



# UNION COUNTY SCHOOL DISTRICT

*Building The Future One Child At A Time.*

**2019-2020**

## **Personnel Handbook**

**P. O. Box 939  
250 Carter Ave.  
New Albany, Mississippi 38652  
662-534-1960  
[www.union.k12.ms.us](http://www.union.k12.ms.us)**

**Ken Basil, Superintendent  
Windy Faulkner, Assistant Superintendent**

**UNION COUNTY SCHOOLS  
PERSONNEL HANDBOOK  
TABLE OF CONTENTS**

<b>MISSION STATEMENT</b> .....	<b>4</b>
<b>SCHOOL BOARD</b> .....	<b>6</b>
<b>CENTRAL OFFICE</b> .....	<b>6</b>
<b>SCHOOL ADMINISTRATION AND STAFF</b> .....	<b>9</b>
<b>EMPLOYEE BENEFITS</b> .....	<b>10</b>
<b>ANNOUNCEMENTS</b> .....	<b>12</b>
<b>BACKGROUND CHECK FOR NEW EMPLOYEES</b> .....	<b>12</b>
<b>BUS PERMITS</b> .....	<b>12</b>
<b>CAPITAL ASSETS</b> .....	<b>13</b>
<b>CARE AND USE OF FACILITIES AND EQUIPMENT</b> .....	<b>18</b>
<b>CELL PHONE POLICY</b> .....	<b>18</b>
<b>CERTIFIED STAFF COMPLAINTS AND GRIEVANCE</b> .....	<b>19</b>
<b>COMPLIANCE</b> .....	<b>20</b>
<b>DISCIPLINE</b> .....	<b>20</b>
<b>DRESS POLICY FOR PROFESSIONAL EMPLOYEE</b> .....	<b>21</b>
<b>DRUG FREE WORKPLACE</b> .....	<b>21</b>
<b>EDUCATION ENHANCEMENT FUNDS</b> .....	<b>22</b>
<b>FIELD TRIPS</b> .....	<b>22</b>
<b>GRADES</b> .....	<b>22</b>
<b>HOMEWORK</b> .....	<b>23</b>
<b>INTERNET ACCESS ACCEPTABLE USE POLICY</b> .....	<b>23</b>
<b>LICENSE RENEWAL</b> .....	<b>31</b>
<b>LINE OF COMMUNICATION AND AUTHORITY</b> .....	<b>32</b>
<b>ABSENCE FROM DUTY POLICY</b> .....	<b>33</b>
<b>PERSONNEL APPRAISAL</b> .....	<b>40</b>
<b>PHOTO IDENTIFICATION BADGES</b> .....	<b>40</b>
<b>PROFESSIONAL DEVELOPMENT POLICY</b> .....	<b>41</b>
<b>REPORT OF CHILD ABUSE/NEGLECT</b> .....	<b>41</b>
<b>SEXUAL HARASSMENT POLICY</b> .....	<b>41</b>
<b>SUPERVISION OF STUDENTS</b> .....	<b>42</b>
<b>TEACHING ASSIGNMENTS</b> .....	<b>42</b>
<b>TEACHING EXPERIENCE</b> .....	<b>42</b>
<b>TOBACCO</b> .....	<b>43</b>
<b>TRAVEL REIMBURSEMENT</b> .....	<b>43</b>

**VIOLATION OF POLICIES.....44**  
**WORK DAY FOR TEACHERS AND ASSISTANTS .....44**

**APPENDIX/ FORMS**

**Fact Sheet Regarding Family and Medical Leave Act of 1993**

**Request for Fund Raising Activity**

**Travel Reimbursement Form**

**Authorization for Direct Deposit Form**

**Conference/Workshop Request Form**

**Field Trip Request Form/Field Trip Bus Permit Form**

**Add a Capital Asset Form**

**Removal of Capital Asset from Campus/Premises Form**

**Capital Asset Lost or Stolen Property Affidavit**

**Disposal of Capital Asset Form**

**Temporary Transfer of Capital Asset Form**

**Permanent Transfer of Capital Asset Form**

**Faculty and Staff,**

**This handbook has been designed to provide you ready access to helpful information regarding our district policies and procedures. All personnel are **required** to become familiar with the contents of this handbook and use it as a resource. For a complete list of policies please refer to the Union County School Board Policy Manual at [www.union.k12.ms.us](http://www.union.k12.ms.us).**

**The success of the school year depends on motivated and dedicated faculty and staff who are committed to providing high quality education for the students of Union County. I look forward to working with you throughout the year. Together, we will build the future one child at a time.**

**Ken Basil, Superintendent**

#### **VISION**

*“Building The Future One Child At A Time”*

#### **MISSION**

*The Union County School District is a leader in educational excellence which provides opportunities for academic success while inspiring high expectations for all in a safe and orderly environment.*

**The Union County School District is in compliance with Title VI of the Civil Rights Act of 1962, including regulations in vocational education; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Family Educational Rights and Privacy Act of 1974; and the American with Disabilities Act.**

**District policy assures that no one shall, on the grounds of race, color, age, religion, natural origin, sex, disability, genetic information, pregnancy, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school district.**

## **Union County School District**

### **A Legacy of Distinction**

**When a student enrolls in the Union County School District he/she becomes part of a unique class of people. This class of students will mature and spend much time together. They will develop as close friends and even as competitors. The attitudes of each school toward academics, sports, clubs and other activities make the Union County School District distinct from other districts. Each school, regardless of its size and its mixture of personalities, adds character to an already perfect place.**

# DISTRICT DIRECTORY

## SCHOOL BOARD

Terry Cook, First District  
Mickey Basil, Second District  
Mike Browning, Third District  
Daphnia McMillen, Fourth District  
Wayne Mahon, Fifth District

The school board is a policy making body with authority delegated to employees through the superintendent. As required by Mississippi Code and School Board Policy, board members exercise no administrative responsibility or individual authority. All matters submitted to the board must first be brought before the superintendent through established lines of authority. Matters requiring board action are presented to the board by the superintendent.

## CENTRAL OFFICE

Ken Basil, Superintendent	534-1960	
Windy Faulkner, Assistant Superintendent	534-1960	Windy
Faulkner, Curriculum Coordinator	534-1960	
Ron Scott, Part-time Assistant Superintendent	534-1960	
Julie Elliott, Administrative Assistant	534-1960	

The superintendent/assistant superintendent serve as the chief executive officers and educational leaders for all aspects of the operation of the district including business and finance, staff and personnel, school-community relations, program design and innovation, auxiliary (supportive) services, and curriculum and instruction. Other areas of direct responsibility include facilities, legislative issues, and legal matters. The curriculum coordinator assists the superintendent in coordinating the curriculum and instruction program including program planning and evaluation and implementation of an integrated instructional management system and strategies which enhance effectiveness of classroom instruction.

Lisa Strawn, Business Manager	534-1960
Cary Weeden, Assistant Business Manager	534-1960
Judy Cobb, Business Assistant	534-1960
Lana Todd, Business Assistant	534-1960

Business personnel assist the superintendent in administering district finances in the areas of payroll, accounts payable, budgeting, purchasing, risk management, capital assets, and related business services; and make financial recommendations to the superintendent.

Dee Ann Doom, Special Education Director	534-1957
Mindi Stout, Case Manager/Gifted Coordinator	534-1957

The special education director directs the organization, administration, and supervision of all special education programs and a full range of services for students with disabilities ages 0-21. These include programs for students identified as developmentally delayed, speech-language impaired, learning disabled, educationally disabled, hearing impaired, visually impaired, autistic, physically disabled, and emotionally disabled.

Ronnie Boyd, Testing Coordinator	534-1957
----------------------------------	----------

The district testing coordinator works with all district personnel in implementing the statewide assessment program.

Sara Johnson, District Reading Coach	534-1957
Leah Byrd, District Reading Coach	534-1957

The district reading coach works with all district reading teachers in grades K-3 to ensure students succeed in reading.

Tim Benjamin, Federal Programs Coordinator/ Technology and Student Support Coordinator /ELL Coordinator	534-1957
---	----------

The federal programs coordinator provides leadership in the planning and implementation of

federal programs including Title I, Title II, Title III, Title VI and Title X. The technology and student support coordinator is responsible for assisting the technology coordinator in the operation of the district's technology system and maintenance of technology system and maintenance of data for accurate reporting to local, state and federal agencies by schools and the district, specifically MSIS.

Chris Garrard, Technology Coordinator	534-1958
Dalton Butler, Technology Assistant	534-1958
Jennifer McCormick, Technology Facilitator	534-1958

The technology coordinator is responsible for coordinating the operation of the district's technology system; development of the technology plan; trouble shooting hardware and software problems for all district technological systems; E-rate; serves as district web manager; installs software for district personnel per request; and assists with planning and implementing staff development for technology.

Mike Robertson, Food Service Director	534-1958
Karen Caviness, Food Service Secretary	534-1958

The food service director directs the planning, organizing, and administering of all phases of the school food service program, including purchasing, employee training and supervision, and financial management; and administers state and federal guidelines for free and reduced price meals.

Mindi Stout, Title IX Coordinator	534-1957
-----------------------------------	----------

The Title IX Coordinator is responsible for the district's compliance with Title IX.

Windy Faulkner, 504 Coordinator	534-1957
---------------------------------	----------

The 504 Coordinator is responsible for the district's compliance with 504.

Sonya Nobles, R.N., School Nurse Ingomar	534-5463
---	----------

Lisa Maxey, R.N., School Nurse West Union	534-6745
--	----------

Betsy Basil, R.N., School Nurse East Union	534-6920
---	----------



Benja Johnson, R.N., School Nurse  
Myrtle

988-2416

The school nurse assists in the development and delivery of comprehensive school health programs and services; conducts health screenings; serves as liaison between parents, school personnel, and health care providers/agencies; administers first aid; assists in implementing exclusion and readmission policies for infectious and contagious diseases; and assists in setting and maintaining sanitary standards for schools.

Charlie Forester, Head Mechanic

534-4662

Caleb Burns, Mechanic

534-4662

The transportation department directs a comprehensive transportation program, including inspecting, repairing, and maintaining buses and other district vehicles; enforcing regulations and laws regarding to operation of school buses; establishing routes and schedules; and providing special services and equipment for the disabled.

Steve Prewett, School Resource Officer at East Union

Tommy Sloan, School Resource Officer at Ingomar

Tony Vandiver, School Resource Officer at Myrtle

Steve Garrison, School Resource Officer at West Union

The school resource officer plays a vital role in the enhancement of school safety and provides a direct communication link to local emergency responders.

Dee Parker, Maintenance Supervisor

The maintenance supervisor is responsible for ensuring proper upkeep of all facilities, grounds, and equipment in the school district.

## SCHOOL ADMINISTRATION AND STAFF

### East Union Attendance Center

Lee Bruce, Principal

Chris Basil, Assistant Principal

Leigh Akins, Assistant Principal

Jennifer Posey, Elementary Counselor

Leslie Ray, Counselor

Shelia Farrar, Bookkeeper

Amy Wigington, Receptionist

(662) 534-6920      fax (662)534-6542

1548 Hwy. 9 South

Blue Springs, MS 38828

Ingomar Attendance Center

Roben Denton, Principal  
Lori Campbell, Assistant Principal  
Trent Adair, Assistant Principal

Tobi Bowen, Counselor  
Melissa Williams, Bookkeeper  
Shirley Waddell, Receptionist  
(662) 534-5463 fax (662)534-3624  
1384 CR 101  
New Albany, MS 38652

Myrtle Attendance Center

Tommy Ozbirn, Principal  
Craig Meadows, Assistant Principal  
Mary Jane Marquis, Assistant Principal  
Kim Thompson, Counselor  
Phyllis Parker, Elementary Counselor  
Judy Thompson, Bookkeeper  
Lisa Cook, Receptionist  
(662)988-2000fax (662)988-2001  
1008 Hawk Ave.  
Myrtle, MS 38650

West Union Attendance Center

Russell Taylor, Principal  
Matt Thompson, Assistant Principal  
Stacy Morrisson, Counselor  
Kim Sullivan, Bookkeeper  
Lauren Walls, Receptionist  
(662)534-6745fax (662)534-6716  
1610 St. Hwy. 30 West  
Myrtle, MS 38650

## EMPLOYEE BENEFITS SALARIES/BENEFITS

### Pay dates for 2019-2020

**August 29, 2019**  
**September 27, 2019**  
**October 30, 2019**  
**November 22, 2019**  
**December 20, 2019**

**January 30, 2020**  
**February 27, 2020**  
**March 30, 2020**  
**April 29, 2020**  
**May 22, 2020\***  
**June 29, 2020**  
**July 30, 2020**

**\* later of May 22 or last work day if calendar changes due to inclement weather**

### **COMPULSORY DEDUCTIONS:**

Federal Withholding Tax  
State Withholding Tax  
Social Security-6.2%  
Retirement (if eligible)-9.0%  
Medicare-1.45%

Any change in an employee's name, address, or tax information must be reported to the business office immediately.

### **OPTIONAL DEDUCTIONS:**

Links for the following products can be found on our website under employment-Employee Benefits Center.

Hospitalization Group Insurance Family Plan  
Group Dental Insurance Plan and Group Vision Insurance Plan  
Cancer/Intensive Care/Life Insurance Plan  
Tax Sheltered Annuity Plan/Deferred Compensation  
Salary Protection Plan/Disability Insurance  
Tax Sheltered Medical Spending  
Tax Sheltered Dependent Care

### **EMPLOYEE HEALTH INSURANCE**

[www.knowyourbenefits.dfa.state.ms.us](http://www.knowyourbenefits.dfa.state.ms.us)

Employees who work at least twenty (20) hours per week including bus drivers may participate in the insurance program for state employees funded by the state of Mississippi.

### **WORKER'S COMPENSATION INSURANCE**

All district employees are covered by Worker's Compensation Insurance. If you are injured on the job, report it to your supervisor immediately so a 1<sup>st</sup> Report of Injury form can be completed.

## RETIREMENT

[www.pers.ms.gov](http://www.pers.ms.gov)

Employees who work and are paid for no less than 20 hours/week or 80 hours/month are eligible for retirement.

## GENERAL LIABILITY INSURANCE

The Union County School District carries general liability insurance coverage for the protection of its employees in the responsible performance of their assigned professional duties. Vehicular liability is provided only when employees are operating district owned or leased vehicles. Personal vehicles used for school or district purposes are not covered.

## DIRECT DEPOSIT/ACTIVE RESOURCES

Direct deposit of monthly payroll checks is mandatory for all employees. Forms are available on the district website. Active Resources provides you access to your payroll information. It shows address, withholding status, and other deduction information. You will be required to log onto Active Resources to view and print your monthly pay stub. Active Resources also lists sick and other leave balances. Links to Active Resources are available on the district website at [www.union.k12.ms.us](http://www.union.k12.ms.us).

## DEPENDENT STUDENT TRANSFERS

The Union County School District waives tuition for dependent children of personnel who are residents of Mississippi but not residents of the district. Employees in this category must seek a release from their child's residential district and apply for admission into the Union County School District.

## DISTRICT POLICIES/PROCEDURES

### ANNOUNCEMENTS

A written request should be submitted to the Principal's Office by 3:00 p.m. on the day before the announcement is to be made.

## BACKGROUND CHECKS FOR NEW EMPLOYEES

Senate Bill 2658 mandates that employees hired beginning July 1, 2000 be fingerprinted and have a criminal history record check in order to determine the applicant's suitability for employment. If no disqualifying record is found at the state level, the fingerprints shall be forwarded by the Department of Public Safety to the FBI for a national criminal history record check. If a conviction is found in the criminal history of a new hire, that individual shall not be eligible for employment. The School Board has the right to view special circumstances when the individual does not pose a threat to the health or safety of the children at the school.

### **BUS PERMITS**

The bus permit for field trips and the Field Trip Request Form have been combined into one form to eliminate duplication. The established bus permit form (Request to Use School Bus for Activity Trip) will continue to be used for athletic trips.

### **CAPITAL ASSETS**

Beginning with the school district audits conducted for the 1997-98 fiscal year, the State Board of Education, acting through the Commission on School Accreditation, shall require each school district to comply with standards established by the State Department of Audit for the verification of capital assets and the auditing of capital assets records as a minimum requirement for accreditation. (Ref. Miss Code Section 37-17-6.) This procedural manual is to be used as a reference document. Its intended purpose is to assist administrators, teachers, and staff of the Union County School District as each maintains an effective and efficient system for fixed assets.

The importance of developing and maintaining a complete and accurate accounting of capital assets cannot be emphasized too strongly. The Union County School District recognizes a great responsibility for the custody of its assets. This protective custody cannot be accomplished without complete and accurate records.

### **DEFINITION OF CAPITAL ASSET:**

A capital asset is property of a long-term nature intended to be held or used by the school district. This definition generally includes land, buildings, transportation equipment, other motor equipment, *EQUIPMENT*, construction in progress, and leased property under capital leases. Of the capital assets listed above, the teacher/employee shall be responsible for the equipment in his or her room.

## **DEFINITION OF EQUIPMENT:**

- ◆ An equipment item that costs \$1000.00
- ◆ The following are classified as equipment items regardless of the cost:  
Weapons, Cameras and camera equipment (greater than \$250.00), Two way radio equipment, Televisions (greater than \$250.00), Lawn maintenance equipment, Cellular telephones, Computer and computer equipment (greater than \$250.00-keyboards and monitors not included), Chain saws, Air compressors, Welding machines, Generators, and Motorized vehicles

Donated items are to be recorded at fair market value when acquired. All property acquired from surplus property is included at fair market value.

## **INSTRUCTION FOR MAINTENANCE OF CAPITAL ASSETS:**

### **I. INITIAL ACCURACY**

The employee will be provided a list of all items that were found in their room following the inventory at the close of the prior school year. The list will be sent to the school during the month of September.

- ◆ check the list for accuracy
- ◆ verify each item by placing an "X" beside the correct items
- ◆ make detailed notes for any changes necessary
- ◆ sign regardless of any errors
- ◆ forward to county office via principal's office

Changes if necessary will be made immediately and a revised copy submitted to the teacher for final approval. When the teacher verifies and signs the printout, a FINAL copy of the master list will be returned to be kept in the classroom. The teacher will be responsible for all assets listed.

### **SUGGESTIONS ON CHECKING FOR ACCURACY:**

1. Make sure room number corresponds with teacher name. The room number is the "key" to the computer printout

ROOM NUMBER/TEACHER'S NAME

2. Locate the capital assets on the list and make sure they are in the room.
- ◆ if the asset is tagged but not on the list, add to printout

- ◆ if asset is not tagged but in room, add to printout
  - ◆ if asset is not in room but on list, mark out on printout
3. Check the brand name, model numbers and serial numbers
- ◆ correct if necessary

THE TEACHER IS RESPONSIBLE FOR MAINTAINING THE CAPITAL ASSETS ASSIGNED TO HIS OR HER ROOM.

## II. ADDING AN ASSET

TO ADD AN ASSET: When equipment is purchased it must be ADDED to the capital asset master list. It is the responsibility of the teacher/employee to provide the information necessary to the principal's office for completion of the "Add a Capital Asset Form." A spreadsheet with all information is acceptable if multiple items are purchased at one time.

PLEASE FOLLOW THIS PROCEDURE:

- ◆ Fill out the "ADD A CAPITAL ASSET" form from the information provided by the teacher/employee. This form must be completed in full. A copy is found in the appendix of this handbook.
- ◆ Send completed form to the Superintendent's Office.
- ◆ A capital asset tag will be assigned to the piece of equipment immediately.
- ◆ The tag and instructions on where to place it on the equipment will be sent to the school.

NOTE: If for some reason the tag does not adhere to the equipment surface, it is important to notify the central office immediately.

## III. TEMPORARY TRANSFER OF AN ASSET      Loan of Less than one (1) year

Transferring of an Asset: To lend an asset to another room, (TEMPORARY) location, or teacher/employee for less than one (1) year. The teacher shall use the form provided in the appendix of this handbook, and it MUST hang on the back of the door. This is a requirement to comply with the Union County School District's procedural manual for capital assets as suggested by the State Auditor's Office.

TO TEMPORARILY TRANSFER AN ASSET:

1. Borrowing teacher must check the asset out by signing and dating form on back of door.
2. Asset is still the responsibility of the teacher lending the asset.
3. When the asset is returned the borrowing teacher must initial and date the form.

**IV. PERMANENT TRANSFERS** Loan of greater than one (1) year.

Transferring of an asset: To lend an asset to another room, (PERMANENT) location, or teacher/employee for greater than one (1) year.

It is the responsibility of the teacher/employee to provide the necessary information to the principal's office for completion of the "Permanent Transfers Form," a copy of which is found in the appendix of this handbook.

TO PERMANENTLY TRANSFER AN ASSET:

1. Complete the form provided
2. Request principal's signature for approval
3. Forward form to County Office for Superintendent's Signature
4. Copy will be returned to teacher after final approval by Superintendent

After the Superintendent authorizes transfer, the teacher who accepted the asset has full responsibility for maintenance.

**V. REMOVAL FROM CAMPUS** (Hand Receipt)

- ◆ Hand receipt: Required when an asset is off campus for official school business or being repaired.
- ◆ It is the responsibility of the teacher/employee to provide the information necessary to the principal's office for completion of the "Hand Receipt Form."
- ◆ When the form is completed and approved by the principal, the teacher may check the asset out for OFFICIAL SCHOOL BUSINESS only.
- ◆ This form must stay on file in the principal's office until the asset is returned in good



condition to its proper room.

## VI. LOST OR STOLEN PROPERTY

Missing assets shall be reported to the Union County School Board and must be accompanied by a notarized affidavit signed by the responsible party (teacher/employee). The teacher/employee shall use the form provided by the Union County School District, a copy of which is found in the appendix of this handbook.

### INSTRUCTIONS TO REPORT LOST OR STOLEN PROPERTY:

1. Missing assets shall be reported to:
  - ◆ Principal
  - ◆ Superintendent
  - ◆ Union County School Board
2. Fill out a notarized affidavit
3. Sign in presence of the notary
4. Submit to principal

This form will initiate a police investigation. The police report will determine further action. Disposition of this property shall be reported on the board minutes.

## VII. DISPOSAL OF PROPERTY -- SELL, DESTROY, DONATE, RECYCLE

The teacher shall use the form provided by the Union County School District, a copy of which is found in the appendix of this handbook.

### INSTRUCTIONS:

1. Fill out form provided
2. Submit to principal for approval
3. Principal will forward to Superintendent for action

The Superintendent will request by recommendation to the Union County School Board for the disposal of the asset(s) listed on the form.

**ALL DELETIONS OF CAPITAL ASSETS, REGARDLESS OF METHOD, MUST BE ENTERED IN THE MINUTES OF THE UNION COUNTY SCHOOL BOARD.**

**SUMMARY:**

At the end of each school year the Union County School District will conduct an inventory of capital assets. This state requirement is necessary to verify the existence and condition of capital assets and to reconcile capital asset records for the auditors. However, an inventory may be conducted at other times in addition to the annual school year-end inventory.

It is the policy of the Union County School District that the teacher shall have no locked cabinets containing capital assets unless the principal has a key in the office.

State law governing capital assets requires that the person responsible for the assets be monetarily responsible for any missing assets.

Maintaining inventory tag numbers on the assets is required. Writing the asset number on the asset with a permanent marker is requested to assure that the number remains on the equipment. The tag is required for scanning and needs to remain on the asset also.

**NOTE:** Forms can be obtained from local school office or found in Appendix of this handbook.

## CARE AND USE OF FACILITIES AND EQUIPMENT

Each employee of the Union County School district is expected to assume responsibility in maintaining facilities and equipment by following the procedures listed below.

- (1) Maintain a clean and attractive work place (office, classroom, laboratory, work station, etc.).
- (2) Encourage students and others to assist in maintaining an attractive campus.
- (3) Properly instruct those under supervision in the care and use of equipment and in emergency procedures.
- (4) Use preventive maintenance on all equipment and machinery by performing maintenance checks and reporting potential problems.
- (5) Avoid using school equipment and machinery employee is not trained to operate.
- (6) Use proper safety precautions when operating school equipment and machinery.
- (7) Close and secure doors and windows at the end of the day.

## CELL PHONE POLICY/ELECTRONIC COMMUNICATION METHODS

The district recognizes that cell phones, iwatch, and any other electronic device that sends data and/or receives calls are both a modern and convenient way for people to keep in touch with family and friends. They, however, also provide a distraction to the educational process. Please help us maintain the appropriate atmosphere during the school day. This also includes after school meetings and professional development activities. Please ask those who need to contact you to leave messages in the school office. Cell phones, iwatch, or any other electronic device that sends data and/or receives calls should not be visible and should be left in the off position during the instructional day. Employees are not to send text messages or voice messages that are personal in nature to students. Any certified or non certified staff involved with state testing should not be in possession of a cell phone, iwatch, or any other electronic device that sends data and/or receives calls (powered on or off) while in the testing environment.

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

## CERTIFIED STAFF COMPLAINTS AND GRIEVANCE

Purpose:

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

Definitions:

The following definitions shall apply in this grievance procedure:

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

Procedure for Processing Grievances:

Grievances shall be processed in accordance with the following procedures:

### Level One

1. All grievances, as defined in No. 1 above, must be presented orally to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal or immediate supervisor and the grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by the principal or immediate supervisor the grievant shall, within five (5) days after meeting with his principal or immediate supervisor, file a written statement with his principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy allegedly violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his principal or immediate supervisor a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal or immediate supervisor.

### **Level Two**

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

### **Level Three**

1. If the grievance is not resolved to the satisfaction of the grievant at step two, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the board.

2. If the grievance is not filed with the secretary of the board within five (5) days of the hearing at Level Two, the grievance shall be considered resolved.
3. Within five (5) days after receipt of the grievance, the board secretary, in concert with the president and superintendent, shall schedule a hearing before the board on the grievance.
4. The board shall render its decision within seven (7) days of the hearing.

## COMPLIANCE

Union County School District is in compliance with Title VI of the Civil Rights Act of 1962, including regulations in vocational education; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Family Educational Rights and Privacy Act of 1974; and the Americans with Disabilities Act.

District policy assures that no one shall, on the grounds of race, color, age, religion, natural origin, sex, disability, genetic information, pregnancy, or handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school district.

## DISCIPLINE

House Bill 1182 (effective July 1, 2019) states the use of corporal punishment in public schools to discipline a student with a disability who has an IEP (including speech) or section 504 plan is prohibited.

## DRESS POLICY FOR PROFESSIONAL EMPLOYEES

Employees, teachers, and assistants are expected to be well groomed and to dress so as to reflect credit upon themselves and their profession. Instructional personnel **should not** wear the following items unless the Principal has designated the day as a special occasion: shorts, skorts, overalls, miniskirts, sweat suits, wind suits, tank or halter tops, spaghetti strap dresses, t-shirts, sweatshirts, and jeans. Capri pants must be mid-calf in length. Leggings and knit pants may be worn if the length of the blouse/shirt touches the middle finger while arms are straight at side and person is in a standing position.

Exceptions may be made for teachers while instructing physical education classes. Skirts and dress lengths should be knee length. Custodial and cafeteria employees should dress according to guidelines issued by their immediate supervisor. Any employee may be asked to change attire and accessories deemed provocative, revealing, or inappropriate by the Superintendent, Principal or his/her designee.

Personal appearance plays a great part in an employee's success in his/her professional position.

Each faculty and staff member should consider it his/her responsibility to be dressed in a manner appropriate to the profession and set a good example for the students by wearing clothing that is clean/appropriate for the types of duties assigned. Employees are expected to set examples consistent with dress and appearance regulations required of students.

Earrings may only be worn in ear lobes. Visible body piercing is prohibited including: nose rings, eyebrow rings, and tongue or lip piercings. Body art and tattoos shall not be visible.

## **DRUG FREE WORKPLACE**

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

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

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

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

**An employee who violates the terms of this policy may be non-renewed of his or her employment or may be suspended or terminated at the discretion of the board.**

Suspension or dismissal may result in the suspension or revocation of the certificate of a certificated employee. S37-3-2

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

## **EDUCATION ENHANCEMENT FUNDS**

EEF Procurement Cards cannot be issued to teachers with administrative duties or 100% federally funded teachers.

The teacher will sign a card holder agreement accepting responsibility of the State EEF purchasing card issued to them and agree to the terms. The teacher must keep copies of all receipts for five (5) years. If a teacher leaves during the year, the card must be returned to the district. All cards are to be turned in by March 31<sup>st</sup> of each year. Teachers will not be able to carry over funds from one year to the next. Any funds remaining on cards at the end of the year will be carried forward to the subsequent year and allocated for redistribution to all eligible teachers in the state.

## **FIELD TRIPS**

Requests for field trips should be made on the Field Trip Request Form/Bus Permit for Field Trips Form which is available in the appendix of this handbook. The Superintendent has the authority to approve or disapprove the request. Lunches provided by the cafeteria must be requested two weeks prior to the field trip date. Students must be transported on an official school bus.

## **GRADES**

No grades may be read aloud or posted in public view by initials, numbers, or otherwise. Parents have the right and privilege to view the grades of their children at any time. It is the teacher's responsibility to keep up-to-date records of students' grades. Parents may request a written report of their child's grades. If such a request is made, the report will be furnished in a timely manner.

Report cards will be sent home the week following nine weeks test. Progress reports will be sent home the fourth week of the nine weeks for all students. Parents of students not returning progress reports will be notified by telephone or in writing.

## **HOMEWORK**

Teachers should adhere to the following guidelines regarding homework:

- Teachers should assign homework that is purposeful.
- Departmentalized teachers will need to collaborate in order not to exceed the appropriate amount of time for homework.

- Grades K-6 - an appropriate amount of time for homework is to multiply 10 minutes per the grade level. Example: 5<sup>th</sup> grade student x 10 minutes equals 50 minutes of homework.
- Grades K-2 – homework is voluntary. No homework grades shall be given for K-2. No discipline related to homework for K-2.
- Grades 3-6 - Students will receive a participation grade for homework.
- Grades 7-12 - Homework will be graded for accuracy and can be tied to discipline.
- Grades 7-12 - It is recommended for teachers with students in multiple classes cap homework at an hour. Therefore, teachers will need to collaborate in order not to exceed the hour cap.

## **INTERNET ACCESS ACCEPTABLE USE POLICY**

Union County School District (UCSD) provides the privilege of Internet access to district faculty, staff, students, and occasionally guests. Each user, as well as minor’s parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, the Union County School District, its officers, board members, employees, and agents, for and against all claims, actions, charges, losses or damages which arise out of the user’s use of the UCSD network, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions. UCSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user’s Internet account.

Access will be restricted as required to comply with the Children’s Internet Protection Act (Board Policy IJB). Web browsing may be monitored and records retained to ensure compliance.

Users are expected to respect the web filter and shall not attempt to circumvent the filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a technology work order through the school office to review the site.

Each user acknowledges that the information available from other websites may not be accurate. Use of any of the information obtained via the Internet is at the user’s own risk. Union County School District makes no warranty of any kind, either expressed or implied, regarding the quality, accuracy, or validity of the data on the Internet.

### **UCSD NETWORK RULES**

- The person to whom an UCSD network account is issued is responsible at all times for its proper use.



- Any inappropriate use may result in the cancellation of the privilege of use, and/or disciplinary action. Consequences for any user who fails to comply with UCSD and school guidelines may include paying for damages, denial of access to technology, detention, suspension, expulsion, or other remedies applicable under the school disciplinary policy, and state or federal law.
- Any district employee who uses the UCSD network inappropriately is subject to disciplinary action, including dismissal.
- Under no conditions should a UCSD network user give their password information to another user nor allow another user to utilize their account information unless speaking directly to a technology department employee who is assisting them.
- Schools may supplement any provisions of the District AUP (Acceptable Use Policy), and may require additional parent releases and approvals, but in no case will such documents replace the District AUP.
- Users will immediately report to school district authorities any attempt by other network users to engage in inappropriate conversations or personal contact.
- Any non-standard software that is needed to perform a specific job function will need to be brought to the attention of the Technology Department. Those applications shall be the sole responsibility of that office and if the application interferes with any required programs, applications, and utilities, it should not be used and if in use, it may be disabled.

#### **ACCEPTABLE USES OF TECHNOLOGY (not all inclusive)**

A responsible user of the technology will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if they see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using UCSD technology.

#### **UNACCEPTABLE USES OF THE TECHNOLOGY (not all inclusive)**

- Violating any state and/or federal law (i.e., copyright laws).

- Using profanity, obscenity, or other language that may be offensive to others.
- Making personal attacks on other people, organizations, religions, or ethnicities.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others. The administration invokes its discretionary rights to determine such suitability.
- Not respecting the privacy of a person by posting personal contact information, such as work/home address, telephone, e-mail, photographs, or names, without obtaining prior permission from the person affected.
- Forwarding personal communication without the author's prior consent.
- Using the Internet for commercial purposes, financial gain, dating sites, personal business, producing advertisement, business service endorsement, or religious or political lobbying is prohibited.
- Destroying or altering the files of another user.
- Viewing or taking the files of another user.

### **FILTERING**

An Internet filter is in place for Union County School District. This filter is a critical component of the UCSD network as well as Children's Internet Protection Act (CIPA) compliant since it allows valuable online Internet access while restricting access to specific unwanted material in the following categories:

- Pornography
- Gambling
- Illegal Drugs
- Dating sites
- Online Merchandising
- Hate Speech
- Criminal Skills
- Alternative Journals
- Other Undesirable Materials

This filter is updated to restrict access to the above items. Filtering is not a 100% foolproof way of limiting access to appropriate sites. Inappropriate sites are added to the Internet daily. Students will be supervised at all times by a teacher while using the Internet. All inappropriate hits are logged along with the date/time and the IP address of the workstation making the request. Administrators reserve the right to examine, use and disclose any data found on the schools information network in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use data in disciplinary actions and provide as evidence to law enforcement.

Attempts to bypass the school Internet filters is in violation of the acceptable use policy and will be subject to disciplinary action that may include denial of access to technology, detention,

suspension, expulsion, termination of employment or other remedies applicable under the school disciplinary policy, and state or federal law.

### **WORKSTATION MONITORING**

All data transferred and/or transmitted over the UCSD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of network violates any established policy, regulation, or law. Any data stored on district-owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to E-mail, text documents, digital photographs, music, and other digital or electronic files. If a particular workstation continues to try to connect to an inappropriate site, that workstation will be remotely monitored and the individual using that workstation will be reported to the Principal of the school and the UCSD Central Office.

### **TECHNOLOGIES COVERED**

UCSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, email, and more.

The Acceptable Use Policy applies to both District-owned technology equipment utilizing the UCSD network, the UCSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. Thus AUP also applies to privately-owned devices accessing the UCSD network, the UCSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. UCSD policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

### **EMAIL**

Union County School District provides faculty, staff and students in grades 7-12 with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Users provided with email accounts should use these accounts with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by District policy or the teacher or administrator.

Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

### **EMAIL AND ELECTRONIC DOCUMENT RETENTION**

All emails and electronic documents created and shared with others inside or outside the District in conducting District business should be saved in user-designated folders on the user's computer. All District employee email will be archived for a minimum of one year. All District employees and students in Grades 7-12 will be issued a District email account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the District's email system. This includes, but is not limited to, teachers who guide extracurricular activities such as clubs, choirs, bands, athletic teams, etc. District employees, who generate newsletters, memoranda, slide shows, graphics, etc. with their workstations, laptops, or other district equipment, should organize their computer's workspace (storage) using folders to store electronic documentation.

Use of "Internet Mail" by students and employees, such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" Internet service providers are not allowed.

Employee and student UCSD email is the property of UCSD. UCSD does archive employee and student email. It is the responsibility of the employee and student to maintain this email account appropriately.

### **SECURITY**

Users are expected to take reasonable safeguards against the transmission of security threats over the UCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or laptop that are using might be infected with a virus, they should alert the Technology Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

UCSD may post pictures of staff, teachers, and students on the district's web server that are viewable on the World Wide Web and Facebook. In such cases the child's first name only may be listed below the photo if used. However, staff/teacher photos may include their full name. Parents should notify the school in writing by the 10<sup>th</sup> student day if they do not want their child photographed or videoed. (Form in back of handbook)

### **ONLINE ETIQUETTE**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

### **PLAGIARISM**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the Internet should be appropriately cited, giving credit to the original author.

### **COPYRIGHT LAWS**

Violation of copyright laws will not be allowed. Do not pirate software, music, or movies.

All software installed on district computers must be licensed. Other than district or state provided software, any additional software to be installed must have prior approval of the technology department or superintendent.

### **PERSONAL SAFETY**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

### **VANDALISM**

Vandalism is defined as any malicious attempt to harm or destroy data of another user, network or agency that is connected to the Internet. This includes, but is not limited to, the uploading of any computer virus, attempts at gaining unauthorized access, willful damage to computers and peripherals, or changing on-line materials without permission.

### **CYBER BULLYING**

Cyber bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the

targeted individual and create for the targeted individual a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person will result in disciplinary action. In some cases, cyber bullying can be a crime. Users should remember that online activities might be monitored.

All students will be educated about appropriate online behavior including interacting with other persons on social networking websites and in chat rooms and cyber bullying awareness and response.

### **SOCIAL MEDIA**

The District has a policy that addresses Social Media which applies to all employees and students. By signing the Acceptable Use Policy, users are acknowledging they have read and agree to abide by the Social Media guidelines. See UCSD Policy GABBA Social Networking Websites.

### **LIMITATION OF LIABILITY**

UCSD will not be responsible for damage or harm to persons, files, data, or hardware. While UCSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

UCSD will not be responsible or liable for, financially or otherwise, unauthorized transactions conducted over the UCSD network.

Violations of this policy may have disciplinary consequences, including;

- Suspension of network, technology, or computer privileges;
- Notification of parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action up to and including termination of employment;
- Legal action and/or prosecution.

### **STUDENT USER AGREEMENT AND PARENT PROCEDURES**

Employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Policy form in the back of the UCSD Student Handbook before Internet or network access shall be allowed. BOARD POLICY FORMS IJ-E(1) AND IJ-E(2)

If you do not agree with this policy and choose to not allow your child access to UCSD computers, networked information resources and the internet, please notify the school Principal or Superintendent in writing within 10 days of the student's first day.

## **CHILDRENS INTERNET PROTECTION ACT/REGULATORY GUIDELINES**

The UCSD will adhere to the Children’s Internet Protection Act as outlined in School Board Policy IJB. The UCSD will comply with any additional state and federal regulations that pertain to technology use within the district and through use of the UCSD network infrastructure and servers that is forthcoming from the local, state and federal regulatory agencies.

LEGAL REFERENCE: MS Code 11-46-9.

## **USE OF SOCIAL MEDIA/NETWORKING BY DISTRICT EMPLOYEES**

The Union County School District (UCSD) uses the following definitions as it relates to social media:

- Social media includes, but is not limited to, social networking sites and apps, such as Twitter, Facebook, LinkedIn, and YouTube.
- UCSD includes all names, logos, buildings, images, and entities under the authority of the UCSD.

The UCSD recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the use of social media by employees, including employees’ personal use of social media will be regulated when such use:

1. Interferes with the work of the school district;
2. Is used to harass coworkers or other members of the school community;
3. Creates a hostile or intimidating work environment;
4. Breaches confidentiality obligations of school district employees;
5. Disrupts the work of the school district;
6. Harms the goodwill and reputation of the school district in the community; or
7. Violates the law, Board policies, and/or other school rules and regulations.

Staff members should always be aware of the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. Areas of concern include, but are not limited to, the following:

- A. Improper fraternization (inappropriate communications) with students using social media in any form.
  1. Employees may not “friend” or follow current students as on networking sites and apps.
  2. All contacts with students should be through the District’s computer, network, and telephone systems, unless authorized by the principal or Superintendent.
  3. Contacts by coaches/activities instructions with team members/choirs/bands and such groups shall be sent to all members of the group. In certain instances, where an individual contact is necessary the employee shall include the student’s parents, assistant coaches/directors, or other chaperones.
  4. Teachers will not give out their private cell phone or home phone numbers without prior approval of the Superintendent or designee
  5. Inappropriate contact via email, telephone, or other electronic devices is prohibited.
- B. Inappropriateness of posting items with sexual content.

C. Inappropriateness of posting items exhibiting or advocating use of drugs, tobacco or alcohol.

Staff should be aware of the UCSD use of monitoring communications and penalties for improper use of computers and technology. Further, staff should be aware of the possibility of penalties, including dismissal from employment for failure to exercise good judgment in on-line conduct.

The Superintendent or designee will periodically conduct internet searches to see if staff has posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the school principal and Superintendent will determine the appropriate disciplinary action.

## **LICENSE RENEWAL**

Certification and license renewal is the educator's responsibility. Effective July 1, 1997, all non-administrative and non-practicing administrative licenses will be renewed according to the guidelines of the professional development model outlined below.

Within each five-year cycle, an individual must complete the following for license renewal:

### **Bachelor's degree or equivalent:**

Ten (10) continuing education units (CEUs) in content area or job/skill\* related area  
**or**

Three (3) semester hour college course in content area or job/skill\* related area

**and**

Five (5) continuing education units (CEUs) in content area or job/skill\* related area  
**or**

Six (6) semester hours of college coursework in content area or job/skill\* related area

**or**

Completion of the National Board of Professional Teaching Standards process

### **Masters degree or above:**

Three (3) semester hour college course in content area or job/skill\* related area  
**or**

Five (5) continuing education units (CEUs) in content area or job/skill\* related area.

**or**

Completion of the National Board of Professional Teaching Standards process



License renewal can be completed online at the following website: <https://sso.mde.k12.ms.us/Login/Login.aspx>. As of July 14, 2017 teachers are responsible for completing the license renewal packet, mailing it to MDE, and uploading the required CEU's or course hour transcripts.

Teachers are responsible for maintaining the required documentation for a five year period.

Addition of an endorsement can be completed online but requires Praxis scores or an official transcript and must be submitted to the Office of Educator Licensure.

Paper applications can be submitted for license renewal to the address below:

Office of Educator Licensure  
Mississippi Department of Education  
P.O. Box 771  
Jackson, MS 39205-0771

Please note the Office of Educator Licensure prefers submission of online applications.

## LINE OF COMMUNICATION AND AUTHORITY

Each employee of the Union County School District shall be responsible to the Board of Trustees through the Superintendent. All personnel shall refer matters requiring administrative action to the administrative officer directly responsible for their supervision. Administrative officers shall refer such matters to the next higher authority when necessary.

### CHAIN OF COMMAND

Principal or Assistant Principal  
Superintendent  
School Board

All matters to be submitted to the Board shall first be brought before the Superintendent for investigation. If these matters require Board action, they shall be presented to the Board by the Superintendent.

## ABSENCE FROM DUTY POLICY

### I. DEFINITIONS

Licensed: An employee of a public school district required to hold a valid license by the Commission on Teacher and Administrator Education, Certification, and Licensure and

Development.

Non-licensed: An employee of a public school district who is not required to hold a valid license by the Commission on Teacher and Administrator Education, Certification, and Licensure and Development. Non-licensed personnel includes but is not limited to assistant teachers, secretaries, maintenance staff, custodians, food service staff, and bus shop personnel.

**Bus Drivers:** An employee of a public school district required to hold a valid Commercial Drivers License with a passenger endorsement issued by the MS Department of Public Safety.

**Immediate Family:** spouse, parent, stepparent, sibling, child, stepchild, grandparent, stepbrother, or stepsister

## II. PROVISIONS:

A. Each **licensed employee** shall be granted the following sick and personal leave days as indicated below without loss of pay for the period of employment terms.

Length of Contract	Sick Leave Days	Personal Leave Days
240/247 Day 12 month contract	12	4
207 Day contract	10	3
187 Day contract	9	3

B. Each **non-licensed employee** shall be granted the following sick leave days as indicated below without loss of pay for the period of employment terms.

Length of Employment Term	Sick Leave Days	Personal Leave
240/247 Day 12 month	10	3
207 Day	8	2
183/187 Day	8	2
180 (Bus Drivers)	2 (4 trips)	1 (2 trips)

C. Any twelve-month employee (licensed and non-licensed) will be given fifteen vacation days per year. Any employee who works less than twelve months shall not be granted vacation time.

D. Accumulation of sick leave shall be unlimited for all employees. Vacation leave granted to twelve-month employees shall be synonymous with personal leave. Any unused portion of the

total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such employee if the employee remains employed in the same school district. The annual total number of converted unused personal/vacation days when added to the annual unused sick days for any employee may not exceed the combined allowable number of days per year provided in Miss. Code Annotated Section 25-3-93 and Section 25-3-95 1972, as amended. All unused sick leave may be used for retirement credit as prescribed by law.

E. Any personal leave, vacation time, and all accumulated sick leave of any employee shall expire upon termination of employment with the Union County School District and shall not be restored should the employee become re-employed by the school district.

F. Upon termination of employment the school district shall certify to the Public Employees Retirement System the number of days of unused sick leave in order for the employee to receive creditable service as authorized by Section 25-11-103 (h), Mississippi Code of 1972. Unused sick, personal, or vacation leave may be applied toward retirement credit.

G. Employees hired for less than the number of days required for the position shall be granted a prorata share of the sick and personal leave.

H. Upon retirement from PERS each licensed and non-licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by Union County Schools. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to certified substitute teachers and for non-licensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. (Mississippi Code, Section 37-7-307).

I. Mississippi Code, Section 37-7-307, allows the donation of accumulated personal or sick leave to another employee within the Union County School District only with a catastrophic injury or illness. "Catastrophic illness or injury" means a life threatening injury or illness of an employee or a member of an employee's immediate family (Immediate family means spouse, parent, stepparent, sibling, child, stepchild, grandparent, stepbrother, or stepsister) 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 for the employee from the school district. 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. Immediate family means spouse, parent, stepparent, sibling, child, stepchild, grandparent, stepbrother, or stepsister. An employee cannot donate more than ½ of their available sick days or leave less than seven (7) personal days. The Superintendent has appointed a review committee as required by law to approve or disapprove

the donation of sick leave. An employee must have exhausted all of his or her available leave before he or she will be eligible to receive any leave donated by another employee. The Union County School District does not require the employee to use days at sub pay before they can receive donated days. Please contact the Central Office to begin this process.

### **III: TYPES OF ABSENCES**

Any employee shall be allowed to be absent from school for a period of time not to exceed 2 hours and be charged  $\frac{1}{4}$  sick or personal day; or a period of time no more than 2 hours but less than 4 hours and be charged  $\frac{1}{2}$  sick or personal day. Any period of time missed exceeding 4 hours in one day will be charged a full sick or personal day. Medical and dental appointments should be made after school hours if at all possible. Permission must be obtained from the Superintendent or Principal prior to any absence.

#### **A. Sickness**

1. Any Employee shall be allowed to use all accumulated sick leave without loss of pay for absences caused by illness or physical disability of the employee.

**Licensed:** For the first ten (10) days of absence because of illness or physical disability of the employee in any school year, in excess of the sick leave allowance credited to such employee, there will be deducted the established substitute amount paid by the district; thereafter, the regular pay of such employee will be withheld.

**Non-licensed/Bus Driver:** For the first five (5) days of absences because of illness or physical disability of the employee in any school year, in excess of the sick leave allowance credited to such employee, there will be deducted the established dock amount approved by the board; thereafter, the regular pay of such employee will be withheld.

2. A medical leave of absence, without pay, shall be granted to an employee, due to an extended illness or physical disability of the employee upon written request to the Superintendent when supported by a written statement from the employee's physician, dentist, or other medical practitioner for any period not to exceed the number of days remaining in the employee's current contract of employment. The Union County School District adheres to the Family Medical Leave Act of 1993. Please see Appendix for a fact sheet concerning the FMLA.

3. Employees absent beyond their current term of employment who have complied fully with the terms of this policy will be eligible for reemployment upon receipt by the Superintendent of a written statement from the attending physician, dentist, or other medical practitioner certifying fitness and ability to return to work.

4. The school district will have discharged its responsibility to the individual after offering reemployment for the first vacancy for which the individual is qualified that occurs after becoming eligible for the reemployment within one (1) year from the date of the onset of the disability.

### **B. Family Illness or Death**

Any employee shall be allowed to use accumulated sick leave without loss of pay, for absences caused by illness or death in the employee's immediate family which means spouse, parent, stepparent, sibling, child, stepchild, grandparent, stepbrother, or stepsister.

### **C. Personal Leave**

1. Licensed employees shall be granted three (3) days per year for 187/207 day contracts OR four (4) days per year for 240/247 day contracts of personal leave without loss of pay for absences caused by personal reasons AND non-licensed employees shall be granted two (2) days per year for 187/207 day contracts OR three (3) days per year for 240/247 day contracts of personal leave without loss of pay for absences caused by personal reasons.

Except as otherwise listed below for licensed employees, such personal leave shall not 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 and for non-licensed employees exceptions listed below do not apply and will be docked if a personal day is taken on one of these days.

Employees will be docked at a daily rate after all personal days have been taken.

#### **(a-d) applies to Licensed Employees only:**

a. 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 (Immediate family means spouse, parent, stepparent, sibling, child, stepchild, grandparent, stepbrother, or stepsister).

b. 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 at Union County School District or a minimum of thirty (30) day of unused accumulated leave that has been earned while employed at Union County School District

c. 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.

d. 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 (Immediate family means spouse, parent, stepparent, sibling, child,

stepchild, grandparent, stepbrother, or stepsister) of the employee dies or funeral services are held.

2. Personal leave may be used for professional purposes, including absences caused by attendance of such teachers at a seminar, class, training programs, professional association or other function designed for educators.

3. Request for personal leave shall be made in writing to the employee's principal at least two (2) days in advance of the day requested. The Principal shall approve the request and keep it on file in the school office.

4. Any unused portion of the total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such licensed employee if the employee remains employed in the school district.

#### **D. School Business**

Employees who are absent on school business when requested and approved in advance by the Superintendent/Principal will not be docked.

#### **E. Court**

Employees shall be excused without loss of pay for serving as a witness or juror in a court of law under subpoena. Proof of attendance is required. If court is dismissed prior to noon the employee shall report to work or be charged for ½ a personal day. The school district cannot recover jury fees from employees who serve on juries (Mississippi Code 37-7-307).

#### **F. Armed Forces**

Members of any of the reserve components of the armed forces of the United States, upon request, shall be entitled to leave of absence from their respective duties in accordance with the provisions of Mississippi Code of 1972, Section 33-1-21 or as such section may be hereafter amended.

#### **G. Emergency Leave**

The Principal may approve written requests for up to four (4) days leave, without pay, for bona fide emergency reasons other than those provided for in Section 37-7-307 (2), Mississippi Code of 1972, as amended, if in his opinion such can be done without detriment to the school district.

#### **H. Vacation** (applies for twelve month employees only 240/247 day employees)

Requests for vacation days shall be made in advance and in writing to the Superintendent/Principal. In the event an employee does not use the ten (10) vacation days allotted annually, unused days shall transfer to sick days and accumulate at the end of the year unless a written request is approved by the Superintendent in writing stating otherwise. Vacation leave is synonymous with personal leave.

#### **I. Professional Leave to Work on National Board Certification**

Two (2) professional days will be allowed to work on the National Board Certification process. The professional days will not count as sick or personal leave nor will they accumulate. Only those persons participating in the National Board Certification process will be eligible for the professional days. Both the Principal and Superintendent must approve requests for the professional leave days. Requests must be submitted in writing at least five (5) days before the date(s) requested. Requests will be granted provided a substitute is available for the day(s) requested.

#### **IV. RESPONSIBILITIES OF THE EMPLOYEE**

A. Employees are expected to plan and/or schedule absences whenever possible to cause a minimum of time away from duty.

B. Leave with pay is not earned time off or vacation. It may not be used for any purpose other than indicated.

C. All leave shall be requested and approved prior to or concurrent with the taking of such leave.

D. When it becomes apparent to the employee it will be necessary to request leave, the employee shall notify the Superintendent/Principal. Request for absences are to be made electronically through Active Resources prior to absence if at all possible. Links to Active Resources are available on the district website at [www.union.k12.ms.us](http://www.union.k12.ms.us).

E. When an absence is for four (4) or more consecutive school days or for two (2) consecutive school days immediately preceding or following a non-school day, the employee shall furnish the Superintendent/Principal a written statement from a physician, dentist, or other medical practitioner regarding the illness of the employee or immediate family member. (Immediate family means spouse, parent, stepparent, sibling, child, stepchild, grandparent, stepbrother, or stepsister)

F. Employees returning to work after being absent for medical reasons (surgery, pregnancy, etc.) shall furnish his or her Superintendent/Principal a statement from the attending physician

certifying fitness and ability to return to work. Employees must be able to complete the duties listed in their job description unless approval is granted by the Superintendent for light duty.

## **V. PENALTIES FOR ABUSE**

A. Abuse of this leave policy endangers the continuance of its liberal provisions. Principals shall immediately notify the Superintendent in writing of any abuses of this leave policy. Any abuse may lead to the employee's dismissal.

B. A report of abuse to the Superintendent shall be recorded in the employee's personnel record.

C. Leave taken that was not properly requested and approved prior to or concurrent with the taking of such leave shall be unauthorized leave. One day's pay shall be deducted for each day of unauthorized leave.

D. Any employee giving a materially false statement as to the cause of reason for absence shall have one day's pay deducted for each day absent under false pretense and shall forfeit all accumulated leave time and be subject to dismissal.

E. Continual abuse of this policy could result in termination of employment.

F. The absence from duty policy is not in effect if Worker's Compensation is in effect for an injury. Employees who sustain job related injuries can use paid sick leave to make up the difference between their normal wage and the amount they are receiving from workers compensation. This request will require proof from the workers comp claims representative before this policy can be enforced.

## **VI. TARDINESS/MISSING WORK**

A. If an employee must be absent on a regularly scheduled day of work, the employee must notify the principal or assistant principal between the hour of 6:30 A.M. – 7:00 A.M. The employee must also enter day(s) absent in Active Resources. If employee fails to report the absence to the principal or assistant principal the following results apply:

1<sup>st</sup> offense: Verbal warning

2<sup>nd</sup> offense: Written warning

3<sup>rd</sup> offense: 1 day suspension without pay

B. If an employee is tardy on a regularly scheduled work day, the employee must notify the principal or assistant principal between the hours of 6:30 A.M. – 7:00 A.M. If employee fails to report the tardiness to the principal or assistant principal the following results apply:



- 1<sup>st</sup> offense: Verbal warning
- 2<sup>nd</sup> offense: Written warning
- 3<sup>rd</sup> offense: ½ day suspension without pay

C. If employee is unable to contact principal or assistant principal, the employee is to make contact with Administrative Assistant or school counselor in this order. Failure to follow this order of personnel contact will result in reprimand. A list of contact numbers will be provided to all staff. Voice mail messages are good but do not apply to personal contact. Unusual circumstances are left to the discretion of the administration.

## **VII. PROFESSIONAL CONDUCT**

A. Employees of the Union County School District are to conduct themselves in a professional manner during the workday and at any school function. Failure to do so is subject to suspension without pay. The employee will be disciplined according to the severity of the offense.

B. Employees who show disrespect in public to administrators, are insubordinate to previous documented reprimands, place students in jeopardy, lack of supervision or performance of assigned duties are subject to administrative discipline.

C. Employees who do not meet appropriate deadlines regarding grade reports, duties involving students, and maintaining proper supervision of students are subject to administrative discipline.

## **PERSONNEL APPRAISAL**

Personnel are evaluated daily. Licensed personnel will be evaluated both formally and informally. Licensed personnel will have an announced and an unannounced evaluation each year by their immediate supervisor prior to rehiring in the spring.

## **PHOTO IDENTIFICATION BADGES**

All school employees are required to wear the district Photo Identification Badge during the school day and at school functions. These badges are not dated and will be used year after year. Please try not to misplace these badges. The district will provide each employee with two (2) badges. Should both be misplaced, it will be the employee's responsibility to pay the expense of having a third badge made. Photo Identification Badges **MUST** be worn during the school day and at ALL school functions. Disciplinary action for failure to do so will be as follows:

- 1<sup>st</sup> Offense: Verbal warning

2<sup>nd</sup> Offense:                      Written Warning  
3<sup>rd</sup> Offense:                      Suspension for one day without pay  
Additional offense:              Possible dismissal

## **PROFESSIONAL DEVELOPMENT POLICY**

It shall be a policy of this district to implement a comprehensive professional development program that complements and supports the district's educational program.

Educators have the professional and contractual responsibility to participate in the district's professional development program and in professional development options for license renewal. The selection of professional development options is to be focused on improving student learning. Educators are responsible for maintaining and submitting documentation for license renewal to the Mississippi Department of Education, Office of Teacher Licensure.

## **REPORT OF CHILD ABUSE/NEGLECT**

Any school employee having reasonable cause to suspect that a child is neglected or abused is required by Mississippi Code of 1972 (43-21-353) to make an oral report immediately to the school principal/designated supervisor and by telephone or otherwise to the Department of Human Services.

As soon as possible thereafter, a written report must be filed with the Department of Human Services. Reports must contain the names and addresses of the child and parents or other persons responsible for the child's care. If known, the child's age, nature and extent of injuries, any evidence of previous injuries, and other information pertinent to establishing cause of injury and identity of the perpetrator should be included in the report. Reports of abuse and neglect made under this law and the identity of the reporter are confidential except when the court in its discretion determines the testimony of the person reporting to be material to a judicial proceeding. A school employee who participates in making a required report pursuant to this law is presumed to be acting in good faith. Any person reporting in good faith is immune from civil and criminal liability. (43-21-355)

## **SEXUAL HARASSMENT POLICY**

Unwelcome sexual advances, or request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment, (2) submission

to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

It is the policy of the Union County School District to maintain a work environment that is free from the hostile atmosphere created by sexual harassment or intimidation. Such conduct will not be tolerated.

## SUPERVISION OF STUDENTS

It is the responsibility of district personnel to supervise students from the time they arrive on campus until the time they leave. It is mandatory that personnel report for assigned supplementary supervisory duty on time. At no time should students be left alone in a classroom without supervision.

## TEACHING ASSIGNMENTS

Teachers may be assigned to any school and to specific duties by the Superintendent, provided that the Superintendent shall have regard for both the welfare of the district and the preparation and qualifications of the staff member.

## TEACHING EXPERIENCE

The term "year of teaching experience" shall mean nine (9) months of actual teaching in the public or private schools of this or some other state. In no case shall more than one (1) year of teaching experience be given for all services in one (1) calendar or school year. In determining a teacher's experience, no deduction shall be made because of the temporary absence of the teacher because of illness or other good cause, and the teacher shall be given credit therefor.  
37-19-1

The State Board of Education shall fix a number of days, not to exceed forty-five (45) consecutive days, during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment during any school year and still be considered to have been in full-time employment for a regular scholastic term. If a full-time school administrator returns to actual teaching in the public schools, the term "year of teaching experience" shall include the period of time he or she served as a school administrator.

## TOBACCO

Pursuant to the Pro-Children Act of 1994, tobacco is prohibited by all persons in any school facility owned, leased, or used by the Union County School System. This policy shall apply to all persons, including students, employees, and visitors. Violations by students and employees shall be handled in the same manner as violations of other policies in the district.

HOUSE BILL 641 establishes the Mississippi Adult Tobacco Use on Educational Property Act of 2000.

- ◆ No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75 for a second conviction, and a fine not to exceed \$150 shall be imposed for subsequent violations.
- ◆ For the purposes of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity.
- ◆ This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.
- ◆ Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.

Note: Use of nicotine-free products by employees or students is not permitted as a substitute for smokeless tobacco. Nicotine-free products are not necessarily tobacco-free. Also, their use mimics the use of smokeless tobacco and is, therefore, not a positive example for healthy living.

## TRAVEL REIMBURSEMENT

Prior approval from the Principal and Superintendent must be obtained prior to attending a workshop or activity for which travel reimbursement will be requested. Employees must submit a conference request form found in the appendix of this handbook to start the process.

The travel reimbursement form found in the appendix of this handbook must be completed and submitted to the business office by the last Wednesday of the month. Receipts for lodging must be attached. Reimbursement for meals can only be made if an overnight stay is required. Contact the Business Office to obtain mileage rate and daily limit for meals.

## VIOLATION OF POLICIES

Any employee of the Union County School District who shall be guilty of violation of any policies of the board may be issued a written reprimand by the superintendent and/or the employee's immediate supervisor and shall suffer additional penalty approved by the board.

Such violation of policy may result in suspension or dismissal as outlined in Mississippi Code and School Board Policy.

## WORK DAY FOR TEACHERS AND ASSISTANTS

Teachers and teacher assistants shall report to work no later than 7:20 a.m. and leave no earlier than 3:20 p.m. Teachers may be asked to remain after this time for parent conferences, faculty meetings, etc. Such conferences and meetings should be scheduled in advance.



# APPENDIX / FORMS

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To care for a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period for care for that servicemember for with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employers may take leave in intermittently or on a reduced schedule.

Employers may choose, or an employer may require, use of a covered paid leave while taking FMLA leave if an employee substitutes accrued paid leave for FMLA leave. If an employee must comply with the employer's normal paid leave policies.

While employees use FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or an equally identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for taking or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet these criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before the leave begins; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "house of service" requirement is a policy to inform flightcrew employees.

## REQUESTING LEAVE

Generally, employees must give 30 days' advance notice of the need for FMLA leave. If it is not possible to give a 30-day notice, an employee must notify the employer as soon as possible and generally follow the employer's usual procedures.

Employees do not have to have a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protections. If an illness or injury makes it probable that an employee or family member will be unable to perform his or her job functions, that a family member cannot perform daily activities or that hospitalization or medical treatment is necessary, employees must inform the employer if the need for leave is the reason the need for FMLA leave was previously taken or certified.

Employees can require a certification or medical certification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice within 15 days of additional information required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is the reason it is necessary to take FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a list of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a notice of non-eligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor Wage and Hour Division, or may bring a private lawsuit against an employer.




The FMLA does not affect any federal or state law prohibiting discrimination or supersedes any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint

**1-866-4-USWAGE**  
(1-866-487-9243) TTY: 1-877-889-9627

[www.dol.gov/whd](http://www.dol.gov/whd)

U.S. Department of Labor | Wage and Hour Division



WH-429 REV. 06/16



## REQUEST FOR FUND RAISING ACTIVITY

NAME OF CLASS/GROUP: \_\_\_\_\_

DATE OF ACTIVITY: \_\_\_\_\_

PURPOSE OF ACTIVITY: \_\_\_\_\_

DESCRIPTION OF ACTIVITY: \_\_\_\_\_

\_\_\_\_\_

COMPANY: \_\_\_\_\_

PROFIT PERCENTAGE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Sponsor(s)

Date

\_\_\_\_\_

Signature of Principal

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of Superintendent

Date

\_\_\_\_\_





UNION COUNTY  
SCHOOL DISTRICT

Building 200 South DuPont Ave. A 1188

TRAVEL VOUCHER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from \_\_\_\_\_  
to \_\_\_\_\_ The limited statement follows.

FOR OFFICE USE ONLY	
Purchase Order#	
Claim #	FOR OFFICE USE ONLY/FUND CODE:
FUND	
GLC	900
FUNCTION	
PROGRAM	
OBJECT	
ENVT	

Taxable Meals	
Tips	
Lodging	
Travel in Private Vehicle	
Other	
Total Travel Due	

Subject to any differences identified by auditors, I certify that the above amount claimed by me for state expenses for the period indicated is true and accurate in all respects and that payment therefor pertains to the above account. In the event of overpayment, I agree that any future state salary/expense allowances may be adjusted in arrears. Do not prepare.

Signature of Traveler: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Verified by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

AGENCY FOR REIMBURSEMENT STATE - transfer number 428, 400, 400 or an appropriate agency travel number and/or destination (numbers 4, 4 and 400) also. See also 4170  
Tip can not exceed 10% of the daily meal allowance. Meals are reimbursed if lodging is required. If lodging is paid with a voucher check, please indicate the name of hotel.  
In order to be reimbursed for flights, make sure you attach a copy of the receipt.





**AUTHORIZATION FORM**

**I hereby authorize Union County School District to initiate credit entries and to initiate, if necessary debit entries and adjustments for any credit entry in error to my (our) account indicated below and the financial institution named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account. This authority is to remain in full force and effect until Union County School District has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Union County School District and DEPOSITORY a reasonable opportunity to act on it.**

Date	Name(print)	Financial Institution Name
Employee SS#	Employee Address	Financial Institution Address

\_\_\_\_\_  
Signature

**CHECK ONE:**

**I am not currently participating in the Direct Deposit Program**  
 **ADD—Deposit my pay to the account shown.**

**I am currently participating in the Direct Deposit Program**  
 **CHANGE—Change financial institutions and/or account number.**

**TAPE YOUR VOIDED CHECK HERE**

**IMPORTANT! CHECK TYPE OF ACCOUNT:  CHECKING     SAVINGS**



## CONFERENCE/WORKSHOP REQUEST FORM

Teacher's Name \_\_\_\_\_ School \_\_\_\_\_

Grade(s) Taught \_\_\_\_\_ Subject Area(s) Taught \_\_\_\_\_

Title of Conference/Workshop \_\_\_\_\_

Date(s) of Conference/Workshop \_\_\_\_\_

Will this require overnight accommodations (hotel)?     ]YES     ]NO

Location of Conference/Workshop \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **PRIOR TO SUBMISSION:**

\*Staple the completed registration form to this request form and submit to the central office.

### **UPON APPROVAL:**

\*The registration form and registration fee will be submitted for you unless online registration is required.

\*You will receive an approved copy of this form with a blank travel form and travel policy.

### **IMMEDIATELY FOLLOWING THE CONFERENCE/WORKSHOP:**

\*Forward to the central office your approved copy of this form, the meeting agenda, and completed travel form signed.

\*If overnight stay was approved, attach lodging receipts to travel form.

-----  
To be completed by central office personnel:

Funding Source \_\_\_\_\_

Funding Approved \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_



**FIELD TRIP REQUEST FORM/FIELD TRIP BUS PERMIT FORM**

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_  
TEACHER: \_\_\_\_\_ GRADE/CLASS: \_\_\_\_\_  
DATE OF FIELD TRIP: \_\_\_\_\_ TIME OF DEPARTURE: \_\_\_\_\_  
DATE OF RETURN \_\_\_\_\_ TIME OF RETURN: \_\_\_\_\_  
NUMBER OF STUDENTS: \_\_\_\_\_  
BUS DRIVER: \_\_\_\_\_ BUS NUMBER \_\_\_\_\_  
DESTINATION: \_\_\_\_\_  
PURPOSE OF FIELD TRIP: \_\_\_\_\_

WILL A SUBSTITUTE TEACHER BE NEEDED? [ ] YES [ ] NO

DO YOU WANT SACK LUNCHES FOR THE TRIP? [ ] YES [ ] NO

(NOTE: PLEASE GIVE A COPY TO CAFETERIA MANAGER AT LEAST TWO WEEKS IN ADVANCE OF THE DATE OF THE TRIP, IF YOU RESPONDED YES TO THE ABOVE STATEMENT.)

ROUTE TO BE FOLLOWED: \_\_\_\_\_

SAFETY COUNCIL MEMBER FOR THE TRIP: \_\_\_\_\_

\_\_\_\_\_  
Principal's Approval Date

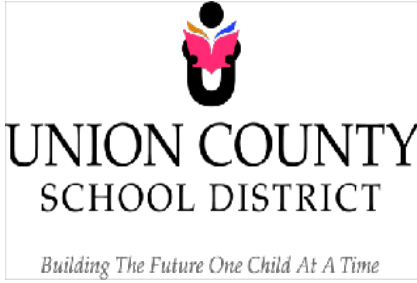
\_\_\_\_\_  
Superintendent's Approval Date

PERMIT NUMBER: \_\_\_\_\_ ODOMETER READING:

BEGINNING: \_\_\_\_\_

ENDING: \_\_\_\_\_

MILES TRAVELED: \_\_\_\_\_



**ADD A CAPITAL ASSET FORM**

Date: \_\_\_\_\_ School: \_\_\_\_\_

Teacher/Employee Name: \_\_\_\_\_

Building Name: \_\_\_\_\_ Room Number: \_\_\_\_\_

Brief Description of Asset: \_\_\_\_\_

Purchased from (Name of Company): \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Purchase Amount: \_\_\_\_\_

Brand/manufacturer: \_\_\_\_\_

Model Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

FOR OFFICE USE ONLY: PO#: \_\_\_\_\_ CLASS/GROUP: \_\_\_\_\_ / \_\_\_\_\_  
FUND/FUNCTION \_\_\_\_\_ / \_\_\_\_\_

This is to verify that I have the new equipment listed above and assume responsibility for the asset.

Teacher/Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE FORWARD TO THE SUPERINTENDENT’S OFFICE TO OBTAIN A CAPITAL ASSET TAG NUMBER FOR THE NEW ITEM.

FOR OFFICE USE ONLY:  
Tag Number: \_\_\_\_\_ Entered into Computer by: \_\_\_\_\_

For School Office Use Only:

Date Entered into Remote Link:

Initials of Person Making Entry:



**WORK ORDER/REMOVAL OF CAPITAL ASSET FROM CAMPUS**

TO: Principal/School Office

FROM: \_\_\_\_\_/Teacher

SCHOOL: \_\_\_\_\_EU \_\_\_\_\_ING \_\_\_\_\_MYR \_\_\_\_\_WU ROOM NO. \_\_\_\_\_

PLEASE CHECK REASON:

\_\_\_\_\_ This is to certify that I have the equipment listed below off campus and am using it to complete official school business.

\_\_\_\_\_ This is to certify that I have sent the equipment to the office for a work order to be entered for UCSD Technology Department to repair this asset(s).

\_\_\_\_\_ This is to certify that the equipment listed below is being repaired by \_\_\_\_\_:  
(Company Name)

Description of Asset	Serial Number N/A for a work order	Asset Number	Problem with equipment (Be Specific)

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please send a copy of this form to the principal's office and keep a copy in the teacher's room until the asset is returned in good condition to its assigned location.*



### CAPITAL ASSET LOST OR STOLEN PROPERTY AFFIDAVIT

LOCATION OF ASSETS:

SCHOOL \_\_\_\_\_ BUILDING \_\_\_\_\_ ROOM NO. \_\_\_\_\_

Description	Tag No.	Serial No.	Brand Name	Date Purchased	Cost/Value

Briefly state the conditions associated with the disappearance of the missing asset.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TO BE SIGNED IN THE PRESENCE OF NOTARY**

I HEREBY STATE UNDER OATH THAT THE ABOVE FACTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature of Teacher/Employee Responsible for Asset \_\_\_\_\_

Date \_\_\_\_\_

THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned authority, in and for \_\_\_\_\_ County, in the State of Mississippi, the above named individual, who, being first duly sworn, state on their oaths that the above facts are true and correct to the best of their knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this the \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_.

Notary Public \_\_\_\_\_

Date \_\_\_\_\_

Disposition of this property shall be recorded in the minutes of the Union County Board of Education.



\_\_\_\_\_  
Signature of President, Union County Board of Education

\_\_\_\_\_  
Date



## DISPOSAL OF CAPITAL ASSET FORM

TO: Union County School Board

TEACHER: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ ROOM NO. \_\_\_\_\_

It is requested that the following item(s) for which I am currently responsible be disposed of by means of:

       sell        destroy        donate        recycle.

Description	Tag No.	Serial No.	Brand Name	Date Purchased	Cost/Value

=====  
Briefly state the condition at the time of disposal:  
\_\_\_\_\_

\_\_\_\_\_

I request the disposal of the above inventory item(s).

\_\_\_\_\_  
Teacher/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Note: Please send this form to the Superintendent's Office.

\_\_\_\_\_  
Superintendent's Signature

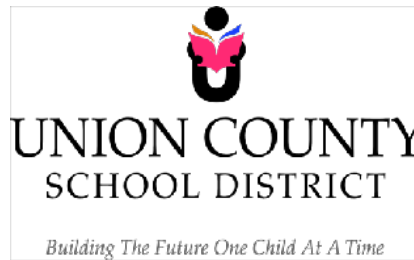
\_\_\_\_\_  
Date

Recorded in the minutes of the Union County Board of Education on \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

President, Union County Board of Education

Date

Attach documents: Bill of Sale, Receipts for donation, recycling, etc.



**TEMPORARY TRANSFER OF CAPITAL ASSET FORM  
 (Loan of Asset for Less than One (1) Year)  
 FOR TEACHER/EMPLOYEE USE**

EMPLOYEES NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ ROOM NO. \_\_\_\_\_

This is to verify that I have the equipment listed below and using it to conduct official school district business.

Description	Tag No.	Serial No.	Checked Out To	Date	Room No.	Date Returned

**THIS FORM MUST HANG ON THE BACK OF THE TEACHER/EMPLOYEE’S ROOM DOOR. IT IS USED FOR TRACKING PURPOSES.**



**UNION COUNTY SCHOOL DISTRICT  
 PERMANENT TRANSFER OF CAPITAL ASSET FORM  
 (Transfer Asset for Greater than One (1) Year)**

Date: \_\_\_\_\_

To: Superintendent

From: \_\_\_\_\_  
 Name School Room No.

Re: Permanent Transfer of Capital Asset

Please transfer the following capital assets for which I am currently responsible to  
 \_\_\_\_\_ in room number \_\_\_\_\_.

(Teacher/Employee)

Description	Serial Number	Tag Number

I transfer the above inventory items.

\_\_\_\_\_  
 Teacher/Employee Signature

\_\_\_\_\_  
 Date

I accept the responsibility for the above inventory items.

---

Teacher/Employee Signature                      Date

---

Principal's Signature                                      Date

---

Superintendent's Signature                              Date