

Hancock County  
School District

*EMPLOYEE  
HANDBOOK*

*2015-2016*

Superintendent of Education's Office  
17304 Highway 603  
Kiln, MS 39556  
(228) 255-0376

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### **MISSION STATEMENT**

The Hancock County School District is dedicated to the mission of ensuring quality educational opportunity for all students of the district. The school district is committed to the following:

1. Strong instructional leadership
2. High expectations for student achievement
3. A safe and orderly school climate
4. A systematic evaluation of student achievement

The Hancock County School District does not discriminate on the basis of race, national origin, gender/sex, age, religion or disability.

HANCOCK COUNTY SCHOOLS  
"Learning today, Leading tomorrow"  
17304 Highway 603  
Kiln, MS 39556  
Phone: (228) 255-0376, Fax: (228) 255-0378

SUPERINTENDENT OF EDUCATION ..... ALAN DEDEAUX  
ASSISTANT SUPERINTENDENT OF EDUCATION..... DONNIE GHOLSTON

**BOARD OF EDUCATION**

DISTRICT NO. 1..... RICHARD LOPER  
DISTRICT NO. 2 ..... ROSE ACKER  
DISTRICT NO. 3..... BILLY THOMAS  
DISTRICT NO. 4..... DR. JENNIFER SEAL  
DISTRICT NO. 5..... DANITA HOLLADAY

**SCHOOL INFORMATION AND ADMINISTRATION**

**EAST HANCOCK ELEMENTARY**  
4221 KILN DELISLE RD.  
KILN, MS 39556  
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*PRINCIPAL: DR. STACEY LEE*  
*ASSISTANT PRINCIPAL: ALISON MCCRAW*

**WEST HANCOCK ELEMENTARY**  
23350 HIGHWAY 43  
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*ASSISTANT PRINCIPAL: DENNIS PETERSON, JR.*

**HANCOCK NORTH CENTRAL  
ELEMENTARY**  
6122 CUEVAS TOWN RD.  
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PH: (228) 255-7641 FAX: (228) 255-1580  
*PRINCIPAL: CRISSY CUEVAS*  
*ASSISTANT PRINCIPAL: DONNA BREELAND*

**HANCOCK MIDDLE SCHOOL**  
7070 STENNIS AIRPORT RD.  
KILN, MS 39556  
PH: (228) 467-1889 FAX: (228) 467-2812  
*PRINCIPAL: DR. JESSICA TAYLOR*  
*ASSISTANT PRINCIPAL: JEREMY WEIR*  
*ASSISTANT PRINCIPAL: JOSH LINDSEY*

**SOUTH HANCOCK ELEMENTARY**  
6590 LAKESHORE RD.  
BAY ST. LOUIS, MS 39520  
PH: (228) 467-4655 FAX: (228) 467-0618  
*PRINCIPAL: ROSE JENKINS*  
*ASSISTANT PRINCIPAL: JOAN SEALS*

**HANCOCK HIGH SCHOOL**  
7084 STENNIS AIRPORT RD.  
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PH: (228) 467-2251 FAX: (228) 467-2689  
*PRINCIPAL: TARA LADNER*  
*ASSISTANT PRINCIPAL: MONTGOMERY NOBLITT*  
*ASSISTANT PRINCIPAL: JAMES HOWINGTON*  
*ATHLETIC DIRECTOR: JAMIE SISCO*

**H.C.S.D. ALTERNATIVE SCHOOL**  
7060 STENNIS AIRPORT RD.  
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*DIRECTOR: RAYMOND SPIERS*

**HANCOCK COUNTY CAREER TECHNICAL CENTER**  
7180 STENNIS AIRPORT RD.  
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*DIRECTOR: DR. RICK SAUCIER*

## **DISTRICT DEPARTMENT INFORMATION**

<b>FEDERAL PROGRAMS/INSTRUCTIONAL SERVICES .....</b>	<b>CHRISTINE MOSELEY</b>
<b>SPECIAL EDUCATION DIRECTOR/504 COORDINATOR .....</b>	<b>KELLY SCHWARTZ</b>
<b>TRANSPORTATION DIRECTOR .....</b>	<b>MICHAEL LADNER</b>
<b>COMMUNITY EDUCATION CONTACT .....</b>	<b>KIM NECAISE</b>
<b>TESTING/MATH CURRICULUM COORDINATOR .....</b>	<b>KIM SAUCIER</b>
<b>TECHNOLOGY COORDINATOR .....</b>	<b>DOMINIC PALISI</b>
<b>PUBLIC RELATIONS &amp; PARENT COORDINATOR.....</b>	<b>CATHY WILSON</b>
<b>SCHOOL FOOD SERVICES DIRECTOR .....</b>	<b>KAREN ALBRECHT</b>
<b>TITLE IX COORDINATOR .....</b>	<b>JAMIE SISCO</b>

**INFORMATION FOR  
ALL  
EMPLOYEES  
(CERTIFIED & NONCERTIFIED)**

**THE HANCOCK COUNTY SCHOOL DISTRICT POLICY MANUAL GOVERNS ALL POLICIES AND PROCEDURES OF THE DISTRICT, INCLUDING THE STUDENT AND EMPLOYEE HANDBOOKS. A COPY OF THE HANCOCK COUNTY SCHOOL DISTRICT POLICY MANUAL IS AVAILABLE online at [www.hancock.k12.ms.us](http://www.hancock.k12.ms.us) OR FOR REVIEW AT THE SUPERINTENDENT'S OFFICE.**

# MS Educator Code of Ethics



## Standard 1: Professional Conduct

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

- 1.1. Ethical conduct includes, but is not limited to, the following:
  - a. Encouraging and supporting colleagues in developing and maintaining high standards
  - b. Respecting fellow educators and participating in the development of a professional teaching environment
  - c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
  - d. Providing professional education services in a nondiscriminatory manner
  - e. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
  - f. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children.
- 1.2. Unethical conduct includes, but is not limited to, the following:
  - a. Harassment of colleagues
  - b. Misuse or mismanagement of tests or test materials
  - c. Inappropriate language on school grounds or any school-related activity
  - d. Physical altercations
  - e. Failure to provide appropriate supervision of students and reasonable disciplinary actions.

## Standard 2: Trustworthiness

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

- 2.1. Ethical conduct includes, but is not limited to, the following:
  - a. Properly representing facts concerning an educational matter in direct or indirect public expression
  - b. Advocating for fair and equitable opportunities for all children
  - c. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.
- 2.2. Unethical conduct includes, but is not limited to, the following:
  - a. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:



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

### **Standard 3: Unlawful Acts**

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

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

### **Standard 4: Educator/Student Relationships**

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

- 4.1. Ethical conduct includes, but is not limited to, the following:
  - a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/ student authority while expressing concern, empathy, and encouragement for students.
  - b. Nurturing the intellectual, physical, emotional, social and civic potential of all students
  - c. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
  - d. Creating, supporting, and maintaining a challenging learning environment for all students.
- 4.2. Unethical conduct includes, but is not limited to the following:
  - a. Committing any act of child abuse
  - b. Committing any act of cruelty to children or any act of child endangerment
  - c. Committing or soliciting any unlawful sexual act
  - d. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
  - e. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.
  - f. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with students.

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

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

## **Standard 5: Educator/Collegial Relationships**

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

5. Unethical conduct includes but is not limited to the following:
  - a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
  - b. Harming others by knowingly making false statements about a colleague or the school system
  - c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
  - d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
  - e. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues.

## **Standard 6: Alcohol, Drug and Tobacco Use or Possession**

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

- 6.1. Ethical conduct includes, but is not limited to, the following:
  - a. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.
- 6.2. Unethical conduct includes, but is not limited to, the following:
  - a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs.
  - b. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
  - c. Being on school premises or at a school-related activity involving students while documented using tobacco.

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

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

- 7.1. Ethical conduct includes, but is not limited to, the following:
  - a. Maximizing the positive effect of school funds through judicious use of said funds
  - b. Modeling for students and colleagues the responsible use of public property.
- 7.2. Unethical conduct includes, but is not limited to, the following:
  - a. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
  - b. Failing to account for funds collected from students, parents or any school-related function
  - c. Submitting fraudulent requests for reimbursement of expenses or for pay
  - d. Co-mingling public or school-related funds with personal funds or checking accounts
  - e. Using school property without the approval

## **Standard 8: Remunerative Conduct**

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

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

- a. Insuring that institutional privileges are not used for personal gain
  - b. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.
- 8.2. Unethical conduct includes, but is not limited to, the following:
- a. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body
  - b. Tutoring students assigned to the educator for remuneration unless approved by the local school board
  - c. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.)

### **Standard 9: Maintenance of Confidentiality**

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

- 9.1. Ethical conduct includes, but is not limited to, the following:
- a. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
  - b. Maintaining diligently the security of standardized test supplies and resources.
- 9.2. Unethical conduct includes, but is not limited to, the following:
- a. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
  - b. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
  - c. Violating other confidentiality agreements required by state or local policy.

### **Standard 10: Breach of Contract or Abandonment of Employment**

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

10. Unethical conduct includes, but is not limited to, the following:
- a. Abandoning the contract for professional services without prior release from the contract by the school board.
  - b. Refusing to perform services required by the contract.

## **CODE OF ETHICS FOR HANCOCK COUNTY SCHOOL DISTRICT EMPLOYEES**

1. Employees recognize that, although the staff participates in the formulation of school policy under the leadership of the administrators of the school district, it is the duty of the administrators to recommend and the prerogative of the board of education to determine policy.
2. Employees transact all official business through proper channels and hold inviolate all confidential information.
3. Employees recognize their obligations to develop growing appreciation and understanding of the principles of democracy; they refrain from using the school to promote personal views on religion, race, or partisan politics.
4. Licensed employees agree that due notice in fair time be given in all cases of appointment, resignation, or termination of service.
5. Employees avoid negative statements about fellow workers and predecessors. Concerns are reported to the immediate supervisor.
6. The employees are professional and maintain appropriate and impartial relationships with pupils and staff members.
7. Employees encourage able and promising students to enter the teaching profession.
8. Employees actively participate in the work of the local, state, and national professional education associations; the board of education actively participates in the work of national and state board of education associations.
9. Employees accept no compensation from firms commercially interested in the school
10. The employees do not engage in the practice of ordering samples or complimentary textbooks from vendors or publishers, unless pre-approved by the principal of the school.
11. Employees do not instruct salesmen or collectors to transact business with them in school. Solicitors are prohibited from interrupting the instructional activities in the schools.
12. Employees assume responsibility for the welfare of the students and show sympathetic understanding of students' problems.
13. Employees endeavor to maintain good mental health and physical health and a wholesome attitude toward the students.
14. Employees develop through continued study, travel, participation in professional and community life. The Board of Education encourages continuous professional growth of staff.
15. Employees should hold the pupils to strict account for disorderly conduct at school, on the way to and from school, on the playgrounds and during recess.
16. Certified Employees are obligated to follow the Mississippi Educator Code of Ethics and Standards of Conduct as approved by the MS Legislature and the MS Department of Education.

## **PROFESSIONAL DEVELOPMENT**

District and site training will promote the learning process that empowers stakeholders (teachers, administrators, staff and other personnel) to improve the educational organization.

## **QUALIFICATIONS AND DUTIES**

All professional staff positions are created with the approval of the School Board. It is the School Board's intent to establish a sufficient number of positions to accomplish the school's goals and objectives.

Before any new position is established, the superintendent will present for the school board's approval a job description for the position which specifies the qualifications and performance responsibilities.

Candidates for teaching positions shall possess a valid Mississippi teaching certificate license.

It is the teacher's responsibility to keep abreast of changes in licensure and to present evidence of up-to-date certification and/or license as required.

## **JOB DESCRIPTION**

All employees shall have and be familiar with their job description. Job descriptions are available through your immediate supervisor or the personnel department.

## **LICENSURE RENEWAL**

Teachers whose licenses expire June 30 cannot be recommended for re-employment the following year until the license is renewed. These teachers will be non-renewed as required by law on or before April 15, and the position will be posted as open. These teachers may re-apply for employment.

## **CRIMINAL BACKGROUND CHECK**

(Mississippi Code § 37-9-17)

Effective July 1, 2000 all personnel employed in a school district in Mississippi shall be required to have a criminal background check and a current child abuse registry check. The applicant shall also be fingerprinted and forwarded to the FBI for a national registry check. The fee for the fingerprinting shall be paid by the employee. If such fingerprinting or criminal record checks disclose a felony conviction, guilty plea, or plea of *nolo contendere* to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense, child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault which has not been reversed on appeal or for which a pardon has not been granted, the new hire shall not be eligible to be employed at such school.

## **SALARIES**

All personnel in the Hancock County School District will be paid on the last work day of the month.

## **PAYROLL**

The following documents must be on file with the Hancock County Central Office prior to issuance of the first pay check:

W-4	Personnel Data Form	Valid MS Teaching License
Retirement Fund Form	Application	Eligibility Form
Background Check Initiated	State Tax Form	Drug Free Form

## **INSURANCE**

Employees may purchase insurance which provides protection both on and off duty. Major Medical Insurance Coverage shall be provided at minimal cost to all full-time employees. Additional insurance is offered at full cost to the employee.

All insurance is payroll deductible and all changes such as cancellations, additional coverage, etc. must be hand written.

## **PERSONNEL RECORDS**

The school district shall keep personnel records on all employees. It shall be the responsibility of the Superintendent or his designated representative to keep said records updated and complete. All personnel will be evaluated annually by their immediate supervisor before being recommended for reemployment. The supervisor will use an approved performance evaluation tool when evaluating employees. All personnel should review their personnel records periodically.

All information contained in an employee's record shall be considered confidential and shall not be transmitted to other persons or agencies without written approval by said employee, or as subpoenaed by competent authority.

It shall be the duty of employees to furnish the personnel office with original teaching licensure/certificates, transcripts, official statements of degrees and similar data. It shall be the duty of the personnel staff to maintain and update records of all employees.

### **DRUG POLICY FOR EMPLOYEES**

In accordance with the Drug Free Work Place Act of 1988 (P.L. 100-680) the Hancock County School District prohibits the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance by school district personnel while on school grounds or property, during, before, or after working hours.

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

The Hancock County School District shall require that this written policy prohibiting controlled substance use, manufacture, distribution, dispensing, or possession be provided to all employees to inform them of the district's intent to maintain a drug free work place. The district shall also make efforts to see that all employees are annually informed about the dangers of drug abuse in the performance of their jobs.

The school system will notify the U.S. Department of Education within ten (10) days after conviction of any employee as stated hereinabove.

### **TOBACCO FREE ACT**

MS Code 97-32-9 establishes the Mississippi Adult Tobacco Use on Educational Property Act of 2000.

- No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75.00 for a second conviction and a fine not to exceed \$150.00 shall be imposed for subsequent violations.
- For the purposes of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities is exempt from this Act.
- This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.
- Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.

HCSD policy states in addition to the above that ALL **electronic/vapor devices** (better known as e-cigarettes are also prohibited on ALL school district campuses and properties for adults and students.

## **VIDEO TECHNOLOGY USAGE**

Video technology may be used on Hancock County School District property for purposes including but not limited to security and safety reasons.

## **LAPTOP COMPUTERS**

### **PURPOSE**

The Hancock County School District recognizes that its teachers and administrative staff will need to use the district's laptop computers off-site, after hours, in order to complete a project or to further the district's goals. While said usage is allowed, it must be within strict guidelines.

A teacher or administrative staff member who is using a laptop computer at his or her home must sign the Laptop Usage Agreement which sets forth the purpose and other pertinent information. Staff must verify that the computers will be used for instructional or school related purposes. Failure to abide by this rule may prohibit the teacher or administrative staff member from using the laptop in the future and subject him or her to disciplinary action.

### **LIABILITY**

**Teachers and administrative staff are ultimately responsible for the laptop computer they carry home. Should it become lost, stolen, or otherwise damaged while this equipment is assigned to a staff members, the employee may be required to reimburse the school district for the replacement value of the computer.**

## **COMPUTERS**

Employees and students are not permitted access to any unauthorized and inappropriate computer internet services.

## **ACCEPTABLE USE COMPUTER POLICY**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. On-line resources can be used to educate, to inform, to communicate, and to entertain. As a learning resource, it is similar to books, magazines, CD-ROM, and other information sources. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. **The most important prerequisite to receive Internet and computer access is to take responsibility for one's own actions.**

The Hancock County School District has taken available precautions, which are limited, to restrict access to controversial materials. A staff member will supervise while students are using the school's Internet resources. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this world-wide network far outweighs the possibilities that users may procure material that is not



consistent with the educational goals of this school district. The Hancock County School District will use such available tools as “firewalls” and tracking software in an effort to keep inappropriate material from being obtained on the Internet.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines require efficient, ethical, and legal utilization of the network resources. The Hancock County School District will be in compliance with the Children’s Internet Protection Act by the following terms and conditions. If Hancock students or staff users willfully violate any of these provisions, immediate access with the school district will be terminated, future access may be denied, and disciplinary action will result.

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

- 1. Acceptable Use--**The purpose of the Internet is to support research and education among academic institutions by providing access to unique resources and the opportunity for collaborative work.
  - a. The use of the Internet must be in support of education and research and consistent with the educational objectives of the Hancock County School District.
  - b. Use of other organization’s networks or computing resources must comply with the rules appropriate for that network.
  - c. The use of Internet resources may not be used in violation of any federal, state, or local regulation.
  - d. Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening material.
  - e. The Internet resources may not be used to infringe on copyright or to plagiarize materials.
  - f. The Internet resources may not be used for sending and receiving personal instant messages or e-mail during instructional time.
  
- 2. Privileges--**The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.
  - a. Based on the acceptable use terms and conditions outlined in this document, administrators will deem what is inappropriate use and their decision is final.
  - b. Administrators may deny Internet access at any time. Faculty and staff may request denial, restriction, or suspension of Internet access.
  - c. Students will receive instruction in proper use of the Internet.
  - d. Students and their parents/guardians are required to sign a contract indicating their understanding and acceptance of the district’s guidelines.
  - e. Students are responsible for their exploration of the Internet subject to the consequences of the district discipline policy.
  
- 3. Student and Employee Expectations for the Use of the Internet--**Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school district. Students and staff are to abide by the general accepted rules of network etiquette. Students and staff shall:

- a. Be courteous and respectful in messages to others.
- b. Use appropriate language. Students and staff are not permitted to swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- c. No unauthorized disclosure, use, and dissemination of personal information regarding minors.
- d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system, administrators, and teachers do have access to all mail. Messages relating to or in support of illegal or improper activities will be reported to the authorities.
- e. Always try to write to the best of your ability, by proofreading and editing all messages.
- f. Send personal messages directly to the person for whom it is intended. Students and staff are not permitted to post anonymous messages or personal messages on bulletin boards or list servers.
- g. Take into account the rights of others. Students and staff are not permitted to use the network in such a way that would disrupt the use of the network by other users.
- h. Handle all communications and information accessible via the network as private property.
- i. Use internet for educational purposes only. Students are not permitted to participate in chat rooms.

**4. Security--**Security on any computer system is a high priority, especially when the system involves many users. The following policy is for the correct use of the Hancock County School District Computers and Network:

- a. No one shall attempt to access software on a computer that is not directly related to the classroom assignment for that day.
- b. All users must use their own login and password. No student or staff member is allowed to use another's login. **STUDENTS and STAFF ARE NOT PERMITTED TO TELL ANYONE THEIR PASSWORD.**
- c. Students and staff may be monitored while on district computers through tracking software.
- d. Students may save appropriate files in their folders on the network and in folders as authorized by their teachers.
- e. Violation of these rules or other deliberate acts that result in damage to software, hardware, and/or related equipment will result in appropriate disciplinary action and financial restitution paid by the student and/or parent/guardian according to MS Code 37-11-53 (4).
- f. Users may not use the network to send threatening or harassing e-mail. No chain letters will be tolerated.
- g. Student users may not send mass-mail to more than 5 people at a time unless it is part of a class assignment by teachers.
- h. Harassing other users by interfering with their screen display or similar denial of service attacks will not be allowed.
- i. Cracking, hacking, or otherwise breaking into accounts without authorized access, on this system or any other, is not allowed. Possessing and/or running encryption/decryption/cracking/security analysis scripts or binaries, or any other tools used to expedite the process of information on this network will not be permitted.

- j. Users may not at any time or for any reason possess a copy of the system password file, or any portion thereof. Attempts to log in as any other user or as a system administrator will result in disciplinary action correlated to the school discipline ladder and cancellation of user privileges.
  - k. Any user identified as a security risk or having a history of problems with other computer systems or equipment will be denied access to the network and to the equipment.
  - l. Purchasing of goods or services via the Internet is strictly prohibited.
- 5. Students will not respond to unsolicited online contact.**
- 6. Vandalism--**Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of other users or other networks connected with the Hancock County School District or the State Regional Hub Site. This includes, but is not limited to, the uploading or creation of computer viruses.
- 7. Listservers or News Groups--**Students will not be allowed to subscribe to listservers or news groups.
- 8. Hancock County School District will not be liable for**
- a. Information stored on school district diskette, hard drives, or servers.
  - b. Information retrieved through school district computers, networks, or online resources.
  - c. Personal property used to access school district computers, networks, or online resources.
  - d. Unauthorized financial obligations resulting from use of school district resources.
- 9. Social Media--**All employees are warned against posting any social media content that creates a perceived hostile environment or situation, interferes with learning, or breaches confidentiality.

**INTERNET POLICY / CONTRACT for EMPLOYEES W/ UNFILTERED ACCESS**  
 Staff members who are given unfiltered internet access must sign and comply with the Internet Policy / Contract for Employees with Unfiltered Access. Although the Hancock County School District is CIPA (Children’s Internet Protection Act) and COPPA (Children’s online privacy Protection Act) compliant, there are instances where it may become necessary to allow certain employees unfiltered access to the Internet for professional purposes. In this case, the employee will be given “override capabilities” for short increments of time and will accept and agree to abide by the HCSD Employee / Guest Contract for Internet use and the following:

Some abuses include but are not limited to the following:

- 1. Allowing students to use your network access
- 2. Streaming radio (i.e. Apple Radio, Pandora Radio) unrelated to educational purposes
- 3. Streaming video (i.e. TV, Movies, and Sports shows) unrelated to educational purposes
- 4. Social Networking
- 5. Access to inappropriate websites

6. Inappropriate search queries
7. On-line gaming or gambling
8. Downloading or use of free software without the permission of the network administrator

A copy of the contract is available from the Technology Department.

### **SOCIAL MEDIA STAFF POLICY**

The HCSD uses the following definitions as it relates to social media:

Social media includes, but is not limited to, social networking sites and apps, such as Twitter, Facebook, LinkedIn, Instagram and YouTube.

School District includes all names, logos, buildings, images, and entities under the authority of the school district.

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

1. interferes with the work of the school district;
2. is used to harass coworkers or other members of the school community;
3. creates a hostile or intimidating work environment;
4. breaches confidentiality obligations of school district employees;
5. disrupts the work of the school district;
6. harms the goodwill and reputation of the school district in the community; or
7. violates law, HCSD policies and/or other school rules and regulations/procedures.

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

A. Improper fraternization (inappropriate communications) with students using social media in any form.

1. Employees may not "friend" or "follow" current district students as on networking sites and apps.
2. All contacts with students should be through the District's computer, network, and telephone systems unless authorized by the superintendent or principal.
3. Contacts by coaches/activities instructors with team members/choirs/bands and such programs shall be sent to all members of the group. In certain instances where an individual contact is necessary the employee shall include the student's parents/assistant coach/director or chaperones (if applicable).
4. Teachers will not give out their private cell phone or home phone numbers without prior approval of the Superintendent or designee.
5. Inappropriate contact via email, telephone, or other electronic devices is prohibited.

- B. Inappropriateness of posting items with sexual content.
- C. Inappropriateness of posting items exhibiting or advocating use of drugs, tobacco, or alcohol.

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

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

### **Rules Concerning Personal Social Media/Networking Activity**

The school district therefore adopts the following guidelines for the use of social media by District employees.

1. An employee may not mention, discuss, or reference the school board, the school district, or its individual schools, programs, or teams on personal social networking sites unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or school board.
2. Employees must refrain from mentioning other district employees or other members of the school community (e.g. parents or others) on personal social networking sites without such individual's express consent unless the employee is addressing an issue of public concern and the employee's speech falls under the applicable constitutional protections pertaining to the same.
3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.
4. Unless given written consent, employees may not use the school district's logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs, or teams of the school district.
5. Employees are required to use appropriately respectful speech in their personal social media posts and to refrain from harassing, defamatory, abusive, discriminatory, threatening, or other inappropriate communications. Such posts reflect poorly on the school district's reputation, can affect the educational process, and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.
6. Employees are individually responsible for their personal posts on social media. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous, or

creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.

7. Employees are required to comply with ALL school district policies and procedures with respect to the use of computer equipment, networks, or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.

8. The school district reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using computers, cellular telephones, or other electronic data devices that the property of the school district.

9. All posts on personal social media must comply with the school district's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is posting, the employee will consult with his/her supervisor prior to making the post.

10. An employee may not link a personal social media site or webpage to the school district website or websites of the individual schools, programs, teams or post school district material on a social media site or webpage without written permission of his/her supervisor.

11. All school district policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

The school district recognizes there may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those instances where an employee's interaction with a student is a result of certain community extra-curricular activities, religious organizations, or other similar relationships. If there is a question regarding these exceptions, contact your supervisor.

### Disciplinary Consequences

Violation of this policy may lead to discipline up to and including termination of employment consistent with the Mississippi Educator Code of Ethics and Standards of Conduct, state law, and/or federal law.

## **CELL PHONES AND ELECTRONIC MESSAGES**

The Hancock County School District believes that the school district was created for the primary purpose of effectively educating the children within the school system. The District further believes that to accomplish this mission, it is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited. Specifically prohibited is the use of cell phones by a teacher or other instructional personnel while directly supervising students.

The District further prohibits the use of electronic messaging in any form by all staff to students unless related to school lesson plans, athletic activities and / or extra-curriculum activities. In these instances, the communication should be one way from the teacher/coach/sponsor to the student. Software and apps are available which serve the purpose of teacher to student notification without student responses. If a teacher receives an electronic message from a student, he/she should make their building principal aware of this conduct. School personnel are to use AIMS Notification System to communicate with parents and students regarding emergency situations, school events, and other important issues.

Alleged violations of this policy shall be investigated by the administration. If the principal finds the violation(s) to be factual, the principal shall issue the appropriate action up to and including dismissal. This reprimand shall become part of the employee's personnel file.

## **MEDICATION FOR STUDENTS**

Emergency medication shall be administered to students with chronic conditions such as asthma, diabetes, violent allergy reactions, and hyperactive conditions. The following policies and procedures are provided and are to be followed at all times: Absolutely no medication will be administered for such illnesses as colds, coughs, viruses, headaches, etc. unless administered by the school nurse. If a student is still taking medication for an illness, he/she should remain at home or the parent may come to the school to give the medication to the school nurse. No student will be allowed to bring medication to the school.

Procedure for administering medication for exceptions listed above:

1. A written request must be submitted by the parent with written instructions from the physician.
2. All medication must be kept under lock and key in the principal or nurse's office.
3. A record card shall be attached to the medication showing the time when the medication was given to the student, by whom, the amount given, and the date. (This card shall be kept in a permanent place for documentation.)

## **INHALERS & ASTHMATIC CONDITIONS**

Students needing an inhaler due to an asthmatic condition will be allowed to self-administer asthma medication with written consent from the parent and a statement from the health care provider outlining the proper process to administer the medication. The site principal and school nurse (if applicable) should also approve the request as well. Consult the Student Handbook for more specific detailed procedures.

## **VISITORS**

All visitors to the school shall report to the principal's office for clearance. Students shall not be permitted to bring persons other than their parents or guardians to school. All employees shall report any unauthorized visitors.

## **EMPLOYEE ACCIDENTS**

**All** on the job accidents must be reported **immediately** to the principal/site supervisor and district office claims clerk. All forms must be completed by the principal/site supervisor and turned into the Central Office on the day of the incident. Failure to complete forms may cause your claim not to be honored. A drug test taken the same day will be required when an accident occurs on the job.

## **SUPERVISION OF STUDENTS**

Employees of the school have the responsibility for providing adequate supervision of students at all times. This responsibility has its foundation in two basic principles; one a legal responsibility and the other instructional. From a legal standpoint, unless adequate and reasonable supervision is provided for students, the teacher or principal may be found negligent in his duty and become involved in a legal action instituted by the child's parents. From an instructional standpoint, the student-to-student or student-to-adult relationships may break down if adequate supervision is not provided by the staff. Since it is the responsibility of the school to provide adequate supervision, supervision should be well organized and based on realistic standards of behavior so that effective teaching-learning situations in the various classrooms will not be threatened.

## **STUDENT RESTRAINT POLICY**

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

District policy positively prohibits the use of excessive force, or cruel and unusual punishment regarding student management. Staff may, however, use restraint techniques to control and restrain a student when they have a reasonable belief that:

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

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



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

This continuum is not meant to prevent immediate restraint if so warranted. If possible, the student is to be restrained at the location the behavior occurs. Students will not be sequestered for restraint application. Restraint is to be applied only until compliance is met and the student is no longer a danger or is compliant. Under absolutely no circumstances will restraint techniques be used as a punishment. If the student is non-compliant with verbal intervention, the staff member should, if physically possible, apply any of the restraint techniques that have been taught by the district. Staff is cautioned to use common sense and sound judgment in responding to student altercations. For example, a 5'2" teacher cannot be expected to restrain a 6', 200 pound football player.

Acceptable restraint techniques include but are not limited to:

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

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

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

The staff member will document subsequent action after control was achieved.

## **CAFETERIA**

The cafeteria should be a pleasant place for students. The lunch program is an integral part of the total education process, and it must be viewed as such. Adequate supervision will be provided in the cafeteria under the direction of the administrator.

### **FREE AND REDUCED LUNCH INFORMATION**

Free and Reduced Lunch Applications:

- (1) Issue one to each student
- (2) When the application is returned by the student the teacher should verify five (5) points that are **REQUIRED** for processing

### **APPLICATION:**

1. Student, name, age, school, teacher, and grade
2. If marked yes – Food Stamp Number or AFDC Number, name, age, social security number and income **REQUIRED** for all household members unless a Food Stamp number is provided
3. Parent/Guardian Signature
4. Date Signed
5. After the application is processed a parent notification letter will be mailed to parent

Federal Management Circular 796-1 (Rev. 2) lists bad debts as a non-allowable expenditure of Federal Funds. Therefore, losses on meals charged cannot be paid with Child Nutrition funds.

In addition to free and reduced lunch applications and collection procedures, school food service will need:

- A ten day notice of when a large group of students will be absent from school. The cafeteria manager must have notice whether a bag lunch will be needed.
- Cafeteria chairs should not be moved from table to table.
- Tables should be left clear of all debris and each chair pushed under table; return tray and trash to proper area after each group of students.
- Loud noises or disruptive behavior must be forbidden.
- Adequate eating time must be provided to avoid tensions and feelings of being rushed on the part of the student.
- Students who have finished eating should leave cafeteria in an orderly fashion to the designated areas

- Emphasis in the cafeteria should always be on the development of proper dining habits, both in terms of etiquette and nutrition.
- Food and drink shall not be taken from the cafeteria.
- Be courteous and respectful to the staff.
- Canned drinks and glass objects are not allowed in the cafeteria.
- Visitors (parents/guardians) eating with students should sit at designated areas only.

### **BUS SUPERVISION DURING LOADING AND UNLOADING ON SCHOOL GROUNDS**

When buses load and unload on the school grounds, adequate supervision will be provided by school staff under the direction of the principal.

### **EMPLOYEE ATTIRE**

All employees are expected to be well groomed and attire should meet or exceed the standards of the student dress code policy adopted by the Board of Education. Men are encouraged to wear ties, but must always wear a shirt with a collar.

Physical education instructors may wear shorts when teaching physical activities in the gymnasium or on the playing field and playgrounds.

### **FIELD TRIPS**

The field trip is an instructional opportunity that possesses the potential for enriching and extending the educational experiences of pupils. A field trip offers the chance for pupils to directly observe or experience that which they visit. Field trips should have a relationship with the instructional activities of the classroom. It offers an excellent link connecting the school community and helps the school staff and its co-workers to relate the theory of the classroom to the practice of life itself.

Planning the field trip should be a cooperative activity involving teachers, principal, and pupils. Although field trips should be a timely part of the curriculum, they should be planned in advance with judgments based on personal experiences classroom teachers have with pupils they are teaching. If, year after year, a teacher has found that a particular field trip has been excellent for stimulating interest in a unit of study, this discovery is an important fact for group planning. Planning a field trip should be as much an educational process as is the trip itself. From grade to grade and subject to subject, there should be as little duplication of field trips as possible. Field trips should not interrupt the continuity of learning experiences of the child in any grade or subject. A schedule of each trip must be in the Transportation Department office 4 to 6 weeks prior to the trip. Teachers and field trip coordinators are encouraged to secure complimentary admission for the field trip bus driver and other staff members when applicable.

Permission slips shall be used to obtain written parental consent for all field trips.

Money for entrance to museums, shows, exhibits, etc. shall be supplied by the students taking the field trip.

- Fees or other costs connected with the field trip should be turned in to the office by the teacher in advance of the date set for the trip.
- Monies received must be deposited into the Activity Fund. The teacher must notify the principal of the date funds are needed and the amount.
- A limited amount of money should be taken by the pupil on field trips for spending on souvenirs and lunch (if lunch is necessary). Monies for these purposes should be thoroughly discussed in class by pupils and teachers before the field trip is taken.

A record of each pupil's address and phone number should be in the hands of those responsible for supervision on the trip. If the return trip is after the scheduled school day, parents should know where to meet pupils if they are not returned directly to their homes.

While on the trip, if any unexpected delays occur, or if such delays are anticipated, a designated staff member or secretary of the school should be notified before he/she leaves for the day.

Before teachers embark on field trips, they should understand their position in regard to possible personal liability for injuries sustained by pupils under their supervision while on field trips. **Every teacher should make sure that all Board of Education and student handbook regulations are observed and that any accidental harm or injury to persons connected with the field trip under the teacher's supervision is immediately reported to the proper authorities.**

No visitor(s) will be allowed to participate in field trips without prior approval from principal. Parents or guardians may be asked by the principal to accompany their child if he/she lacks self- control.

In order to prevent a student going to the same place on a field trip several times during his time in grades kindergarten through sixth grade, teachers in each elementary school will decide what grades will go to specified places for field trips year after year. These plans will be approved by the respective principal.

**Field trip forms will be submitted stating the place, time, date, name of driver, teachers and other chaperones approved by the principal and superintendent at least two (2) months prior to the field trip. Out of state and overnight field trips must have prior school board approval.**

### **EXPENDITURES**

**All purchases made with activity funds must comply with the state purchasing laws.**

A requisition serves as the initiation of a transaction. The requisition form is used by an employee or club sponsor to make a request for supplies and equipment needed. The requisition must be approved by the principal. A requisition that is in excess of \$100.00 must be forwarded to the Central Office for approval.

Once the requisition reaches the principal, it is analyzed and compared to the funds available in the club's account. If the requisition meets purchasing guidelines and is within available funds, a purchase order number will be issued. The original copy is sent to the vendor, the yellow copy is retained in the principal's office to process payment, and the yellow copy is filed numerically in the principal's office. The purchase order serves as physical evidence of an approved order being placed with an outside vendor.

The person receiving the merchandise indicates which items and quantities are received on the packing slip and forwards the packing slip and invoice to the principal.

If any item or service is received without a purchase order, payment of that item or service becomes the responsibility of the person who made the purchase. The district will not pay a claim that has not been previously authorized by a purchase order. If an invoice is received for any items or services not authorized by a purchase order, the principal shall submit the invoice to the Board of Education for proper action.

The Board and/or the superintendent are the only authorized personnel to enter into a written contract with vendors. The School Board shall not be liable for any contract signed by unauthorized personnel.

### **BOOSTER CLUBS**

Booster Clubs are intended to support Hancock County School District athletics and clubs. It is intended that the athletic director and the school administration should be kept aware of the booster club activities, meetings, and financial status. It is required that NO Hancock County School District employee should be the President or Treasurer of a Booster Club designated to support athletics or clubs in the Hancock County School District. This procedure will avoid any conflict of interest with the school district's policies and procedures and the mission of the booster club.

### **PUBLIC EQUIPMENT/PROPERTY**

Employees are responsible for all school property and equipment and shall use public property with care and consideration. Maintenance problems, malfunction of equipment, or missing equipment should be reported in writing to the principal promptly.

Employees should at all times require students to exercise care in use of school property and equipment. Any damages sustained by property or equipment must be assessed and paid, no matter how minor. These occurrences must also be reported in writing to the principal.

### **TRANSFERS**

Transfer pertains to the movement of a certified or non-certified employee from one school to another within the school district. The superintendent has the authority to change the school assigned of all certified and non-certified personnel.

Personnel wishing a transfer must make a request in writing to the principals involved and the superintendent between April 2 and April 15 for the following year. Such request must be approved by the superintendent. Transfers are subject to the approval of the School Board.

All transfers will be considered on its own merits.

## ASSIGNMENTS

Assignments pertain to the movement of certified and non-certified personnel within a school. The principal may assign any certified teacher to any grade or class for which the teacher is certified. The Superintendent will be notified of all assignments. Any non-certified person may be assigned to any position or classroom for which he/she is qualified at the principal's discretion.

## EMPLOYMENT

All non-certified and certified personnel shall be recommended by the principal and approved by the superintendent and the Board of Education.

The personnel director or his/her designee shall assure that all persons recommended for employment meet certification requirements and the qualifications established for the particular position.

Interviewing and selection procedures shall assure that the principal or other administrator, who is responsible for the work of the staff member, will recommend all new personnel to the superintendent.

No candidates shall be hired without a personal interview with a principal/site supervisor and Central Office Administrator. Each candidate will also be subject to a background check which is part of the application process

All candidates shall be considered on the needs of the district and on the basis of their merits and qualifications. There shall be no discrimination or preferential treatment with regard to race, gender, national origin, religion, age, disability, or present or former employment by the district.

## LINE AND STAFF RELATIONS

In consonance with the Board's policy, the following principles apply:

1. The School Board is the policy-forming body of the district. The body sets the general policy which conforms to the laws of Mississippi and regulations of the State Board of Education. This body approves enforceable rules and regulations for the district.
2. The superintendent has the responsibility of enforcing the policies of the Board and interpreting the laws of the state and the regulations of the State Board of Education. The administration of all facets of operation of the schools is his responsibility. The staff organization for effective operation of the schools shall be planned by the superintendent and submitted to the Board for approval. The superintendent, therefore, is the chief executive officer and professional advisor to the Board. He/she is responsible directly to the Board.
3. Each principal/site supervisor has the responsibility of supervising and directing operations of the school to which he/she is assigned.
4. All employees are obligated to abide by the rules and regulations of the School District, and are responsible for seeing that they are carried out by performing their work duties, as well as extra duties to the best of their abilities.

**All personnel shall refer matters requiring action to their immediate supervisor. Supervisors shall refer such matters to the next higher authority when necessary.**

All personnel shall have the right to appeal any decision by a supervisor through approved grievance procedures.

**\*\*\*SEE APPENDIX K FOR the DISTRICT ORGANIZATIONAL CHART\*\*\***

## PERSONNEL ABSENCE

**Personnel or employee in this policy shall be interpreted to include all licensed and non-licensed personnel or other approved personnel employed by the Hancock County School District. For the purpose of the policy licensed personnel shall be defined as personnel issued a license by the authority of State Department of Education.**

It is the employee's responsibility to call the school/location or each site's designee regarding any absence. Call should be made prior to the beginning of instruction/work time. See your site administrator for specific instructions.

For each absence the employee will complete an absentee form on the day he/she returns to work. Employees who fail to complete an absentee form within two (2) working days of return to duty, shall not be eligible for leave, and accordingly will not be paid, for the period when they are absent.

For the purpose of this policy, ½ day (mid-day) shall be determined by the employee's principal or supervisor based on the respective employee's work schedule.

**Leave Entitlement** - All licensed and non-licensed personnel employed by the Hancock County School District shall receive, during the school year, leave benefits as follows:

	Sick	Personal
9-Months	7 days	2 days
10-Months	8 days	2 days
11-Months	9 days	2 days
12-Months	10 days	2 days

Personnel employed for periods of 9 ½ or 10 ½ months shall receive leave entitlement prorated to include ½ day leave entitlement.

Sick and Personal Leave entitlement may be utilized in ½ day or whole day increments.

Any unused portion of leave, or previously gained cumulative leave days, shall be carried over to the next school year, provided the employee remains continuously employed in the school district. Employees will not be paid for unused sick leave and personal leave, either during their employment or upon termination of employment. Retiring employees may be paid a portion of unused leave days, not to exceed thirty (30) days. Said payment shall be made at a rate equivalent to the current substitute daily rate for licensed personnel and minimum wage for non-licensed personnel.

All employees of the district shall have unlimited accumulative sick leave.

An employee who is not absent within a school year shall receive two (2) additional days personal leave the following year. In all cases the accumulation cap for personal leave shall be a maximum of five (5) days. At the close of each fiscal year, unused personal leave accumulated in excess of the respective accumulated caps will be converted to sick leave. Personal leave days shall be utilized in accordance with the rules and regulations governing vacation leave for 12-month employees. Any employee on jury duty or utilizing Family and Medical Leave Act leave, vacation leave, or military leave shall not be penalized for the purpose of perfect attendance.

**Personal Leave shall not be taken on the first day of the school term, or the last day of the school term, a day previous to a holiday or a day after a holiday unless such absence results from deployment for military service of an immediate family member[MS Code 37-7-307 (3)]. Should an employee be absent from work on one of these days, a doctor's statement will be required.**

Effective July 1, 2015, the above personal leave policy is amended as follows:  
If an employee of a school district has either...

- a. 10 years or more of service in the current school district OR
- b. a minimum of thirty (30) days of unused accumulated leave earned while in the current school district. (House Bill 949; 2015 Legislative Session)\*,

...the employee is **exempt** from the Personal Leave policy underlined above.

Also Personal Leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if on the applicable day the employee has been summoned to appear for jury duty or as a witness in court.\*

Leave may also be used for serious illness or death of an immediate family member.

An employee with an absence exceeding five (5) consecutive days shall be required to provide written explanation to the Superintendent of Education immediately.

An employee who is absent as the result of a qualifying worker's compensation event shall be counted absent for days missed. An employee must opt to utilize leave entitlement or the absence(s) will be unpaid.

**False statements as to the cause for an absence are serious infractions. Discipline for such infractions includes but is not limited to deduction of a full day's pay.**

When an employee is absent on a school day when there is an early dismissal schedule, the employee shall be charged a full day of leave as the employee is paid for the entire day when the school district dismisses early.

### **Extended Sick Leave**

The time allowed for extended sick leave shall be as follows:

Licensed Personnel – Ten (10) days

Non-Licensed Personnel – Five (5) days

Extended leave may be requested only after all leave days have been exhausted. Extended leave must be requested in writing immediately for each occurrence. This request must include a detailed explanation and must be approved by the site supervisor. The amount deducted for each day extended leave shall be 25% of the respective daily rate of pay for non-licensed and substitute pay for licensed personnel.

**Employees may be granted additional sick leave for accidents or illnesses catastrophic in nature (heart attack, accidents that require hospitalization, amputation, etc.)** Any employee who feels that his/her excessive absences fall within this category should make written application per individual occurrence to the Superintendent stating the reason for the



request. Any such additional leave must be approved by the Superintendent of Education and the Board of Education.

Factors that may be considered in determining whether to extend sick leave include the following:

1. Impact on the District, its students, and other employees
2. Length of service
3. Record of performance
4. Seriousness of the reason for extension

**Additional Personal Leave** – All 12-month personnel employed by the Hancock County School District shall be entitled to an additional ten (10) days. All requests for additional personal leave must be in written form to the Superintendent of Education or his/her designee for prior approval. Additional leave entitlement, each school year, shall be ten (10) days to be credited on July 1<sup>st</sup> of each year. (All new employees shall receive prorated additional personal leave not to exceed five (5) days.)

For the purpose of determining additional personal leave only, any employee transferring to a 12-month position shall be credited with in-district experience and shall not be subject to prorated additional personal leave provided said employee has been employed within the district for at least one (1) year on full-time status. Employees transferring to a 12-month position and with less than one (1) year in-district service shall receive prorated additional personal leave.

For the purpose of counting these additional personal leave days, the year shall be July 1 through June 30. Unused additional personal leave not to exceed ten (10) days shall be converted to sick leave and accumulated as sick leave. All additional personal leave shall be scheduled at the convenience of the school system and dates shall be approved by the Superintendent prior to the beginning of date of any such leave. Additional personal leave may be scheduled at any time subject to the approval of the immediate supervisor of the employee.

Employees will not be paid for unused additional personal leave, either during their employment or upon termination of employment.

### **Salary Deductions**

Salary deductions will not be made in cases where they would be inconsistent with exempt status under the Fair Labor Standards Act. In such cases, alternative forms of discipline may be substituted for salary deductions.

### **MILITARY LEAVE ENTITLEMENT**

1. Any employee who is a member of any of the reserved components of the Armed Forces of United States shall be entitled to leave of absences from their respective duties.
2. Any employee ordered to active duty shall not lose pay, time, annual leave, or efficiency rating for periods not to exceed fifteen days during the school session. Any days in excess of fifteen days the employee shall not be entitled to leave of absence with pay, but will not lose time, annual leave, or efficiency rating. Once he/she has been relieved from duty he/she will be restored to the position held when ordered to duty or a position of like seniority, status and pay.

3. Any employee ordered to achieve duty shall provide a copy of their orders to the site administrator prior to the leave of absence being granted.

### **FAMILY MEDICAL LEAVE ACT**

All employees, certified and non-certified, have a right under FMLA to receive up to twelve (12) weeks of unpaid leave in a twelve (12) month fiscal year for the following reasons:

1. The birth of a child, or the placement of a child with you for adoption or foster care.
2. A serious health condition that makes you unable to perform the essential functions of your job.
3. A serious health condition affecting your spouse, child, or parent for which you are needed to provide care for.

Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse the school district for their share of health insurance premiums paid on your behalf during your FMLA leave. ***Employees are eligible for FMLA if they have worked for a covered employer for at least one year and for 1250 hours over the previous twelve months.***

For further details concerning FMLA see your principal or supervisor.

### **JURY DUTY**

The Policy of the Hancock County School Board shall be that employees who are absent due to jury duty shall have such jury duty days counted as excused up to 5 days. Any needs over 5 days should be submitted through immediate supervisor. Employees released early from jury duty should return to work immediately. Any employee wishing to take advantage of this policy for jury duty shall notify their immediate supervisor at least three (3) days prior to the date they will begin jury service and the said employee must submit an excuse from the Courts to the Superintendent within three (3) days after their return to their job from jury duty.

### **ANNUAL SERVICE PERIOD**

Annual service period is defined as the number of days in a school year (July 1 – June 30) which an employee works when assigned by administrative recommendation and Board action.

### **MATERNITY LEAVE**

A maternity leave of absence shall be granted pregnant employees for the purpose of child bearing in accordance with the following guidelines:

1. An employee who becomes pregnant shall provide written notice thereof to her principal and to the superintendent as soon as pregnancy has been medically determined. The notice must include a written statement from the employee's physician indicating the anticipated date of delivery, the date until which the physician's comments are recommended, a commitment from the physician which

might affect her ability to perform her job duties and the date on which the employee request maternity leave to commence.

2.
  - A. Pregnant employees will be permitted to continue in active employment until the requested date for maternity leave to commence or until the date authorized by her physician, whichever comes first; provided, however, any employee wishing to continue active employment within four weeks of the anticipated date of delivery must submit an authorized statement from the physician at the beginning of each week, and such statement shall indicate that the employee is physically capable of performing her duties without restrictions.
  - B. The provision of 2(a) notwithstanding, the Board reserves the right to conduct a hearing at which evidence as to whether or not the teacher should be required to take leave prior to the date stated in the employee's physician's statement.
  - C. The employee may use accrued sick leave for many maternity leave.
3.
  - A. The provisions of 3(a) notwithstanding, the Board reserves the right to conduct a hearing at which evidence would be heard and a decision rendered in the evidence as to whether or not the employee would be declared eligible for reemployment.
  - B. The school system will have discharged its responsibility under this policy after offering active employment for the first vacancy for which the employee is qualified that occurs after its individual has been declared eligible for return to active employment.
4. All personnel benefits accrued will be retained during maternity leave unless the person concerned shall have accepted other employment.

REFERENCE: Section 86.57, (c,d), Title IX Regulations; Gilbert vs. G.E., 4<sup>th</sup>. Circuit Court, 6-26-75, Adopted 5-6-76.

Maternity leave must be treated by the school district as it would any other temporary disability suffered by an employee under its sick leave policy. The district must provide sick leave to the pregnant employee just as it would any other employee who for reason of disability cannot perform he/her duties. The district must allow the employee to work provided the employee's physician certified that the employee can perform without endangering her health and provided the employee can perform the job tasks expected of her. The district must provide the sick leave to the employee to the extent that the employee is entitled to leave. (Example: teacher has seven (7) days sick leave for the current year, teacher has accumulated twenty (20) days unused sick leave, and teacher is entitled to ten (10) days with only 25% of their pay being deducted. If the teacher is actually disabled for twenty (20) days, then the district provides the sick leave benefits for those days. If, however, the teacher does not wish to return to her teaching duties for a period of an additional thirty (30) days, then the district is under no obligation to provide sick leave beyond their entitled benefits, but the district may wish to grant the teacher a leave of absence without pay for the thirty (30) day period and provide her an opportunity to be re-employed at the end of the period.

### **EMPLOYEE ARREST**

An employee who is arrested or charged with a felony or misdemeanor is required to notify his or her immediate supervisor and the Superintendent as soon as possible but not later than within 24 hours. Failure to report such incidents may result in disciplinary action up to and including termination.

### **DISTRICT MAINTENANCE POLICY**

It is the intent of the School Board in this policy to have an organized procedure in which to get maintenance work obtained as quickly as possible, and simplify the operation for a better understanding between all personnel involved.

- A. All school staff should use the electronic Maintenance Work Request.
- B. It shall be the duty of the district maintenance office located near the high school to track all work orders from the beginning of the process until the job is completed. It is desired that the principals not spend a great deal of time in this area, except for approving purchase orders needed to complete tasks.
- C. It shall be the duty of any and all personnel of the district to report to the office of the Principal any malfunctions in any school facility of this district. Personnel should never let problems go unattended or unreported.

# **INFORMATION FOR CERTIFIED EMPLOYEES**

**(TEACHERS, PRINCIPALS,  
COUNSELORS, ETC.)**

*To ensure all rules, regulations and policies are understood and followed, please refer to the “INFORMATION FOR ALL EMPLOYEES” section of this handbook for general information pertaining to each Hancock County School District employee.*

## **TEACHER RESPONSIBILITIES (BEGINNING OF SCHOOL)**

Teachers have particular responsibilities as they prepare for the opening of school. Teachers' responsibilities differ from school to school. However, the following are appropriate in all situations.

Teachers are responsible for familiarizing themselves and their students with District and Student Handbooks.

### **ASSEMBLE SUPPLIES FOR INSTRUCTION PURPOSES**

The teacher must have available the tools he/she needs for the first day's work, i.e. paper, pencils, instructional material, books. It is important that the first day be a day of instruction for students. Following the distribution of supplies, a lesson should be taught.

### **ARRANGE THE CLASSROOM**

Teachers should insure that all chairs, desks, tables, and other equipment are present and in place before school begins. Since it is important to have sufficient seating in the classroom teachers should carefully check their class lists to be sure that there are enough desks. Post discipline rules and consequences in a prominent place in the classroom and discuss them with the students.

### **STUDY STUDENTS' PERMANENT RECORD FOLDERS**

The classroom teacher should be as familiar as possible with the backgrounds of the students assigned to him for instructional purposes. Responsible teachers spend the necessary time familiarizing themselves with the child through a study of the permanent record assessment scores and with guidance personnel.

### **PLAN BEFORE CLASSES MEET**

There are a number of other common areas of planning the teacher should be familiar with to assist him/her in preparing for the opening of school. These are especially important for new teachers.

- A. Learn the location of the various rooms, office, and other teaching spaces.
- B. Study the building and district regulations as they apply to staff and students, and have a thorough understanding of them.
- C. Know and understand the philosophy and objectives of the school.
- D. Familiarize yourself with the duty roster.
- E. Attend and participate actively in all faculty meetings, department meetings, and grade-level meetings. Ask questions when necessary; others are always willing to help. Document in writing to your immediate supervisor, any absence.

## **ROUTINE TEACHER RESPONSIBILITIES**

### **EVALUATING HOMEWORK**

Good management of the classroom, both from an administrative and an instructional standpoint, necessitates the consistent collection, evaluation, and return of all homework. Under no circumstances should the teacher fail to collect or evaluate this material. Students and/or aids should **not** check or grade other student's work.

### **ADMINISTRATIVE DETAIL**

A number of activities that are part of the day's program are classified as classroom management. Among these, periods for attendance taking, usually at the beginning of the school day or class period, must be provided. Opportunities for reading bulletins or announcing events to the students must also be planned. Watering plants, feeding classroom animals, cleaning up the classroom, and providing time for opening exercises, such as the pledge to the flag, must also be provided in the schedule. These activities should become routine, so as little time as possible is taken from the instructional period.

### **RESOURCE PERSONS**

Well planned use of resource persons makes a valuable contribution to the educational program. Teachers are encouraged to arrange for such persons to discuss appropriate topics with students.

Principals must approve all resource persons and topics prior to the teachers' extending an invitation.

### **PARTIES**

**Parties at school may be held only with prior approval of the administrator.**

### **TEACHER RESPONSIBILITIES (CLOSING OF SCHOOL)**

Teachers have explicit responsibilities for the closing of school. Among the responsibilities peculiar to the teacher are:

1. Report to parents by final report card.
2. Supervise such final student activities as cleaning lockers and desks, collecting, examining and storing textbooks and district-owned property, collecting all fines and payments for lost materials, cleaning the classroom, and arranging it for the summer.
3. Collect and take inventory of library books.
4. Meet with the principal to discuss non-promotion/failure cases prior to the end of the year.
5. Requisition supplies and equipment for the next school year. (Appendix F)
6. Complete state attendance records and other statistical or informative reports.
7. File summer addresses in principal's office.

8. Identify and return all keys and borrowed district property.
9. Clean his/her desk and store all valuables and personal property in a secure place.
10. Make recommendations for the ability-level grouping of pupils for instructional purposes.
11. Evaluate, grade, and report all final examinations and storing them properly and safely.
12. Remove or provide for the care of all plants and animals in the classrooms.
13. Make recommendations for the scheduling of pupils for the next year.
14. Complete permanent records must be completed with infinite care. They must not be rushed and completed haphazardly. They must be marked with black ink. These records are the profile of a child during his formal educational experience, and they must be accurate. Any changes to the cumulative record must be initialed and dated.
15. Inform the administrator in writing when resigning his/her position.
16. Complete all administrative work and details as assigned.
17. Insure all items on teacher inventory are properly identified, labeled and stored.
18. Complete and turn in summer maintenance orders as necessary.
19. Meet the general expectations and closing of school procedures as outlined by the site principal.

### **CLASSROOM MANAGEMENT**

The well-organized classroom is one where specific routines have been established to insure the smooth functioning of all activities in the room.

### **PRIVATE INSTRUCTION**

No teacher shall engage in private instruction of his/her deficient students for compensation.

### **STUDENT TEACHERS**

Student teachers will be assigned to a supervising teacher. The supervising teacher will be responsible for the development of the student teacher's skills and with the proper utilization of the student teacher. Student teachers are not to administer or prescribe punishment to students. Student teachers will abide by all rules and regulations of the Hancock County School District.



## **ATTENDANCE RECORDS**

To assist teachers and other professional personnel in identifying any unusual or irregular circumstances connected with a pupil's attendance in school, each teacher will keep an attendance record that will be consistent with good reporting procedures, precise in its identification of reasons for absences or tardiness, and graphic in its description of these reasons. The district shall follow the State Attendance Law and attendance shall be recorded for each day present. All documentation presented to the teacher must be immediately filed with the office.

Reporting a child's attendance is necessary for the following reasons:

1. To see a picture of the child's attendance so that irregularities may be evaluated and assistance from professional sources may be made available to parents and students in need.
2. For financial purposes, State and Federal aid to education is based on the attendance of pupils. Therefore, accurate attendance records must be kept for reporting to State Financial Divisions.
3. To insure for each child a minimum fundamental education.

A further reason for attendance reporting is the possibility of class-cutting in the secondary school, which is departmentalized. Attendance must be recorded accurately each day by each subject / grade level teacher. The general office has the responsibility for distributing an absence list to all teachers before the end of the first period. This is a listing of absent students as reported to the office by the first period teacher. It is the responsibility of each subject teacher to check the attendance each period and immediately report to the office any discrepancies.

## **STUDENT MAKE-UP WORK**

The teacher is responsible for ensuring make-up work is equal in amount and level to the classroom assignment. A documented system of tracking make-up work should be in place with each teacher.

## **DISCIPLINE AND CONTROL**

One of the primary purposes of establishing control in an instructional situation is to guide pupils so that they enhance the immediate efforts of teachers and other pupils in the learning situation. This prevents any threat to the classroom or the instruction which is taking place.

Another purpose for establishing control is to teach pupils how to develop independently to become responsible, productive, and self-disciplined citizens within the school, in preparation for assuming their adult responsibilities. Since classroom discipline and control is an integral part of the learning process, educators must recognize its importance.

## **ESTABLISHING DISCIPLINE AND CONTROL**

Classroom teachers, and all others in direct association with pupils, should consider the following factors as they establish control in the classroom and in the school:

1. Psychological insight into causes of behavior problems
2. Knowledge and understanding of the development and growth patterns of students at the level taught
3. Knowledge and use of group processes in daily living in the classroom and school
4. Knowledge and use of the thinking process in daily living
5. Teaching and living in accordance with good mental and emotional health practices
6. Establishing standards of conduct and behavior in the classroom and the school, so pupils know what is expected of them.
7. Respecting students as individuals and treating them with dignity.
8. Providing adequate instruction at the appropriate instructional levels and learning style for each pupil
9. Organizing for all-around learning climate in the classroom
10. Dealing fairly and impartially with each student

## **CLASS DISCIPLINE GUIDELINES**

1. Be consistent.
2. Don't make idle threats.
3. Look for reasons behind misbehavior.
4. Be sure pupils know the rules.
5. Create an atmosphere of acceptance toward all students.
6. Set realistic and obtainable instructional goals.
7. Control your temper; be professional.
8. Work with your principal or counselor.
9. Punish only the offenders(s). "Blanket" punishment of an entire class demoralizes well behaved students.

## **ABSTINENCE EDUCATION (MS/HS only)**

In accordance with Section 37-13-171, Mississippi Code of 1972, the school district will provide instruction implementing an abstinence-plus curriculum which will include the social, psychological and health gains to be realized by abstaining from sexual activity and the likely negative psychological and physical effects of not abstaining. According to Mississippi law:

1. Sex education instruction is age and grade appropriate.
2. Students must be separated by gender when teaching the sex education curriculum.
3. Instruction cannot include instruction and demonstration on the use and application of a condom.
4. Teachers are prohibited from teaching that abortion can be used to prevent the birth of a baby.

## **SUICIDE PREVENTION TRAINING**

Local school districts are required to conduct in-service training on suicide prevention for all licensed staff each school year. The Department of Mental Health will be responsible for the development of the content and allotted time for the training. This educational information presented may be accomplished through a self-review of suitable suicide prevention materials. An agenda and sign-in sheet is required to be kept by the site principal. (MS Code 37-3-101)

## **SCHOOL BUS SAFETY CURRICULUM GRADES K-3**

The MDE shall develop and issue curriculum guidelines to school districts relating to the implementation of a school bus safety curriculum for implementation in grades K-3. The site principal is responsible for the implementation of this curriculum. (MS Code 37-3-107)

## **INTERVENTION PROCESS**

The following policy was adopted by the Mississippi State Board on January 21, 2005:

MDE shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

- Tier I:           Quality classroom instruction based on MS Curriculum Frameworks
- Tier II:          Focused supplemental instruction
- Tier III:        Intensive interventions specifically designed to meet the individual needs of Students

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

If strategies at Tiers I & II are unsuccessful, students must be referred to the Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier III. Each school must have a TST implemented in accordance with the process developed by the MS Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. **Interventions will be: designed to address the deficit areas; research based; implemented as designed by the TST; and supported by data regarding the effectiveness of interventions.**

In addition to failure to make adequate progress following Tiers I & II, students will be referred to the TST for interventions specified in guidelines developed by MDE if any of the following events occur:

- A.     Grades 1-3: A Student has failed one (1) grade;
- B.     Grades 4-12: A student has failed two (2) grades, OR
- C.     A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year.

**Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student failed the preceding year resulting in a referral as stated above.**

### **ACCIDENTS AT SCHOOL**

At one time or another, nearly every educator is faced with some type of accident either in the classroom or on the school grounds. Accidents may be major or minor in nature, but they must be handled with caution and full concern for the child. Certain procedures should be followed to assure that proper care is given and that the interests of the school district are fully protected.

When an accident occurs within a classroom, the teacher shall immediately notify the principal. If it is impossible to leave the child to go to the office, a pupil may be sent. If the principal cannot immediately be located, the school nurse should be called. In some cases, both may be called simultaneously.

In the absence of other professional personnel, the teacher may administer first aid. Gloves shall be worn as a safety precaution. The parents of the child should then be notified at once and requested to arrange for transporting the child to his/her home. Precautions should be taken by school personnel to see that the child is warm, that a splint has been provided in case of a fracture, and that other routine protections have been provided against further injury prior to the child's removal from the school.

Accidents in or around the school should receive immediate attention since the school ground and the school buildings are to be supervised by qualified professional staff members at all times when children are in attendance. The same procedures should be followed for an accident on the school grounds or in the building as those that would be followed in the case of a classroom accident.

All school personnel should be on guard against any situation that creates a possible source of accident to staff members or to children in the schools.

**An unsupervised classroom is an invitation to an accident and the serious consequences that may ensue. Under NO circumstance may a classroom be left unsupervised.**

Any accident shall be reported to the principal immediately on a form provided by the office or nurse. Parents should be informed of all accidents, even though no apparent injury has been caused.

### **PARENT – TEACHER CONFERENCES**

Parent-teacher conferences serve as a two-way method of face-to-face communication for the benefit of the Child; they are not only necessarily confined to reporting, but also may be planned for any occasion that will be helpful to the teacher, the child, or the parent. Whatever the purpose of the conference, it should afford an opportunity for sharing information and views designed to promote the welfare of the child under consideration. The well-designed parent-teacher conference always functions with this objective as the end result. The principal should be notified of all teacher-parent meetings and if necessary be invited to be present.

Teachers, during a parent-teacher conference, need to remember that many parents are reluctant to speak freely while in the school. The parent is not on his/her home grounds and may be uncomfortable. It is the responsibility of the teacher to allow a parent ample

opportunity to relax. A brief inspection of the classroom prior to the conference allows an exchange of pleasantries before the actual business at hand commences.

Teachers are expected to make parental contacts before referring routine discipline matters to the office. A telephone call and/or conference is recommended.

A record of a parent-teacher conference and/or phone call will be kept up to date and turned in to the principal as documentation of parent contact.

### **SUBSTITUTES ARRANGEMENTS**

The regular classroom teacher should be prepared at all times for a possible absence. He/she should be certain that there are adequate lesson plans prepared well enough in advance so that someone else could take over in the event that he/she should be unexpectedly absent from his/her post. If the regular teacher does not take steps to provide adequate instruction of students assigned to him/her during his/her absence, he/she is depriving them of important instructional time.

The permanently assigned teacher should have seating charts or some other way in which the substitute teacher can immediately identify students. A class book should be available for the substitute teacher as well as copies for all textbooks, workbooks, and other materials that each class requires for instruction. The materials and the pages which are to be used in the study of each lesson should be clearly indicated in the lesson plans.

- A. Regular attendance of the classroom teacher is imperative to a good learning atmosphere. When the teacher must be absent, it is the responsibility of the principal or their designee to obtain a substitute. The principal or their designee should be notified immediately upon the teacher's anticipated absence. The classroom teacher shall not contact a substitute teacher.
- B. Every new employee, including a substitute teacher, is subject to a background check.
- C. Classroom teachers will maintain an up-to-date substitute file containing the lesson plan book, class roll, schedule, current duty assignment, and other pertinent information needed by substitutes with their duties. This file will be placed in the teacher's desk at the end of each school day.
- D. Teacher assistants are not to be used as teacher substitutes outside of the classes to which they have been assigned. The teacher assistant may not serve as a substitute in the class to which assigned for more than the law allows.

### **LESSON PLANS FOR SUBSTITUTES:**

The teacher is responsible for providing lesson plans for substitutes. The following criteria are suggested:

1. All directions should be easy to follow.
2. List materials, text, etc., by their correct titles.
3. Have materials where they can be found.
4. Copy or duplicate roll or seating chart, rules and schedules and attach to emergency lesson plans.
5. Have emergency lesson plans prepared at all times.
6. Plans should keep each student occupied and working on his/her own.
7. Make time limitations for completion of tasks.
8. Grade work done when a substitute teaches.
9. Don't give a substitute new material. Recap or reinforce already known subjects.
10. If new material is given, it should be so self-contained it could be self-taught.
11. Don't give a continuing lesson; some students will have finished the work earlier.
12. The teacher should plan for the substitute teacher lesson to promote and continue the learning process as if he/she were present.

### **ELEMENTARY GRADING POLICY**

Each student's nine weeks grade will be determined by assessments based on the Mississippi Department of Education Curriculum Frameworks and the HCSD Pacing Guides. Each teacher will administer at least **4 summative assessments** and at least **8 formative assessments per nine week grading period.**

### **HCSD GRADING SCALE**

Numerical averages will be used on report cards to report student achievement. The grading scale is as follows for Grades 1-12:

<b>A</b>	<b>90-100</b>	<b>Advanced</b>
<b>B</b>	<b>80-89</b>	<b>Proficient</b>
<b>C</b>	<b>70-79</b>	<b>Basic</b>
<b>D</b>	<b>65-69</b>	<b>Minimal</b>
<b>F</b>	<b>64-0</b>	<b>Not passing</b>

No grades exceeding 100 will be recorded. See the student handbook for any other specific grading procedures/policies.

### **EXTRA DUTY**

Teachers will be on duty during school hours and after school to help look after the welfare of students, school and state property, and any other things of value to the school program. The restrooms should be monitored very carefully as this is where many situations arise. Every teacher should take responsibility for conduct of students in the building and on the campus and for the care of school property. All personnel have the authority and responsibility to correct any student for misconduct **ON SCHOOL GROUNDS AND AT SCHOOL ACTIVITIES AT ANY TIME.**

### **FUND RAISING POLICY**

Fund raising activities may be held when there is a definite need.

All fund raising must receive prior approval from the principal, superintendent, and school board who will be responsible for placing sales events on the calendar. The teacher must submit the "Fund Raiser" form and purchase requisitions to the principal for approval by the end of September for the remainder of the school year.

Items that are purchased through the school approved fund raisers automatically become property of the school until delivered to the purchaser. Fundraising deposits should be made daily.

### **ACTIVITY FUND ACCOUNTING**

Teachers will be called upon to collect funds from students from time to time. These collections will include lunch money, school insurance, school photography payments, etc. With the exception of lunch money, all monies collected by the teacher shall be receipted. Strictest care must be taken in the handling of these funds. The following points are to be followed:

1. Receipt all money collected. All receipted money shall be turned into the office by noon of each day.
2. Teachers are responsible for any and all funds collected. Employees who hold funds will be responsible for uncollected NSF checks.

### **RECEIPTS**

All funds received by a school must be deposited into its account through the principal. The principal must maintain a permanent three-part receipt book. A person transferring this money to the principal or his/her designee for deposit will be given the original receipt, the second copy will be attached to the transmittal report to the central office, and the third copy will be kept in the book and on permanent file in the principal's office. All of these pre-numbered receipts must be filed. Deposits shall be made on a daily basis.

Before club sponsors transfer revenue to the office for receipting and depositing the following shall be met: 1) checks received shall be made payable to the school with the club's name on the bottom left corner, 2) cash shall be wrapped accordingly, 3) a transmittal sheet shall be attached indicating the club or fund to credit, the date and person responsible, and the total amount of cash and checks submitting to office.

Any event at a local school where a fee is charged for admission shall use pre-numbered tickets and be accounted for in a manner prescribed by the State Auditor's office. All paperwork is to

be submitted to the principal within one working day. This ticket account form is due in the office of the Superintendent no later than five (5) working days following the event.

### **TEXTBOOK ADMINISTRATION**

**ISSUING TEXTBOOKS TO PUPILS:** The labels on the inside covers of the textbooks shall be filled out completely before the books are issued to students.. After the parent's acknowledgement has been obtained on the textbook sheet, the student shall be issued the textbooks. All textbooks shall be covered. At the end of the session, upon transferring to another school, or at any other time ordered by the teacher or the superintendent, all books shall be returned by the student and the textbook sheet, signed by the teacher, shall be given him/her as a receipt.

**LOST BOOKS:** If, at any time during the session, the pupil loses a book, he/she shall be charged the replacement cost.

**DAMAGES:** School administrators, superintendents, and teachers distributing books to pupils are authorized to collect for any damage to, or excess wear of textbooks.

Teachers shall assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced it.

### **LINE AND STAFF RELATIONS**

**TEACHER – PRINCIPAL:** Exchanges of ideas in any area – curriculum, discipline, instruction, facilities, services, etc. – are encouraged and appreciated. Democratic practices are the goal. The principal, through class visitations and other contacts, assists the teacher in every possible way to insure the most effective learning for each student. The teacher and principal continuously keep each other informed. **In dealing with the office of the Superintendent of Education, the proper channel is through the principal/site administrator.**

**PRINCIPAL – STUDENT:** Teachers must do most preliminary work in the realm of problem solving before the principal can act. Each student request or problem should be treated with respect and as being important to the student.

**TEACHER – PARENT:** Teachers have the responsibility and authority to discuss an individual student's problems directly with the student's parents. They may do so directly keeping the principal informed beforehand as to the problem and afterward, as to the result. To know the parent is to know the child better. Consult the principal when there is doubt. Teachers shall not discuss student performance with anyone other than the student, his parent, or with legitimate authorized personnel. Any evidence of child abuse should be reported to your principal and guidance counselor.

**TEACHER – TEACHER:** Teachers are encouraged and urged to coordinate and cooperate directly on matters of mutual concern and interest. Discussions concerning student or faculty problems must be private, professional and constructive. Keep the principal informed.

**TEACHER – ADMINISTRATIVE STAFF:** Teachers shall deal directly with any member of the school's administrative staff. Bring problem areas in this regard to the principal's attention. The administrative staff coordinates, supports, and supervises the entire operation of the school.



## LICENSED STAFF GRIEVANCE of COMPLAINT AND GRIEVANCE of APPRAISAL

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

The following definitions shall apply in this grievance procedure:

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

### PROCEDURE FOR PROCESSING GRIEVANCES

Grievances shall be processed in accordance with the following procedure:

#### Level One

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal or immediate supervisor and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his principal or immediate supervisor, the grievant shall, within five (5) days after meeting with his principal or immediate supervisor, file a written statement with his principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant. In the event the grievant does not submit to his principal or immediate supervisor a written statement as required in #2 above, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal or immediate supervisor.
3. Within five (5) days after receiving the grievant's signed statement the principal or immediate supervisor shall send to the superintendent a copy of the grievant's statement, along with a statement from the principal or immediate supervisor setting forth his response to the grievant and/or his decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his written statement to the grievant.

#### Level Two

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his principal or immediate supervisor, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a resolution conference on the matter no later than ten (10) days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his principal or immediate supervisor.

2. The written statement submitted by the grievant to his principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit in writing any and all additional information on his behalf which he desires to the superintendent not later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.
3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his failure to attend shall be deemed as an acceptance of the written decision rendered by his principal or immediate supervisor at LEVEL ONE.
4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

### Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the school board.
2. If the grievance is not filed with the secretary of the school board within five (5) days of the superintendent's written hearing decision at LEVEL TWO, OR within thirty-five (35) days of the of the act or omission complained of if the superintendent does not render a written decision in LEVEL TWO, whichever occurs sooner, then the grievance shall be considered resolved.
3. Within five (5) days after receipt of the grievance, the board secretary, in concert with the board president 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 board hearing.

### **PROFESSIONAL PERSONNEL SEPARATION**

It is recognized by this school district that it is necessary, from time to time, to release from future employment certified personnel where their performance fails to meet the standards established by the State Department of Education and/or this board or where their services are no longer needed.

In the event that a determination is made by this school district not to offer an employee a renewal contract for a successive year, written notice of non-renewal shall be given a principal on or before March 1, and written notice shall be given other professional educators on or before April 15, covered under Sections §37-9-101 through §37-9-113 of Mississippi Code of 1972, amended.

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, sex, religion, handicap or exercise of the First Amendment rights.

A principal or other professional educator receiving written notice under the provisions of this policy shall, upon written request, be entitled to:

- a. Written notice of the reasons for non-reemployment together with a summary of the factual basis therefore. The school district shall give this notice to the principal or other professional educator at least five (5) days prior to any hearing.

- b. An opportunity for a hearing at which to present matters relevant to the reasons given for the no- reemployment decision including any reasons alleged by the principal or other professional educator to be the reason for no- reemployment if a request for such a hearing is received by this school district within seven (7) day of the date the principal or other professional educator received he/her written notice of non-renewal.
- c. Receive a fair and impartial hearing before the school board or hearing officer selected by the school board.
- d. Be represented by legal counsel, at his own expense.

If the employee does not request a hearing, the decision of the School Board with regard to the reemployment of the employee shall be final.

It is the intent of this school district to establish procedures for providing a professional educator with notice of the reasons for not offering him a renewal of his contract, to provide an opportunity for principals and other professional educators to present matters in extenuation and exculpation to enable the Board to determine whether the recommendation of non-re-employment is a proper employment decision and not contrary to law and not a violation of some statutory or constitutional right, and not to establish a system of tenure expressed or implied or require that all decisions of non-reemployment be based upon cause with respect to employment with the school district.

Any and all hearings shall be conducted pursuant to the “Rules of Procedure under the School Employment Procedures Law of 1977”; Policy CGM-R, adopted by this board. All proceedings under this policy are and shall be governed by the School Employment Procedures Law of 1977, where applicable. §37-9-101 et. seq.

LEGAL REF.: Mississippi Code, as cited above

Failure of the School Board to notify a principal of non-reemployment on or before March 1 and other professional educator on or before April 15 constitutes an automatic renewal of his outstanding contract for the ensuing year.

LEGAL REF.: Jackson v Board of Education 349 So 2d 550 (MISS.)

A school board is not required to justify its decision not to rehire a principal or other professional educator where the principal or other professional educator failed to show any impermissible reason for the school board’s decision.

LEGAL REF.: Tanner v Hazlehurst MSSD 427 So 2d 977 (1983, MISS.)

Where a school board has acted in a manner which is arbitrary and capricious and where its actions are not supported by substantial evidence, the Chancery Court and ultimately the Supreme Court have the responsibility to intervene.

LEGAL REF.: Merchant v. Pearl MSSD 492 So 2d (1986, MISS.)

### **ADDITIONAL INFORMATION**

For information on the following, please refer to the appropriate student handbook or contact your principal/site supervisor:

Subject Area Testing	Student Check-Out Policy
Returned Book Fine Assessment	Early Dismissal
Student Suspension	Student Code of Conduct
Special Education Promotion Policy	Special Education Graduation Requirements
Student Grading, Reporting, Promotion & Retention - (High School, Middle, & Elementary)	

**INFORMATION FOR  
NON-CERTIFIED  
EMPLOYEES**

**(TEACHER ASSISTANTS,  
SECRETARIES, CENTRAL OFFICE,  
ETC.)**

*To ensure all rules, regulations and policies are understood and followed, please refer to the “INFORMATION FOR ALL EMPLOYEES” section of this handbook for general information pertaining to each Hancock County School District employee.*

## **NON-CERTIFIED STAFF COMPLAINTS AND GRIEVANCES**

Any employee of the school district shall have the right to appeal the application of policies and administrative decisions affecting him/her. The employee shall be assured freedom from restraint, interference, discrimination or reprisal in presenting his/her appeal with respect to personal grievance.

All grievances shall be handled expeditiously and shall be handled according to the procedures adopted by the School Board. Grievances are intended to identify and clarify individual solutions to violations of personal rights and policies of the Board.

### **GRIEVANCE PROCEDURES GUIDELINES**

1. If an appeal is made from the decision of the principal or immediate supervisor, a statement of the individual staff member's grievance shall be made in writing on the form to be provided by the administration with a copy being sent directly to the President of the Board.
2. The written statement (form) must be submitted through the principal or immediate supervisor to the Superintendent within twenty-four (24) hours after receipt of grievance.
3. A conference must be held within three (3) school days after the grievance report is submitted to the Superintendent and a decision must be made by the Superintendent within four (4) days after the conference is held; the complainant must receive in writing a report of the Superintendent's decision concerning the grievance. (A written notation of the original form will be sufficient.) The complainant shall have two (2) school days in which to appeal the Superintendent's decision to the School Board. (In the event that the Superintendent is absent from his office the conference must be held within two (2) school days after the Superintendent's return to his office).
4. Appeals from the Superintendent's decision to the School Board may be handled at the regularly scheduled meetings of the Board or at a special meeting. The complainant may request that the Board hear the complaint in executive session. Appeals to the Board must be made in writing and received in the office of the Superintendent before the next Board meeting in order to be included in the Board agenda. (The original form may be used as the written appeal to the Board).
5. A full record of individual staff grievances will be kept in an individual's personnel file.
6. If an element of the grievance is that the procedure is not being followed then the appeal may be made directly to the Board within ten (10) days of written notice.
7. If the Board has not received proper notification after the elapse of the above period the President of the School Board will automatically bring the issue before the Board for action.

# **INFORMATION FOR CHILD NUTRITION EMPLOYEES**

*To ensure all rules, regulations and policies are understood and followed, please refer to the “INFORMATION FOR ALL EMPLOYEES” section of this handbook for general information pertaining to each Hancock County School District Employee.*

**Child Nutrition employees should also refer to the Procedures Manual distributed during staff development orientation or contact their direct supervisor for more information.**

### **GOALS OF CHILD NURTRITION PROGRAM**

1. Provide palatable, high quality, nutritious foods that students will enjoy eating at an affordable price.
2. Provide emergency food service support as directed by a competent authority.
3. Provide professional growth for food service personnel by providing appropriate educational programs and incentives.
4. Encourage and promote nutrition education and coordinate food service programs with classroom instruction.
5. Function under sound principals of good business management as instructed by the State adopted Policy and Procedure Manual for operation of Child Nutrition Programs in Mississippi Schools.

### **WELLNESS POLICY**

The Hancock County School District adopted a school wellness policy with commitments to nutrition, physical activity, comprehensive health education, marketing, and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture. A copy of the policy is available for review in the Superintendent of Education Office.

**Leave Entitlement** - All licensed and non-licensed personnel employed by the Hancock County School District shall receive, during the school year, leave benefits as follows:

	Sick	Personal
9-Months	7 days	2 days

### **GENERAL POLICIES**

#### **I. BASIC CONSIDERATION**

1. The Child Nutrition Department is an integral part of the total educational program and is governed by the same principles and type of control as any other division of the school. The principal is the executive officer and has general direction of the conduct of its activities.
2. The Child Nutrition Department is operated under the supervision of the Hancock County School District, and not as a concession to any school or group of individuals.
3. The Child Nutrition Department, in cooperation with the principal, should make it possible for every child to have an adequate lunch and sufficient time in which to eat it. It should provide at least one-third of the child's nutritive requirements for the day.

## II. SPECIAL AIMS

1. To improve the health of the child.
2. To promote an understanding and appreciation of the kinds of food necessary to meet nutritional needs.
3. To assist children in developing desirable food habits.
4. To contribute to the social education of the child, by providing for him an opportunity to practice courtesy and desirable table manners, in a pleasant atmosphere.
5. To provide a situation in which children may develop an understanding of sanitation and of sanitary methods of food handling.
6. To offer important learning in health, citizenship and social living.

### MANAGEMENT POLICIES

1. It shall be the responsibility of the cafeteria manager to open and close the cafeteria at all times. No one including managers is to start work before 6:30am. Managers may permit an assigned person to perform this function on permission from the school food supervisor.
2. No cafeteria worker may leave until all scheduled work in the kitchen and dining rooms are completed, regardless of the job in which you work.
3. The Cafeteria Manager or an assigned worker will personally sign for all food and supplies after they have been inspected or counted. All merchandise will be marked with the date of delivery, the case and unit price and stored properly. Driver and receiving person must sign any discrepancy with invoices.
4. The Cafeteria Manager will not leave from the cafeteria or school during scheduled work hours except by arrangement with the **child nutrition supervisor**.
5. Since all purchasing is handled through the administrative office, there is no need for a salesman to call on a food service manager. Therefore, we request salesman not call on managers unless the **child nutrition supervisor** gives permission.
6. Smoking Policy consistent with School Board Policy. Gum chewing is not permitted.
7. No one except cafeteria employees are permitted in the cafeteria kitchen during preparation and serving hours except repairmen or other persons essential to the operation of the cafeteria.



8. Garbage is to be put into garbage receptacles, covered at ALL times, and placed in an assigned location for garbage pick-up. No cafeteria employee is to take garbage home.
9. Cafeteria employees are permitted to eat as their breakfast and lunch, the same serving size of food as served to the pupils that day. Food or drink that is served as the daily lunch is not to be removed from the school by manager or worker. Child Nutrition personnel shall not take home any leftover food. This is strictly prohibited for all school personnel. All food is ordered in quantities as per menu--no extra's ordered or can be eaten on unscheduled day. All additional servings will be charged at extra sale price for ALL employees.

### **WORKER POLICIES**

1. Cafeteria Workers should eat before or after the serving period--never while serving and never in the food preparation area.
2. Friends or relatives should eat in the cafeteria very seldom and should pay for the meal if they do eat.
3. Frequent visitors for lunch and breakfast should be tactfully informed that schools are licensed to serve only pupils and school employees. However, parents should be invited to have lunch during the school session.
4. Leftover food shall be refrigerated or frozen until it can be utilized in some manner at a later date. The manager will keep a report of frozen leftovers. The manager will decide when the food will be utilized.
5. Telephones are for Child Nutrition Department use ONLY. Cafeteria workers should use the telephone with discretion. No long distance telephone calls will be allowed.
6. Employees should not bring non-essential personal belongings (including cell phones) into the kitchen or serving area. If you bring your cell phone it must remain in the office. Managers shall see that no packages/items are taken from the cafeteria without being inspected and documented. All boxes should be broken down prior to leaving the cafeteria. Employees will be dismissed at once if involved in theft.
7. Any non-certified employee that provokes or participates in a fight during working hours on the job shall be dismissed immediately by the immediate supervisor without notice, or the supervisor may make recommendation to the board of Education for disciplinary action.
8. The capable manager and workers will meet temporary hardships with courage. She knows that the students admire a happy spirit. She keeps her difficulties within the school walls and works problems out with the aid of the cafeteria supervisor.

9. All employees should realize that the manager is the manager and all problems within the individual cafeteria should be worked out with the aid of the manager before going over the manager's authority. Managers and workers of one cafeteria should not carry difficulties beyond the individual cafeteria. This practice causes disunity and misunderstanding between the cafeterias.
10. All cafeteria workers should be prepared at all times for a possible absence. They should be certain that all responsibilities are completed at the end of each workday.
  - A. All advanced preparation should be completed, with next day menu recipes available, for unexpected absences.
  - B. Regular attendance of the cafeteria worker is imperative to ensure a smooth operation. When the cafeteria worker must be absent it is the responsibility of the cafeteria manager to obtain a substitute. The cafeteria manager should be notified immediately upon the cafeteria worker's anticipated absence.
  - C. Cafeteria workers shall not contact a substitute worker. All substitutes will be recommended through the proper chain of command.
11. The Cafeteria Worker will develop and maintain an attitude of cheerfulness and helpfulness toward all fellow workers, students, faculty and staff.
12. All cafeteria work will be done in the best interest of the students and the school.
13. The Cafeteria Worker will be polite to all adults and students served in the cafeteria. Any arguing with adults or students in the cafeteria may lead to dismissal. All problems in the cafeteria will be taken to the manager first, and, only if it cannot be resolved, to the School Food Supervisor.
14. The Cafeteria Worker will report to work on time as scheduled. This means being in the cafeteria, personal belongings properly put away, hair net on and hands washed.
15. The Cafeteria Worker will devote her time to cafeteria work during working hours. She will serve in any capacity, which may be necessary in case of an emergency.
16. The Cafeteria Worker will serve plates only as child approaches the serving line.
17. The Cafeteria Worker will avoid unnecessary talking during serving.
18. Every student tray will be prepared exactly the same and the same courtesy will be extended to every student. They are our customers.

## **CHILD NUTRITION DEPARTMENT ATTIRE**

All Child Nutrition employees are expected to be well groomed and will wear school food uniforms (no jeans allowed), hair nets (all hair covered) and proper slip resistant shoes.

## **MEAL COLLECTION PROCEDURE**

### **ALL SCHOOLS:**

Each student shall be issued a household application for free and reduced-priced meals the first day of school. It is only necessary for one application per household to be returned.

To apply for free and reduced price meals for students, complete the application using the instructions for your household size on the back of each application and return to school. Once the application has been processed, a parent notification letter will be sent home indicating approval status and student lunch identification numbers for all students in the Hancock County School District that were listed on the application.

Advance sales are available. All students, whether paid or reduced, may pay at serving time, or payment may be made in advance by the week on Monday before school, at breakfast, or in the lunch line. Meals not utilized will be credited to meals for the next week. Cash refunds should be addressed in writing to the School Food Supervisor in the Superintendent of Education Office.

The Child Nutrition cashiers shall accept checks only for the amount of food service purchases. Parents shall not be allowed to combine payments for breakfast and lunch with other school expenses. Checks should be preprinted with writer's name, complete mailing address, telephone number, driver's license and/or social security number. No post-dated checks will be accepted. All returned checks will be assessed a twenty (\$20.00) dollar handling fee.

All students are issued a lunch identification number that is used as an identifier with the cashier. Computer assigns category (Free, Reduced, and Paid) to unique numbers.

All meals to be claimed for reimbursement shall be based on daily count at the point of service. The point of service count shall be taken after the student has made all menu item selections, and it is determined that the meal selected is reimbursable and recorded by category free, reduced price, or paid.

When automated point of service system is unavailable a manual count will be taken.

## **BREAKFAST AND LUNCH PRICES**

	<b>BREAKFAST</b>	<b>LUNCH</b>
<b>STUDENT FULL PRICE</b>	\$ 1.50	\$2.25
<b>STUDENT REDUCED PRICE</b>	\$ .30	\$ .40
<b>ADULT PRICE</b>	\$ 2.00	\$3.00

After the full meal has been served, students may purchase individual components or milk products as extra food sales. Students who bring lunch can purchase only milk and ice cream (Competitive Food EED-1994). All extra sale items are paid in cash at the time of the sale.

**EXTRA SALE PRICES**

ENTRÉE	VEGETABLE/FRUIT	BREAD
\$1.75	\$ .75	\$ .50
MILK	JUICE	ICE CREAM
\$ .50	sm. \$.30/lg. \$ 1.25	\$ .75 / 1.00
	WATER	
	\$ .75/1.00	

**POLICY FOR CHARGING MEALS:** Adults and students will not be allowed to charge meals. Federal Management Circular 796-1 (Rev.2) lists bad debts as a non-allowable expenditure of Federal Funds. Therefore, losses on meals charged cannot be paid with Child Nutrition funds.

**EQUAL OPPORTUNITY FOR PERSONNEL**

It is the policy of this Board of Education that no person shall be evaluated on the basis of race, national origin, age, gender, religion or disability. Age shall be considered only with respect to minimums set by law and retirement as specified by the state or policies of this Board.

The following personnel practices are prohibited:

1. TESTS: Administration of any test or other criterion which has a disproportionately adverse effect on persons on the basis of sex unless it is a valid predictor of job success and alternative test or criterion is unavailable;
2. RECRUITMENT: Recruitment of employees from entities which furnish as applicants only or predominately members of one sex, if such action has the effect of discriminating on the basis of sex;
3. COMPEREHENSION: Establishment of rates of pay on the basis of sex;
4. JOB CLASSIFICATION: Classification of jobs as being for males or females, unless sex is bona fide occupational qualifications for the particular job in question;
5. FRINGE BENEFITS: Provisions of fringe benefits on basis of sex, all fringe benefit plans must treat males and females equally;
6. MARITAL AND PARENTAL STATUS: Any action based on marital or parental status; pregnancies are considered temporary disabilities within the policy for leave of absence without pay for job-related purposes. The district in job applications as to the marital status of an applicant, including whether such applicant is "Miss or Mrs." shall make no inquiry. But, inquiry may be made as to sex of job applicant for employment if made of all applicants and if not basis for discrimination; and
7. EMPLOYMENT ACTIVITIES: Any expression of preference, limitations or specification based on sex, unless sex is a bona fide occupational qualification for the particular job in question.

***The Hancock County School Board asks that you help us to help you have a better place in which to work and maintain a safe place for our students to learn, play, and eat.***

# **INFORMATION FOR TRANSPORTATION EMPLOYEES**

*To ensure all rules, regulations and policies are understood and followed, please refer to the “INFORMATION FOR ALL EMPLOYEES” section of this handbook for general information pertaining to each Hancock County School District employee.*

## **INTRODUCTION**

The Hancock County School owns, maintains, and operates a fleet of 75 school buses. The school district transports over 4,000 students to and from school each day. There is a steady increase in the number of buses and the number of students being transported.

## **PARENTAL SUPPORT/RELATIONS**

Parental support is important in student management and a successful transportation program. Any misinterpretation of school policy may result in negative parental relations and student behavior. Cooperative relationship between the staff, students and parents is essential in promoting a positive, safe and successful program. Drivers supervise students for an extended length of time each day. Bus drivers are professionals and should be treated with courtesy and respect. In turn, drivers should be courteous and respectful of his/her passengers while mindful to demonstrate firm, yet fair and consistent discipline with each and every student. The driver should be courteous and tolerant toward other motorists.

## **SCHOOL BUS DRIVER QUALIFICATIONS**

Physical, mental and moral requirements:

1. A driver must have at least 20/40-vision acuity in each eye.
2. It is recommended that each driver undergo screening for glaucoma, depth perception, and presence of cataracts.
3. A driver must demonstrate sufficient physical strength to operate a school bus.
4. A driver must be a person of good moral character.
5. A driver should be emotionally stable.
6. A driver's hearing shall not be impaired to the extent that it may interfere with the safe operation of a bus.

Age limits:

1. A driver must be at least 18 years of age.

License and certificates:

1. A driver shall possess a valid commercial driver's license.
2. A driver shall possess a valid school bus driver's certification class B with a passenger and school endorsement.
3. All school bus drivers are required to attend two hours per semester of in-service training.
4. Renewal of certificates may be issued for attending an annual eight (8) hour recertification course.

Driver attitude:

1. A driver should be cheerful, confident, serious minded, and considerate of others.
2. A driver should not quarrel with students.
3. A driver should be friendly, fair and firm.
4. A driver should control his/her temper at all times.
5. A driver should display a wholesome attitude.

Driver appearance and personal habits:

1. Drivers must be committed to getting the students to and from school safely every day.
2. Drivers are not allowed to use tobacco products on school property. School buses are considered school property.
3. Drivers must be dependable and punctual. Repeated absences and tardiness could result in suspension or dismissal from the job.
4. Drivers are prohibited from driving under the influence of drugs, narcotics, or alcohol. Drivers are subject to be randomly tested for the above.

### **APPLICANTS**

All persons seeking employment in the Hancock County School District must complete a formal application. A personal interview and driving record check will be required.

### **DRIVER ATTIRE**

The bus driver is an employee of the Hancock County School District. He/she should represent the district in a positive and respectful manner.

1. Drivers should meet or exceed the standards of the student dress code policy.
2. Drivers should refrain from wearing flip flops while driving a bus.
3. Drivers should not wear any clothing advertising tobacco, alcoholic beverages, or any inappropriate items.
4. Drivers should not have any inappropriate body paint showing.

### **RULES FOR A GOOD DRIVER**

1. Be courteous.
2. Stop completely at all stop signs.
3. Be at your assigned bus stops on time.
4. All buses must come to complete stops immediately before crossing a railroad grade crossing; regardless of whether loaded with students or empty.
5. Be considerate of other motorists. Never permit a long line of traffic to accumulate behind you.
6. Never leave the bus unattended with the motor running or with students on it.
7. Never leave keys in the ignition or on bus while driver is not present.
8. Practice defensive driving.
9. Never back up a bus except in an emergency situation. You should have someone to direct you.

### **SPEED:**

It is unlawful for any person to operate a public school bus over the roads of Mississippi with or without children at a speed greater than 45 miles per hour. School bus drivers shall observe such regulations at all times and shall operate at speeds that are reasonable in terms of prevailing road traffic and weather conditions.

## PERFORMANCE RESPONSIBILITIES:

1. Obey all traffic laws.
2. Observe carefully all signs, signals and rules of the road as provided by the Mississippi Motor Vehicle Law.
3. Maintain discipline when students are on the bus. A bus driver has the authority and responsibility to maintain discipline on the bus.
4. Try to maintain positive communication with each student's parents.
5. Report major disorderly conduct to the principal using normal procedures.
6. Try to keep to your assigned bus schedule.
7. Keep inside of vehicle clean and comfortable at all times. Buses should be swept regularly.
8. Perform a daily pre-trip inspection of the bus. Check brakes, steering gear, lights, signaling devices, emergency doors and tires. Report promptly in writing the defects or deficiencies that may affect the safety of the bus operation or result in its mechanical breakdown.
9. Notify the bus shop in case of mechanical failure or lateness.
10. Discharge students at authorized stops unless they have a note from the office.
11. Transport authorized students only.
12. Exercise responsible leadership when on school trips.
13. Report all accidents. Do not discuss the accident with anyone except law enforcement or school officials. Do not leave the accident until a school official has given you permission to do so.
14. It is the responsibility of the driver to deliver the bus to and from the bus barn when service is needed.
15. Bus drivers as employees of the HCSD are required to report to the Transportation Director any traffic violation / citation charge within 3 working days or by the last working day of the school year whichever comes first. The school district should remain informed throughout the charge process.

## EQUIPMENT RESPONSIBILITIES:

Bus drivers are responsible for the cleanliness of their bus and the care of all school property.

## DRIVER RESPONSIBILITIES:

Bus drivers are responsible for seeing that his/her bus is refueled.

Bus drivers are responsible for daily pre-trip inspection and all paperwork required by the Transportation Department.

## TERMINATION AND SUSPENSION

Serious infractions, including but not limited to the following, could be cause for immediate dismissal or suspension:

1. Theft
2. Dishonesty
3. Under the influence of alcohol or drugs
4. Failure to completely stop for a railroad crossing
5. Failure to report an accident
6. Carrying unauthorized passengers
7. Using the bus for unauthorized purposes
8. Being convicted of a moving violation after receiving a citation for driving a school bus



9. Insubordination to any Principal, Transportation Supervisor, or School Official
10. Excessive absences or tardiness

Termination or suspension may be the end result of due process. The Superintendent of Education is responsible for the safe and smooth operation of the Transportation Department and has the right to recommend termination or suspension for any infraction it warrants. School bus drivers are considered at will employees.

### STUDENT BEHAVIOR ON BUSES

The privilege of riding a school bus can be taken away from the rider only by the principal. Drivers are expected to keep order and discipline on the bus, but their major responsibility has to be driving the bus safely. Therefore, students are expected to cooperate with the behavior regulations. Safety regulations have been printed and given to all pupils in the form of a handbook. The driver should read these carefully. If you have any questions, see your principal.

### SUGGESTIONS FOR MAINTAINING DISCIPLINE

1. The driver and principal should work together to keep discipline.
2. The driver must take an active part to maintain discipline.
3. Never give an order you do not mean to enforce.
4. Be fair, firm, and consistent; it isn't punishment, but injustice that makes a child rebel against you.
5. It is illegal to strike a child.
6. Look for good qualities – all children have them.
7. Remember, a sense of humor is extremely valuable.
8. Report all fighting as soon as possible to the principal.
9. If there is a disturbance on a bus, the driver should pull his/her bus off the road. He/She then stops the disturbance, and proceeds on with the route. The students who caused the disturbance must be taken to school or home; they cannot be just put off the bus. The principal will call the students into the office the same or next day and determine punishment.
10. Be cooperative with students/parents when running your route. For example, when you see a child coming, take a minute and wait for him/her. On rainy/extremely cold days, make allowances for the weather. If a student becomes a chronic problem in not being at his/her stop, report the problem to your principal BEFORE making the decision not to pick him/her up again. If a child is not at his/her stop for three consecutive days, either give the parent a call, or check with the school's attendance clerk. Possibly, the student is homebound due to a childhood disease (chickenpox etc.). The school can then ask the parent to give you a day's notice before you begin stopping again.

### BUS ACCIDENT PROCEDURES:

The following procedures must be followed when an accident occurs:

1. The Transportation Office is to be contacted immediately by the driver.
2. The following information must be submitted by the driver to the Transportation Department:
  - a. Bus seating chart. The exact location where students are seated
  - b. A list of the names, addresses, phone numbers and grades of all students on the bus when the accident occurred.
  - c. Written statement from bus driver as to how the accident occurred.

3. All drivers are to submit to a drug/alcohol test within two (2) hours of an accident. If the driver has to be transported by ambulance, the hospital will be contacted to conduct the test. If the driver can transport themselves, they are to report to Urgent Care in Bay St. Louis for testing.

#### EVACUATION PROCEDURES:

Usually students remain on the bus during an emergency; but three situations require that you evacuate the bus:

1. FIRE
2. DANGER OF FIRE
3. UNSAFE CONDITIONS

1. Fire or Danger of Fire: The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Students should move a distance of 100 feet or more from the bus and remain until the driver of the bus has determined that danger no longer exists. Being near an existing fire and unable to move the bus away, or near the presence of gasoline or other combustible materials should be considered “danger of fire” and students should be evacuated.
2. Unsafe Conditions: In the event a bus is stopped due to an accident, mechanical failure, road conditions or human failure; the driver must determine immediately whether it is safer for students to remain in the bus or to evacuate if:
  - a. The final stopping point is in the path of any train or adjacent to any railroad tracks.
  - b. The stopping position of the bus may change and increase the danger. If for example, a bus should come to rest near a body of water or precipice where it could still move and go into the water or over a cliff, it should be evacuated. The driver should be certain that the evacuation is carried out in a manner, which affords maximum safety for the children.
  - c. The stopping of the bus is such that there is danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position where such visibility does not exist should be considered reason for evacuation.

In an emergency, it is possible for children to jam the emergency exit door by all trying to get out of the door at the same time. To help avoid this situation, you should organize and conduct emergency exit drills at least twice a year for all students who ride school buses.

There are several ways to evacuate:

1. Exit through the rear emergency door.
2. Exit through the front entrance.
3. Front half exit through the front door and the rear half exit through the rear door.
4. Exit through the side door alone or in combination with 1 – 3 as stated above.

In all of the above procedures, students should be moved away from the roadway to a place of safety.

#### EMERGENCY DRILLS:

The emergency drills on school buses shall include practice and instruction in the locations, use and operation of the emergency door, fire extinguishers, first-aid equipment and windows as a means of escape in case of fire or accident. The school principal, transportation director or his

designee shall conduct this. A minimum of two drills shall be held on each school bus during the year.

#### ROUTE DESCRIPTIONS AND MAPS:

Every driver will be given a map of his/her route. The map will be included in a binder with other paperwork the driver is to turn in during the school year. A copy of the map will remain on the bus and one copy will be on file at the bus barn.

#### DRUG AND ALCOHOL TESTING:

The Hancock County School District presently has a Drug and Alcohol policy in force. Each transportation employee will receive from the transportation office a handout entitled "Hancock County School District Alcohol and Controlled Substances Policy for Transportation Employees."

#### CELLULAR PHONES:

Cellular phones are provided for most buses in the Hancock County School District. Any driver utilizing a cellular telephone accepts the following responsibilities:

1. Calls to the transportation department, school authorities, law enforcement, and 911 will be permitted in emergency situations.
2. No driver will be allowed to receive or make personal calls.
3. **Telephones are not to be used while buses are in motion. Drivers should stop the bus and pull completely off the road before placing or receiving a telephone call.**

#### SUBSTITUTE DRIVERS:

Drivers who cannot make their route need to contact the Transportation Department as soon as possible so that a substitute driver can be notified and scheduled. As a minimum, drivers should notify the Transportation Department no later than 4:30 p.m. the day prior to missing a morning route. The notification should be before 10:30 a.m. the day of for an afternoon route.

All substitute drivers must be scheduled through the transportation department. Drivers cannot schedule substitutes on their own. Failure to comply with the requirements will result in loss of the day's pay for the driver and the substitute. It may also lead to further disciplinary action.

It is the driver's responsibility to make their bus available to the substitute and to receive it for his/her next run.

#### FIELD TRIPS:

The Transportation Director will assign drivers to field trips based on a fair and adequate policy. A current list of all known/planned trips will be maintained at the Transportation Department office and available for driver perusal. Any driver may volunteer for any or all trips by submitting one letter for each trip he/she for which he/she wishes to be considered.

Drivers will be assigned a field trip based on the following criteria:

1. The driver may be requested in writing on the field trip ticket by the teacher.
2. It must be a driver who regularly drives for that school unless those drivers do not want to drive for a particular field trip.
3. The driver's child is involved in the trip.
4. Previous trips made, voluntarily and non-voluntarily.

5. Driver satisfactory performance on his/her regular route.
6. Drivers may not miss a regular route to drive a field trip at another school. They may swap routes with a driver at that particular school. The Transportation Department must know the arrangements.

#### ROUTE CHANGES:

Routes and bus stops are not to be changed without approval of the Transportation Director. The routes must be driven as assigned. No stops other than the designated bus stops should be made on a route. The Transportation Director and his/her designee can make changes for safety and time reasons. Anytime a change is made, the Transportation Director should be notified and route maps must be amended.

#### COLD WEATHER AND RAIN (INCLEMENT WEATHER):

The bus shall not leave the main route unless we have rain or cold weather. If it is raining or the temperature is 32 degrees Celsius or less, the bus should get the students as close to their door as possible. Hancock Bank (228-467-9051) is the time and temperature information that we use.

#### STUDENT DATA AND INFORMATION SHEETS:

State Law requires that the student information card be completely filled out and signed by the parent or legal guardian. These forms must be signed and returned within five (5) days. The students that do not return this information to the school district may be denied the privilege to ride the bus.

### **STUDENT CONDUCT**

**RULES AND REGULATIONS OF THE STATE BOARD OF EDUCATION GOVERNING CONDUCT UPON PUBLIC SCHOOL BUSES AS AUTHORIZED BY CHAPTER 15, SECTION 10 OF THE EXTRAORDINARY SESSION OF 1953, AND AMENDED BY THE HOUSE BILL 893 LAWS.**

It shall be the duty of students transported in school buses owned and operated by public school districts to conduct themselves in an orderly manner. Students shall abide by rules and regulations adopted by the boards of the respective school districts.

While riding a bus, students shall not:

1. Smoke or use intoxicants.
2. Fight or tussle.
3. Strike or threaten the bus driver.
4. Use profane language or make vulgar gestures.
5. Carry deadly weapons.
6. Make excessive noise.
7. Throw objects.
8. Eat, drink, or chew gum.
9. Commit any other act of improper conduct.
10. Put heads or hands out of the school bus window.
11. Get off or on bus while it is in motion.
12. Possess radios, tape players, cell phones or pagers.
13. Cross a highway/road to mount or leave bus unless properly flagged by a flag person.

14. Move from one seat to another or stand up while bus is in motion.
15. Participate in hazing or initiation activities.
16. Show disrespect to the bus driver.

In the event of lost bus privileges, parents are responsible for transporting or arranging transportation of student to and from school. Any student absent from school during bus suspension will be given an unexcused absence if this absence results from a transportation difficulty on the part of the student or the parent.

1. Students who abuse or damage school buses may be suspended or expelled from school and their parents are liable for damages (Section 622 Mississippi Code of 1942.)
2. School bus, when on time, is not required to wait for any student. Know the time your bus is due and be there to get on it.
3. Buses should not leave the main route unless:
  - a. The stop is 3/10 of mile or more off the main route and the road is safe and in reasonably good condition.
  - b. A student has a physical or mental handicap. In such cases, it is necessary to present to the school Principal verification in writing from a doctor or from the County Health Department.
  - c. Please refer to Cold Weather and Rain (Inclement Weather)
4. Mississippi State Code on Walking Distance. All routes are laid out so as to place all students entitled to transportation within reasonable distance of same.
5. Unsafe and hazardous loading and unloading is prohibited.
6. No one except school students, driver and school officials are to ride school buses except in case of school employees whom must secure permission from the Principal.
7. Buses will not pick up extra students without the Principal and Transportation Director's permission.
8. Bus notes will be issued with a note from a parent only (NO PHONE CALLS).

***State regulations:***

***Rules and regulations of the state board of education governing the method by which and the circumstance in which any individual who is not a student scheduled to be a passenger upon a school bus, a member of the public school administration of a faculty or a law enforcement official may be obtain entry upon school buses as authorized in chapter 15, section 10, laws of 1953 extraordinary session of the state of Mississippi and amended by house bill 893 laws of the regular legislative session of 1973.***

In the event a school bus has been involved in an accident, catches on fire, or any other emergency develops, any individual(s) may be permitted to enter the bus to assist students or driver where assistance is needed.

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HANCOCK COUNTY SCHOOL DISTRICT  
2015/2016 SCHOOL YEAR STAFF ACCEPTABLE USE POLICY  
LAPTOP AGREEMENT CONTRACT

\_\_\_\_\_ is the only authorized user of the Hancock County School District issued laptop identified by inventory number \_\_\_\_\_ and serial number \_\_\_\_\_.

Teachers are responsible for maintaining security of their assigned laptop by locking up (file cabinet or desk) when not in use. Laptop should never be left unattended. At the end of the school day the laptop should be locked up or taken home for security purposes. A teacher could be held financial responsible if the laptop is lost or stolen.

Access to computer, network and Internet equipment, and software at Hancock County School District offers staff members an almost unlimited source of resources and information to support their instructional and professional development. Staff members will have the privilege of searching the Internet for expert resources, communicating with other teachers, and participating in various distance-learning activities. Staff members are advised that some Internet sites may contain offensive or inappropriate information messages and pictures for an educational setting. Hancock County School District does not condone nor permit the use of such material. In addition to all information and technology security policies, guidelines, and procedures that govern computer network use at Hancock County School District, the following guidelines indicate acceptable use of all computer and Internet resources by the employees of the Hancock County School District:

1. Do not use the equipment or facilities in a way that is inconsistent with the general rules of professional conduct that govern the staff of Hancock County School District.
2. Do not damage or mistreat equipment or facilities under any circumstances.
3. Do not intentionally waste computer resources.
4. Do not employ the network for personal financial gain or for commercial purposes.
5. Do not violate regulations prescribed by the network provider.
6. Do not engage in practices that threaten the integrity of the network (e.g., knowingly download files that contain a virus).
7. Do not write, use, send, download or display obscene, threatening, harassing or otherwise offensive messages or pictures, including pornography.
8. Do not use the equipment or network for any illegal activities, including the violation of copyright laws and/or software piracy.
9. Do not load or copy any software or other programs to or from organizational equipment.
10. Do not use anyone else's password, nor may they share their password with others.
11. Do not trespass into or in any way alter anyone else's folders, documents, or files.
12. Do not disclose anyone's personal information (e.g., address, phone number or confidential information), including their own or that belonging to students, staff members, or community members.
13. Inform your principal or technology director immediately about the loss or theft of the laptop.

To maintain system integrity and to ensure responsible usage, files and communications can and will be monitored. Messages or files that are created, modified, transmitted, received or stored on organizational equipment are not private. Staff members who violate any of these conditions will be subject to disciplinary action as determined appropriated by Hancock County School District officials.

The teacher laptop is made available to Hancock County School District teachers for instructional, personal, and professional use to include, but not be limited to, the following:

1. Stay current with educational issues in Mississippi by frequent visits to Mississippi State Department of Education at [mde.k12.ms.us](http://mde.k12.ms.us).
2. Use the teacher resources available through [NetSchools.com](http://NetSchools.com).
3. Have the laptop available for daily school use.
4. Maintain gradebook in folder on the school server.
5. Enter grades into the school management system.
6. Maintain lesson plans in a folder on the school server.
7. Communicate with parents and students through Internet resources.
8. Use PowerPoint presentations as an instructional tool.
9. Print school reports (e.g., STAR, AR, progress reports, etc.).

**I have read and understand the teacher laptop agreement and agree to abide by the guidelines.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Mississippi Speech-Language Pathologist Assessment (SLP)

Domain I: Planning: Development of Appropriate Service Delivery Model

Domain II: Assessments:  
Screening  
Case History of Assessments Types  
Evaluation Protocols  
Evaluation Procedures

Domain III: Instruction:  
Service Delivery  
Theory-Practice Relationship

Domain IV: Learning Environment  
Classroom Management  
Climate  
Time

Domain V: Professional Responsibilities  
Data Collection  
Managerial Skills  
Interpersonal Skills and Professionalism

Hancock County School District will use the MDE recommended forms and instruments to evaluate Speech Pathologists hired by the school district. The complete portfolio of instrument forms and resources may be found at the Mississippi Department of Education website: [www.k12.ms.us](http://www.k12.ms.us) . Assessment items and forms are subject to change based on MDE approval.

## Mississippi School Librarian Evaluation

Domain I:	Planning
Domain II:	Management
Domain III:	Collaboration and Services
Domain IV:	Library Environment
Domain V:	Professional Responsibilities

Hancock County School District will use the MDE recommended forms and instruments to evaluate School Librarians hired by the school district. The complete portfolio of instrument forms and resources may be found at the Mississippi Department of Education website: [www.k12.ms.us](http://www.k12.ms.us) . Assessment items and forms are subject to change based on MDE approval.

## Mississippi Counselor Appraisal Rubric (MCAR)

The MCAR standards are designed to provide a shared and focused understanding of the priorities, values, and expectations of Mississippi professional school counselors in their work of educating students. The performance standards provide a structure to assess the counselor's performance, with the goal of highlighting and emphasizing strengths and identifying and addressing areas of growth.

The counselor performance standards are divided into five domains. Each domain includes standards directly related to that domain,

- Domain I: Development and Management
1. Implements data-driven decisions
  2. Program Development
  3. Time Management
- Domain II: Program Delivery
4. Direct Services
  5. Indirect Services
- Domain III: Accountability
6. Program Evaluation
  7. Data Analysis
- Domain IV: Stakeholder Involvement
8. Communication/Collaboration
- Domain V: Professional Responsibilities
9. Professional Growth Opportunities

Hancock County School District will use the MDE recommended forms and instruments to evaluate School Counselors hired by the school district. The complete portfolio of instrument forms and resources may be found at the Mississippi Department of Education website: [www.k12.ms.us](http://www.k12.ms.us) . Assessment items and forms are subject to change based on MDE approval.

**PSYCHOMETRIST ASSESSMENT INSTRUMENT\***

**HANCOCK COUNTY SCHOOL DISTRICT**

Psychometrist \_\_\_\_\_ Evaluator \_\_\_\_\_

Date \_\_\_\_\_ Assignment \_\_\_\_\_

**CRITERIA**

**RATING SCALE**

1. Not Observed

2. Not Satisfactory

3. Satisfactory

***PLANS ASSESSMENT OF MENTAL ABILITIES, ACADEMIC ACHIEVEMENT, AND SOCIAL/BEHAVIORAL FUNCTIONING.***

- \_\_\_\_\_ 1. Determines areas in need of assessment.
- \_\_\_\_\_ 2. Identifies examinee characteristics which may affect performance.
- \_\_\_\_\_ 3. Selects appropriate assessment procedures.

***ASSESSES MENTAL ABILITIES.***

- \_\_\_\_\_ 4. Administers assessment instruments per standard procedures.
- \_\_\_\_\_ 5. Scores assessment instruments per standard procedures.

***ASSESSES ACADEMIC ACHIEVEMENT.***

- \_\_\_\_\_ 6. Administers assessment instruments per standard procedures.
- \_\_\_\_\_ 7. Scores assessment instruments per standard procedures.

***ASSESSES SOCIAL/BEHAVIORAL FUNCTIONING.***

- \_\_\_\_\_ 8. Collects data.
- \_\_\_\_\_ 9. Evaluates data.

***REPORTS RESULTS OF MENTAL ABILITIES ASSESSMENT.***

- \_\_\_\_\_ 10. Reports information concerning examinee behaviors exhibited during testing.
- \_\_\_\_\_ 11. Discuss examinee characteristics which may or not have affected performance and/ or result scores, but not necessarily invalidated the test results.
- \_\_\_\_\_ 12. Reports result yielded by assessment instruments.
- \_\_\_\_\_ 13. Interprets results.
- \_\_\_\_\_ 14. Summarizes assessment data.
- \_\_\_\_\_ 15. Provides recommendations.

**REPORTS RESULTS OF ACADEMIC ACHIEVEMENT ASSESSMENT.**

- \_\_\_\_\_ 16. Reports information concerning examinee behaviors exhibited during testing.
- \_\_\_\_\_ 17. Discusses examinee characteristics which may or may not have affected performance.
- \_\_\_\_\_ 18. Reports results yielded by assessment instruments.
- \_\_\_\_\_ 19. Interprets results.
- \_\_\_\_\_ 20. Summarizes assessment data.
- \_\_\_\_\_ 21. Provides recommendations.

**REPORTS RESULTS OF SOCIAL/BEHAVIORAL ASSESSMENT.**

- \_\_\_\_\_ 22. Reports information concerning examinee behaviors exhibited during testing.
- \_\_\_\_\_ 23. Discusses characteristics which affected performance and/ or resultant scores.
- \_\_\_\_\_ 24. Reports results yielded by assessment instruments.
- \_\_\_\_\_ 25. Interprets results.
- \_\_\_\_\_ 26. Summarizes assessment data.
- \_\_\_\_\_ 27. Provides recommendations.

**COMMUNICATES RESULTS OF MENTAL ABILITIES, ACADEMIC ACHIEVEMENT, AND SOCIAL ASSESSMENT.**

- \_\_\_\_\_ 28. Verbally discusses various aspects of assessment data.
- \_\_\_\_\_ 29. Presents assessment data to various individuals.
- \_\_\_\_\_ 30. Engages in professional development.
- \_\_\_\_\_ 31. Adheres to professional standards ethics.

**USES ACCEPTABLE WRITTEN AND ORAL EXPRESSIONS.**

- \_\_\_\_\_ 32. Uses acceptable written and oral expression in psycho-educational reports and communications with parents(s)/guardian(s) or educational personnel.

**PLANS ASSESSMENT OF EMOTIONAL FUNCTIONING.**

- \_\_\_\_\_ 33. Determines areas in need of assessment.
- \_\_\_\_\_ 34. Identifies examinee characteristics which may affect performance.
- \_\_\_\_\_ 35. Selects appropriate assessment procedures.

**ASSESSES EMOTIONAL FUNCTIONING.**

- \_\_\_\_\_ 36. Administers assessment instruments per standard procedures.
- \_\_\_\_\_ 37. Scores assessment instruments per standard procedures.

**REPORTS RESULTS OF EMOTIONAL FUNCTIONING.**

- \_\_\_\_\_ 38. Reports information concerning examinee behaviors exhibited during testing.

\_\_\_\_\_  
PSYCHOMETRIST'S SIGNATURE

\_\_\_\_\_  
EVALUATOR'S SIGNATURE

\_\_\_\_\_  
DATE

**The Psychometrist's signature does not necessarily indicate agreement with the evaluation, but signifies awareness.** Copy - Psychometrist Copy - Evaluator Original - Personnel Director

**PARAPROFESSIONAL ASSESSMENT INSTRUMENT\***

**HANCOCK COUNTY SCHOOL DISTRICT**

Name of Paraprofessional \_\_\_\_\_ School \_\_\_\_\_

Evaluator \_\_\_\_\_ Date \_\_\_\_\_ Assignment \_\_\_\_\_

**CRITERIA**

The evaluator will place a circle around the appropriate answer for each item.

**1. QUALITY OF WORK**

Consider: Job Knowledge, neatness, accuracy, and excellence of work produced.

Successful Needs Improvement Unsuccessful

**2. WORK HABITS AND ATTITUDES**

Consider: Dependability, punctuality, loyalty, performance, job interest, and disposition toward job and time on task.

Successful Needs Improvement Unsuccessful

**3. RELATIONSHIPS AND COOPERATION**

Consider: Works effectively with various physical, emotional, academic, and social situations with students and adults.

Successful Needs Improvement Unsuccessful

**4. LEADERSHIP ABILITY**

Consider: Leadership, planning, organization, decision making, and consistency.

Successful Needs Improvement Unsuccessful

**5. INITIATIVE**

Consider: Amount of supervision required and the ability to initiate own action.

Successful Needs Improvement Unsuccessful

**6. PROFESSIONAL DEVELOPMENT**

Consider: Employee's total growth during rating period.

Successful Needs Improvement Unsuccessful

**7. CARE OF EQUIPMENT**

Consider: Use and treatment of equipment and facilities.

Successful Needs Improvement Unsuccessful

**8. JOB ACCOMPLISHMENT**

Consider: Careful, thorough worker, works quickly, checks work, finishes assigned work satisfactorily.

Successful Needs Improvement Unsuccessful

**9. PERSONAL APPEARANCE**

Consider: Neatness and grooming if appropriate to this job classification.

Successful Needs Improvement Unsuccessful

**OVERALL RATING:**

Successful Needs Improvement Unsuccessful

PARAPROFESSIONAL'S SIGNATURE

EVALUATOR'S SIGNATURE

DATE

**The paraprofessional's signature does not necessarily indicate agreement with the evaluation, but signifies awareness of content.**

Copy - Evaluator      Copy - Paraprofessional      Original - Personnel Director

## I. MISSISSIPPI PRINCIPAL EVALUATION SYSTEM\*

### Introduction

The Mississippi Department of Education (MDE) believes that effective school principals are leaders who help ensure that all students reach ambitious targets of performance. That is, principals of traditional or alternative schools and directors of career and technical education (CTE) centers—collectively referred to as “principals” in this document—must ensure a high level of academic success for every student by fostering school and community climates that value effective teaching and student learning. The Mississippi Principal Evaluation System (MPES) is designed to fulfill federal requirements and conform to the *Mississippi Standards for School Leaders*, endorsed by the Mississippi Board of Education. The guiding principles upon which the MPES is based are clustered into three categories.

#### **Foundational Principles:**

- Highlight learning-centered leadership
- Be grounded in the *Mississippi Standards for School Leaders*

#### **Process Principles:**

- Be evidence based
- Have set benchmarks agreed upon in advance
- Be transparent
- Foster a culture of collaboration between the principal and supervisor
- Be valid and reliable
- Be comprehensive but not overly complex
- Be both formative and summative
- Include multiple measures, including student achievement
- Tap into the views of multiple constituents
- Have well-defined timelines
- Provide ongoing feedback to the principal
- Be site specific, connected to the needs of the specific school
- Be flexible enough to allow for adjustments

#### **Outcome Principles:**

- Promote school improvement
- Enhance academic and social learning of students
- Motivate principals to improve
- Promote targeted professional growth opportunities
- Result in meaningful consequences

The prime directive is that everyone should adhere to the aforementioned guiding principles. Teachers, principals, and principals’ supervisors will participate in the MPES, offering multiple data sources to evaluate a principal’s performance.

Appendix A contains important business rules for principals and supervisors participating in the MPES process. As with every part of this evaluation process, the business rules will be informed by and revised based on additional data collected during the MPES. Note that assistant principals are **not** required by the MDE to participate in the MPES process at this time; the decision to include or exclude assistant principals from the MPES evaluation process is left to each district.

Roles and responsibilities are defined below for the parties participating in the MPES.

#### **Teachers:**

- Reflect on the principal’s leadership skills during the academic year
- Complete the confidential Circle Survey by the established deadline



## **Principals**

Analyze all sources of information to provide a basis for goal setting

- Participate in a series of structured meetings during the evaluation process
  - Goal Setting Conference
  - Formative Conference
  - Circle Survey Conference
  - Summative Assessment Conference
  - Professional Growth Plan Conference
- Conduct a self-assessment as part of the Circle Survey process
- Work with a supervisor(s) to establish plans for professional growth and school improvement in the next year

## ***Supervisors:***

- Review information about the principal's leadership skills and school success and review any information provided by the principal
- Plan and lead a series of structured meetings during the evaluation process
  - Goal Setting Conference
  - Formative Conference
  - Circle Survey Conference
  - Summative Assessment Conference
  - Professional Growth Plan Conference
- Provide the principal with timely and specific feedback about leadership skills
- Provide district support and resources to help the principal be successful
- Work with the principal to establish plans for professional growth and school improvement for the next year

The MPES evaluates principal performance based on student outcomes (70%) and leadership (30%).

**The Hancock County School District will use MPES to evaluate all school administrators in the district. The complete instrument is available at the MDE website at [www.mde.k12.ms.us](http://www.mde.k12.ms.us).**

# Mississippi Statewide Teacher Appraisal Rubric (MSTAR)\*

Research demonstrates that teachers are the most significant school-level influence on student performance. Therefore, obtaining valid and reliable data on educator effectiveness is critical to ensure that every child has access to the best education. This is accomplished through the creation of fair and rigorous evaluation systems that differentiate among various levels of teacher performance and provide the type of data that allows for teachers' strengths and areas of challenge to be identified so targeted support and development can be provided. Further, a quality evaluation system gives a streamlined structure to the leadership principals are expected to provide as instructional leaders.

The Mississippi Department of Education (MDE) has created the Mississippi Statewide Teacher Appraisal Rubric (M-STAR) to gather information on teacher strengths and areas of challenge to provide support and development and improve student success.

## Purpose of Teacher Performance Evaluation

The Mississippi teacher performance evaluation process will:

- Provide formative assessment information about the performance of individual teachers to help highlight areas of strength and identify areas of challenge.
  - Serve as a guide for teachers as they reflect upon their own practices.
  - Provide shared understanding regarding priorities, goals, and expectations of quality practice.
  - Serve as a tool to help structure principal instructional leadership and feedback.

## Teacher Evaluation Process

### Evaluation Methods

The M-STAR includes multiple methods of evaluation in order to evaluate every teacher on all standards and to obtain a comprehensive understanding of each teacher's areas of strength and challenge. The M-STAR process includes:

- Formal classroom observations
  - There will be a minimum of two formal observations per school year.
    - Formal observations will be announced and scheduled in advance with the teacher.
    - The first formal observation should be completed during the first half of the school year; the second should be completed during the second half of the school year.
    - At least one observation will be performed by an administrator.
    - The second observation will be performed by either an administrator or other trained evaluator.

All formal observations will include a pre-observation conference and a post-observation conference.

- Pre-observation and post-observation conferences
  - The pre-observation conference should happen within one to two days prior to the observation. This conference provides the opportunity for the teacher to describe the context and plans for the class session and to provide initial artifacts.
- The post-observation conference should happen as soon after the observation as possible and no later than one week after the observation. This conference provides the opportunity for the evaluator to provide feedback, discuss areas for improvement, and create a professional development plan.
  
- Informal “walkthrough” observations
  - There will be a minimum of five informal observations during the school year.
- Informal observations will be unannounced, and each observation will last 5 to 15 minutes.
  - Informal observations will be used as a means to inform instructional leadership functions of the school administrator by providing quick checks of teacher performance and feedback on that performance.
  
- A review of artifacts
  - Artifacts should include existing materials only; teachers should not create artifacts solely for the purpose of the artifact review.
- Lesson plans are required for the artifact review. Teachers must submit their lesson plan to their evaluator at least 24 hours prior to the pre-observation conference.
  
- Teacher self-assessment
  - Teachers will use the M-STAR rubric for self-assessment.
    - Teacher self-assessment will be discussed during the summative evaluation conference.
  
- Student survey
  - The student survey will be given once during the school year.

### **Training**

All classroom teachers will be evaluated using the M-STAR process. All teachers will be trained on the evaluation process prior to being evaluated and will receive a copy of the evaluation rubric. All evaluators will be extensively trained on the use and scoring of the rubric. This training will include a review of the concept of multidimensional performance, facilitated practice using and scoring the rubric, a discussion of common rater errors, an exercise to initially calibrate ratings, and recalibration during the year to ensure inter-rater reliability.

## **Mississippi Teacher Performance Standards \***

The Mississippi Teacher Performance Standards are designed to provide a shared and focused understanding of the priorities, values, and expectations of Mississippi teachers in their work of educating students. The performance standards provide a structure to assess teacher performance, with the goal of highlighting and rewarding strengths and identifying and addressing challenges.

The teacher performance standards are divided into five domains. Each domain includes standards directly related to that domain.

### **Domain I: Planning**

1. Plans lessons that demonstrate knowledge of content and pedagogy.
2. Plans lessons that meet the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs.
3. Selects instructional goals that incorporate higher level learning for all students.
4. Plans units of instruction that align with Mississippi Curriculum Framework or, when applicable, the Common Core State Standards.

### **Domain II: Assessment**

5. Collects and organizes data from assessments to provide feedback to students and adjusts lessons and instruction as necessary.
6. Incorporates assessments into instructional planning that demonstrates high expectations for all students.

### **Domain III: Instruction**

7. Demonstrates deep knowledge of content during instruction.
8. Actively engages students in the learning process.
9. Uses questioning and discussion techniques to promote higher order thinking skills.
10. Brings multiple perspectives to the delivery of content.
11. Communicates clearly and effectively.

### **Domain IV: Learning Environment**

12. Manages classroom space and resources effectively for student learning.
13. Creates and maintains a climate of safety, respect, and support for all students.
14. Maximizes time available for instruction.
15. Establishes and maintains a culture of learning to high expectations.
16. Manages student behavior to provide productive learning opportunities for all students.

### **Domain V: Professional Responsibilities**

17. Engages in continuous professional development and applies new information learned in the classroom.
18. Demonstrates professionalism and high ethical standards; acts in alignment with Mississippi Code of Ethics.
19. Establishes and maintains effective communication with families.
20. Collaborates with colleagues and is an active member of a professional learning community in the school.

**\*ALL HCSD Evaluation Instruments are subject to change as recommended/mandated by the Mississippi Department of Education.**

# Complaint and/or Grievance Form

<b>Complainant(s)</b>		<b>Date</b>	
<b>Home Address</b>		<b>City</b>	<b>State</b>
<b>Home and Cell Phone</b>		<b>Date Grievance Submitted</b>	
<p><b>The grievance is submitted because the complainant(s) believes that an injustice has been done because of:</b></p> <p>(circle one of the following)</p> <p><i>(Policies dictated by law are not included in this application)</i></p> <ol style="list-style-type: none"> <li>1. a lack of a policy</li> <li>2. a policy is unfair</li> <li>3. a deviation from or misapplication of a policy</li> <li>4. interpretation of a policy</li> <li>5. non-compliance with state or federal law</li> </ol>			
<b>Where and when did the incident/grievance occur?</b>			
<b>Describe details of the incident as clearly as possible. Attach additional pages as necessary.</b>			
<b>Did anyone witness the incident?</b>			
	<b>Yes</b>	<b>No</b>	<b>If yes, name the witness(es):</b>
<b>What was your reaction to the grievance?</b>			
<b>How should this grievance be resolved?</b>			
<b>I assert that all of the information presented is accurate and true to the best of my knowledge.</b>  <i>Signature of complainant</i>			<b>Date:</b>  

# ACCIDENT REPORT

\_\_\_\_\_ School

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

1. Student's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

2. Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Place: \_\_\_\_\_

3. Staff member(s) on duty: \_\_\_\_\_

4. Witness(es) Name(s) & Grade: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Description of accident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What action was taken? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. By whom was action taken? \_\_\_\_\_

8. Extent of injury (Nurse): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Action taken (Nurse): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Were parents notified? \_\_\_\_\_ Yes \_\_\_\_\_ No

11. Time of notification? \_\_\_\_\_

12. Who notified parents? \_\_\_\_\_

Appendix E



## Employee Travel Request Form

**Employee(s):** \_\_\_\_\_

School: \_\_\_\_\_ Date(s) of Travel: \_\_\_\_\_

Conference \_\_\_\_\_ Destination: \_\_\_\_\_

Reason/Objective: \_\_\_\_\_

Plans for Evaluation: \_\_\_\_\_

In- Services at School for: \_\_\_\_\_

Travel By: ( ) Bus ( ) School Vehicle (30¢ per mile) ( ) Personal Vehicle (57¢ per mile)

Substitute Needed: ( ) Yes ( ) No Time Out: ( ) Whole ( ) Half

Estimated Cost of Trip: (attach all requisitions and brochures)

<b>Substitute (approximately \$75 per day) @ _____ days</b>	\$ _____
Registration Fee (brochure attached)	\$ _____
Hotel Fee (Employee responsible for reservations)	\$ _____
Mileage Reimbursement _____ miles @ .40¢ per mile	\$ _____
Meals \$ _____ per day @ _____ days	\$ _____
Other: _____	\$ _____
<b>Total Cost of Trip</b>	<b>\$ _____</b>

Cost of trip to be paid from \_\_\_\_\_ funds.

This form must be completed for any employee who is absent for any part of their day from normal duties for professional development.

**Signed by Teacher on \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_**  
(Teacher's Signature)

**Approved by Principal on \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_**  
(Principal's Signature)

**Approved by Federal Programs on \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_**  
(if applicable) (Director's Signature)

**Approved by Curriculum Director on \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_**  
(Director's Signature)

**Approved by Superintendent on \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_**  
(Superintendent's Signature)

**Approved by School Board on \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_**  
(Board's Signature)



TRAVEL REIMBURSEMENT FORM  
HANCOCK COUNTY SCHOOL DISTRICT  
KILN, MS 39556

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_  
 SCHOOL \_\_\_\_\_  
 FUND \_\_\_\_\_

For mileage for privately owned automobile used by me for transportation and reimbursement for subsistence and other authorized expenses paid by me in the discharge of official duty from \_\_\_\_\_ to \_\_\_\_\_. The itemized statement follows.  
 The back of this form must be completed in full.

**TRAVEL-Complete Back of Form**

Auto Travel _____ miles @ \$.57 per mile	\$ _____
Meals (overnight stay required-complete back)	\$ _____
Lodging - attach receipts	\$ _____
Registration Fee - attach receipt	\$ _____
Other Travel Total-Complete back of form	\$ _____

**TOTAL DISTRICT TRAVEL** \$ \_\_\_\_\_

**Expenses Prepaid by District**

Hotel _____	\$ _____
Registration Fee	\$ _____
Other _____	\$ _____

(\$ \_\_\_\_\_ )

**Less Advance Payments**

**TOTAL TRAVEL APPROVED FOR PAYMENT** \$ \_\_\_\_\_

Subject to any differences determined by verification, I certify that the above amount claimed by me for travel expenses for the period indicated is true and accurate in all respects and that payment for any part has not been received.

Signature of Payee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved for Payment \_\_\_\_\_ Date \_\_\_\_\_

**PENALTY FOR FRAUDULENT CLAIM**-Fine of not more than \$250, civilly liable for full amount received illegally, removal from office or position held (Section 25-1-81 and 25-1-91, Miss Code Ann. 1972)

**Itemized Statement of Travel Expense**

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

Date	Purpose	Points of Travel	Miles	Actual Breakfast	Actual Lunch	Actual Dinner	Daily Meals Allowed	Hotel	Other Authorized Expenses	
									Item	Amount
Total										
		Mileage Reimbursement Rate	0.57	Carry Totals to the front of form.						
		Total Mileage Dollar Amount								

Appendix H-2

Note: (1) Receipts for amounts paid for lodging and other expenses must accompany this voucher. (2) All activity pertaining to a certain date should be shown on the associated line or lines completely across the form. (3) Daily Meals Allowed equals the total of Actual Meals, not to exceed the Maximum Daily Meal Reimbursement. (4) If tips are included in other than the type of tip must be identified. (5) A continuation sheet may be used if necessary.

# ACTIVITY FUND CASH TRANSMITTAL SHEET

\_\_\_\_\_  
NAME OF TEACHER

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
DATE

Please deposit \$ \_\_\_\_\_ into \_\_\_\_\_ account.

I have made sure all checks are payable to my school.

I have indicated my club name, student's name and initialed in the left corner of the check.

Please list students' names and amount paid on the back of this form. If a student paid with a check, please list the check number by the name.

The funds were generated by \_\_\_\_\_.  
(IF A FIELD TRIP, PLEASE LIST DESTINATION)

CHECKS \_\_\_\_\_

CASH \_\_\_\_\_

CHANGE \_\_\_\_\_ (ALL CHANGE MUST BE ROLLED)

\_\_\_\_\_  
TEACHER'S SIGNATURE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
CASH RECEIVED BY: (SECRETARY)

\_\_\_\_\_  
AMOUNT

Employees are responsible for all funds not submitted.



**FIELD TRIP REQUEST FORM**

**School:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Teacher(s):** \_\_\_\_\_

**Name of Safety Council Member(s) and /or Chaperone(s)** \_\_\_\_\_

**Grade/Class** \_\_\_\_\_ **Number of Students** \_\_\_\_\_

**Date(s) of Trip:** \_\_\_\_\_ **Time: Departure** \_\_\_\_\_ **Return** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Via Hwy #** \_\_\_\_\_

**Educational Objectives:** \_\_\_\_\_

**Plans for Evaluation:** \_\_\_\_\_

**Special Request:** \_\_\_\_\_

**Bus Driver Requested:** \_\_\_\_\_

**Signed by Teacher on** \_\_\_\_\_ **day of** \_\_\_\_\_, **201**\_\_\_\_\_  
(Teacher's Signature)

**Approved by Principal on** \_\_\_\_\_ **day of** \_\_\_\_\_, **201**\_\_\_\_\_  
(Principal's Signature)

**Approved by Superintendent on** \_\_\_\_\_ **day of** \_\_\_\_\_, **201**\_\_\_\_\_  
(Superintendent's Signature)

**Approved by School Board on** \_\_\_\_\_ **day of** \_\_\_\_\_, **201**\_\_\_\_\_  
(Board's Signature)

**Principal/Superintendent/Board Comments:** \_\_\_\_\_

**For Use by Transportation Department**

**Date Received** \_\_\_\_\_ **Ticket # issued** \_\_\_\_\_

# DISTRICT ORGANIZATIONAL CHART\*

