

TABLE OF CONTENTS

Mission Statement.....	1
Directory.....	2
Employee Benefits and Policies	5
Teaching Assignments	8
Evaluation	8
District's Grading System.....	12
Strategic Plan.....	12
Personnel Records.....	13
Contract	14
Teacher Experience	14
Violation of Policies	15
Employment Process	15
Professional Development	16
Educator License Renewal	17
Political Activities.....	18
Staff Protection.....	18
Teacher Negligence	18
Code of Ethics.....	19
Substitutes	20
Drug Free Workplace	21
Safety/Security	22
Sexual Harassment.....	23
Dress Code	23
Grievance Policy	23
Professional Interpersonal Responsibilities.....	24
Teacher/Student	27
Student Records.....	28
Discipline.....	29
District Resources, Services, & Procedures.....	30

Miscellaneous Procedures	36
Appendix A (Salary Schedules)	40
Appendix B (Evaluation)	41
Appendix C (Staff Protection & Gun Free)	42
Appendix D (Forms)	43
Appendix E (Grievance)	44
Appendix F (Medication)	45
Appendix G (Internet)	46
Appendix H (2021-2022 District Event Calendar)	47

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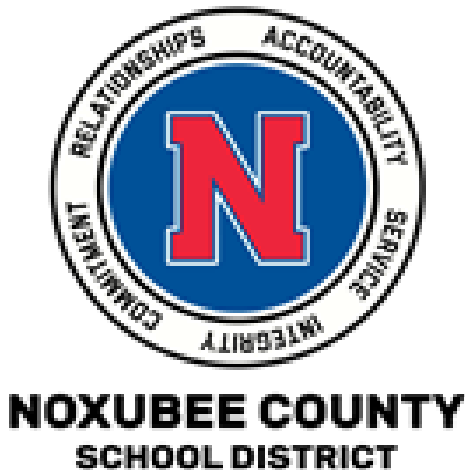
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NOXUBEE COUNTY SCHOOL DISTRICT

Personnel Handbook

Mission Statement
of the
NOXUBEE COUNTY SCHOOL DISTRICT



In collaboration with all stakeholders and students, the NCSD is committed to excellence by empowering and challenging all students to be innovative while striving to achieve college-and-career readiness for the 21st century.

DIRECTORY

Superintendent Office

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Mr. Richard Baliko, Chief Administrative Officer

Mrs. Joann Grassaree, Administrative Assistant

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Voice

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Mrs. Cassie Gordon, Payroll Services

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Mrs. Sonjh Rucker, Accounting Clerk/16 Section Liaison

Mrs. Denise Robinson, Accounts Payable Clerk

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Macon, MS 39341

Federal Programs Office

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Ms. Johnnie Wells, Title I Coordinator

Dr. Khristy Franklin, Professional Development

Mrs. Helen Gilkey, Coordinator of Literacy and Teacher Effectiveness

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Ms. Tammy Adams, Administrative Assistant

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Noxubee County High School	(662) 726-4428	Voice
Ms. Aiesha Brooks, Principal	(662) 726-5048	Fax
Mrs. Karen Dixon, Assistant Principal		
Mr. Quinton Tate, Academic School Officer		
Ms. Naketta Bland, Administrative Assistant		
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P.O. Box 490		
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Cafeteria – Mrs. Gloria Clemons, Manager	(662) 726-5506	Voice
Noxubee County Career & Technical Center	(662) 726-4225	Voice
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P.O. Box 387		
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B. F. Liddell Middle School	(662) 726-4880	Voice
Ms. Holli Jenkins, Principal	(662) 726-5044	Fax
Ms. Katisha Gordon, Academic School Officer		
Ms. Reuntra Smith, Administrative Assistant		
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Macon, MS 39341		
Cafeteria – Mrs. Ruth Skinner, Manager	(662) 726-4806	Voice
Earl Nash Elementary School	(662) 726-5203	Voice
Ms. Lashanda Mickens, Principal	(662) 726-3431	Fax
Mrs. Jennie Harmon, Assistant Principal		
Ms. Audrey Ivy, Academic School Officer		
Mrs. Katrina Shanklin, Administrative Assistant		
37 Gandy/Tindal Road		
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Cafeteria – Mrs. Arlisa Miller, Manager (Annex)		
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Mrs. Vandora Johnson, Coordinator	(662) 726-2691	Fax
Mr. Rodney Tate, Network Manager		
Mr. Joseph Sanders, Computer Technician		

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Food Service

Mrs. Carolyn Jenkins, Supervisor
Mrs. Velda Skinner, Administrative Assistant

37 Gandy/Tindal Road

P.O. Box 540

Macon, MS 39341

(662) 726-2152 Voice

(662) 726-2802 Fax

Security

Mr. Patrick Hopkins, Chief

37 Gandy/Tindal Road

P.O. Box 540

Macon, MS 39341

(662) 361-1361 Voice

(662) 726-2809 Fax

Maintenance, Custodian, and Grounds Department

Mr. Toronto Calhoun, Supervisor

37 Gandy/Tindal

Macon, MS 39341

(662) 726-2809 Voice

(662) 726-2809 Fax

Transportation

Mr. Tedrick Liddell, Supervisor

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EMPLOYEE BENEFITS AND POLICIES

The Noxubee County School District (NCSD) provides the children of Noxubee County a world class education. The Board recognizes that highly qualified personnel are essential. The Board, through its personnel policies, has established conditions that attract and hold the highest quality personnel.

Salary and Benefits

Salaries are payable in monthly installments which are issued once monthly on the last working day of each calendar month from the Central Office.

In its attempt to satisfy the district's need for highly talented and devoted staff, the Board is committed to maintaining highly competitive benefits and policies.

Salary Schedules (Appendix A)

- Teacher Salary Schedule
- Assistant Teacher Salary Schedule
- School Secretary Salary Schedule
- Central Office Secretary Salary Schedule
- Non-Certified Hourly Employees Schedule
- Cafeteria Managers Salary Schedule
- Transportation Salary Schedule
- Bus Driver Salary Schedule
- Security Salary Schedule
- Transportation Salary Schedule
- AP/Accounting Clerk
- Payroll/Insurance Clerk
- Maintenance

Compulsory Deductions:

- Withholding Tax-Federal
- Withholding Tax-State
- Social Security
- State Retirement (Full-time Employees)

Optional Deductions: Before these deductions are withheld, a written statement from the employee is required authorizing the payroll clerk to make such deductions.

- Hospitalization Group Insurance Plan
- Group Dental Insurance Plan
- Vision Insurance

Cancer/Intensive Care/Life Insurance Plan
Tax Sheltered Annuity Plan
Salary Protection Plan
Credit Union

Health Insurance

All full-time employees may elect to participate in the Public School Employees' Health Insurance Plan. The State pays 100% of the active employee premium for employees enrolled in Base Coverage.

All employees enrolled in Select Coverage pay a portion of their active employee premium. Rates are subject to change.

Horizon Employees pay \$38 per month for employee only coverage.
Legacy Employees pay \$20 per month for employee only coverage.

Family coverage is available through payroll deduction.

Cafeteria Plan

A cafeteria plan, a separate written plan maintained by the employer for employees, meets the specific requirements of and regulations of Section 125 of the Internal Revenue Code. It provides participants an opportunity to receive certain benefits on a pretax basis. Participants in a cafeteria plan must be permitted to choose among at least one taxable benefit (such as cash) and one qualified benefit.

A qualified benefit is a benefit that does not defer compensation and is excludable from an employee's gross income under a specific provision of the Code without being subject to the principles of constructive receipt. Qualified benefits include the following:

- Accident and health benefits
- Disability Income Insurance
- Dependent care assistance
- Cancer Coverage; Dental/ Vision Insurance
- Group-term life insurance coverage
- Health savings accounts

Worker's Compensation

Pursuant to state law, school districts are required to provide worker's compensation insurance coverage. Workers Compensation is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment in exchange for mandatory relinquishment of the employee's right to sue his or her employer for the tort of negligence.

Sick, Personal, Funeral, and Vacation Leave

Certified Personnel:

- Sick Leave= 7 days per year with unlimited accumulation
- Personal Leave= 2 days per year with unused days accumulating as sick leave.
- Funeral Leave (immediate family only) = 5 days per year verifiable occurrence per the policy with no accumulation.
- Vacation= 10 days for 240 day employees. Request for vacation must be submitted before vacation is taken. (See appendix B6 for the appropriate form to submit).

Non-certified Personnel:

- Sick Leave= 5 days with unlimited accumulation.
- Funeral Leave (immediate family only) = 5 days per year per verifiable occurrence per the policy with no accumulation.

Medical Leave;

The Noxubee County School District fully complies with the Family and Medical Leave Act of 1993. The Act allows eligible employees to take up to 12 work weeks of unpaid leave during any 12-month period to attend to the serious health condition of the employee, parent, spouse or child, or for pregnancy or care of a newborn child, or for adoption or foster care of a child. In order to be eligible for FMLA leave, an employee must have been employed at least 12 months, worked at least 1,250 hours over the past 12 months, and worked at a location where the company employs 50 or more employees within 75 miles.

NOTE:

This is a brief summary of leave policies for teachers and other staff. For more information on the policies, refer to the Board Policy Manual.

Donated Leave

The Noxubee County School District fully complies with Mississippi Code of 1972 25-3-91 and 25-3-95 and Senate Bill 2924 concerning donated leave. If you have any questions, please see the code or speak with human resources or payroll.

Length of Work Day

Work hours for Noxubee County School District employees are as follows:

Central Office Staff = 7:30 a.m. - 4:30 p.m.

Building Level Administrators = 7:00 a.m. - 4:00 p.m.

*Teachers and Assistant Teachers = 7:30 a.m. - 3:30 p.m.

(*This time for teachers and assistants may vary according to the needs of the individual schools. Permission must be obtained from the principal whenever an

employee needs to leave campus earlier than the scheduled time.)

School board policy requires each employee to clock in and out. Clocking another person in or out is not permitted. Arrival one (1) minute after assigned work time is considered late.

Employees who decide to use personal or sick leave may leave or check in at 11:30 a.m. for half day. Half day must give one day prior notice.

Decisions to allow personnel to leave early are based on the availability of adequate supervision for that employee's class. Employees who ask to leave campus early will be required to complete an "early leave" form to be signed by the principal. Administrators have the authority to allow school personnel to leave at 2:00 p.m. or after without being charged a half day, pending the availability of adequate supervision for the employee's students. **Early leave of this nature will only be allowable three (2) times annually, again at the discretion of the administrator.**

TEACHING ASSIGNMENTS

Teachers and assistants may be assigned to any school and to specific duties by the Superintendent, provided that the Superintendent shall have regarded both the welfare of the district and the preparation and qualifications of the staff member. Affected employees may request a review to the school board.

EVALUATION

Teachers

Teacher Growth Rubric Research shows that within schools, teachers play the most important role in student learning. In their critical role, teachers need feedback and high-quality learning experiences to continuously improve their practice and student learning. This feedback and support should be based on a shared understanding and ongoing support of best practice. With input from hundreds of educators, a statewide team of teachers and leaders designed the Mississippi Educator and Administrator Professional Growth System (PGS) to help ensure that teachers receive the high-quality feedback necessary to support the growth they must maintain. This system is also intended to provide districts and the Mississippi Department of Education (MDE) with data to strengthen decision-making to ensure that teachers are better prepared, supported, and retained to improve teaching and learning for all students.

Professional Growth System Goals

The following are the goals of the Professional Growth System:

- Provide a shared vision for high-quality teaching and learning and guide educators in improving their practice
- Encourage regular, evidence-based observation and feedback for all teachers
- Support teachers and school leaders in identifying priorities for strengthening practice
- Serve as a guide for teachers as they reflect upon their own practices

Teacher and Principal/Observer Responsibilities

Teacher Responsibilities:

- Know and understand the Teacher Growth Rubric domains, standards, and indicators
- Understand the observation process
- Prepare for and fully participate in each component of the observation process
- Develop strategies to improve teaching practice in areas individually or collaboratively identified
- Implement strategies to improve teaching practice in areas individually or collaboratively identified

Principal/Observer Responsibilities:

- Complete the MDE's observer training to understand and implement the Teacher Growth Rubric with fidelity and consistency
- Know and understand the Teacher Growth Rubric domains, standards, and indicators
- Supervise the observation process and ensure that all steps are conducted according to the process
- Identify the teacher's strengths and areas for growth and provide specific, actionable feedback for improving practice
- Ensure that the Summative Observation Rating accurately reflects teaching practice

Observers

Local school districts have the discretion to designate administrators and educators to perform observations within their school district. All observations and feedback conversations must be performed by licensed educators or administrators who have successfully completed all MDE training requirements.

Future Measures

The Professional Growth System will eventually include multiple measures: student surveys and student outcomes for both tested and non-tested teachers. The processes and business rules for these measures are currently being developed. The development of these measures is being done with input from administrators and teachers from around the state. Once developed and piloted training will be available on these measures.

For additional information, please access the following website:

https://www.mdek12.org/sites/default/files/Offices/MDE/OA/OTL/Teacher%20Center/pgs-teacher_growth-rubric-guidebook2018-2019_20180620110553_869001.pdf

Principals/Directors

https://www.mdek12.org/sites/default/files/Offices/MDE/OA/OTL/Teacher%20Center/administrator-growth-rubric_20171114.pdf

Librarian

https://www.mdek12.org/sites/default/files/Offices/MDE/OA/OTL/Teacher%20Center/librarian-growth-rubric-9-30-16_20160930140743_661203_0.pdf

Counselors

https://www.mdek12.org/sites/default/files/Offices/MDE/OA/OTL/Teacher%20Center/counselor-growth-rubric_0.pdf

Mississippi Speech-Language Pathologist Assessment

https://www.mdek12.org/sites/default/files/Offices/MDE/OA/OTL/Teacher%20Center/speech-language-pathologist-growth-rubric_0.pdf

All non-certified employees shall be evaluated once each semester/year in the manner prescribed by the school board.

DISTRICT'S GRADING SYSTEM

A= 90-100

B= 80-89

C=70-79

D= 65-69
F= Below 65

GRADE WEIGHTS:

Homework = 10%
Tests= 25%
Daily grades= 40%
Nine weeks exams= 25%

STRATEGIC PLAN

Goal (1) The Noxubee County School District will increase student achievement through accountability, academic growth, and effective instruction

Objective 1.1 Effective planning for high quality instruction

Objective 1.2 Identify and implement professional development to support high quality instruction

Objective 1.3 Monitor effectiveness of teacher performance through the use of the Mississippi Professional Growth System Teacher Growth Rubric

Goal (2) The Noxubee County School District will recruit, select, hire, and retain highly effective personnel

Objective 2.1 Develop partnerships with local colleges, universities, and other recruitment organizations

Objective 2.2 Maintain a pool of applicants to maximize the potential for hiring effective personnel

Objective 2.3 Provide personnel incentives to maximize growth and performance

Goal (3) The Noxubee County School District will become financially sound through effective budgeting and spending practices

Objective 3.1 Collaborate among departments and schools to create and develop budgets that drive student achievement. (The district will develop a rigorous budget development process which will ensure all stakeholders are

involved.)

Objective 3.2 Remain current on every fiscal year audit

Objective 3.3 Train and hold department heads and administrators accountable for properly maintaining budgets.

Goal (4) The Noxubee County School District will create a culture and climate that engages all stakeholders to produce an environment that is conducive to learning.

Objective 4.1 NCSD will create an inviting and welcoming atmosphere that fosters positive relationships with all stakeholders.

Objective 4.2 NCSD will provide purposeful functions to promote high level parental and community engagement.

Objective 4.3 NCSD will provide students with the opportunity to exhibit responsible behavior through the implementation of positive intervention supports.

Goal (5) The Noxubee County School District will improve and sustain the technology infrastructure to support student learning outcomes.

Objective 5.1 NCSD will increase the capacity of staff that are capable of maintenance and the upkeep of technology.

Objective 5.2 NCSD will implement curriculum that will address keyboarding readiness for all grade levels.

Objective 5.3 NCSD will provide ongoing training to instructional and support staff on the effective use of instructional technology.

Objective 5.4 Administrators will decide and implement what type of devices will be provided to staff and students based on funding allocations.

PERSONNEL RECORDS

Each employee of the school district is to have on file in the Central Office the following:

1. Certified Personnel: A current and valid Mississippi Educator License with appropriate endorse code(s) according to assignment. A complete and up-to-date transcript(s).
-

-
2. Assistant Teacher/Paraprofessional—either of the following: valid copy of associate’s degree or higher; transcript documenting at least 2 years of study (48 semester hours) at an institution of higher education; or valid documentation of having met a rigorous standard of quality as determined by a formal assessment. Mississippi uses ACT WorkKeys.
 3. All Personnel: complete application; current and correct name; home address; withholding information; tax status; phone number; and other needed information. All changes should be reported.
 4. Consent form(s) for optional deductions.

CONTRACT

On or before April 1, of each year, the principal or supervising administrator shall recommend reemployment or non-renewal of teachers. The district is required to notify teachers of non-renewal by April 15 or 10 days after the governor signs the budget, whichever is later.

Appeal Procedure (Non-Renewal of Contract)

Certified personnel who are not offered re-employment by the Noxubee County School Board may appeal the decision by complying with the procedures set forth in the Education Employment Procedures Law 2001—Code 37-9-101 and 37-9-113.

Non-Renewal of Administrators

The superintendent shall recommend renewal or non-renewal of administrators to the board by February 15. The board must act upon the recommendation by March 1 (37-9-15 and 37-9-105).

Contract Agreement

The superintendent shall enter into contract with each teacher and administrator approved by the Board on the prescribed form and in a manner specified by law.

It shall be unlawful for any teacher or administrator to be employed or contracted with to teach or serve in the county schools unless said teacher or administrator holds a proper certification which is valid at the time of such employment or execution of said contract.

Personnel will have 10 days to sign and return the contract after receiving it, or the employee will be considered to have abandoned employment.

TEACHER EXPERIENCE

Code 37-19-1

The term “year of teaching experience” shall mean nine (9) months of actual teaching in the public or private schools in Mississippi or some other state of the United States. In no case shall more than one (1) year of teaching experience be given for all services in one (1) calendar or school year. In determining a teacher's experience, no deduction shall be made because of the temporary absence of the teacher because of illness or other good cause, and the teacher shall be given credit therefore. The State Board of Education shall fix a number of days, not to exceed twenty-five (25) consecutive school days, during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment for a regular scholastic term.

If a full-time school administrator returns to actual teaching in the public school, the term “year of teaching experience” shall include the period of time he or she served as a school administrator.

VIOLATION OF POLICIES

Any person employed by the School Board who shall be guilty of violation of any policies of the board may be disciplined in accordance with policies. Written reprimands are recommended as an initial step to address policy violations, but suspension or dismissal by the Superintendent may be the initial method of addressing some policy violations. In the event of suspension or dismissal, employees may appeal as outlined in policies and in the event of a written reprimand, a grievance, consistent with these policies, may be filed.

EMPLOYMENT PROCESS

The Noxubee County School District does not discriminate on the basis of sex, race, color, religion, national origin, or disability and is in compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Any qualified person is eligible for any position in the Noxubee County School District without regard to race, creed, sex, or physical disability. Every effort shall be made to secure the best qualified person for every vacancy, using the state mandated standards as minimum. All employees are expected to teach and work with other employees, to teach pupils, and to supervise or be supervised without regard for race, creed, gender, physical disability, or national origin.

Annually, the Board shall approve, based on projected enrollment and recommendations of the superintendent and staff, the number of certified and non-

staff positions for each school site and department. The recommendation shall be structured to provide the board with the following information.

- Indicate a specific level of staffing based on academic needs
- Indicate the number of sections of a subject at each grade level and the students per sections
- Indicate cost of the staffing based on funding sources i.e., district maintenance, Mississippi Adequate Education Program, or federal
- Indicate the staffing requested meet all state and regional accreditation standards

The superintendent shall prepare a package of materials for the board containing the following information on each applicant recommended for employment:

- | | |
|--------------------|------------------------|
| A. Transcripts | B. Praxis Scores |
| C. Application | D. License/Certificate |
| E. Recommendations | |

These materials will be reviewed prior to the board meeting by the chairperson of the board or a member appointed by the board. The person will certify to the board that all requirements stated in the employment process have been met by the superintendent and applicant before the recommendation is presented to the school board.

The final stage will be a personal appearance of the applicant before the board.

Teacher Certification

Each new teacher is required to have the following of file in the Central Office.

1. Educator License
2. Verification of experience
3. Official Transcript
4. Copy of Praxis Scores
5. Completed Application

PROFESSIONAL DEVELOPMENT

It is the responsibility of the district to submit a professional development plan to the school board for approval. Employees are required to attend designated professional development sessions.

Needs Assessments

Each year, goals for staff development are based on needs identified by district personnel and on requirements directed by the Commission on School

Accreditation. Teachers provide input for needs through the evaluation of sessions during the year and by the completion of needs assessment at the end of each school year.

Prioritized needs may direct the management of the delivery system as well as the contents of sessions. Teacher involvement is critical to an effective staff development program which improves performance.

Record-keeping

1. Each participant is responsible for signing the attendance sheet at each session.
2. Participants will complete the assigned follow through activity.

Makeup Activities

In case of absences, the teacher is responsible for contacting the principal and the appropriate facilitator for assignments or makeup activities.

Out of district professional development shall be approved by the immediate supervisor. A travel request form shall be completed and submitted to the superintendent for school board approval. A request for reimbursement shall be submitted to the finance office for approved out of district travel expenses (Appendix D).

EDUCATOR LICENSE RENEWAL

Current requirements for Renewal of a five-year standard license:

Class A:

- Ten (10) continuing education units (CEUs) in content or job/skill related area
- OR
- Three (3) semester hours in content or job/skill related area AND Five (5) continuing education units (CEUs) in content or job/skill related area
- OR
- Six (6) semester hours in content or job/skill related area
- OR
- Completion of the National Board of Professional Teaching Standards process

Class AA, AAA or AAAA:

- Three (3) semester hours in content or job/skill related area
- OR
- Five (5) continuing education units (CEUs) in content or job/skill related area
- OR
- Completion of the National Board of Professional Teaching Standards process
-

Standard Career Administrator:

- Seventy (70) School Executive Management Institute (SEMI) credits
- OR
- Six (6) hours of coursework
- OR
- 35 SEMI credits AND 3 hrs coursework
- OR
- Completion of a specialist or doctoral degree in educational administration/leadership

Reinstatement of an Expired License

An expired five-year standard license may be reinstated with one of the following options:

- six hours of college coursework
- valid out-of-state license
- documentation from PERS for retired educators
- CEUs (Mississippi Department of Education)

POLITICAL ACTIVITIES

The board recognizes and encourages the rights of its employees, as citizens, to engage in political activity, with the following restrictions. No employees shall solicit support of any political candidate, partisan or non partisan, or support any issue on any referendum matter during regular work hours or during after school activities.

STAFF PROTECTION

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school, classes or of causing him not to attend such classes. Code 37-11-20 (1972)

If any parent, guardian, or other person shall abuse any superintendent, principal, teacher or school bus driver while school is in session or at a school related activity, in the presence of school pupils, such person shall be guilty of a misdemeanor and upon conviction, shall be punished by a fine of not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00) (Code 37-11-21—Appendix C).

TEACHER NEGLIGENCE

Although School Board and Administrators set the climate of safety within schools, teachers must be directly involved, trained and supported in all stages of developing and implementing programs that accomplish safer schools. Teachers establish the first line of school safety because they have the most direct contact with students. Teachers have great insight into the potential problems associated with students and their school. Effective discipline and classroom management skills are essential. Additionally, teachers may also file criminal charges against a student if they are the victim of a crime perpetrated by a student.

Because of the loss of sovereign immunity, it is essential that emphasis be given to the issue of teacher negligence and legal implications that may arise due to negligence. Teachers should be careful to properly manage and supervise their classes, to properly administer corporal punishment, to properly administer medication and first-aid, and to abide by all policies of the Noxubee County School District.

CODE OF ETHICS – STANDARDS OF CONDUCT (See Appendix H)

Upon entering the teaching profession, each educator assumes a number of obligations one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics and set forth to the education profession and the public it serves with standards of professional conduct and procedures for implementation. This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators. There are ten standards in the code of ethics.

- Standard 1: Professional Conduct
- Standard 2: Trustworthiness
- Standard 3: Unlawful Acts
- Standard 4: Educator/Student Relationships
- Standard 5: Educator/Collegial Relationships
- Standard 6: Alcohol, Drug and Tobacco Use or Possession
- Standard 7: Public Funds and Property
- Standard 8: Remunerative Conduct
- Standard 9: Maintenance of Confidentiality
- Standard 10: Breach of Contract or Abandonment of Employment

Any educator or administrator's license may be revoked or suspended for

engaging in unethical conduct related to an educator/student relationship (Standard 4). Superintendents shall report to the Mississippi Department of Education any license holder engaging in unethical conduct that relates to an educator/student relation (Standard 4).

Principals shall provide each teacher a copy of the code of ethics and shall document receipt.

SUBSTITUTES

Securing Substitute Teachers

When the services of a substitute teacher are required, for whatever, reason, the teacher should notify the principal at the earliest possible moment. Teachers are to contact principals no later than 6:30 a.m. on the day of the absence. When possible, the teacher shall notify the principal the day before their expected return to class.

The principal or his/her designee is responsible to obtain substitute teachers. The teacher should have available for the substitute a class roll, lesson plan, and other required items so the substitute can more effectively take charge of the class.

The principal/director/supervisor is responsible to submit to the Central Office a Substitute Report; Absentee Description Form; and a Substitute Report Form (Appendix D).

Each teacher shall complete an Absence Description Form and/or Approved Absence Form, if the absence was school related (Appendix D).

Substitute teachers shall be given a substitute handbook and shall attend substitute training before serving as a substitute teacher. Compensation for substitutes is as follows:

College graduate	=	\$68.20 per day
Associates or 48 hours +	=	\$59.45 per day

Other Substitutes: cafeteria workers, custodians, bus drivers, etc.

When the services of a substitute are required, for whatever, reason, the employee should notify the appropriate supervisor at the earliest possible moment of his/her absence.

Other substitutes shall receive guidance from the appropriate supervisor. Compensation shall be based on scale set forth by the school board.

DRUG FREE WORKPLACE

District employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, except as authorized by law from the prescription of a physician, in workplaces of this school district are prohibited. School officials shall cooperate fully with law enforcement in prosecution of drug violation occurring in the workplace. Violators shall be subject to suspension or dismissal. Suspension or dismissal may result in the suspension or revocation of the license of a certified employee (Code 37-3-2).

Pursuant to the Drug-Free Workplace Act of 1988, school employees under federal programs which are funded directly to the school district by a federal agency, as a condition of employment shall:

1. abide by the terms of the statement above; and
2. notify school officials of any criminal drug statue conviction occurring in the workplace no later than five days after such conviction.

Each district employee engaged in the performance of a direct grant aid program shall be given a copy of this statement.

Substance Abuse Policy

The Noxubee County District prohibits the unlawful possession, use, and distribution of illicit drugs and alcohol by students and employees on Noxubee County Schools' campuses or any of its activities.

The district strives to be drug free as drug use/abuse limits academic performance, hinders maturity, and effects social and emotional development. The district does not tolerate the use or possession of alcoholic beverages, prescription drugs used improperly, marijuana, or other controlled substances.

The district encourages the age-appropriate education of all students in the prevention of drug use, the development of community resources in providing drug free activities, the enforcement of all laws against use and possession, and the referral to treatment when necessary.

Smoking-Tobacco Free Environment

Employees are prohibited from using or displaying tobacco products, including smokeless tobacco while the employee is on location at property owned by the School District or under its control. This prohibition includes all school sponsored functions including, but not limited to, extracurricular activities.

Tobacco use, including smokeless tobacco products, is banned from all school owned vehicles and buildings.

The use of tobacco in any form by employees and/or visitors shall be prohibited while such employees and/or visitors are on or in property, facilities and vehicles owned by the District.

SAFETY/SECURITY

Gun-Free Schools

The Noxubee County School District operates in compliance with the Gun-Free Schools Act, Title VII of the Elementary and Secondary Education Act of 1965. Therefore, all policies and procedures adopted by the Board that affect the conduct and/or discipline of students are supplemented by the requirements of this act (Appendix C).

ID Badges

All teachers/staff are required to wear ID badges at all times. If a badge is lost, the staff must pay the replacement cost. Failure to wear ID badges will result in progressive discipline. Classrooms doors are to be kept locked at all times. Also, exit doors are to be kept locked at all times.

No Cell Phone Policy

The Noxubee County School District adopted a no cell phone policy which applies to all employees and students. No school employee (without superintendent/board approval) may use his/her cell phone on school grounds during school hours and instructional time.

Campus Visitation

Campus visitors must check in at the office for approval and receive a visitor's badge. Casual visits are discouraged. All visitors are expected to schedule appointments prior to the visit. Sales persons and other individuals desiring transactions with the school must get written permission for visitation from the superintendent's office to be submitted to the principal upon arriving at school unless the visit is requested by the school's administration.

If you suspect a person on campus of not being authorized to be there, ask about his/her status. If you determine that the person is unauthorized either inform his/her of our policy and ask him/her to leave or notify an administrator. In the event that you ask him/her to leave and he/she does not comply or you are not sure that he/she complies, notify an administrator and/or security.

After School

Students may remain at school after the end of the regular pupil school day for various reasons.

It is expected that such occasions merit professional supervision. The planning and scheduling of students to be kept after school should reflect the system's philosophy of pupil-centered instruction and his individual worth. Parents should be informed when a child is to remain after school.

SEXUAL HARASSMENT

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

It is the intent of the school board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Complaints of violation of this policy may be made to the appropriate administrator without fear of reprisal. Should violation prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination or employment.

Title IX of the Education Amendment of 1972

Employees and students in academic institutions are protected from sexual harassment by Title IX of the Education Amendment of 1972. This amendment of the 1964 Civil Rights Act prohibits sex discrimination and sexual harassment in educational institutions that receive federal assistance.

Complaints of violations of this policy may be made to the appropriate administrator without fear of reprisal. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

DRESS CODE

Proper Attire for Administrators, Faculty, and Staff

The intent of these administrative guidelines is to set a framework for the employees in the Noxubee County School District to reference when making decision regarding their attire while performing their duties.

Because of the diverse nature of responsibilities, guidelines must allow employees to dress in a manner suitable for their particular assignment. However, all employees shall dress in a manner that demonstrates exemplary standards of health, hygiene, safety, and acceptable community values.

Generally, instructional personnel are asked not to wear jeans, sweat suits,

jogging suits, etc. There may be exceptions to this requirement for special occasions and seasons (such as “jeans day” or “holiday sweat shirt day”, etc.).

Research indicates that the way one dresses influences the manner in which one is perceived by others. Employees of the Noxubee County School District shall strive to be positive role models for students and as professionals shall project the very best image possible.

GRIEVANCE PROCEDURES

Any student or employee believing that he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of sex, race, color, religion, handicap or national origin in violation of Title IX of the Educational Amendments of 1972 may file a written complaint with the designated compliance administrator.

The intent of the grievance process is to secure an equitable solution to any grievance at the first administrative level.

However, grievance shall be processed in according with the levels outlined in the Board Policy Manual (Appendix E).

Definitions: The following definitions shall apply in this grievance procedure:

- 1.) A “grievance” is a complaint by an individual based upon an alleged violation of a person’s rights under state or federal law or board policy. However, a grievance should not include a discharge of a non-renewal contract.
- 2.) A “grievant” is the person or persons making the complaint.
- 3.) The term “days” shall mean working school days and shall exclude weekends or vacation days.

PROFESSIONAL INTERPERSONAL RESPONSIBILITIES

Teacher/Assistant Teacher

The classroom teacher guides the practical learning experiences of the teacher assistant. It is the teacher's interest in and respect for the teacher assistant that encourages and inspires the teacher assistant's continuing interest in the program. The classroom teacher:

-
1. Makes decisions related to instruction and student learning.
 2. Diagnoses students' needs.
 3. Prescribes and initiates instructional program.
 4. Plans the work of the teacher assistant ahead of time; informs and gives guidance to work.
 5. Appraises and evaluates teacher assistant's performance.
 6. Advises teacher assistant on proper procedures for handling discipline problems in emergency situations.
 7. Evaluates student progress and achievement.
 8. Demonstrates a personal interest in the teacher assistant's professional growth.
 9. Acts as a positive and enthusiastic source of information about the instructional program.
 10. Helps the teacher assistant develop a positive attitude toward the district and school.

Teacher/Student Teacher

The School Board welcomes the opportunity to cooperate with colleges and universities by taking an active part in the training and preparation of student teachers. The district will work with colleges and universities in the placement of a student teacher in the classroom with a certified teacher meeting the requirements of the college or university. However, the teacher is responsible for everything that takes place in the classroom. Administrators may deem it necessary and beneficial to student teachers to involve them in school activities other than instruction.

Teacher/Parents

Guideline for Parent-Teacher Conferences

1. Physical setting
 - ⤴ Room should be orderly
 - ⤴ Location should be quiet and private
 - ⤴ Area must be comfortable, especially in regard to chair size.
 2. Preparation
 - ⤴ Be familiar with the child's past school record and any available information regarding home and family.
 - ⤴ Determine the purpose of your conference (to meet parents, obtain information, to discuss problems, etc.)
 - ⤴ Be certain that materials needed are readily available (records, child's work, written observation of behaviors, portfolio, etc.)
 - ⤴ Determine a sequence for presenting a case, especially in regard to problems.
 - ⤴ Be prepared to make recommendations or discuss alternatives available within the system or community.
 - ⤴ Be certain that the parents are aware of the conference time and that
-

it is convenient to them.

3. Climate

- ⤴ Be relaxed and smile
- ⤴ Encourage some casual conversation
- ⤴ Do not sit behind a desk
- ⤴ Allow the parent to vent feelings without challenging.
- ⤴ Be supportive whenever possible, especially in regard to the fact that you understand their point of view whether you accept it or not.
- ⤴ Try to determine the level of the parents, particularly in terms of how they perceive the child and how they relate verbally.
- ⤴ Be able to communicate child's individuality. Never refer to the child as average.

4. Purpose

- ⤴ Consider parental point of views.
- ⤴ Consider purpose of conference.
- ⤴ Summarize and combine the points.

5. Communication of problems

- ⤴ Listen
- ⤴ Accept criticism as possible constructive.
- ⤴ Refuse to make comparison with other children.
- ⤴ Be positive; relate to the child's strength as well as weaknesses.
- ⤴ Stay on track; continue to refer to identified purpose.
- ⤴ Be as specific as possible so the alternatives may be implemented.
- ⤴ Try to relate your observations to similar observations described by the parent.
- ⤴ Reinforce accounts of positive situations.

6. Plan of Action

- ⤴ Use parent suggestions, when possible.
- ⤴ Include recommendations for a positive approach to management.
- ⤴ Allow parent to respond to alternatives or recommendations.
- ⤴ Make notes and be certain that all parties understand plan.

7. Follow-up

- ⤴ Designate person to be responsible for contact.
- ⤴ Designate time limit for making contact.
- ⤴ Modify plan as needed
- ⤴ Move forward, be willing to continue with new objectives
- ⤴ Be sincere in showing your interest in parent involvement
- ⤴ Make notes immediately and keep these to evaluate progress.
- ⤴ Follow through.

Remember that:

1. A small problem to the teacher may be a large problem to a parent and vice versa.
2. Be honest, but tactful.
3. Move only as fast as the parent can follow; more than one conference may be necessary.
4. End every conference on a pleasant note.
5. Avoid saying that a solution cannot be found. Be prepared to recommend others.

TEACHER/STUDENT

Students are to be assigned to teachers or instructional teams by the school counselor and /or administrator.

First Aid and Medication

Only qualified personnel should attempt to administer first aid to pupils. Medication is not to be provided by the schools, but with parental consent, the school may cooperate with students who require medication during school hours as prescribed by a medical doctor. Each principal has available the board policy and procedures to be followed (Appendix F).

The self-administration of asthma medication by students at school must follow Asthma Medication Law 41-79-31 (Appendix F).

Reports of Child Abuse/Neglect

Any school employee having reasonable cause to suspect that a child is neglected, abused, or exploited is required by Mississippi Code of 1972 (42-21-353) to make an oral report immediately to the school principal/designated supervisor and to the Department of Human Services abuse hotline (800-222-8000).

In accordance with Section 43-21-353 of the Mississippi Code of 1972, Annotated, "Any attorney, physician, dentist, intern, resident, nurse, psychologist, social worker, family protection worker, family protection specialist, child caregiver, minister, law enforcement officer, public or private school employee or **any other person** having reasonable cause to suspect that a child is a neglected child or an abused child, shall cause an oral report to be made immediately by telephone or otherwise and followed as soon thereafter as possible by a report in writing to the Department of Human Services, ..."

What will happen if you know of abuse and don't report it?

Upon being found guilty, the individual shall be punished by a fine not to exceed Five Thousand Dollars (\$5,000.00), or by imprisonment in jail not to exceed one (1) year, or both. Mississippi Code of 1972, Annotated Section 43-21-353(7).

A school employee who participates in making a required report pursuant to this law is presumed to be acting in good faith. Any person reporting in good faith is immune from civil or criminal liability. (43-21-355)

Student Errands-Off Campus

Students are not allowed to run errands off the school campus for themselves or school personnel. In extreme emergencies, the school principal may give permission for errands. Students may not drive school personnel vehicles.

Student Use of Building – After Hours

Students may not use school buildings and other similarly school facilities unless permission has been given by the school principal. Any pupil use of facilities must be under the supervision of a responsible adult.

Student Grooming

So as not to interfere with the learning process and to promote consistency, teachers should notify their school administrator of any attire or general grooming which they feel to be detrimental to the learning process and not in keeping with school policy on grooming and attire. Such action should fulfill the teacher's obligation to the enforcement of such policy.

Student Interview

With exception as to youth court jurisdiction, no student may be interviewed regarding potentially criminal conduct without permission of parent or guardian.

Parental release is required on all media-generated coverage involving photographs of and opinions by children.

STUDENT RECORDS

Each school has a designated area in which student records are to be filed. It is mandatory that these records are kept there and information is confidential. Records must be maintained in accordance with standards found in Bulletin 171.

By law, parents are to be granted access to their children's records if they so request. Students, 18 years of age or older, are entitled to direct access to their

records upon request.

Teachers are advised that the district has adopted set procedures on access, transfer, and utilization of students' records. It is the responsibility of school principals to inform faculties of such procedures. Teachers are expected to notify their principal when parent or student requests for direct access to records are made.

Transfer of Records

As outlined in Section 99.31 of the Buckley Amendment, written consent is not necessary for the transfer of records between schools. The counseling office will automatically send for student records.

Textbooks

Textbooks for students are provided by the State and District. Loaned books are issued at the beginning of the school year and returned at the close of the school year.

DISCIPLINE

The Noxubee County School District has implemented a competency based approach to classroom discipline designed to provide educators the skills and confidence necessary to reduce discipline as a problem in the classroom or school. Employees are expected to adhere to the discipline procedures in the student handbook.

Teachers will provide their students with a list of rules and consequences, both positive and negative, which will be used in their classrooms. When a student chooses to break the rules, consequences will be consistently applied. When a student is referred to the office, disciplinary action will be taken according to prescribed steps established for the elementary and secondary levels.

Corporal Punishment

Corporal punishment should be used as a last resort. Corporal punishment will be administered by and in the presence of a certified staff member or principal. Parents have the option to decline corporal punishment for their child or children. The corporal punishment form must be signed and returned to the principal's office of the school the child attends.

DISTRICT RESOURCES, SERVICES, & PROCEDURES

Teachers are requested to work with their principals in using the following district-level services and resources:

1. Teacher Support Team
2. Special Education
3. Curriculum Development
4. Federal Programs
5. Media/Public Information
6. Food Services
7. Transportation
8. Buildings and Grounds

Multi-Tiered Student Support (MTSS)

The Office of Intervention Services (Pre-K – 12) supports educators and parents who are working with struggling learners, including students who are learning English as a second language. This office is focused on improving academic and behavioral outcomes for students. Staff coordinates the local implementation of policies and procedures and provides professional development on Multi-Tiered System of Supports (MTSS) for school-based teams, administrators, staff, and parents.

The office also offers guidance and professional development opportunities for educators and parents related to intervention selection, data-based decision making, evaluation, progress monitoring, dyslexia, gifted learners, and English learners to ensure all students graduate high school ready for college and career.

Three Tier Instructional Model

The Three Tier Instructional Model is a part of [State Board Policy 41.1](#)). This model is designed to meet the needs of every student and consists of three tiers of instruction:

- **Tier 1:** Quality classroom instruction based on Mississippi standards.
- **Tier 2:** Focused supplemental instruction.
- **Tier 3:** Intensive interventions specifically designed to meet the individual needs of students.

If Tier 1 and 2 instructions are unsuccessful, students must be referred to the Teacher Support Team (TST). The TST is the local team responsible for interventions developed at Tier 3. Each school must have a TST implemented in accordance with the process developed by the Mississippi Department of Education.

Tools and Supports

- [Behavior and Beyond Symposium](#)
- [MTSS 4-12 Screening Chart](#) (Revised Dec. 2018)
- [MTSS Flowchart for Pre-K – 12](#) (Revised Dec. 2018)

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- [MTSS Digital Resources](#) (Revised Dec. 2018)
 - [English Learner Resources](#)
 - [Evidence-Based Programs](#)
 - [Family Guides for Student Success](#)
 - [Family Guides for Student Success \(Spanish versions\)](#)
 - [Family Guides for Student Success Training Materials](#)
 - [Individual Reading Plan](#)
 - [MTSS Quick Reference Guide](#)
 - [MTSS Documentation Packet](#) (Revised Aug. 2018)
 - Parent and Family Guide to Understanding RTI
 - [Response to Intervention Best Practices Handbook \(2010\)](#)
 - [Response to Intervention Essential Elements Matrices \(2010\)](#)
 - [Response to Intervention FAQs \(2010\)](#)

Special Education

Special Services develops and maintains effective educational programs for all children with disabilities, ages 3-21. Our mission is to empower all students with disabilities to function at their highest levels and to become contributing members of society. To accomplish our mission, we work closely with parents, general educators, community, and health professionals to coordinate services that enhance personal capability and quality of life.

The purpose of special education is to meet the exceptional needs of children, which are the result of a disability, and to ensure that students with disabilities receive all needed aids and services. The instruction and related services are specially designed to meet the unique needs of an eligible student with a disability or a specific service need that is necessary to allow the student with a disability to access the general curriculum.

Special education laws and regulations are meant to protect students with disabilities and ensure that they get the services necessary to make effective progress. The Individuals with Disabilities Education Improvement Act (IDEA) of 2004, nation's special education law, serves approximately 6.8 million children and youth with disabilities.

Curriculum Development

The school system continually seeks to improve and upgrade its curriculum. The district will include the Common Core State Standards into the curriculum for all grade levels.

Suggestions for curriculum updates or revisions must be in writing. The following procedure will be utilized: any individual, team, department, or school which identifies a need for curriculum revision should prepare in writing the need and

recommended changes

The written need and recommendation shall then be submitted to the principal or principals, if involving more than one school. The principal shall review the recommendations and make his/her opinion known to the group submitting the recommendations. The principal's approval will be necessary before the recommendations leave the school. The approved written need and recommendation shall then be forwarded to the Superintendent for further action.

Federal Programs

Title I

Title 1 is the largest federal education-funding program. It provides funding for high poverty schools to help students who are failing or at risk of failing. Schools enrolling at least 40 percent of students from poor families are eligible to use Title I funds for schoolwide programs that serve all children in the school.

Title II (Teacher and Principal Training and Recruiting)

Title II, Part A, funds are used to increase student academic achievement through strategies such as improving teacher and principal quality and increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools.

This program combines the former Eisenhower Professional Development Program and the former Class-Size Reduction Initiative into one funding program. These funds must target schools that have the lowest proportion of highly qualified teachers, have the largest average class size, or are identified for school improvement.

Title VI (Rural and Low-Income School Program)

The funds from Title VI-B-2 are focused on meeting specific educational goals and objectives related to increased student achievement and decreased student dropout rates. Funds may be used for teacher recruitment and retention; professional development; educational technology; parental involvement activities; activities authorized under Safe and Drug-Free Schools; activities authorized under Part A of Title I; and activities authorized under Title III.

Homeless Education

In accordance with the McKinney-Vento Homeless Assistance Act, the NCSD identifies children and youth in homeless situations and provide them with appropriate services to ensure educational continuity. The district provides immediate enrollment in school, even when students lack paperwork normally required for enrollment, such as school records, proof of guardianship, a birth certificate, immunization or other health records, and proof of residence.

English Language Learners

The NCSD administers a home language survey in English and translates the survey in other languages to identify its English Language Learner (ELL) students. The district annually assesses ELL students' language proficiency. The results are used to assist in the placement of ELL students in an appropriate language instruction program. Evaluation of the program's effectiveness is done annually to monitor the progress of ELL students.

Media/Public Information

The Office of the Superintendent supports and contributes to the overall educational process by facilitating a climate of teamwork among teachers, parents, administrators, students, and the general public.

Promoting the accomplishments and needs of the district is the responsibility of all. However, only the superintendent or his designee may serve as spokesperson for the district.

Events suitable for consideration include the following:

1. Important calendar events
2. Announcements of change
3. Student and/or faculty honors and awards
4. Ideas for human interest stories and pictures

Transportation

Bus Supervisor's Responsibilities

1. Inspect bus before leaving for damages and again when returning. Note any damages.
2. Review rules and regulations with driver and sponsor.
3. Review any problems reported by driver and sponsor.
4. File completed checklist.

Bus Driver's Responsibilities

It is the responsibility of the school bus driver to operate the school bus in a safe and efficient manner and to abide by all state traffic laws, SBE regulations and local school board regulations.

Job functions shall include but not be limited to the following:

1. Conduct a thorough pre-trip and post-trip inspection of the school bus.
2. Keep exterior mirrors clean and adjusted at all times.
3. Perform a minimum of two school bus evacuation drills each school year utilizing approximate emergency procedures.
4. Know, recognize and obey road signs and signals by meanings, shapes, sounds and colors.
5. Keep the interior of the bus clean.
6. Maintain routes and schedules as planned by the local school board.
7. Report any hazards along the existing route to appropriate school officials.
8. Exercise the effective defensive driving skills of self-control, alertness, foresight and good judgment at all times while operating the school bus.

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9. Maintain discipline on the school bus without jeopardizing safety while driving.
 10. Remain alert at all times to hazards, including but not limited to, poor weather conditions, other vehicles, road conditions and trains at railroad crossings.
 11. Complete all reports on bus discipline, bus maintenance and any other reports required by the local school board.
 12. The driver shall not, at any time, permit pupils to stand in the step-well or loading area or where the pupil would likely fall out of the bus, if the rear emergency door was opened, or where the driver's view is obscured.
 13. Local school boards may supplement the minimum bus driver job description and responsibilities as deemed necessary for safe and efficient student.

Food Service

This program is an integral part of the total education program and is governed by the same principles and type of control as any other division of the school. The principal has general direction of the conduct of its activities. The food service director is responsible ensuring compliance with state and federal guidelines/procedures.

The teachers are still "the teachers" in the cafeteria and students are responsible to them for their conduct.

Minimum and maximum time allotment for students and staff lunch and breakfast periods:

1. Schools shall schedule at least a minimum of 24 minutes to ensure an adequate eating time for school lunch. The factors influencing the lunch period are wait time, consumption time, standard deviation/variability and social time.
2. Since school breakfast is not factored into the regular school day, schools should take into consideration the recommended time of 10 minutes for a child to eat school breakfast after they have received the meal.

The availability of food items during the lunch and breakfast periods of the Child Nutrition Breakfast and Lunch Programs:

1. School districts shall comply with the Mississippi Board of Education Policy on Competitive Food Sales as outlined in the **Mississippi Board of Education Policies**
 2. School districts shall update the wellness policy to address limiting the number of extra sale items that may be purchased with a reimbursable
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meal. The policy will exclude extra beverage purchases of milk, juice and/or water. Schools may want to consider the following options:

Example:

- a. Elementary School – 1 extra sale items other than beverage
- b. Middle School – 1 extra sale item other than beverage
- c. High School – 2 extra sale items other than beverage

3. Schools may sell extra items in individual packages not to exceed 200 calories.

Example: ice cream, baked chips (grain), 100% juice bars, 100% fruit juice, or granola bars, or cereal bars.

4. Schools may sell extra items in portions not to exceed the menu portion service size.

Example: ½ cup of fruit, ½ cup of vegetable, 2oz. wheat roll or entrees with 2-3 oz. protein.

5. Schools will be marketing, pricing and nutrition education strategies to encourage healthy extra sale selections.

Example:

- a. Healthy selections such as fruit or vegetables priced lower than other selections
- b. Healthy selections positioned in a visibly prominent location
- c. Fun nutrition information marketing the healthy selections

A non-cafeteria drink is only allowed if placed in an unmarked container. In other words, drinks cannot be brought into the cafeteria in their original containers. Parents are encouraged to send lunches that are nutritionally well balanced and to either pack fruit juice or allow the child to purchase milk at school.

Sale of Competitive Foods

No food is to be sold on campus for one hour before breakfast or one hour before lunch and until the end of either serving period. With a reimbursable meal, a student may purchase individual meal components or milk or milk products as extra food sales. Remember, Mississippi's policy does not allow a la carte sales. Food must be a component of the meal pattern to be sold extra. Milk and milk products are the only exception to this rule.

Meal Components: 100% orange juice is a meal component and may be sold as an extra food item. A dessert is not a required meal component and may not be

sold as an extra food item. Ice cream is a milk product, not a component; therefore, is an exception to the rule and may be sold extra just as milk. Students who bring lunch from home may purchase water and milk products.

Building and Grounds

Requests for repair or any alteration or renovation of school facilities shall be made to the principal or his/her designee.

Any work on school facilities, including painting of rooms, shall be done only by authorized maintenance/janitorial personnel. Requests for major projects must be approved by the superintendent and school board before work can be scheduled.

MISCELLANEOUS PROCEDURES

Emergencies, Illness, and Accident Procedures

Each school shall maintain a file on each student with name and phone number of person to call in an emergency, a physician's name and phone number, and a permission statement for the school to give emergency medical or dental treatment. Policies and procedures for caring for ill or injured students and for dealing with routine and emergency situations shall be published and posted in a readily accessible location in each school.

In case of an accident, the following steps should be taken:

- ⤴ Minor injury- First aid shall be given at school.
- ⤴ Major injury- First aid shall be given at school and the victim shall then be sent or taken home, to the doctor, or to the hospital, according to the injury.
- ⤴ Treatment at the hospital- Upon arrival at the hospital or doctor's office, the supervisor of the school may leave upon arrival of parent or guardian.
- ⤴ Notification of parents- Every effort shall be made to notify parent or guardian and the family physician.

Dropout Prevention

The goal of the NCSD is to increase the graduation rate for 9-12 cohort classes on a systemic basis to 90% by 2025. The NCSD proposes initiatives to decrease the dropout rate and increase the graduation rate by focusing on the needs of seventh and eighth grade middle school students and at-risk seniors. The Dropout Prevention Advisory Board collects information from various stakeholders such as

parents, community members, school personnel, and students about dropout risk factors and prevention programs and uses the data to make recommendations to add, delete, or modify dropout prevention programs in the district.

Internet Appropriate Policy

Noxubee County School District is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

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

Field Trips

All trips away from the school must be supervised by a teacher or staff member. Field trips must be approved by the principal first, then the superintendent, and finally the school board. Request for field trips shall be submitted for approval at least 3 days prior to a scheduled board meeting. All field trips must have school board approval. Upon approval, a bus requisition form must be submitted to the Central Office five (5) working days prior to the scheduled field trip.

Bus Driver's Responsibilities

1. Secure approved Bus Requisition Form
2. Review responsibilities
3. Confer with sponsor as to what time to leave, where to eat, and where to park bus.
4. Check bus for oil, water, gas, tire, etc. before leaving school and before returning to school.
5. Before leaving school, explain emergency evacuation of bus.
6. In case of breakdown, instruct students about what to do.
7. Assist sponsor as necessary.
8. Be sure bus permit is turned in with all information.
9. Review any problems with the bus supervisor or principal

Sponsor's Responsibilities

1. Review responsibilities of sponsor, driver, and students.
2. Obtain parental permission.
3. Obtain one adult per 15 students. (One may be the driver)
4. Confer with the driver as to what time to leave, where to eat, and where to park the bus.
5. Allow extra time for emergencies
6. Students are not to cross roads
7. Park bus for safe access
8. Explain student's rules of conduct
9. Be familiar with emergency evacuation of bus.
10. Have a list of students for sponsor, each chaperon, and the school office.
11. Call roll before leaving school and any time students get back on the bus.
12. Have students to return on bus. (Check with principal for exceptions, if there are any).
13. Maintain discipline at all time on the bus.
14. Have all trash is picked up on the bus.
15. Report any problems to the principal upon return.

Remember:

- ⤴ School board approval is required
- ⤴ The person requesting the special trip will contact the bus supervisor to secure a bus driver for the trip. This applies to local trips and out of town between the hours of 8:00 a.m. and 2:30 p.m.
- ⤴ The bus for special trip will cost the sponsoring organization \$2.00 per mile.
- ⤴ Check with business office regarding payment amount for the bus driver.

*Drivers who are regular employees of the school district cannot be paid for a field trip during school hours.

Speakers

All speakers must be approved and budgeted.

Disaster Emergency Plan

Fire, tornado, bomb threat, intruder, and any other emergency plan will be the responsibility of the principal to outline for the staff and students.

The policies stated in this handbook are subject to change by the school board. In such case, the staff shall be notified of the change.

This handbook is not a complete compilation of all board policies related to personnel. For complete policies, staff members may refer to the Noxubee County School Board Manual.

APPENDIX A

(Salary Schedules)

Noxubee County School District
Assistant Teacher Salary Schedule
FY 2020-2021

Years of Exp.		
0	\$	14,943
1	\$	15,029
2	\$	15,114
3	\$	15,199
4	\$	15,284
5	\$	15,370
6	\$	15,454
7	\$	15,539
8	\$	15,625
9	\$	15,709
10	\$	15,795
11	\$	15,880
12	\$	15,965
13	\$	16,050
14	\$	16,135
15	\$	16,220
16	\$	16,305
17	\$	16,391
18	\$	16,475
19	\$	16,561
20	\$	16,646
21	\$	16,730
22	\$	16,816
23	\$	16,901
24	\$	16,986
25 or more	\$	17,071

NOXUBEE COUNTY SCHOOL DISTRICT
SALARY SCHEDULE (WITH LOCAL SUPPLEMENT) – CERTIFIED FACULTY
SCHOOL YEAR 2020-2021

Years of Experience	AAAA	AAA	AA	A
-	\$ 41,083	\$ 39,869	\$ 38,655	\$ 36,215
1	\$ 41,103	\$ 39,884	\$ 38,665	\$ 36,220
2	\$ 41,123	\$ 39,899	\$ 38,675	\$ 36,225
3	\$ 41,937	\$ 40,641	\$ 39,345	\$ 36,725
4	\$ 42,751	\$ 41,383	\$ 40,015	\$ 37,225
5	\$ 43,565	\$ 42,125	\$ 40,685	\$ 37,725
6	\$ 44,379	\$ 42,867	\$ 41,355	\$ 38,225
7	\$ 45,193	\$ 43,609	\$ 42,025	\$ 38,725
8	\$ 46,007	\$ 44,351	\$ 42,695	\$ 39,225
9	\$ 46,821	\$ 45,093	\$ 43,365	\$ 39,725
10	\$ 47,635	\$ 45,835	\$ 44,035	\$ 40,225
11	\$ 48,449	\$ 46,577	\$ 44,705	\$ 40,725
12	\$ 49,263	\$ 47,319	\$ 45,375	\$ 41,225
13	\$ 50,077	\$ 48,061	\$ 46,045	\$ 41,725
14	\$ 50,891	\$ 48,803	\$ 46,715	\$ 42,225
15	\$ 51,705	\$ 49,545	\$ 47,385	\$ 42,725
16	\$ 52,519	\$ 50,287	\$ 48,055	\$ 43,225
17	\$ 53,333	\$ 51,029	\$ 48,725	\$ 43,725
18	\$ 54,147	\$ 51,771	\$ 49,395	\$ 44,225
19	\$ 54,961	\$ 52,513	\$ 50,065	\$ 44,725
20	\$ 55,775	\$ 53,255	\$ 50,735	\$ 45,225
21	\$ 56,589	\$ 53,997	\$ 51,405	\$ 45,725
22	\$ 57,403	\$ 54,739	\$ 52,075	\$ 46,225
23	\$ 58,217	\$ 55,481	\$ 52,745	\$ 46,725
24	\$ 59,031	\$ 56,223	\$ 53,415	\$ 47,225
25	\$ 61,905	\$ 59,025	\$ 56,145	\$ 49,785
26	\$ 62,699	\$ 59,752	\$ 56,805	\$ 50,280
27	\$ 63,493	\$ 60,479	\$ 57,465	\$ 50,775

28	\$	64,287	\$	61,206	\$	58,125	\$	51,270
29	\$	65,081	\$	61,933	\$	58,785	\$	51,765
30	\$	65,875	\$	62,660	\$	59,445	\$	52,260
31	\$	66,669	\$	63,387	\$	60,105	\$	52,755
32	\$	67,463	\$	64,114	\$	60,765	\$	53,250
33	\$	68,257	\$	64,841	\$	61,425	\$	53,745
34	\$	69,051	\$	65,568	\$	62,085	\$	54,240
35 & above	\$	69,845	\$	66,295	\$	62,745	\$	54,735

Noxubee County School District

Non-Certified Salary Schedule

FY 2020-2021

Years of Exp	Cafeteria Manager	Shop - Transportation	Maintenance	Non-Certified	Security
0	\$ 9.35	\$ 8.87	\$ 9.11	\$ 7.62	\$ 8.43
1	\$ 9.64	\$ 9.39	\$ 9.86	\$ 7.67	\$ 9.15
2	\$ 9.93	\$ 9.91	\$ 10.61	\$ 7.94	\$ 9.87
3	\$ 10.21	\$ 10.43	\$ 11.36	\$ 8.18	\$ 10.59
4	\$ 10.49	\$ 10.95	\$ 12.11	\$ 8.45	\$ 11.31
5	\$ 10.78	\$ 11.47	\$ 12.86	\$ 8.72	\$ 12.03
6	\$ 11.15	\$ 11.99	\$ 13.62	\$ 8.99	\$ 12.65
7	\$ 11.52	\$ 12.51	\$ 14.37	\$ 9.26	\$ 13.27
8	\$ 11.89	\$ 13.03	\$ 15.12	\$ 9.53	\$ 13.89
9	\$ 12.26	\$ 13.55	\$ 15.87	\$ 9.80	\$ 14.51
10	\$ 12.63	\$ 14.07	\$ 16.62	\$ 10.07	\$ 15.13
11	\$ 13.00	\$ 14.59	\$ 16.97	\$ 10.34	\$ 15.65
12	\$ 13.37	\$ 15.11	\$ 17.32	\$ 10.61	\$ 16.17
13	\$ 13.74	\$ 15.63	\$ 17.67	\$ 10.88	\$ 16.69
14	\$ 14.11	\$ 16.15	\$ 18.02	\$ 11.15	\$ 17.21
15	\$ 14.48	\$ 16.67	\$ 18.37	\$ 11.42	\$ 17.73
16	\$ 15.15	\$ 17.19	\$ 18.72	\$ 11.69	\$ 18.25
17	\$ 16.83	\$ 17.71	\$ 19.07	\$ 11.96	\$ 18.77
18	\$ 17.53	\$ 18.23	\$ 19.32	\$ 12.23	\$ 19.15
19	\$ 18.23	\$ 18.75	\$ 19.57	\$ 12.33	\$ 19.53
20	\$ 18.68	\$ 19.27	\$ 19.82	\$ 12.44	\$ 19.91
21	\$ 19.13	\$ 19.79	\$ 20.07	\$ 12.57	\$ 20.29
22	\$ 19.58	\$ 20.33	\$ 20.32	\$ 12.71	\$ 20.67
23	\$ 20.03	\$ 20.87	\$ 20.57	\$ 12.86	\$ 21.05
24	\$ 20.48	\$ 21.41	\$ 20.82	\$ 13.02	\$ 21.43
25 or more	\$ 20.93	\$ 21.95	\$ 21.07	\$ 13.20	\$ 21.61

Noxubee County School District

School Secretary Salary Schedule

FY 2020-2021

Years of Exp	10 month 200 days	10.5 month 210 days	11 month 220 days	11.5 month 230 days	12 month 240 days
0	\$ 13,460	\$ 14,134	\$ 14,807	\$ 15,481	\$ 16,154
1	\$ 14,016	\$ 14,718	\$ 15,418	\$ 16,119	\$ 16,821
2	\$ 14,572	\$ 15,301	\$ 16,030	\$ 16,759	\$ 17,488
3	\$ 15,128	\$ 15,884	\$ 16,641	\$ 17,397	\$ 18,154
4	\$ 15,684	\$ 16,468	\$ 17,253	\$ 18,037	\$ 18,821
5	\$ 16,240	\$ 17,051	\$ 17,864	\$ 18,675	\$ 19,488
6	\$ 16,796	\$ 17,635	\$ 18,475	\$ 19,315	\$ 20,155
7	\$ 17,352	\$ 18,219	\$ 19,087	\$ 19,923	\$ 20,821
8	\$ 17,908	\$ 18,803	\$ 19,698	\$ 20,593	\$ 21,488
9	\$ 18,464	\$ 19,386	\$ 20,309	\$ 21,231	\$ 22,155
10	\$ 19,020	\$ 19,970	\$ 20,921	\$ 21,871	\$ 22,821
11	\$ 19,576	\$ 20,553	\$ 21,532	\$ 22,510	\$ 23,489
12	\$ 20,132	\$ 21,137	\$ 22,143	\$ 23,149	\$ 24,156
13	\$ 20,688	\$ 21,721	\$ 22,755	\$ 23,788	\$ 24,823
14	\$ 21,244	\$ 22,304	\$ 23,366	\$ 24,427	\$ 25,489
15	\$ 21,800	\$ 22,888	\$ 23,977	\$ 25,067	\$ 26,156
16	\$ 22,356	\$ 23,471	\$ 24,589	\$ 25,705	\$ 26,823
17	\$ 22,912	\$ 24,055	\$ 25,200	\$ 26,345	\$ 27,490
18	\$ 23,468	\$ 24,637	\$ 25,812	\$ 26,983	\$ 28,156
19	\$ 24,024	\$ 25,220	\$ 26,423	\$ 27,621	\$ 28,822
20	\$ 24,580	\$ 25,803	\$ 27,034	\$ 28,259	\$ 29,488
21	\$ 25,136	\$ 26,386	\$ 27,645	\$ 28,897	\$ 30,154
22	\$ 25,692	\$ 26,969	\$ 28,256	\$ 29,535	\$ 30,820
23	\$ 26,248	\$ 27,552	\$ 28,867	\$ 30,173	\$ 31,486
24	\$ 26,804	\$ 28,135	\$ 29,478	\$ 30,811	\$ 32,152
25 or more	\$ 27,360	\$ 28,718	\$ 30,089	\$ 31,449	\$ 32,818

Noxubee County School District

240 day Office Staff Salary Schedule

FY 2020-2021

Years of Exp	AP/Acct'g	Payroll/ Insurance	Central Office Secretary
0	\$ 18,708	\$ 26,554	\$ 18,423
1	\$ 19,450	\$ 27,004	\$ 19,014
2	\$ 20,192	\$ 27,454	\$ 19,605
3	\$ 20,934	\$ 27,904	\$ 20,196
4	\$ 21,676	\$ 28,354	\$ 20,787
5	\$ 22,418	\$ 29,204	\$ 21,478
6	\$ 23,360	\$ 30,054	\$ 22,169
7	\$ 24,302	\$ 30,904	\$ 22,860
8	\$ 25,244	\$ 31,754	\$ 23,551
9	\$ 26,186	\$ 32,604	\$ 24,242
10	\$ 27,128	\$ 33,454	\$ 24,933
11	\$ 28,070	\$ 34,522	\$ 25,724
12	\$ 29,012	\$ 35,590	\$ 26,515
13	\$ 29,954	\$ 36,658	\$ 27,306
14	\$ 30,896	\$ 37,726	\$ 28,097
15	\$ 31,838	\$ 38,794	\$ 28,888
16	\$ 32,880	\$ 39,862	\$ 29,779
17	\$ 33,922	\$ 40,930	\$ 30,670
18	\$ 34,964	\$ 41,998	\$ 31,561
19	\$ 36,006	\$ 43,066	\$ 32,452
20	\$ 37,048	\$ 44,134	\$ 33,343

21	\$ 38,090	\$ 45,202	\$ 34,234
22	\$ 39,132	\$ 46,270	\$ 35,125
23	\$ 40,174	\$ 47,338	\$ 36,016
24	\$ 41,216	\$ 48,406	\$ 36,907
25 or more	\$ 42,258	\$ 49,474	\$ 37,798

**Supplements(Only for AP, AR, PR, COS
Scales)**

i) B.S. Degree - \$1000 additional supplement

ii)Experience (Outside of District) 1-5 years - \$500 additional supplement

Note: Maximum additional supplement is \$2000 for degree and experience.

APPENDIX B

(Evaluation)

(Please see your principal or director)

APPENDIX C

(Staff Protection & Gun Free)

(Please refer to the following
website:)

<https://safesupportivelearning.ed.gov/sites/default/files/discipline-compendium/Mississippi%20School%20Discipline%20Laws%20and%20Regulations.pdf>

APPENDIX D

(Forms)

APPENDIX E

(Grievance)

APPENDIX F

(Medication)

APPENDIX G

(Internet)

APPENDIX H

(Code of Ethics)

2021-2022 (Calendar)