

Board Approved \_\_\_\_\_

# Philadelphia Public School District

*EMPLOYEE HANDBOOK*  
*2019-2020*



## **TORNADO PROUD**

Philadelphia Public School District  
248 Byrd Avenue  
Philadelphia, MS 39350  
601-656-2955  
[www.phillytornadoes.com](http://www.phillytornadoes.com)

# TABLE OF CONTENTS

INTRODUCTION.....	3
MISSION STATEMENT.....	3
OUR BELIEFS.....	3
NOTICE OF NON-DISCRIMINATION (SECTION 504).....	3
EMPLOYEE HANDBOOK DISCLAIMER.....	3
BOARD OF EDUCATION.....	4
CENTRAL OFFICE AND DISTRICT ADMINISTRATION.....	4
SCHOOL ADMINISTRATION AND OFFICE STAFF.....	4

**TOPICS:**

ABSENCE FROM DUTY / LEAVE POLICY / .....	5-8
ACCIDENTS.....	8
ARREST OF EMPLOYEE.....	8
ASSEMBLIES / FIELDTRIPS / EVENTS.....	8-9
ASSISTANT TEACHERS.....	9
ASBESTOS HAZARD NOTIFICATION.....	10
CALENDAR (DISTRICT).....	11
CHAIN OF COMMAND / REPORTING STRUCTURE.....	12
CLASSROOM MANAGEMENT.....	12-13
CODE OF ETHICS.....	13
CONFIDENTIAL INFORMATION.....	13
DRESS CODE AND FACULTY / STAFF PROFESSIONALISM.....	14
DRUG / WEAPON FREE ENVIRONMENT.....	15-16
EEF FUNDS.....	16
EMERGENCY DRILLS AND PROCEDURES.....	16-17
EMPLOYMENT TERMINATION / REASSIGNMENT.....	17-18
EVALUATION / PERSONNEL APPRAISAL.....	18
FAMILY RIGHTS TO PRIVACY ACT (FERPA).....	18-19
GRADE REPORTING.....	19-20
GRIEVANCE PROCEDURES.....	21-23
HOMELESS STUDENTS.....	23
HOMEWORK.....	23
IDENTIFICATION OF FACULTY, STAFF, AND VISITORS.....	23
INSTRUCTIONAL DUTIES / ARRIVAL AND DISMISSAL SCHEDULES.....	23-25
INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY.....	25-28
OUTSIDE EMPLOYMENT.....	28
PARENT / TEACHER CONFERENCES AND COMMUNITY RELATIONS.....	28
PAY SCALE – CERTIFIED PERSONNEL.....	29-30
PURCHASING / FUND RAISING / DONATIONS / INVENTORY PROCEDURES.....	30
SECTION 504 & AMERICAN DISABILITIES ACT.....	31
SEXUAL HARRASSMENT.....	32-33
SIGN-IN / SIGN-OUT / TIME CARDS.....	33
SMOKING.....	33
SOCIAL NETWORKING.....	33
STAFF PROTECTION.....	33
STUDENT BULLYING: POLICY AND PROCEDURES.....	33-34
TEACHER/STAFF IMPROVEMENT PLAN.....	34-35
TEACHER SUPPORT TEAM (TST) AND THREE-TIER MODEL.....	35
TELEPHONE USE.....	35
TESTING / TRAINING / ADMINISTRATION.....	35-36
TEXTBOOKS.....	36
TOBACCO FREE CAMPUS.....	36
TRANSPORTATION REQUESTS.....	36
VISITORS / DELIVERIES.....	36
<b>APPENDIX.....</b>	<b>37-47</b>

## INTRODUCTION

This handbook has been developed to inform faculty and staff of the guidelines, policies, and procedures of the Philadelphia Public School District. It is provided as a guide to assist faculty and staff with performing his or her assigned duties in the most effective and efficient manner possible.

We believe that all children can learn; therefore, it is our goal to provide educational activities that meet or exceed the diverse needs of our students. The support and encouragement of faculty and staff are vital to the educational success of our students, schools, and community.

As staff members of the Philadelphia Public School District, it is very important that you become familiar with the entire contents of this handbook and use it as a reference guide throughout the school year. Together, we can make a difference in providing our students with a safe, nurturing, and rewarding educational experience.

## MISSION STATEMENT

We will prepare each student to function as a successful citizen in an ever-changing world.

## OUR BELIEFS

- All children can learn.
- A commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, life-long learners.
- Teachers, staff, administrators, parents, students, and community members share in the responsibility for providing a supportive learning environment within our school.
- A safe and physically comfortable environment promotes student learning.
- Each student is a valued individual with unique intellectual, physical, social, and emotional needs.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Student learning is the chief priority for our schools.
- Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement and real contexts to apply their learning.

## NOTICE OF NON-DISCRIMINATION (SECTION 504)

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

Inquiries regarding compliance with Title IX, Section 504 of the Rehabilitation Act of 1973, 1964 Civil Rights Act and other related components should be directed to the 504 Coordinator, 248 Byrd Avenue, Philadelphia, MS 39350, (601) 656-2955.

### Employee Handbook Disclaimer:

Handbooks issued to employees of the Philadelphia Public School District shall not be viewed as a contract of employment. This handbook does not create substantive or procedural rights for any employee. It is provided for the purpose of guidance only and is subject to amendment by the Philadelphia Board of Trustees at any time, without prior

notification to any employee.

**BOARD OF EDUCATION**  
Harold Coburn, Jr., President  
Russell Bennett, Vice-President  
John Wilkerson, Secretary  
Josh Cherry  
Nell Rogers

**CENTRAL OFFICE AND DISTRICT ADMINISTRATION**  
Dr. Lisa Hull, Superintendent  
Dr. Tim Wilcox, Director of Curriculum, Federal Programs, and Title IX  
Tia Little, Director of Special Services and 504 Coordinator  
Tracy Luke, Business Manager  
Stacey Peeler, Child Nutrition  
Chad Penson, Technology Coordinator

248 Byrd Avenue  
Philadelphia, MS 39350  
Telephone: (601) 656-2955 & (601) 656-4867  
Fax Number: (601) 656-3141  
**Office Hours**  
8:00 a.m. – 4:30 p.m. Monday – Friday

**PHILADELPHIA ELEMENTARY SCHOOL**  
**Grades Pre-K through 6**

Travis Creel, Principal  
Renita Mencion, Assistant Principal

406 Stribling Street  
Philadelphia, MS 39350  
Telephone: (601) 656-1623  
Fax Number: (601) 656-1302

**PHILADELPHIA HIGH SCHOOL**  
**Grades 7-12**

Steve Eiland, Principal  
Melisha Hancock, Assistant Principal  
Lyle Wallace, Assistant Principal

248 Byrd Avenue  
Philadelphia, MS 39350  
Telephone: (601) 656-6439  
Fax Number: (601) 656-5328

# ABSENCE FROM DUTY POLICY

All employees must sign-in and sign-out daily. Employees are discouraged from making appointments to leave the campus during school hours, including leave during planning periods. Faculty members who find it necessary to leave during the school day for any reason **must** receive permission from their **principal/director** in advance so a substitute can be contacted or so other appropriate arrangements can be made. All employees must complete a leave form for personal, sick, and professional leave and have it signed by their principal/director. Follow procedures as given by your principal to request leave.

All completed leave forms must be sent to superintendent's office. If an emergency arises, employees must complete a leave form immediately upon their return to the school. Only the superintendent or designee can approve professional leave.

A half-day's absence will be charged to any faculty member who is absent from school for three periods or more during a typical school day, or hours accumulated over a period of days at the discretion of the principal/director. The hours of 7:20 a.m. to 11:20 a.m., or 11:20 a.m. to 3:20 p.m. constitute a half-day at PES and the hours of 7:35 a.m. to 11:35 a.m. or 11:35 a.m. to 3:35 p.m. constitute a half day at PMS/PHS. Administrators and directors must notify the superintendent or designee prior to being absent from work. School office personnel at each school location will report **ALL** absences on their monthly personnel report. Since the attendance of all employees is vital to the overall success of the district, personnel who routinely miss more than their allotted number of days, or otherwise abuse the policy may be considered for employment non-renewal.

## 1. LICENSED EMPLOYEE

The term "licensed employee" means any 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.

## 2. SICK LEAVE ALLOWANCE

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

- a. Each licensed employee at the beginning of each school year shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year.

Those employees on extended contracts will be credited with sick leave as follows:

205-225..... 8 days of annual sick leave  
over 225..... 9 days of annual sick leave

\* Leave days mentioned above shall be taken with pay for the following reasons and no other reason:

1. **Illness or physical disability of the employee** – If the illness requires an absence of four (4) or more consecutive days, then a doctor's or medical practitioner's certificate shall be presented upon return to school. The same type of certificate shall be required if an absence of two (2) or more days occurs immediately before or after a non-school day.
2. **Emergency** – Emergency is defined as being a death of one whose family relation includes the words "mother, father, spouse, brother, sister, daughter or son" or any dependent living in the home of the employee.
3. **Illness in immediate family** – Immediate family is defined in section 2 above. Family members outside of the definition may be included at the discretion of the building principal or superintendent.

- b. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains employed in the same school district. In the event any public school licensed employee transfers from one (1) public school district in Mississippi to another, any

unused portion of the total sick leave allowance credited to such licensed employee shall be credited to such licensed 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.

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

After use of accumulated sick leave, the substitute rate will be deducted from the salary of the absent teacher for the next ten (10) days. These ten (10) days cannot be used until all prior accumulated leave has been expended.

Thereafter, the regular daily rate of pay shall be suspended and withheld in its entirety for any period of absence because of illnesses or physical disability during the school year.

Employees who leave work before 11:20 a.m. at PES and 11:35 a.m. at PMS/PHS will be docked for one (1) full day of leave or pay, if sick leave is not available. (Board approved April 10, 2007 – effective 7-1-07)

The Philadelphia Public School District Board of Trustees has established rules and regulations, which shall have the following general effect on district employees as listed below:

- a. In the event of a “materially” false statement by any employee as to be cause of absence, then penalties will include a full deduction of pay, entry on the work record of the employee, or other appropriate penalties.
- b. Accumulated or future sick leave will be forfeited if any employee’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.
- c. Any absences not covered by sick leave and/or personal leave policy will receive no pay for the day or days missed and will be subject to disciplinary action for failure to meet contractual obligations.

### **3. PERSONAL LEAVE ALLOWANCE**

Each licensed employee at the beginning of each school year shall be credited with a personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. Each certificated employee will be credited with one (1) personal day at substitute rate. 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. Personal leave may be used for professional purposes, including absences caused by attendance of such licensed employee at a seminar, class, training program, professional association or other functions designed for educators. No deduction from the pay of such employee may be made because of absence of such licensed employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. The use of personal days must be approved in advance by the principal of each school.

Personnel on a 236 day contract will be credited with ten additional days of personal leave each year. (5-27-03).

Vacation leave granted to licensed employees shall be synonymous with personal leave. (37-7-307(9) (2004). Unused vacation or personal leave accumulated by licensed employees in excess of the maximum five (5) days which may be carried from one (1) year to the next may be converted to sick leave not to exceed the conversion of ten (10) days of personal or vacation leave days to sick days per year. Any personal or vacation leave previously converted to sick leave under a lawfully adopted policy before the effective date of Senate Bill No. 2297, 2004 Regular Session, shall be recognized as accrued leave by the local school district and available for use by the employee. The leave converted under a lawfully adopted policy may be certified to the Public Employees’ Retirement System upon termination of employment and any such leave previously converted and certified to the Public Employees’ Retirement System shall be recognized. (Amended by Board of Trustees 9-14-04).

An employee who wishes to take one (1) or more days of personal leave shall submit a written request to the principal no less than seven (7) working days prior to the day of the proposed personal leave unless an emergency arises.

Principals are expressly prohibited from approving personal leave for more than 10% of certified staff employed in their school at one time unless an emergency arises.

Certified employees and other instructional personnel shall not take personal leave during statewide testing unless an emergency arises. (Board approved May 8, 2007).

### **4. PROFESSIONAL LEAVE ALLOWANCE**

Each licensed employee shall be credited with a professional leave allowance, with pay, for each day of absence caused by reason of such employee's statutorily required membership and attendance at a regular or special meeting held within the State of Mississippi of the State Board of Education, the Commission on Teacher and Administrator Education, Certification and Licensure and Development, the Commission on School Accreditation, the Mississippi Authority for Educational Television and the meetings of the state textbook rating committees.

ALL requests for PROFESSIONAL LEAVE must be signed by the Principal/Director and approved in advance by the Superintendent or designee. Should an emergency arise, the Superintendent or designee may grant a verbal approval.

## **5. RETIREMENT**

Upon retirement from employment, each licensed and non-licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to 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. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Section 25-11-103 (e).

Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave.

## **6. DONATED SICK LEAVE**

"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 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.

- "Immediate family" means spouse, parent, step-parent, sibling, child or stepchild.
- Any school district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:
- 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 accumulated personal leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.
- 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. §37-7-307

## **7. JURY DUTY / OTHER LEAVE**

This school board shall provide paid leave to all employees duly called and accepted for jury duty. The duly called employee shall provide a copy of the summons to the Office of the Superintendent. The board cannot recover jury fees from employees who serve on jury duty.

## **ACCIDENTS**

Teachers are responsible for the safety of all students under their supervision. Any injury to a student must be given immediate attention. No procedure can be pre-formatted and completely applicable in all situations. The following is a general guideline and may be modified as individual situations occur.

- Follow the emergency plan of the school.
- Remain calm and promptly decide what needs to be done to prevent the situation from worsening.
- Act decisively and take charge.
- If an accident is serious, send someone to the office or notify the office to ask for help.
- Resume normal activities as soon as possible.
- Prior to leaving school, submit a written report to the office.

The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically, the teacher must do the following:

- Never leave students unsupervised.
- Require students to conduct themselves in an orderly and safe manner, and administer such discipline actions as are reasonable and proper in any situation involving student misconduct.
- Use discretion and follow district policy in the administration of corporal punishment.
- Report any unsafe condition in the school plan or on campus to the principal so that it may be corrected.
- Strictly adhere to all stated policies of the district and the individual school.

Failure by teachers to meet their responsibilities may have severe consequences, and teachers may be held legally liable for negligence in the performance of their duties.

## **Arrest of Employee**

Employees arrested for any reason must notify their principal/supervisor within 24 hours. Principals/supervisors will immediately inform the superintendent or designee. Failure to do so may result in disciplinary action.

## **ASSEMBLIES / FIELDTRIPS / EVENTS**

It is a privilege for students to participate in school activities outside the classroom. Students who fail to conduct themselves in an appropriate manner will not be allowed to attend these activities. All decisions to suspend students' attendance shall be at the discretion of the principal. A list of all students attending each field-trip, including a copy of the trip's itinerary must be sent to the appropriate teachers and the principal's office in advance. **Teachers must complete a fieldtrip checklist and submit it to the principal in advance.**

All field trips, assemblies, or other student related events must have the approval of the principal and superintendent or designee prior to the event/travel. Assemblies and field trips must be planned well in advance of the event to ensure timely processing. Once approved by the principal, the request will be forwarded to the superintendent or designee for approval. The school board must approve all overnight field trips prior to travel. Parents should be notified of field trips in advance of the scheduled trip date and are required to complete a field trip permission form. Students attending assemblies, fieldtrips, and events must follow all school rules. A list of all students attending each field-trip, including a copy of the trip's itinerary must be sent to the appropriate teachers and the principal's office in advance.

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources of the community and the state.

Occasionally a small fee may be requested from each student to help defray transportation or admission costs. Field trip fees must be paid in cash and not by check. Field trip fees are non-refundable. Where transportation is involved in such excursions, the parent or guardian must sign a consent form prior to departure. Students attending field trips are required to travel as a group in the same manner. If a school bus is provided, all students must travel on the bus and not with



their parent/guardian. Parents are encouraged to attend field trip outings with their children. Students serving a suspension (ISS or OSS) will not be allowed to attend a field trip unless approved otherwise by their principal.

**Supervision of students on a school bus:** All district staff, including teachers, teacher assistants and bus drivers assigned to a school bus when transporting students to and from school, field trips, or other school sponsored events are responsible for the supervision of all passengers at all times. You must account for all students as they board and exit the bus. A thorough check of the bus from front to back must be conducted each and every time to ensure that no student is inadvertently left onboard.

## **Assistant Teachers**

Assistant teachers are paraprofessionals who work under the supervision of the classroom teacher to whom they are assigned. However, assistant teachers are ultimately responsible to the school administration. Assistants are not to administer or prescribe punishment to students. Misbehavior should be reported to the teacher. Under no circumstances should an assistant administer corporal punishment to any student. Assistant teachers are evaluated by the principal and teacher.

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT COMPLIANCE NOTIFICATION**

---

**Philadelphia Public School District**  
248 Byrd Avenue  
**OFFICE OF THE SUPERINTENDENT**  
Philadelphia, Mississippi 39350  
Telephone: 601-656-2955  
Fax: 601-656-3141

August 1, 2020

Teachers/Staff/Parents:

In accordance with the Asbestos Hazard Emergency Response Act of 1987 (AHERA) regulations, school districts are required to perform several activities with regards to asbestos in schools. These activities include an initial asbestos inspection and development of a Management Plan. The Management Plan addresses how identified Asbestos Containing Materials (ACM) will be handled (abated or managed in place).

As part of the Management Plan, schools are also required to provide this notification to all parents, teachers, and employees of ongoing management of ACM. AHERA required all public and private schools to conduct inspections for friable and non-friable asbestos building materials. In addition, this law required each school to develop asbestos management plans that address asbestos hazards in school buildings, implement response actions in a timely fashion, and report results of the assessment studies to school employees and parent/teacher organizations.

A copy of the inspection and management plan and all supplementary information is available for inspection at each school site. In addition, a copy of all management plans is maintained in the superintendent's office located at 248 Byrd Avenue, Philadelphia, Mississippi. These documents are available for review at either of these locations. For further information, interested persons should contact Terry Watkins at 601-656-8878.

Sincerely,

*Lisa Hull*

Lisa Hull,  
Superintendent of Education

**Philadelphia Public School District  
2019-2020 School Calendar**

**First Semester**

July 24, 25 August 5,6 ..... Professional Development (4 days)  
August 7 .....First Day of School for Students  
September 2 ..... Labor Day Holiday  
September 6 ..... Progress Report #1  
October 1-4 ..... 1<sup>st</sup> Nine Weeks Exams  
October 10.....Professional Development Day  
October 10,11.....Fall Break  
October 17..... Report Card Pick-up: 3:30 – 5:30  
November 8.....Progress Report #2  
November 25-29 ..... Thanksgiving Holidays  
December 16-19..... 2<sup>nd</sup> Nine Weeks Exams  
December 20 ..... 60% Day for Students  
December 23 - January 3 ..... Christmas/New Year Holidays

**Second Semester**

January 6 .....Professional Development (1 day)  
January 7 ..... Classes Resume (Students Return)  
January 10 ..... Report Cards Issued  
January 20 ..... Dr. Martin Luther King Holiday  
February 7 ..... Progress Report #3  
February 17 ..... Presidents' Day  
March 2-6.....3<sup>rd</sup> Nine Weeks Exams  
March 9-13..... Spring Break Holiday  
April 10 ..... Good Friday Holiday  
April 13 ..... Easter Monday Holiday  
April 24 .....4<sup>th</sup> Progress Report  
May 18-22.....4<sup>th</sup> Nine Weeks Exams  
May 22 ..... Students' Last Day  
May 21 .....Graduation  
May 22 ..... Teachers' Last Day

## CHAIN OF COMMAND / REPORTING STRUCTURE

<b><u>ALL Teachers</u></b> → Principal → Superintendent → School Board
<b><u>SPED Teacher</u></b> (IEP related actions) → SPED Director → Principal → Superintendent → School Board
<b><u>Coach</u></b> (athletic related actions only) → Athletic Director → Principal → Superintendent → School Board

- All principals, directors, or other administrators are directly responsible to the Superintendent or designee.
- All teachers, teacher assistants, and other school based personnel are directly responsible to their principal.
- All SPED teachers and assistants are directly responsible to the SPED Director for IEP related actions only.  
**The SPED Director will share the responsibility of monitoring and evaluating all special education personnel with the principal.**
- All cafeteria personnel are directly responsible to their school's cafeteria manager. All cafeteria managers are directly responsible to the Director of Child Nutrition.
- All maintenance personnel are directly responsible to the Maintenance Director and/or principal.
- All transportation personnel are directly responsible to the Transportation Director.
- All technology personnel are directly responsible to the Technology Director.

## CLASSROOM MANAGEMENT

**Safety:** It is the teacher's responsibility to ensure that a safe environment exists in the classroom at all times to protect students. Safety measures should be followed during the presentation of all classroom activities, i.e. experiments, demonstrations, videos, fieldtrips, etc. Safety instructions as related to any potentially hazardous activity must be given to students before any activities begin.

In the event that an accident does occur, teachers must contact the principal and/or school nurse immediately, administer first aid as necessary to prevent further injury, and file a detailed accident report with the office. Should a student become ill in your classroom or while under your supervision, you should notify the principal and school nurse immediately and provide assistance until they arrive. Any dangerous or hazardous conditions should be reported immediately by the teacher so the appropriate corrections can be made.

Principals shall conduct safety drills periodically as required by state and local laws. Emergency procedures for fire, natural disasters, or other emergencies (including evacuation routes) are listed in the PPSD Crisis Management Plan. A copy of the evacuation route diagram must be posted in a conspicuous place in each classroom, and faculty members must familiarize students with all emergency procedures.

**Supervision:** Teachers/staff are responsible for supervising students at all times. Merely having students in your direct line of sight may not be enough. Teachers/staff must move around their classrooms or work space often and be proactive in paying attention to what his/her students are doing at all times. Never leave students unattended.

**Classroom Appearance:** Classrooms should be kept neat and orderly at all times. In addition to the janitorial services provided by the district, teachers should do their part to emphasize and enforce classroom cleanliness practices with all students. Desks, furniture, equipment, etc. must be arranged in an orderly fashion to maintain clear aisles for traffic, and to allow the teacher a clear line of vision to all areas of the classroom for the supervision of all students at all times.

Bulletin boards should be arranged neatly and reflect student achievement and subject matter. **Food and drink should not be consumed in the classroom while students are present.** All class parties must be approved in advance by the principal.

**Handling of Materials and Equipment:** Textbooks, educational materials, and equipment are provided for pupil and teacher use. These must be properly handled. Students shall be held responsible for any damages to public school property. When not in use, all materials and equipment must be kept in storage areas or returned to the place of pickup. Requests for repairs or other needed services must be directed to the principal in writing. Requests for new or replacement textbooks for the following school year must be presented to the Principal in writing prior to the end of the current school term.

**Personal Property:** The Philadelphia Public School District shall not be responsible for any items of personal property lost, stolen, or destroyed on public school property. District personnel are advised not to bring any personal property or valuables to work. If you must bring personal property to work, it is your responsibility to keep the items in a locked storage or a secured area when not in use. It is not advisable to leave personal property at any school location over extended break periods such as Christmas, spring break, etc.

**Department Team Meetings:** Principals shall require faculty members to meet often to discuss issues related to student discipline, grades, or the instructional program. Questions by one faculty member concerning another faculty member's teaching, grading, or other professional activities shall be directed to the principal in private.

## CODE OF ETHICS

All employees of the Philadelphia Public School District, both classified and non-classified, are expected to conform to high standards of ethical behavior in the performance of their duties. A code of ethics, developed by the Mississippi Department of Education, is included in this staff handbook as a guide to ethical conduct. This code is designed to protect the health, safety, and general well-being of students and employees throughout the school district. See Appendix for the Code of Ethics/Standards of Conduct.

## CONFIDENTIAL INFORMATION

During the course of employment, employees will have access to confidential information. Confidential information may include, but is not limited to, compensation information, student information, financial information, and other related confidential information. This information must not be divulged. Employees must not discuss confidential matters or release confidential information to any outside party. Employees who improperly use or disclose district or confidential information may be subject to disciplinary action, up to and including termination.

## DRESS CODE AND FACULTY / STAFF PROFESSIONALISM

**Dress Code:** All district employees are expected to be well groomed and to dress to reflect credit upon themselves and the teaching profession. All employees are required to follow a basic dress code. The purpose and intent of the dress code is to assure that the staff projects a professional image to the public as well as to the students. All staff members are expected to maintain a neat, clean and well-groomed appearance at school.

However, we do recognize that certain teaching situations will require deviation from the dress code and those circumstances will be determined by individual principals. Additionally, there may be special days selected by the principal which will also allow deviation from the dress code. If there are exceptions to the dress code, those will be handled on an individual basis by the principal at each school. Administrators reserve the right to make a determination as to the appropriateness of employee appearance and will do so in a non-discriminatory manner. Administrators/supervisors may ask an inappropriately dressed employee to leave work and return with proper attire. Violation of this policy may subject an employee to discipline actions, up to and including termination.

Staff members may not wear:

- jeans
- shorts above the knee
- sportswear (jogging suits, sweat pants, wind suits, **leggings**, or lounge suits)
- halter style tops or sun dresses -- Revealing clothing should always be avoided.
- Flip-flop (shower style) shoes

Dresses and skirts should be an appropriate length (as determined by administrator).

Faculty and staff should refrain from displaying tattoos or other body art that distracts from the teaching and learning process.

All personnel are required to dress in a manner deemed appropriate and at the discretion of the principal of each school.

**Faculty / Staff Professionalism:** Employees are expected to reflect favorably on the district through their demonstrated personal integrity, job demeanor and personal appearance, including their community relations and the avoidance of behavior which is offensive, or infringes on the rights of others. Your impact on students, faculty, parents, and the community is very important. As a professional educator, it is essential that your attitude, demeanor, statements, remarks, appearance, and general conduct be reflective of your professional status. Always speak positively of your students and staff to members of the community. The use of profanity, gossiping, etc. is strictly prohibited. Teachers are role models for students and must always exhibit a positive image in their presence. Faculty and staff must always keep student information both private and confidential.

## **DRUG / WEAPON FREE ENVIRONMENT**

The Philadelphia Public School District has been designated as a drug free school zone pursuant to all federal and state guidelines. Drug screening is a pre-condition for participation in extra-curricular activities and for driving and parking a privately owned vehicle on campus.

**Mississippi Code 37-11-18** states that any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the Superintendent or Principal of the school in which the student is enrolled. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

### **PROHIBITION OF WEAPONS ON SCHOOL PROPERTY (Mississippi Code 97-37-17)**

The following definitions apply to this section:

- (a) "Educational property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, bused, or operated by any local school board, school, college, or university board of trustees or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area, or athletic field.
- (b) "Student" shall mean a person enrolled in a public or private school, college, or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.
- (c) "Switchblade knife" shall mean a knife containing a blade or blades which open automatically by the release of a spring or a similar contrivance.
- (d) "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.

It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle, or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

It shall be a misdemeanor for any person to possess or carry, whether openly or concealed any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for the preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six months, or both.

It shall be a misdemeanor for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for the preparation of food, instruction and maintenance on educational property. Any person

violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six months, or both.

This section shall apply to:

- a. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
- b. Armed forces personnel of the United States, officers and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or emergency Management Corps and any guard or Patrolman in a state or municipal institution, when acting in the discharge of their official duties;
- c. Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972;
- d. Competitors while participating in organized shooting events;
- e. Any person as authorized in Section 97-37-7 while in performance of his/her official duties;
- f. Any mail carrier while in the performance of his official duties; or
- g. Any weapon not prescribed by Section 97-37-7 which is in a motor Vehicle under the control of a parent or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function;

All schools shall post in public view a copy of the provisions of this section.

**Drug / Alcohol Testing:** Drug and alcohol testing is federally mandated for all transportation employees. All employees are subject to being randomly tested for drugs or alcohol.

## EEF FUNDS

Each teacher receives a certain amount of money for purchase of instructional materials. It is the sole responsibility of each teacher to keep all receipts and to ensure tax is not paid for any purchase made with EEF funds. Should the teacher be selected for a random audit and tax has been paid or a receipt is not held, the teacher will be responsible for reimbursing the funds. The teacher is responsible for returning the card to Central Office when requested.

## EMERGENCY DRILLS AND PROCEDURES

Teachers should follow the procedures outlined in the Philadelphia Public School District's Crisis Management Plan. All emergency procedures will be reviewed with students during the first week of school and regularly thereafter. Periodic drills will be conducted throughout the year to familiarize students with the procedures. To insure personal safety, all individuals will remain silent throughout emergency procedures. Instructions for emergency drills are as follows:

**FIRE:** In the event of a FIRE or other emergency requiring the evacuation of any school building, the procedures listed below shall be followed.

1. Three short rings of the bell and/or a verbal command will be sounded.
2. Students will exit the building in the direction indicated on the evacuation chart posted in each classroom if possible, or by the nearest alternate route.
3. Students will leave all property in the room and exit quietly, quickly, and carefully.
4. Each teacher with classroom roll book in hand will direct students to a designated safe area away from the building. Be careful not to block roads or fire hydrants which emergency vehicles may have to use.
5. Students will remain with their teacher in the designated safe area until the all clear signal is sounded by the principal or designee.

**TORNADOES:** In the event of a TORNADO, the procedures listed below will be followed.



1. One long ring of the bell and/or a verbal command will be sounded.
2. Each teacher with roll book in hand will direct students into the hall or other designated area, except buildings with glass doors in hallways.
3. Students will sit on the floor by the wall, placing their heads between their knees.
4. Students will remain with their teacher in the hall/classroom until the all clear (one long ring) is sounded or until instructed otherwise by the principal or designee.
  - Students in classrooms which open on the sidewalk will move to the wall most distant from the windows and follow the procedures listed above.

**LOCK-DOWN: (SCHOOL SITE)** The Philadelphia Public School District has a LOCK-DOWN plan in place at all school sites. The plan will be implemented immediately should any situation threaten to endanger the lives of students or staff. The Central Office should be notified immediately of any potential threat or danger, so school administrators can be directed to immediately employ the plan.

**NOTE: Due to issues of safety, parents/guardians are strongly discouraged from picking up their children during an alert.** Parents/guardians **WILL NOT** be allowed to check out any student during a LOCK-DOWN.

## **EMPLOYMENT TERMINATION / REASSIGNMENT**

### **CERTIFIED PERSONNEL**

Teacher Request: A teacher who wishes to be released from his/her contract during the school year must inform his/her immediate supervisor in writing at least thirty (30) days prior to such termination. Release will be granted upon approval of the Superintendent of Education and the Board of Education.

District Initiated Termination: Section 37-9-59 of the Mississippi Code of 1972 and/or other applicable statutes shall be used as the basis for any termination initiated by the district during the course of a faculty member's contract.

Non-Renewal: The School Employment Procedures Act of 1977, Mississippi Code 37-9-101 et seq. Amended 1977, shall serve as a guide for any non-renewal procedures.

Reductions in Certified Staff: Will be accomplished according to district policy GCQA. No staff vacancy shall be filled until each displaced staff member who is qualified and licensed for the position has had an opportunity to fill the vacancy or has failed to accept an offer.

Staff Reassignment: The superintendent of schools or designee shall have the authority to make assignments to the various schools in the district of all non-instructional and non-licensed employees and all licensed employees, as provided in Sections 37-9-15 and 37-9-17, and to make reassignments of such employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the State Department of Education. Upon request from any employee transferred, such assignment shall be subject to review by the school board.

### **CLASSIFIED NON-INSTRUCTIONAL PERSONNEL**

Termination: Classified non-instructional personnel are "at-will" employees whose duties do not require a certificate (or license) issued by the State Department of Education. Classified employees have no property rights in their employment, which may be terminated without notice at any time by either the employee or the employer. Reference: School Board Policy, GC (June 2000).

Staff Reassignment: The superintendent of schools or designee shall have the authority to make assignments to the

various schools in the district of all non-instructional and non-licensed employees and all licensed employees, as provided in Sections 37-9-15 and 37-9-17, and to make reassignments of such employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the State Department of Education. Upon request from any employee transferred, such assignment shall be subject to review by the school board.

## **EVALUATION / PERSONNEL APPRAISAL (CERTIFIED AND NON-CERTIFIED)**

### **Certified Personnel:**

All certified personnel will be evaluated using the Mississippi Educator and Administrator Growth System. Observations will be conducted only by administrators trained on the use of the Mississippi Educator and Administrator Growth System.

**Non-Certified Personnel:** Non-certified personnel will be evaluated at least once per year by the appropriate principal/supervisor.

The principal/supervisor is responsible for insuring that all personnel evaluations are carried out in accordance with the provisions of this handbook. All personnel evaluations will be handled with absolute confidentiality. Appeals of findings or comments in evaluations are handled in the same manner as other grievances.

**The SPED Director will share the responsibility of monitoring and evaluating all special education personnel with the principal.**

## **FAMILY RIGHTS TO PRIVACY ACT (FERPA)**

All student records are to be handled in accordance with the Family Rights and Privacy Act. Anyone accessing student files must complete the insert checkout forms indicating name of person using file, purpose, and date. Only authorized persons may have access to student records. All student information should be kept confidential. This includes both written and oral communications. Teachers should never discuss confidential information pertaining to individual students with anyone unless it is directly related to school business, or otherwise authorized by the principal. A copy of all testing information will be maintained in the student's permanent record in the appropriated principal's office or counselor's office.

Listed below parents will find their rights under the Family Rights to Privacy Act (Public Law 93-380), commonly known as FERPA.

**Major Provisions:** The FERPA or Buckley Amendment gives parents of students under the age of 18 and over, the right to examine records kept in the student's file.

.....Parents and eligible students have the right to review and copy their child's educational records or their own records.

.....Parents and eligible students have the right to have records explained and interpreted by school officials.

.....School officials may not destroy any records if there is an outstanding request to inspect them.

.....Parents and eligible students who believe information contained in the educational records is inaccurate, misleading, or a violation of any rights of the student may request that records be changed.

**Hearings:** If the school decides that the records should not be changed, the parent of the eligible student must be advised of his/her right to a hearing. The hearing is:

.....To be held within reasonable period of time, with the parent or eligible student given advance notice of the date, place, and time.

.....To be conducted by a party who does not have a direct interest in the outcome of the hearing.

.....At the hearing, the parent or eligible student has the right to present evidence and be represented by individuals of his/her choice.

.....The decision of the hearing is to be in writing, and the decision can be based only on the evidence presented at the hearing.

**Records:** A school may release certain kinds of educational records to education and other social service agencies without permission from the parent or eligible student. A record containing information regarding requests for records must be maintained with the student's files. This information can be inspected by the parent or eligible student.

NOTE: Each school district or institution must give parents of students in attendance or students age 18 or over, an annual notice to inform them of:

.....School or institution policy or procedures in providing the rights and protection of PL 93-380.

.....The right of the parents and students age 18 and over to file a complaint if the institution fails to comply with the requirements of the law including the right to have the law communicated to the student or parent in a primary language other than English.

## GRADE REPORTING

**Since student grades are considered confidential information, teachers shall consistently report all grades to them in a private manner.**

Teachers shall enter and post grades at least once per week, including updating all grades to the **Parent Portal** website weekly. Teachers shall also issue student progress reports according to the district calendar.

No grades should be posted in the teacher's grade book or on **Parent Portal** unless they are directly related to the objectives found in the course framework. Teachers shall not withhold or post any student grades as punishment.

Students in grades 1-12 are assigned numerical grades. No grade higher than 100 shall be posted unless it is an accelerated or advanced placement course. Grade verification sheets must be turned in to counselors at the end of each nine weeks. Teachers may be required to assist in posting final student grades to the grade sheets, cumulative folders, permanent records, and report cards for the students in grades K-12.

Teachers shall be responsible for completing and filing all necessary reports and/or documents including but not limited to: textbook inventories, equipment inventories, and other reports as assigned at the discretion of the school administration.

### **Make-Up Work after Suspension**

When a student is suspended from school, the student can make up all daily work missed but will receive 70 percent of whatever grade is earned. The student can make up all tests (chapter tests, end-of-unit tests, nine weeks tests, semester tests and final exams) and receive whatever grade he or she earns.

Students will be assigned grades as follows:

**ELEMENTARY SCHOOL**

**Grading Scale:**

- A..... 90 - 100
- B..... 80 - 89
- C..... 70 - 79
- D..... 65 - 69
- F..... 64 and below
- I..... Incomplete

Physical education, music, band, other electives, and conduct grades will be given as follows:

- S..... Satisfactory
- N..... Needs Improvement
- U..... Unsatisfactory

Kindergarten will use a standards-based report card to determine mastery of skills. The following criteria will be used:

- Master 100% of Foundational Letter & Number Skills.
- Know at least 80% of Grade Level Sight Word List.
- Perform adequately on 80% of language arts skills & 80% of math skills.

\*\*\*\*\*

**MIDDLE SCHOOL / HIGH SCHOOL**

**Grading Scale:**

- A.....90 - 100
- B.....80 - 89
- C.....70 - 79
- D.....65 - 69
- F..... 64 and below

**GRIEVANCES AND COMPLAINTS – LICENSED STAFF** GAE-R (January 1999)

**PURPOSE**

The purpose of this grievance 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 his or her rights under state or 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, holidays and vacation days.

**PROCEDURE FOR PROCESSING GRIEVANCES**

Grievances shall be processed in accordance with the following procedure:

**Level One**

1. All grievances, as defined 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 grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his 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 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.
4. Within five (5) days after receiving the grievant's signed statement the principal or immediate supervisor shall send to the superintendent a copy of the grievant's statement, along with a statement from the principal or immediate supervisor setting forth his response to the grievant and/or his decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his written statement to the grievant.

### **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, time, and place upon which the superintendent will consider the matter. The superintendent shall schedule a hearing on the matter no later than ten (10) days from the date of receipt of the 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 in writing any and all additional information on his behalf, which he desires, to the superintendent not 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 LEVEL 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 school board.
2. If the grievance is not filed with the secretary of the school 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 board chairman and superintendent, shall schedule a hearing before the school board on the grievance.
4. The board shall render its decision within seven (7) days of the hearing.

**CROSS REF.:** Policies GACN c Sexual Harassment; GAE-P c Grievance Procedures -- Licensed Personnel Appraisal

## **GRIEVANCE PROCEDURES - LICENSED PERSONNEL APPRAISAL GAE-P (12/1999)**

The school district implements a formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance. {MS Code 37-3-46 (b)}

## **PURPOSE**

The purpose of this grievance procedure is to provide the licensed employee an equitable solution to a grievance filed in connection with a personnel appraisal.

## **DEFINITIONS**

The following definitions shall apply in this grievance procedure:

1. **“Personnel appraisal”** refers to the system of annual performance evaluation of all licensed staff, as is mandated by state law. This grievance procedure has been approved by the school board for use in this district as part of its “Personnel Appraisal System.”
2. A **“grievance”** is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy related to the personnel appraisal process for that individual.
3. A **“grievant”** is a person or persons making the complaint.
4. The term **“days”** shall mean working school days and shall exclude weekends, holidays, and vacation days.

## **PROCEDURE FOR PROCESSING GRIEVANCES**

Grievances shall be processed in accordance with the following procedure:

### **Level One**

1. All grievances, as defined above, must be presented orally to the principal of the grievant within five (5) days of the act or omission complained of, and the principal and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his principal the grievant shall, within five (5) days after meeting with his principal, file a written statement with his principal 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 violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his principal a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal.
4. Within five (5) days after receiving the grievant’s signed statement the principal shall send to the superintendent a copy of the grievant’s statement, along with a statement from the principal setting forth his response to the grievant and/or his decisions, as is applicable. At the same time, the principal shall also provide a copy of his written statement to the grievant.

### **Level Two**

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his principal, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date, time, and place 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.
2. The written statement submitted by the grievant to his principal in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit in writing any and all additional information on his behalf, which he desires to the superintendent not 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 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 LEVEL 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 school board.
2. If the grievance is not filed with the secretary of the school 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 board chairman and superintendent, shall schedule a hearing before the school board on the grievance.
4. The board shall render its decision within seven (7) days of the hearing.

LEGAL REF.: MS CODE as cited; CROSS REF.: Policy GBI — Evaluation of Employees

## **HOMELESS STUDENTS** (Statement of non-bias equitable services to homeless children)

The Philadelphia Public School District provides for students who are temporarily displaced (Homeless). The district also has a philosophy that ensures homeless pre-school children have equal access to the same public pre-school programs (Head Start, Even Start, Title I Pre-school, Pre-K, etc.) as provided for non-homeless children. The homeless liaison for the district is Gene Cliburn.

## **HOMEWORK**

Homework should only be assigned to review and strengthen those skills that were previously taught. If homework is assigned, the teacher must thoroughly explain the directions in advance. Homework assignments should vary with the age and grade of students and never be excessive. Teachers must check homework when the assignment is made. No homework/tests will be given during state testing without special permission from the principal.

## **IDENTIFICATION OF FACULTY, STAFF, AND VISITORS**

All district personnel must wear identification tags while working on campus. All visitors will report to the office to receive an Identification Tag or a Visitor's Pass. Any visitor seen on campus without proper identification should be reported to the school office immediately. If any staff member misplaces their identification badge, the administrator should be notified as soon as possible. There will be a \$5 replacement fee.

## **INSTRUCTIONAL DUTIES / ARRIVAL AND DISMISSAL SCHEDULES**

**During School Hours:** Each principal shall assign all members of the faculty and staff under their direct supervision to specific supervisory duties during the school day, such as bus duty, hall duty, cafeteria duty, recess, etc. All faculty members are required to be at their classroom door to supervise the hall, bathroom, and classroom areas immediately before and after school and during each class change, unless instructed otherwise by the principal.

Teachers are required to monitor student activities at all times both inside and outside the classroom. Under no circumstances should the teacher ever leave the classroom or duty area unsupervised. If an emergency situation arises and you must leave your class, it is your responsibility to contact the nearest faculty member to your room, or contact the office via the intercom/telephone so that supervision can be arranged.

**After School Hours:** All Philadelphia Public School District employees shall be admitted free of charge to all home games when they present a valid employee ID. All certified faculty members will be assigned to serve additional duties

at athletic events or other school sponsored functions during the school year. If a faculty member is unable to serve the assigned duty, it is the responsibility of the assigned faculty member to find a replacement and to notify the principal of the change. Failure to cover assigned duty may result in disciplinary action.

**Extra-Curricular Activities:** The Philadelphia Public School District offers a wide variety of activities to students. Included among these activities are clubs and organizations. Faculty members assigned as sponsors of these clubs and organizations are responsible for the proper conduct of students during all club or organization activities.

Each faculty member may be required to serve as a classroom sponsor and/or homeroom sponsor for the class/grade to which he/she is assigned. The purpose of the classroom sponsor is to assist in coordinating student activities. A list of all class sponsors and sponsors for school-sponsored clubs and activities is available in each principal's office.

**Duty Hours:** All faculty and staff are expected to be on duty at their respective schools no later than the designated time by principal/supervisor each day. Except when carrying out other assignments authorized by the principal, teachers are expected to remain at school or on duty during designated work hours. Principals/Supervisors will give the sign in and sign out times for the respective locations.

All faculty and staff are required to sign in and sign out at a designated area.

**Faculty Meetings and Professional Learning Opportunities:** Faculty meetings and professional learning opportunities will generally be held on Wednesdays as needed. Dismissal time will be 4:00 +/- on Wednesdays when it is necessary for staff to stay late. However, administrators may occasionally find it necessary to schedule faculty meetings at other times. Unless specifically released by the principal, all certified faculty members are required to attend each meeting. Occasionally, teacher assistants and/or other designated personnel may be required to attend certain meetings.

**Teaching Assignment:** Specific teaching assignments will be made by the appropriate school principal. Assignments are subject to change upon recommendation by the principal and/or superintendent. Final approval shall be made by the superintendent. No teacher shall be required to perform any teaching assignment, which exceeds the provisions of the Mississippi State Department of Education Commission of School Accreditation or other applicable provisions or regulations. Any questions regarding teaching assignments or duties associated with the position should be directed to the appropriate school principal and/or director.

**District Pacing Guide:** A district pacing guide should be developed and maintained at each school and serve as the primary document directing the instructional program of the school. All teachers will insure that all State Frameworks, Benchmarks, and Statewide Testing objectives are adequately taught and that all students are afforded sufficient opportunity to demonstrate mastery of skills, including tutoring and re-teaching as often as necessary.

**Supervision of students on a school bus:** All district staff, including teachers, teacher assistants and bus drivers assigned to a school bus when transporting students to and from school, field trips, or other school sponsored events are responsible for the supervision of all passengers at all times. You must account for all students as they board and exit the bus. A thorough check of the bus from front to back must be conducted each and every time so no student is inadvertently left behind.

**Lesson Plans:** All teachers, including electives teachers are required to prepare and submit detailed lesson plans for all subjects taught to their principal each week using the ***EZ LESSON PLANNER*** via Internet. Teachers must also provide detailed lesson plans for substitute teachers or for purposes of administrative observations as directed. Lesson planning or any other form of planning must be completed during a planning period or other appropriate time when students are not present in the classroom. All faculty members should have on file several all-purpose lesson plans to be used for emergency situations. The principal at each school site reserves the right to deviate from these guidelines if necessary. Teachers are expected to use the template provided by the district.

**Instruction:** Teachers should employ a variety of methods to present lesson objectives so students with different learning styles and abilities will have an equal opportunity for success. Classroom instruction should always follow the MDE curriculum framework (5<sup>th</sup> and 8<sup>th</sup> grade science, Biology I, US History, etc.) and/ Common Core State Standards



for all other subjects and be designed to meet the needs of each individual student.

A variety of services are available for special education and intellectually gifted students. Special Education instruction must be carefully aligned to the curriculum framework and each student's individual IEP. All teachers who teach special education students must have a copy of their **IEP on file** in the classroom. Gifted classes are available for students who qualify. Teachers should make all recommendations for student assessment to their principal.

**Preparation:** Teachers are expected to report to the classroom each and every day fully prepared for their teaching assignment. Adequate preparation is essential to maintaining an effective teaching and learning process, and classroom management. Any materials and/or equipment needed to assist in lesson preparation may be secured through the principal's office, library, or from other faculty members. Copy machines may be used only when lesson items cannot be duplicated by other means. Copyrighted materials should not be duplicated without permission.

**Promotion and Grading Standards for Special Education Students:** Promotion of special education students is based upon criteria promulgated by the Mississippi State Department of Education. Any student who is resourced (placed in a general education classroom) for part of the school day will receive grades like any other student attending that class. Self-contained students are graded upon accomplishment of objectives contained in their IEP.

**Student Motivation and Counseling:** Good rapport and positive communication with students is vital to classroom success. Taking the time to understand and practice fairness and consistency with all students are keys to developing good rapport and mutual respect between students and teachers. Teachers should be ever mindful of these qualities and strive daily to positively counsel and motivate all students. Students requiring special counseling services should be referred to the school counselor or principal.

## **INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY**

The Philadelphia Public School District is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy.

**Overview:** Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and the President has signed into law, the Children's Internet Protection Act (CIPA) and Child Online Privacy Protection Act (COPPA).

CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography, and material that is "harmful to minors" when minors are accessing the computer.

CIPA also requires that the Internet safety policy include monitoring of all online activities of minors. Additionally, the policy must address all of the following: a) access by minors to inappropriate matter on the Internet and World Wide Web, b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, c) unauthorized access, including so-called "hacking", and other unlawful activities by minors online, d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and e) measures designed to restrict minors' access to materials harmful to minors.

Philadelphia Public Schools Internet policy will address the following:

The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.

### Cyber-bullying and Response

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

The primary goal of the Children's Online Privacy Protection Act (COPPA) Rule is to give parents control over what

information is collected from their children online and how such information may be used. The Children's Online Privacy Protection Act, enforced by the Federal Trade Commission, requires commercial website operators to get parental consent before collecting any personal information from kids under 13.

COPPA allows teachers to act on behalf of a parent during school activities online, but does not require them to do so. That is, the law does not require teachers to make decisions about the collection of their students' personal information.

These guidelines are provided so that you, the user and/or parent of the user are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Philadelphia Public School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) on the Internet Access Agreement is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. This document must be signed annually by all parties who use, or have access to, the Philadelphia Public School District computer network.

**All faculty and staff must sign and return the Internet Access Agreement located in the handbook APPENDIX.**

## **INTERNET TERMS AND CONDITIONS OF USE**

### **Personal Safety:**

1. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc.
2. User will immediately report to Philadelphia Public School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal conduct.

### **Illegal Activity:**

1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Philadelphia Public School District laws, policies or regulations.
2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive, including but not limited to text, videos, sounds, language, or websites (example: adult material, fighting websites, jokes, email, etc.).
6. User shall not access, transmit, or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
7. User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.
8. User shall not bypass the district's computer filtering devices by any means (example: proxy, hacked browser, secure site, etc.).

**System Resource Limits:**

1. User shall only use the Philadelphia Public School District system for educational and career development activities and limited, high quality self-discovery activities as approved by Philadelphia Public School District faculty for a limited amount of time per week.
2. User agrees not to download or install any programs, files or software without the permission of the teacher to include but not limited to internet based games, "chat" programs or "browser helper objects" and software not purchased by or expressly licensed to the Philadelphia Public School District.
3. User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, user agrees to download the file at the time when the system is not being heavily used.
4. User agrees not to post chain letters, messages or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
5. User agrees to immediately notify his/her teacher or other school administrator should user access inappropriate information. This will assist protecting user against a claim of intentional violation of this policy.
6. Personal equipment, including but not limited to laptops, desktops, printers, cameras, or cell phones will not be granted access to the Philadelphia Public School District's network or support systems.

**User Rights:**

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore Philadelphia Public School District may restrict user's right to free speech for valid educational reasons. Philadelphia Public School District will not restrict user's right to free speech on the basis of disagreement with the opinions expressed by user.
2. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.
3. User should not expect files stored on school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage and will be kept at all times. Routine review and maintenance of the system may indicate that user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
4. Under no conditions should a user provide his/her password to another person or use another person's password. Your data is only as secure as your password. It is your responsibility to keep it safe. Never make your password easily accessible to others. You will be required to change your password during each school year for reasons of security.
5. Use of the Internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension, and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials.
6. Use of the Philadelphia Public School District system for management of businesses, websites not directly relating to the education of students in the Philadelphia Public School District, or for personal affairs is strictly prohibited.
7. Philadelphia Public School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.
8. Philadelphia Public School District will provide each staff member access to a district email account. All other email providers will be prohibited (example: yahoo.com, gmail.com, bellsouth.net, etc.). All Philadelphia Public School District email is the sole property of the district and will be archived by the district.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

## **CONSEQUENCES FOR FAILURE TO FOLLOW TERMS AND CONDITIONS OF INTERNET USE**

There will be consequences for any user who fails to follow the Philadelphia Public School District's guidelines and policies. The consequences may include paying for damages, denial of access to technology, suspension, termination, or other remedies applicable under the school disciplinary policy, and state or federal law.

At the discretion of the Philadelphia Public School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution. When the user is using the Philadelphia Public School District system, it may seem as though these policies could be easily broken and that the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

## **OUTSIDE EMPLOYMENT**

Faculty members are allowed to hold employment other than their position with the district provided that such employment does not interfere with the discharge of their contractual obligations to the district. In the event that outside employment interferes with the discharge of contractual obligations, such employment must be terminated or the faculty member may be subject to dismissal or non-renewal.

## **PARENT / TEACHER CONFERENCES AND COMMUNITY RELATIONS**

An open line of communication between parents, teachers and school personnel is vital to a student's success. Parents/guardians are encouraged to meet with teachers, counselors, and administrators as necessary concerning their child's educational progress. Since teacher availability is limited during the school day, parents must contact the school's office to schedule all conferences.

On occasion, the school administrators or staff may request the parent/guardian to meet for a conference to discuss their child's discipline, academics, etc. Parent/teacher conference, House Bill 722, effective July 1, 1996, amends Mississippi Code S37-11-53(3) to provide that a parent/guardian who fails to attend a discipline conference to which they were summoned shall be guilty of a misdemeanor, and upon a conviction shall be fined up to \$250.00).

Conferences will be scheduled at the earliest convenient time. Parents must sign-in and receive a visitor's pass at the principal's office immediately upon arrival to any school. Only previously arranged conferences will be scheduled during the school day and will be limited to the teacher's planning time or after school as to avoid loss of critical instructional time. Drop in or unplanned conferences WILL NOT be allowed or scheduled.

Parent/teacher conference days will be scheduled at regular intervals throughout the school year.

### **Community Relations:**

Faculty members should attend and participate in all PTO/PTA, Open House, and other regularly scheduled meetings. Faculty members are encouraged to attend school functions as often as possible to assist in building positive community relations. At principal's discretion, faculty members may be required to attend school related meetings.

**2019-2020 CERTIFIED SALARY SCALE**

<b><u>YEARS EXP</u></b>	<b><u>AAAA</u></b>	<b><u>AAA</u></b>	<b><u>AA</u></b>	<b><u>A</u></b>
0	41,433	40,269	39,030	36,590
1	41,433	40,269	39,030	36,590
2	41,433	40,269	39,030	36,590
3	42,227	40,996	39,690	37,085
4	43,021	41,723	40,350	37,580
5	43,815	42,450	41,010	38,075
6	44,609	43,177	41,670	38,570
7	45,403	43,904	42,330	39,065
8	46,197	44,631	42,990	39,560
9	46,991	45,358	43,650	40,055
10	47,785	46,085	44,310	40,550
11	48,579	46,812	44,970	41,045
12	49,373	47,539	45,630	41,540
13	50,167	48,266	46,290	42,035
14	50,961	48,993	46,950	42,530
15	51,755	49,720	47,610	43,025
16	52,549	50,447	48,270	43,520
17	53,343	51,174	48,930	44,015
18	54,137	51,901	49,590	44,510
19	54,931	52,628	50,250	45,005
20	55,725	53,355	50,910	45,500
21	56,519	54,082	51,570	45,995
22	57,313	54,809	52,230	46,490
23	58,107	55,536	52,890	46,985
24	58,901	56,263	53,550	47,480
25	61,755	59,050	56,270	50,035
26	62,549	59,777	56,930	50,530
27	63,343	60,504	57,590	51,025
28	64,137	61,231	58,250	51,520
29	64,931	61,958	58,910	52,015
30	65,725	62,685	59,570	52,510
31	66,519	63,412	60,230	53,005
32	67,313	64,139	60,890	53,500
33	68,107	64,866	61,550	53,995
34	68,901	65,593	62,210	54,490
35 & ABOVE	69,695	66,320	62,870	54,985

---

**THE LOCAL SUPPLEMENT IS INCLUDED IN THE ABOVE SCHEDULE**

LEGEND:AAAA Doctorate

AAA- Master's Degree plus 30 hours (Specialist)

AA- Master's Degree

A- Bachelor's Degree

LOCAL SUPPLEMENT: AAAA-\$825; AAA-\$825;AA-\$750;A-\$700

Certified After School Rates \$25.00 an hour

Any Extra School Periods worked will be at the certified teacher's daily rate of pay.

Assistant Teachers \$15,920.00 yearly

Computer Lab Assistant Teachers \$16,950.00 yearly

Certified Substitutes \$70.00 Daily

Non-Certified Substitutes \$60.00 Daily

Revised 4/1/2019

## **PURCHASING / FUND RAISING / DONATIONS / INVENTORY PROCEDURES**

All purchasing is handled by the school offices or district office. To purchase any item, faculty members must requisition the item to the designated principal or director. Upon approval, a purchase order will be issued. **Absolutely no purchases shall be made without a requisition that has been signed and approved by the principal/director and the superintendent in advance.** Any employee(s) making purchases without proper authorization as documented with a purchase order shall be personally responsible to the company/vendor for all costs. An approved requisition and a purchase order are also required before any preview materials such as textbooks can be ordered.

**Fund Raising Procedures:** All fund raising activities must be approved in advance by the principal, superintendent, and the school board. Fundraisers that require students to go from house to house or door to door to solicit funds or sell products should be avoided. Any duplication of other group's ongoing fundraisers shall not be approved.

Upon school board approval, the principal/director shall notify the fundraiser sponsor to proceed with the activity. Once approved, all district purchasing procedures must be followed.

1. Submit all purchase requisitions to the Principal/Director.
2. Principal/Director signs requisitions and forwards them to the Central Office.
3. Central Office will process the requisition(s) and issue the purchase order number(s).

District employees must never contract with any company or vendor until all paperwork has been approved. Any employee who contracts with a company/vendor without approval will be personally responsible for all costs incurred in the transaction.

Once the fundraiser is complete, the sponsor must send all invoices to the Central Office so arrangements for payment can be placed on the next school board claim docket. It shall be the responsibility of the employee/sponsor to ensure that each invoice for materials ordered has been received by the Central Office personnel and paid in full.

**Donations:** Any materials, equipment, or funds donated to the school automatically become school property and must be approved by the Board of Education. The principal at each school must submit a memo to the Superintendent of Schools and the School Board describing all donations for approval.

**Advertising, Solicitation, Sales:** No advertising, solicitation, sales, or service of any kind is allowed on any Philadelphia Public School District campus without prior approval from the Superintendent or designee. No district personnel shall solicit any funds/services from any source without prior approval from their principal or superintendent.

**Inventory:** Teachers are responsible for all inventoried items assigned to their classroom. All equipment, furniture, textbooks, etc. that are assigned to their classroom or office must be listed on their inventory sheet. All valuable or highly walkable items must have a FIXED ASSET tag affixed to the item. Under no circumstances shall any school owned equipment or supplies be removed from the assigned classroom without written permission from the principal.

**IMPORTANT:** To add new items to your inventory, use Form #FA-1 (New Item Fixed Asset Source Document). Any items that are lost or damaged must be reported on Form #FA-3 (Item Removal Fixed Asset Source Document). To transfer any fixed asset items, use Form #FA-2 (Item Transfer Fixed Asset Source Document). All forms are available in the Principal's Office or Central Office.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973 & THE AMERICAN WITH DISABILITIES ACT**

Section 504 of the Rehabilitation Act of 1973 and The American with Disabilities Act prohibits discrimination against disabled or handicapped persons, including students and staff members, by school districts receiving federal assistance of any kind. Students or staff members having any physical or mental impairment that substantially limits a major life function (including learning) are covered under this act. For more information contact the District's 504 Coordinator at 601-656-2955.

## **SEXUAL HARASSMENT**

It is the policy of Philadelphia Public School District that no employee or student shall sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

**Policy:** It is the policy of the Philadelphia Public School District to maintain an environment that is free from sexual harassment. No employee or student of the district shall be subjected to sexual harassment.

It shall be a violation of this policy for any member of the Philadelphia Public School District staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section III. It shall also be a violation of this policy for a student to harass other students, teachers, administrators, or staff through conduct or communications of a sexual nature.

Each administrator/director shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within the confines of each school or office.

Violations of this policy or procedure will be cause for disciplinary action.

**Definition:** Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
2. Submission to or rejection of such conduct by an employee or student
3. Conduct which has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment, as set forth in board policy may include, but not limited to, the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity

3. Repeated remarks with sexual or demeaning implications
4. Unwelcome touching
5. Sexual jokes, posters, etc.
6. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

**Procedures:** Any person who alleges sexual harassment by a staff member or student in the school district may use the procedure detailed in the Philadelphia Public School District Grievance Procedure or may complain directly to his or her immediate supervisor, building principal, or district Title IX coordinator, Mr. Gene Cliburn. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right of confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

**Sanctions:** A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action up to and including discharge.

A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

**Notification:** Notice of this policy will be circulated to all schools and departments of the Philadelphia Public School District in the faculty/staff and student handbooks. Principals at each school site are responsible for providing the policy to all faculty and staff under their direct supervision, and document the process. Principals may assist teachers in explaining the policy to students each school year to deter all forms of sexual harassment.

## **SIGN-IN / SIGN-OUT/ TIME CARDS**

All certified personnel must sign-in and sign-out daily at their designated work location. All non-certified personnel must use the time clock at their work location to clock in and out daily. Office personnel at each school location shall monitor the time clock process to verify that no employee works for more than 40 hours per week without notice of approval from the administrator/director to receive overtime compensation. Office personnel shall send all documentation to the central office each week. Only the superintendent of schools or designee shall be authorized to approve overtime whenever necessary. All requests for overtime must be made directly to the superintendent or designee of schools in advance of performing any additional work/duties, unless an emergency situation arises.

## **SMOKING**

The district requires a smoke-free environment. Smoking and all other uses of tobacco by district employees, students and visitors in school buildings, on school groups and property, and on or in district buildings and vehicles, shall be prohibited at all times. This ban includes all employees, students, and patrons attending school sponsored athletic events and meetings.

## **SOCIAL NETWORKING POLICY**

Any employee of the district who participates in social networking websites shall not post any data, information, documents, photographs, or any other items that are inappropriate and may disrupt the school environment, disrupt the educational process, or impair the employee's ability to perform his/her duties. Any employee of the district who participates in social networking websites, when acting as an employee, is prohibited from using such sites to socialize with students. No employee of the district, when acting as an employee, may use text messaging to socialize with students. Employees of the district are not to access their networking websites for personal use during school hours. Any violation of this policy may result in disciplinary action.



## **STAFF PROTECTION**

The Philadelphia Public School District will be vigorous in its protection of all employees from physical, verbal, and/or psychological abuse. According to Mississippi Code, Section 37-11-21, if any parent, guardian or other person, shall abuse any superintendent, principal, teacher or school bus driver while school is in session or at a school-related activity, in the presence of school pupils, such person shall be guilty of a crime and subject to arrest. Any interpretation of this statute is to include any striking, assaulting, or physical attack, as well as abuse or insult.

## **STUDENT BULLYING: POLICY AND PROCEDURES**

### **STUDENT BULLYING: Policy**

JDDA (May 11, 2010)

The Philadelphia Public School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

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

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

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors. The procedures should be appropriately placed in district personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Philadelphia Public School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior (Ref: SB 2015; Miss. Code Ann. § 37-7-301(e)).

### **STUDENT BULLYING: Definitions and Procedures**

JDDA (May 11, 2010)

#### **STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR**

Students and employees in the Philadelphia Public School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board. District officials will take reasonable action when reporting to the appropriate personnel. Furthermore, the Philadelphia School District defines "reasonable action" as promptly reporting the behavior to a teacher, principal, counselor, or other

school employee when subjected to bullying or harassing behavior.

## I. Definitions

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

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

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

## II. Procedures for Processing a Complaint

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

The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred.

The school official shall complete a **student discipline** form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the district. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the district official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

## **TEACHER / STAFF IMPROVEMENT PLAN**

All principals are responsible for monitoring the daily teaching and learning processes at their school site. Based on findings from walk-in or formal classroom observations as well as school, district and state assessment data, the principal may find it necessary to develop an improvement plan for a teacher or staff member who exhibits deficiencies. The plan of improvement should not be viewed as a form of punishment; rather it is designed to provide the teacher with

professional development opportunities, mentoring, or other methodology to assist them in becoming more effective in the classroom. Failure of the teacher or staff member to successfully complete the plan may result in a non-renewal of future employment with the Philadelphia Public School District. The principal/director shall file a copy of each improvement plan in the employee's personnel file. A copy shall also be forwarded to the superintendent's office.

## **TEACHER SUPPORT TEAM (TST) AND THREE-TIER MODEL**

The Mississippi Department of Education policy adopted January 21, 2005, requires each school district to implement and maintain an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

**Tier 1:** Quality classroom instruction based on MS Curriculum Frameworks

**Tier 2:** Focused supplemental instruction

**Tier 3:** Intensive interventions specifically designed to meet the individual needs of students

Teachers should use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

If strategies at Tiers 1 and 2 are unsuccessful, students must be referred to the Teacher Support Team. The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be:

- designed to address the deficit areas;
- research based;
- implemented as designed by the TST;
- supported by data regarding the effectiveness of interventions.

After a referral is made, the TST must develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the TST must conduct a documented review of the interventions to determine success of the intervention. No later than 16 weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment. In addition to failure to make adequate progress following Tiers 1 and 2, students will be referred to the TST for interventions as specified in guidelines developed by MDE if any of the following events occur.

A. **Grades 1-3:** A student has failed one (1) grade;

B. **Grades 4-12:** A student has failed two (2) grades;

C. **A student failed** either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year.

Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria A-C stated above.

**NOTE:** Principals at each Philadelphia Public School site shall monitor the Teacher Support Team (TST) and Three-Tier Model process to insure that all students receive the appropriate interventions as necessary.

## **TELEPHONE USE**

Telephones are located in various convenient locations throughout the district and may be used for school business purposes only, except in the case of an emergency. All faculty and staff are prohibited from using cellular telephones during instructional time, except in cases of emergency. In the case of an anticipated phone call or emergency situation, the teacher/staff must contact the office and/or make arrangements for the supervision of their students while they make the call in another location outside the classroom.

## **TESTING / TRAINING / ADMINISTRATION (SUBJECT AREA, MCT3, ETC.)**

All faculty members will attend test training as required by their principal. No personal leave will be granted during statewide test dates unless an emergency arises. In the event of an emergency during state wide testing, the teacher should make every effort to secure the test before leaving the classroom. The teacher should lock the door and be the first person to enter the room upon return. The district test coordinator is Ms. Tia Little. The test coordinator duties for statewide assessments at each school location will be assigned by the principal.

## **TEXTBOOKS**

Teachers are to record book identification numbers, book title, and the student receiving the textbook. When a child withdraws from school, the books are turned in to the classroom teacher before records are released. Students will be charged for books that are lost or damaged beyond normal wear and tear.

## **TOBACCO FREE CAMPUS**

The Philadelphia Public School District shall follow policy in accordance with GEPA 442(b) and Section 14306(a):

No use of tobacco shall be permitted within any indoor facility owned or leased or contracted for and utilized by any person for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (Section 1043a).

Electronic cigarettes also falls under banned tobacco products.

## **TRANSPORTATION REQUESTS**

Transportation for students involved in approved school activities is generally available. Priority is given to transporting students to and from school. Requests for the school buses for extracurricular activities will be honored according to the availability of such. The sponsor requesting the transportation shall be responsible for the following:

1. Requests are approved by the principal and signed by the superintendent five (5) days prior to the activity/trip.
2. An approved and properly licensed driver must be secured for the planned activity. Sponsoring organizations or clubs will be responsible for all driver fees.
3. All transportation must be returned to the school at the appropriate time.
4. All vehicles used for the activity/trip must be cleaned by the sponsoring group.

No bus request will be issued on the day prior to or on the day of the planned activity without the expressed approval of the superintendent. All requests for extra-curricular or professional travel must be approved by the Superintendent or designee prior to the activity.

## **VISITORS / DELIVERIES**

To insure the safety of students and staff, all staff members will wear identification badges while on any campus of the Philadelphia Public School District. Visitors will be identified by a visitor's pass. All visitors to any school campus must sign in at the principal's office immediately upon their arrival, and receive a visitor's pass. A visitor's pass must be obtained on each and every visit.

Any student who is currently suspended (OSS) or expelled from school is not allowed to visit any campus or attend any extracurricular activities without prior approval from the school principal. This includes all students assigned to the Alternative School. Any staff member seeing a student who is suspended or expelled must report the student to an office staff member or security.

As a service to the faculty and staff, deliveries will be allowed for special occasions such as birthdays, anniversaries, etc.

Board Approved \_\_\_\_\_

## APPENDIX

# Philadelphia Public School District

### Faculty/Staff Handbook Agreement and Emergency Information Mississippi Code of Ethics and Standards of Conduct Agreement

I agree that it is my responsibility to become familiar with the information contained in this handbook; and agree to adhere to all policies and procedures herein. Additionally, I have received a copy and have been trained in regards to the Mississippi Code of Ethics and Standards of Conduct, which is located in the appendix of the PPSD Teacher Handbook.

My signature below indicates I have received a copy of the 2019-2020 Faculty/Staff Handbook, which has been adopted by the Philadelphia Public School Board of Education.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*  
\*\*\*\*\*

## Emergency Information

The following information is necessary to develop an updated internal emergency directory:

*(Please Print)*

Name \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Home telephone number

\_\_\_\_\_  
Cellular or other contact telephone number

NOTE: Please sign, detach, and return this form within one week to your school's principal.

**PHILADELPHIA PUBLIC SCHOOL DISTRICT**  
**Internet/Network Acceptable Use Policy Agreement**  
**Faculty/Staff User Agreement Form**

Name \_\_\_\_\_ School Year 2018-2019

School \_\_\_\_\_ School \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

**Faculty/Staff User Agreement**

I have read the Philadelphia Public School District Acceptable Use Policy. If I agree to follow policy rules, I may access the network. If I do not follow the policy rules, I understand that my access to the network will be terminated permanently. As a user of the Philadelphia Public School District's computer network, I hereby agree to comply with all policy rules and all relevant laws and restrictions while communicating over the network.

Faculty/Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## TEACHER JOB DESCRIPTION

**TITLE:** Certified Teacher

**QUALIFICATIONS:**

1. Must possess at least a valid Class “A” Educator License issued by the Mississippi Department of Education. The Educator License must contain the proper endorsement area(s) necessary to teach the assigned class(s).
2. Must have met all qualifications as established by the district and approved by the Philadelphia Public School District Board of Trustees
3. Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

**REPORTS TO:** Principal or other staff as designated by the Superintendent or Board of Trustees.

**SUPERVISES:** Students and other staff as designated by the Principal, Superintendent, or Board of Trustees.

**JOB GOAL:** To assist students in mastering subject area material and skills to a level of proficiency in accordance with the Mississippi Department of Education curriculum, statewide test objectives, and other local objectives if applicable.

### **JOB PERFORMANCE RESPONSIBILITIES:**

1. Meets and is fully prepared to supervise and instruct all assigned classes at the designated times and location.
2. Meets and is fully prepared to complete all assigned duties, including those associated with extracurricular activities.
3. Makes arrangements for being available to students and/or parents for education-related purposes outside the normal hours of the instructional day under reasonable terms; answers all correspondence, i.e. emails, letters, telephone calls, etc. in a timely and professional manner.
4. Attends and actively participates in all faculty meetings, team meetings, TST meetings, etc. and serves on school related committees as required by administration.
5. Creates and maintains a classroom environment that is safe, secure, and conducive to the teaching and learning process.
6. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities; and supervises students at all times, especially during classroom experiments, demonstrations, videos, etc.
7. Consistently uses each and every class period to engage students in the teaching and learning process, and never uses a cellular telephone, Internet, or other inappropriate task for personal use during this time.
8. Prepares lesson plans and activities during the assigned planning period or other available time when students are not present in the classroom.
9. Maintains a program of study that meets or exceeds the individual needs, interests, and abilities of all students.
10. Develops and implements reasonable rules of classroom behavior and procedures; reviews and enforces all handbook policies with students on a regular basis, and maintains order at all times in a fair and consistent manner.

11. Provide instructions to enable all students to set and maintain appropriate standards of classroom behavior.
12. Prepares appropriately for all assigned classes, and provides written evidence (lesson plan, work samples, etc.) of preparation upon request of school administration.
13. Utilizes a variety of instructional methods and technology that are consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
14. Guides the teaching and learning process toward the achievement of all curriculum goals, and establishes clear and concise lesson/project objectives to ensure effective communication and delivery of lessons to all students.
15. Strives to implement by instruction and action the district's philosophy of education, instructional goals, and objectives.
16. Continually assesses the accomplishments and progress of all students and provides progress reports as necessary.
17. Continually diagnoses and monitors student learning and behavioral deficiencies and provides classroom remediation interventions; and seeks the assistance of other teachers, administrators, and/or district specialists as necessary.
18. Maintains accurate, complete and correct records as required by state law, district policy, and administrative regulation.
19. Assists the administration in planning and implementing the rules, regulations, and policies that govern the school.
20. Successfully completes all district staff development activities and training.
21. Continually strives to maintain and improve professional competence.
22. Certified teachers are solely responsible for earning either CEU's or college credits toward maintaining a valid and up-to-date Mississippi Educator's License (the district cannot provide a contract of employment to certified teachers whose license has expired).
23. Perform all other duties and responsibilities as assigned by administration.

**TERMS OF EMPLOYMENT:** Salary, length of work year, sick leave, and personal leave to be established by the Philadelphia Public School District Board of Trustees. Supplements may be added to employee's salary for performing additional duties as assigned by administration.

**EVALUATION:** Performance of this job will be evaluated in accordance with state and school board policy. All instructional personnel will be evaluated at least twice per year.

Reviewed and agreed to by: \_\_\_\_\_  
Teacher Signature Date

Approved by: \_\_\_\_\_  
Principal Signature Date

NOTE: This form must be signed at the beginning of each new school year. A copy of the signed form will be placed in the employee's personnel file.



## TEACHER ASSISTANT JOB DESCRIPTION

**TITLE:** Teacher Assistant/Paraprofessional

- QUALIFICATIONS:**
1. Teacher Assistants and paraprofessionals are required to meet or exceed the qualifications as described under Section 1119 of the “No Child Left Behind Act of 2001” effective December 31, 2005. Applicants must receive passing scores on Reading for Information, Applied Math, and Writing Components to be considered for employment, or have two years of college coursework (45 hours), or possess an Associate Degree from an accredited college.
  2. Must have met all qualifications as established by the district and approved by the Philadelphia Public School District Board of Trustees
  3. Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

**REPORTS TO:** Principal or other staff as designated by the Superintendent or Board of Trustees.

**SUPERVISES:** Students and other staff as designated by the Principal, Superintendent, or Board of Trustees.

**JOB GOAL:** To assist the teacher in maintaining appropriate classroom activities and environment in order that students may learn effectively.

### **JOB PERFORMANCE RESPONSIBILITIES:**

1. Meets and is fully prepared to assist the teacher in all assigned classes at the designated times and locations.
2. Meets and is fully prepared to complete all duty assignments as required by administration.
3. Attends and actively participates in all faculty/staff meetings and professional development training as required by the administration.
4. Assists the teacher in maintaining a classroom environment that is safe, secure, and conducive to the teaching and learning process.
5. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities; and assists the teacher in supervising students at all times, especially during class experiments, demonstrations, videos, etc.
6. Assists the teacher in planning and maintaining a program of study that meets or exceeds the individual needs, interests, and abilities of all students.
7. Assists the teacher in developing and implementing reasonable rules of classroom behavior and procedures; reviews and enforces all handbook policies with students on a regular basis, and maintains order at all times in a fair and consistent manner.
8. Assists the teacher in encouraging all students to set and maintain appropriate standards of classroom behavior.
9. Assists the teacher in maintaining accurate, complete and correct records as required by state law, district policy, and administrative regulation.
10. Assists the teacher in providing instructional assistance to individual students or small groups as necessary.

- 11. Assists the teacher and administration in planning and implementing the rules, regulations, and policies that govern the school.
- 12. Continually strives to maintain and improve professional competence.
- 13. Perform all other duties and responsibilities as assigned by administration.

**TERMS OF EMPLOYMENT:** Salary, length of work year, sick leave, and personal leave to be established by the Philadelphia Public School District Board of Trustees. Supplements may be added to employee's salary for performing additional duties as assigned by administration.

**EVALUATION:** Performance of this job will be evaluated in accordance with state and school board policy.

Reviewed and agreed to by: \_\_\_\_\_  
Teacher Assistant Signature Date

Approved by: \_\_\_\_\_  
Principal Signature Date

NOTE: This form must be signed at the beginning of each new school year. A copy of the signed form will be placed in the employee's personnel file.

## STATE BOARD POLICY

DESCRIPTOR TERM: Mississippi Educator Code of Ethics and Standards of Conduct<sup>[1]</sup> CODE: 1717<sup>[1]</sup> ADOPTION DATE: April 17, 1998<sup>[SEP]</sup> REVISION: January 20, 2011

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators.

Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues.

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

**Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4). Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).**

### Code of Ethics Standards

#### **Standard 1: Professional Conduct**

*An educator should demonstrate conduct that follows generally recognized professional standards.*

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

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

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

- 1) Harassment of colleagues
- 2) Misuse or mismanagement of tests or test materials
- 3) Inappropriate language on school grounds or any school-related activity
- 4) Physical altercations
- 5) Failure to provide appropriate supervision of students and reasonable disciplinary actions

## **Standard 2. Trustworthiness**

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

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

- 1) Properly representing facts concerning an educational matter in direct or indirect public expression
- 2) Advocating for fair and equitable opportunities for all children
- 3) Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

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

- 1) Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
  1. employment history, professional qualifications, criminal history, certification/recertification
  2. information submitted to local, state, federal, and/or other governmental agencies
  3. information regarding the evaluation of students and/or personnel
  4. reasons for absences or leave
  5. information submitted in the course of an official inquiry or investigation
- 2) Falsifying records or directing or coercing others to do so

## **Standard 3. Unlawful Acts**

*An educator shall abide by federal, state, and local laws and statutes and local school board policies.*

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

## **Standard 4. Educator/Student Relationship**

*An educator should always maintain a professional relationship with all students, both in and outside the classroom.*

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

- 1) Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students
- 2) Nurturing the intellectual, physical, emotional, social and civic potential of all students
- 3) Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
- 4) Creating, supporting, and maintaining a challenging learning environment for all students

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

- 1) Committing any act of child abuse
- 2) Committing any act of cruelty to children or any act of child endangerment
- 3) Committing or soliciting any unlawful sexual act
- 4) Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
- 5) Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
- 6) Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.

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

1. sexual jokes
2. sexual remarks
3. sexual kidding or teasing
4. sexual innuendo
5. pressure for dates or sexual favors
6. inappropriate touching, fondling, kissing or grabbing
7. rape
8. threats of physical harm
9. sexual assault
10. electronic communication such as texting
11. invitation to social networking
12. remarks about a student's body
13. consensual sex

**Standard 5. Educator Collegial Relationships**

*An educator should always maintain a professional relationship with colleagues, both in and outside the classroom*

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

- 1) Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
- 2) Harming others by knowingly making false statements about a colleague or the school system
- 3) Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
- 4) Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
- 5) Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

**Standard 6. Alcohol, Drug and Tobacco Use or Possession**

*An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs*

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

- 1) Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice

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

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

### **Standard 7. Public Funds and Property**

*An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.*

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

- 1) Maximizing the positive effect of school funds through judicious use of said funds
- 2) Modeling for students and colleagues the responsible use of public property

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

- 1) Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
- 2) Failing to account for funds collected from students, parents or any school-related function
- 3) Submitting fraudulent requests for reimbursement of expenses or for pay
- 4) Co-mingling public or school-related funds with personal funds or checking accounts
- 5) Using school property without the approval of the local board of education/governing body

### **Standard 8. Remunerative Conduct**

*An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.*

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

- 1) Insuring that institutional privileges are not used for personal gain
- 2) Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization

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

- 1) Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
- 2) Tutoring students assigned to the educator for remuneration unless approved by the local school board
- 3) The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service)

### **Standard 9. Maintenance of Confidentiality**

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

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

- 1) Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
- 2) Maintaining diligently the security of standardized test supplies and resources

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

- 1) Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
- 2) Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
- 3) Violating other confidentiality agreements required by state or local policy

**Standard 10. Breach of Contract or Abandonment of Employment**

*An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.*

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

- 1) Abandoning the contract for professional services without prior release from the contract by the school board
- 2) Refusing to perform services required by the contract.