

**SCOTT COUNTY SCHOOL
DISTRICT
2016-2017
FACULTY HANDBOOK**



SCSD Board of Education approved on June 14, 2016

**SCOTT COUNTY SCHOOL DISTRICT
2016-2017
CALENDAR**

July 27-28	Registration (All Schools- Administrators & Counselors)
July 29	New Teacher Induction
August 1	Professional Development (Open House – 12:00 p.m. - 3:00 p.m.)
August 2	Professional Development
August 3	First Student Day
September 5	Labor Day Holiday
September 8	Progress Reports Issued
October 5-7	First Nine Weeks Exams
October 12-14	Fall Break
October 20	Report Cards Issued (Open House 3:00 p.m. – 6:00 p.m.)
November 10	Progress Reports
November 21-25	Thanksgiving Holidays
December 19-23	First Semester Exams
December 23	60% Day for Students
December 24	Christmas Holiday Break Begins
January 9	Second Semester Begins
January 12	Report Cards Issued
January 16	Holiday
February 2	Progress Reports Issued
February 20	Holiday (Weather make-up day)
March 13-17	Spring Break
March 23	Report Cards Issued
April 13	Progress Reports Issued
April 14	Good Friday Holiday
April 17	(Weather make-up)
May 17-19	Second Semester Exams
May 16	Scott Central Graduation (6:00 p.m.) Sebastopol Graduation (8:00 p.m.)
May 18	Morton Graduation (6:00 p.m.) Lake Graduation (8:00 p.m.)
May 19	60% Day for Students
May 22-26	Teacher Work Week (Professional Development)
May 29	Memorial Day Holiday

No activities shall be scheduled after school on report card pickup day October 20, 2016.
No activities shall be scheduled on the night before exams or state tests.

	July	Aug	Sept	Oct	Nov	Dec	1 st Sem	Jan	Feb	Mar	April	May	2 nd Sem	Year
Student	0	21	21	18	17	17	94	16	19	18	18	15	86	180
Teacher	0	23	21	18	17	17	96	16	19	18	18	20	91	187

Approved March 8, 2016

General Information

The information contained on the following pages is prepared to be of assistance to faculty, staff, and substitutes. It is not intended that these pages will contain all policies and procedures of the Scott County School District but it does include those items in which a high degree of uniformity is needed. Additional information that is needed by all members from time to time is also included in this handbook.

All faculty members, staff members, and substitutes should be familiar with the rules and regulations contained in the student handbook and the faculty handbook. In order for the school system to be effective, it is essential that the rules and regulations set forth in the handbooks are enforced and followed by all members of the faculty, staff, and substitutes.

Please note that signature pages are included at the end of this booklet. After reading the information contained in this document, each individual should sign the forms and return them to your school site administrator to maintain on file.

Where applicable, codes are cited throughout the handbook giving the particular reference to the policy of the Scott County School District governing the respective major sections of the handbook. (Example: GAA, GACN, IFBB, GBRM, etc.)

It is the policy of the Scott County School District not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies.

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DIRECTORY OF
SCOTT COUNTY SCHOOL DISTRICT

Central Office

100 East First Street
Forest, MS 39074

Dr. Tony McGee, Superintendent
Chad Harrison, Assistant Superintendent
John Mark Cain, Deputy Superintendent

Lake Middle School

1770 East Scott Road
Lake MS 39092

Nancy Butler, Principal

Morton Elementary School

265 East Second Avenue
Morton, MS 39117

Debbie Herring, K-2 Principal
Letonia Johnson, 3-4 Principal

Morton High School

228 East 4th Avenue
Morton, MS 39117

Scott Wells, Principal
Glendolyn Crowell, Asst. Principal

Career & Technology Center

521 Cleveland Street
Forest, MS 39074

Tim Fanguy, Director

Phone Numbers:

Central Office -	601-469-3861
Lake High School -	601-775-3248
Lake Elementary -	601-775-3011
Lake Middle School -	601-775-3614
Morton Elementary -	601-732-8529
Bettye Mae Jack Middle -	601-732-6977
Morton High School -	601-732-6210
Scott Central Attend.-	601-469-4883
Sebastopol Attend. -	601-625-8654
Career & Technology -	601-469-2913
Federal Programs -	601-469-7991
Curriculum/Testing-	601-469-7986

Lake Elementary School

200 School Street
Lake, MS 39092

Lisa Seale, Principal
Nyisha C. Wells, Principal

Lake High School

200 School Street
Lake, MS 39092

Lee Killen, Principal

Bettye Mae Jack Middle School

P.O. Box 500
128 M.L. King Drive
Morton, MS 39117

Miles Porter, Principal
Avery Nobles, Principal

Scott Central Attendance Center

2415 Old Jackson
Forest, MS 39074

Victor Gilstrap, K – 6 Principal
Steven Overstreet, 7-12 Assistant Principal
Patrick Henderson, Attendance Center
Principal

Sebastopol Attendance Center

P.O. Box 86
Hwy 21 North
Sebastopol, MS 39359

Kaleb Smith, 7-12 Principal
Randi Stewart, K-6 Principal

HANDBOOK DISCLAIMER

This handbook is not to be construed as a contract. Unless otherwise specified in a written contract, all employees are employees-at-will. This handbook does not alter the employee at-will status of any employee. It does not create any substantive or procedural rights or privileges; nor does it create any other right or privilege, guarantee, or remedy for any employee. The information contained herein is for guidance only. The information contained herein may be changed at any time, for any reason, at the sole discretion of the Scott County School Board, even retroactively. No verbal representation or comment from any Scott County School Board Member, superintendent, director, officer, employee, agent, or representative can alter the employment status of any individual or group of individuals.

All employees should read the Scott County School Board Policy Manual located in the administrator's office at each school site or at the Superintendent of Education's Office.

HIGHLY QUALIFIED INSTRUCTIONAL PERSONNEL

The Scott County School District seeks to employ the most highly qualified and effective teachers and paraprofessionals available for each position. The district's goal is to comply with the *No Child Left Behind Act of 2001* (NCLB) which requires that every teacher be fully certified (highly qualified) and not teaching with an emergency, temporary, or provisional certificate

Teacher assistants are paraprofessionals within the school district. All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state approved academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.

In accordance with the NCLB Act, the district will notify all parents that they may request information on teacher qualifications at any time. Parents will be notified if their child is assigned to or has been taught for four consecutive weeks by a teacher who is not highly qualified as defined by NCLB. Parents also will be provided notice as required by NCLB for paraprofessionals not highly qualified.

GBBA, IFBA

LICENSURE RENEWAL

Licensure renewal is the sole responsibility of the certified employee. It is not the district's responsibility to notify employees of certification expiration dates. It is the responsibility of the employee to maintain records of any earned renewal credits.

Should an employee's license expire in the month of June immediately following completion of a contract expiration date, the employee *shall not* be recommended for rehire for the upcoming school year. Each certified employee must have a current license on file in the Central Office prior to receiving a contract for teaching or administrative services.

A standard license may be renewed for one five-year period beyond the present validity dates. All credits earned for renewal must be earned between the validity dates printed on the licenses. A license may be renewed using semester hours and/or CEU credits. The Office of Educator Licensure does not accept CEU certificates for less than .5 CEUs of five contact hours.

Standard teaching license renewal options:

Bachelors degree or equivalent

- Ten (10) continuing education units (CEUs)
or
- Three (3) semester hours (college / university)
and
Five (5) continuing education units (CEUs)
or
- Six (6) semester hours (college / university)
or
- Completion of the National Board for Professional Teaching Standards process

Masters degree or above

- Three (3) semester hours (college / university)
or
- Five (5) continuing education units (CEUs)
or
- Completion of the National Board for Professional Teaching Standards process
GBBA

DUTY ASSIGNMENTS

All teachers and paraprofessionals will be expected to accept assignments to out-of-classroom duties and responsibilities. These include supervision of children during play periods, in the cafeteria, and on arrival and leaving of school grounds by bus. The principals of each school shall assign duty posts at strategic places around buildings and grounds so that the entire school population shall be under observation at all times.

Teachers and paraprofessionals may be called upon to perform extra-curricular duties such as, but not limited to, sponsoring clubs, assisting with assembly programs and chaperoning school trips.

FACULTY MEETINGS

Each school site principal should ask the teachers and/or paraprofessionals in his/her school to reserve one day each week for faculty meetings.

In addition to the regular faculty meetings, staff development shall be conducted in each school.

DRESS AND PERSONAL APPEARANCE

Faculty and staff members are expected to dress and groom themselves in a manner that is professionally appropriate for the duties assigned. Attire should be clean, tasteful, and in good repair. Employees 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.

The following are a few examples of *inappropriate attire*:

- Jeans
- Shorts
- Jogging / Wind Suits (including, but not limited to, suits made of velour, velvet, or fleece)
- Skorts
- Garments exposing the midriff
- Low Cut Tops

Extreme or unusual grooming or dress type which could disrupt proper classroom atmosphere, disrupt school decorum, or would be disruptive to school discipline will not be condoned (e.g. painted hair, sagging pants, etc.) Earrings are permissible for males and females in the earlobes; however, other visible-body piercings are not allowed. Tattoos of any kind are discouraged. However, if tattoos are present, they should not be vulgar, obscene, or distracting to the educational environment. If tattoos are deemed inappropriate in any way, they will have to be covered up.

The local school administration will be responsible for enforcing the policy. Also, the school administration will be the judge when dress and grooming are in question. The above stated policy will be in force equally at all schools within the district.

Violations will be documented in individual personnel files and a report made to the Superintendent of Education and the Scott County School Board.

Discipline Procedures:

- 1) 1st incident (will be asked to correct violation)
Verbal warning
- 2) 2nd incident (will be asked to correct violation)
Written reprimand
- 3) 3rd incident (will be asked to correct violation)
Suspension without pay (1 day)
- 4) Future incidents (will be asked to correct violation)
Suspension without pay (3 days) and possible termination or non-renewal

GAB

REPORT TO / PERFORM DUTY

Teachers and paraprofessionals will report to work no later than 7:30 a.m. each work day unless specified differently by local administrators. Teachers with assigned duties will report at the time designated by the principal. The typical work day for teachers and paraprofessionals will end fifteen (15) minutes after school is dismissed.

The length of the work day may be extended for faculty meetings, open house, report card pickup and other activities needed to enhance the educational programs.

Principals are expected to be on campus at least thirty (30) minutes before duty assigned teachers arrive. Principals will remain on campus until all buses have completed their routes.

If an employee fails to attend during a work day (including professional development) without prior notification to his / her administrator, a day's wages will be deducted during the next pay period. A written letter of reprimand will also be added to the employee's personnel file at their school.

Any employee who fails to perform an assigned duty shall receive a written reprimand. Upon receipt of a second reprimand, the employee and principal shall have a conference with the Superintendent of Education or his designee. Failure to perform an assigned duty or refusal to perform an assigned duty may be deemed as an act of insubordination. Insubordination is grounds for termination or non-renewal of a teacher's contract.

GBRB

NEW EMPLOYEE NONRENEWAL

As a new employee to the Scott County School District, you have the right to the following information regarding discharge procedures:

Per Education Employment Procedures Law Handbook, MS Code § 37-9-101 et seq., "Employees who have not been with a district for two continuous years of employment, or one year of employment with the district and two continuous

years of employment in a Mississippi public school district are not entitled to the protections of this Law.”

Any employee, regardless of teaching experience, who leaves the Scott County School District for a period of one or more years and then returns to SCSD shall be considered as a new employee. Such individual will be subject to MS Code § 37-9-101 et seq.

GBN

PROFESSIONAL PERSONNEL NON-SCHOOL EMPLOYMENT

The Scott County School Board considers a professional assignment in the school district to be any full-time employment.

Employees shall not engage at any time in any outside employment that would interfere with their effectiveness in performing regular assigned duties; would compromise or embarrass the school system; or would in any way conflict with assigned duties.

Employees shall not be employed or involved in any private or other public business during the hours necessary to fulfill their contractual responsibilities.

GAA

TOBACCO PRODUCTS

All campuses and buildings are tobacco-free.

Consistent with the provisions of Public Law 103-227.20 USC 6083, Scott County District employees shall adhere to the following:

1. Smoking and other uses of tobacco (any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, or smokeless tobacco) by district employees and visitors in school buildings, on school grounds and property, and on or in district vehicles, including school buses, shall be prohibited at all times.
2. Employees who are assigned the responsibility for supervising students at school sponsored activities, regardless of where the activities are conducted, shall not use tobacco in any form.

Discipline Procedures:

1. 1st incident - written reprimand
2. 2nd incident - suspension without pay (1 day)
3. Future incidents - suspension without pay (3 days) and possible termination or non-renewal.

GAA, GBRM

ALCOHOL

Employees shall not possess or consume alcoholic beverages on school property at any time. No employee shall report to work with alcohol in his or her system. Violation of this policy could result in disciplinary action including termination of employment.

GAA, GBRM-2

DRUG USE

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on school grounds is prohibited.

An employee found to be in violation of this policy shall be immediately suspended from his/her assigned duties by the Superintendent of Education or his appointee, with a recommendation to the Board of Education for termination of employment. If the employee, in writing, requests a hearing before the Board of Education, a hearing shall be granted and shall be held within thirty (30) days of being suspended. The request for a hearing shall be made to the Superintendent of Education.

All employees shall be required to report any known unlawful use of a controlled substance on school district premises by any other employee. If an employee is found to be in violation of this policy regarding controlled substances, and the administration subsequently determines that another employee knew of and failed to report the violation to the administration, thereby failing to help maintain a drug-free workplace, he/she will also be suspended from his/her assigned duties by the Superintendent of Education, who will recommend termination of his/her employment.

Off the job illegal drug use or involvement or abuse of prescription drugs may adversely affect an employee's health and job performance and can jeopardize the safety of the abusing employee, other employees, the public, or school property. As such, off the job use or involvement with illegal drugs or abuse of prescription drugs is prohibited and is proper cause for administrative or disciplinary action including termination of employment.

In accordance with School Board Policy GBRM-2, if there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Scott County 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 Scott County School District's drug and alcohol policy, the employee will be subject to immediate termination of his or her employment with the district.

Reasonable suspicion of drug or alcohol use may be based upon, among other things:

- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
- Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
- A report of drug use provided by reliable and credible sources and which has been independently corroborated;
- Evidence that an individual has tampered with a drug and alcohol test during his employment with the current employer;

- Information that an employee has caused or contributed to an accident while at work; and
- 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.

Any employee who refuses to take a drug and / or alcohol test will be subject to discipline, up to and including immediate termination of employment.

GAA, GBRM-2

CELL PHONES

Employees will not be allowed to have cell phones openly displayed during school hours and the phone must be turned off. Use of the phone (texting, verbal use, camera, or otherwise) during class time and /or in the presence of students is not permitted.

Scott County School District provides licensed employees access to telephones to contact students and/or parents/guardians. Should the need arise for an employee to contact a student or a student's parent/guardian, he or she will use the school's office phone during school hours. All employees must maintain a professional relationship with students; therefore, personal phone calls, texting, instant messaging, e-mailing, or other forms of personal communication (before, during, or after-school hours) shall not be practiced.

During the employment tenure with Scott County School District, faculty or staff members who violate this policy will forfeiture eight hour's pay for the first offense, a suspension of three days with loss of pay for the second offense, and termination of employment for the third offense.

Exceptions: Administrators will be allowed to use their cell phones to conduct school business and in emergency situations. Authorized employees will be allowed to utilize cell phones/electronic communication while on overnight academic field trips when necessary to insure the safety and well-being of said student(s). Emergency contacts may be considered by the district on a case by case basis.

Discipline Procedures:

- 1) 1st incident- verbal warning
- 2) 2nd incident- written reprimand
- 3) 3rd- incident- suspension without pay (1 day)
- 4) Future incidents- Suspension without pay (3 days) and possible termination or non-renewal

IFBB

TECHNOLOGY RESOURCES

The Scott County School District is committed to providing the best possible instructional aids for the students, teachers, and community. The availability of educational resources through technology serves as a catalyst for providing opportunities for academic excellence. The Internet is a connection to provide worldwide information.

With the installation of this system, students, teachers, and community members may have access to materials not considered to be of educational value. The Scott County School District believes that the educational value gained through the use of the Internet system outweighs the possibility that users may obtain materials not consistent with the educational goals of SCSD. While the Scott County School District limits access to inappropriate materials on the Internet through the use of filtering software, the user should be aware that no filtering system is completely effective in preventing access to all inappropriate material and that it is the responsibility of the user to follow any district directives and the *Scott County School District Electronic Resources Acceptable Use Policy* (see *Student Handbook*).

User operation of the system relies upon guidelines to which the user must strictly adhere. The user must be aware of and accept the responsibilities for efficient, ethical, and legal utilization of the system. If the user is found to have violated these responsibilities, the Scott County School District may terminate the access to the network. Further disciplinary action up to and including immediate termination of employment may occur.

IJ, IJ-E (1)

PURCHASING PROCEDURES

There are standard procedures for purchasing classroom materials, supplies, equipment, and services. All classroom purchasing is done using the MDE - EEF debit card system. Teachers are required to follow purchasing guidelines set by MDE and secure receipts of purchases and keep receipts for a time set by MDE. Other purchases require requisitions to be completed. After a requisition form is completed and signed, the form is submitted to the principal. A purchase order number is assigned by the purchasing clerk. **An order must never be placed without first having a purchase order. Anyone failing to follow the proper purchase order procedure will be personally responsible for the payment of orders not following established guidelines.**

DJE, DJE-E, DJEA, DJED, DJEG

FIXED ASSESTS MANAGEMENT

The Scott County School District Board of Education establishes and maintains a fixed assets 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 August 1995 by the State Auditor's office. In implementing a

policy for maintaining inventory systems, regulations are established to account for all capital and highly walkable property.

Standard of Care and Liability for Missing Property

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 that 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 have a duty to 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.

Enforcement

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, fixtures, 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, 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 law enforcement agency. All principals and department heads/directors shall also report the same to the business manager and the superintendent or his/her designee.
6. The superintendent shall be authorized to develop an administrative procedure from time to time to further implement this policy.

DM

STAFF CONDUCT WITH STUDENTS

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 state or federal laws.

All employees must maintain a professional relationship with students; therefore, personal phone calls, texting, instant messaging, e-mailing, or other forms of personal communication (before, during, or after-school hours) should not be practiced.

Staff shall avoid placing themselves in a position 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.

It is unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force, or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him/her not to attend the classes. MS Code §37-11-20 (1972)

If any person eighteen (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 eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation is true. MS Code §97-5-24 (1994)

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. MS Code §97-29-3 (1980)

STUDENT RESTRAINT POLICY

In accordance with MS Code Section 37-9-69 and 37-11-57, it is recognized that instructional and other staff may be called upon to intercede in situations wherein students may be displaying physically violent behavior or non-compliant behavior.

District policy positively prohibits the use of excessive force, or cruel and unusual punishment regarding student management. Staff may, however, use restraint techniques

to control and restrain a student when they have a reasonable belief that:

1. The student is a danger to himself.
2. The student is a danger to others.
3. To prevent the destruction of property.
4. If the student refuses to move from location to another after being so ordered.

Any use of restraint will be preceded by the following verbal intervention:

1. Ask for assistance from other staff.
2. Ask the student to comply.
3. Advise the student they will be restrained if the behavior does not cease.
4. Order the student to desist in the behavior.
5. Restrain the student.

This continuum is not meant to prevent immediate restraint if so warranted. Under all circumstances, without exception, the student is to be restrained at the location the behavior occurs. Students will not be sequestered for restraint application. Restraint is to be applied only until compliance is met and the student is no longer a danger or is compliant. Under absolutely no circumstances will restraint techniques be used as a punishment. If the student is non-compliant with verbal intervention, the staff member should, if physically possible, apply any of the restraint techniques that have been taught by the district. Staff is cautioned to use common sense and sound judgment in responding to student altercations. For example, a 5'2" teacher cannot be expected to restrain a 6', 200 pound football player.

Acceptable restraint techniques include but are not limited to:

1. Passive Restraint System (MDE System)
2. Pressure Point Control Techniques
3. Any generally accepted law enforcement restraint techniques
4. MANDT System
5. Crisis Prevention Institute (CPI)

Site supervisors will ensure that restraint reports are completed and immediately forwarded to the Superintendent and include the following information:

1. Previous history of disciplinary action
2. Events precipitating (who, what, when, where, why) the use of restraint to include statement of reasonable belief. Include verbatim statements of student
3. Exact type of restraint methods and hold utilized
4. Level of resistance displayed by student during restraint to include language and behavior
5. Subsequent action after control was achieved

JCB, GABB

SEXUAL HARASSMENT

Scott County School District affirms employee protection provided under Title VII, and therefore, “shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another’s work performance or which creates an intimidating, offensive, or hostile environment.” (Policy GACN)

Employees and students in academic institutions are protected from sexual harassment by Title IX of the Education Amendment of 1972. This amendment to the 1964 Civil Rights Act prohibits sex discrimination and sexual harassment in educational institutions that receive federal assistance.

Complaints of violation of this policy may be made to the appropriate administrative officer or the Federal Programs Director at 601 469-7986 or the Scott County School District, 100 East First Street Forest, MS 39074 without fear of reprisal. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment. (*Policy GACN-P*)

Requirements for Processing Complaints

1. Since it is important that complaints be filed and processed as rapidly as possible, the number of days indicated at each step is considered as maximum and every effort will be made to expedite the process. At any step in the complaint procedure, the time limits may be extended when necessary.
2. References to days are working days and do not include holidays and/or weekends.
3. Facts elicited during step two proceedings are confidential and do not become part of the employee’s official personnel file. A copy of documents, communications, and records dealing with the processing of a complaint will be filed in a separate file in the office of personnel services.
4. The failure of a complainant to proceed from one step of the procedure to the next within the set time limits shall be deemed to be acceptance of the decision previously rendered and shall eliminate any future review concerning that particular complaint.
5. The failure of the reviewing officers to communicate their decision to the complainant within the time limits shall permit the complainant to proceed to the next step.
6. The complainants may withdraw their complaint at any step without prejudice. However, they shall not be permitted to re-file that same complaint once withdrawn.

7. No reprisal shall be invoked against any employee for filing a complaint or for participation in any way in this procedure.
8. If the complaint is against the person's immediate supervisor, the complainant should talk immediately with the Title IX Coordinator.

Procedures for Processing Complaints

Step One:

Within five (5) days of the time a complaint becomes known, the employee will present the complaint orally to his immediate supervisor or the district's Title IX Coordinator and complete a "Report of Violation of Title IX" form. It should be noted that the complainant does not have to report the incident to the supervisor *before* talking with the Title IX Coordinator.

Step Two:

Within 3-5 days the supervisor or complainant is to present the completed "Report of Violation of Title IX" to the designated person in the office of personnel services.

Step Three:

Within five (5) days, after review of the written complaint, the Title IX coordinator shall personally question both or all parties involved in the sexual harassment complaint. A written record shall be made of the statements made by all parties involved. If the alleged harasser denies the allegation, the Title IX Coordinator must do additional fact finding before making a determination. This must be done within 5-7 days.

Step Four:

The complainant may request, in writing, within 5 days, a hearing before an unbiased panel of district employees. If such a request is made, it shall be the responsibility of the district's Title IX Coordinator to convene a panel of three to five district employees.

Step Five:

A panel of three to five district employees shall review the facts presented and question all parties involved before making a determination. The complainant and alleged harasser will be informed by registered mail of the date and time to appear before the panel. The proceedings of the hearing will be taped and kept on file in the office of personnel services. The panel shall be convened within 5-10 days of the written request. Representation of a complainant or alleged harasser by other individuals will not be permitted.

The panel will prepare a written summary of all relevant facts, being careful to state such facts fairly and objectively. The panel will then express its findings

and conclusions. The summary of facts, findings and conclusions will then provide the basis for subsequent review in the event of further appeal by the complainant.

Step Six:

Within five days of review of the response of step five, the complainant and/or alleged harasser may appeal the decision by requesting, in writing, a review of the decision by the superintendent of schools. The superintendent will review the written summary of the step five panel summary and shall, within ten (10) days render his/her written decision.

Step Seven:

Within five (5) days of review of the response of step six, the complainant or alleged harasser may appeal this decision by requesting, in writing, a review of the decision by the board of trustees. The board shall review the written summary of the panel and the written decision of the superintendent within thirty (30) days of the receipt of the step six appeal. The board's decision shall be rendered no later than the conclusion of its next regularly scheduled board meeting.

GACN, GACN-P

SICK LEAVE

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

- a. Each licensed employee and teacher assistant, at the beginning of each school year, shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year.
- b. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee and teacher assistant if the licensed employee or teacher assistant remains employed in the same school district. In the event any public school licensed employee or teacher assistant transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposed under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.
- c. No deduction from the pay of such licensed employee or teacher assistant may be made because of absence of such licensed employee or teacher assistant caused by illness or physical disability of the licensed employee or teacher assistant until

after all sick leave allowance credited to such licensed employee or teacher assistant has been used.

- d. For the first ten (10) days of absence of the licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there may be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in that local school district, necessitated because of the absence of the licensed employee as a result of illness or physical disability. Thereafter, the regular pay of such absent licensed employee may be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

GBRI

PERSONAL LEAVE

Each licensed employee at the beginning of each school year shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee is being deployed for military service.

Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years' experience as an employee of that school district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.

Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court. Personal leave may be used for professional purposes, including absences caused by attendance of such licensed employee at a seminar, class, training program, professional association or other functions designed for educators. No deduction from the pay of such employee may be made because of absence of such licensed employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. However, the superintendent of a school district, in his discretion, may allow a licensed employee personal leave in addition to any minimum personal leave allowance, under the condition that there shall be deducted from the salary of such licensed employee the actual amount of any compensation paid to any person as a substitute, necessitated because of the absence of the licensed employee.

Any unused portion of the personal leave allowance days shall be carried over to the next school year and credited to such employee if the employee remains employed in the school district. The annual conversion of unused personal leave

to sick days for licensed or unlicensed employees shall not exceed the allowable number of personal leave days. **GBRI**

LEAVE REQUESTS DURING STATE TESTING

School employees must be available during state mandated testing dates. Personal leave days should not be requested during state testing. A doctor's excuse must be presented the day an employee returns to work if he/she is out due to illness during state testing.

DONATING SICK LEAVE

For the purpose of this section, the following words and phrases shall have the meaning as described in this paragraph unless the context requires otherwise:

1. "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

Note: Pregnancy and maternity leave is not 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 or another school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

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 designee of his or her designation.

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 (7) 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 fifty percent (50%) of the unused accumulated sick leave of the donor employee.
3. An employee must have exhausted all of his or her available leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.
4. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
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.

Legal Reference: MS Code §37-7-307 (2005)

GBRI

DONATIONS/GRANT AWARDS

Any school employee or school affiliated group who receives a donation or is awarded a grant, whether a monetary; material; or equipment award, must request Board approval in order to accept the donation or grant award.

GBRI

GRADING CHANGES

1. No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members or the school or the central staff of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher except as otherwise specifically allowed by this section.
2.
 - a) A teacher's determination of a student's grade as a measure of the academic achievement or proficiency of the student shall not be altered or changed in any manner by any school official or employee other than the teacher except as provided in this subsection.
 - b) A school official or employee having authority provided under formally adopted written rules and procedures adopted by the local

school board to change a student's grade can take such action only upon it being determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy.

3. Any local school district or personnel employed by the school district who violates the provisions of this act shall cause the local school district or school to be subject to losing its accreditation in the manner determined by the policies and procedures of the State Board of Education.

LEGAL REF.: MS Code 37-11-64

IIH

Social Media

School employees including certified staff and non-certified staff should refrain from using social media to discuss students, school personnel and school business. School employees should maintain high standards of conduct when representing the school in which they are employed.

GAB, GABBA

MISSISSIPPI EDUCATOR CODE OF ETHICS **STANDARDS OF CONDUCT**

Standard 1: Professional Conduct

An Educator and other Scott County School District Employees should demonstrate conduct that follows generally recognized professional standards.

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

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

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

- a. Harassment of colleague's
- b. Misuse or mismanagement of tests or test materials

- c. Inappropriate language on school grounds or any school- related activity
- d. Physical altercations
- e. Failure to provide appropriate supervision of students and reasonable disciplinary actions.

Standard 2: Trustworthiness

An Educator and other Scott County School District Employees should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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

Standard 3: Unlawful Acts

An Educator and other Scott County School District Employees shall abide by federal, state, and local laws and statutes and local school board policies.

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

Standard 4: Educator/Student Relationships

An Educator and other Scott County School District Employees should always maintain a professional relationship with all students, both in and outside the classroom.

- 4.1. Ethical conduct includes, but is not limited to, the following:
 - a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/ student authority while expressing concern, empathy, and encouragement for students.
 - b. Nurturing the intellectual, physical, emotional, social and civic potential of all students
 - c. Providing an environment that does not needlessly expose students to unnecessary

embarrassment or disparagement

d. Creating, supporting, and maintaining a challenging learning environment for all students.

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

a. Committing any act of child abuse

b. Committing any act of cruelty to children or any act of child endangerment

c. Committing or soliciting any unlawful sexual act

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

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

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

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

1. sexual jokes

2. sexual remarks

3. sexual kidding or teasing

4. sexual innuendo

5. pressure for dates or sexual favors

6. inappropriate touching, fondling, hugging or grabbing

7. rape

8. threats of physical harm

9. sexual assault

10. electronic communication such as texting

11. invitation to social networking

12. remarks about a student's body

13. consensual sex.

Standard 5: Educator/Collegial Relationships

An Educator and other Scott County School District Employees should always maintain a professional relationship with colleagues, both in and outside the classroom.

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

a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law

b. Harming others by knowingly making false statements about a colleague or the school system

c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities

d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status

e. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues.

Standard 6: Alcohol, Drug and Tobacco Use or Possession

An Educator and other Scott County School District Employees should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

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

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

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

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

b. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.

c. Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7: Public Funds and Property

An Educator and other Scott County School District Employees shall not knowingly misappropriate, divert, or use funds, personnel, property or equipment committed to his or her charge for personal gain or advantage.

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

a. Maximizing the positive effect of school funds through judicious use of said funds

b. Modeling for students and colleagues the responsible use of public property.

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

a. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain

b. Failing to account for funds collected from students, parents or any school-related function

c. Submitting fraudulent requests for reimbursement of expenses or for pay

d. Co-mingling public or school-related funds with personal funds or checking accounts

e. Using school property without the approval of the local board of education/governing body.

Standard 8: Remunerative Conduct

An Educator and other Scott County School District Employees should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

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

a. Insuring that institutional privileges are not used for personal gain

b. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

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

a. Soliciting students or parents of students to purchase equipment, supplies, or

services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body

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

c. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.)

Standard 9: Maintenance of Confidentiality

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

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

a. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law

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

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

a. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.

b. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests

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

Standard 10: Breach of Contract or Abandonment of Employment

An Educator and other Scott County School District Employees should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.

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

a. Abandoning the contract for professional services without prior release from the contract by the school board

b. Refusing to perform services required by the contract.

Faculty members who violate the Code of Ethics will be subject to disciplinary action as outlined in school board policy.

GAA, GAB

DRUG TEST CONSENT AND INFORMATION
Release Form

I understand that one of the components of the Scott County School District's Substance Abuse Program is reasonable suspicion testing for drugs and alcohol. I understand that I must submit to reasonable suspicion testing as a condition of continued employment. I further understand that failure to consent to reasonable suspicion drug and alcohol testing may subject me to disciplinary measures up to and including termination of my employment.

I authorize the testing laboratory to release the results of drug and alcohol tests only to the district Superintendent and the Drug Program Administrator. I understand that this information will otherwise be kept confidential and will not be released without my written consent or as is otherwise permitted by law.

The following are the legal nonprescription drugs, and the drugs for which I have a prescription, that I take routinely or have taken within the last ten (10) days.

<u>NAME OF DRUG</u>	<u>DOSAGE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature: _____

This form is only to be submitted if a drug test is requested of the employee.

EMPLOYEE HANDBOOK RECEIPT

**2016-2017 Employee Handbook
Scott County School District**

I have received and read the **Employee Handbook** published by the Scott County School District. I am aware that this signed document will become a part of my personnel file at my assigned school.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

SCHOOL: _____

JOB TITLE: _____

DATE: _____

Internet/Electronic Agreement

I accept full and sole liability and responsibility for any and all problems, which arise from or are associated with the use of my Internet/electronic resource account. I understand and will abide by the AUP's stated terms and conditions. I further understand that any violation of these terms and conditions will cause me to be punished in accordance with the said consequences. Furthermore, I hereby release and agree to indemnify and hold harmless the Scott County School District from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

Employee Signature

Date