

NATCHEZ- ADAMS SCHOOL DISTRICT

CERTIFIED EMPLOYEE HANDBOOK

2018-2019



NATCHEZ-ADAMS SCHOOL DISTRICT

P.O. BOX 1188

NATCHEZ, MS 39121

(601) 445- 2800

Natchez-Adams School District

Vision:

We are an innovative, inspiring, and unified, student focused learning community, which motivates and empowers all students to succeed.

Mission:

Our promise is to nurture, engage, educate, inspire, and prepare students to learn and lead in a global society as confident, competent, and productive citizens.

Goals:

- Increased student achievement
- Safe school climate
- Positive educational experience
- Sound financial balance

Foreword

The Natchez-Adams School District sets high standards for its faculty and staff. Through its personnel policies, the district wishes to establish conditions that will attract the highest qualified personnel for all positions, and retain staff members who are self-motivated to do a satisfactory job and abide by stated procedures and policies of the district. In accordance with these goals, the following handbook has been developed.

“To the extent that there is any conflict or inconsistencies among the provisions in this handbook or manual and any policies of the board, the policies of the board shall control.”

Nothing in this handbook shall be interpreted as establishing a contract of employment between the Natchez-Adams School District and the employee. Either the employee or the school district is free to terminate the employment relationship at any time and without cause.

Policy on Non-Discrimination

The Natchez-Adams School District (NASD), Natchez, Mississippi, adheres to a policy of non-discrimination in educational programs/activities and employment, and strives affirmatively to provide equal opportunity for students and staff. Employees, parents, students or others may challenge any practice thought to be in violation of this policy by notifying building-level principals or the superintendent in writing of their allegation that such specific actions are in violation of this policy. The Board of Trustees will act as final source of appeal in cases where the Superintendent has been unable to satisfy the challenge.

The following federal legislation is referenced:

- TITLE VI and TITLE VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, religion, or national origin.
- The Occupational Safety and Health Act (**OSHA of 1970**), as amended, which provides specific regulations regarding a safe working and learning environment.
- Age Discrimination Act, as amended, which prohibits discrimination on the basis of age between 40 and 70.
- TITLE IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of gender.
- §504 of the Vocational Rehabilitation Act of 1973, as amended, which prohibits discrimination against the handicapped.
- PL93-380 -- Family Education Rights and Privacy Act of 1974 (**FERPA**), as amended, which provides protection regarding student records and release of information from said records.
- The Civil Rights Restoration Act of 1988, which provides that four federal civil rights statutes (§504 of the Rehabilitation Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964) apply to an entire institution if any part of it receives federal financial assistance.
- PL105-95 -- Individuals with Disabilities Act of 1997 (replaces PL94-142) (**IDEA**) which provides regulations for screening, placement, and services to handicapped students.
- PL101-645 -- McKinney-Vento Homeless Assistance Amendments of 1990, as amended.
- §35.130 of the American with Disabilities Act of 1990 (**ADA**), built upon the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1973, which provides "a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities."

The following offices have been designated to handle inquiries and complaints regarding the non-discrimination policies of Natchez-Adams School District:

Susan G. Brice
Natchez Adams School District
Human Resources Supervisor
Office of Human Resources and Staff Services
10 Homochitto Street
Natchez, Mississippi 39120
601-445-2824

Zandra McDonald
Natchez Adams School District
Deputy Superintendent
Office of the Deputy Superintendent
10 Homochitto Street
Natchez, Mississippi 39120
601-445-2836

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INTRODUCTION

This handbook has been prepared to provide you with information regarding district policies and personnel procedures that affect you. We hope you will familiarize yourself with this handbook since it contains important information pertaining to your employment.

Some policies in this edition of the Certified Employee Handbook are paraphrased versions of those contained in Section G (Personnel Policies) of the Policy Handbook. We hope this will provide a clear explanation of some of the provisions of your employment and assist you in finding answers to questions you may have concerning the policies of the Board of Trustees.

As you review these pages you may wish to review the policy from the original text or discuss particular policies in more detail. If you have questions, you may call the Office of Human Resources at 601-445-2824.

Nothing in this handbook shall be interpreted as establishing a contract of employment between the Natchez-Adams School District and the employee. Either the employee or the school district is free to terminate the employment relationship at any time and without cause.

Natchez-Adams School District provides equal employment opportunities without regard to race, color, religion, sex, age, handicap, or national origin.

DISTRICT ADMINISTRATION

The Natchez-Adams School District Board of Trustees hereafter referred to as the Board of Trustees or the Board has adopted policies, and the administrative staff has developed regulations relating to all aspects of the operation of the school district. These policies and regulations are included in this handbook.

Natchez-Adams School District Board of Trustees

Amos D. James, Jr., *President*

Phillip C. West, *Vice President*

Thelma S. Newsome, *Secretary*

Dr. Brenda Robinson, *Assistant Secretary*

Dr. Renee' Davis-Wall, *Member of the Board*

Mr. Fred T. Butcher
Superintendent of Schools

Zandra R. McDonald
Deputy Superintendent

BRADEN ADMINISTRATION TEAM

Monica Anderson – Business Manager	Sekufele Lewanika – Interim Athletic Director
Dr. Ruby As’Sabor - Special Services Director	Doris Malone - 504 Specialist
Susan G. Brice – Human Resources Supervisor	Delilah Mitchell – School Improvement Coordinator
Aquetta Butler – Accountability/Assessment Coordinator	Alice Morrison- Curriculum Director
Ray Brown – Safety and Security Supervisor	Patsy Smith – Substitute Specialist
YaMika Thomas – Federal Programs Director	Shantoura Spears – Child Nutrition Supervisor
Beatrice Collins – HR Staffing/Athletics Specialist	Cassandra Tennessee –Human Resources Assistant Supervisor
Ike Davis – Supervisor of Maintenance	Tarvis Tennessee – Lead Technician
Larnell Ford – Operations Manager	Kelly Thomas – Dropout Prevention

Natchez-Adams School District Schools

West Elementary School

161 Lewis Drive
Natchez, MS 39120
601-445-2891

Jessica Rankin ----- Principal
Shamekia Isaac ----- Assistant Principal

Frazier Elementary School

1445 George F. West Sr. Boulevard
Natchez, MS 39120
601-445-2885

Orisha Mims----- Principal
Carmella Wallace-----Assistant Principal

McLaurin Elementary School 170

Seargent Prentiss Drive
Natchez, MS 39120
601-445-2953

Britaney Cheatham----- Principal
Toni Martin-----Interim Assistant Principal
Carol Williams ----- Assistant Principal

Robert Lewis Magnet School 1221

Martin Luther King, Jr. Road
Natchez, MS 39120
601-445-2927

LaTanya Davis-----Principal
Angela Reynolds-----Interim Assistant Principal
Tukiiya Stephens-----Assistant Principal

Morgantown Middle School 101

Cottage Home Drive
Natchez, MS 39120
601-445-2917

Shemekia Rankin-----Principal
Michael Brown-----Assistant Principal
LaToya Scott-Hammett-----Assistant Principal

Freshman Academy 208

Lynda Lee Drive
Natchez, MS 39120
601-445-2941

Larry Hooper----- Principal
Leslie Gaines-----Interim Assistant Principal

Natchez High School

319 Seargent Prentiss Drive

Natchez, MS 39120

601-445-2864

Eric Jackson----- Interim Principal

Perry Revels----- Assistant Principal

Rachael Simmons ----- Assistant Principal

Natchez Early College Academy 319

Seargent Prentiss Drive

Natchez, MS 39120

601-445-2864

Kesha Broady-Campbell-----Principal

Fallin Career & Technology Center

315 Seargent Prentiss Drive

Natchez, MS 39120

601-442-2163

Cleveland Moore, Jr.-----Interim Director

Ombudsman

1221 Martin Luther King, Jr. Road

Natchez, MS 39120

601-897-0390

Allison L. Jowers-----Principal

Emergency Telephone Numbers

Department	Phone Number	Department	Phone Number
Sheriff's Office	601-442-2752	Police Department	601-445-5564
Fire Department	601-442-3684	Civil Defense	601-442-7021
Merit Health- Natchez	601-443-2100	Metro Ambulance	601-442-4259
Air	601-443-2100	Atoms Energy	601-442-4831
AMR Ambulance	601-442-4259	Entergy	800-968-8243

District Personnel Emergency Numbers

Position	Name	Home	Cell	Office
Superintendent	Fred T. Butcher	N/A	601-443-3768	601-445-4329
Deputy Superintendent	Zandra McDonald	N/A	601-443-3692	601-445-3285
Curriculum Director	Alice Morrison	N/A	601-597-1181	601-442-7749
Human Resources Supervisor	Susan G. Brice	N/A	601-597-6711	601-445-2824
Operations Manager	Larnell Ford	601-442-6678	601-443-7838	601-445-3211
Safety and Security Supervisor	Ray Brown	601-445-8198	601-597-3682	601-445-2810
Technology Coordinator	Tarvis Tennessee	N/A	601-597-1415	601-445-2937
Natchez High School Interim Principal	Eric Jackson	N/A	601-443-3263	601-445-2863
Interim Vocational Director	Cleveland Moore, Jr.	601-446-2163	N/A	601-446-2163
Natchez Early College Academy Principal	Kesha Broady- Campbell	601-415-7750	601-443-8036	601-446-1152
Freshman Academy Principal	Larry Hooper	N/A	601-392-3896	601-445-2964
Morgantown Middle School Principal	Shemekia L. Rankin	601-870-7247	601-443-8121	601-445-2915
Ombudsman Principal	Allison Jowers	N/A	601-443-1441	601-897-0390
Robert Lewis Magnet School	LaTanya Davis	N/A	601-260-6020	601-445-2929
McLaurin Elementary School Principal	Britaney Cheatham	N/A	601-443-8055	601-445-2953
Frazier Elementary School Principal	Orisha Mims	601-392-9490	601-597-1086	601-445-2886
West Elementary School Principal	Jessica Rankin	N/A	601-443-1658	601-445-2891

SECTION A

PROFESSIONAL AND CERTIFIED STAFF

Recruiting

Although the Office of Human Resources has the major responsibility of recruiting personnel, attracting new employees is everyone's responsibility. All employees are encouraged to inform others about employment opportunities with the Natchez-Adams School District and refer them to the Office of Human Resources. Open positions will be posted in the Office of Human Resources, other official bulletin boards, the district's web page, and on the Mississippi Department of Education (MDE) Teacher Center's web page.

Posting Job Openings

When an opening occurs and job specifications have been identified, the open position will be posted on the central office bulletin board for a period of no less than five (5) working days. In addition, positions will be posted in schools and other district work sites. External advertising and recruiting will be done, as necessary, to insure an adequate pool of applicants can be attracted

Application Process

Persons interested in securing employment with the school district must complete an application and provide all necessary informational forms to complete the application process.

Selection Process

Applicants must possess a valid Mississippi Standard or Alternate Educators License with the appropriate area of endorsement(s) for the position. The selection of personnel shall be based upon the qualifications and employment history of the applicant and the performance responsibilities of the position for which he/she is applying. Employment verification is also required.

Appointments

When a vacancy occurs in any position in the certified and/or classified area, the supervisor or principal may review a list of names of applicants who have completed the screening and pre-employment process and who appear to be qualified to fill the vacancy. After interviews with the applicants, the supervisor or principal shall determine the best-qualified applicant to recommend for the position. Before a qualified applicant will be placed on the payroll, he/she shall have the following items on file in the Office of Human Resources.

1. Completed application
2. Tax forms - State and Federal
3. Retirement Enrollment Form & Beneficiary Nomination Form
4. Recommendation
5. Employment Eligibility Verification (I-9 Form)
6. Background Check Verification (Fingerprints)
7. Drug Test Results (if applicable)
8. Health Insurance Application
9. Work History Verification

Upon notification of initial employment, employees will receive the following information from the Office of Human Resources or their supervisor: orientation to school district policies; information on fringe benefits and salary data; and, explanation of job description and evaluation procedures

Termination

Employees leaving the district for any reason are charged with the responsibility of returning any and all property in their possession belonging to the district. Failure to comply with this responsibility will result in the district's retaining the final payroll check until such property has been returned. The district's approved exit procedure will be followed by all employees leaving the district.

Personal Data

It shall be the responsibility of the employee to keep his/her address, telephone number, name change, and other pertinent information current with the Office of Human Resources. All change requests must be made in writing and turned in to the Office of Human Resources. Requests for change in the number of exemptions on the W-4 forms must be made no later than eight working days before payroll is due.

Reemployment (Policy GBP)

Former employees with good records are eligible for rehire and consideration will be given to rehiring such applicants. A former employee who is rehired begins as any other new employee with no vested seniority or benefit (sick leave, vacation, personal leave) status. A former employee of the Natchez-Adams School District who is reemployed into *the same or a similar position*, within a year's time, shall be placed on the same salary step he or she was on at the time he/she left the district. The employee must complete a background check before being rehired.

New Employee Orientation

New employees will be advised by their supervisor when to report to the Office of Human Resources for a brief orientation session. At that time benefits will be explained and assistance will be given with the completion of necessary forms.

It shall be the responsibility of the employee's immediate supervisor to give a brief orientation on the policies and procedures referred to in this handbook to persons they employ. Copies of this handbook should be secured from the Office of Human Resources for this purpose. Supervisors should then make available a copy of this handbook for each full-time, employee. In addition, each new employee should attend the class on policies and procedures offered through the Office of Professional Development.

Terms of Employment 37-3-2 & 37-9-7

Superintendent has the authority to enter into a contract of employment with employees that meet the requirements for employment. A valid license is required. The contract period may vary based upon duties and responsibilities of the employee.

Letter of Intent

A letter of intent is sent each year to certified teachers, usually on or before February 15. The teacher is asked to indicate on this letter if s/he expects to continue employment with the Natchez-Adams School District. This allows the administrative staff to plan for the next year.

Non-Renewal of Contract (Policy GBN) §37-9-101 & §37-9-113

[Board Policy GBN] The Natchez-Adams School District Board of Trustees recognizes that it is necessary, from time to time, to release from future employment certified/licensed personnel whose performance fails to meet the standards established by the State Department of Education and/or the board or when their services are no longer needed.

In the event that a determination is made by the school district not to offer a certified/licensed employee a renewal contract for a successive year, written notice of non-renewal shall be given the employee within seven days of the date when the recommendation to reemploy would have been made under the provisions of § 37-9-15 and §37-9-17 Mississippi Code, and amendments thereto, but in any event no later than the following:

- If the employee is a superintendent, the school district shall give notice on non-reemployment on or before March 1.
- If the employee is a principal or assistant superintendent, the school district shall give notice of non-reemployment on or before March 1.
- If the employee is a teacher or other professional educator, the school district shall give notice of non-reemployment on or before April 15.

Any non-reemployment decision of this school district shall be rationally related to a legitimate educational interest and not arbitrary and capricious or based upon some constitutionally impermissible reason such as race, gender, religion, handicap or exercise of First Amendment rights. A professional educator receiving written notice under the provisions of this policy shall, upon written request within ten (10) calendar days of notice of proposed non-reemployment, be entitled to:

- Written notice of the reasons for non-reemployment together with a summary of the factual basis therefore. A list of witnesses and a copy of documentary evidence substantiating the reasons intended to be presented at the hearing. The school district shall give this notice to the principal or other professional educator at least fourteen (14) calendar days prior to any hearing.
- An opportunity for a hearing at which to present matters relevant to the reasons given for the non-reemployment, including any reasons alleged by the principal or other professional educator to be the reason for non-reemployment .
- A fair and impartial hearing before the school board or hearing officer selected by the school board.

- Be represented by legal counsel, at his/her own expense.

If the employee does not request a hearing, the recommendation regarding the non-reemployment of the employee shall be final.

It is the intent of the school district to establish procedures for providing professional educators with notice of the reasons for not offering him/her a renewal of his/her contract, to provide an opportunity for principals and other professional educators to present matters relevant to the reasons given for the proposed non-reemployment determination and to the reasons the employee alleges to be the reasons for non-reemployment. The board is required to determine whether the recommendation of non-reemployment is a proper employment decision and not contrary to law and whether the nonrenewal decision is based upon valid educational reasons or noncompliance with the school district personnel policies.

Note: See also Education Employment Procedures Law Handbook (EEPL), published by

MSBA. Employee Dismissal (Policy GBN)

Employees may be dismissed due to negligence or violation of policies and/or procedures. STANDARDS OF CONDUCT AND BEHAVIOR

In the interest of good discipline, a supervisor may suspend and/or place on probation or dismiss any classified employee with the approval of the appropriate super ordinate. Causes for employee suspension, probation, or dismissal shall include, but not be limited to, the following:

- Improper conduct or inferior job performance
- Unexcused and/or extended absences
- Excessive tardiness and absences without acceptable excuses
- Evidence or admission of dishonest or improper conduct on the job
- Deliberate damage or destruction of school property
- Continued carelessness or recklessness
- Striking, fighting, or attempting to injure another employee
- Unauthorized possession of a firearm on school properties
- Unauthorized use of school equipment
- Possession of alcohol or drugs on school grounds
- Insubordination
- Repeated failure to notify supervisor when unable to report to

work Reporting to work or being on duty under the influence of alcohol or

other

- prohibited substances
- Any action adversely affecting the well-being of employees and students
- The use of tobacco on school campus, in district's vehicles, or at school events.
- Striking, fighting, threatening, or attempting to injure another employee or any other person.

UNEMPLOYMENT COMPENSATION

Employees are not eligible for unemployment benefits in the summer months between school terms. An employee hired during the school term that has reasonable assurance of employment for the same or similar work for the coming term will be denied unemployment benefits.

Board of Trustees policy states that it shall be grounds for dismissal for any employee to make a false statement or representation knowing it to be false, or to willfully fail to disclose a material fact for the purpose of obtaining or increasing any benefit under the Mississippi Employment Security Law.

ABANDONMENT OF JOB §37-9-55 & §37-3-2(Q) & §37-9-57

An employee who is absent from his employment and who has not informed his/her supervisor shall, after four (4) consecutive days of such unauthorized absence, be considered to have abandoned the position and will be deemed to have resigned, unless it is shown by the employee that special circumstances prevented him/her from reporting to the place of work.

Employee Code of Conduct

Successful schools must have policies and procedures to govern the conduct of its employees who may choose to deviate from their professional expectations. No school can operate properly where individuals are without a standard of conduct and behavior. Natchez-Adams School District is no exception. In addition to the Code of Ethics for Educators, Natchez-Adams School District has a standard of conduct so that employees know what is expected of them.

Therefore, the administration of each school throughout the district expects its employees to fully comply with the Mississippi Department of Education Code of Ethics for Educators, policies and procedures outlined in the Faculty and Staff

Handbook, Natchez-Adams School District Board Policies and any other expectations that may be subsequently adopted by your school's administration, the Board of Education, Mississippi Department of Education, federal and state laws.

Employee Discipline Matrix

This discipline matrix is to serve as a guide for administrators when making decisions regarding employee interactions. Before any final decisions are made, administrators will adhere to the following procedures to insure due process of each employee:

- Employees will have the opportunity to provide a written statement of events.
- Witnesses will have the opportunity to provide a written statement of events.
- Physical and/or verbal evidence related to the offense will be examined.
- Proper documentation from the school administrator will support final decisions.

A-1 Safety (Verbal & Physical Combat)

Caused, attempted to cause, or threatened to cause physical injury to another person.

A-Safety	1st Offense	2nd Offense	3rd Offense
Verbal Altercation	<u>Administrative Action:</u> Teacher conference with all involved parties and/ or recommendation for suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 3-5 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension or termination, pending investigation
Verbal Altercation: with use of profanity	<u>Administrative Action</u> Recommendation for 1-3 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension or termination, pending investigation	
Verbal Altercation: threatening bodily harm	<u>Administrative Action:</u> Recommendation for 5-10 day suspension or termination, pending investigation		
Fighting: pushing, shoving (minor scuffle)	<u>Administrative Action:</u> Recommendation for 5-10 day suspension or termination, pending investigation		
Fighting: Mutual combat	<u>Administrative Action:</u> Recommendation for termination, pending investigation		
Assault/Battery on an employee or parent	<u>Administrative Action:</u> Recommendation for termination, pending investigation		
Fighting or Assault on a Student	<u>Administrative Action</u> Recommendation for termination, pending investigation		

B- Safety (Weapons)

Possessed, sold, or otherwise furnished any firearm, knife, or other object that can be used as a weapon

B-Safety	1st Offense	2nd Offense	3rd Offense
Possession of a dangerous object with reasonable suspicion of committing harm to oneself or others	<u>Administrative Action:</u> Recommendation for 5-10 day suspension, or termination, pending investigation	<u>Administrative Action</u> Recommendation for termination, pending investigation	
Possession of or brandishing a gun in or around campus	<u>Administrative Action</u> Recommendation for termination, pending investigation		
Possession of explosive device (not used for instruction)	<u>Administrative Action:</u> Recommendation for termination, pending investigation, pending investigation		
Furnished or gave access to a weapon or firearm for the purpose of harm (to another employee, parent, or student)	<u>Administrative Action</u> Recommendation for termination, pending investigation		

C- Safety (Substance Abuse, Use, & Sells)

Possessed, used, sold, transferred, or otherwise furnished; or been under the influence of any controlled substance, alcohol or intoxicant.

C-Safety	1st Offense	2nd Offense	3rd Offense
Use of tobacco and/ or tobacco products	<u>Administrative Action</u> Recommendation for suspension for 2 days, pending investigation	<u>Administrative Action</u> Recommendation for suspension for 5 days, pending investigation	<u>Administrative Action</u> Recommendation for suspension for 10 days, pending investigation
Possession of drugs, alcohol, or any controlled substance	<u>Administrative Action</u> Recommendation for termination, pending investigation		
Under the influence of drugs, alcohol, or any controlled substance	<u>Administrative Action</u> Recommendation for termination, pending investigation		
Possession of drugs for sale	<u>Administrative Action</u> Recommendation for termination, pending investigation		

D- Non Safety (Non Compliance & Neglect of Professional Duties)

Displayed actions of non-compliance towards students, employees, parents, or general assigned duties

D-Non-Safety	1st Offense	2nd Offense	3rd Offense	4th Offense
Leaving students unsupervised;	<u>Administrative Action:</u> Written warning	<u>Administrative Action:</u> Written reprimand/ Plan of improvement	<u>Administrative Action:</u> Recommendation for 3-5 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension or termination, pending investigation
Excessive absenteeism or tardiness;	<u>Administrative Action:</u> Written warning (3)	<u>Administrative Action:</u> Written reprimand/ Plan of improvement (5)	<u>Administrative Action:</u> Recommendation for 1-3 day suspension, pending investigation (7)	<u>Administrative Action:</u> Recommendation for 5-10 day suspension, or termination, pending investigation (10)
Sleeping on the job.	<u>Administrative Action:</u> Written warning	<u>Administrative Action:</u> Written reprimand/ Plan of improvement	<u>Administrative Action:</u> Recommendation for 1-3 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension, or termination, pending investigation
Unsatisfactory work performance or neglect of assigned duties;	<u>Administrative Action:</u> Written warning	<u>Administrative Action:</u> Written reprimand/ Plan of improvement	<u>Administrative Action:</u> Recommendation for 1-3 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension, or termination, pending investigation
Use of personal cell phones during instructional periods.	<u>Administrative Action:</u> Written warning	<u>Administrative Action:</u> Written reprimand/ Plan of improvement	<u>Administrative Action:</u> Recommendation for 1-3 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension, or termination, pending investigation
Use of profanity	<u>Administrative Action:</u> Written warning	<u>Administrative Action:</u> Written reprimand/ Plan of improvement	<u>Administrative Action:</u> Recommendation for 1-3 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension, or termination, pending investigation

SECTION B

EMPLOYMENT REQUIREMENTS

EQUAL EMPLOYMENT OPPORTUNITY/ADA

The Natchez-Adams School District (NASD), Natchez, Mississippi, adheres to a policy of non-discrimination in educational programs/activities and employment, and strives affirmatively to provide equal opportunity for students and staff. Employees, parents, students or others may challenge any practice thought to be in violation of this policy by notifying building-level principals or the superintendent in writing of their allegation that such specific actions are in violation of this policy. The Board of Trustees will act as final source of appeal in cases where the Superintendent has been unable to satisfy the challenge. **(Policy GAAA)**

GRIEVANCE PROCEDURES (Policies GAE & GAE-P)

Any employee of the school district will have the right to appeal the application of policies and administrative regulations affecting the employee. An individual wishing to issue a complaint or grievance will do so in written form and will present this to their immediate supervisor within five (5) days of the occurrence. In the event a satisfactory solution cannot be reached at this level, within five (5) days, a chain of command will be pursued. The chain of command begins at the building level with the principal. It then progresses to the superintendent and then the school board. The purpose of this grievance procedure is to secure at the first possible administrative level, an equitable solution to any grievance.

DEFINITIONS

1. A "grievance" is a complaint by an individual based upon an alleged violation of his/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 in writing 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/her principal or immediate supervisor, the grievant shall, within five days after meeting with his/her principal or immediate supervisor, file a written statement with his/her 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/her principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by his/her principal or immediate supervisor.

4. Within five 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/her response to the grievant and/or his/her decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his/her 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/her 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 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 written notice of intention to appeal the written decision of his/her principal or immediate supervisor.
2. The written statement submitted by the grievant to his/her 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/her behalf that he/she 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/her failure to attend shall be deemed as an acceptance of the written decision rendered by his/her 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.

EMPLOYMENT ELIGIBILITY VERIFICATION DOCUMENT (Policy GACD)

All employees of the Natchez-Adams School District must complete an I-9 INS form with the Office of Human Resources prior to employment. Supporting documentation must be provided within three business days.

CHILD ABUSE REPORTING

Where there is “reasonable cause” to suspect a child has been abused and/or neglected or threatened with abuse [as defined in §43-23-3 (h) (i) and §93-21-3 (a) (i) (ii) (iii) Mississippi Code] school personnel, as mandated reporters, will act in accordance with the state laws and report incidents to the Mississippi State Department of Human Services (1-800-222-8000) or its successors, or other such duly constituted authorities.

Reports of child abuse or neglect—including the name and address of the child, family, mandated reporter, or any other identifying information in the report—shall remain confidential and will not be public information. As provided in state law, any mandated reporter making a report or participating in judicial proceedings will be presumed to be acting in good faith and will be immune from any liability, civil or criminal, that might be incurred or imposed. The reporting of an abused person will not constitute a breach of confidentiality. When students elect to confide in an employee, the employee should say, “I cannot keep what you tell me in confidence if it leads me to believe that someone is in danger or a law has been broken.”

CRIMINAL BACKGROUND SCREENING (Policy GBD) §37-9-17

All new hire and non-licensed employees after July 1, 2000, must have a state child abuse registry check and criminal records background check via fingerprint card. Applicants are ineligible for employment if checks disclose a guilty plea, conviction, or nolo contendere plea to a felony conviction for:

- a. Possession or sale of drugs
- b. Murder, manslaughter, or armed robbery
- c. Rape, sexual battery, or sex offense as listed in MS Code Section §45-31-3(1)
- d. Child abuse, arson, grand larceny, or burglary
- e. Gratification of lust or aggravated assault

Failure to disclose in writing pending charges, an arrest, or conviction for the felonies reference above shall be considered grounds for immediate dismissal.

SEXUAL HARASSMENT (Policy GBR)

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

Title VII of the 1964 Civil Rights Act

In accordance with Title VII of the 1964 Civil Rights Act, as amended in 1972, Section 703, no employee in the Natchez-Adams School District shall be subject to sexual harassment.

It is the intent of the school board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances; requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when certain criteria are met. These criteria are as follows:

- Submission to such conduct is made, either implicitly or explicitly, a term or condition of employment.
- Submission to or rejection of such conduct by an individual is used as the basis for

employment decisions affecting such individual.

- Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Complaints of violation of this policy may be made to the appropriate administrative officer or the Title IX coordinator (Director of Human Resources) without fear of reprisal. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

SECTION C

SALARY AND BENEFITS

Fair Labor Standards Act (Policy GCRAA)

The Natchez-Adams School District complies fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor.

Working Hours

The school day for teaching personnel will be eight hours. Principals will specify the hours teachers are expected to report for duty and the time they will be released. Each teacher is required to sign in upon arrival and sign out upon departure each day. Leaving school earlier than the time designated without administrative approval will become a part of the employee's evaluation. Absentees and tardy to work or class will also be part of the employees evaluation.

Primary and elementary principals or designee must be contacted no later than 6:30 a.m. if a teacher cannot report to work. Middle, Alternative, and High School principals or designee must be contacted no later than 6:45 a.m. Employees must contact the principal or designee, contacting the school's secretary leaving a message will not be allowed.

The superintendent or designee shall determine the hours during which the offices and departments shall be open for business.

Attendance

Employees shall be at their post of duty in accordance with the time regulations set forth by the supervisor and approved by the superintendent or his designee. All departments and schools shall maintain attendance records showing the hours worked by his/her employees. Each employee is responsible for completion of his/her own attendance document.

Pay Administration

Licensed staff shall be paid their contract in twelve (12) equal payments, on the last working day of each month until the contract has been fulfilled or the employee is terminated. Mississippi Code Annotated Section §37-9-39 provides that professional and certified school employees may request their salary payment in twelve equal installments.

During summer breaks, paychecks or direct deposit slips will be picked up at the Braden Building.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of accumulated leave. If you have a question regarding your payroll statements, please contact the Payroll Department. The Director Human Resources shall administer all changes in pay or grades (at the beginning of each fiscal year, July 1).

Automatic Payroll Deposit

Beginning, July, 2012 all employees **must** have their paycheck electronically deposited into an account at the banking institution or credit union of their choice. With automatic deposit, an employee's pay is immediately available on the pay date. Contact the Payroll Clerk for more information about the automatic payroll deposit service.

Salary Schedule §37-9-33, §37-9-37 & §37-19-7

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's salary schedules are reviewed by administration each year. Professional and administrative employees are generally classed as exempt and are paid monthly salaries. They are not entitled to overtime compensation.

Salary schedules are reviewed annually and adjusted according to the budgeted amounts approved by the board. All employees will receive written notice of their pay and work schedules before the start of school year. Classroom teachers, librarians, and counselors will be paid no less than the minimum state salary schedule. Contract employees who perform, extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule. Employees should contact the Director Human Resources for more information about the District's pay schedules.

Contracts §37-9-33

The superintendent shall enter into a contract with each administrator and licensed employee approved for employment by the Board of Trustees. The contracts will be in such form as shall be prescribed by the State Board of Education and shall be executed in duplicate copy with one copy retained by the superintendent and one copy retained by the licensed employee.

Transfer §37-915 & §37-9-17

A staff employee is eligible for consideration for a lateral transfer or reassignment to another location within the school district after serving in a staff position for a period of not less than one (1) year.

LEAVES AND FRINGE BENEFITS

It is the desire of the Natchez-Adams School District to provide the maximum possible benefits for all its regular employees in order to attract conscientious and long-term employees. The following benefits are provided for all full-time employees of the Natchez-Adams School District.

Family and Medical Leave Act (FMLA) (Policy GBRIA)

The Family and Medical Leave Act of 1993 (FMLA) requires Natchez-Adams School District to provide up to 12 weeks of unpaid leave during a twelve-month period to eligible employees for specific family and medical reasons. Eligible employees are those who have been employed by the district for at least 12 months and have worked at least 1,250 hours

FMLA leave may be taken for the following reasons: birth, adoption, or placement of a child; care of a child, spouse, or parent with a serious health condition; or the employee's own serious health condition which makes him/her unable to work.

Before utilizing unpaid family or medical leave, eligible employees must first apply all earned paid leave time in accordance with district policies, with the remainder of the 12-week period consisting of unpaid leave. In other words, an employee who has available paid leave days (sick days, personal days, vacation days, etc.) must utilize them while on FMLA leave.

If the need for leave is foreseeable, the employee is required to provide notice of the need for leave to the Office of Human Resources **at least thirty (30) days** before the leave is to begin. If the need is not foreseeable, the employee must provide notice within two (2) working days of the need for leave except in extraordinary circumstances. The employee must provide medical certification of the need for leave at the time the leave is requested. The district may require second or third opinions and a fitness for duty report prior to a return to work.

During FMLA leave the district will continue to pay the employee's medical insurance. Upon return to work, most employees will be restored to their original or equivalent positions with equivalent pay and benefits. (See Appendix A)

Use of Sick Days (GBRI)

Method of Calculating

Each full-time employee of the Natchez-Adams School District who begins work on the date specified for that job will be credited with seven (7) sick days per year on a prorated basis.

Accumulating Sick Days

Unused sick days shall accumulate without limitation from the most recent date of uninterrupted employment with the Natchez-Adams School District. An employee cannot earn sick days while on leave of absence. The Business Office has the responsibility of maintaining a record of the total number of sick days accumulated. This information is reported to the employee on his paycheck stub each pay period.

Verification of Sick Days

1. Should an employee's absence extend for four (4) or more consecutive school days, the employee must submit on or before the fifth day, a statement to the employee's immediate supervisor from a licensed medical doctor or dentist. If the absence extends for two consecutive school days immediately preceding a holiday, the statement must be submitted on the day following the holiday. If the absence extends for two consecutive school days immediately following the holiday, the statement must be submitted the third day following the holiday. The statement must include the expected length of absence. The original letter from the doctor should be sent to the Office of Human Resources. The district reserves the right for supervisory officer of any employee to request a doctor's statement for verification of illness at any time regardless of the length of absence, including an absence of one day.
2. When the absence of an employee is projected to extend beyond four (4) weeks, eligible employees will be placed on family medical leave (FMLA). Contact the Office of Human Resources for additional information.
3. The Office of Human Resources may contact the employee and/or physician's office for additional information where clarification appears to be needed or when request is made.
4. Should an employee be absent from duty and fail to comply with regulations covering sick days, such employee shall be charged with unauthorized absence.
5. If the absence of the employee is caused by optional medical treatment or surgery which could, without medical risk, have been provided, furnished, or performed at a time when school was not in session, the employee may forfeit the accumulated or future sick days.
6. Any materially false statement by the employee as to the cause of absence may

result in full deduction from salary for days absent or entry on the work record or other appropriate penalty deemed justified by the Board.

Extended Leave (Policy GBRI)

Professional staff will be granted seven days of leave annually, with unlimited accumulation for personal illness, or illness or death of a member of immediate family.

Absences of a professional staff due to illness, death, or injury beyond time covered by sick leave will be deducted at a rate equal to the highest regular substitute salary up to a maximum of ten (10) days. Absences for personal leave in excess of two days annually will be included in computing the 15 and 10 days total respectively. Any absence beyond 15/10 days over fully covered sick leave will be deducted at a rate equal to the salary of the employee absent.

Special circumstances for extended sick leave will be considered by the board provided the individual is a longstanding staff member of the district and has not abuse the use of the sick leave policy. MS code §37-7-307, (1972) the superintendent may adopt the following rules and regulation to implement the policy:

1. Require the absent licensed employee to furnish the certificate of a physician or dentist or other medical practitioner as to the illness of the absent licensed employee, where the absence is four or more consecutive school days, or for two consecutive school days immediately preceding or following a non-school day.
2. Provide penalties, by way of full deduction from salary, or entry on the work record of the licensed employee, or other appropriate penalties, for any materially false statement by the licensed employee as to the cause of absence;
3. Forfeit accumulated or future sick leave, if the absence of the licensed employee is caused by optional dental or medical treatment or surgery which could, without medical risk, have been provided, furnished or performed when school was not in session.

Any unusual 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 a public school district in Mississippi to the Natchez-Adams School District, 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 MS Code §25-11-109 (1972). Accumulation of sick leave allowed in the school district shall be unlimited.

The following definitions apply for this section:

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- (1) Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including incapacity (defined as an inability to work, attend school or perform other regular daily activities), or any subsequent treatment in connection with such inpatient care; or
- (2) Continuing treatment by a health care provider – A serious health condition involving continuing treatment by a health care provider includes:
 - a. A period of incapacity of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition
 - b. A period of incapacity due to pregnancy, or for prenatal care

Immediate Family Member – The child or parent of the employee. The child must be 18 years of age, or 18 years of age or older and incapable of self-care because of mental or physical disability. The term parent is defined as the biological parent of an employee. This does not include parents-in-law.

Terminal Illness or Permanent Disability

Should an employee's condition be diagnosed as terminal or should he/she suffer an accident, which causes permanent disability so that the employee cannot return to work, a physician's statement verifying this condition must be submitted. Compensation during this absence shall be paid at the end of each month until the employee's sick days and his or her twenty (10) days of extended leave has been exhausted. If the employee should die before the bank of days has been exhausted, all compensation shall cease upon the day of death.

Donation of Leave (Policy GBRI) §37-7-307

Any employee may donate a portion of his or her unused accumulated personal or sick leave to another employee of this or another school district if the recipient is suffering from a catastrophic injury or illness or a member of his immediate family is suffering from a catastrophic injury or illness. To be eligible to receive donated leave, the employee must have used all of his or her available leave including their ten (10) days of extended leave, before donated leave can be accepted and/or utilized. The donor employee must have seven (7 days) remaining after donation.

“Catastrophic injury or illness” means a severe condition or combination of conditions that affects the mental or physical health of an employee or a member of an employee's immediate family. The person suffering from the catastrophic injury or illness must require the services of a licensed physician for an extended period of time, must have exhausted all accumulated leave time, and thereby must be in danger of losing compensation from the school district.

“Immediate family” means spouse, parent, stepparent, sibling, child, or stepchild. To donate leave time to an employee, the following steps must be completed:

1. A donation of leave of time must be completed and notarized.
2. The donating employee must have seven (7) days remaining after the days are donated.
3. The receiving employee must provide medical certification from attending physician indicating that it is a life-threatening illness.
4. The receiving employee must have exhausted all leave time.

Donation of leave forms must be completed and received within the pay period of the absence time that it will be used for. Donations must be made in accordance with **Policy GBRI**. Donations may be made through the Office of Human Resources.

Bereavement Leave

Employees may utilize sick leave for death of an immediate family member.

Jury Duty (Policy GBRI)

The NASD will provide leave with pay for employees who serve on juries. Performance of jury duty is with full pay and does not count against any type of leave of absence by the employee. When excused from jury duty prior to 11:00 a.m., the employee will report to their work site. The school board cannot recover jury fees from employees who serve on juries. A copy of the summons must be submitted to the Office of Human Resources as soon as it is received.

Military Leave (Policy GBRID)

Upon written request, a leave of absence without pay shall be granted any employee who may be selected or called for military service. Employees who are members of the reserve components of the armed services of the United States of America shall be entitled to leave of absence without loss of pay, time, annual leave, or professional rating for a maximum of fifteen (15) days if ordered to duty for training exercises. Employees involved in military service longer than fifteen (15) days shall be entitled to all the rights and privileges that are described in state and federal law.

Military FMLA

The National Defense Authorization Act for FY 2008 (**NDAA**), Public Law 110-181, amended the FMLA to allow eligible employees to take up to 12 weeks of job-protected leave in the applicable 12-month period for any “qualifying emergency” arising out of the active duty or call to active duty status of a spouse, son, daughter or parent. The NDAA also amended the FMLA to allow eligible employees to take up to 26 weeks of job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness. These two new types of FMLA leave are known as the military caregiver leave.

Military Caregiver Leave: A covered employer must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness up to a total of 26 work weeks of unpaid leave during a “single 12-month period” to care for the service member. (See Appendix B)

Who May Earn Accrued Personal Leave (Policy GBRI)

Full pay shall be allowed an employee while absent from duty for personal business for two days for each fiscal year. These days shall be in addition to the days allowed for sick leave. Beginning of the fiscal year, any days in excess of five accrued personal leave days will roll over to sick leave.

Personal leave requests shall not be made for any day immediately preceding or following a holiday or during the first or last week of the school year except for an emergency. The supervising officer may deny request for personal leave if there were reason to believe such leave would disrupt the school or the department program.

Accrued Personal Leave

Who May Earn Additional Personal Days (AEAA)

Employees become eligible for an additional ten (10) personal days upon commencement of employment in a 240 or more days position. Benefits are accrued monthly based on a prorated percentage.

Use of Earned Vacation Days

Requests for use of vacation days must be made in writing on the approved vacation request form and approved by the appropriate supervisor at least 24 hours prior to the beginning of the desired absence. Vacation leave may not exceed twenty (20) days in one fiscal year unless approved by the superintendent of schools or his designee.

Termination of Employment at Retirement (GBQ)

Upon termination of employment, unused leave days for which the employee is entitled to full pay may be counted as creditable service for purposes of the retirement system to the extent provided in Section 25-11-103 of the Mississippi Code and the policies of the Public Employees Retirement System. An employee may be paid at his/her per diem rate for no more than 30 days of accumulated vacation days.

Retirement

All regular full-time certified employees must participate in the Mississippi Public Employees' Retirement System. Employee mandatory contribution is 9.00 percent of salary. Effective January 1, 2013, Employer contribution rate increases to 15.75 percent. Eight (8) years of service are required for vested interest. Effective July 1, 2011, thirty (30) years of creditable service is required for full retirement benefits without penalty for persons hired on or after July 1, 2011. Employees desiring specific information concerning their retirement should contact the Office of Human Resources (601) 442-2824 or the Mississippi Public Employees' Retirement System (601-359-3589) or (800-444-7377) or visit the website at www.pers.state.ms.us.

Insurance

Full-time employees are eligible for state-paid group health insurance. New employees must sign up for the insurance within thirty (30) days of their date of hire without having to specify preexisting conditions. If an employee does not wish to be covered by the group health insurance, that employee must sign the line on the application waiving the insurance.

Health Plan Coverage

Consolidated Budget Reconciliation Act Requirements (COBRA)

Any employee who participates in the Health Plan will be offered continued health benefits coverage if the employee is terminated or put on reduced hours (except when termination is for misconduct); also, dependents of the employee may receive continued coverage, although not at district expense if the employee dies, divorces, or is terminated. Spouses and children of employees are eligible for up to 36 months of continued coverage if one of the following events occurs:

1. Death of covered employee
2. Divorce or legal separation
3. Entitlement of the employee to Medicare benefits
4. A dependent child reaching the maximum age of coverage

In addition, spouses, children, and the employee are eligible for 18 months of continued coverage if the employee is terminated for reasons other than gross misconduct or if there is a reduction in the hours of employment that would cause coverage to cease. Continued coverage will stop before the end of the applicable period upon the occurrence of any of the following events:

1. Failure to pay the premium
2. Initiation of coverage under another group health plan
3. Entitlement of the qualified beneficiary to Medicare benefits
4. Remarriage of a former spouse and coverage under another group plan
5. Termination of the employer's group health plan

The employer may charge a premium for continued coverage of 102 percent (100% premium plus 2% administrative costs).

Tax-Sheltered Annuities, Mutual Funds, Deferred Compensation

These savings plans are designed to supplement retirement income while reducing taxes and may be purchased through payroll deduction. For further information contact the Office of Human Resources.

Cafeteria Plan

The Cafeteria Plan is a pre-tax, employee spending account plan made available under Section 125 of the Internal Revenue Tax Code. The plan allows employees to pay for certain expenses using before tax income. Dollars may be set aside from the employee's pay before state, federal, and FICA taxes are deducted. The employee may authorize an automatic, before tax, payroll deduction for any of the following qualified expenses:

1. Group medical insurance
2. Dental insurance
3. Cancer/Intensive care insurance
4. Term life insurance

For tax purposes, the plan is treated as a nontaxable benefit paid for by the employer. The plan is flexible.

The employee decides whether or not to participate and selects which benefits and the amounts to set aside. Social Security benefits do not accrue on funds set aside for the Cafeteria Plan.

Payroll Deductions

Payroll deductions consist of both required deductions and optional deductions.

Required Deductions

1. Withholding tax (Federal and State)
2. Mississippi Public Employees' Retirement System
3. Social Security

Optional Deductions (temporary and substitute employees not eligible)

1. Board approved insurance (Life, Health, etc.)
2. Tax-sheltered annuities
3. United Way Pledges
4. Credit Union

SECTION D

HEALTH AND SAFETY

The Natchez Adams School District Board of Trustees believes that its schools and facilities should be safe, orderly places of learning. The board hereby directs the superintendent to establish procedures and safeguards for crisis management and response, building and ground security and Maintenance and code of conduct for students, staff, and patrons that promote the safety and well being of all concerned.

Safety Statement

It is the belief of the Natchez Adams School district that every employee is entitled to work under the safest possible conditions. Every reasonable effort will be made to provide and maintain a safe and healthy work place. The Natchez Adams School District will maintain safe equipment and will insist upon safe work practices at all times. All safety rules and regulations are to be considered directive in nature and applicable to all school employees. Employees are obligated to observe the rules of conduct and to properly use the safety equipment provided. Our employees are our most important assets and their overall safety and health is our top priority.

Contagious and Communicable Diseases

Communicable diseases may occur with both students and teachers. Teachers should be aware of the types of diseases that students may contract and be on the alert for symptoms. Each staff member has the responsibility to observe students and notify the principal of any suspected infectious or contagious disease.

The law provides the school district with the power to exclude from school any student suffering from contagious or infectious diseases.

Disease	Mode of Transmission	Return to School
Chicken pox	Airborne droplets of nose and throat secretions coughed into the air or direct contact with articles freshly soiled with discharge.	6-8 days after lesions first appear or until rash is dry.
Fifth disease	Person-to-person spread by direct contact with nose and throat secretions of an infected person.	May continue school attendance since by the time the rash begins they are no longer contagious.
Influenza (flu)	Direct contact with nose and throat secretions or airborne spread by these secretions coughed into the air.	May return to school when free of fever and feeling well.
Head lice	Direct contact with an infected person’s hair or direct contact with their personal belongings, especially shared clothing and headgear. (Head lice do NOT jump or fly from one person to another.)	As soon as the first treatment has been given. Proof of treatment is required. (A physician’s release is not necessary. The child does not have to be free of all nits.)

Hepatitis A	Spread in restroom situations when a person does not practice good hygiene, especially good hand washing.	One week after onset of jaundice.
Hepatitis B	Common method is through sexual intercourse or shared needles in drug use; can be transmitted when infected blood enters the body through cuts, scrapes, or other breaks in the skin. No risk of transmission in a normal classroom setting unless a hepatitis B infected person is bleeding. No evidence that HIV or hepatitis B is transmitted through tears, perspiration, urine, or saliva unless these body fluids contain <u>visible</u> blood.	No cases of transmission in school have been reported; current data does not justify excluding from school or isolating them in school. Because blood exposures from fights, injuries, nosebleeds, shed teeth, menstruation, and other causes may occur at school, personnel should handle blood and blood-containing fluids using principles of “universal precautions.” Participation by AIDS/HIV infected students in some contact sports is not advised; evaluate on a case-by-case basis.
Impetigo	Skin-to-skin contact with (pus) sores. Lesions still oozing should be covered.	Twenty-four (24) hours after beginning treatment.
Measles	Direct contact with nose and throat secretions; airborne droplets coughed into the air; droplets may be suspended in the air for two or more hours; spreads easily.	Return to school when free of fever and the rash is fading (four days after onset).
Mononucleosis (Infectious)	Person-to-person spread by direct contact with saliva of infected person, e.g., kissing, drinking out of the same container, etc.	Need not be excluded from class unless requested for medical reasons; may return when feeling well enough; children should share neither food nor utensils.
Mumps	Person-to-person by direct contact with saliva of an infected person.	Nine (9) days after the beginning of the salivary gland swelling.
“Pink eye” (Conjunctivitis)	Contact with discharge from eye, nose, or throat of an infected person. Also from contact with fingers, clothing, and other articles such as shared eye make-up applicators.	Return to school after seeing a physician; redness/discharge is improving.
Ringworm	Direct skin-to-skin contact or indirect contact (e.g., toilet articles such as combs or hairbrushes, used towels, clothing and hats contaminated with hair from infected person. Ringworm is a fungus, not a worm.	After treatment has started (which usually lasts several weeks). Prolonged absence from class is unnecessary.

Scabies	Direct skin-to-skin contact with an infected person, itching around webs of fingers, wrists, elbows, under arms and beltline. Requires treatment by prescription drugs.	Release from physician and treatment has been administered. (The itching may continue for several days.)
“Strep Throat” (Streptococcal pharyngitis)	Direct or indirect contact (e.g., contaminated hands, drinking glasses, straws) with throat secretions of an infected person. Prescription medicine required.	Twenty-four (24) hours after treatment has been started if free of fever.
Tuberculosis (TB)	Airborne droplets of respiratory secretions coughed or sneezed into the air by active TB carrier.	Persons diagnosed with active TB will need written permission from the Mississippi Department of Health and Tuberculosis Control to return to school.
Whooping Cough (Pertussis)	Direct or indirect contact (contaminated articles) with nose and throat secretions of an infected person. Airborne by droplets of those secretions coughed into the air. Prescribed antibiotics required.	Five (5) days after treatment has begun.

Drug Free Workplace (GBRL)

It is the policy of the Natchez-Adams School District to maintain drug and alcohol-free schools and workplaces. This includes any school building; any school premise; and any school-owned vehicle or any school-approved vehicle used to transport students to and from school or school activities; It also includes any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district. As a condition of employment, each employee will notify the superintendent or designee of his/her arrest or conviction on any criminal drug statute no later than 24 hours after such arrest or conviction. Non-school individuals are subject to removal from district premises and arrest.

District employees are required yearly to sign a Drug-free Workplace Form. In addition, employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, except as authorized by law from the prescription of a physician, in the workplaces of the school district are prohibited. School officials will cooperate fully with law enforcement in the prosecution of drug violations occurring in the workplace. Violators will be subject to suspension, dismissal and/or revocation of the certificate of a certificated employee (§37-3-2).

Pursuant to the Drug-Free Workplace Act of 1988, school employees under federal programs, which are funded directly to this school district, as a condition of employment, will . . .

- i. Abide by the terms of the statement above; and
- ii. Notify school officials of any criminal drug statute conviction occurring in the workplace no later than five (5) days after such conviction.

Tobacco Free Workplace (GBRM)

Smoking and other uses of tobacco by district employees and visitors in school buildings, on school grounds and property, and on or in district vehicles, including school buses, is prohibited. Employees assigned the responsibility for supervising students at school or at school-sponsored activities, regardless of where the activities are conducted, will not use tobacco in any form while in attendance or on duty. Any employee found to be in violation of the policy on smoking or other uses of tobacco would be subject to disciplinary action up to and including dismissal

Effective July 1, 2000, House Bill 641 established the Mississippi Adult Tobacco Use on Educational Property Act of 2000. This act provides the following restrictions on the use of tobacco products on any school property by any person.

- No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75 fine for a second conviction, and a fine not to exceed \$150 for subsequent violations.
- For the purposes of this Act, school property means any public school building or bus, campus, recreational area, athletic field or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school-related activity.

- Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.

Safety Responsibilities of School Personnel

- The Superintendent will demonstrate a commitment to safety by endorsing the district safety and emergency management plan and enlisting school board approval.
- Provide resources for purchasing personal protective equipment and training employees to use safe behaviors.
- Delegate the responsibility and authority for the program to each site administrator and the manager of operations/designee.

Operations Manager will:

The manager of operations/designee advises the superintendent, staff, principals and supervisors who are responsible for the district's safety plan. The manager of operations/designee monitors the implementation of the safety plan and tract's measurable improvements. General responsibilities of the manager of operations/designee are as following:

- Appoint a district-wide safety committee.
- Develop, oversee and implement a district-wide safety program.
- Establish a structure and process for administering a district-wide safety plan.
- Advise the superintendent, safety committees and school principals.
- Assist principals in establishing a school safety committee.
- Monitor accident reports and record and make recommendations for corrective action.
- Provide timely reports to the superintendent and the district safety committee.
- Establish routine, periodic inspections to monitor the district and each school's safety program effectiveness.
- Ensure that school employees receive the necessary training to conduct their job safely.
- Conduct site safety assessment and provide timely reports to the school board concerning school safety.

Safety/Security Supervisor

- Review incident investigation reports for content.
- Assist in the investigation process.
- Assist in developing an appropriate corrective action plan as indicated by the incident investigation.
- Attend incident investigations as required. Formulate safety policies and recommend approval by school board.
- Review unsafe conditions and practices as reported by school or department safety
- Review corrective action plans and make recommendations as appropriate.
- Review school/department safety plan.
- Conducts investigations of all accidents.

Site Administrator -while the district is accountable for the success of the safety plan, it is the responsibility of site administrator to implement the program at his or her location. The site administrator is the most knowledgeable about the employee's attitudes, work habits, and equipment use. The site administrator as the safety director at the school level will serve the school in an advisory capacity and monitor the application of the safety plan. The site administrator will conduct a safety inspection of his/her site by the last working day of the month. A copy of the inspection will be submitted to the Manager of Operations/designee by 5:00 p.m. on the first working day of the month.

The site administrator will:

- Act as the facilitator for the school safety committee.
- Track incidents.
- Make recommendations to the district safety committee.
- Hold safety meetings.
- Develop safety objectives.
- Schedule training.
- Schedule safety/housekeeping inspections.

Ensure that all full-time and part-time employees, including substitute teachers receive a safety orientation prior to assuming the duties of the job

- Complete accident reports, workers' compensation reports, and accident investigation reports.
- Conduct site safety assessment.

- Maintain a list of first aid providers for his or her site.
- Ensure that the first aid providers obtain first aid training from a certified instructor such as the American Red Cross.
- Obtain an approved first aid/infection control kit.
- Ensure that ambulance and hospital emergency room telephone numbers are posted in an observable location.
- Maintain a hard copy of employee records and student records that identifies family members and next of kin.
- Maintain a (hard copy) student record that identifies family members and next of kin.
- Arrange for a faculty meeting during the first month of school for the purpose of reviewing the validity of the plan and update the staff regarding new procedures.
- Ensure that each room has a “Code Blue” Kit.

School Safety Committee, facilitated by the site administrator, assists in developing the school safety program and monitors the process. Representatives on the school safety committee include personnel from instruction, food service, custodial and support services. General functions of the school safety committee are as follows:

- Establish a safety plan at the school location.
- Inspect school equipment, school grounds and school buildings to determine safety needs.
- Identify hazards and take corrective action.
- Review incidents and accident investigation reports.
- Contact and provide encouragement to injured employees.
- Ensure that policies and procedures are in place for efficient handling of incidents.
- Implement recommendations from the district safety committee.
- Review and update safety and emergency procedures.
- Listen to employees and follow up on suggestions.

Employees are expected to, as a condition of employment, to work in a safe manner. He/she is also expected to exercise maximum responsibility for the prevention of accidents and the safe use of machinery and equipment entrusted to his or her care. Employee responsibilities include the following:

- Attend training sessions. Learn safe work procedures.
- Maintain good housekeeping in work area.
- Wear proper dress and use equipment as required by the job.
- Keep machine guards in place.

- Report unsafe conditions to supervisor.
- Report all accidents and injuries to immediate supervisor at once.
- Know fire prevention and emergency procedures designed for your area.
- Obey established rules of conduct and adhere to the safety plan.
- Be concerned about the safety of others. Refrain from horseplay or pranks on the job.

Safe-Work Procedures (Policy GBRHA)

It is the responsibility of each employee to perform work in accordance with sound safety practices. Safe-work regulations establish guidelines for safe practices and must be used at all times. Violation of any of the regulations will be considered proper cause for disciplinary action consisting of a warning, suspension without pay or termination of employment. Any person who believes he or she is working in an unsafe place is required to immediately report the condition to an immediate supervisor, administrator or the manager of operations/designee. Any person who believes he or she is subjected to perform an unsafe task or use unsafe tools must immediately report the unsafe condition to his or her supervisor, administrator or the manager of operations/designee. The task shall not be performed until the immediate administrator specifies and creates a safe task or provides safe tools.

Supervisors or administrators who receive a complaint alleging unsafe conditions shall immediately investigate and assure a safe condition for work to continue at the work site. Conditions that are unresolved or need attention shall be reported to the manager of operations/designee and the site safety committee.

The safety coordinator, site administrator, and the site safety committee will investigate each injury:

- To confer with the injured person to obtain a clear understanding of what caused the injury.
- Each involved employee has the opportunity to confer and obtain his or her version of the condition(s).
- To hold as many meetings as necessary with employees to obtain a clear understanding of the facts surrounding the condition(s).
- In all cases, the employees shall be informed of the general results of the investigation.

Safety Procedures

Inspection - The site safety committee, site administrator, safety coordinator and manager of operations/designee will conduct periodic inspections of school facilities to detect and correct unsafe conditions and practices before injuries occur.

The district safety director will review the result of safety and housekeeping inspections with school principals, to determine corrective follow-up action.

The site administrator will conduct a safety inspection for his/her site by last working day of the month. A copy of inspection will be submitted to the manager of operations/designee by 5:00 p.m. on the first working day of the month.

Each school or facility will develop a safety checklist for each work area. After each inspection, a copy of the safety checklist will be reviewed with the building principal, and corrective action, if necessary, will be taken to correct any hazards as identified.

Results of safety and housekeeping inspections, reports of unsafe act and safety policies and procedures will be communicated to the site safety committee, site administrators, manager of operations/designee, and the superintendent.

Techniques

Regular safety and housekeeping inspections will serve to encourage employees to inspect their own work

areas.

The manager of operations/designee will determine the frequency for holding inspections, and will schedule at least three (3) annually.

The school safety committee will determine means of securing employee and student interest and encouraging cooperation in the school district safety program.

Procedures

Inspection procedures will vary in accordance with the type required. The responsibility of the district is to ensure that all inspectors are familiar with federal standards, state laws and local ordinances affecting the safety and health of workers.

Safety Inspections

The manager of operations/designee is authorized to enter, inspect, and investigate, at any time, any work site or establishment to insure that all safety rules and regulations are being followed. Principals and department heads are expected to cooperate.

Regular site inspections are the responsibility of the site administrator. Inspections may vary in type and frequency. Inspections may be conducted on an area basis, or an entire facility basis, or on a specific operation basis. The site administrator or the manager of operations/designee may conduct them with or without advance notice.

Safety citations may be issued to principals, department heads, supervisors, or employees for unsafe acts or for allowing unsafe conditions to exist. Recipients of safety citations are subject to disciplinary action, which will be determined and assessed by the assistant superintendent.

The manager of operations/designee conducts scheduled inspections no less than three times yearly. Boilers and fire extinguishers will be inspected at required intervals as required by state law. Results should be submitted to the district safety committee. Personal protective equipment will be inspected constantly to make certain that it is in safe working condition. Intermittent inspections are conducted by site administrator or department supervisors and are held on irregular intervals. These inspections serve to determine the need for regularly scheduled inspections in a particular department or work area

Monitoring inspections are designed to observe equipment that is in continuous operation and are conducted by department supervisor.

Special inspections are held when new equipment is installed or during construction of new buildings or during the remodeling of old buildings, or because some change has created new hazards. Special inspections are the responsibility of the site administrator or the department supervisor.

Accident Investigation

The first step in preventing a recurrence of an accident is to investigate and analyze one that has happened and takes positive action to remove its causes. The injured employee's immediate supervisor, site safety committee, and the safety coordinator should investigate each accident. The findings should constitute a portion of the complete accident report. The investigator should:

- Determine the act or condition that triggered the accident.
- Cite any procedure or action that was not in accordance with standard safety policies.
- Indicate any corrective or disciplinary action that would prevent another accident of this type.

Accident Reports

Accident reports are required for any accident occurring on school property or at school activities. This report is to be completed and submitted to the site administrator within 24 hours of accident. The same report may be used to report incidents where hazards exist but where no injury or damage has occurred. A copy of all accident reports involving employees should be filed with the insurance coordinator. A copy of all accident reports involving students should be filed with the safety coordinator and a copy placed in the student's record.

Reports and Investigation:

If an employee is injured in any way, it is the responsibility of the employee to immediately notify an administrator and fill out an employee statement of the accident. The site administrator will complete Workers Compensation - First Report of Injury or Illness Form and a Supervisor's Accident Investigation Report. The administrator will file the report with the insurance coordinator. If the employee seeks medical attention/services for workers' compensation claims must notify the site administrator. Violation of this requirement constitutes cause for termination of employment. The administrator responsible for the area of work where the incident occurred or suspected to have occurred, even if suspected and not reported, shall conduct an investigation of each incident. The site safety committee and the safety coordinator will also conduct an investigation.

Employee Orientation

The Natchez-Adams School District will seek to avoid or lower the rate of injury to its employees by providing each new employee with instruction regarding district safety methods and procedures. These instructions will include:

- An overall orientation program to familiarize the employee with the function of his/her job.
- A training period to ascertain the capabilities of the employee.
- An orientation period to familiarize the employee with safety practices and procedures.
- Testing and observing to ascertain the employee has mastered safety work habits.

First Aid

The responsibilities of the first aid providers will include the following:

- Provide for medical treatment of minor injuries.
- Obtain first aid training from a certified program such as the American Red Cross.

Safety Rules

The following are considered basic safety rules for all employees:

- Follow instructions. If you do not understand, ask for additional explanations or information
- Correct unsafe conditions and report them promptly.
- Keep your work area clean.
- Use the proper tools or equipment for each job.
- Operate only the equipment you are authorized and qualified to use.
- Immediately report all accidents.
- If injured even slightly, get prompt first aid.
- If personal protective equipment is required by your job, wear it.
- Avoid fighting, horseplay, or other situations that could cause injuries and distractions.

- Obey all safety rules and practices.
- Always walk when on school property.
- Never run even during emergencies.
- Always be safety conscious when on school grounds.
- Do not use defective tools.

Safety awareness and a proper attitude will save lives, prevent disabling injuries, increase job effectiveness, and reduce costs.

School Building Safety Rules

The following safety rules should be observed in the office and classroom:

- Desk and cabinet drawers should be kept closed.
- Tipping back on chairs can result in overbalancing.
- Office workers or instructional personnel should not move heavy furniture or cabinets nor carry heavy items from place to place. Trimming boards and paper cutters are dangerous. Blades should be locked down when not in use.
- Sharp pointed objects such as shears, knives, and pencils can cause injury if used incorrectly.
- Cleanliness and orderliness contribute to safety.
- Broken furniture and equipment should be removed and repaired promptly.
- Stairwells should be maintained with secure handrails and level, no-slip tread surfaces on the steps.
- Restrooms should be clean and well maintained.
- Wet floors must be posted with “Wet Floor” signs.
- Horseplay, running, and practical jokes are not permitted.
- The site administrator will assure that all containers of hazardous products are appropriately marked and labeled. The label should identify the product and provide appropriate information and warnings.
- The site administrator will ensure that all containers of hazardous products are appropriately stored out of the reach of students.
- Keep walkways and exits clear.

Face and Eye Protection - Face and eye protection will be used for any task where there is reasonable probability of injury. Employees assigned to perform tasks, which require eye protection, must wear the protector provided. The consequences of failure to use eye protection at appropriate times are so serious that no exception to this policy is permitted.

Face and eye protection will be used when performing the following procedures:

- Grinding, cutting, milling, or drilling.
- Using impact wrenches and compressed air tools.
- Chipping, scraping, sanding.
- Using punches, chisels.
- Cutting rivets.
- Cutting or breaking glass.
- Using power tools.
- Cleaning dust or dirt from vehicles or equipment.
- Using metal cutting lathe, drill presses, power hacksaws and other metal working tools.
- Using corrosive or reactive liquid and/or solid chemicals.
- Using power woodworking machinery.
- Operating in the vicinity of machinery where there is a danger of falling objects or dust.
- When working on any overhead surface or object this requires the face of the worker to be turned upward.
- Operating or while in the immediate vicinity of line trimmers.
- Riding on or operating a vehicle without the benefit of a windshield.
- Welding screens should be used to protect the eyes of others in the vicinity.
- Helpers and observers should also wear safety glasses or goggles with proper fitting lenses.

Lifting and Material Movement

- Lift, push or pull only reasonable amounts of weight.
- Do not lift more than 50 pounds without help.
- Lift correctly to prevent injury.
- Use back belts to prevent injury.

Hot Surfaces and Items

Exercise caution when working around hot surfaces or items. Use insulating protective equipment (gloves, aprons, etc.) to prevent burns.

Energized Electrical Equipment

- Do not touch or work on any equipment, which you suspect is energized (electrical shock hazard). De-energize first.
- Frames of electrical motors must be grounded.
- Extension cords may not be used as a substitute for fixed wiring.
- A maximum of one power strip per electrical receptacle.
- Flexible cord must be fastened so that there is no pull on joints or terminal screws.
- All splices in flexible cord should be brazed, soldered, or joined with splicing devices.
- 36" clearance must be maintained in front of all electrical panels.
- Qualified maintenance personnel should perform any electrical repairs beyond resetting or replacing fuses only.

Exposure to Blood Borne Pathogens/Body Fluids

- Report incident to office immediately.
- Wear rubber gloves and avoid physical contact with blood or other body fluids.
- When giving first aid, follow Universal Precautions.
- Keep students and workers away from exposure area.
- If exposed to blood borne pathogens/body fluids, wash affected area immediately with soap and water followed by betadine.
- Notify office/custodian to clean area.
- Always wash contaminated areas of building immediately with bleach water.
- Obtain assistance from a site administrator or school nurse for follow up report of exposure.
- Blood contaminated materials will be placed in leak-proof bags for washing or further disposition. The same procedures shall be followed in dealing with vomit, other body fluids, and fecal matter.
- Rubber gloves and leak-proof bags will be readily available.

Construction/Renovation Safety - All construction and renovations will be under the direction of the board appointed architect or maintenance supervisor. The architect or maintenance supervisor will supervise all construction and ensure that it complies with all safety standards.

Motor Vehicles and Mobile Equipment - The following safety rules will be followed when operating a motor vehicle or mobile equipment:

- An employee will immediately notify the police department and his or her supervisor any time a vehicle is involved in an accident.
- No motor vehicle should be operated if it is defective or in malfunctioning condition to an unsafe degree
- An employee operating vehicles or mobile equipment must have in his or her possession a valid operator's license of the appropriate class for the vehicle being operated.
- All persons driving or using vehicles or mobile equipment should wear seat belts or shoulder harnesses where provided.
- All operators should visually inspect the perimeter of his or her vehicle prior to putting the vehicle in motion in any direction. The driver walking around the vehicle to insure that the area in the rear, sides, and front are clear of hazard(s) or people before starting the vehicle should accomplish this.
- All drivers should give an audible warning (horn or backup alarm) and check mirrors before backward movement is made.
- All drivers should drive cautiously and always be on the alert for any unexpected event.
- Check the vehicle before driving - leaking fluids, low air pressure in tires, seats, windows, doors, lights, safety, safety exits, walkways, brakes, steering, etc.

Hazardous Materials and Chemicals - Site administrators shall assure that all containers of hazardous products are appropriately marked, labeled, and stored.

- Labels should identify the product.
- Provide appropriate information and warnings.
- List the name and address of manufacture or supplier.
- Use of gasoline to clean parts is prohibited.
- Cleaning solvents must be kept in metal safety cans.
- Gasoline used in small quantities should be handled and dispensed in UR approved containers.
- Hazardous Materials and Chemicals should be stored under lock and key.
- Site administrator should take immediate corrective action to eliminate any unsafe acts or conditions.

Equipment Usage - Employees are responsible for making sure that the tools and equipment are in a safe working order prior to using. All tools should have appropriate guards, shields, and attachments and be used in accordance with the recommendations by the manufacturers.

- Check to be sure equipment you are using is in safe condition.

- Ladders should be properly secured (i.e.,) use on level surface, tie off extension ladders).
- Dollies or hand-trucks should be used to move heavy loads-do not use makeshift equipment.

Report any unsafe condition immediately and notify an administrator as soon as possible.

- Remain on-site at the unsafe location if needed to prevent accidents, or barricade the area if necessary until corrective active action is taken.
- In an emergency, notify the director of operations, assistant superintendent, or superintendent as soon as possible by phone.
- If you think or suspect an unsafe condition or equipment may reasonable cause bodily injury, call your immediate supervisor or administrator. Do not perform any task that may cause personal harm. Be prudent. Think about the safe way to do a task before starting. Get help when needed. Do not improvise just to get the job done.

Managers/Supervisors - Managers and supervisors are personnel assigned responsibilities to assess and make decisions about safety. Failure to comply or perform in accordance with a manager's directive regarding safe practice constitutes cause for termination of employment. If a manager's judgment is questioned, an employee must (1) explain concerns to the manager, and (2) if a solution is not identified, request an immediate review by the manager's administrator or supervisor.

Steps in Reporting Accidents - Please follow the following steps in reporting accidents

- The worker involved in the accident will fill out the Employee Statement of the Accident form.
- The site administrator or his/her designee will complete the Workmen Compensation First Report of Injury of Illness form and submit it to the *district insurance coordinator, on the day of the accident.*
- The site administrator or his/her designee will complete the Supervisor's Accident Investigation Report Form within two days (48 hours) of the accident.
- The site administrator will notify the safety coordinator and the insurance coordinator by telephone at the time of the accident.
- The safety coordinator will notify the manager of operations/designee by telephone at the time of the accident.
- The safety coordinator will interview the accident victim and witnesses and make the appropriate recommendation for corrective action and/or penalties.
- The site safety committee will conduct an investigation and make appropriate recommendations.

Please remember that the site administrator is responsible for reporting and investigating all accidents on his/her site. This means that the building principal must assume responsibility for all accidents including those involving cafeteria workers. When a cafeteria worker is involved in an accident, the food service supervisor will also be contacted and should receive a copy of the

accident report. However, the building principal must assume responsibility for the accident.

Please note that all employee accident reports are to be sent to the insurance coordinator. The Insurance Coordinator will submit copies to the safety coordinator.

Penalties of Unsafe Work Practices - Unsafe work practices may result in:

- Warning
- Suspension without pay
- Termination of employment

A flagrant violation of a written regulation or a safety rule constitutes cause for immediate suspension or termination without a warning.

Penalties for Not Reporting Accidents - Violation of the accident reporting requirements will constitute cause for termination of employment.

Section E

BUSINESS SERVICES

Purchasing Procedures

All requests for purchases must be submitted to the Purchasing Department on an official district purchase requisition form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a purchase order. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use.

No employee, individual, or group, including booster club or support organization, may use the name, address, telephone number, tax identification number, or any other identification of the District, or its individual schools and departments, when purchasing for private or personal use.

No employee has the authority; individually or by right of his/her position, to enter into contracts, service agreements, and other similar documents, representing the District, unless such contracts are first approved by the Board of Trustees. After obtaining Board approval, contracts will be overseen by and filed in the Business Office.

No employee, individual, or group, including booster club or support organization may use the name, address, telephone number, tax identification number, or any other identification of the District, or its individual schools and departments when contracting for private or personal use.

Travel Guidelines

Section §25-3-41, Mississippi Code of 1972, established guidelines for travel reimbursement of officers and employees of the State of Mississippi, or any department, institution, board or commission thereof. The provisions governing meal and mileage reimbursement govern officers and employees of all political subdivisions of the State as well as state officers and employees.

These guidelines are intended to serve as a quick reference for the provisions of Section §25-3-41, other relevant statutes, and rules and regulations adopted by the Natchez-Adams School District affecting all areas of reimbursable District travel. The District's policies on travel and travel expense reimbursement can be found in policies BID, CDI, DKC, and GBO.

General Information

The Business Office publishes an OUT-OF DISTRICT TRAVEL packet of forms. It can be obtained from the Business Office or school bookkeepers. Directions for the forms are located on the first page of the packet. Any questions concerning travel or travel reimbursements should be directed to the Business Office. As changes to the forms are required, new forms are emailed from the Business Office to all employees.

Requesting Permission to Travel

All travel, out of District and out of state, on behalf of the Natchez-Adams School District must be approved before the travel occurs. Travel must be pre-approved on the current *Request for Out-of-District Travel* form by the Deputy Superintendent. All out of state travel and any out-of-District travel that exceeds \$550 must also be approved by the Board of Trustees before travel can occur. Travel expenses will not be reimbursed for travel that was not pre-approved.

Requesting Reimbursement for Travel

All employees of the Natchez-Adams School District shall use the *Request for Reimbursement for Out-of-District Travel* form when seeking reimbursement for authorized travel for and on behalf of the school District. Travel expense reimbursement checks will be processed and distributed based on the Accounts Payable Schedule. Approved travel reimbursements should be submitted through the proper channels in accordance with the check-run schedule established by the Business Office.

The request for reimbursement must be completed. Incomplete travel forms will be returned for completion, which may delay the reimbursement. Requests for reimbursement submitted without proper paper work will be returned.

Expenses incurred in June must be submitted by the first week in July for reimbursement. One employee should not claim expenses for another employee.

An employee traveling on official school District business is expected to exercise the same care incurring expenses, as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving success of the mission. Travelers shall request air/rail, hotel, and rental car reservations as far in advance as possible and shall utilize the lowest logical rates available. Travel in first class is not a reimbursable expense.

Employees of the Natchez-Adams School District will be reimbursed for all necessary travel expenses incurred while on official District travel. Only those necessary expenses as contained in this section will be reimbursed.

Necessary travel expenses do not include personal expenses items such as entertainment and trip insurance.

Airline Travel

All purchases of tickets shall be done on an official school District purchase order and billed to the Natchez-Adams School District or purchased directly by the employee by check or credit card.

The travel should request airline reservations as far in advance as possible and shall utilize the lowest logical rates available. Travel in first class is not a reimbursable expense.

When an airline reservation changes involuntarily and results in additional costs, (delay flight requiring overnight hotels/meals), a note of explanation must be attached to the travel voucher.

Automobile Travel

Private Automobile Use on District Business

Reimbursement for personal automobile or other private motor vehicle will be at the rate established by the State Department of Finance and Administration per mile traveled for business purposes. When two or more employees travel in one private vehicle, only one travel expense at the authorized reimbursement rate per mile shall be allowed.

Rental Car Use for District Business

Charges for rental cars shall be allowed when there is a demonstrated cost savings over other modes of transportation, such as buses, subway, and taxis, and not strictly for the convenience of the employee. The most economical rental car and rental car company shall be used, and the lowest cost vehicle to achieve the traveler's mission shall be reserved.

Conference, Seminars, Workshops

Conference Airline

When attending a conference, always check conference materials to see if special airline discounts are offered.

Conference Hotels

When hotel rooms are blocked for a conference, seminar, etc., and a special discounted conference hotel rates provided, the employee should go through the conference-housing bureau, or, when appropriate, directly to the hotel to obtain lodging.

Conference Meals

Meals shall not be claimed as a separate item of expense on the travel reimbursement when included in the conference registration fee.

Conference Registration Fees

Registration fees paid by an employee for a conference will be reimbursed on a travel voucher only when supported by a paid receipt.

Lodging

Lodging receipts submitted should be the original from the registration desk provided when the bill is paid, as opposed to a copy or credit card receipt. Only itemized receipts are acceptable. The employee

has two choices when making lodging reservations. The employee can:

- In any case, the employee should make reservations as far in advance as possible in order to obtain the lowest rate and utilize the conference rates and facilities whenever available.
- The District will reimburse for lodging expenses incurred by employees when supported by an itemized invoice.

Lodging shared with another District employee

When more than one employee shares a motel/hotel room, only one employee shall request the reimbursement and the other indicate with whom the employee stayed.

Lodging for students and chaperones attending school related programs

Section §37-3-01, Mississippi Code of 1972, states that activity funds may be expended for travel costs, including advances, incurred by students and their chaperones in attending any in-state school related program, conventions or seminars. The employee (chaperone) can use the two options listed above when making hotel/motel reservations.

Meals

Meals will be reimbursed where overnight stay is required. The overnight stay can be at a hotel, with a relative, or with a friend. If a hotel bill is not attached, an explanation of the overnight stay must be provided. The breakfast meal will be allowed when departure is prior to 6:00 a.m. and overnight travel is involved. The lunch meal will be allowed when time of departure is prior to 11:00 a.m. or return is after 2:00 p.m. and overnight travel is involved. The dinner meal will be allowed when departure is prior to 6:00 p.m. or return is later than 8:00 p.m. and overnight travel is involved.

The District has established the following per meal allowances for in-state and out-of-state reimbursement:

	In state		Out of State	
	Low Cost Area	High Cost Area	Low Cost Area	High Cost Area
Breakfast	\$7.00	\$8.00	\$8.00	\$9.00
Lunch	11.00	12.00	12.00	13.00
Dinner	23.00	26.00	26.00	29.00
Total/Day	41.00	46.00	46.00	51.00

High Cost out-of-state includes such areas as California; Washington, DC; Atlanta, GA; Florida (Ft. Lauderdale, Key West, Orlando, Tampa); Texas (Dallas, Houston); New York, Spokane, WA. Meals shall not be claimed as a separate item of expense on the travel voucher when included in the conference registration fee.

Other Authorized Expenses

Miscellaneous Charges

Hotel/Airport Parking: Receipts must be attached to the travel voucher for parking.

Travel Advances

Only the Superintendent is authorized to approve travel advances for airline tickets and chaperoned student activities.

Persons receiving advances must be officers or employees of the District.

Travel advances may not be used for personal expenses or for any purpose other than the actual expenses of the authorized travel.

Accounting for any travel advance shall be made within five working days after the end of the month in which the official travel was made. Any money not used for travel-related expenses shall be repaid at this time.

SECTION F

PROPERTY MAINTENANCE AND REPAIR

Room Maintenance

All employees share the responsibility of instructing students in the proper care and protection of school property. If an employee should permit damage to property by gross negligence or willful neglect of duty, the person may be held financially responsible.

Employees should report any unsanitary conditions, damage to school property, or needed repair to the principal who will request needed repair and/or replacement of the equipment or facilities according to established administrative regulations and procedures.

SECTION G

MISCELLANEOUS POLICIES, PROCEDURES, GUIDELINES

Appearance and Dress (Policy GAB)

Each employee of the Natchez-Adams School District shall be expected to give proper attention to his/her personal appearance as required by work responsibilities. The Natchez-Adams School District recognizes that an appropriately dressed employee is seen as a more suitable role model. The Natchez-Adams School District further recognizes that personal appearance also has a bearing on the teaching authority, confidence, and self-esteem of teachers, administrators, and staff. A professional appropriate dress influences the way staff interacts with students and positively affects the general environment. Each employee of the Natchez-Adams School District will contribute to the formation of a positive, professional public image by maintaining high standards of personal appearance through appropriate dress and grooming regardless of job category.

General Guidelines

1. Employee identification tags are required to be worn and visible at all times.
2. Hair must be clean, neat and well groomed.
3. Foundation garments shall be worn and not visible with respect to color, style, and/or fabric. No see-through or sheer clothing shall be allowed, and no skin shall be visible between pants/trousers, skirts, and shirts/blouses at any time.
4. Patches, decorations, slogans, designs, symbols, tags, marks or advertisements of beer, alcohol, drugs, cigarettes, or similar items or displays and/or expressions of obscenities, sexual references, or similar references deemed detrimental and disruptive to the operation of the school, education, discipline, health or welfare of students are prohibited. Clothing that has any type of drawing or words that are vulgar, profane, suggestive, or advertising an affiliation with drugs, alcohol, violence or gang related activities is prohibited.
5. Employees who are furnished uniforms must wear them at all times while performing duties of the job assignment.

Pants

1. Pants/trousers must have a hem or cuff. No cut-offs, cutouts and/or ragged edges are permitted.
2. Pants must be sized appropriately. No hip-huggers that reveal flesh are allowed. Pants must not be excessively tight or sagging.
3. No jeans or overalls of any color or fabric are permitted, except on such days as designated by the principal.

Shirts/Blouses

1. Shirts/blouses shall not expose the midriff. Sleeveless shirts/blouses must fit the employee appropriately.
2. Casual tee shirts (faded, sheer, out of shape or inappropriately sized) are not allowed.
3. Tank tops and spaghetti strap garments are prohibited when worn as a single garment. These garments are permissible with a sleeved shirt/jacket layered on top. Camisoles, slips, and tee shirts that are intended to be worn as undergarments may not be worn as outer garments.
4. Shirts or blouses must be tucked in unless it is design to be worn outside or of an appropriate length so as not to expose the midriff at any time.

Skirts/Dresses

1. No miniskirts, halter tops, backless, strapless and/or cut-out/see-through dresses shall be permitted.

Shorts

1. Shorts and Skorts are not allowed.
2. Warm-ups/Jogging Suits, and Shorts
 - a. Warm-ups, jogging suits, wind suits and/or sweat suits, leggings, tights, and other athletic apparel are not permissible, except for physical education gym and dance teachers.

Shoes

1. Footwear must be worn at all times.
2. Shoes traditionally worn around the home (slippers, house shoes, or beach slippers) or to the beach/pool (flip-flop/shower shoe design or thongs) are not permitted.
3. Gym shoes are only acceptable on Friday spirit days worn with a spirit shirt.

Gym shoes worn daily must have an excuse from your medical provider.

Accessories

1. Noisy, distracting jewelry/accessories that could cause a safety hazard may not be worn. In keeping with professional decorum, only female employees can wear earrings, and ears are the only exposed areas of the body on which pierced jewelry may be worn. Tattoos must be covered if at all possible.
2. No hats are allowed in the building unless part of the employee's uniform or religious headgear required to be worn by the employee's religion.

Spirit Days

The principal may designate no more than one day per week as "school spirit" day on special days/events or circumstances such as Western Day, Red Ribbon Week, homecoming, and testing days.

Arrest of an Employee

An employee who is arrested or charged with a felony or misdemeanor is required to notify his/her immediate supervisor and the assistant superintendent as soon as possible but no longer than 24 hours after the arrest. Failure to do so may result in disciplinary action up to and including termination. If the arrest occurs on campus, the matter will be handled as discreetly as possible with the least disturbance to the educational process.

Cell Phone/Pager Use

School employees will not operate a personal cell phone or pager on duty unless the use of such device is required by the school district. No employee of the school district is to have personal cell phone or pager activated while on duty unless use of such device is required by the school district. Use of cellular telephones is in violation of school board policy GBQ and will result in discipline including dismissal.

Change of Name and Address

Teachers should report to the appropriate office to change or request any of the information:

1. Any changes in name, address/or telephone number. You may contact the Office of Human Resources.
2. Expected completion of degree or change in certification that will affect salary. Contact Office of Human Resources.
3. Request copy of license or contract. You may contact the Office of Human Resources.
4. Changes in number of dependents, using W-4 forms. You may contact the Business office.
5. Copies of W-2 forms, payroll forms or check stubs, contact the Business Office.
6. Any other information pertinent to keeping accurate and complete payroll and individual earning records. Contact Business Office.

Computer and Internet Usage

The Natchez-Adams School District provides students and employees' access to the district's computer network system, including internet access, to expand informational and communication resources, promote its educational excellence, enhance students' research capabilities, increase faculty and staff productivity, and result in better communication between the district and its patron.

Rules have been established for district use of technology. No software will be installed on the district's computers without the consent of the Office of Educational Technology. Use of the Internet is encouraged both for students and teachers, as appropriate, in the educational setting; however, certain types of websites will not be tolerated. These include websites dealing with pornography, hate groups, weapon making, etc.

Students are not allowed use of the Internet unless the "Internet User Agreement and Parent Permission Form" form has been completed by the parent/legal guardian, signed by both the student and parent, and submitted to the school. In addition, all administrators, faculty, and staff must sign the "Faculty and Staff Acceptable Use Policy" and return it to the office prior to accessing the Internet for the first time each school year.

Social Media Networking Websites (GABBA)

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

All employees, faculty and staff of this school district who participates in social networking websites (like MySpace and Facebook) shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom activity. The determination will be made by the superintendent.

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

Natchez-Adams School District employees are required to exhibit ethical and professional behavior at all times. Ethical and professional behavior requires that employees show consideration and respect whenever using computers or electronic communication/technology/devices/resources.

Acceptable Use

Use of the district's system, whether by students, faculty, or staff, must be in support of educational objectives of the district. The transmission or receipt of any material in violation of any United States or state law or regulation and the transmission or receipt of any material in inconsistency with the education objectives of the district is prohibited.

Copyright Laws

Teachers have access to copiers for non-copyrighted materials both at the local school and at Braden. Individual school copy machines are for small print orders only. Teacher use of the school copier will be set and regulated by the building-level principal. The school district maintains a print shop at Braden for bulk printing orders (more than 25 copies of the same form). Forms for using the print shop copier are available in the school office. Each form must have the principal's approval. The school district, recognizing the rights of authors and producers of materials concerning the works they create, is committed to the observance of PL 94-553, the federal copyright laws of the United States. The following guidelines have been developed to guide school personnel and to protect the Board of Trustees and school personnel from lawsuits. School personnel are required to comply with PL 94-553 in the use of any material, print and non-print, protected by copyright. All administrators, coordinators, supervisors, teachers, and staff are responsible for the implementation of the administrative guidelines:

1. Individual schools will not be permitted to negotiate and/or enter into written licensing agreements for copyrighted material; this is a district-level responsibility.
2. Each school is hereby directed not to use any material—print or non-print—for which the district does not have written permission from the copyright holder. The librarian/media specialist is directed to determine the use of said material and cost for copyright license.

Education Enhancement Funds

Every teacher in the school district will receive an amount of money provided by the state and district to purchase educational materials and supplies for the classroom. These monies are assigned per classroom, and materials purchased belong to the school district, not to the individual teacher. When a teacher is reassigned, materials purchased with EEF funds will remain in the classroom for which they were purchased or be reassigned by the principal.

Emergency Drills

Severe weather drills and fire drills are held regularly during the year. When severe weather occurs, students are moved to assigned areas for protection. The signal for severe weather is two (2) long rings on the bell system. Students should move to designate areas inside the building. The signal for a fire drill is three (3) short rings of the bell. For fire drills, students should leave the classroom in an orderly manner and report to designated areas on the school campus. A map, which indicates the evacuation route, should be posted on the wall to the right of the exit in each room of the building. Upon reaching the designated area, each teacher should check roll and immediately report any missing student/s to the principal. One continuous ring of the bell means that it is safe for students to return to class.

First Aid and Medication

No employee will distribute or administer medicine to students except under the direct supervision of the building-level principal. Employees will not give personal supplies of medicine (aspirin, Tylenol, etc.) to students under any circumstances. First aid supplies for minor injuries are located in the principal's office.

Fixed Assets

Items included in the school inventory must remain in the designated classroom unless the principal makes an equipment transfer request. Such fixed asset items are the responsibility of the teacher and must be maintained in a careful, protective manner. Fixed asset items should not be taken out of the school building without the express written permission of the building-level principal. Items found to be missing during an inventory conducted by the district or the state will be replaced by the teacher or other staff member on whose inventory they were listed.

Fund Raising

The superintendent or designee prior to any agreement entered into with a vendor must approve all fund raising activities. Under no circumstances may anyone conduct any kind of sale on school property for personal gain. Students selling anything for personal gain will be referred to principal for disciplinary action. The school district receives a dividend from companies for processing required paperwork, e.g., school day pictures, fund raisers, etc.

Gifts and Favors

Employee may not accept gifts or favors that could influence, or be construed to influence, the employee's assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher might reasonably tend to influence the selection of textbooks, which may result in the prosecution of a misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps, worksheets, that convey information.

Lines of Communication and Authority

Each employee of the Natchez-Adams School District is responsible to the Board of Trustees through the Superintendent. All personnel will refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises, e.g., building-level principal or supervisor.

Administrators will refer such matters to the next higher authority when necessary. All matters to be submitted to the board should first be brought before the superintendent for investigation. If these matters require board action, they will be present to the board by the superintendent or designee.

Parking

The building-level principal or designee will assign parking spaces for employees.

Professional Development

Professional Development is supported by the Mississippi Department of Education as a means of school improvement. The purpose of professional development is to improve instruction and ultimately improve student achievement. The state legislature has codified professional development: §37-17-8 specifies that each school district will develop an annual professional development plan, and §37-3-49(1) states that time must be specified in the professional development plan to work on the district's instructional management plan.

The district's professional development plan originates at the school level where unique needs of the school are addressed. At the district level, the focus is on major commitments. Many of the topics covered are mandated either by state or federal governmental or a continuation of the district's major focus over a three to five year period, or based on personnel appraisal.

Education Employment Procedures Law (EEPL)

§ 37-9-105 of the Mississippi Code provides for procedures that the school district must follow in the event that an employee's contract is not renewed.

The law states that the notice must be given according to the following guidelines:

- For a Superintendent, the school district must give notice of non-re-employment on or before February 1,
- For a principal, the school district will give notice of non-re-employment on or before March 1,
- For a teacher or other professional educator, the school district will give notice of non-re-employment on or before April 15 or within ten days after the governor approves the appropriation budget for K-12.

§ 37-9-109 of the Mississippi Code provides for an employee who has received notice under § 37-9-105.

Upon written request, the employee will be entitled to the following:

- Written notice of reasons for non-re-employment, together with a summary of the factual basis therefore, which notice will be given at least five (5) days prior to any hearing.
- An opportunity for a hearing at which to present matters relevant to the reasons given for the non-re-employment decision, including any reasons alleged by the employee to be the reason for non-re-employment;
- Receive a fair and impartial hearing before the board or hearing officer;
- Be represented by legal counsel, at his own expense. If the employee does not request a hearing, the decision of the board with regard to the re-employment of the employee will be final.

Substitute Teachers

Substitute teachers may be secured by contacting the substitute specialist at 601-445-2823 in a timely manner or contacting your building –level principal’s office no later than 6:30a.m..

The following items should be placed in a folder available to the substitute:

1. Copy of the class roll.
2. Daily programs and lesson plans.
3. Materials to be used in the day’s work.
4. Attendance, lunch report, and supply forms.
5. Emergency drill signal with exit routes.
6. A schedule of the teacher’s special duties.
7. Discipline plan with rewards and consequences.

Teacher Certification

All professional employees must hold a valid Mississippi Educator’s License appropriate for the position held at the time of employment. The license must be valid at the time of execution of the contract. If the certificate expires during the life of such contract and is not renewed, the contract will be null and void until the certificate is renewed. The district does not maintain records related to license renewal. Certificated personnel are responsible for maintaining the required documentation and submitting it for license renewal. To renew a license, the employee must send to the MDE documentation (CEU certificates and/or transcript), which indicates requirements for renewal have been met. A copy of the renewed license must be submitted to the personnel office no later than the end of the second week in June of the year it is renewed. The Mississippi Department of Education is the States Educator’s Licensure Authority.

STANDARD EDUCATOR LICENSE–APPROVED PROGRAM ROUTE

A standard educator license is granted to applicants meeting all licensing requirements and completing a state approved or National Council for Accreditation of Teacher Education (NCATE) approved teacher education program from a regionally/nationally accredited institution of higher learning.

License	Renewal	Validity
Class A	Ten (10) continuing education units (CEUs) in content or job/skill related area OR Three (3) semester hours in content or job/skill related area AND Five (5) continuing education units (CEUs) in content or job/skill related area OR Six (6) semester hours in content or job/skill related area OR Completion of the National Board of Professional Teaching Standards process	5 Years
Class AA	Three (3) semester hours in content of job/skill related area OR Five (5) continuing education units (CEUs) in content or job/skill related area OR Completion of the National Board of Professional Teaching Standards process	5 Years
Class AAA	Three (3) semester hours in content of job/skill related area OR Five (5) continuing education units (CEUs) in content or job/skill related area OR Completion of the National Board of Professional Teaching Standards process	5 Years
Class AAAA	Three (3) semester hours in content of job/skill related area OR Five (5) continuing education units (CEUs) in content or job/skill related area OR Completion of the National Board of Professional Teaching Standards process	5 Years

Semester Hours: If semester hours are used for renewal, the course work must be earned from a college/university that is accredited by an agency recognized by the United States Department of Education. All course work must have a grade of “C” or higher.

Some out-of-state institutions award credit in quarter hours. Quarter hours are not equivalent to semester hours (1 quarter hour = 2/3 semester hour). If renewing with semester hours, an official transcript in an envelope sealed by the college registrar must be submitted with an application. Submit the application packet after all renewal credits are earned.

CEUs: If CEUs are used for renewal, the certificates must include participant’s name, title and date of activity, number of CEUs awarded, and name of organization/institution providing training. Certificates of attendance or completion are not accepted unless they also include the above information. Certificates stating the number of contact or professional development hours are not accepted unless they also include the above information. Only a certified CEU provider may offer CEUs. One (1) CEU requires ten (10) clock hours of instruction. Certificates for less than 0.5 CEUs (5 clock hours of instruction) are not accepted. A list of resources for obtaining CEUs is available online at the MDE website. The Office of Educator Licensure does not maintain a record of CEUs individuals have earned. If renewing with CEUs, the original CEU certificates must be submitted with an application. Submit the application packet when all renewal credits are earned.

National Board Certification Process: If completion of the National Board Certification process is used for renewal, the renewal is for five (5) years even though the life of the National Board Certificate is ten (10) years. Completion of the National Board Certification process may be used whether or not certification is achieved. If renewing with completion of the National Board Certification process, a copy of verification of process completion from NBPTS must be submitted with an application for renewal.

During a renewal cycle, a license can be renewed only once. All renewals are for five (5) years. For example, a teacher holds a license that is valid from 7/1/2002 and valid to 6/30/2007. He/she earns semester hours and/or CEUs and completes the National Board Certification process during this validity period. The license will be renewed from 7/1/2007 to 6/30/2012. The additional credits cannot be “banked” since, in this example, credits for further renewal must be earned after 7/1/2007. All licensure requests (e.g., duplicate, renewal, supplemental endorsement, etc.) require an application. The application is available online at the MDE website. www.mde.k12.ms.us

Teacher Negligence

Emphasis must be given to the issue of teacher negligence and the legal implications that may arise due to negligence. The following are considered to be examples of teacher negligence:

- Classes and students left unattended.
- Improper enforcement of policy on medication and first aid.
- Improper enforcement of policy on corporal punishment.
- Pupil injury due to teacher carelessness, neglect, etc.
- Teacher profanity and verbal abuse of students
- Improper enforcement of dress and grooming regulations.
- Improper release of students.
- Use of students for off-campus errands.
- Improper enforcement of search and seizure policy.

Telephone Use

Only under extreme emergencies will employees be allowed to answer the phone. Office personnel will take all messages and put them in the employee's mailbox. Use of the telephone in the office will be confined to necessary calls. Students should not be dismissed from class to use the office telephone except for illness or injury.

Searches

All searches must be pre-approved by the superintendent, principal, and assistant principal or acting principal. At least two district employees must be present while a search is conducted. All searches must be reasonable in scope.

Searches of persons, possessions, and/or lockers can be conducted if a district employee has reasonable suspicion that a student has violated or is violating a district policy, school rules or regulations, or the law, and that the search will result in discovery of evidence of such violation. Searches of desks and other school property may be conducted at any time, with or without reasonable suspicion of a violation.

Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.

The district may, at any time, utilize canines to search vehicles, possessions not on the student's person, desks, lockers, and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.

Staff Protection

The school district is vigorous in its protection of all employees from physical and/or psychological abuse. Personnel are also protected by §37-11-21 of the Mississippi Code, which states:

If any parent, guardian, or other person will insult or abuse any superintendent, principal, a teacher, or bus driver during the session of the school in the presence of school pupils, such person will be guilty of a misdemeanor and, upon conviction, will be punished by a fine of not less than ten dollars (\$10) nor more than fifty dollars (\$50).

Any employee who is threatened with harm is to notify the building-level principal or supervisor immediately. Steps will be taken at once to protect the employee. The district will use the full protection of the courts with respect to threats and intimidation of school personnel.

SECTION H
Appendix A

FMLA FAST FACTS

INFORMATION YOU NEED TO KNOW:

1. Eligible employees are entitled to 12 weeks of unpaid leave annually
2. For birth of a child and to care for a newborn of the employee
3. For placement with the employee of a son or daughter for adoption or foster care
4. To care for the employee's spouse, dependent child, or parent of the employee who has a serious health condition
5. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job
6. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty
7. To care for a covered service member with a serious injury or illness, if the employees spouse, son, daughter, parent, or is the next of kin of the services member.
8. Eligible employees are those who have been employed by the District for at least one year and have worked 1,250 hours during the 12 months preceding the leave.
9. You must notify your supervisor 30 days in advance when leave is foreseeable, or as soon as possible in situations of unusual circumstances.
10. If granted, all time accrued will be used concurrently with FMLA beginning with the first day of your absence, this paid time must be taken first and will be counted as a part of the 12-week FMLA entitlement before any unpaid time can be taken.
11. Written medical certification is required for leave to care for the serious health condition of a child, spouse, parent, or yourself. In some instances, the District may require a second opinion from a health care provider it designates. The cost of the second opinion will be paid by the District. If there is a difference between the medical certification and the second opinion, the District may require a third opinion, with the opinion of the third health care provider, if necessary being binding.
12. The leave may be denied or delayed if you fail to provide this certification.

13. All medical certification and related information will be handled as confidential medical information and will be stored in a locked file separate from the personnel file.
14. During this leave, you will be responsible for paying your share of your insurance contributions to maintain coverage of your Medical, Dental, and Supplemental insurance.
Benefits plans. Failure to make payment within 30 days of the due date can result in a lapse of your insurance benefit package.
15. Within two weeks before leave ends, you must notify your department head or designee of your intent to return to work.
16. You are required to provide medical certification that you are fit to return to work from your FMLA leave if it was for your own serious health condition.
17. You will be entitled to return to either the same or equivalent position at the conclusion of this leave. In some infrequent circumstances, a professional “key employee” may not be able to be reinstated at the end of a leave. You will be informed if you are a “key employee”.
18. An employee who fails to return to work at the specified time is considered to have resigned from their employment. Unless there are extenuating circumstances that are beyond the employees’ control.
19. The intent of all leaves is to provide employees with an opportunity to take care of uncontrollable events that interfere with District employment.
Employment elsewhere while on leave without the written approval of the Superintendent is prohibited and may subject you for immediate discharge.
20. Any employee may donate a portion of his/her unused accumulated personal or sick leave to another employee of this District if the recipient is suffering from a catastrophic injury or illness or a member of his/her immediate family is suffering from a catastrophic injury or illness. To be eligible to receive donated leave, the employee must have used all of his/her available including their ten (10) days of extended leave, before donated leave can be excepted and/or utilized. A catastrophic illness must be certified and stated in writing by the physician.

SECTION I

APPENDIX B

HIGHLIGHTS OF THE REGULATORY CHANGES IN THE FINAL RULE

Military Family Leave: Section 585(a) of the NDAA amended the FMLA to provide two new leave entitlements:

On November 17, 2008, the Department of Labor (DOL) published its final rule to implement the first-ever amendments to the Family and Medical Leave Act (FMLA), signed into law by President Bush in January 2008, which provide new military family leave entitlements and to update the regulations under the 15 year old FMLA. The final rule will improve communication between employees, employers, and health care providers to make the law operate more smoothly, and provide needed clarity for both workers and employers about their responsibilities and rights under the FMLA leave.

The final rule was developed in response to the passages of the military family leave provisions in the National Defense Authorization Act (NDAA) for FY 2008, Public Law 110-181.

Military Caregiver Leave (also known as Covered Service member Leave):

Under the first of these new military family leave entitlements, eligible employees who are family members of covered service members will be able to take up to 26 workweeks of leave in a “single 12-month period” to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty. Based on a recommendation of the President’s Commission on Care for America’s Returning Wounded Warriors (the Dole-Shalala Commission), this 26 workweek entitlement is a special provision that extends FMLA job-protected leave beyond the normal 12 weeks of FMLA leave. This provision also extends FMLA protection to additional family members (i.e., next of kin) beyond those who may take FMLA leave for other qualifying reasons.

Qualifying Exigency Leave:

The second new military leave entitlement helps families of members of the National Guard and Reserves manage their affairs while the member is on active duty in support of a contingency operation. This provision makes the normal 12 workweeks of FMLA job-protected leave available to eligible employees with a covered military member serving in the National Guard or Reserves to use for “any qualifying exigency” arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. The Department’s final rule defines qualifying exigency by referring to a number of broad categories for which employees can use FMLA leave: (1) Short-notice deployment; (2) Military events and related activities; (3) Childcare and school activities; (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

The final rule also includes two new DOL certification forms that may be used by employees and employers to facilitate the certification requirements for the use of military family leave.



Office of Human Resources

**NATCHEZ-ADAMS SCHOOL DISTRICT
Employee Orientation/Mandated Notifications**

Please complete both sides of this form.

(Please Print)

Name _____

School/Department _____

I hereby acknowledge receipt of the Natchez-Adams School District Professional Staff Employee Handbook. I agree to read the handbook and abide by the standards, district policies, and procedures defined or referenced in this document.

I hereby acknowledge that nothing in this handbook shall be interpreted as establishing a contract of employment between the Natchez-Adams School District and the employee. Either the employee or the school district is free to terminate the employment relationship at any time and without cause.

I also understand that the information in this handbook and Board Policy Manual are subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that this handbook intends no modifications to contractual relationships or alterations of at-will relationships. I also accept responsibility for contacting my supervisor or the NASD Human Resources Department if I have questions or concerns or need further explanation.

Employee's Signature

Date

Form Received by

Date

Office of Human Resources



Office of Human Resources

**NATCHEZ-ADAMS SCHOOL DISTRICT
Employee Orientation/Mandated Notifications**

Please complete both sides of this form.

(Please Print)

Name _____

School/Department _____

I hereby acknowledge receipt of the Natchez-Adams School District Professional Staff Employee Handbook. I agree to read the documents listed below and to abide by the standards, district policies, and procedures defined or referenced in these documents.

Please check to acknowledge that you have received and reviewed the following employee documents:

- Equal Employment Opportunity/ADA
- Child Abuse Reporting
- Sexual Harassment
- Drug and Alcohol Free Workplace
- Injuries
- Tobacco Free Environment
- Sick Leave/FMLA
- Donation of Leave Time

Your signature on this form certifies that you have received and understand all of the above pertinent information and that you agree to comply with all responsibilities of employment.

Employee's Signature

Date

Form Received by
Office of Human Resource

Date

Natchez-Adams School District – Natchez, Mississippi

2018-2019 Staff Work Schedule – 04/2/2018

Special Note: Vacation, Personal, and Compensatory Leave cannot be used for unscheduled work time.

	220 Day Employee (AP, School Secretary/Clerical Staff)		230 Day Employee (Identified Staff)		240 Day Employee (Administrators, Principal, Braden Staff, Juvenile Detention Center Teacher/Case Manager, Dropout Prevention Coordinator)		247 Day Employee (Custodial/Maintenance)	
	# Work days	Holiday Schedule	# Work Days	Holiday Schedule	# Work Days	Holiday Schedule	# Work Days	Holiday Schedule
July 2018	17	Return to work 07/09/2018	19	Return to work 07/05/2018	21	Return to work 07/02/2018 07/04/18 Independence Day Holiday	21	Return to work 07/02/2018 07/04/18 Independence Day Holiday
August 2018	23		23		23		23	
September 2018	19	09/03/2018 – Labor Day Holiday	19	09/03/2018 – Labor Day Holiday	19	09/03/2018 – Labor Day Holiday	19	09/03/2018 – Labor Day Holiday
October 2018	22	10/19/2018 – Fall Break	22	10/19/2018 – Fall Break	23		23	
November 2018	17	11/22/2018 – Thanksgiving Holiday 11/19-21, 23/2018 Unpaid Holiday	17	11/22/2018 – Thanksgiving Holiday 11/19-21, 23/2018– Unpaid Holiday	19	Work days 11/19-20/2018 11/22/2018 – Thanksgiving Holiday 11/21 & 23/2018 – Unpaid Holiday	20	Work days 11/19-21/2018 11/22/2018 – Thanksgiving Holiday 11/23/2018 - Unpaid Holiday
December 2018	14	12/25/2018 – Christmas Holiday 12/21, 24, 26-31/2018 - Unpaid Holidays	15	12/25/2018 – Christmas Holiday 12/24, 26-31/2018 -Unpaid Holidays	15	12/25/2018 – Christmas Holiday 12/24, 26-31/2018 -Unpaid Holidays	19	12/25/2018 – Christmas Holiday 12/24/2018 – Unpaid Holiday
January 2019	18	01/01/2019 – New Year’s Holiday 01/07/2019 Return to Work 01/21/2019 – MLK Holiday	18	01/01/2019 – New Year’s Holiday 01/07/2019 Return to Work 01/21/2019 – MLK Holiday	19	01/01/2019 – New Year’s Holiday 01/04/2019 Return to Work 01/21/2019 – MLK Holiday	21	01/01/2019 – New Year’s Holiday 01/02/2019 Return to Work 01/21/2019 – MLK Holiday
February 2019	19	02/18/2019 – President’s Day	19	02/18/2019 – President’s Day	20		20	
March 2019	16	03/11-15/2019 Spring Break	16	03/11-15/2019 Spring Break	19	03/14-15/2019 Spring Break	19	03/14-15/2019 Spring Break
April 2019	20	04/19/2019 – Good Friday 04/22/2019 Easter Monday- Unpaid	20	04/19/2019 – Good Friday 04/22/2019 Easter Monday- Unpaid	20	04/19/2019 – Good Friday 04/22/2019 Easter Monday- Unpaid	20	04/19/2019 – Good Friday 04/22/2019 Easter Monday- Unpaid
May 2019	22	05/27/2019 – Memorial Day Holiday	22	05/27/2019 – Memorial Day Holiday	22	05/27/2019 – Memorial Day Holiday	22	05/27/2019 – Memorial Day Holiday
June 2019	13	06/19/2019 Last Work Day	20	06/28/2019 Last Work Day	20	06/28/2019 Last Work Day	20	06/28/2019 Last Work Day
	220	7 Holidays	230	7 Holidays	240	8 Holidays	247	8 Holidays
	227 Day Work Schedule		237Day Work Schedule		248 Day Work Schedule		255 Day Work Schedule	

Natchez-Adams School District – Natchez, Mississippi
2018-2019 Staff Work Schedule – 04/02/2018

Special Note: Personal and Compensatory Leave cannot be used for unscheduled work time.

Fiscal Year	200 Day Employee (Elementary Professional Counselors, NECA Liaison, Parent Center Liaison)		205 Day Employee (Identified Staff)		210 Day Employee (Academic Coaches, Secondary Professional School Counselors, SPED Case Managers & Transition Specialist, Testing Coordinators, Educators in Residence)	
Months	# Work Days	Holiday Schedule	# Work Days	Holiday Schedule	# Work Days	Holiday Schedule
July 2018	7	Return to work 07/23/2018	12	Return to work 7/16/2018	7	Return to work 07/23/2018
August 2018	23		23		23	
September 2018	19	09/03/2018 – Labor Day Holiday	19	09/03/2018 – Labor Day Holiday	19	09/03/2018 – Labor Day Holiday
October 2018	22	10/19/2018 – Fall Break	22	10/19/2018 – Fall Break	22	10/19/2018 – Fall Break
November 2018	17	11/22/2018 – Thanksgiving Holiday 11/19-21, 23/2018 Days Off – Unpaid Holiday	17	11/22/2018 – Thanksgiving Holiday 11/19-21, 23/2018 Days Off – Unpaid Holiday	17	11/22/2018 – Thanksgiving Holiday 11/19-21, 23/2018 Days Off – Unpaid Holiday
December 2018	14	12/25/2018 – Christmas Holiday 12/21, 24, 26-31/2018 -Unpaid Holidays	14	12/25/2018 – Christmas Holiday 12/21, 24, 26-31/2018 - Unpaid Holidays	14	12/25/2018 – Christmas Holiday 12/21, 24, 26-31/2018 – Unpaid Holidays
January 2019	18	01/01/2019 – New Year’s Holiday 01/07/2019 Return to work 01/21/2019 – MLK Holiday	18	01/01/2019 – New Year’s Holiday 01/07/2019 Return to work 01/21/2019 – MLK Holiday	18	01/01/2019 – New Year’s Holiday 01/07/2019 Return to work 01/21/2019 – MLK Holiday
February 2019	19	02/18/2019 – President’s Day	19	02/18/2019 – President’s Day	19	02/18/2019 – President’s Day
March 2019	16	03/11-15/2019 Spring Break	16	03/11-15/2019 Spring Break	16	03/11-15/2019 Spring Break
April 2019	20	04/19/2019 – Good Friday 04/22/2019 Easter Monday-Unpaid	20	04/19/2019 – Good Friday 04/22/2019 Easter Monday-Unpaid	20	04/19/2019 – Good Friday 04/22/2019 Easter Monday-Unpaid
May 2019	22	05/27/2019 – Memorial Day Holiday	22	05/27/2019 – Memorial Day Holiday	22	05/27/2019 – Memorial Day Holiday
June 2019	3	06/05/2019 Last Work Day	3	06/05/2019 Last Work Day	13	06/19/2019 Last Work Day
	200		205		210	
	200 Day Work Schedule		205 Work Schedule		210 Day Work Schedule	