



Pontotoc City School District

Employee Handbook

Cultivating Warriors of Distinction

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The Pontotoc City School District does not discriminate on the basis of race, color, national origin, sex, creed, marital status, age or disability in its programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504, and ADA regulations. Dr. Michelle Bivens, Superintendent, at 140 Education Drive, Pontotoc, Mississippi 38863 (662) 489-3336, is responsible for coordinating the district's efforts to meet its obligations under Section 2504, Title IX, the ADA, and their implementing regulations. The Pontotoc City School District will comply with all Health Insurance Probability Portability and Accountability Act (HIPPA). Anyone who has questions concerning HIPPA policy may call the Pontotoc City School District's Central Office.



CULTIVATING WARRIORS OF DISTINCTION

The mission of PCSD is to cultivate a spirit of pride, growth and service to prepare our students to flourish as leaders in our community and in the competitive world.

This handbook was developed as a guide. It summarizes the policies and procedures established by the local School Board. While it contains policies current at the time, the School Board constantly reviews and updates its policies. A complete copy of any policy can be obtained from the Superintendent's Office, any of the school offices, or our district website.

KEY DUTIES AND RESPONSIBILITIES OF ALL EMPLOYEES

It is the policy of the Board of Trustees to hire the best-trained and most-highly qualified individuals available and to pay the best salary possible within the resources available. In turn, a competent job will be expected, and the character and conduct of each individual should be such that it will be an example of credit to the school and to the community.

All employees must accept responsibility for cooperation with the principal or supervisor in charge and with the superintendent in carrying out the rules and regulations of the Board.

All employees are expected to be at work on a daily basis and report to work on time, remaining until the end of the defined workday.

All employees in a school are expected to cease all activity and pay attention when announcements are being broadcasted and the Pledge of Allegiance is said at the beginning of each day. Teachers are to ensure that students cease their activities and pay attention also.

Employees are responsible for all equipment and school property entrusted to them and are personally liable for excessive damages or loss of that property. All employees are expected to follow the guidelines outlined in the Acceptable Use Policy.

Employees shall not engage in other gainful employment, where that employment adversely affects the professional status or impairs the employee's standing with students, associates, or the community.

Employees shall adhere to the conditions of their employment until the service there under has been performed, the employment has been terminated by mutual consent, or employment has otherwise been legally terminated.

Employees shall refrain from discussing confidential and official business with unauthorized persons and shall refrain from gossip during the workday and away from the work site.

ABSENCE FROM WORK (GBRI)

From time to time, employees may need to be absent from work. The District provides some benefits for our employees when they have to be absent for certain categories of reasons. At the same time, the District also expects all employees to be present every day possible. Employees need to be familiar with the leave benefits provided by the District and use caution in not abusing these benefits.

The principal/supervisor must be notified as far in advance as is possible of any leave needs. Each principal/supervisor will provide specific instructions on how he/she is to be notified when an employee must be absent from work.

In the case of pregnancy, prolonged illness or major surgery, employees must give the day the leave is to begin and the day it is to terminate. For these occasions, the provisions of the Family Medical Leave Act (FMLA) may be applicable (more details follow in a later section of this handbook).

If an employee is absent for a reason other than those specified in policy or if he/she is not participating in a pre-approved staff development activity, he/she will be charged an amount equal to his/her daily contractual salary.

Approved Sick Day Absences

1. Personal illness
2. Illness of an immediate family member
3. Personal doctor appointment
4. Doctor appointment of an immediate family member

Immediate family means spouse, parent, stepparent, sibling, child or stepchild.

Teachers should not request leave for an optional medical procedure during the school year. In the event of a materially false statement by an employee as to the cause of absence, penalties may include a full deduction of pay or other appropriate penalties. Accumulated or future sick leave may be forfeited if a teacher's absence is caused by optional dental or medical treatment, which could have been provided without medical risk at a time when school was not in session.

Principals will determine the appropriate procedure for requesting substitute teachers. The principal can request a doctor's excuse for any absence lasting longer than three days.

Excessive Absence Policy

Employees are encouraged to attend work regularly. Poor attendance has a negative impact on the school and classroom settings. Employees who are absent greater than seven (7) days will be placed on an improvement plan unless an extenuating circumstance is documented by the principal and approved by the Superintendent. During the improvement plan period, the employee will be required to obtain prior approval from their school administrator or produce a doctor's excuse for each subsequent absence. If the employee meets or exceeds ten (10) additional absences during the improvement plan period even with prior approval or a doctor's excuse, the employee will be considered for termination or non-renewal. Absences that are part of FMLA are not counted against the employee in regard to this policy.

Excessive Tardy/Early Leave Policy

The District is aware that at times personnel may need to come in late or leave early for valid reasons. However, this should be a rare occurrence. For individuals who are identified by their school level administrators as consistently tardy or leaving early, a day of personal leave will be

deducted from the employee's leave bank when the time tardy or leaving early reaches eight (8) hours.

Certified Personnel (GBRI)

Sick Leave (GBRI)

At the beginning of each school year, each certified employee shall be credited with a sick leave allowance, with pay, of seven (7) days during that school year for absences caused by illness or physical disability of the employee, the serious illness of a member of the immediate family, or the death of a member of the immediate family.

Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such certified employee if the certified employee remains employed in the same school district. In the event any public school certified employee transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such certified employee shall be credited to such certified employee in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.

No deduction from the pay of the certified employee may be made because of illness or physical disability until after all sick leave allowance credited to such employee has been used.

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

Personal Leave (GBRI)

At the beginning of each school year, each certified employee shall be credited with a personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. 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 unless the employee has a minimum of 10 years of experience in Pontotoc City School District or has a minimum of 30 days of unused accumulated leave. Up to five (5) days of personal leave can be carried over. The personal leave bank may not exceed seven (7) days.

No deduction from the pay of such employee may be made because of absence of such employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. Any unused personal leave days will be converted to sick leave days at the end of the school year.

Certified staff members who are working on their National Board certification may request up to two (2) professional leave days to prepare their materials. These days require the prior approval of the principal and cannot be taken on days before or after a holiday or the first or last day of a school term. No days will be awarded for recertification.

Personal leave must be arranged in advance with the principal. Personal leave days should be taken prior to April 15.

Non-Certified Employees

Sick Leave(GBRI)

Each non-certified employee will be credited with a sick leave allowance, with pay, of seven (7) days during the fiscal year for absences caused by illness or physical disability of the employee, the serious illness of a member of the immediate family, or the death of a member of the immediate family.

No deduction from the pay of the non-certified employee may be made because of illness or physical disability until after all sick leave allowance credited to such employee has been used.

For a non-certified employee who has exhausted all of his or her sick leave, the district will deduct from the pay of such employee in half-day increments based on the employee's daily salary rate.

The official record for absences by an employee will be maintained in an electronic record at central office.

Personal Leave (GBRI)

Non-certified personnel will have two (2) personal days per fiscal year. Such personal leave shall not be taken on the day previous to a holiday or the day after a holiday and should be approved by the immediate supervisor in advance. Up to five (5) days of personal leave can be carried over. The personal leave bank may not exceed seven (7) days.

Twelve Month Employees Annual Leave (AEAA, GADQ)

In addition to sick leave and personal leave, twelve-month employees have ten (10) days of annual leave during years 1-5 of consecutive employment and fifteen (15) days of annual leave beginning with the 6th year of consecutive employment. This leave must be approved in advance by the appropriate supervisor.

All Employees (GBRI)

Sick leave and personal leave days that have not been used at the end of the year will be carried over as sick leave days. Leave allocations will be prorated for personnel who are employed by the district after the appropriate beginning date. If an employee leaves employment prior to his/her ending date (regardless of the reason for leaving the position) leave days will also be prorated.

Legal Leave (GBRI)

This school board shall provide leave with pay for employees who serve as witnesses under subpoena and/or on juries. The school board cannot recover jury fees from employees who serve on juries. Legal leave will not be granted in cases in which the employee is in litigation against the district.

Military Leave (GBRID)

Employees who are members of a reserve component and who are required to attend military training while under contract to the district are entitled to full salary for up to fifteen days while on military leave. The fifteen days of military leave is a separate period from the employee's regular leave and may not be deducted as personal or sick leave.

Unused Leave (GRBI)

Upon termination of employment, unused leave for which the employee is entitled to full pay will be counted as creditable service for purposes of the retirement system to the extent provided in

Section 25-11-103 of the Mississippi Code and the policies of the Public Employees' Retirement System.

Family Medical Leave Act (GBRIA)

Family Medical Leave Act (FMLA) entitles eligible employees to take up to twelve (12) weeks of unpaid, job protected leave in a rolling twelve (12) month period for specified family and medical reasons. To be eligible for FMLA benefits, an employee must:

1. Have worked for the employer for at least twelve (12) months
2. Have worked at least 1,250 hours during the twelve (12) month period prior to the request for one or more of the following reasons:
 - a. for the birth and care of newborn child of the employee
 - b. for placement with the employee of a son or daughter for adoption or foster care
 - c. to care for an immediate family member (spouse, child, or parent) with a serious health condition
 - d. to take medical leave when the employee is unable to work because of a serious health condition.

Employees seeking to use FMLA leave are required to provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. In emergency situations, notice shall be provided within 1 to 2 days working days of when the need becomes known to the employee. You are encouraged to contact the central office if further information is needed.

Donated Leave (37-7-307) (GDAF)

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

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

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

The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.

The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of

unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.

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. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.

Donated leave shall not be used in lieu of disability retirement.

ASSIGNMENTS (GBE)

Employment is with the Pontotoc City School District, not with a particular school or for a particular position. Principals are responsible for hiring and maintaining the staff needed to ensure that all students are learning at the appropriate grade level. Assignment requests are considered but principals have the authority to hire the best person for the job available. The superintendent has the final authority involving the assignment and transfer of personnel within the district.

CAFETERIA (EEAC)

The school cafeterias provide both breakfast and lunch meals. Adults' meals are available for employees. Employees are encouraged to eat in the cafeteria.

Teachers are encouraged to go to the cafeteria for breakfast and lunch. Those teachers present are expected to supervise student conduct if the need for such supervision arises. A weekly duty roster will be posted in each school to insure adequate supervision of each cafeteria.

The duty roster for each school will specify those teachers with cafeteria duties and the dates for that duty. Duty teachers are charged with the responsibility for overall supervision of students in the area of the cafeteria. Under no circumstances are students to be allowed to loiter in the cafeteria. Teachers are expected to be on time for all duty assignments.

COMMUNICATION

Communication is important. All employees are expected to work collaboratively as a part of the school/district professional learning community. Email addresses are available for every employee. Information is conveyed through web postings, email, and school announcements and newsletters. All questions should be submitted to the immediate supervisor and addressed through the chain of command.

DISMISSAL OF PERSONNEL (GBK)

Causes for dismissal are as follows:

1. Immorality
2. Inefficiency in duties
3. Uncooperativeness with superiors
4. Excessive criticism or disturbance of employee relationship

5. Use of intoxicants or drugs during or before the workday
6. Physical or mental incapacity for instruction and associating with children
7. Connection with a felony or crime involving moral turpitude
8. Excessive absenteeism - The interest and welfare of the students being paramount, the district reserves the right to terminate the contract of any teacher who is absent, regardless of cause, for thirty (30) days during the year. In the event of such termination the teacher shall be entitled to no further compensation except salary accrued to date of termination.
9. Violation of Board policies, rules, and regulations
10. Failure to perform assigned responsibilities
11. Any violation of the Mississippi Educator Code of Ethics

Pontotoc City School District abides by all provisions of the School Employment Procedures Act. All employee conflicts will be dealt with individually as provided by law.

First-year teachers may be non-renewed in accordance with Mississippi Code 37-9-101.

DRESS AND APPEARANCE (CB)

Employees should be conservative and professional in dress and appearance. Employees are expected to set examples consistent with dress and appearance regulations required of students. Employees will follow, at a minimum, the same dress code as students in grades 5-12. However, employees will not wear t-shirts with leggings, nor display visible undergarments (bralets). Blue jeans and t-shirts displaying school spirit may be worn on Fridays or on other days deemed appropriate by school administration.

DRUG AND TOBACCO FREE SCHOOLS (CB, GBRL, GBRM)

According to policy "GBRL" no employee engaged in work 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 Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15

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

As a condition of employment, each employee shall notify the superintendent of his or her conviction of any criminal drug statute for a violation no later than five (5) days after such conviction.

As a condition, each employee 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 or his or her employment may be suspended or terminated, at the discretion of the Board. Suspension or dismissal may result in the suspension or revocation of the license of certified employee.

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

Tobacco

The use of tobacco products (including cigarettes, chewing tobacco, etc.) by employees and visitors is restricted as listed below.

1. The use of tobacco by district employees and visitors in any school building, on school property, and on, or in, district vehicles, including school buses, shall be prohibited at all times.
2. Employees, who are assigned the responsibility for supervising students at the school-sponsored activities regardless of where the activities are conducted, shall not use tobacco in any form while on duty.

Pontotoc City School District Drug and Alcohol Testing Policy (GBRM-2)

1. Effective February 8, 1994, the Pontotoc City School District may begin conducting pre-employment testing, reasonable suspicion testing of all personnel and random testing of the bus drivers.
2. Any employee will be allowed to provide notice to the Pontotoc City School District of currently or recently used prescription or non-prescription drugs prior to the time of the test.
3. Random testing of bus drivers will be implemented using a neutral selection basis. Pontotoc City School District will not waive the selection of any employee chosen pursuant to the random selection procedures.
4. a. Reasonable suspicion is defined under this policy as the belief by Pontotoc City School District that an employee is using or has used drugs or alcohol in violation of Pontotoc City School District's policy. Reasonable suspicion may be based upon, among other things:
 - i. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
 - ii. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
 - iii. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
 - iv. Evidence that an individual has tampered with a drug and alcohol test during his employment with the current company;
 - v. Information that an employee has caused or contributed to an accident while at work; and
 - vi. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment.
- b. If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Pontotoc City School District's policy, that

employee will be required to submit to a drug and/or alcohol test. The superintendent (or in his or her absence an appointed replacement) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of Pontotoc City School District's drug and alcohol policy, the employee will be subject to immediate termination of his or her employment with the district.

5. Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.
6. The school district shall determine which drugs to test for.
7. An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the superintendent. An employee, at his or her own cost, also may request that the specimen be retested at a certified laboratory of his or her own choosing.
8. An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, including termination.
9. If the district determines that discipline and/or discharge are not necessary or appropriate in a case where an employee is in violation of Pontotoc City School District's Substance Abuse Policy, the employee as a condition of continued employment must complete a certified substance abuse rehabilitation program at the employee's own cost and expense. The employee may be allowed to work for the district while undergoing the treatment, but the employee must provide evidence of continued treatment and/or rehabilitation upon request. The employee must also agree to submit to random testing for three years after the date of the positive confirmation drug and alcohol test result.

PCSD Transportation Department Drug and Alcohol Testing (GBRM-2)

Bus Drivers

1. All employees required to have a CDL must be tested. This includes school bus drivers, substitute bus drivers, teachers and coaches driving buses for athletic/activity trips, mechanics and drivers of maintenance/service vehicles large enough to require a driver with a CDL.
2. There are six forms of testing that may be performed:
 - a. Pre-employment – This test will be conducted when an individual is hired for the position of driver and before he or she performs safety sensitive functions (drives). The employment offer will be withdrawn if the test result is positive.
 - b. Random – This test will be conducted unannounced and on a random selection to all employees required to have a CDL.
 - c. Post-Accident – This test will be conducted following an accident that involves:
 1. Loss of human life.

2. Driver receives a citation.
 3. Disabling damage to a vehicle.
 4. Injury requiring medical treatment away from the scene.
- d. Reasonable Cause – This test will be conducted when the employer has reasonable suspicion based on observations concerning the appearance, behavior, speech or body odors of the driver and so documented.
 - e. Return to Duty – This test will be conducted before an employee returns to duty in the performance of a safety-sensitive function. He or she must undergo an alcohol test with a result indicating an alcohol concentration of less than 0.02 and a controlled substance test with a verified negative result. Prior to such testing the driver must be evaluated by a substance abuse professional and successfully complete all recommended treatment.
 - f. Follow-up – This test will be conducted after an employee has returned to duty. Follow-up testing consists of at least six tests in the first twelve (12) months and may continue for up to sixty (60) months from the date of the drivers return to duty.
3. Refusal to submit to a drug or alcohol test will be considered positive.

Substance Abuse (GBRM-2)

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

1. All employees are prohibited from being under the influence of drugs or alcohol while on duty or on school premises. All employees are prohibited from using illegal drugs or prescription medication for which they do not have a proper prescription.
2. The sale, possession, transfer, or purchase of illegal drugs on school property or while performing school business is strictly prohibited. Such action will be reported to appropriate law enforcement officials.
3. The use, sale, or possession of an illegal or non-prescribed drug or controlled substance while on duty is cause for immediate termination.
4. No alcoholic beverage will be brought or consumed on school premises.
5. Any person other than the person for whom the drug is prescribed will bring no prescription drug on school premises. Prescription drugs will be used only in the manner, combination, and quantity prescribed.
6. Any employee whose off duty use of alcohol, illegal, or non-prescribed drugs result in excessive absenteeism, tardiness, poor work, or an accident will be subject to discipline, including termination.

DISCIPLINE OF STUDENTS (EBB, JCA, JCB)

Discipline is for the protection of the educational program and of the students who present themselves for an education. Any misbehavior or action affecting that program or the rights of others shall be corrected by the best means.

Teachers in authority are expected to handle routine discipline problems. The administration will handle severe and/or chronic cases. Building administrators will train all personnel, at the beginning of the school year, on the expectations of handling discipline.

The authority of the school extends throughout the school day including time between home and school and at school-sponsored events out of school hours and off school property. Any misconduct, which affects or relates to the management and efficiency of the school, is within the scope of school officials and the Board of Trustees. The Board will support teachers and administrators in efforts to maintain proper decorum among students.

The Board authorizes principals to use such reasonable disciplinary or punitive measures as seem necessary to insure a properly functioning school organization. As a guide for teachers and students, the District has developed a student "Code of Conduct", which is included in the PCSD Student Handbook.

Corporal Punishment (JDB)

The principal or other certified personnel in each building may administer corporal punishment. Another employee must be present when punishment is administered. Corporal punishment will not be administered if a parent requests an alternative form of discipline.

Corporal punishment shall be reasonable and administered with a paddle, which will not bruise or abuse the student. Under no conditions is corporal punishment to be used as a primary means to discipline. Whenever corporal punishment is administered, a discipline report must be completed and signed by the teacher and witness. Discipline reports are to be submitted daily to the principal. Any student refusing corporal punishment shall be assigned alternative punishment, which may include suspension.

Grading and Suspension Policy (JBD)

A student who has been suspended will be allowed to make up any assignments and to submit any work assigned during the suspension period. The student or parents must request the make-up work. The work must be turned in upon the students return from the suspension period. If a student does not submit the make-up work accordingly, the student will receive a zero for all such work.

DISMISSAL OF STUDENTS FROM CAMPUS (JGFC, KM)

School campuses are closed during the school day. Under no circumstances should any teacher give permission to any student to leave campus unless the principal is consulted and permission granted.

Visitors are allowed at the discretion of the principal. Any person on campus without proper authority or who is distracting normal school operation should be reported to the principal. Trespassers will be prosecuted.

DUPLICATING MATERIALS

Electric duplicating machines are provided for the use of teachers and clerical personnel. The machines are located in a central location. If any difficulty is encountered in the operation of any machine, a member of the clerical staff should be contacted for help. Machines and materials will be used for official school purposes only. Teachers are expected to be conservative in their use of the copy machine.

EDUCATIONAL ENHANCEMENT FUND (EEF)(DJEAB)

Educational Enhancement Funds (EEF) will become available during the early fall. Teachers are issued a debit card, issued by the State of Mississippi, and must agree to all terms and conditions of that card. Training is required for the initial acceptance of the card. New personnel will be trained each year. The State of Mississippi will conduct audits of these accounts and the teacher is responsible for all purchases and records/receipts for five years.

EMPLOYEE COMPLAINTS AND GRIEVANCES (GAE-R)

Situations arise occasionally where strong differences of opinion develop out of application or misapplication of policies or procedures. Whenever these differences occur, certain steps must be followed.

A Complaint and Grievance procedure has been developed to deal with these situations. This procedure is designed to provide an equitable and systematic procedure for teachers to express these feelings without fear of reprisal. This procedure is outlined in Board Policy GAE-R, which can be found on our District website.

See Pontotoc City School District Organizational Chart in Appendix C.

EMPLOYMENT LETTERS/CONTRACTS (CGA, CGD)

Certified employees are issued contracts annually. All other district employees will receive an employment letter that indicates the rate of pay and the dates of services.

For certified personnel, the process begins with the Board of Trustees reviewing the superintendent's contract in January. The superintendent then recommends principals and central office administrators to the Board of Trustees in February. The principal will recommend teachers and assistant principals to the superintendent at the end of February so that he/she can make recommendations to the Board of Trustees at its March meeting. In order to be recommended for re-employment, a certified staff member must submit a copy of any new license by February 15th.

Certified staff members who are approved for employment will be offered contracts for the following year during the final weeks of school. They will have ten (10) days to accept or reject their contracts. Any contract not signed and returned to the principal and then to the superintendent after ten days will be considered void.

Certified staff members who also serve the District in a supplemental capacity (such as coaching, etc.) will receive a letter of agreement that states the capacity in which an individual will serve and the level of additional compensation.

The principal or supervisor recommends non-certified employees to the superintendent who then recommends to the Board prior to the beginning of their employment period, usually in May-July. The Board must approve all employees before they can be paid.

The Pontotoc City School District Board of Trustees reserves the right to make attachments to the standard employee contract, which are considered a part of that contract. Attachments are designed to inform the affected employee of circumstances which could jeopardize the continued employment of that individual. Hopefully, through proper attention to the conditions specified in the attachment, employment can be maintained. Carefully review your contract before signing. Contact your principal should you have questions regarding the contract.

After contracts have been signed, resignations of teachers will be accepted only when satisfactory replacement can be found, except in the case of mental or physical disability verified by a doctor's certificate. Resignations to the Board of Trustees must be in writing, and the teacher will be notified of the decision of the Board in accepting or rejecting the resignation.

ENDOWMENT FOR EXCELLENCE IN EDUCATION

The Endowment for Excellence in Education was founded in 1988 to assist the Pontotoc City School District. A fund was established whereby they award mini-grants to teachers to support educational opportunities for students in grades K-12 that are over and above those which they would normally receive through the regular school budget. During the spring, the Endowment will distribute mini-grant proposal forms that individual teachers or teacher groups may submit. Mini-grants will not be granted for furniture.

When a teacher receives a mini-grant award, he/she is required to adhere to all of the district purchasing guidelines. Teachers are also reminded that their purchases are to be in accordance with the mini-grant proposal and they are not to exceed the total amount of the mini-grant award. Items purchased with mini-grant money become the property of the school district.

Many great opportunities have been provided through these mini-grants for our schools. In exchange, we encourage all staff members to make contributions annually to this fund. Because the fund is an endowment fund, only the interest earned from the principal of the contributions is used to support the mini-grants. A few dollars will go a long way in enabling the Endowment to support many of our activities.

EXTRACURRICULAR ACTIVITIES AND DUTY SCHEDULES (GBRE)

Activities, which further or enhance student experiences outside of regular classroom sessions, are classified as "extracurricular." Any meetings of such programs will be under the direct sponsorship of a teacher. No person is to schedule any activity involving students or distribute any notice without prior approval of the principal. All decisions and activities will be in support of the school philosophy of furthering the learning experiences of students.

A list of extracurricular activities and their sponsors will be furnished to the teachers at the beginning of the school year. Modifications will be made if the need arises.

A duty roster will be furnished for the supervision of the auditorium, halls, school grounds, and cafeteria during school hours when the students are not in class and school-sponsored events. Duty assignments are not optional and performance of these assignments will be evaluated, as are all other aspects of teacher responsibility.

FACULTY MEETINGS (GBRD)

All teachers shall attend all meetings called by the principal or Superintendent before, during, or after school unless excused by the person calling the meeting prior to the time of that meeting. Failure of an employee to attend shall result in a charge of one day against that teacher's emergency leave. Members excused are responsible for information and procedures given during the meeting.

FIELD TRIPS AND SCHOOL BUS TRANSPORTATION REQUISITIONS (JGFB)

Field trips can be an extended learning activity of students. They require advanced planning, coordination, funding, and approval. Following are the guidelines for implementation.

1. All field trips must be tied to instructional objectives.
2. Requests for field trips must be submitted to the principal to adhere to Board meeting requirements.
3. Cost of the field trip should be the responsibility of the sponsoring teacher. Approximate cost and the funding source must be identified on the request form. The cost estimate must include the mileage, cost of driver, admission charges, etc. Special note: The driver

must be paid through a check issued by the Central Office. Teachers/principals are encouraged to deal with this matter prior to the trip.

4. Parents/guardians must sign a consent form allowing their student to participate in the activities planned.
5. Students must ride on the bus with the class to and from the field trip location unless prior written approval has been given by the principal and proper check out procedures have been followed.
6. No children (including siblings) who are not part of the pre-identified field trip class are allowed to go on the field trip.
7. The staff member who is in charge of the field trip is responsible for leaving the bus clean and free of any food or other items when the bus is returned.
8. The staff member in charge is responsible for list of students and phone numbers.
9. No personal checks will be accepted as payment for student field trip fees.
10. Teachers will be granted one field trip per year with their own children. If a teacher is attending a field trip with their child as a school chaperone, they must ride the bus to and from the event. Teacher must stay for the entire length of the field trip. If the field trip is over before school is dismissed, teachers will return to school until the end of their work day.

Teachers who desire bus requisitions for field trips or off-campus school activities must plan such activities so that requests can be approved by the Board of Trustees in advance during one of their regular meetings. The School Board meets only one time each month (second Monday of each month). Requisitions must be turned in to principals so that they can be approved prior to the date that the bus is needed. The principal is expected to submit a listing of the school's requests to the superintendent on the 20th of each month for the following month. Sometimes, requests should be submitted a month in advance to be sure that approval can be granted.

Only students and staff are allowed to ride on a school bus. Therefore, parents/guardians who serve as chaperones must take separate vehicles.

If an individual other than the teacher of the students on the trip serves as the bus driver, payment for that bus driver must be issued through the Central Office payroll system. It is a violation of federal regulations to pay the driver directly from funds collected. The principal must receipt the money and follow appropriate depositing and payroll procedures.

Trips out of state are to be kept to a minimum, approved in only exceptional situations. In many cases, school buses are not allowed for these trips. Certified drivers are required to meet additional requirements. If such a request is submitted, the principal must talk first with the Director of Transportation prior to submitting the bus request.

FUND RAISING AND OVERSIGHT OF FUNDS (DK)

All fund-raisers must be approved by the School Board. At the time of fund-raiser approval, those dates will be scheduled so that an overlap of fundraising activities is avoided. No fund-raiser will be allowed to exceed 10 school days.

All funds must be handled through school accounts and a receipt issued to any student/parent making a payment. School employees are prohibited from being the signatory for an account dealing with school/student funds. All funds must be handled in compliance with state and district regulations that include proper receipts, depositing of funds with school secretary on a daily basis, school depositing on a daily basis, etc.

GARNISHMENT OR LEVY

Each school system employee is expected to attend to his/her own personal business affairs. When a garnishment or levy is received in the Superintendent's office, the employee will be notified. A release should then be secured prior to the issuance of the next paycheck. In the absence of a properly signed release, twenty-five percent (25%) of the employee's net monthly salary will be withheld until the garnishment and court costs are satisfied. Such garnishments or levies are attached to the release and remain in the personnel file of that employee. Beginning July 2001, a fee of \$50.00 will be assessed for processing garnishments.

GRANTS

Other agencies frequently provide funding that will enhance the activities of the Pontotoc City School District. Staff members are encouraged to seek such opportunities. Any staff member should secure permission from his/her supervisor prior to preparing the grant request. The supervisor will notify the superintendent prior to authorizing the writing of the proposal. No one is authorized to obligate the District without the written permission of the superintendent.

If a grant award is received, those funds must be deposited with the District's accounts. The Finance Office will maintain a special account so that those funds will be used for the defined purpose. Items purchased must be consistent with the grant proposal and the amount (including shipping and handling) must be no greater than the grant award. All district purchasing guidelines must be followed. Any items purchased with grant money become property of the school district.

ILLNESS OF STUDENTS (JGFG)

Students who complain of illness to their teacher should be sent to the principal's office and not permitted to disrupt or delay instruction. All student medication must be brought to the principal's office at the beginning of the school day and will be dispensed as prescribed. No over-the-counter medications can be given to students without permission of the parent/guardian.

INSURANCE and CAFETERIA PLAN (EGA)

Health Insurance

Pontotoc City School District participates in the self-insured Public School Employees' Health Insurance plan, administered by DFA-Office of Insurance. Health coverage is contracted with Blue Cross/Blue Shield. Pharmacy coverage is contracted to Catalyst Rx. The State contributes part of the individual premium each month depending on the deductible chosen for all qualified employees choosing to participate. Dependent insurance coverage may be purchased under the plan, but the employee must pay the premium. Applications and information are available in the central office and on the school website. The open enrollment period to add dependents is October with an effective coverage date of January 1.

State and School Employees' Life Insurance Plan

Effective October 1, 1999, full-time active employees of public school districts, community and junior colleges, and public libraries are now eligible to participate in the States' Alternative group term life insurance plan with UNUM.

The employee receives life insurance coverage equal to twice the amount of your annual wage rounded up to the next one thousand dollars, subject to a minimum benefit amount of \$30,000, and a maximum of \$100,000. The State pays 50% of the cost for all eligible employees. The current monthly premium is \$.24 per \$1,000. The State pays \$.12; the employee pays \$.12.

If an employee retires under the Public Employees Retirement System (PERS), he/she can continue life insurance coverage into retirement at a minimum of \$5,000 up to \$50,000. If an employee leaves employment, he/she may convert to an individual policy without a physical or evidence of insurability.

Accidental Death and Dismemberment coverage is provided at no additional cost. This means that benefits are doubled due to accidental death. AD&D benefits also include coverage for dismemberment.

The State life plan includes a premium waiver provision if an employee becomes totally and permanently disabled.

Cafeteria Plan – Pre-Tax Deductions

The District provides the opportunity for full-time employees to participate in a cafeteria plan managed by American Fidelity. The cafeteria plan has an array of insurance and sheltered money packages that allow employees to buy benefits by withholding the premiums/ contributions before taxes are calculated. The only items that federal regulations permit in a cafeteria plan are those items for which tax deductions could be claimed on the income tax returns.

Representatives from American Fidelity will be in the school district in the fall to introduce the cafeteria plan and all insurances that will be available.

Mississippi Deferred Compensation Plan and Trust

It is a supplemental retirement savings plan regulated under Section 457 of the Internal Revenue Code. It is also tax-deferred savings plan that offers two tax advantages:

1. Your current income taxes are reduced immediately because your employer sets aside or “defers” part of your salary or “compensation.” You pay no Federal or State income taxes on your contributions until withdrawal, usually at retirement when you may be in a lower tax bracket.
2. Any interest and/or earnings are also deferred until withdrawal.

The Mississippi Deferred Compensation Plan is offered through the Public Employees’ Retirement System (PERS).

INTERNET USE (IFBGA, IFBGAA, IJB)

The Pontotoc City School District provides users the privilege of accessing the Internet over the district’s network for educational purposes. The internet offers an abundance of research material pertinent for intellectual growth. It is the intent of the Pontotoc City School District to:

- Provide access to educational publications, articles, images, etc.
- Provide safe internet surfing for educational materials.
- Prevent inappropriate material entering or leaving the school’s network via email, internet or other forms of electronic communications.
- Prevent unauthorized and malicious attempts to access network resources.
- Prevent unauthorized disclosure of personal information.
- Abide by rules established by CIPA (Child Internet Protection Act) and COPA (Child Online Protection Act).

Access to Inappropriate Material

Pontotoc City School District has internet technology protection measures in place to prevent access to inappropriate material. These measures are in place to prevent users from visually accessing material which may be obscene, pornographic, or harmful to minors. If any inappropriate materials surface, the technology department must be contacted immediately.

Inappropriate Network Usage

Internet access through Pontotoc City School District's network is a privilege, not a right; inappropriate network usage will result in disciplinary action. Pontotoc City School District shall take actions to uphold the safety and security of all users of the network.

By signing the Handbook Form, I agree to abide by the rules stated in this Acceptable Use Policy. I understand that the use of the Internet or network is a privilege and if found in violation of any of the rules stated in this policy, I will be subject to any of the disciplinary actions previously stated. I understand that the Pontotoc City School District will actively try to block or filter harmful information from being accessed over the network (school-owned devices), but is not responsible for any inappropriate content accessed while using the network.

Student Photos/Videos/Student Work

The Pontotoc City School District celebrates the effort of students by posting students' pictures and work on school websites to promote learning, collaboration and provide an opportunity to share the achievements of students. If you have concerns about the use of photographs by the schools, please contact the building principal. Permission is needed from the building principal prior from posting photos on social media.

MAIL BOXES AND BULLETIN BOARDS

Each teacher's private and professional correspondence and materials will be placed in a labeled box in a central and convenient place. Students are not allowed in the area and will not be permitted to remove materials from a teacher's box. Notices of a personal or professional interest to teachers may be posted on a bulletin board nearby but should be removed after a reasonable length of time.

NATIONAL BOARD CERTIFICATION (GBA-E)

Non-administrative certified staff members who earn National Board Certification will earn an additional \$7,000 per year (\$6000 from MDE funds; \$1000 from local funds). Those earning this certification during the first semester will receive \$3,000 from MDE and \$1,000 local for that year, if a copy of the certification notice is provided by February 15.

POLITICAL ACTIVITIES (GAHB)

Employees have the same rights and responsibilities to political activities as other citizens and are encouraged to participate. However, employees have an additional obligation to the district requiring restraint and good judgment in their participation, so as not to invite criticism or ill will that might impair their or the school's effectiveness. Political campaign materials should not be displayed or distributed at school or school activities.

PURCHASING (DK)

All purchases by this school district, regardless of source of funds, shall be made pursuant to the purchasing laws of the State of Mississippi. It is the intention of the district to purchase competitively without prejudice and seek maximum educational value for each and every dollar expended. Two competitive quotes are required for purchases of more than three thousand dollars (\$3,000), but not more than twenty-five thousand (\$25,000). Advertisements for

competitive sealed bids are required for purchases in excess of twenty-five thousand dollars (\$25,000). All advertising procedures must be conducted through the superintendent's office.

The following procedures must be followed when placing an order for materials, regardless of the source of funds. Failure to follow this procedure may require the employee to accept personal financial responsibility.

- Prepare and submit a requisition for items to the principal/supervisor. Be sure that appropriate shipping and handling charges are included. (A sample requisition is included in Appendix C)
- If approved by the principal/supervisor, a purchase order will be assigned in the central office.
- After receiving a purchase order number, the employee may then purchase the desired items.
- After receiving an order, the invoice must be signed by the employee receiving the material and sent to the central office.
- April 1 is the deadline for submitting all requisitions.

ACTIVITY FUNDS

1. Before you can open a new activity fund, you have to have the superintendent's permission. The request must be submitted by the building level principal.
2. Extra-curricular activities that require admission must use pre-numbered tickets. This includes all athletic events, but also includes plays, beauty pageants, etc. Tickets should not be sold by the same individual who is taking up the tickets.
3. A teacher should have a listing of all students who give him/her money that is deposited in an activity funds. It is recommended that the school secretary have a copy of this list attached to the school's copy of the receipt that is given to the teacher. Three part pre-numbered receipts should be used (one for teacher, one for central office and a copy for school office). Receipts must be in sequential order.
4. Activity funds are student funds.
5. All donations must be accepted by the School Board.
6. To be classified as a club account, the funds should be spent according to the desires of the students. (Club accounts are those in the 600 range). No club fund should ever have a negative balance. This is contrary to any funds in a "pool account." If you have a club fund in the negative, another club needs to write a letter allowing an over drafted fund temporary use of its funds until that club is in the black again.

QUALIFICATIONS (GBBA)

Beginning with any new employee hired after July 1, 2000, criminal and child abuse background checks are required by Mississippi State Law. Any finding on these background checks will void all employment contracts/agreements.

Application forms for employment may be completed on the district website.

All teachers employed for the first time must possess a valid teaching license. Teacher certifications are available upon request.

The following credentials must be on file in the district office before a contract can be issued for a teacher candidate:

1. An application properly completed and filed
2. A valid teaching certificate with the appropriate endorsements
3. A complete transcript of college credits
4. A verification of prior teaching experiences
5. Any other documents required by state laws and/or School Board regulations

Renewal of Contract

To be recommended for a contract renewal, a teacher must have demonstrated satisfactory performance as determined by the District's personnel evaluation process and secured a renewed license by February 15. A teacher who does not meet these requirements will not be recommended for re-appointment.

During the first two years a certified employee is employed in a Mississippi Public School District, the employee is in a probationary status. If a teacher transfers from one Mississippi district to another Mississippi school district, he/she is probationary for one year. During either of these probationary periods, the employee may not be recommended for re-employment and will not be provided an appeal to the Board of Education.

RETIREMENT SYSTEM (GBQ)

By state law, District employees are required to become members of the Public Employees Retirement System. Each member contributes 9% of his or her monthly salary. The employer contributes 15.75%. Benefits are based on the average of the member's four highest salary years.

All information about your retirement is available through the system at 429 Mississippi Street, Jackson, MS, 39201-1005. Your request must be submitted in writing. Retirement packets are available at the central office.

SALESMEN, SOLICITORS AND VISITORS (KM)

Salesmen who call on schools must secure the permission of the principal/supervisor before contacting an employee while on duty. Only occasionally should it be necessary to interrupt an employee's workday. The principal will escort the caller to the employee or have the employee come to the office, if business appears necessary. Otherwise, such business should be conducted during the employee's off duty hours.

Visitation is restricted to those persons having been cleared through the principal's office. It is the responsibility of every employee to direct a visitor to the principal's office first.

STAFF DEVELOPMENT (CEG, GAD, GADA)

Schools should be models as learning communities. Therefore, all staff members are expected to participate in on-going growth opportunities and then to apply the knowledge and skills learned as appropriate. From time to time, individuals will be asked to provide learning activities for their colleagues when they return from a conference or training opportunity.

When the District provides a staff development activity, all identified personnel are required to participate. Participation in these activities is essential.

Certified Personnel

For many staff development activities, (some but not all are District-sponsored activities) teachers can earn continued education units (CEUs) that can be applied to renew their certification. If there is a fee to receive the CEUs offered for an activity, the teacher is responsible for paying that fee. It is the teacher's responsibility to maintain his/her own personal file of approved CEUs. Teachers are reminded to acquire CEUs and submit records to MDE/PCSD to have the renewal license by February to be considered for a recommendation of re-employment.

Teachers should seek staff development activities to gain new knowledge and skills and to refresh prior learning. Professional development is designed, with teacher input, to focus on the priorities of the District.

In addition to what the District may provide or support for staff development activities, each individual is also expected to commit to personal growth using his/her own time. Such growth includes reading professional literature and engaging in other learning activities.

Non-Certified Personnel

Non-certified employees will also participate in staff development activities by employee group. These sessions will be designed based on the needs and interest of the personnel. They may have special duties or activities assigned, or their employee group may have some specialized training.

Travel (DJD)

All professional travel and the related expenses must be approved in advance. If more than one person is traveling to the same activity, employees are expected to "carpool." The District will not be allowed to reimburse mileage when individuals drive separately.

A request for reimbursement must be submitted to the principal/supervisor for all official travel on school business authorized by that principal. Mileage reimbursement is payable at the state rate and authorized by the Board of Trustees, plus necessary expenses for room and board, if needed, as are itemized with receipts. Meals will be reimbursed according to state rates if an overnight stay is involved. The request for reimbursement must include the following information:

- Location of the activity
- Purpose of the activity
- Date(s) of the activity
- Requested funding source
- Miles traveled, if driver
- Lodging costs per night
- Meals costs per day
- Other (if appropriate)
- Signature of employee making request

The signature of the employee on request for reimbursement serves as certification that the request is accurate and valid.

SUPERVISION AND EVALUATION (GBH, GBI, GDI)

The principal of each school is responsible for the supervision and evaluation of all personnel in that school. Food service and non-school based personnel will be supervised and evaluated by the District assigned administrator. It is the duty of the principal/supervisor to document

situations, either positive or negative, which reflect the quality of work being done by each employee. The ultimate purpose of supervision and evaluation is performance improvement.

It is believed that simply bringing the level of performance to the attention of the employee can alleviate most unsatisfactory performances. It is also recognized that this will not always be the case. When unsatisfactory performance is ongoing in nature, appropriate action to remediate the deficiencies will occur. Remedial actions could include, but are not limited to the following:

- (1) Extended in-service
- (2) Concise written performance expectations
- (3) Observation of other staff
- (4) Suspension without pay

Whenever ongoing unsatisfactory performance occurs it shall be called to the employee's attention in writing. This and subsequent written statements of performance shall be placed in the employee's file in the office of the Superintendent along with information relating to conferences, data, and means used to correct the problem.

Teachers

For teachers, there are three major types of on-going instructional improvement activities. The principal and other administrative personnel will observe each teacher on numerous occasions throughout the school year. The second type of instructional improvement activity will consist of an annual observation of one teacher by another. The final type of required instructional improvement activity consists of a self-analysis of a videotaped lesson by each teacher and his/her principal.

SIGN IN/OUT PROCEDURES AND PAYROLL

All employees will be required to clock in and out on a daily basis. Personnel are expected to be at school at the time required by their school administrator each day. All personnel are expected to be on their duty post at the time assigned by the building level administrator. The clock will record the exact time of reporting to and leaving work duties. Failure to clock in and out may result in the termination of the employee. Non-certified personnel are restricted to the duty times assigned by the principal/supervisor. No overtime is permitted without the prior approval of the principal/supervisor.

Any time an employee is absent from duty, an absence from duty form should be submitted to the principal/supervisor.

Principals/supervisors will provide monthly information to the Payroll Office with the principal's/supervisor's original signature certifying that the information is complete and correct.

Salaried employees will be paid on a basis of the number of workdays for their position, and the salary will be prorated on twelve- (12) monthly installments. Employees will receive a paycheck at the end of each month. All pay stubs will be issued the last working day of the month. All payroll is required, by law, to be direct deposited.

Custodians will not work the following holidays:

- | | |
|------------------------|-----------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Thanksgiving Day |
| Good Friday | Friday following Thanksgiving Day |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |

The District is required to make certain withholdings on each paycheck. In addition, the District provides the opportunity for some voluntary withholdings. Following are the required withholdings: social security, federal income taxes, state income taxes, and state retirement. The optional withholdings are as follows: Cafeteria Plan selections and administration fee, Wellness Center membership fees, and Endowment Fund contributions.

Federal income tax W-2 forms will be furnished each employee by January 31. Duplicates will be made at a charge of \$3.00 each.

Prior to September 1, each and every employee will file a State income tax exemption certificate Form M-4-EC, and a Federal income tax exemption Form W-4. No changes in this authorization will be allowed during the school year except those resulting from birth, death, or unusual circumstances.

SCHOOL STAFF CELL PHONE POLICY (IFBB)

All school administrators are required to have a cell phone for communication and safety issues at school.

Teachers and all other staff members:

Just as with students, cell phones distract from teaching and learning. Teachers' cell phones must be **on silent during the instructional day** except under the following circumstances:

- In the teachers' lounge
- During a planning period with no students present
- School emergency situations
- Use of phone in instructional situations

Violation of this policy could result in but is not limited to the following:

- 1) conference, 2) write up in personnel file, 3) suspension, 4) termination

STUDENT ATTENDANCE

All teachers are required to keep accurate attendance records. The report of attendance shall be electronically, in the student management system. Class absences and tardies will be reported on the student report card at the end of each grading period.

We believe that teachers make a difference; when a student is not present, he/she misses an important day of instruction. It is essential that students who have an excused absence be required to make up any and all missed work. **Teachers are expected to see that students are given those assignments when the student returns, not just wait until the student asks.**

SUPPLIES and TONER

Consumable supplies are kept by the principal or supervisor for employee use. Contact the principal/supervisor well in advance of a need for supplies so that ample supply stocks can be maintained. Please do not request more supplies than are actually needed.

TEACHERS TUTORING FOR PAY (GBRGB)

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he may have a conflict of interest, teachers shall receive no money from parents for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to make. Further, no tutoring for which a teacher receives a fee will be carried on in the school building.

WORKERS' COMPENSATION (GBRHA, GBRHC)

In accordance with the Workers' Compensation Act, the District provides benefits when an employee is injured in the course of his/her employment. If an employee is injured while carrying out his/her job responsibilities in a District-sponsored activity, he/she must contact his/her principal or supervisor to determine the action to be taken. If it is a Workers' Compensation eligible event, the employer (not employee) completes the necessary paperwork to file for Workers' Compensation. If medical attention is required, the employee will be directed to a doctor.

WELLNESS CENTER

The District has an arrangement with the Northeast Mississippi Wellness Center in Pontotoc whereby employees receive some discounts for membership. Both individual and family memberships are available. If an employee is interested, please go by the Wellness Center to sign up.

USE OF PERSONAL AND DISTRICT VEHICLES (EDAE)

Prior to using a district owned vehicle or a personally owned vehicle used for a school related activity, an employee must submit a copy of the following documentation:

1. Valid driver's license (type appropriate for vehicle being used)
2. Insurance documentation (personal vehicle use)

The supervisor is expected to forward a copy of this information to the central office to be placed on file. This information must be rechecked each time. Updates should be submitted to central office to add to the file. If an employee cannot provide this documentation, he/she cannot drive a district vehicle or a personal vehicle for a district activity.

APPENDIX A
STAFF/STUDENT NON-FRATERNIZATION

Board Policy GABB

STAFF/STUDENT NON-FRATERNIZATION

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

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

Staff Guidelines for Non-Fraternization

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

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school extracurricular program and are properly supervised, are prohibited.
3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
4. Staff members shall not text students nor participate in any student social media.
5. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.
7. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
8. Staff members shall not send students on personal errands.
9. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
10. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistance, pursuant to law and Board policy.
11. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Social Networking

All employees, faculty and staff of this school district who participate in social networking websites such as, but not limited to, SnapChat, Bebo, Twitter or FaceBook, shall not post any data, documents, photos, or inappropriate information on any website that might result in a disruption of classroom activity. The determination of appropriateness will be made by the Superintendent and his/her designees.

Employees, faculty and staff shall not give social networking website passwords to students. Fraternization via the internet between school district employees and students is prohibited and violation of any of these policies may result in disciplinary action, up to and including termination.

Access of social networking websites for individual use during school hours is prohibited.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites.

Annual Reminder to Staff

The Superintendent and the school principals will annually remind staff members and orient new staff members concerning 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. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook/Twitter and similar internet sites or social networks
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

Periodical Searches

The Superintendent or designees may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and/or websites is discovered, the school principals and/or Superintendent will download the offensive material and promptly take proper administrative action.

APPENDIX B
SOCIAL NETWORKING SITES

Board Policy GABBA
SOCIAL NETWORKING WEBSITES

Access of social networking websites for individual use during school hours is prohibited. Employees, faculty and staff should not give social networking website passwords to students.

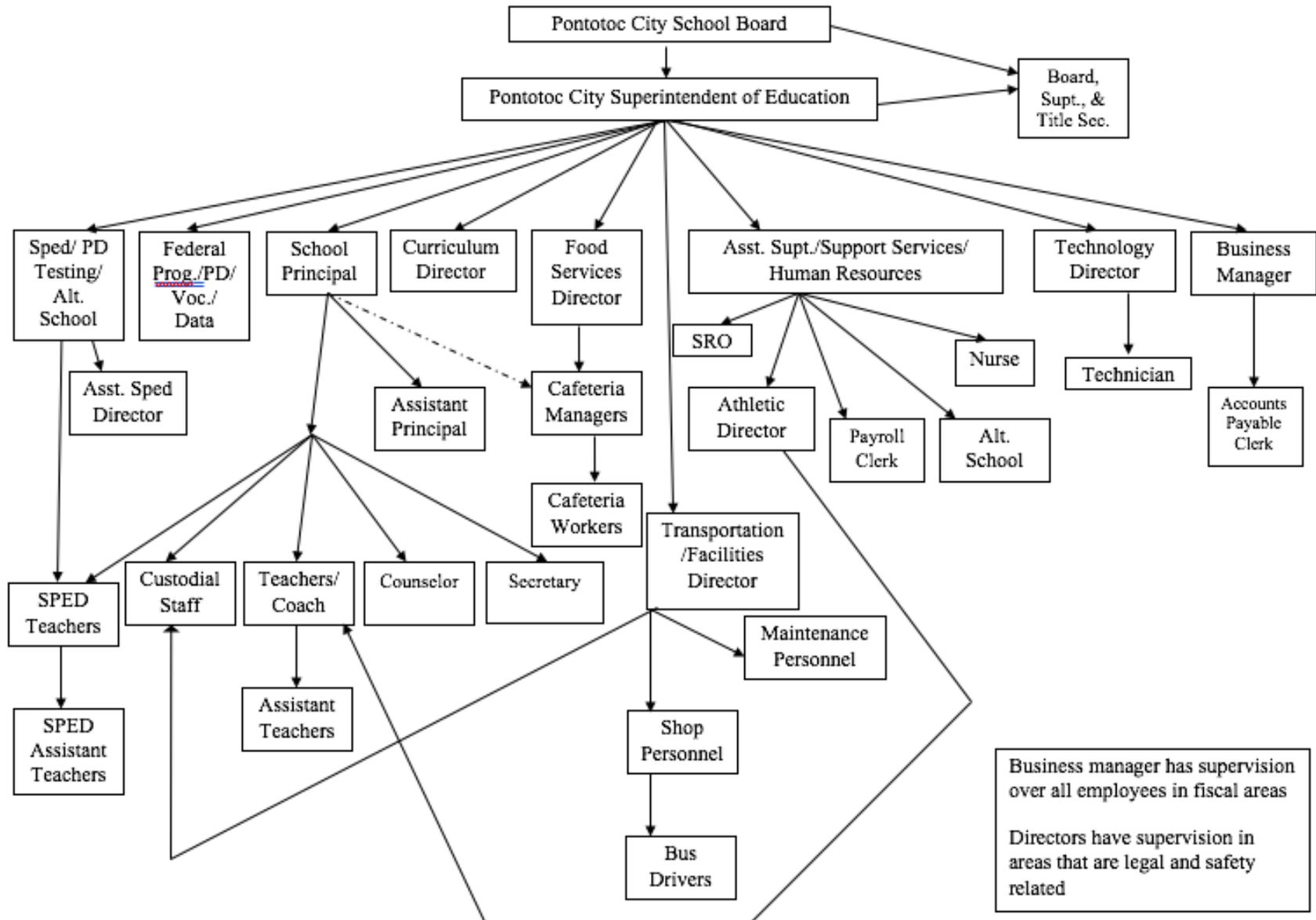
All employees, faculty and staff of this school district who participate in social networking websites shall not post any data, documents, photos or inappropriate information on any website or application that might result in a disruption of classroom activity. This determination will be made by the Superintendent.

Fraternization via the internet between employees, faculty or staff and students is prohibited and violation of any of these policies may result in disciplinary action, up to and including termination.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites, since educational sites are used solely for educational purposes.

Appendix C

Pontotoc City School District Organizational Chart



**Acknowledgement
2018-2019**

I, _____, acknowledge receipt of this employee handbook.

Signature

Date

I, _____, acknowledge that my school administrator has reviewed this information with me.

Signature

Date

I, _____, acknowledge that my school administrator has provided me with training concerning Pontotoc City School District's Corporal Punishment Policy.

Signature

Date

I, _____, acknowledge that my school administrator has provided me with training concerning Pontotoc City School District's Staff/Student Non-Fraternization Policy.

Signature

Date

I, _____, acknowledge that my school administrator has provided me with training concerning Pontotoc City School District's Social Networking Policy.

Signature

Date

I, _____, acknowledge that my school administrator has provided me with training concerning Pontotoc City School District Drug and Alcohol Testing Policy.

Signature

Date