to immediate termination of his or her employment with the district.
- 5. Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.
 - 6. The following are drugs for which the district may test: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, cocaine, and any other controlled substance.
 - 7. An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within 10 days of the date of the result by filing a written statement with the superintendent. An employee, at his or her own cost, also may request that the specimen be re-tested at a certified laboratory of his or her own choosing.
 - 8. An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to the result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.
 - 9. If the district determines that discipline and/or discharge are not necessary or appropriate in a case where an employee is in violation of the Pass Christian Public School District's Drug and Alcohol Testing Policy, the employee as a condition of continued employment must complete a certified substance abuse rehabilitation program at the employee's own cost and expense. The employee may be allowed to work for the district while undergoing the treatment, but the employee must provide evidence of continued treatment and/or rehabilitation upon request. The employee must also agree to submit to random testing for three years after the date of the positive confirmation drug and alcohol test result.
 - 10. A negative-dilute result in a drug test will require a re-test to be scheduled at a time determined by the District. A second negative dilute result will be recognized by the school district in the same manner as a positive result and will be grounds for retracting employment offers or taking disciplinary action against current employee.

WEAPONS/GUN FREE SCHOOLS

The Pass Christian Public School District Board of Trustees recognizes that the possession of pistols, firearms or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an

unreasonable and unwarranted risk of injury or death to district employees, students, visitors, and guests and further creates an unreasonable and unwarranted risk of damage to properties of district employees, students, visitors, and guests. Because of these dangers, the board hereby prohibits the possession of weapons except for authorized law enforcement officials on school premises or at school functions regardless of whether the person possesses a valid permit to carry the weapon.

Prohibited weapons include, but may not be limited to, the following:

1. Gun, rifle, pistol, other firearm
2. Dynamite cartridge, bomb, grenade, other explosive or mine
3. BB gun, air rifle, air pistol
4. Bowie knife, dirk, dagger, switchblade, pocketknife or other knife
5. Slingshot
6. Lead cane, blackjack
7. Metallic or other artificial knuckles
8. Razors, razor blades, box cutters
9. Any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food or for instruction and maintenance of school property)
10. Billy club, throwing stars, pipe club, brick, bat, chain
11. Any hard or sharp object, regardless of its original purpose, that may be considered a weapon on school property, on the school bus, or at any school function

Violations of the policy will be reported to legal authorities and dealt with to the fullest extent of the law. Possession of a weapon is considered grounds for dismissal for employees and expulsion for students.

VIOLENCE FREE SCHOOLS - REPORTING OF VIOLENT ACTS

All school employees shall report unlawful activities and violent acts in accordance with policy JCBF. Failure to report shall constitute grounds for dismissal. The district will hold harmless any employee who makes such a report in good faith.

Notification to Principal

Any school employee shall notify his/her principal immediately upon obtaining knowledge that one of the following unlawful activities or a violent act has or may have occurred on school property or during a school-related activity:

1. Aggravated assault, including but not limited to
 - a. Assault resulting in serious physical injury or
 - b. Assault involving use of weapon;
2. Assault on a school employee, simple or aggravated;
3. Indecent liberties with a minor;
4. Possession of a firearm or other weapon;
5. Possession, use or sale of any controlled substance;
6. Rape;
7. Sexual battery;
8. Other sexual offense;
9. Murder or other homicide;

10. Kidnapping; or
11. Other violent act.

When an emergency exists and the principal is not available for immediate notification, the employee shall immediately notify the appropriate law enforcement agency and, as soon as possible thereafter, shall notify the principal or other school administrator.

Notification to Superintendent

A principal receiving an employee's report or having personal knowledge of such acts shall immediately notify the superintendent or his/her designee.

Notification to Law Enforcement

A principal shall verbally notify the appropriate law enforcement agency when he/she has a reasonable belief that one of the above-stated acts has occurred and then follow-up with a written report. See Policy JCBF

Notification to Mississippi Department of Education

In accordance with provisions of MS Code '37-11-29, ALL crimes committed on campus must be reported to MDE. The vehicle for reporting is the MSIS system. The code also carries a penalty for failure to report. In addition, MDE Office of Licensure shall be notified of an accusation of fondling, or sexual involvement with a minor student (under 18) by a school employee (over 18) upon determination that there is a reasonable basis to believe that the accusation is true.

Notification to Parents, Court, and Law Enforcement

The superintendent shall notify the parents/legal guardians, the youth court and appropriate local law enforcement agency when a student is expelled because of unlawful or violent activity.

The superintendent or designee shall notify the parents/legal guardians, youth court and appropriate local law enforcement agency when a crime has been committed by a student on school property or during a school-related event.

Notification to District Attorney

The superintendent or principal shall notify the district attorney of an accusation of fondling or sexual involvement with a minor student (under 18) by a school employee (18 or older) upon determination that there is a reasonable basis to believe that the accusation is true.

It is recommended that law enforcement be immediately notified because sexual activity between staff and student is a felony. Also, an administrative investigation may not reveal misconduct but a criminal investigation may. In most cases the law enforcement agency will defer the investigation to the school district, particularly if a School Resource Officer (SRO) is the investigator.

Notification to Department of Human Services

Where there is "reasonable cause" to suspect a child has been abused and/or neglected, or threatened with abuse as defined in MS Code '43-23-3(h)(i) and '93-21-3(a)(i)(ii)(iii), school personnel, as mandated reporters, shall act in accordance with the state laws and report incidents to the Mississippi State Department of Human Services.

BULLYING OR HARASSING BEHAVIOR

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

Any student, school employee, or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The complaint will be investigated promptly.

Student Bullying (Policy Code: JDDA)

Students in the Pass Christian School District are protected from bullying or harassing behavior by other students. It is the intent of the Board and administration to maintain an environment free of such behavior on school property, at any school-sponsored function, or on a school bus. Students are also protected from off campus conduct bullying or harassing behavior that results in a disruption to the educational environment of the school in the judgment of the superintendent or principal.

Bullying is defined as a pattern of gestures or written, electronic or verbal communication, or any physical act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Any student who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor, or other school official. The "Student Complaint/Concern Report" form will be used for documentation. The complaint will be investigated promptly.

The Pass Christian School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other students or school employees. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness, or a person with reliable information an act of bullying or harassing behavior. The District requires anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in District personnel policy handbooks,

school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Pass Christian School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

If the complaint is determined to be bullying or harassment, the parents will be contacted, as appropriate, and notified of the complaint involving their student. When the investigation is completed and a decision is made, appropriate parties (including parents) will be notified. All findings related to the complaint will be reduced to writing.

If the victim or victim’s parent is not satisfied with the resolution of the complaint, s/he may request to meet with the principal. If the meeting is not satisfactory, the victim or parent may ask the principal to arrange and mediate a meeting between all parties.

Following such meeting, if the victim or victim’s parent is not satisfied with the principal’s decision, s/he may submit a written appeal to the Superintendent. The superintendent may arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent will provide a written decision to the victim’s appeal within ten (10) working days.

If the victim or victim’s parent is not satisfied with the superintendent’s decision, s/he may submit a written appeal to the Board of Trustees and the matter will be added to the agenda for the next board meeting. The Board shall allow the victim and parents as appropriate to appear and present reasons for dissatisfaction with the decision of the superintendent. The Board will provide a written decision within ten (10) working days following the victim’s appearance before the Board.

Ref: SB 2015; Miss. Code Ann. § 37-7-301(e)

SEXUAL MISCONDUCT PROHIBITED

State law addresses sexual misconduct between school employees and students and provides that if any person 18 years or older who is employed by any public or private school district in this state is accused of fondling or having any type of sexual involvement with any child under the age of 18 years who is enrolled in the school, the principal of the school and the superintendent of the school district shall timely notify the district attorney with jurisdiction where the school is located of the accusation, provided that the accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that the accusation is true. MS Code §97-5-24 (1994) The law also states that if any teacher and any pupil under 18 years of age, not married to each other, have sexual intercourse, each with the other, they shall, for every offense, be fined in any sum, not more than \$500 each, and the teacher may be imprisoned not less than three months nor more than six months. MS Code §97-29-3 (1980)

The Pass Christian Public School District takes very seriously its duty to protect students from sexual misconduct by an employee. Should there be an allegation against an employee of sexual misconduct with a student, any employee or student or parent with

knowledge of such allegation shall make a report to the principal or superintendent. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed (MS Code 97-5-24). Such allegations shall be processed in accordance with the Title IX grievance procedure (Policy GBR and JB).

EMPLOYEE CRIMINAL BACKGROUND AND CHILD ABUSE CHECK

The Pass Christian Public School District complies with state law, which requires the following:

1. All new hire licensed and non-licensed employees after July 1, 2000, must have a state child abuse registry check and criminal records background check via electronic fingerprint software.
2. Information obtained via these checks is for employment use only and cannot be disseminated.
3. Applicants are ineligible for employment if checks disclose a guilty plea, conviction, or nolo contendere plea to a felony conviction for:
 - a. Possession or sale of drugs
 - b. Murder, manslaughter, or armed robbery
 - c. Rape, sexual battery, or sex offense as listed in MS Code §45-31-3 (1)
 - d. Child abuse, arson, grand larceny, or burglary
 - e. Gratification of lust or aggravated assault
4. If the school district has hired an applicant contingent upon a background check and derogatory information is obtained, that applicant's contract may be voided at the time of the report.
5. Failure to disclose in writing pending charges, an arrest, or conviction for the felonies referenced in #2 above shall be considered grounds for immediate dismissal.
6. The school board may, at its discretion, waive any convictions and hire an applicant with a criminal record based on:
 - a. Age at commission of the crime
 - b. Circumstances surrounding the crime
 - c. Length of time and criminal history since the crime
 - d. Work history and current employment and character
 - e. Other evidence demonstrating the ability of the person to perform the job and does not pose a threat to the health or safety of school children
7. Neither the district nor any employee may be held liable in an employment discrimination suit involving this statute.
8. The checks are required for new hire personnel (licensed and non-licensed) after July 1, 2000. The district may hire applicants and let them work contingent upon the successful completion of the criminal background check. Failure to meet background check requirements immediately terminates employment unless a waiver is granted as outlined in 7 above.

Volunteers

School volunteers who work individually with a student or students, outside of teacher supervision, must have a state child abuse registry check and criminal records check via fingerprint card. This includes, but is not limited to mentors, tutors, etc. Volunteers helping with students or student activities under teacher supervision may not be subject to these requirements.

Conviction Based On Erroneous Information

In the event an applicant wishes to contest a conviction based on erroneous information or an erroneous report, the applicant shall appeal the information to the Department of Public Safety. The applicant will show the school board or its designee proof of the corrected record and will be considered for existing vacancies.

EMPLOYEE CONDUCT

All Pass Christian Public School District Employees must adhere to the following code of conduct and standards. Failure to observe established rules and practices or engaging in prohibited conduct can lead to disciplinary action including formal warnings, suspension, probation, and discharge.

PASS CHRISTIAN PUBLIC SCHOOL DISTRICT CODE OF ETHICS

All Pass Christian Public School District Employees/Independent Contractors must adhere to the following Code of Ethics and Standards of Conduct. Failure to observe established rules and practices or engaging in prohibited conduct can lead to disciplinary action including formal warnings, suspension, probation, and termination.

Each Employee/Independent Contractor, upon entering employment with the district, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. This Code of Ethics and Standards of Conduct protects the health, safety and general welfare of all students and Employees/Independent Contractors.

Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and Employees/Independent Contractors.

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

Any Employee/Independent Contractor may be suspended or dismissed immediately for engaging in unethical conduct relating to an Employee or Independent Contractor/student relationship (Standard 4).

Nothing contained in this Code of Ethics and Standards of Conduct shall be construed as creating an agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the Pass Christian Public School District and any undersigned independent contractor, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

Standard 1: Professional Conduct

An Employee/Independent Contractor should demonstrate conduct that follows generally recognized professional standards.

- 1.1. Ethical conduct includes, but is not limited to, the following:
 - Encouraging and supporting colleagues in developing and maintaining high standards

- Respecting fellow employees/independent contractors and participating in the development of a professional working environment
 - Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
 - Providing professional services in a nondiscriminatory manner
 - Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position,
 - Maintaining a professional relationship with colleagues, parents of students and establish appropriate communication related to the welfare of their children
- 1.2. Unethical conduct includes, but is not limited to, the following:
- Harassment of colleagues
 - Misuse or mismanagement of documents and records
 - Inappropriate language on school grounds or any school-related activity
 - Physical altercations
 - Failure to provide appropriate supervision of students and reasonable disciplinary actions

Standard 2: Trustworthiness

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

- 2.1. Ethical conduct includes, but is not limited to, the following:
- Properly representing facts concerning an educational matter in direct or indirect public expression
 - Advocating for fair and equitable opportunities for all children
 - Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.
- 2.2. Unethical conduct includes, but is not limited to, the following:
1. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
 - a. employment history, professional qualifications, criminal history, certification/recertification
 - b. information submitted to local, state, federal, and/or other governmental agencies
 - c. information regarding the evaluation of students and/or personnel
 - d. reasons for absences or leave
 - e. information submitted in the course of an official inquiry or investigation
 2. Falsifying documents, records or directing or coercing others to do so

Standard 3: Unlawful Acts

An Employee/Independent Contractor shall abide by federal, state, and local laws and statutes and local school board policies.

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

Standard 4: Employee or Independent Contractor/Student Relationship

An Employee/Independent Contractor should always maintain a professional relationship with all students, both in and outside the classroom.

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

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

- sexual jokes
- sexual remarks
- sexual kidding or teasing
- sexual innuendo
- pressure for dates or sexual favors
- inappropriate touching, fondling, kissing or grabbing
- rape
- threats of physical harm
- sexual assault
- electronic communication such as texting
- invitation to social networking
- remarks about a student's body
- consensual sex

Standard 5: Employee/Independent Contractor Collegial Relationships

An Employee/Independent Contractor should always maintain a professional relationship with colleagues, both in and outside the classroom.

5. Unethical conduct includes but is not limited to the following:
 - Revealing confidential health or personal information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
 - Harming others by knowingly making false statements about a colleague or the school system
 - Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities

- Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
- Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

Standard 6: Alcohol, Drug, and Tobacco Use or Possession

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

- 6.1. Ethical conduct includes, but is not limited to, the following:
 - Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice
- 6.2. Unethical conduct includes, but is not limited to, the following:
 - Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
 - Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involves students.
 - Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7: Public Funds and Property

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

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

Standard 8: Remunerative Conduct

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

- 8.1. Ethical conduct includes, but is not limited to, the following:
 - Ensuring that institutional privileges are not used for personal gain

- Ensuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization
- 8.2. Unethical conduct includes, but is not limited to, the following:
- Soliciting students or parents of students to purchase equipment, supplies, or services from the Employee/Independent Contractor or to participate in activities that financially benefit the Employee/Independent Contractor unless approved by the local governing body.
 - Providing services to students assigned to the Employee/Independent Contractor for remuneration unless approved by the local school board
 - The Employee/Independent Contractor shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service)

Standard 9: Maintenance of Confidentiality

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

- 9.1. Ethical conduct includes, but is not limited to, the following:
- Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
 - Maintaining diligently the security of standardized test supplies and resources
- 9.2. Unethical conduct includes, but is not limited to, the following:
- Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
 - Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
 - Violating other confidentiality agreements required by state or local policy

Standard 10: Breach of Contract or Abandonment of Employment

An Employee/Independent Contractor should fulfill all of the terms and obligations detailed in the Contract/At-Will Contract/Memorandum of Understanding with the local school board or educational agency for the duration of the Contract/At-Will/Memorandum of Understanding.

10. Unethical conduct includes, but is not limited to, the following:
- Abandoning the Contract/At-Will Contract/Memorandum of Understanding for professional services without resigning from the Contract/At-Will Contract/Memorandum of Understanding by the school board
 - Refusing to perform services required by the Contract/At-Will Contract/Memorandum of Understanding.

DISTRICT STANDARDS OF CONDUCT

The specific disciplinary action will normally be based on an assessment of the offense, the circumstances and employee's previous record. The district reserves the right to take whatever disciplinary measures it feels are appropriate, including dismissal, if in the judgment of responsible supervisors and managers the employee's conduct cannot be corrected or seriously threatens the well-being of students or other employees of the district.

The primary purpose of a disciplinary system is to correct improper conduct or behavior. Among the offenses for which an employee could be disciplined are as follows:

- ❑ Dereliction of duty/negligence to include but not be limited to failure to supervise students at any time; failure to report to assigned duty posts at the designated time; and absence from duty without reporting. Absence from duty without reporting for three consecutive days may be considered a resignation.
- ❑ Participation in social media that could negatively affect the district's reputation or the reputation of an employee or student.
- ❑ Conducting personal business during school hours including excessive use of telephone.
- ❑ Violating student privacy including but not limited to sharing individual information such as grades/test scores, discipline issues, and posting of pictures. Casual conversations outside the educational community which involve individual student information is a violation of privacy.
- ❑ Excessive absences or consistent late arrival.
- ❑ Neglect of district property.
- ❑ Violations of safety, security or fire prevention rules.
- ❑ Use of abusive language.
- ❑ Drug, tobacco, or alcohol use on the job.
- ❑ Conduct, which disrupts district activities.
- ❑ Theft, misappropriation or deliberate misuse of district property or the property of another employee.
- ❑ Insubordination or refusing to follow instructions.
- ❑ Intoxication (including the effects of illegal drugs) during working hours.
- ❑ Other offenses that in the supervisor's or manager's judgment seriously threaten the well-being of the district or any district employee.
- ❑ Conviction of a felony or any crime involving immoral conduct.
- ❑ Failure to maintain an effective working relationship or to maintain good rapport with students, parents, the community, or colleagues.
- ❑ Assault, coercion or threatening any district student, patron or employee.
- ❑ Falsification of any district record or document related to district activities.
- ❑ Obtaining employment on the basis of false or misleading statements.
- ❑ Possession of a weapon on district property.
- ❑ Leaving the work area without permission.
- ❑ Permitting another person to use your identification badge or using another person's identification badge.
- ❑ Immorality, which is conduct the board determines is not in conformity with the accepted moral standards of the community or of the district. Immorality is not confined to sexual matters and includes conduct indicative of corruption, indecency, or depravity.

- ❑ Removal of district documents, records, or property even those discarded, placed, or found in trash.
- ❑ Harassment.
- ❑ Failure to follow school board policy.
- ❑ Participation in conduct (on or off school property) that could have or has an adverse impact on the district's operations or reputation, including, but not limited to, conduct which adversely affects the ability of employees to work together effectively or impairs co-workers relationships or co-workers trust and confidence in any other employee or the school district (i.e. posting on social media sites).
- ❑ Failure to assist and fully cooperate in any investigation by the school district.

EMPLOYEE COMMUNICATION

The public perception of the Pass Christian Public School District is largely the direct result of communication activities carried out by students, teachers, administrators and other employees. These external communications have a significant impact on our schools. In order to present the best image of the District, it is important that the messages we communicate are consistent with District philosophy, policies and procedures.

Social Media

Your online behavior shall reflect the same standards of professionalism, respect, and integrity as your face-to-face communications. When using personal social media sites, if you identify yourself as an employee of the Pass Christian School District, you must remember that you have associated yourself with the district, your colleagues and the school community; therefore, you must ensure that any associated content is consistent with the mission and work of the district.

Be aware that even with the most stringent privacy settings, photo tagging and other tools make personal information regarding students and their families publicly available. Use caution when posting any comment and/or images to the internet that may reflect negatively on your professional image. Staff members are advised that failure to adhere to this requirement may result in disciplinary action.

According to the Acceptable Use Policy, uploading pictures or videos taken in a school setting of students, teachers or other individuals to personal social media will result in disciplinary action.

Confidential Information

Serious problems could be created for the district by disclosure of confidential internal information. District personnel should not discuss confidential internal district matters or developments with anyone outside the District, except as required in the performance of regular job duties.

At no time shall any student information be shared unless there is authorization to do so. Outside inquiries regarding district concerns must be referred to the superintendent. At the building or department level, inquiries are referred to the administrator in charge.

Employees should understand that conversations about confidential matters in lounges and offices or on cell phones can often be overheard by persons not authorized to receive such information.

Employees are required to guard against data breach. If an employee becomes aware of the release of student information, data, or records the employee must report this incident to the Superintendent or designee immediately. (Policy EFA)

Release of Information

The superintendent is the official spokesperson for the district. Principals and program directors/coordinators are responsible for news releases concerning a particular school or program in accordance with procedures established by the superintendent. If there is any question regarding the release of information, the principal, director or coordinator should consult with the superintendent in advance of such release. (Policy KBB)

Family Educational Rights and Privacy Act of 1974 “FERPA”

The Family Educational Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records.

The Pass Christian Public School District shall maintain the privacy of the cumulative and permanent record on each student who has enrolled in the school district. Maintenance of records shall be in accordance with state law as codified in MS Code §37-15-1 through §37-15-3 (1974). Access to any student’s cumulative folder or permanent record shall be in accordance with PL93 380, the “Family Educational Rights and Privacy Act of 1974. See Policy JRA.

The Family Rights and Privacy Act (20USC 1232) forbids public disclosure or inspection of a student’s educational and disciplinary records.

EMPLOYEE - STUDENT NON-FRATERNIZATION (POLICY GABB)

Staff members shall maintain a professional relationship with students at all times. At no time shall interpersonal relationships be developed or cultivated in a manner inconsistent with local mores or state or federal laws.

Adults who have contact with children and adolescents through school activities have the responsibility not to betray or misuse their privileged position and shall never take advantage of students’ vulnerability or of their confidence.

It is the policy of the Pass Christian School District Board of Trustees to prohibit any sexual relationship, contact or sexually nuanced behavior or communication between a staff member and a student, while the student is enrolled in the school system. The prohibition extends to students of the opposite sex or the same sex as the staff member, and applies regardless of whether the student or the staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention.

Staff Guidelines for Non-Fraternization

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. Staff members shall not exchange gifts with students.

3. Students are not allowed at staff-sponsored parties, unless they are a part of the school's extracurricular program and are properly supervised.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not send text messages to students nor participate in any student blogs.
6. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
7. Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.
8. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
9. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
10. Staff members shall not send students on personal errands.
11. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
12. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistance, pursuant to law and Board policy.
13. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.
14. Staff members shall avoid placing themselves in positions where their integrity or intentions might be misinterpreted or called into question. Specifically, conferences with students should not occur behind closed or locked doors, or before or after the school workday, unless a witness is present. Staff whose positions require them to chaperone students to, at, and from school events or competitions should always be in the presence of third persons and never alone with an individual student.
15. Staff shall not "friend", "follow" or otherwise interact with students from personal social media accounts. Fraternization via the internet between district employees and students is prohibited and violation of any of this policy may result in disciplinary action, up to and including termination. (Policy GABB)

EMPLOYEE – CLASSIFICATIONS OF EMPLOYEES

Employees are classified as either certified/licenses or non-certified/support staff.

Certified/licensed staff members are employees whose duties require a certified/license issued by the Office of Licensure, Mississippi Department of Education. Pursuant to state law, licensed employees do not acquire tenure.

The board may dismiss any teacher in accordance with state laws, regulations, and current judicial decisions/opinions. Dismissal shall be made for incompetence, neglect of

duty, immoral conduct, intemperance, brutal treatment of a pupil, violation of the Mississippi Department of Education Code of Ethics, or other good cause. Insubordination shall constitute other good cause for dismissal. The teacher's statutory due process rights will be honored by the board.

Non-certified/support staff member are employees whose duties do not require a certified/license issued by the Mississippi Department of Education.

Support/classified non-instructional personnel are “at-will” employees whose duties do not require a certificate/license issued by the State Department of Education. **Classified employees have no property rights in their employment and may be terminated without notice at any time by either the employee or the employer.**

Full-Time Employees are individuals who are scheduled to work 40 hours per week on a regular basis. In order for a full-time employee to be eligible for insurance benefits, he/she must work a minimum of 20 hours per week.

Part-Time Employees are individuals who are scheduled to work less than 20 hours per week on a regular basis. Part-time employees are not eligible for insurance benefits.

Temporary Employees are individuals who may temporarily supplement the District's workforce or who may be engaged for a specific project work. Temporary employees are not eligible for benefits.

All employees are designated as either exempt or non-exempt under U.S. Department of Labor's Wage and Hour Division's Fair Labor Standards Act (FLSA). The following is intended to help employees understand employment classification and employees' employment status and benefit eligibility. These classification do not guarantee employment for a specified period of time.

Exempt Employees are individuals who are NOT required to be paid overtime beyond the prescribed 40-hour workweek in accordance with the U.S. Department of Labor's Wage and Hour Division regulations. Exempt employees are also considered to be “salaried” employees and receive standard pay regardless of hours worked within a workday or workweek.

Non-Exempt Employees are individuals who are eligible for overtime pay beyond the prescribed 40-hour workweek (any fixed and regularly recurring period of 168 hours – seven consecutive 24-hour periods) as regulated by the Wage and Hour Division of the U.S. Department of Labor. The FLSA does not require overtime pay for work on weekends, holidays, or regular days of rest, unless overtime is worked on such days.

EMPLOYEE WORK DAY - WORK SCHEDULES

The workday of non-certified employees are set by the Board of Trustees as recommended by the principals and supervisors. No non-certified employee covered under the Fair Labor Standards Act will be allowed or required to work more than 40 hours per week without permission from the immediate supervisor.

No one may leave her/his designated station during the hours of operation without prior approval of their supervisor. Work schedules will be established based upon individual school, department, or site needs and objectives.

EMPLOYEE – STAFF - FACULTY MEETINGS

All employees must attend all staff meetings as scheduled and called unless excused by the principal or other administrator calling the meeting. Such meetings are essential to efficient, effective, accountable operation of schools and often provide a mechanism for problem solving and input to the decision-making process. The number, time, place, and subject matter of staff meetings are to be determined by the person who calls the meeting. Appointments are to be made at a time other than the scheduled time of staff meetings. An agenda and minutes for each meeting will be maintained in the principal's office. Employees covered by the Fair Labor Standards Act may not work more than 40 hours per week without the permission of the immediate supervisor.

EMPLOYEE ATTENDANCE

Employees are the backbone of our district and teamwork is essential to everyone's success. It is important that employees be prompt and regular in attendance for the benefit of maximum opportunities for student achievement and the work site. If unable to report to work on time because of circumstances beyond one's control, the supervisor should be notified as soon as possible.

If an employee must miss work for any reason, the supervisor must be given advance notice so the absence can be filled with a minimum of inconvenience to the operation of the school/department and to students. Employees must call their supervisor by 6:00 a.m. on the day of absence or as soon as it is known an absence is pending. Failure to notify supervisors will result in disciplinary action.

When the absence will be longer than one day, the supervisor must be given an expected date of return. Should this date change, the supervisor must be notified at once.

Employees may be required to present a physician's certification of illness when absent for four or more consecutive school days, for one day immediately preceding or following a student holiday, or at any other time requested by the principal and/or superintendent.

Employees who abuse leave policies or who falsify leave records or reasons for absence are subject to discipline up to and including termination.

Employees will be charged for leave in quarter hour increments based upon time missed.

Leave Documentation

Employees must submit a Pass Christian School District Request for Leave Form to their principal or site supervisor and obtain approval prior to taking leave of any type when circumstances allow for the need to take leave to be pre-determined. When circumstances do not allow for the prior submission of the written form, employees will make a verbal request as soon as the need for leave is known and obtain approval.

Employees will be docked at their daily rate for unapproved leave and may be disciplined up to and including termination.

For non-certified personnel, the signed timesheet will serve as adequate documentation that leave was actually taken.

Employees who abuse leave policies or who falsify leave records or reasons for absence are subject to discipline up to and including termination.

Tardiness or absenteeism, which is considered by the District to be excessive, may result in disciplinary action, up to and including termination. An absence for a period of three consecutive workdays without contacting the supervisor to request leave may be considered voluntary termination of employment.

At no time is an employee to leave the job site without permission of the supervisor.

EMPLOYEE COMPENSATION

Effective July 1, 2012, Pass Christian Public School District will process a single monthly payroll with electronic settlement of payroll distributions secured through direct deposit of net pay.

Employees will be paid on the last working day of each month unless otherwise mandated by state law. The last working day for all months will be defined as the last working day on the "Administrators, Supervisors and Guidance Counselors" workday calendar.

All 12-month non-licensed employees will be paid in 12 equal installments for the budgeted workdays on their workday calendar. Holiday pay that is due to each 12-month non-licensed employee will be paid on the regular June pay distribution.

All payments for supplemental pay and overtime, for part time and/or temporary workers, for long term substitutes, for daily rate paid teachers or any other employee classification not previously mentioned shall be paid as earned at the next regular monthly payday through cut off dates specified by the superintendent.

In general, no payment of salary in advance of the regular payrolls will be made. All payrolls will be paid on specified direct deposit statements carrying explanations of payroll deductions.

Direct deposit statements will be available to each employee on the Pass Christian School District website under "Employee Services > Active Resources". Direct deposit statements may be printed and distributed to selected employee groups as needed.

In no case will any employee be entitled to payment of salary or wages when no work has been performed. Any school employee whose employment ends during the school term,

regardless of the reason(s) the employment ended, will be paid salary or wages only for that portion of the school term that the employee actually worked.

When an employee terminates employment for any reason prior to the fiscal year end, all monies due and payable to that employee for actual work performed will be paid on the next payday, if at all possible, but not later than the close of the current fiscal year.

EMPLOYEE LEAVE

In accordance with the state law, the Pass Christian Public School District adopts this leave policy, which is applicable to all full-time employees, unless otherwise stated. A full-time employee is any person employed on a regular basis and working the number of hours designated for that job.

All employees who receive extended leave for any reason under these policies are responsible, to the extent possible by the facts of each individual case, for securing and accounting for fixed assets and all keys. Arrangements will be made with the principal or immediate supervisor to accomplish these responsibilities.

Sick Leave

Employees may take accumulated sick leave with full pay for personal illness, serious illness in the immediate family, or death in the immediate family. Spouses, children, brothers, sisters, parents, in-laws, grandparents, uncles, and aunts and members of the immediate household are included in the immediate family. Cousins are not considered as part of the immediate family. Effective July 1, 2008, grandchildren, nieces, and nephews are included in the immediate family.

Sick leave may be denied for elective surgery or other procedures. Employees may be required to provide documentation that such procedures are non-elective. This policy governs all requests for sick leave that do not come within definitions of the Family and Medical Leave Policy. See also Policy GBRIA.

1. Amount of Leave
 - a. All non-certified employees, other than bus drivers, who work nine months per year shall accrue nine days of sick leave. Employees who work more than nine months per year shall accrue one additional day per month worked. Bus drivers shall accrue three days per year. These days will be granted at the beginning of each fiscal year for all returning employees.
 - b. Leave for non-certified employees who begin employment after the beginning of the work year shall have their leave prorated according to their terms of employment. Prorating of leave shall be determined by the district payroll office based upon the number of days worked.
2. Accumulated Leave
 - a. Non-certified employees may accumulate an unlimited number of sick leave days that may be carried over from year to year.
 - b. Accumulated sick leave shall be forfeited upon the termination of employment and shall not be restored with later employment in the Pass Christian School District.
 - c. Accumulated leave will be certified to the Public Employees Retirement System for service credit in accordance with state law.

Personal Leave

1. All non-certified personnel shall accrue three personal leave days per year.
2. Three personal leave days will be granted at the beginning of each year for returning employees.
3. Personal leave days shall accumulate to a maximum of five.
4. Unused personal leave days beyond the five accumulated shall be converted to sick days.
5. Personal leave days may be used according to the following rules:
 - a. The employee must give a request for personal leave to the principal or supervisor at least three school days in advance, except in cases of emergency.
 - b. No employee may take personal leave with pay on the first day of the school term, the last day of the school term, a day before a student holiday, or a day after a student holiday unless on such days an immediate family member of the employee is being deployed for military service (SB2247 - MS Code §37-7-307 2005) or has been summoned to appear as a witness in court (HB 949 2015). The school term is defined as the days that students are present and does not include staff development or teacher workdays.
 - c. Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee has either a minimum of ten (10) years experience with the Pass Christian School District or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in this school district. See policy GBRI.
 - d. The principal, with a written request from the employee, may grant personal leave with full loss of pay when extraordinary or emergency circumstances exist.

Vacation or Annual Leave

Full time non-certified 12-month employees shall earn 10 days paid vacation annually. New employees will be granted vacation leave days on their first anniversary date. Vacation leave for continuing employees is credited on July 1 of each year and must be used by June 30 of the following year. Proposed dates for use of vacation leave must be submitted in writing to the superintendent for approval at least 2 weeks in advance..

SB 2297 (MS Code §37-7-307 2004), provides that vacation leave granted to non-licensed employees shall be synonymous with personal leave. Unused vacation or personal leave accumulated by non-licensed employees in excess of the maximum five days that may be carried over from one year to the next will be converted to sick leave.

SB2247 (MS Code §37-7-307 2005) provides that the annual conversion of unused vacation or personal leave to sick days for unlicensed employees shall not exceed the allowable number of personal leave days as provided in MS Code §25-3-93. The annual total number of converted unused vacation and/or personal days added to the annual unused sick days for any employee shall not exceed the combined allowable number of days per year provided in MS Code §25-3-93 and 25-3-95. Board policies that provide for vacation, personal and sick leave for employees shall not exceed the provisions for leave as provided in MS Code §25-3-93 and 25-3-95. (See MS Code §25-3-93 and 25-3-95 for maximum allowable leave allowed for public employees).

SB2247 (MS Code §37-7-307 2005) provides that any personal or vacation leave accumulated and available for use prior to May 1, 2004 which was previously converted to sick leave under a lawfully adopted policy before the effective date of SB 2297, May 1, 2004 or subsequently converted to sick leave shall be recognized as accrued leave by the district and available for use by the employee. The leave converted under a lawfully adopted policy may be certified to PERS upon termination of employment and any such leave previously converted and certified to PERS shall be recognized.

SB 2297 provides that no payment for unused accumulated leave may be made to a non-licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

Jury Duty/Subpoena

The Pass Christian School District shall provide leave with pay for employees who are called for or who serve on juries. Performance of jury duty is with full pay and does not count against any type of leave of absence by the employee. When excused from jury duty prior to 11 A.M., the employee will report to their work site. The district will not recover jury fees from employees who serve on juries. (Attorney General Opinion, *Middleton* of July 10, 1991.) Employees under subpoena to provide court testimony or to testify in hearings that are not school related may use their personal leave. Absence beyond accrued personal leave will result in loss of pay. For district administrative proceedings, arrangements will be made for employees to provide testimony without loss of pay or leave as directed by the superintendent.

Bereavement Leave

Employees may use up to five sick leave days when there is a death in the immediate family, which includes spouses, children, brothers, sisters, parents, in-laws, grandparents, uncles, and aunts and members of the immediate household. Cousins are not considered as part of the immediate family. Effective July 1, 2008, grandchildren, nieces and nephews are included in the immediate family. In the event of extenuating circumstances, the board may allow up to three additional days of sick leave to be used as bereavement leave.

Political Leave

Any employee who becomes a candidate for elected political office must refrain, during the period of employment, from all forms of political activity during normal working hours and may not use any school facilities for political purposes. Any employee planning to become a candidate may request personal leave for campaign purposes, provided such request is made prior to announcing or filing qualifying papers, whichever is sooner. The board may grant or deny the request, considering the amount of leave time requested and the nature of the employee's duties. If granted, leave shall be without pay.

Military Leave

Employees who are members of reserve components of the armed services of the United States of America or the National Guard shall be entitled to leave of absence without loss of pay, time, annual leave, or professional rating for a maximum of 15 days per year if ordered to duty for training exercises. Employees involved in military service for longer than 15 days per year shall otherwise have those rights and obligations that are described in state and federal law. MS Code §33-1-19 and §33-1-21 (1972); Veterans Re-Employment Rights statute.

Professional Leave

Employees may be eligible for professional leave in order to perform professional services by representing the district at educational conferences, conventions, workshops, and other such events. An employee desiring professional leave must request approval from the principal/supervisor and superintendent two weeks in advance of the leave. Approved professional leave will be with full pay and will not count against other leave time.

Administrative Leave

Mississippi Code Section 37-7-307 authorizes the School Board to adopt leave policies for non-licensed and hourly paid employees that the Board deems appropriate. In the wake of Hurricane Katrina, the Board believes it prudent and in the best interest of the school district to implement an administrative leave policy for non-licensed and hourly paid employees in the event of another natural disaster of the same or similar magnitude of Hurricane Katrina; or of any other event, either natural or man-made (i.e. terrorist attacks) that has the same far-reaching consequences. In addition, it would have to be an event for which the Governor of the State of Mississippi, the President of the United States of America, or the Board of Trustees of the Pass Christian Public School District, in their discretion, declare a state of emergency.

The Board further defines this benefit in accordance with applicable laws as follows: (1) the administrative leave shall be paid leave with corresponding employee benefits; (2) the administrative leave shall not be converted to any other form of leave (i.e., vacation leave or sick leave); (3) the administrative leave shall not be credited toward the employee's retirement; (4) the administrative leave balances shall not be paid and shall be forfeited if not used by the employee prior to his/her termination, for whatever reason, of employment or by a deadline determined by the Board, whichever is earlier; (5) the number of administrative leave days granted, if any, will be determined by the Board at the time of the event.

In the event of another disaster, there are essential non-licensed hourly-paid personnel in critical positions in the school district who may be required to work in order to return the school district to operations or to prevent further degradation of operations. In this instance, the Board authorizes the Superintendent or his/her designee to determine the essential personnel to call in to work, and to pay these individuals at their normal rate of pay, in addition to administrative leave pay.

Retirement Credit

Upon PERS retirement, non-certified employees may choose to be paid for all unused accumulated leave up to 30 days at a rate equal to the federal minimum wage. Non-certified employees who terminate employment shall have any portion or all unused leave certified to the Public Employees Retirement System (PERS) for use as service credit toward retirement.

Payroll Deduction for Excess Leave

Effective July 1, 2010, the first 10 days of sick leave taken in excess of the number of accumulated leave days will result in payroll deductions as follows:

All non-licensed personnel, except bus drivers, will be docked an amount equal to the federal minimum wage plus \$.50 for each hour scheduled.

Bus drivers will be docked an amount equal to the daily base rate of pay for substitute bus drivers.

Effective July 1, 2010, any sick leave taken in excess of the number of accumulated leave days plus the 10 additional days will result in a payroll deduction of an amount equal to regular pay.

Leave Documentation

For non-certified personnel, the signed timesheet will serve as adequate documentation that leave was actually taken.

Donation of Leave

In compliance with MS Code §37-7-307(9) 1972, any employee of the Pass Christian Public School District may donate a portion of his/her unused accumulated personal leave or sick leave to another employee of the school district who is suffering from a catastrophic injury or illness, as defined by state law, or who has a member of his or her immediate family suffering from a catastrophic injury or illness. The superintendent has appointed a review committee to approve or disapprove the donation of leave. A summary of MS Code §37-7-307, which governs the donation of leave to other employees, follows:

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

1. State law no longer considers pregnancy to be a catastrophic injury or illness. As defined by law "catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the local school district (SB2247 - MS Code §37-7-307 2007) for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries are not catastrophic. Chronic illnesses or injuries such as cancer or major surgery that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.
2. "Immediate family" means spouse, parent, stepparent, sibling, child, or stepchild.

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

1. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated and shall notify the school district superintendent or his/her designee of the name of the recipient employee. The immediate supervisor of the donor employee must have knowledge of the intent to donate leave.
2. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven days of personal leave

- remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed 50 percent of the unused accumulated sick leave of the donor employee.
3. An employee must have exhausted all of his or her accumulated personal leave and sick leave, excluding the 10 day extended leave period, before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the committee appointed by the superintendent.
 4. Before an employee may receive donated leave, he or she must provide the school district superintendent or his/her designee with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work. In addition, the employee must submit the Physician's Statement Regarding Eligibility to Receive Donated Leave per policy GBRI to the superintendent or designee.
 5. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
 6. Donated leave shall not be used in lieu of disability retirement.

Family Medical Leave

The Family and Medical Leave Act of 1993 requires employers to provide up to 12 weeks unpaid, job-protected leave. Employees must have worked at least one year and for 1,250 hours for the previous 12 months and meet the required family and medical reasons. These reasons include birth, adoption or foster care placement of a child; the care of the employees' spouse, son or daughter, or parent (but not parent-in-law) who has a serious health condition, or the employee's own serious health condition. Sibling employees would have an aggregate limit of 12 weeks for the care of their parent.

Eligible employees whose son, daughter, or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. Reference the full text of the Family and Medical Leave Act for details.

Application for family medical leave shall be presented to the school district for approval 30 days in advance of the expected leave time, except in cases of emergency. **To obtain family medical leave the employee must apply by completing appropriate forms available in the district personnel office including DOL Form WH-380. Failure to make application in accordance with this policy shall be grounds for denial of family medical leave.** A copy of the FMLA and board policy GBRIA is on file and available in the superintendent's office.

EMPLOYEE - WORKER'S COMPENSATION

Injuries and illnesses to an employee of the Pass Christian School District as a result of on-the-job-activities are covered under the Mississippi Workers' Compensation Law and will be subject to, but not limited to, the terms and provisions of such law. The Board of

Trustees, in conjunction with the Mississippi Workers' Compensation Commission, provides medical and salary benefits for the employees of the Pass Christian School District in accordance with the laws of the State of Mississippi.

When an employee is injured on the job in the performance of duty, the employee should receive attention from the school nurse, the school district wellness clinic, or when appropriate, from non-district *licensed* medical personnel. All accidents involving injuries are to be immediately reported to the supervisor. *In addition, immediate drug testing at Medical Analysis Clinic, 9471 Three Rivers Road, Suite D, Gulfport, MS 39503 or another suitable location should be conducted in accordance with the District's Drug-Free Workplace Policy (GBRL).*

Medical benefits for approved work-related claims are available to the employee through the workers' compensation carrier, not the district's school employees' health plan.

Salary payments for employees receiving workers' disability benefit payments are to be a combination of carrier benefit payments and additional gratuitous payments from the district to equal the regular daily salary of the employee. The employee must, within three (3) working days of the injury, provide the supervisor/district business office staff written verification from the attending physician that the employee is unable to return to light duty or regular work. Failure to provide written verification/notification will result in withdrawal of the district contribution to the salary of the employee. Further, it is the responsibility of the employee who is unable to return to work to provide weekly a status report of health recovery and an estimated date for reporting for regular or light duty service. Failure to do so will result in withdrawal of the district contribution to the salary of the employee.

When an employee continues to be unable to return to regular or light duty work, the employee may elect to use his/her accumulated leave benefits for only that portion of the daily salary rate which is not covered by workers' compensation salary payment plan by completing the appropriate form (see Appendix A) within three (3) days of doctor's determination that they are still unable to work. The employee pay period salary will be reduced by the amount of workers' compensation disability payment received. Additionally, the employee must reimburse the district through payroll deduction the cost of a substitute for the ten (10) day period following the exhaustion of fully-paid leave in accordance with Policy GBRHF. An employee who chooses this option must likewise continue to provide weekly verification of inability to return to light duty or regular work. Failure to do so will result in withdrawal of the district salary benefit. An employee who chooses not to use his/her accumulated leave benefits for salary purposes as identified under this section will receive only those salary benefits as provided by the Workers' Compensation disability benefit salary program. An employee who chooses this option must likewise continue to provide weekly verification of inability to return to light duty or regular work.

An employee, after exhausting the applicable benefits as described in Section 1 through Section 5, will be receiving only limited salary benefits directly from the Mississippi Worker's Compensation Commission as provided by law.

FALSE CLAIMS

It shall be grounds for immediate dismissal for any employee to make a false statement or representation knowing it to be false, or willfully to fail to disclose a material fact for the

purpose of obtaining or increasing any benefit under the Mississippi Employment Security law, Workers Compensation Rules and Regulations, and other employment benefits.

EMPLOYEE INSURANCE/ANNUITIES/DEFERRED COMPENSATION

Pursuant to state law, all full-time employees are provided, at their option, paid employee health insurance under the State and School Employees' Health Insurance Plan. New employees are covered upon enrollment on their first day of work. Existing employees may apply for benefits during the open enrollment period or pursuant to a qualifying event.

Group life insurance is available through a state program and is available at the beginning of employment. The cost of coverage is shared between the employee and the state.

Other insurance plans or annuities including deferred compensation and tax-sheltered annuities approved by the superintendent and board are made available through payroll deduction with the premiums deducted prior to taxation under the district's IRS Section 125 Cafeteria Plan.

Information regarding available plans or programs and enrollment will be made available at each site and in the business office.

Cancellation of any voluntary deduction must be made in writing and directed to the payroll department and must not conflict with the cafeteria plan or enrollment regulations.

EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT

Personnel, who have first been authorized by the superintendent or designee to travel in the performance of their duties may, if funds allow, be advanced or be reimbursed their expenses by the school district.

Employees may be reimbursed for miles actually and necessarily traveled that exceeds fifty (50) miles in the employee's automobile or other private motor vehicle at the rate established by the Mississippi Department of Finance and Administration. Whenever practical, employees are expected to carpool where two or more employees are traveling to the same destination. In that event, only one travel expense reimbursement at the authorized rate per mile shall be allowed.

When travel is done by means of a public carrier or other means not involving a private motor vehicle, the employee may receive as travel expense the actual fare or other expenses incurred. Travel by airline shall be at the tourist rate. Airline tickets will be purchased by purchase order issued by Central Services when it has been determined that this form of travel is the most economical.

The district will only pay for the lesser of mileage or the cost of an airline ticket for out-of-state travel. The computation of mileage using the shortest route to the destination as computed by Mapquest and a copy of the cost of an airline ticket must be attached to the request for a travel advance or reimbursement.

Employees may be reimbursed for other actual expenses such as meals, lodging and other necessary expenses incurred in the course of the travel, subject to limitations placed on meals for intrastate and interstate official travel by the Mississippi Department of

Finance and Administration and rules and regulations adopted by the State Department of Audit. Registration fees and personal expenses—reasonable gratuities, parking, etc.—may also be reimbursed. Receipts for all travel expenses except meals and travel in personal vehicles are required.

Reimbursement Rates

The maximum rates for reimbursement of travel expenses are as follow:

1. Single standard room rate for accommodations, based on government rate, if at all possible.
2. Maximum per diem rate per day for meals for in state and out-of-state as set by the Mississippi Department of Finance and Administration and the Federal Register
3. Maximum cents per mile for each mile driven in private vehicle as established by the Mississippi Department of Finance and Administration
4. Actual registration fees
5. Actual fare or other expenses incurred in travel by public carrier (other than airfare)
6. Incidental expenses—reasonable gratuities, parking, etc.
7. Airline tickets are purchased in advance by purchase order, therefore employees will not purchase their own tickets and expect reimbursement.

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

Travel Advances

1. Only the superintendent is authorized to approve travel advances for chaperoned student activities.
2. Persons receiving advances must be officers or employees of the district.
3. Travel advances may not be used for personal expenses or for any purpose other than the actual expenses of the authorized travel.
4. Accounting for any travel advance shall be made within five working days after the return of the employee from the official travel.
5. Any money not used for travel-related expenses shall be repaid the school district at that time. The district travel reimbursement form shall be completed and submitted at that time for all money not refunded the school district.
6. Actual receipts for all travel expenses except meals and travel in personal vehicles are to be included.
7. All employees shall comply with all rules and regulations of the State Department of Audit regarding travel advances.
8. All employees shall comply with the daily limits on expenditures for meals established by the Mississippi Department of Finance and Administration.
9. All official travel must be pre-approved whether or not the employee will receive an advance or reimbursement.

The portion of the daily meal allowance used for individual meals (breakfast, lunch and/or dinner) shall be at the discretion of the employee provided the total does not exceed the total maximum daily rate allowed. The meal allowance will be prorated for each partial travel day.

EMPLOYEE DRESS

All staff members are expected to dress in a manner that is professionally appropriate for the duties assigned. Attire should be clean, tasteful, and in good repair. Staff members should regard it their professional responsibility to dress in a manner that sets a good example for students and that conveys a positive professional image. Any type or style of clothing or manner of dress or personal grooming prohibited for students shall likewise be prohibited for employees.

Discretion and common sense dictate that extremes in personal appearance and dress shall be avoided. Employees are advised to refrain from displaying facial piercing/ jewelry at any time while representing the school district.

All staff members are to dress in a manner that is generally acceptable in the business and professional setting.

Examples of professional attire include, but are not limited to:

- Dress pants/slacks/trousers, khakis or capri pants
- Business like dresses or dressy skirts of a modest length
- Sports coats
- Collared shirts (i.e. sports/golf/polo shirts)
- Short or long sleeve buttoned down dress shirts (tie is optional)
- Modest blouses that cover the midriff and/or cleavage

Examples of inappropriate attire include, but are not limited to:

- T-shirts (except on "spirit days")
- Denim jeans
- Sweat or wind suits
- Stretch and/or yoga pants, leggings or jeggings
- Tank tops or blouses with spaghetti straps
- Facial piercing/jewelry
- Flip-flops, shower/plastic shoes (including Crocs)
- Jogging shoes
- Shorts of any length
- Any other dress that the principal considers to be extreme and would detract from and interrupt, the educational process

Exceptions to this policy are allowed for field day, special occasions as designated by the principal (spirit day), coaches during practice sessions or in the weight room, physical education teachers when they are teaching physical education, and the days designated by the principal for staff to wear jeans.

Exceptions to this policy are allowed for Maintenance, Child Nutrition and Transportation Departments due to the nature of these positions as well as safety considerations.

Exceptions include, but are not limited to:

- Uniforms as specified by the department supervisors and/or director
- Athletic shoes, steel toe boots and/or Crocs

Principals are expected to counsel staff assigned to their building and to require staff to dress appropriately. Within these parameters, the administrator of each site shall be responsible for determining appropriate dress at that site.

The district will make exceptions to this policy to reasonably accommodate qualified employees unless the accommodation creates an undue hardship to the district in accordance with the Americans with Disability Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA). If an employee needs an accommodation, then they will need to provide a medical excuse to the Personnel department for review.

EMPLOYEE HEALTH

An employee with a communicable disease should remain at home until the disease is no longer a threat to others. Cases of communicable diseases that might pose a threat to the health of the school or community should be reported to the appropriate supervisor. When concerned with a unique individual case, the welfare of all students and employees should be the prime consideration. Each individual case shall be resolved in consultation with the Mississippi State Department of Health.

Decisions regarding a person infected with HIV, Hepatitis B, or other blood borne diseases shall be based on an individual basis with regard to the behavior of the disease, physical condition of the employee, and the expected type of interaction with others in that setting. These decisions shall be made using the team approach including the employee's physician, public health personnel, and personnel associated with the educational setting and/or work place. In each case, risks and benefits to both the infected employee and to others in the setting shall be weighed. As conditions change, cases may be re-evaluated.

The Pass Christian Public School District Board of Trustees authorizes the administration to require any employee to have a medical examination whenever deemed necessary for the health and welfare of children, or as required by the State Board of Education of State Board of Health. MS Code §37-7-301(h)(i)(p), 37-11-17, and 41-23-37 (1972).

EMPLOYEE PROTECTION

The Pass Christian Public School District will be vigorous in its protection of all employees from physical and/or psychological abuse. Personnel are also protected by MS Code §37-11-21 (1992) and MS Code §37-11-23 (1970) which state:

Any parent, guardian or other person who abuses the superintendent, any principal, teacher or school bus driver while school is in session or at a school-related activity in the presence of school pupils, shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than \$10 nor more than \$50. MS Code §37-11-21 (1992)

Any person who willfully disturbs any session of the public school or any public school meeting shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than \$10 nor more than \$50. MS Code §37-11-23 (1970)

It is the policy of the board to interpret these statutes to include any striking, assaulting, or physical attack, as well as verbal abuse or insult, upon any certified/licensed or classified

personnel of the district or a willful disturbance of any school classroom, bus, meeting or activity by a parent, guardian, or other persons while school is in session or while the employee is lawfully in performance of his/her duties on school grounds or at a school activity.

In addition, the district supports the filing of charges with legal authorities against any individual who commits a crime, either felony or misdemeanor, against the person or any employee while on school property or in the performance of their duties at locations other than school property.

An employee who is threatened with harm is to notify the building principal or supervisor immediately, and steps are to be taken at once to protect the employee's safety. Additionally all Pass Christian Public School District personnel are responsible for notifying the administrator or supervisor of any threats that they have witnessed or have been told of. Even without an actual threat, personnel should report any behavior they have witnessed that they regard as threatening or violent when the behavior is job related or might be carried out on a school site.

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

All individuals who apply for or obtain a protective or restraining order that lists school sites as being protected areas must provide to the principal or supervisor a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent.

The district shall use the full protection of the courts with respect to threats and intimidation of school personnel. Further, the district shall protect its employees through a comprehensive liability insurance program, and shall hold harmless and defend any district employee from claims for damages caused or alleged to have been caused in whole or in part by the employee while performing assigned duties as an employee of the district. However, the district shall not be obligated to assume any costs or judgments held against an employee when damages are proved to be due to the employee's willful negligence, violation of the law, or criminal act as determined by a court of law.

EMPLOYEE LIABILITY AND ERRORS AND OMISSIONS INSURANCE

The Pass Christian Public School District Board of Trustees maintains both general liability and errors and omissions insurance to protect the district, school board, superintendent, and district employees from claims of liability consistent with the provisions of the Mississippi Torts Claim Act §11-46-1 et. seq.

EMPLOYEE POLITICAL ACTIVITY

The Board recognizes the right of its employees and encourages them as citizens to engage in activities that exemplify good citizenship. The board also recognizes that employees of the school district have the same fundamental civic responsibilities and

privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive office. However, school property and school time shall not be used for political purposes.

Employees may not use the Pass Christian Public School District as a forum for public office or for the endorsement of any specific candidate for public office. The right of the employee to support and/or work for a candidate or cause is acknowledged to the extent that the right does not conflict with the interest of the Pass Christian Public School District.

Any employee who intends to campaign for an elective public office shall notify the superintendent of schools, in writing, at the earliest possible moment of the office which is sought, together with the decision as to whether current employment will be continued and under what terms and conditions. The superintendent will meet with and discuss these matters with the employee involved and will present a proposed solution to the board for consideration. The essential element to be determined by the board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling the employee's responsibilities to the district. The board will determine the terms and conditions under which the employee may continue employment as public office is sought.

The board specifically prohibits the expenditure of district, state, or federal funds for partisan political activity.

EMPLOYEE PERSONNEL RECORDS

The school district maintains a comprehensive system of personnel records as required by policy and law. Each employee is responsible for providing all required information to the district office prior to receiving their first monthly electronic settlement of compensation. Employees hired after the first day of school will have thirty (30) days from the date of employment to complete their personnel file. Exceptions may be made for extenuating circumstances.

Required Information

The records contained in each certified and classified employee's personnel folder shall include, but not be limited to, the following.

1. An application for employment, the references of the employee, information relative to compensation, payroll deductions and other pertinent material.
2. In addition, all personnel must have each of the following on file.
 - a. A certified copy of college transcripts, if appropriate to document hours toward paraprofessional qualification
 - b. Documentation of licensure/certification, if required for job
 - c. An affidavit of all previous relevant experience
 - d. A personal data sheet
 - e. A state employee's withholding exemption certificate and a federal employee's withholding allowance certificate (Form W-4)
 - f. Public employees' retirement system forms
 - g. A copy of his/her social security card and driver's license
 - h. Department of Homeland Security Employment Eligibility Verification (Form I-9)
 - i. Drug-free certification
 - j. Electronic fingerprint report (AD&S)

- k. Job Description
- l. Insurance enrollment forms
- m. Child abuse registry form
- n. Code of Ethics
- o. Direct deposit form

These items must be on file in the superintendent's office prior to the issuing date for the first monthly electronic settlement of compensation for all employees hired prior to the first day of school.

Records Confidentiality

Personnel records and applications for employment in the possession of a school board are exempt from the provisions of the Mississippi Public Records Act of 1983. Exemptions may be made for the person who made the application or with the prior written consent of the person who made the application.

All school employees shall consider employee personnel records confidential information. Employees will have the right, upon written request, to review the non-confidential contents of their personnel file in the presence of a district representative. Confidential records such as application references, promotional references, etc. will not be made available to an employee in compliance with waiver of access to confidential references. The release of any identifiable information from an employee's personnel record shall be in accordance with state and federal law. Upon written request, an employee will be given one copy of any non-confidential item from their personnel file. Additional copies will be provided with charges to the employee as established in Policy CNA. Neither spouses nor other relatives of employees will be granted access to an employee's personnel file.

District administrators, principals and/or immediate supervisors may have access to personnel file information, or limited parts of the file, on a need-to-know basis. For example, considering the hire of a former employee or transfer of a current employee.

Emergency Contact Information

Each staff member of the Pass Christian Public School District must have on file with the building principal/ immediate supervisor and the superintendent his/her current home telephone number, an emergency telephone number, and current home address. Any change must be reported immediately. Every effort must be made to keep this information up-to-date in Active Resources. Every effort must be made to keep this information up-to-date in Active Resources.

EMPLOYEE SOLICITATION – DISTRIBUTION OF MATERIALS

No one other than commercial sales persons with written permission from the superintendent may call on schools or employees or come onto school property at any time to solicit for any cause or to distribute material of any kind for any purpose. Employees may not engage in solicitation or in the distribution of materials of any type for any purpose during working time on district property, except for that which is necessary to carry out their assigned job duties. No exceptions will be made.

EMPLOYEE - LEAVING SCHOOL OR DUTY POSTS

Teachers may not leave their classrooms unattended except in cases of emergency. Teachers and other school employees are expected to remain on the school grounds during the workday and to remain in their classrooms during class sessions or on their duty posts for the entire assigned time. Failure to do so could result in termination. Any teacher or other employee, who must leave the school campus during the school day, for any reason, must first secure the principal's permission. The time away from school must be properly recorded as uncompensated time.

EMPLOYEE - STANDARD OF STUDENT CARE

Insurance provided by the district in no way relieves teachers and other school employees of the responsibility to provide a reasonable standard of care and level of supervision for students and their welfare. Teachers and other school employees are legally responsible to act in a reasonable and prudent manner at all times and to act in strict accordance with policies and procedures of the district. Specifically, those charged with the responsibility for the supervision of students must do the following:

1. Never leave students unsupervised.
2. Require students to conduct themselves in an orderly, safe manner and administer any disciplinary actions that are reasonable and proper in any situation involving student misconduct.
3. Report any unsafe condition in the school plan or on campus to the principal so that it may be corrected.
4. Strictly adhere to all stated policies of the district and procedures at the individual school.

Failure by teachers and other employees to meet their responsibilities may have severe employment consequences such as termination and/or being held legally and personally liable for negligence in the performance of their duties

EMPLOYEE CHILDREN AT WORK SITE

Employees are not permitted to bring their child or children to work for any portion of the workday except for those children who are enrolled at the school where the employee works. Children should not be permitted to visit their parent's classroom/worksites and cause interruptions.

EMPLOYEE VISITORS AT WORK SITE

Employees are cautioned to remember that although friends or family members may occasionally visit the employee's work site, no visitor should be permitted access to a classroom or worksite without first reporting to the office and obtaining permission. School sites and offices are businesses and will be treated as such; therefore, it is not acceptable to socialize with friends or relatives during the workday. Employees will be held accountable for making their visitors aware of this policy.

EMPLOYEE NON-SCHOOL EMPLOYMENT

Non-school employment shall be discouraged if it in any way jeopardizes the effective performance of the employee in carrying out his/her responsibilities to the school district. Any non-school employment should be consistent with the moral and ethical aspects of teaching children.

Pursuant to policy GBRG, employees shall not engage at any time in any outside employment that:

1. Would interfere with their effectiveness in performing regularly assigned duties;
2. Would compromise or embarrass the school district;
3. Would in any way conflict with assigned duties;
4. Would interfere with the hours necessary to fulfill their responsibilities;

In addition, an employee will not:

1. Perform any duties related to non-school employment during his/her regular working hours. This limitation does not restrict an employee serving in a consulting capacity, provided the superintendent, or designee, has approved release time for the activity.
2. Use any district facilities, equipment, or materials in performing non-school work.

It is recommended that an employee confer with his/her immediate supervisor before accepting any non-school employment and discuss the prospective job in relation to the points listed above.

EMPLOYEE SUGGESTIONS

The free exchange of ideas is considered to be an asset and is strongly encouraged. Thoughts concerning ways of increasing productivity, student achievement and performance, improving the quality of our work, our projects, safety, and other related matters are welcome. Suggestions should be addressed to your immediate supervisor or the superintendent.

EMPLOYEE ENERGY CONSERVATION AND SECURITY

Energy conservation and security are serious issues for the district. Funds unnecessarily spent in these areas impair our ability to meet other needs. For that reason, employees are requested to treat energy and security issues with the same degree of care they exercise in their homes.

Specifically employees are asked to turn off lights and other electrical equipment when not needed, close windows and doors to contain air conditioning inside facilities, and secure all windows and doors before leaving their workstation each day. Employees are encouraged to "power off" computers at the close of each school day in order to conserve energy.

EMPLOYEE ARREST

Any employee who is arrested, charged, indicted, or convicted of a felony or misdemeanor is required to notify his/her immediate supervisor and the superintendent or designee

within 24 hours and prior to returning to duty. Failure to report incidents may result in disciplinary action up to and including termination.

EMPLOYEE USE OF COPYRIGHTED MATERIALS

The Pass Christian Public School District Board of Trustees realizes that severe penalties are provided for unauthorized copying of audio, visual, printed, or computer materials unless the copying falls within the bounds of “fair use” doctrine, or prior written permission to duplicate the copyrighted materials has been secured from the copyright holder. The board, therefore, directs the superintendent to inform all personnel that unauthorized reproduction and/or use of copyrighted material is unethical and illegal and that violations of the copyright laws may result in criminal or civil suits and/or suspension or dismissal from employment with the school district. Copyright regulations are contained in board policy IJC.

EMPLOYEE USE OF CELL PHONE

Cell phones provided for use by district personnel in the performance of duties related to their individual jobs entail certain responsibilities, as does the use of personal cell phones at school.

District Owned Phones

Cell phones provided for use by district personnel in the performance of duties related to their individual jobs entail certain responsibilities. The following guidelines will be applicable to employees upon receipt of a school-owned cellular phone:

1. District-owned cellular telephones are for business purposes only. The cellular telephone is not to be used for non-work related communications except in emergencies and should not be used when a less costly alternative i.e., a desk phone, is safe, convenient, and readily available.
2. Calls should be as brief as possible.
3. While cellular transmissions are more secure than radio, they are not totally secure. Employees should use discretion in relaying confidential information.
4. Cellular telephones will be a part of the fixed assets inventory of the school or department to which the telephone is issued. Reasonable precautions should be made to prevent equipment vandalism or theft. If either vandalism or theft occurs, the employee should notify the business department immediately so that the phone service may be suspended.
5. The use of a cellular telephone while operating a school-owned vehicle is prohibited. Employees should plan calls to allow placement of calls either prior to traveling or while the vehicle is stopped.
6. If a cellular phone is used for personal calls, the employee shall reimburse the district.
7. Cellular phone usage will be monitored monthly and will be evaluated quarterly.

Personal Phones

The Board of Trustees believes that in order to ensure the most effective learning environment for all students, it is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited. Specifically prohibited is the use of cell phones or personal electronic devices by instructional personnel during class time.

(Policy GAB) Phones should be turned off so as not to allow incoming calls or text messages. In addition, neither certified nor non-certified personnel are allowed to use cell phones or personal electronic devices at any time when monitoring students. Non-classroom staff should keep all personal calls to a minimum and should not be distracted from their duties by personal cell phones or other electronic devices.

PASS CHRISTIAN PUBLIC SCHOOL DISTRICT ACCEPTABLE USE POLICY

Introduction

The Pass Christian School District (PCSD) is pleased to offer students and staff members access to the district's computer resources including the Internet. The use of technology is an integral part of the mission of PCSD. The use of information technology will assist staff and students with academic success, preparation for the workplace, and life-long learning. PCSD provides a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. Such technology will play an integral part in the education of the district's students, but, this use should follow agreed rules and guidelines to prevent classroom disruption, student misuse, and teacher difficulties.

Definitions

Technology resources – district network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

Information technology – Internet access, blogging, podcasting, email, published and non-published documents, and various forms of multimedia technology.

Educational Use – Use that supports communication, research, and learning.

Devices – district owned/leased, staff owned devices, and student owned devices.

Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA)

PCSD works diligently to comply with COPPA requirements. PCSD does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, PCSD will use an internal school district identification number to represent each student user.

Content Filtering

PCSD uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). PCSD is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. PCSD educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites. Cyber bullying awareness and response is also taught.

Monitoring

PCSD monitors the use of the district's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the PCSD network. The information on the network in general files and email is not private and is subject to review by the network

manager at the request of PCSD administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

PCSD will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of PCSD.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the PCSD Technology Acceptable Use Policy, other school policies, and state or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or PCSD policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

User Access and Explanation of Guidelines

Access to information technology through PCSD is a privilege, not a right. Students, parents, and staff shall be required to sign that they have read and understand the PCSD Technology Acceptable Use Policy.

The PCSD Technology Acceptable Use Policy shall govern all use of technology devices, digital resources, and network infrastructure, including student-owned devices. Student use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by the PCSD disciplinary policies as outlined in the district's policy manual and the student's school handbook.

Scope of Technology Policies

Policies, guidelines, and rules refer to all computing devices, both district and student owned devices, including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated with peripheral devices and/or software.

Expectation of Privacy

At any time and without prior notice, the PCSD reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

Unacceptable Uses of Technology Resources

Inappropriate technology use includes but is not limited to the following:

- Interfering with normal functioning of devices, computer systems, or networks.
- Damaging or theft of devices, computer systems, or networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Sending or publishing offensive or harassing messages and content.

- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other students, or using the username or password of someone else to access any part of the system.
- Sharing and/or distribution of passwords or using another student or faculty member's password.
- Intentional viewing, downloading, or distribution of inappropriate and/or offensive materials.
- Gaining unauthorized access to computer and/or telecommunications networks and resources.
- Viewing, transmitting, or downloading pornographic, obscene, vulgar and/or indecent materials.
- Using obscene language, harassing, insulting, or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state laws, local regulation or school policy.
- Violating copyright laws and/or the district policy on plagiarism.
- Copying software or applications from PCSD devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources.
- Destruction/vandalism of system software, application, files, or other network resources.
- Employing the network for commercial or political purposes.
- Using the network/Internet to buy or sell products.
- "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems.
- Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing/spoofing, peer-to-peer networking or remote-control software.
- Possession and/or distribution of any software tools designed to facilitate any of the above actions will also be considered an offense.
- Saving inappropriate files to any part of the system, including but not limited to:
 - Music files
 - Movies
 - Video games of all types, including ROMS and emulators
 - Offensive images or files
 - Programs which can be used for malicious purposes
 - Any files for which you do not have legal license
 - Any file which is not needed for school purposes or a class assignment
- Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possess of banned substances/items, etc.

Consequences of Internet Use Violations include but are not limited to:

- Suspension of computer or network access
- Revocation of computer or network access
- School suspension
- Legal action and prosecution by proper authorities

- Any other consequence deemed necessary by the school principal or central office administration.

MOBILE PHONES AND DIGITAL DEVICE POLICY AND GUIDELINES:

Parents should be aware of and accept the potential disadvantages of mobile devices being allowed at school.

- Mobile devices may be damaged, lost or stolen.
- Students can be bullied by text messaging or other means.
- Mobile devices can be used to access, store and communicate inappropriate material.
- They can disrupt the learning environment.
- Students with mobile devices that have Internet access plans have the capability of accessing an unfiltered internet.
- Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.
- In some instances data or usage fees on mobile devices may increase.

In an effort to prevent the disadvantages and to provide a safe learning environment for the student, the Pass Christian School District has developed and will enforce the following Acceptable Use Policy for Mobile Devices (AUPMD). Parents should read the policy and discuss it with their child prior to allowing them to bring a mobile device to school.

General Conditions for Mobile Device Use

1. The term mobile device in this policy denotes mobile phones, laptops, Ipad touches, tablets such as the iPad or Android OS device or any similar mobile device that can access the Pass Christian School District's network.
2. Students, their parents or guardians must read and sign the Acceptable Use Policy for Mobile Devices and provide the school with the student's cell phone number before students are given permission to bring mobile devices to school.
3. Use of a mobile device must adhere to the District's AUPMD.
4. The AUPMD also applies to students during school excursions, camps and extra-curricular activities.
5. Parents are reminded that in cases of emergency, the campus office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
6. File Storage on the network or Internet dropbox from personal mobile devices is limited to school work only. Anything not directly related to school work can be removed by the Technology Director or school official.

Responsibility of Students and Parents

1. It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document. Failure to follow these guidelines may subject the student to the District's Code of Conduct or loss of use of the device.
2. The decision to provide a mobile device to their children should be made by parents or guardians and they should be aware if their child takes a device to school.
3. Permission to have a mobile device at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.

4. In case of illness, students should follow the proper campus procedure for contacting parents and checking out of school through the office. Failure to do so may result in the action being subjected to the Student Code of Conduct.
5. In the event a mobile device is brought to school without a signed agreement by the parent, the student by the fact of bringing the device onto a campus implies agreement to accept the rules governing mobile devices.
6. Responsibility for the mobile device rests with the student and the District accepts no financial responsibility for damage, loss or theft. The student should keep the mobile device secure and locked away in their locker/bag when not in use. They should not leave it in any open area unattended.
7. All costs for data plans and fees associated with mobile devices are the responsibility of the student.

Acceptable Use of Mobile Devices

1. Specific acceptable use of a mobile device will be determined by each campus. These policies will be stated in the campus' Student Handbook.
2. Each teacher has the right to allow or disallow the use of mobile devices that support student achievement during instructional time as appropriate. Each teacher has the right to determine whether mobile devices must be stored out of sight or placed on the student's desk in plain sight when not used for instructional purposes.
3. Mobile devices with Internet access capabilities will access the Internet only through the school's filtered network while on school property during school hours.
4. Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the class/school.
5. While on school premises during school hours, cell phones should be turned off when not in use.

Unacceptable Use of Mobile Devices

1. Any use of a mobile device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a substantial disruption to the educational environment.
2. Unless express permission is granted, mobile phones should not be used to make calls, send text messages, surf the Internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.
3. Using mobile phones or devices to bully and threaten other students is unacceptable and will not be tolerated.
4. Pictures and videos must not be taken of students, teachers or other individuals while on campus or on the bus. No pictures or video that may denigrate and/or humiliate another student or that constitutes "sexting" or that are lewd may be taken.
5. Uploading pictures or videos of another student, teachers or other individuals to social media will result in disciplinary action.
6. The use of vulgar, derogatory, or obscene language while using a mobile device will not be allowed and will face disciplinary action.
7. Mobile devices are not to be taken into restroom areas and used in a manner that does not comply with the AUPMD.
8. Students with severe or repeated infractions of the AUPMD may face increased disciplinary actions, including loss of mobile device privileges.

9. Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action.
10. Any use of the mobile device that is deemed a criminal offense, will be dealt with as such by the District.

PASS CHRISTIAN PUBLIC SCHOOL'S COMPUTER USE POLICY STAFF MEMBER CONSENT FORM

As a staff member of Pass Christian Public School District, I agree to adhere to all district guidelines for use of computer equipment. I also agree to monitor student network use in my classroom and report any actions violating district guidelines. I will read and discuss the acceptable use policy with my students. I understand that any student who does not have a signed consent form on file with the district may not access the Internet in my classroom.

(SEE APPENDIX B FOR SIGNATURE SHEET)

EMPLOYEE COMPLAINTS

Any employee of the Pass Christian Public School District shall have the right to appeal the application of policies and administrative regulations affecting the employee. The employee shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting the appeal with respect to a personal grievance. However, any employee, who abuses the policy through the filing of frivolous complaints or who uses the policy so as to disrupt school or district operations or to harass or intimidate other district personnel, shall be subject to discipline. In most cases, people of goodwill working together should be able to resolve concerns or complaints without resorting to a formal process. A non-certified employee wishing to file a formal complaint or grievance will do so in accordance with policy GAF.

Grievances shall be processed in accordance with the following procedure:

Level One - Discuss with Principal or Immediate Supervisor

1. All grievances or complaints must be presented orally to the principal or immediate supervisor within five (5) working days of the act or omission that is the subject of the complaint. Should the immediate supervisor be accused of offending actions which have prompted the complaint, a written complaint may be filed with the district Personnel Director or designee.
2. The principal or immediate supervisor and grievant will attempt to resolve the matter informally.

Level Two – Written Complaint

1. If the complainant is not satisfied with the action taken or the explanation given by his/her immediate supervisor in Level One, the complainant shall, within five (5) working days after meeting with his/her principal or immediate supervisor, file a written statement setting forth in detail the nature of the complaint.
 - a. All information on his/her behalf that the complainant wishes to bring forth for consideration must be included.
 - b. The statement must be signed by the employee and submitted to the principal or immediate supervisor (or Personnel Director).

2. Failure to submit a written statement as required, shall be deemed an acceptance of the informal decision rendered by his/her principal or immediate supervisor in Level One.
3. Within five (5) working days after receiving the complainant's signed statement, the principal or immediate supervisor shall send to the superintendent a copy of the written complaint, along with a report setting forth the response and/or decision of the principal or immediate supervisor (or Personnel Director). The employee will be provided with a copy of this correspondence on that same day that it is sent to the superintendent.

Level Three – Appeal to the Superintendent

1. The written statement submitted by the employee to his her principal or immediate supervisor in Level Two shall form the basis of the complaint.
2. The superintendent or designee shall review all aspects of the complaint, conduct an additional investigation if necessary, and respond to the complainant in writing within ten (10) working days of the receipt of the written appeal. There is no further appeal for non-certified employees.

EMPLOYEES WITH DISABILITIES SECTION 504 PROCEDURES

Any person who believes that he/she or any class of individuals have been subjected to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of handicapped persons as a class. All persons are encouraged to file grievances to resolve any disputes arising under these laws. One's filing of a complaint will not subject him/her to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

1. Within five school days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the school principal or to the district's Section 504/ADA coordinator. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The Section 504/ADA coordinator, shall within five school days of receipt of the complaint, conduct or cause to conduct a thorough investigation including questioning of all parties involved in the complaint. All parties shall make a written record of the statements involved. After the investigation is complete, the Section 504 coordinator, who is the Director of Special Education, shall meet with the complaining party and give a report of the findings.
2. If the grievance or complaint is not satisfactorily resolved with the Section 1 report, the complainant shall have five school days to appeal the Section 1 findings to the superintendent. The complainant shall present his/her complaint in writing, describing the reasons for his/her dissatisfaction with the results of the Section 1 report. The superintendent or his/her designee shall review all aspects of the complaint and complete an additional investigation if necessary. The superintendent or his/her designee shall respond to the complainant in writing within five school days of receipt of the written appeal.

3. If the complainant is not satisfied with the results of Section 2, the complaining party shall have five school days from receipt of the superintendent's decision to appeal the complaint to the Pass Christian Public School District the Board of Trustees. The appeal shall be in writing, describing the reasons for the complainant's dissatisfaction with the results of Sections 1 and 2. The complainant shall have the opportunity to present an oral statement to the Pass Christian Public School District Board of Trustees before the board makes its decision. The board's decision shall be rendered within five school days after reviewing the appeal.

Complaints of violation of Title VII of the 1964 Civil Rights Act and Title IX of 1972 Education Amendment to the 1964 Civil Rights Act may be made to the appropriate administrative officer or the Title IX coordinator without fear of reprisal. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

SUPPORT STAFF EMPLOYMENT

The Pass Christian School District takes great pride in its support staff. It is important to the education of our children and to the success of our district that the best possible professional (licensed) and non-certified (non-licensed) staff. Such non-certified staff is commonly referred to as classified or support staff.

Other support staff, required to have a license and/or registration from other state agencies in order to perform their duties (such as interpreters), are responsible to complete requirements for renewal in a timely manner. Failure to present a license and/or registration valid in the employee's area of assignment for the entire subsequent school year by March 1 may result in termination of employment. The district will not hold the position open pending completion of certification.

EMPLOYMENT AT-WILL

Support or classified personnel are "at-will" employees whose duties do not require a certificate or license issued by the Mississippi Department of Education or whose license/registration is required by other state agencies. Support/classified employees have no property rights in their employment. The employment of support staff may be terminated without notice at any time by either the employee or the employer. Should an at-will employee intend to resign, two weeks written notice would be appreciated so that the supervisor can arrange to fill the vacancy created. Notice from the employee is not required, but will facilitate final payment.

HIRING PROCEDURES

The school district shall select the most competent candidates available for non-certified support staff positions, taking into consideration the experience, training, personality, health, and attitudes of each applicant. The candidate shall possess acceptable personal traits and qualities as revealed by appraisals based on personal interviews by persons deemed competent to make the evaluations.

Support/classified personnel will be employed as follows:

1. After a proper and complete application has been filed with the school district's personnel office, and required testing completed (where applicable), the individual will interview with the immediate supervisor under whom he/she is to work. The supervisor will make a recommendation to the superintendent, and upon his/her concurrence, it will be submitted to the board for approval
2. Upon the recommendation by the superintendent or designee for employment of any classified personnel, the Pass Christian Board of Trustees shall act upon the recommendation regarding the at will employee for the current or ensuing fiscal year.
3. The superintendent is authorized to temporarily employ licensed and non-licensed employees to fill vacancies which may occur from time to time without prior approval of the Board of Trustees. See policy GCD for more information.
4. Classified personnel may be terminated at any time by the superintendent. Two weeks notice may be given at the discretion of the superintendent.
5. All newly hired certified/licensed and non-certified/licensed employees must have a state child abuse registry check and a criminal records background check via a fingerprint card.

Nothing in any of the policies of the Pass Christian Public School District relating to classified staff is to be construed to create a contract for employment for a specified term or for any term and no employee or designee of the district is authorized to offer employment to classified staff for any term or implied term of employment.

SUPPORT STAFF ASSIGNMENT

The superintendent shall have the power and authority to make assignments to the various schools in the district of all non-instructional and non-licensed employees and all licensed employees.

The superintendent or designee shall transfer classified personnel from one position and/or school to another as needed. In cases where staff members must be transferred involuntarily due to a change in the size or nature of the student population, unavoidable budgetary limitations, or other justifiable reasons as determined by the superintendent, the superintendent or designee shall transfer a staff member from one position to another position for which the staff member is qualified through experience and training within the school system.

Reassignment and Transfer

A transfer is defined as the assignment of an employee to a school or site different from that where the employee worked the previous year. Requests for transfers will be considered within the District when there is a vacancy at another site. At times, an employee will be transferred involuntarily when the transfer will benefit the school or department. It must be noted that a transfer will not be automatically granted because a vacancy exists at another site.

Should a vacancy occur in a position within the Pass Christian Public School District and should there be an employee within the district who wishes to transfer to this position, he/she will be given an opportunity to apply by making a written request for transfer through the immediate supervisor, who will direct the request to the superintendent's office.

SUPPORT STAFF SALARIES

Support staff employees are paid according to salary schedules approved by the board. The district makes every effort to adequately compensate its support staff. Support staff are paid in compliance with The Fair Labor Standards Act (FLSA) of the United States and in accordance with the following policy.

The Pass Christian Public School District adheres to the minimum wage, overtime pay and record keeping requirements, and the child labor restrictions in compliance with the standards of the Fair Labor Standards Act (FLSA) of the United States.

Employees exempt from these requirements are all certified/licensed professional employees (i.e., teachers, counselors, media specialists, etc.), administrators, the school district Business Manager, Supervisor of Plant (Buildings) and Security, Transportation Supervisor, and Food Service Supervisor. Para-professional coaches who are not employed by the school district in any other capacity are also exempt from these regulations. Covered employees include the following job classifications:

- Accountant
- Bus Drivers
- Cafeteria Personnel
- Computer Lab Technician
- Technology Specialist
- Computer Technicians
- Janitors
- Employee Benefits Specialist
- In-School-Intervention Monitors
- Insurance/Fixed Asset Clerk
- Educational Interpreters
- Maintenance Personnel
- Mechanics/Technicians
- Federal Programs Administrative Assistant
- Secretaries
- Support Services Assistant
- Assistant Reading Instructors
- Teacher Aide
- Employment Facilitator
- Paraprofessional – Special Services
- Paraprofessional Coaches who are employed by the school district in other non-exempt positions

EMPLOYMENT RELATIONSHIPS

An employment relationship is not created between trainees (student teachers) or students and the Pass Christian Public School District due to the circumstances surrounding their activities.

An employment relationship is not created between the Pass Christian Public School District and individuals who volunteer or donate their services to the district as a public service without contemplation of pay.

An employment relationship is not created between the Pass Christian Public School District and contractors, consultants, and their employees, agents, or servants.

Off-duty law enforcement personnel hired on a part-time basis by the district for crowd control or security purposes do not create a joint employment relationship between the district and the city or county. The school district is separate and distinct and acts entirely independent of other governmental entities.

HOURS WORKED

Hours worked shall mean the total hours worked by an employee during the work week in any job or combination of jobs and at any site or combination of sites as an employee of the district.

Each employee subject to FLSA shall be paid for all hours worked. Compensable time includes all time that an employee is required to be on duty. Coffee breaks, waiting time, and meal periods that are frequently interrupted by calls to duty are hours worked and are to be compensated.

For employees subject to the FLSA, the workweek begins at 12:01 A.M. on Monday and ends at midnight on the following Sunday. Hours worked shall be accurately recorded by each employee using an authorized time and attendance system provided by the district. Time reports are due in the payroll office according to a schedule determined by the business office.

Employees using the authorized time and attendance system provided by the district shall furnish all information requested and shall record the exact time of arrival and departure from work.

Employees are expected to arrive and depart within five (5) minutes of the time specified unless requested to work overtime by his/her immediate supervisor. All overtime shall be approved in advance by the immediate supervisor and shall be accurately recorded by each employee on district's time and attendance system.

Employees who fail to punch in or out or fail to transfer jobs correctly on an ongoing basis may be subject to disciplinary action up to and including suspension and/or termination.

All missed punches must be documented by the employee's immediate supervisor. The employee should punch "in" immediately upon realization of missed punch "in", and then address the documentation. If the supervisor deems the situation an emergency, the supervisor must submit documentation for approval by the business manager, personnel director and superintendent.

MEAL PERIODS

Meal periods for some non-exempt employees shall be counted as hours worked, since they are frequently interrupted by calls to duty and therefore are compensable. Non-exempt employees with bona fide meal periods of more than twenty (20) minutes and who are completely relieved of duty for the purpose of eating a regular meal and are not required to perform any work during that meal period are not required to be paid for meal time.

BASIC MONETARY REQUIREMENTS

All employees subject to FLSA shall be paid not less than the current minimum wage.

BREAKS

Although not required by the FLSA, employees may be allowed breaks of no more than 15 minutes when appropriate. The time of day for breaks and their length shall be determined by each employee's immediate supervisor. These breaks are compensable time.

OVERTIME PAY

All employees subject to FLSA shall be paid not less than one and one-half times his/her regular rate of pay for all hours worked over 40 in a workweek. Overtime pay due to an employee shall be computed on the basis of the hours worked in each workweek and the overtime compensation earned by an employee shall be paid on the next regular payday after the pay period in which the overtime was worked. Employees shall not work overtime without the prior consent of the immediate supervisor.

Overtime pay may not be waived by an agreement between employer and employees nor may the hours of work of an employee be averaged over two or more work weeks.

Overtime for which the district pays monetary remuneration will be paid at one and one-half times the employee's regular rate of pay for all hours worked over 40 hours in a workweek. Overtime pay due an employee will be computed on the basis of hours worked in each workweek.

For employees paid on an hourly rate, the overtime will be based on that hourly rate. For non-exempt employees paid on a salaried basis, the monthly salary shall be reduced to its weekly hourly rate, from which overtime compensation will be calculated. Employees shall be paid for each and every hour worked.

For employees working two or more jobs in the district, overtime pay shall be calculated on the basis of a workweek by the total hours worked in that workweek. The employee shall be paid one and one-half of the blended hourly rate for the hours worked over 40 in that workweek.

REGULAR RATE OF PAY

Any overtime pay will be based on the employee's regular rate that will include all remuneration for employment. Overtime will be based on the hourly rate for employees paid as a simple hourly rate. The monthly salary will be reduced to its hourly rate equivalent for non-exempt employees paid on a salary basis. Employees shall be paid for each and every hour worked.

AUTHORIZATION FOR OVERTIME WORK REQUIRED

Overtime shall be managed by each principal/supervisor and shall not exceed budgeted amounts. The principal/supervisor may request a budget transfer as needed to cover unexpected overtime. All overtime must be pre-approved by each principal/supervisor.

Any employee who works unauthorized overtime may be subject to disciplinary action up to and including suspension and/or termination.

The supervisor may, in an effort to keep overtime at a minimum, establish a layoff plan, if, in his/her opinion, the plan would not be detrimental to the mission of the school or department. Under the plan, an employee would be laid off after working 40 hours in a workweek. For example, the secretary who has to work 10 hours a day on Monday, Tuesday, Wednesday, and Thursday would be laid off Friday and return to work the next Monday. The layoff must occur during the same workweek the 40 hours were worked.

RECORDKEEPING

The superintendent shall require each supervisor to keep all records on wages, hours, and other items listed in the record keeping regulations of the Fair Labor Standards Act (FLSA) (29CFR Part 615). Original records are to be kept by the business office for the time specified by the act.

ENFORCEMENT

District employees shall, at all times, cooperate with authorized representatives of the U.S. Department of Labor who may visit a work site to investigate and gather data concerning wages, hours, and other employment practices; to enter and inspect any school district premises and records; and to question employees to determine whether any person has violated any provision of the FLSA. If an employee believes he/she has not been paid in accordance with the FLSA, the employee shall notify his/her supervisor or the superintendent. They may also file a complaint with the United States Department of Labor. Employers who have willfully violated this law may face criminal penalties, including fines and imprisonment.

District employees responsible for supervising employees subject to the FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the school district. Any disciplinary action taken by the school district will be in addition to any relief granted an employee by the U. S. Department of Labor or a court of law. Willful is defined by the U. S. Department of Labor as “knew or should have known.”

CHILD LABOR PROVISIONS

The FLSA contains important provisions regarding the employment of children. Management personnel shall consult with the superintendent or his/her designee prior to the employment of any individual under 18 years of age. If a decision is made to employ child labor, the hiring, hours worked, work performed, and rate of pay shall be in full compliance with the FLSA. Violations of the FLSA child labor provision or any regulation issued under them may subject the violator to a civil money penalty up to \$1,000 for each violation.

SUPPORT STAFF APPRAISAL

The development of a strong, competent support/classified staff and the maintenance of high morale among this staff are major objectives of the Board of Trustees. The board recognizes that thorough, regular appraisal of performance is essential to the realization of district goals. The primary purpose of personnel evaluation is the growth and

development of individual staff members, the strengthening of the school staff as a whole, and improvement of support services provided. The board directs the superintendent and administrative staff to develop regulations, procedures, and instruments for evaluation, using the following guidelines:

1. The board expects principals and supervisors to exert every effort to encourage staff members to develop their performance to an optimum degree.
2. Performance appraisal will be continuous and not limited to items and procedures set for formal evaluation.
3. The evaluation process will make use of both self-evaluation and supervisory evaluation.
4. The evaluation process will emphasize both the achievement of goals set mutually by the staff member and supervisor early in the school year and standardized objectives rating forms.
5. The procedures will provide for the recognition of outstanding services and also will be used for sound decision making as well as for counseling and in-service training.
6. When aspects of a staff member's performance are in need of improvement, the principal or supervisor will specifically identify those areas needing improvement and will develop a plan of assistance. Subsequent evaluations will address improvement and/or the need for further monitoring.
7. To provide for objectivity and uniformity, observations and evaluations will be carried out in accordance with the guidelines set forth in administrative regulations that have been developed cooperatively by the administration and staff and reviewed and approved by the school board.

SUPPORT STAFF DEVELOPMENT

The board recognizes its responsibility to provide opportunity for the continual growth of its staff. The opportunities include, but are not limited to, staff training workshops, staff meetings, a professional library, assistance from supervisors and consultants, and, within budgetary limitations, attendance at approved conferences, workshops, and meetings.

As part of the AdvancEd process, employees provide input to the planning for professional development. Online surveys and other needs assessment data are used by administration to identify areas for training and support. Professional development to meet requirements of the Mississippi Department of Education is also provided. All professional development activities are reflected in the School Improvement Plan for each site.

Employees are required to participate in the development activities provided by the district.

SUPPORT STAFF LICENSE RENEWAL

Licensed support staff who fail to maintain all required license(s) or registration(s) which were held at the time of their employment shall be subject to non-renewal or termination. It is the sole responsibility of the licensed employee to complete requirements for renewal.

SUPPORT STAFF USE OF CORPORAL PUNISHMENT

Support staff may not administer corporal punishment under any circumstances. Failure to adhere to regulations regarding corporal punishment shall be grounds for termination.

SUPPORT STAFF TERMINATION OF EMPLOYMENT

The district recognizes that from time to time it is necessary for support staff employment to be terminated.

There are three methods of terminating the employment of support/classified staff:

1. Upon written notice to the administrative offices by the employee
2. Upon written notice to the employee by the superintendent or designee
3. Retirement.

In cases of retirement, the superintendent or designee shall be notified in writing at least three months in advance of the retirement date.

Final Payment upon Termination

It is the policy of the Pass Christian Public School District Board of Trustees to make final payment to classified non-licensed/certified personnel terminated (fired) by the administration at the next regular pay period date whenever possible. Final payment shall include payment of all earned wages. The terminated employee may request a written final payment settlement statement that explains in detail the calculation of wages owed. A copy of this statement will be kept on file in the employee's personnel folder. As provided for by state law, unused or accumulated leave will be credited to the Public Employee Retirement System account for the terminated employee.

SB 2297 (2004) provides that no payment for unused accumulated leave may be made to either a licensed or non-licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

RETIREMENT

If retirement is planned, notice should be given at least three months in advance to the district and to the Public Employees Retirement System (PERS). To request a retirement package an employee must call or write PERS. The toll free number is 1-800-444-7377. The Business Office and Superintendent will complete their designated sections of the retirement papers at the request of the employee.

FIXED ASSET MANAGEMENT REQUIREMENTS

The Pass Christian Public School District maintains a fixed asset record and inventory control system for all capital assets located within the school district and other areas under the jurisdiction and operation of the board in compliance with Criteria for Establishing Fixed Asset Accountability Plans for Mississippi Public School Districts, issued by the State Auditor. Districts are required to establish procedures for assignment of property and assessment of liability in the event of missing property.

STANDARD OF CARE

1. All employees that are assigned areas of responsibility under the plan shall exercise reasonable care to ensure that the fixed assets of the district are properly accounted for.
2. While it is recognized that public employees are not insurers of school property, all

- employees charged with areas of responsibility under the plan shall be financially responsible for losses which might occur to the district as a result of the failure to reasonably perform the custodial duties assigned to the employee under the plan.
3. All employees of the district owe a duty to provide due care and diligence to protect and preserve all fixed assets and other property of the district. Any employee guilty of gross negligence or misconduct that results in the destruction, theft, or other loss of property of the district shall be responsible for providing replacement of the property or adequate compensation for the loss, as may be determined by the school board.

LIABILITY

1. Employees shall be financially responsible for all district equipment, furniture, or other fixed assets assigned to their custody.
2. Principals shall be financially responsible for all district equipment, furniture, fixtures, or other fixed assets assigned to their schools.
3. Administrative heads/directors shall be financially responsible for all district equipment, furniture, fixture, or other fixed assets assigned to their departments or designated under their control.
4. All employees shall report any destroyed, stolen, or other loss of district equipment, furniture, fixtures, or other fixed assets immediately to their supervisors.
5. In the event of destroyed, stolen, or lost property and as described above, all classroom teachers and other employees shall report incidents to their principals or supervisors. Upon the report, the loss will be reported to the local police department. All principals and department heads/directors shall also report the same to the fiscal officer and the superintendent or his/her designee.
6. The superintendent shall be authorized to develop administrative procedures from time to time to further implement this policy.

PURCHASING PROCEDURES

All purchases shall be made in accordance with State law and school board policy. All orders shall be authorized by the issuance of a properly signed purchase order, except for class and club fund expenditures. **ANY ITEMS ORDERED WITHOUT A PROPERLY SIGNED PURCHASE ORDER SHALL BE PAID FOR BY THE INDIVIDUAL WHO ORDERED IT.**

CASH IN SCHOOL BUILDINGS

Funds entrusted to the care of school employees are the complete responsibility of the employees. Money shall be turned in on a daily basis at the time specified by the principal or his/her designee. Money shall not be left unattended in classrooms, band halls/offices, athletic facilities/offices, etc. No money shall be left in the school overnight. Money shall be delivered to central office and deposited daily.

MEDIA ACCESS TO SCHOOL CAMPUSES, STAFF, AND STUDENTS

Board policy states that access to school campuses shall be granted by the superintendent or designee. Without such authority having been granted, all representatives of the media will be denied access to campuses, buildings, staff or students of the school and principals are instructed to deny such access.

No student shall be interviewed by media without permission of the school principal and parent. (Policy KBB)

EMERGENCY DRILLS/PROCEDURES

It is the duty of the principals and teachers in each building of the Pass Christian Public School District to instruct pupils in the methods of safety drills in all programs of emergency management as may be designated by the Mississippi Department of Education. These drills are to be conducted often enough to keep pupils and employees familiar with procedures. Emergency/safety drills will include evacuations for fire, bus accidents, earthquake, weather (tornado, flooding, etc), bomb threat, or other incidents. In addition, parents are to be advised that local radio/TV stations will carry emergency response information regarding schools.

Fire or Explosion

Drills are conducted monthly, usually without advance notice. All staff are required to follow the directions and procedures in the school crisis response plan.

Bus Evacuation

Bus evacuation drills must be conducted at least once per semester during the school year. Students usually remain on the bus during an emergency. However, students must be evacuated in all cases where there is fire or danger of fire or when the bus stops in an unsafe position.

Earthquake and Lockdown

Drills will be conducted two times per year, one each semester. All staff are required to follow the directions and procedures in the school crisis response plan.

Bomb Threat

Personnel in the Pass Christian Public School District shall cooperate fully with the police in planning and carrying out procedures for handling bomb threats. All personnel, including office staff and custodians, shall follow instructions in the school crisis response plan for carrying out their responsibilities in the event of a bomb threat.

Other response procedures and precautions as outlined in the school/district crisis response plan are to be followed.

Weather-Related Emergencies

The Pass Christian area frequently experiences severe unpredictable weather conditions. If a severe weather warning, such as a tornado warning is issued by the United States Weather Bureau, local civil defense officials notify the superintendent and each principal. Children will remain at school in tornado (severe weather) drill until it is deemed safe to dismiss them, unless their parents pick them up by checking them out through the school office. Pupils will not be allowed to use the telephone during severe weather warnings except in cases of emergency. Parents and their children should have an arrangement worked out in advance with regard to transportation during extreme weather conditions.

SCHOOL CLOSING AND CANCELLATION

The superintendent is authorized to close schools and offices or dismiss them early in the event of hazardous weather or other emergencies that threaten the safety, health, and welfare of students and staff. It is understood that the superintendent will take action only after consultation with transportation and emergency management or weather authorities.

Principals and department heads will be notified by the superintendent's office in the event of an early dismissal. Parents and the public will be notified of early dismissals by announcements on radio, television and by messages sent via AIM, the district's electronic messaging system. Parents, students, and staff shall be informed of emergency closings or cancellations through the same means. Announcements will be made as early as possible and as soon as adequate information to make an informed decision is available.

When schools are closed, some employees may be requested to come in to assist in securing the work site. Regardless of conditions, if an employee's work site is open for business as usual, employees are expected to report for work. Employees who do not report to work when schools are open must use personal leave or vacation time, where applicable, otherwise the time off will be without pay.

STUDENT ACCIDENTS AND FIRST AID

Each principal in the Pass Christian Public School District shall have a planned program for handling emergencies resulting from accident or sudden sickness of students that shall be approved by the designee of the superintendent. The program of first aid for emergencies shall provide direction for giving immediate care, notifying parent, guardian, or custodian, getting the student home, and directing the parent, where necessary, to the source of treatment. The program of first aid shall incorporate the following requirements:

1. A nurse or another person shall be trained for administering first aid.
2. In all cases where the nature of an illness or an injury appears in any way serious, every effort shall be made to contact the parent and/or family physician immediately.
3. No student who is ill or injured shall be sent home alone. A student who is ill or injured shall not be taken home unless it is known that someone is there to receive him/her.
4. In extreme emergencies, the principal may make arrangements for immediate hospitalization of injured or ill students, contacting the parent or guardian in advance if at all possible.
5. The teacher or other staff member to whom a student is responsible at the time an accident occurs shall make out a report providing details about the accident.
6. Serious accidents to students shall be reported as soon possible to the designee of the superintendent.

Accident Reporting

The principal of each school shall maintain a report of injuries to students and employees on the accident report form provided by the district.

Supplies

The school clinic shall maintain an adequate supply of standard first aid materials.

First Aid Training

All physical education teachers and coaches in the district shall be certified to give first aid.

STUDENT MEDICATION

Students who become ill while in school should report to the office or school nurse to ensure proper care and attention. The Pass Christian Public School District does not render medical care except for first aid.

Under no circumstances should a student have any kind of medication in their possession except for a special medical diagnosis as determined by a licensed physician and approved by the Pass Christian Public School District in accordance with this policy. Failure to adhere to this policy will be addressed under the provisions of Drug and Alcohol Possession.

In order to protect the students involved as well as the personnel of the Pass Christian Public School District, the following guidelines should be met.

A. MEDICATION ORDERED BY A DOCTOR

1. The parent should bring the medication to the school office and sign the Student Prescription Medicine Administration Form. The student **must** not bring any medications to school. All medication **must** be provided in the container from the pharmacy bearing the prescription label. (Pharmacies will provide duplicate bottles for school use.)
2. A physician's statement on the Student Prescription Medicine Administration Form is required for all medicine that is dispensed regularly or which must be maintained at the school.
3. If a student is taking daily medication at school such as Ritalin and the doctor changes the dosage, a new order from the doctor will be necessary as well the new medicine bottle with the new information.
4. Prescription medication that is ordered twice a day or three times a day should be administered by the parent at home unless a doctor orders otherwise.
Examples: "Twice a day" can be given before and after school.
"Three times a day" can be given before school after school and at bedtime.
5. The school board authorizes the school nurse to administer auto-injectable epinephrine to a student who the school nurse, in good faith, believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine.

B. OVER THE COUNTER MEDICATION

1. No over-the-counter medication is administered by school personnel without a doctor's order, in which case the medicine is handled in the same manner as a prescription (see A1).
2. A parent may bring over-the-counter medicine to school with the principal's permission and administer it to the child.

C. LOCATION, ADMINISTRATION, AND DOCUMENTATION

1. All medicine will be kept under lock and key in an area designated by the principal.
2. The school nurse will administer medication.
3. Accurate documentation on the Medication Daily Log must be done by the person administering the medication.

D. SELF-ADMINISTERED ANAPHYLAXIS, ASTHMA AND DIABETES MEDICATION(S)

In accordance with H. B. 2393 (2010) the board permits the self-administration of anaphylaxis and asthma medication(s) by a student. The board also allows the self-administration of diabetes medication(s). These medications may be self-administered provided:

1. The parent or guardian provides the school with a fully executed Student Prescription Medicine Administration Form. The form shall contain the following information
 - a. Parental authorization for self-administration.
 - b. Physician's statement describing the treatment, the name and purpose of the medications and prescribed dosage, the time or times and under what additional special circumstances the medications are to be administered, the length of time for which the medications are prescribed, and verifying that the student has been instructed in self-administering of said medication.
2. The Student Prescription Medicine Administration Form shall be kept on file in the office of the school nurse or principal.
3. Parents or guardians are informed and acknowledge that the school district and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of anaphylaxis and asthma or diabetes medication(s).
4. The parent or guardian of the student shall sign a statement acknowledging that the school shall incur no liability and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the self-administration of anaphylaxis and asthma or diabetes medication(s).
5. The permission for self-administration of medication(s) shall be effective for the school year in which it is granted and shall be renewed each following school year only upon fulfilling each of the foregoing requirements.
6. The student is supervised by school personnel when at school and at all school sponsored activities.
7. Students may possess anaphylaxis and asthma medication.
8. Students are not permitted to possess diabetes medication. It must be maintained in a secure location at school.

A student with anaphylaxis or asthma may possess and use anaphylaxis or asthma medications and a student with diabetes may self-administer medications. Diabetes medication is not permitted in the student's possession. It must be maintained in a secure location.

CHILD ABUSE/NEGLECT - REPORTING

School employees are required by state law to report suspected child abuse or neglect to the State Department of Human Services. The public school employee who makes this

required report or participates in the subsequent judicial proceedings is granted immunity from any liability provided the report is made in good faith. Faculty and staff will report any suspected abuse or neglect to the site supervisor who will notify the State Department of Human services.

MISCELLANEOUS

Information regarding employee parking, building access, and facilities may be obtained from the site supervisor. Any other information not covered in this handbook may be addressed with the immediate supervisor. Employees will strictly adhere to their supervisor's decisions/directives.

ON-LINE POSTING OF HANDBOOKS

The Support Staff handbook is posted on-line at www.pc.k12.ms.us under Employee Services. A printed copy will be provided by the administration upon request.

APPENDIX A

EMPLOYEE ELECTION FORM

I, *(Name of Employee)* _____,
elect to

- ☐ use
or
☐ not use

my accumulated leave benefits for that portion of my daily salary which is not covered by workers' compensation benefits until my fully-paid leave and supplemental leave is exhausted.

I understand that I will only receive the limited salary benefits directly from the Mississippi Workers' Compensation Commission as provided by law, if I elect **not** to use my leave or when my leave is exhausted.

Signature

Date

APPENDIX B

The Support Staff handbook is posted on-line at www.pc.k12.ms.us under Employee Services. A printed copy will be provided by the administration upon request.

I understand that the Support Staff handbook is posted on-line at www.pc.k12.ms.us under Employee Services. I also understand that I will be provided a printed copy by an administrator upon request. I also understand that I am responsible for having read it and for following the information contained therein. I understand that failure to follow these and other policies and procedures of the district is grounds for non-renewal or termination.

Printed Name: _____
Signature: _____
Worksite: _____
Position: _____
Date: _____

ACKNOWLEDGEMENT OF DRUG-FREE WORKPLACE POLICY

I have received a copy of the Pass Christian Public School District's Drug-Free Workplace Policy and am aware of actions that may be taken against me for the unlawful manufacture, possession, use, distribution, or dispensing of a controlled substance at my workplace. I agree to abide by the policy terms as a condition of my employment with the school district.

Employee's Signature Date

PASS CHRISTIAN SCHOOL DISTRICT CODE OF ETHICS AND STANDARDS

I have received a copy of the PCSD Code of Ethics and Standards of Conduct. I understand that I am responsible for having read it and for following the information contained therein. I understand that failure to follow these and other policies and procedures of the district is grounds for non-renewal or termination.

Employee's Signature Date

PASS CHRISTIAN PUBLIC SCHOOL'S ACCEPTABLE USE POLICY STAFF MEMBER CONSENT FORM

I have received a copy of the Pass Christian Public School District's Acceptable Use Policy and I agree to adhere to all district guidelines for use of computer equipment. I also agree to monitor student network use in my classroom and report any action violating district guidelines. I will read and discuss the acceptable use policy with my students. I understand that any student who does not have a signed consent form on file with the district may not access the Internet in my classroom.

Employee's Signature Date