

Approved 7-18-2024

# **West Jasper School District**

## **Professional Staff Handbook**

**2024-2025**

*"Serving the children of West Jasper Schools"*

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# **WEST JASPER SCHOOL DISTRICT**

## **ADMINISTRATION**

Dr. Jill Miller  
Superintendent of Education  
P. O. Box 610  
510 Highway 18  
Bay Springs, Mississippi 39422  
Phone: 601-425-8500 Fax: 601-425-8501

## **BOARD OF TRUSTEES**

Christy Holifield	Board President
Debbie Smith	Board Vice-President
Jean Wheaton	Board Secretary
Wade Hosey	Board Member
Makisha Keyes	Board Member
Rance Ulmer	Board Attorney

## **CENTRAL OFFICE STAFF**

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Dr. Jill Miller Kathy Culpepper	Superintendent Administrative Assistant/School Board Clerk
Bailey James Yetta Strong Ronda Barden	Chief Financial Officer Accounts Payable Human Resource Officer/Payroll/Insurance
Dawn Gentry Yetta Strong Tayler James Dedra Jones	Director of Federal Programs/Special Education/Title IX Coordinator Secretary for Federal Program/Special Education Special Education Case Manager Psychometrist
Chris Holder Debra Clark	Director of Child Nutrition Secretary for Child Nutrition/MSIS/Textbooks
Marc Avary Teri Simmons	Director of Operations (16 <sup>th</sup> Section, Bus Barn, Custodians, Maintenance) Director of Operations Secretary
Corey Price	Technology Coordinator/Fixed Asset Manager
Kim Brown	Coordinator of Teacher Mentoring

## **SCHOOL DIRECTORY**

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### **BAY SPRINGS ELEMENTARY SCHOOL**

Dr. Melissa Pugh, Principal  
PO Box 927  
510 Hwy 18  
Bay Springs, MS 39422  
Phone: 601-425-8520 Fax: 601- 425-8521

### **BAY SPRINGS HIGH SCHOOL**

Denika McLaurin, Principal  
PO Box 389  
510 Highway 18  
Bay Springs, MS 39422  
Phone: 601-425-8510 Fax: 601-425-8511

### **BAY SPRINGS MIDDLE SCHOOL**

James Bolen, Principal  
PO Box 587  
510 Hwy 18  
Bay Springs, MS 39422  
Phone: 601-425-8530 Fax: 601-425-8531

### **STRINGER ATTENDANCE CENTER**

Tony Keys, Principal K-6  
Benton Holder, Principal 7-12  
122 CR 17  
Stringer, MS 39481  
Phone: 601-428-5580 Fax: 601-426-6760

## West Jasper School District School Calendar 2024-2025 – approved 1-18-2024

July 29 – Aug. 1	Professional Development	4 days
August 2	First Day of School	
September 2	Labor Day Holiday	
September 5	Progress Reports	
Sept. 30 – Oct. 4	Fall Break	
October 9, 10, 11	1 <sup>st</sup> Nine Weeks Exams	45 days
October 14	2 <sup>nd</sup> Nine Weeks Begins	
October 17	Report Cards	
November 14	Progress Reports	
November 25-29	Thanksgiving Holidays	
Dec. 18, 19, 20	1 <sup>st</sup> Semester Exams	45 days
December 20	(60% day)	90 student days
		94 teacher days
Dec. 23 – Jan. 7	Christmas Holidays/Students	
January 6 – 7	Professional Development	2 days
January 8	Students Return/3 <sup>rd</sup> Nine Weeks Begins	
January 9	Report Cards	
January 20	MLK Holiday	
February 6	Progress Reports	
March 12, 13, 14	3 <sup>rd</sup> Nine Weeks Exams	47 days
March 17-21	Spring Break	
March 24	Students Return/ 4 <sup>th</sup> Nine Weeks Begins	
March 27	Report Cards	
April 18	Good Friday	
April 24	Progress Reports	
May 20 – 22	2 <sup>nd</sup> Semester Exams	43 days
May 22	Students Last Day (60 % day) Graduation	BSH @ 5 PM ; SAC @ 6:30 PM
May 23	Professional Development	1 day
		90 student days
		93 teacher days

### ADA:

Month 1: Aug. 2 – Sept. 27	40 days
Month 2: Oct. 7 – 31	19 days
Month 3: Nov. 1 – 22	16 days
Month 4: Dec. 2 – 20	15 days
Month 5: Jan. 8 – 31	17 days
Month 6: Feb. 3 – 28	20 days
Month 7: March 3 – 31	16 days
Month 8: April 1 – 30	21 days
Month 9: May 1 – 22	16 days
Total Days	180 days

### Grading Periods:

August 2 – October 11	45 days
October 14 – December 20	45 days
January 8 – March 14	47 days
March 24 – May 22	43 days

### Holidays: 28 days

Labor Day – September 2
Fall Break – September 30 – October 4
Thanksgiving - November 25 - 29
Christmas – Dec. 23 – Jan. 7 (students)
MLK – January 20
Spring Break – March 17 - 21
Good Friday – April 18

Inclement weather make-up days will be determined as deemed necessary.

**WEST JASPER SCHOOL BOARD OF TRUSTEES  
BOARD MEETING SCHEDULE FOR 2024-2025**

The West Jasper School Board of Trustees shall meet in sessions at 5:30 P.M. in the Central Office Boardroom located on the Bay Springs High School Campus at 510 Hwy 18, Bay Springs, MS. Notices are posted for the public to view.

Thursday, July 18, 2024 (held on third Thursday due to MASS Conference)

Tuesday, August 13, 2024

Tuesday, September 10, 2024

Thursday, October 17, 2024 (held on third Thursday due to Fall Break)

Tuesday, November 12, 2024

Tuesday, December 10, 2024

Tuesday, January 14, 2025

Tuesday, February 11, 2025

Tuesday, February 25, 2025

Tuesday, March 11, 2025

Tuesday, April 8, 2025

Tuesday, May 13, 2025

Tuesday, June 10, 2025

Tuesday, June 24, 2025

\*Board meetings dates are subject to change.

**APPROVED 5-14-2024**

## **WJSD Contract Dates of Employment for 2024-2025**

182 day (Bus Drivers)	July 26 & August 2, 2024 until May 23, 2025 (Transportation Director to determine training days)
182 day (Cafeteria Workers)	July 31, 2024 until May 22, 2025
184 day +Freezer checks during holidays and summer (Cafeteria Managers)	July 1, 2024 until June 30, 2025
187 day (Teachers, Teachers Assts., SAC Secretary)	July 29, 2024 until May 23, 2025
195 day (Psychometrist)	July 23, 2024 until May 30, 2025
200 day (Ag Teacher)	July 18, 2024 until June 3, 2025
203 day (Coaches, Band Directors)	July 17, 2024 until June 5, 2025
210 day (SPED Case Manager)	July 11, 2024 until June 10, 2025
220 day (Clerical Staff, MSIS Secretaries)	July 8, 2024 until June 20, 2025
231 day (Central Office, Principals, Counselors, Behavior Specialist, Head Football Coaches, Operations)	July 1, 2024 until June 30, 2025
236 day (Custodial Supervisor & Custodians)	July 1, 2024 until June 30, 2025

# WEST JASPER SCHOOL DISTRICT

## PAYROLL SCHEDULE 2024-2025

<b>Check Date</b>	<b>Pay Period Coverage</b>	<b># of Working Days</b>
July 31, 2024	6-16-24 thru 7-13-24	19
August 30, 2024	7-14-24 thru 8-10-24	20
September 27, 2024	8-11-24 thru 9-7-24	19
October 31, 2024	9-8-24 thru 10-12-24	20
November 22, 2024	10-13-24 thru 11-9-24	20
December 20, 2024*	11-10-24 thru 12-7-24	15
January 31, 2025	12-8-24 thru 1-18-25	20
February 28, 2025	1-19-25 thru 2-15-25	19
March 31, 2025	2-16-25 thru 3-15-25	20
April 30, 2025	3-16-25 thru 4-19-25	19
May 30, 2025	4-20-25 thru 5-17-25	20
June 30, 2025	5-18-25 thru 6-14-25	19

\*Pay before Holiday

## **INTRODUCTION**

Personnel are expected to be thoroughly familiar with and actively engaged in the enforcement of all board policies and procedures, rules and regulations established by the superintendent, and rules set forth by principals and other administrators. Although it is assumed that employees will follow these policies, rules, and regulations, and directives of a superior, it must be noted that the failure to do so will be considered grounds for discipline. Employee discipline includes reprimand, suspension, non-renewal, or termination at the sole discretion of the district. Licensed personnel will be afforded due process in accordance with state law. This staff handbook supersedes previous handbooks and contains condensed information from pertinent school board policies and administrative rules and regulations. The district reserves the right to modify the information contained herein as may be in its best interest. The West Jasper School District Policy Manual is posted on the district's website for the employees and public to view.

## **MISSION STATEMENT/GOALS – POLICY BA**

**Mission Statement:** The West Jasper Consolidated School District has as its mission to provide a quality formal education for the youth in the community.

**Goals:**

1. Every school will increase student achievement clearly.
2. The district will create an environment that is conducive to safe and orderly schools.
3. The district will operate an effective, efficient, and sound fund balance to ensure resources are distributed equitably and facilities are upgraded and updated.

## **NON-DISCRIMINATION-POLICY BAAB**

The West Jasper School District Board of Education adheres to a policy of non-discrimination in educational programs/activities and employment, and strives affirmatively to provide equal opportunity for students and staff. Specifically, the district provides employment and educational opportunity without discrimination and without regard to gender, race, ethnicity, national origin, age, religion, disability, enrollment in CTE courses, or any other legally protected status. No student shall be excluded on such basis from participating in or having access to any courses offerings, athletics, counseling, employment assistance, and extra-curricular activities. Contact the West Jasper School District Central Office for information regarding the district's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination in all areas other than on the basis of disabilities.

## **GENERAL INFORMATION**

### **AUTOMOBILES ON CAMPUS**

Employee vehicles parked on WJSD must be insured according to State Laws. If employees use personal vehicles for school business, WJSD may ask employee to provide current driver's license and insurance. All personal vehicles must be properly registered, licensed, insured, tagged, etc. WJSD is not responsible for any damage to vehicles on school property.

### **CASH IN SCHOOL BUILDINGS – POLICY DJBA**

The Board authorizes the superintendent to develop procedures consistent with this policy. In order to promote safety and security on District campuses, cash should not be kept in school buildings overnight unless properly secured. Funds entrusted to the care of school employees are the complete responsibility of the employees. Failure to adhere to this policy will result in the individual's personal liability for the amount of loss.

### **CELL PHONES/ELECTRONIC DEVICES**

Cell phones and any other electronic device provided for use by district personnel in the performance of duties related to their individual jobs entail certain responsibilities. District-owned cellular telephones are for business purposes only. The cellular telephone is not to be used for non-work related communications except in emergencies. Reasonable precautions should be made to prevent equipment vandalism or theft. If either vandalism or theft occurs, the employee should notify the principal and the district's property manager immediately so phone service may be suspended.

### **CHILD ABUSE/NEGLECT – REPORTING – POLICY JGCA**

School employees are required by state law to report suspected child abuse or neglect to the State Department of Human Services. The public school employee who makes this required report or participates in the subsequent judicial proceedings is granted immunity from any liability provided the report is made in good faith. Faculty and staff will report any suspected abuse or neglect to the site supervisor who will notify the State Department of Human services.

### **CHILDREN AT WORK**

Employees are not permitted to bring their child or children to work for any portion of the workday except for those children who are enrolled at the school where the employee works. Children should not be permitted to go to their parent's classroom/worksites and cause interruptions.

### **CLASSROOM MANAGEMENT**

Each teacher shall be responsible for maintaining satisfactory discipline on the part of each student assigned to him/her and shall contribute to the discipline of students whom he/she observes during the workday who, for whatever reason, are not under the immediate supervision of another teacher. Included in this responsibility is the duty to plan classroom work and other activities so that their students are engaged in their studies or activities immediately after the class begins. It is expected that student traffic during class periods will be held to an absolute minimum, with students leaving the room only in the event of emergencies that cannot wait until the break between class periods. Failure of the teacher to meet disciplinary and classroom management responsibilities in a consistent matter in accordance with district policies and procedures will constitute grounds for dismissal. The district's discipline plan will be published each year in the student handbook. Each teacher is responsible for obtaining a copy of and adhering to the plan.

### **COMMERCIAL DRIVING LICENSE (CDL'S)**

Employees holding the Commercial Driving License (CDL's) must report any moving traffic violation to the Director of Operations by the next working day.

### **CONFIDENTIAL INFORMATION**

Serious problems could be created for the District by disclosure of confidential internal information. District personnel should not discuss confidential internal district matters or developments with anyone outside the District, except as required in the performance of regular job duties. At no time shall any student information be shared unless there is authorization to do so. Outside inquiries, regarding district concerns must be referred to the Superintendent. At the building or department level, inquiries are referred to the administrator in charge. Employees should understand that conversations about confidential matters in lounges and offices, cell phones, and through the use of other electronic devices, can often be overheard or seen by persons not authorized to receive such information.

### **COPYRIGHTED MATERIAL – POLICY IJC**

It is the intent of this school board that all students and staff adhere to the provisions of the copyright law (Title 17 of the U.S. Code). While the law identifies some "fair use" provisions, it also defines restrictions on the reproduction of copyrighted materials. A copyright is a property right; willful infringement of a copyright can result in criminal prosecution. It is the position of the West Jasper School District that copyrighted materials, whether print or non-print will NOT be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received. Illegal copies of copyrighted material may NOT be made or used on district equipment.

FAIR USE: Congress has identified four criteria to be balanced in considering questions of "fair use":

1. The purpose and character of the use, including whether such is a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use on potential market for or value of the copyrighted work.

### **EMPLOYEE LIABILITY FOR VIOLATION**

In an effort to discourage violation of the copyright law and to prevent such illegal activities...

1. All employees will be advised of this policy; and
2. Employees who willfully disregard the district's copyright position are in violation of board policy; they do so at their own risk and assume all liability responsibility. The legal and/or insurance protection of the district will NOT be extended to anyone who violates the fair use standards of this policy.

### **DELAYED START OF SCHOOL**

When the Superintendent declares a delayed start due to inclement weather conditions, parents and employees will be informed of the delayed start and the designed time that school will begin. Employees and students are expected to report to school at the delayed start time. It is understood that the superintendent will take such action only after consultation with appropriate authorities. Some employees may be requested to come in to assist in securing the work site. Regardless of conditions, if an employee's work site is open for business as usual, employees who do not report for work must use personal leave or vacation time, where applicable, in order to be paid for the time off, or the time not worked will be without pay.

### **DRESS CODE**

All staff members are expected to dress in a manner that is professionally appropriate for the duties assigned. Attire should be clean, tasteful, and in good repair. Staff members should regard it their professional responsibility to dress in a manner that sets a good example for students and that conveys a positive professional image. Any type or style of clothing or manner of dress or personal presentation prohibited for students shall likewise be prohibited for employees. In addition, no shorts, tops that reveal the midriff or excessive cleavage, excessively tight, faded, or low cut jeans or pants, or backless sundresses may be worn. Jogging suits or wind suits are also not considered appropriate. Within these parameters, the administrator of each site shall be responsible for determining appropriate dress at that site.

### **DUTY SCHEDULE**

Each principal shall be responsible for developing a teacher duty schedule so that every student will be under continuous supervision during the entire school day and at all school-sponsored activities in order to assure maximum safety and security for each child. The school bell does not excuse students from the classroom. Each teacher shall give notice of dismissal and stand in the doorway of his/her classroom to supervise children as they pass in and out of the classroom and through the corridor. Principals will assign duty to teachers to ensure proper decorum during the school day. It is expected that all teachers will correct any misbehavior at any time, regardless of assignment. Students are not to be excused from class for any reason except illness or emergency without permission of the principal.

### **EDUCATION ENHANCEMENT FUNDS– POLICY DJEAB**

Cardholders are responsible for documenting all purchasing and transactions and knowing card balance. They should retain all receipt copies and supporting documentations for at least five years for audit purposes. By signing for and using the EEF procurement card, you agree to abide by the terms of the Teacher Cardholder Agreement and the Mississippi Educator Code of Ethics and Standards of Conduct. Personnel are required to sign a teacher cardholder agreement that the funds available on the card are public funds and must only be used to purchase supplies, materials, and equipment for use in their classrooms. Teachers may be responsible for repaying the state for any purchases that are considered unallowable (at the determination of an audit of the teacher's purchases). Teachers are required to turn in the card to the district by the deadline set by the district or if the teacher leaves the district. Teachers must notify the school district immediately if the card is lost, destroyed or stolen. If you leave employment with the district during the school year due to resignation, retirement, or termination, the EEF procurement card must be turned in immediately to the principal. Audits of purchases made by teachers using the procurement card would be an audit of the individual teacher and not part of the school district's annual financial audit. School districts will be responsible for tracking each card issued to teachers. Local school districts must maintain a roster that shows by card account number the teacher who received the card.

### **EMERGENCY DRILLS – POLICY EBBC**

It is the duty of such principals and teachers in each building of the West Jasper School District to instruct pupils in the methods of safety drills in all programs of emergency management as may be designated by the Mississippi Department of Education.

It shall be the further duty of such principals and teachers to develop and conduct an active shooter drill within the first sixty (60) days of each new school semester for students, teachers, and staff. MS Code 37-11-5

Emergency/safety drills will include evacuations for fire, bus accidents, earthquake, weather (tornado, flooding, etc.), bomb threat, or other incidents.

The superintendent shall be responsible for ensuring that each school has a current crisis management plan that includes procedures for bomb threat, fire, earthquake, hurricane, tornado, and shootings. The superintendent shall also ensure that the principal and staff at each school conduct regular safety drills in event of an emergency situation related to weapons, weather, or major loss of power.

Each school in the district shall have an operational weather radio. MS Code §37-11-6(1996)

### **EMERGENCY SCHOOL CLOSINGS AND CANCELLATIONS– POLICY EBBD**

Upon application from the West Jasper Board of Trustees, the Superintendent of the West Jasper School District is hereby authorized to declare an emergency and to close schools and offices or dismiss them early in the event of hazardous weather or other emergencies that threaten the safety, health, and welfare of students and staff.

## **EMPLOYEE ATTENDANCE**

Employees are the backbone of our district and teamwork is essential to everyone's success. It is important that employees be prompt and regular in attendance for the benefit of maximum opportunities for student achievement and the work site. If unable to report to work on time because of circumstances beyond one's control, the supervisor should be notified as soon as possible. If an employee must miss work for any reason, the supervisor must be given advance notice so the absence can be filled with a minimum of inconvenience to the operation of the school/department and to students. Employees must call their supervisor by 6:30 a.m. on the day of absence or as soon as it is known an absence is pending. Failure to notify supervisors will result in disciplinary action. When the absence will be longer than one day, the supervisor must be given an expected date of return. Should this date change, the supervisor must be notified at once.

## **EMPLOYEE COMMUNICATION**

The public perception of the West Jasper School District is largely the direct result of communication activities carried out by students and by, teachers, administrators and other employees. These external communications have a significant impact on our schools. In order to present the best image of the District, it is important that the messages we communicate are consistent with District philosophy, policies and procedures.

### **Personal Phones and Other Electronic Devices**

Employees shall not use cell phones and any other electronic devices during instructional time except with prior permission from the principal. Employees should not bring personal laptops or other electronic devices to the workplace nor use personal devices to access the district's internet. The district is not responsible for lost or stolen personal items.

## **EXPENSE AUTHORIZATION/REIMBURSEMENT – POLICY DJD**

Administrative personnel and others who have first been authorized by the superintendent to travel in the performance of their duties shall be reimbursed their expenses by the school district for travel as indicated below:

For each mile actually and necessarily traveled in the employee's automobile or other private motor vehicle, the same rate of pay per mile as set by the Mississippi State Department of Finance and Administration. The board expects employees to car pool where two or more employees are traveling to the same destination. In such an event, only one (1) travel expense allowance at the authorized rate per mile shall be allowed for any one (1) trip;

When such travel is done by means of a public carrier or other means not involving a private motor vehicle, the employee shall receive as travel expense the actual fare or other expenses incurred in such travel;

Employees shall be reimbursed for other actual expenses such as meals, lodging and other necessary expenses incurred in the course of such travel, subject to limitations placed on meals for intrastate and interstate official travel by the Mississippi State Department of Finance and Administration and rules and regulations adopted by the Mississippi Department of Audit.

## **EXTRACURRICULAR DUTY/PAY**

Extra and co-curricular activities are an essential part of the school's instructional program. Teachers shall share in the supervision of these activities. Assignments shall be impartially distributed among the staff in an equitable manner. When a licensed employee is compensated for performing duties in addition to their regular assigned duties, the federal and state income taxes will be withheld along with retirement in accordance with his/her last filed Form W-4 and Form 62-420. Employees will be paid in the pay cycle from which they are normally paid. Checks will not be processed between payrolls. It will be the duty of each person administering special projects to get pay information into the district business office in a timely manner to be included in the appropriate payrolls.

### **FIXED ASSET MANAGEMENT**

The West Jasper School District maintains a fixed asset record and inventory control system for all capital assets located within the school district. Administrative heads/directors/employees may be financially responsible for all district equipment, furniture, fixture, or other fixed assets assigned to their departments or designated under their control. All employees who are assigned areas of responsibility under the plan shall exercise reasonable care to insure that the fixed assets of the district are properly accounted for. While it is recognized that public employees are not insurers of school property, all employees charged with areas of responsibility under the plan shall be financially responsible for losses, which might occur to the district as a result of the failure to reasonable, perform the custodial duties assigned to the employee under the plan. All employees of the district owe a duty to due care and diligence to protect and preserve all fixed assets and other property of the district. Any employee guilty of gross negligence or misconduct that results in the destruction, theft, or other loss of property of the district may be responsible for providing replacement of the property or adequate compensation for the loss, as may be determined by the school board. All employees shall report any destroyed, stolen, or other loss of district equipment, furniture, fixtures, or other fixed assets immediately to their supervisors. In the event of destroyed, stolen, or lost property and as described above, all classroom teachers and other employees shall report incidents to their building principals and property managers. The loss will be reported to the local law enforcement agency.

### **GIFTS AND BEQUESTS TO SCHOOL DISTRICT (DONATIONS) POLICY DFK**

This school board shall accept or reject gifts and bequests. All donations and contributions (monies and personal property) in an amount of One Thousand (\$1,000.00) Dollars or more shall be formally submitted to the West Jasper School Board for acknowledgement and acceptance. This school board shall acknowledge in its official minutes the fair market value, date of donation, and who will maintain title or ownership to any and all donated assets. Any school principal considering acceptance of a gift on behalf of the district shall follow policies and procedures involving gifts to individual schools and must have approval from the Superintendent prior to acceptance of the gift by the district and/or individual school.

### **LEAVING SCHOOL GROUNDS OR DUTY POSTS**

Except in cases of emergency, teachers are expected to remain on the school grounds from check-in until checkout and to remain in their classrooms during class sessions or on their duty posts for the entire assigned time. Failure to do so could result in termination. Any teacher who must leave the school campus during the school day because of an emergency must first secure the principal's permission.

### **LICENSE RENEWAL**

All professional educators are approved for licensure by the Mississippi Department of Education. Renewal of a standard license is accomplished by completion of the required continuing educational units (CEU's) or college credits. Only state approved CEU programs will be accepted by MDE.

It is the sole responsibility of the licensed employee to complete requirements for renewal and to submit the original Continuing Education Unit (CEU) documentation/s to the Online Teacher Licensure at the Department of Teacher Licensure, Mississippi Department of Education on the website.

Professional employees who fail to maintain all certifications or licenses, which they held at the time of their employment, or who willfully relinquish licensure or certification in any area shall be subject to non-renewal or termination. Failure to present a certificate or license valid in the employee's area of assignment for the following school year by April 1 will result in non-renewal. The district will not hold the position open pending completion of certification.

### **LINE AND STAFF RELATIONS – POLICY CD**

The West Jasper Board of Education assigns all executive and administrative duties to the Superintendent, who is properly licensed and chosen in the manner prescribed by law. The School Board directs the Superintendent

to inform all personnel regarding the working relationships in the school system. Lines of direct authority shall be those approved by the Board and shown on the district organization chart. Personnel shall refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer these matters to the next higher administrator when necessary. All personnel shall keep the immediate administrator informed of their activities. Personnel shall have the right to appeal any decision made by an administrative officer through the chain of authority and grievance procedures established by board policy. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues of a two-way flow of ideas to improve the program and operations of the school system.

#### **MEDIA ACCESS to SCHOOL CAMPUSES/STAFF/STUDENTS - POLICY KBB**

It shall be the policy of the West Jasper School District Board of Education that access to school campuses shall be by permission granted by the superintendent of schools or designee on all occasions. Without such authority having been granted, all representatives of the media will be denied access to the campuses, buildings, staff or students of the schools and principals are hereby instructed to deny such access.

The district is committed to providing up-to-date information about the district and its activities in a timely and appropriate manner. **The West Jasper Board of Education designates the Superintendent as the spokesperson for the district when the media requests information. No employee other than those designated may provide information on behalf of the school district without prior board approval.**

It is the responsibility of the board and superintendent to maintain an atmosphere conducive to learning with as few disruptions as possible.

All requests should be directed to the office of the Superintendent whose responsibility it shall be to issue in writing permission for all access.

#### **MISCELLANEOUS**

Any other information not covered in this handbook may be addressed with the immediate supervisor. Employees will strictly adhere to their supervisor's decisions/directives.

#### **ORGANIZATION CHART – POLICY CC**

The legal authority of the West Jasper School District Board of Education is to be conveyed through the Superintendent by the organization charts for the district. Lines of direct authority shall be those approved by the board and shown on the district organization chart. Board policy shall be communicated through the Superintendent of Schools to all district personnel according to the board-approved organization plan. The organizational chart shall delineate lines and direction of authority and responsibility. The Superintendent of Schools shall have freedom to reorganize lines of authority and to revise the organizational chart subject to board approval of major changes. The board shall expect the Superintendent of Schools to maintain an organizational plan, which reflects proper supervision and necessary accountability.

#### **PERFECT ATTENDANCE**

Employees who have perfect attendance will be rewarded an additional day of leave at the end of each respective pay period. Perfect attendance is defined as an employee working their assigned work schedule.

#### **PLANNING PERIOD**

The teacher-planning period is to be used to plan for classes taught and students served and as a time to hold parent and student conferences. It is not free time or a time for teachers to leave campus. As designated by the principal, lesson plans are to be turned in to the principal for periodic review.

## **PURCHASING**

All purchases made by employees of WSJD shall be made pursuant to the purchasing laws of the State of MS Code 37-7-1. All employees are required to use purchase orders. Under no circumstances, should employees order or purchase any school related items without a properly signed purchase order approved by their supervising principal and the district office. Employees may be financially responsible for purchases bought without the appropriate paperwork.

## **REIMBURSEMENT FOR TUITION/TESTING FEES**

1. No employee of the West Jasper School District shall be reimbursed by the district for tuition costs or any costs incurred in the employee's work toward advanced degree(s).
2. No employee of the West Jasper School District shall be reimbursed by the district for tuition costs or any costs incurred in the employee's work toward acquiring the Master Teacher Certificate from the National Board for Professional Teaching Standards.

## **REVIEW OF INFORMATION**

Before distribution, the principal should review written communication, other than that between a teacher and an individual parent. Principals should ask the superintendent to read any material that they believe requires a general review before it is distributed. **The superintendent is the official spokesperson for the district.**

## **SMOKE/TOBACCO FREE BUILDINGS – POLICY EBAB**

Consistent with the provisions of Public Law 103-227, 20USC6083, the West Jasper School District Board of Education(Board of Trustees) bans the use of all tobacco products in all school buildings in the district and on all school vehicles by all persons at all times. This ban extends to all employees, students, and patrons attending school-sponsored athletic events and meetings. The ban extends to school-owned or operated vehicles and facilities. The board issues this ban in a sincere appeal to all employees, students, and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned. Employees who violate this policy may be non-renewed, suspended, or terminated at the discretion of the board. Students who violate this policy are subject to disciplinary measures as prescribed in the student handbook. Non-school individuals are subject to removal from district premises and/or arrest.

## **STAFF MEETINGS**

All employees must attend all staff meetings as scheduled and called unless excused by the principal or other administrator calling the meeting. Such meetings are essential to efficient, effective, accountable operation of schools and often provide a mechanism for problem solving and input to the decision-making process. The number, time, place, and subject matter of staff meetings are to be determined by the person who calls the meeting. Appointments are to be made at a time other than the scheduled time of staff meetings. Agendas and minutes will be maintained in the principal's office. Employees covered by the Fair Labor Standards Act may not work more than 40 hours per week without the written permission of the superintendent.

## **STUDENT MEDICATION/ACCIDENTS/FIRST AID**

Employees are responsible for reading and following procedures listed in the Student Handbook.

## **STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Under no circumstances should employees use a privately owned vehicle to transport students.

## **SUPERVISION OF STUDENTS**

The principal shall provide for adequate supervision of students while in the school building or on the school grounds, before, during and after school by developing and enforcing a written student supervision plan that includes duty posts and other necessary information. Students shall not be permitted to arrive more than 30 minutes prior to the beginning of the school day and are expected to leave school promptly at the end of the school day unless staying in or participating in a school-sponsored and supervised activity. Classroom teachers,

club sponsors and sponsors/directors of extracurricular activities, including sports, shall never leave those in their charge unsupervised and unattended whether at school, away from school, during school hours. This includes field trips, club trips, and sports events. All supervision of school students shall be conducted by a competent adult regular staff member except where competent adult chaperones have been selected and assigned by the school principal. The school principal shall determine the fitness of a chaperon to supervise and shall not be allowed to supervise any school-sponsored activity wherein there lies a reasonable risk of injury to the students. The director of transportation shall provide for adequate supervision of students using the pupil transportation system in compliance with all laws.

### **VIOLENCE FREE SCHOOLS - REPORTING OF UNLAWFUL OR VIOLENT ACTS – POLICY JCBF**

Employees of the West Jasper School District shall comply with all requirements imposed by law with regard to reporting unlawful or violent acts that have or may have occurred on school property or during school related activities or for which students have been expelled. The following reports shall be made in accordance with the law and board policy.

#### **Notification to Principal**

Any school employee shall notify his/her principal immediately upon obtaining knowledge that one of the following unlawful activities or a violent act has or may have occurred on school property or during a school-related activity:

1. Aggravated assault, including but not limited to: assault resulting in serious physical injury or assault involving use of weapon;
2. Assault on a school employee, simple or aggravated;
3. Indecent liberties with a minor;
4. Possession of a firearm or other weapon;
5. Possession, use or sale of any controlled substance;
6. Rape;
7. Sexual battery;
8. Other sexual offense;
9. Murder or other homicide;
10. Kidnapping; or
11. Other violent act.

When an emergency exists and the principal is not available for immediate notification, the employee shall immediately notify the appropriate law enforcement agency and, as soon as possible thereafter, shall notify the principal or other school administrator.

#### **Notification to Superintendent**

A principal receiving an employee's report or having personal knowledge of such acts shall immediately notify the superintendent or his/her designee.

#### **Notification to Law Enforcement**

A principal shall orally notify the appropriate law enforcement agency when he has a reasonable belief that one of the above-stated acts has occurred and shall thereafter notify the appropriate local law enforcement agency in writing.

#### **Notification to Parents, Court, and Law Enforcement**

The superintendent shall notify the parents/legal guardians, the youth court and appropriate local law enforcement agency when a student is expelled because of unlawful or violent activity. The superintendent or designee shall notify the parents/legal guardians, youth court and appropriate local law enforcement agency when a student on school property or during a school-related event has committed a crime.

### **Notification to District Attorney**

The superintendent or principal shall notify the district attorney of an accusation of fondling or sexual involvement with a minor student (under 18) by a school employee (18 or older) upon determination that there is a reasonable basis to believe that the accusation is true.

### **Reporting Procedures**

When any school employee, principal or the superintendent has knowledge that an unlawful or violent act has or may have occurred on school property or at a school-related event the following steps will be taken:

1. IMMEDIATELY UPON RECEIVING INFORMATION OF SUCH ACT, the following oral reports shall immediately be made:
  - a. The employee shall notify his/her principal.
  - b. The principal shall notify the superintendent or his/her designee.
2. ORAL NOTICE TO LAW ENFORCEMENT
  - a. IF AN EMERGENCY ("911-LIFE THREATENING") SITUATION EXISTS AND THE PRINCIPAL IS NOT IMMEDIATELY AVAILABLE, the employee is authorized to immediately contact the appropriate law enforcement official and, as soon as possible thereafter, to notify the principal or other school administrator.
  - b. IF THE PRINCIPAL HAS A REASONABLE BELIEF THAT AN UNLAWFUL OR VIOLENT ACT HAS BEEN COMMITTED, the principal shall also orally notify law enforcement officials immediately following receipt of the employee's report.
3. AS SOON AS POSSIBLE, and in no event more than 24 hours of the oral report, the following written reports shall be made:
  - a. An employee making the oral report shall complete and submit to the principal a written report on a form provided by the superintendent for such purposes.
  - b. If the principal has a reasonable belief that an unlawful or violent act has been committed, he shall complete and submit to the appropriate local law enforcement agency and to the superintendent a written report on a form provided by the State Board of Education for such purposes.
  - c. If a crime was committed by a student, the superintendent shall complete and submit to the youth court and the appropriate local law enforcement agency an affidavit in a form prescribed for such purposes. If expulsion resulted from a student's unlawful activity or violent act, the affidavit shall contain such notice.
  - d. If the offense involved possession of a firearm in violation of the Policy JICI—Weapons in School, the superintendent shall also submit the written report to the appropriate division of the Mississippi Department of Education.
4. Copies of all written reports and notices shall be retained by the principal and the superintendent.

### **WEAPONS/GUN FREE SCHOOLS – POLICY JCDAE**

No student or employee of the West Jasper School District may possess a weapon in, on or about school buildings, grounds, athletic fields or any other property used for school-related purposes, except as permitted by law.

"School property" includes any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by the district.

### **Definitions**

A "firearm" means any type of weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, including any explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine or other similar device; and any type of weapon; any combination of parts

either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled; or as otherwise defined by federal law.

### **Prohibited Weapons**

Prohibited weapons include, but may not be limited to, the following:

1. Gun, rifle, pistol, other firearm;
2. Dynamite cartridge, bomb, grenade, other explosive or mine;
3. BB gun, air rifle, air pistol;
4. Bowie knife, dirk, dagger, switchblade, pocketknife or other knife;
5. Slingshot,
6. Leaded cane, blackjack
7. Metallic or other artificial knuckles;
8. Razors, razor blades, box cutters;
9. Any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food or for instruction and maintenance of school property);
10. Bully club, throwing stars, pipe club, brick, bat, chain;
11. Any hard or sharp object, regardless of its original purpose, that may be considered a weapon on school property, on the school bus, or at any school function.
12. Any look-alike instrument which has the effect or appearance of a weapon (including utensils, imitation firearms, or knives, etc.)

### **Permitted Uses**

The superintendent, with board approval, as appropriate and in his/her discretion, may give prior approval for weapons to be on or about campus under the following circumstances:

1. Students and employees may possess weapons on school grounds only when the weapons are used for valid educational purposes or school-sanctioned ceremonies.
2. Those used within the Junior Reserve Officers Training Corps (JROTC) program in conducting training when such training is a normal element of such programs; such programs may include training in the use of pneumatic guns. Such training shall occur at a location or locations approved by the Superintendent;
3. Law enforcement officers and other government officials may carry weapons onto school grounds as permitted by law.
4. MHSAA sanctioned or school board approved activities (ex. Archery or Shooting Sports);
5. Replica firearms by a ceremonial color guard; and
6. Approved safety classes. This approval must be in writing and granted prior to the weapon being brought to school.
7. Visitors who lawfully possess an enhanced carry license/permit may enter only in the public areas of schools permitted by law without being subject to possible charge of trespass.
8. No persons, including persons with enhanced carry permits, are allowed in areas of the school to which the general public is not allowed. i.e. hallways, classrooms, offices, cafeterias, etc.

### **Penalties for Violations**

Any person violating this policy may be subject to criminal action and penalties as provided in MS §97-37-17.

1. Any employee who violates this policy will be subject to disciplinary action.
2. Any visitor who violates this policy will be asked to leave school property immediately and further action, including but not limited to filing criminal charges, shall be taken as necessary.
3. Any student who violates this policy will be subject to disciplinary action.
4. Any person violating this policy may be subject to criminal action and penalties as provided in Miss. Code Ann. '97-37-17.

Reporting: Violations of the firearm prohibition stated in this policy shall be reported in accordance with Policies JCBE, including reporting violations to the appropriate law enforcement officials.

## **WORK DAY SCHEDULES FOR DISTRICT EMPLOYEES**

The normal workday for the licensed employee consists of the time required for accomplishment of instructional goals. Hours of business and lunch periods are set by the district. No one may leave her/his designated station during the hours of operation without prior approval of the supervisor. Work schedules will be established based upon individual school, department, or site needs and objectives. No non-certified employee covered under the Fair Labor Standards Act will be allowed or required to work more than 40 hours per week **without written permission from the superintendent**. Non-certified employees work schedule will be set by the superintendent.

### **Non-Certified Staff:**

- Assistant Teachers and Personal Care Assistants work hours are from 7:15 a.m. until 3:15 p.m. with a 30-minute lunch break.
- School Secretaries work hours are from 7:00 a.m. until 3:30 p.m. with a 30-minute lunch break.
- The Director of Operations sets work hours, which includes secretary, transportation, custodians, maintenance, and bus shop. The superintendent may adjust times.

### **Certified Staff:**

All teachers will clock in and out as directed by the principal. All teachers will be expected to comply with duty hours established by the administration and/or the board. There will be occasions when teachers will be asked to remain after hours. Teachers must sign in for themselves. **Under no circumstances will one teacher be allowed to clock in or out for someone else.**

The minimum length of time the classroom teacher is responsible for being at school is from 7:15 a.m. until 3:30 p.m. each day. Faculty meetings and staff development will be held as announced by the principal until 4:00 p.m. Teachers may be required to serve extra duty as needed to provide adequate supervision for students. Principals, with the consent of the superintendent, may adjust the time to fit their particular school hours/needs.

Principals and Assistant Principals are to be on duty from 7:00 a.m. until 4 p.m. (minimal hours) or as directed by the superintendent.

## PERSONNEL SECTION

### GOALS AND OBJECTIVES - POLICY GA

The excellence of the entire staff determines the success of a quality educational experience for the youth of the district. The School Board of the West Jasper School District is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

The Board's specific personnel goals are:

1. To employ the best available personnel to staff the school system.
2. To provide attractive compensation and benefits for staff welfare.
3. To develop and implement personnel evaluation processes which will contribute to the improvement of staff capabilities and the learning program.
4. To provide an in-service training program for all employees to improve the educational program and aid each staff member's career aspirations.
5. To assign personnel so as to ensure they are utilized as effectively as possible.
6. To develop a climate which will produce the highest staff performance, morale, and satisfaction.

### EDUCATOR CODE OF ETHICS/STANDARDS OF CONDUCT – POLICY GAA

All professional educators in the West Jasper School District shall comply with the Mississippi Professional Educator Code of Ethics and Standards of Conduct as outlined in the Mississippi Department of Education Rules 14.10 and 14.17

The superintendent or his or her designee shall establish procedures to assure that all school district employees comply with this policy. The procedures shall include, but are not limited to:

1. Providing all staff of the West Jasper School District with a copy of the Mississippi Educator Code of Ethics and Standards of Conduct.
2. Maintaining a signed statement in each licensed employee's personnel file verifying that he or she has been given notice of the Mississippi Educator Code of Ethics and Standards of Conduct.
3. Advising all licensed employees that his or her contract with the West Jasper School District is subject to the Mississippi Educator Code of Ethics and Standards of Conduct, and may be revoked or suspended pursuant to its terms; and
4. Providing annual in-service training for all employees on the Mississippi Professional Educator Code of Ethics and Standards of Conduct.

The Superintendents shall report to the Mississippi Department of Education all license holders who engage in unethical conduct relating to an educator/student relationship.

### EQUAL OPPORTUNITY EMPLOYMENT – POLICY GAAA

The West Jasper Board of Trustees shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of an individual's race, color, ethnic or national origin, religion, gender, height, weight, age, marital status, political beliefs, disability, or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity. As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

**HARASSMENT PROHIBITED:** The West Jasper School District affirms the employee rights under Title VII and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

### **EMPLOYEE AND STUDENT HANDBOOKS– POLICY GAAB**

The Professional Staff Handbook, Student Handbook, Athletic Handbook, and Child Nutrition Handbooks will constitute official School Board policies. The handbooks are adopted annually by the West Jasper Board of Trustees and serve as the official policy statements of the district. Each employee and student/parent are given a copy of the appropriate handbook and a signed verification will be executed to document that said employee and/or student has accepted responsibility for reviewing the handbook's contents.

### **HIRING OF PERSONNEL – POLICY GAAG**

The Board of Trustees of the West Jasper School District has the power and authority to select all school district personnel in the manner provided by law and to provide for such employee fringe benefit programs as may be deemed necessary and appropriate by the Board. Section 37-7-301 (p) (1993)

The Superintendent of the school district shall have the power, authority and duty to enter into contracts in the manner provided by law for each assistant superintendent, principal and teacher of the public schools under his supervision, after such assistant superintendent, principal and teachers have been selected and approved in the manner provided by law. Section 37-9-14 (2) (a) (1999)

### **STAFF CONDUCT WITH STUDENTS – POLICY GABB**

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

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

#### **Staff Guideline for Non-Fraternization**

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

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
4. Staff members shall not communicate with students or parents over text, blogs, telephone, standard mail, email, or any social media account unless a district approved notification system is used.
5. Staff members shall not friend students on any social media platforms.
6. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
7. Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.
8. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
9. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
10. Staff members shall not send students on personal errands.
11. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

12. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistance, pursuant to law and Board policy.
13. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

### **Social Media**

Employees, faculty and staff are solely responsible for the content and the security of their social media websites and applications and shall not give their social media website passwords to students. Employees, faculty and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the West Jasper School District. Fraternization via the internet between employees, faculty or staff and students is prohibited and in violation of standards of the Mississippi Educator Code of Ethics. Access of social media websites for individual use during school hours is prohibited. Violation of any of this policy may result in disciplinary action. Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites.

### **Annual Reminder to Staff**

The Superintendent and the school principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

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

### **SOCIAL MEDIA WEBSITES – POLICY GABBA**

All employees, faculty, and staff are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects students may result in disciplinary action up to and including termination. This policy applies to activities at school and also, applies to off campus activities when your actions impact the educational process.

1. Access of social media websites for individual use during school hours is prohibited.
2. Employees, faculty, and staff shall not friend students on any social media platforms.
3. Employees, faculty, and staff shall not give social media passwords to students.
4. Employees, faculty, and staff shall not post any data, documents, photos, or inappropriate information on any website or application that might result in a disruption of classroom activity. This determination will be made by the Superintendent.
5. Employees, faculty, and staff are solely responsible for the security of their social media accounts.
6. Employees, faculty, and staff should not contact or communicate with a student on any social media.
7. Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the West Jasper School District.

8. Employees who associate themselves with WJSD and engage in social networking should be aware that their postings or comments could have an adverse effect on WJSD and require disciplinary action. This includes media postings or comments made off campus and outside of the school day.

Social networking is subject to all of the policies and procedures in the WJSD Professional Staff Handbook and is a violation of the Mississippi Educator Code of Ethics and Standards of Conduct. Fraternalization via the internet between employees, faculty, or staff and any student is prohibited and is a violation of the Mississippi Educator Code of Ethics and Standards of Conduct. Communication with both students and parents shall be done in person, over the telephone, through standard mail, and/or through school sponsored email, or school district approved program/software. Social media shall never be used and is not an appropriate form of communication. Violation of any of these policies will result in disciplinary action up to and including termination of employment consistent with the Mississippi Code of Ethics and Standards of Conduct. Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites, since educational sites are used solely for educational purposes.

### **TITLE I – COMPARABILITY POLICY GABE**

The budget allocation for classroom supplies, libraries, and curriculum materials shall be made on an equitable basis among all schools, and shall meet or exceed the Mississippi Commission on School Accreditation requirements. There shall be no disparity in the per-pupil expenditure for curriculum materials and instructional supplies among the schools in the West Jasper School District with each school being treated equitable. To meet the comparability requirements contained in Title I Assurances, it shall be the policy of the *West Jasper School District* to adhere to the following:

1. Maintain equivalency among schools in the allocation of teachers, administrators, and auxiliary personnel.
2. Maintain equivalency among schools in the provision of curriculum materials and instructional supplies.
3. Maintain a district-wide salary schedule.
4. Allocate all resources to schools on an equitable basis based upon the projected student enrollment for the ensuing school year, the grade level of the school, the unique needs of the specific school community and the instructional program to be served.

The superintendent or his or her designee shall develop procedures for compliance with this policy and shall maintain records that are updated biennially documenting the district's compliance with this policy.

### **DECISION-MAKING – POLICY GAC**

The board directs the superintendent to establish mechanisms, which solicit regular input of community, students and staff regarding policies, procedures, programs and operations of local districts. Such input will be considered for incorporation in the district's educational plan, school board policies and district operational procedures. The Mississippi Public School Accountability Standard for this policy is standard 12: *There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision-making. MS Code Ann. §37-7-337; § 37-18-5(4)*

### **EMPLOYMENT VERIFICATION I-9 – POLICY GACD**

All new employees are required by the provisions of the Immigration Reform and Control Act of 1982, to complete a government form I-9. Certain specific documents proving eligibility for employment must be provided. Forms and guidelines will be provided by the personnel department. I-9 forms for *all* new faculty, staff and student employees are to be completed at central locations as follows:

In accordance with the federal act, all newly hired faculty, staff and students are not allowed to begin work on the first day of employment unless they complete Section I of the I-9 form. New employees have up to three business days to provide the required I-9 documentation as mandated for Section II. Sections I and II may be

completed prior to the hire date when there is an unconditional offer of employment, which has been accepted by the employee. To facilitate completion, new employees are encouraged to provide acceptable documents before or on the first day of employment. New employees who fail to provide the required documentation are not allowed to continue employment with the district. Non-compliance with this policy is a violation of the federal act and subject to federal fines and disciplinary action.

#### **USE OF DISTRICT VEHICLES – POLICY GACK**

All vehicles owned by the West Jasper School District are to be used only for school business, at the discretion of the superintendent and/or board. School-owned vehicles shall not be used for the purpose of transporting employees to and from work or be kept at any employee's residence. When the job classification requires the employee to drive a district vehicle, the employee shall be required to have a valid driver's license and shall qualify for vehicle insurability. Any employee that has an accident in a district-owned vehicle must undergo drug and alcohol testing on the same day as the accident. Non-authorized persons are not permitted in district-owned vehicles.

#### **PROFESSIONAL STAFF DEVELOPMENT– POLICY GAD**

The West Jasper Professional Staff Development Plan and Professional Development Calendar are adopted by the West Jasper Board of Trustees annually in accordance with the district's mission and goals, as well as in compliance with the Mississippi Department of Education Policies and the Mississippi Public Schools Accountability Standards. The Superintendent or designee shall be responsible for developing continuing education guidelines for professional staff and for collaborating with a CEU granting institution to offer continuing education units to professional staff for completing the district's annual professional development program.

#### **SUICIDE PREVENTION EDUCATION IN-SERVICE TRAINING – POLICY GADAC**

The Board of Trustees of the West Jasper School District recognizes that suicide is a major cause of death among youth and should be taken seriously. It is the policy of the West Jasper School District that annual in-service training on suicide prevention education will be conducted for all school district employees.

The West Jasper Board of Trustees establishes this policy in an effort to take positive steps toward reducing student suicide through:

1. **Prevention:** To provide in-service training to all school district employees with information about the recognition of the signs of suicidal behavior; including, but not limited to, early identification and delegation of responsibility for planning and coordination of suicide prevention efforts.
2. **Intervention:** To take affirmative action when an immediate referral is warranted and to understand the emergency procedures when a referral is made and to provide support for students.
3. **Postvention:** To respond to suicide or suicide attempt, utilizing the district's crisis response, documentation, and reporting procedures.

Beginning in the 2019-2020 school year, the school district shall conduct, every two (2) years, refresher training on mental health and suicide prevention for all school employees and personnel, including cafeteria workers, custodians, teachers, and administrators. This training shall be in connection with the Mississippi Department of Mental Health. The district shall report completion of the training to the State Department of Education. The West Jasper School District shall utilize training materials and resources developed by the Mississippi Department of Mental Health and shall comply with all requirements of the Mississippi Department of Education regarding suicide prevention. The Superintendent or his designee shall develop procedures for implementation of this policy.

#### **DONATED LEAVE – POLICY GADF**

In compliance with MS CODE Section 37-7-307 (9) 2012: Any employee of the West Jasper School District may donate a portion of his/her unused accumulated personal leave or sick leave to another employee of the same

school district who is suffering from a catastrophic injury or illness, or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

A summary of MS Code 37-7-307, which governs the donation of leave to other employees, is as follows:

1. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.
2. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
3. An employee must have exhausted all of his or her available leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the superintendent.
4. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
5. Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic within the meaning of this section.
6. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
7. Donated leave shall not be used in lieu of disability retirement.

SB 2297 (2004) redefined the meaning of catastrophic injury or illness. The definition no longer includes pregnancy as a catastrophic injury or illness. For the purpose of this policy:

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

The superintendent is hereby directed to develop the appropriate administrative regulations to implement this policy.

#### **STAFF COMPLAINTS AND GRIEVANCES – POLICY GAE**

As the primary means of solving staff complaints and grievances, the board expects each administrator to:

1. Discover and practice effective means of resolving differences that may arise among employees and administrators;
2. Reduce potential reasons of complaints and grievances; and

3. Establish and maintain recognized channels of communication between the staff, administration, and board.

When and if the primary means fail, the administration shall have established and the board shall have approved formal procedures for the prompt and equitable adjustment of serious grievances. In this context, a serious grievance shall be defined as: A disagreement involving the work situation in which one individual or group of individuals believes that an injustice has been done because of a lack of policy or because of a policy that is unfair, deviation from, or misapplication, or interpretation of a policy or contract. Policies dictated by law are not included in this definition.

Such procedures shall provide for the resolution of grievances at the lowest possible administrative level and for ultimate appeal of any unresolved grievance to the board. In the resolution of grievances, hearing at all administration levels shall be:

1. Conducted in the presence of the administrator who made the ruling, which is the subject of the grievance and the presence of any other staff member personally involved.
2. Held only after due written notification to all persons concerned.
3. Free from interference, coercion, restraint, discrimination, or reprisal.
4. Held in private, with only the persons involved and/or their representatives present.
5. Summarized in writing or on tape, with an official record kept for the district.

At all hearing levels, the employee or an employee group involved shall at his/her own expense, have the right to be represented by legal counsel. Either party to the dispute shall have the right to call and cross-examine witnesses. Reasonable time limits, as set forth in the procedures for implementing this policy shall be observed by the person or group presenting the grievance, by the administration, and by the board. No employee shall suffer a reprisal or reduction in status as a result of having presented a grievance for review or of having represented an employee in a grievance.

#### **STAFF PROTECTION – POLICY GAEA**

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. '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). §37-11-21 (1992)

If any person shall willfully disturb any session of the public school or any public school meeting, 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). §37-11-23 (1970)

The governing authorities of the municipality may, at its discretion, investigate and provide legal counsel for the defense of any claim, demand or action, whether civil or criminal, made or brought against any school district employee as a result of his actions while acting in his/her official capacity. §25-1-47 (1971)

#### **Harassment Prohibited**

The West Jasper School District affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment." Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive.

Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

### **Facilities**

The school district shall make every effort to provide facilities and grounds that are clean, safe, and equipped to meet the instructional safety and needs of students and staff.

## **GRIEVANCE PROCEDURES -LICENSED PERSONNEL APPRAISAL – POLICY GAEP**

### **Staff Complaints/Grievances**

Any employee of the West Jasper School District shall have the right to appeal the application of policies and administrative regulations affecting the employee. The employee shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting the appeal with respect to a personal grievance. However, any employee who abuses the policy through the filing of frivolous complaints or who uses the policy so as to disrupt school or district operations or to harass or intimidate other district personnel shall be subject to discipline. In most cases, people of goodwill working together should be able to resolve concerns or complaints without resorting to a formal process. An individual employee wishing to file a formal complaint or grievance will do so in written form and will follow the process outlined below.

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

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

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

**PROCEDURE FOR PROCESSING PROCEDURE FOR PROCESSING GRIEVANCES:** Grievances shall be processed in accordance with the following procedure:

#### Level One

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

forth his response to the grievant and/or his decisions, as is applicable. At the same time, the principal shall also provide a copy of his written statement to the grievant.

#### Level Two

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his principal, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a meeting 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. The written statement must be signed by the grievant.
2. The written statement submitted by the grievant to his principal in Level One shall form the basis of the grievance before the superintendent. If the grievant wishes to present any additional information on his behalf, it must be signed by the grievant and submitted to the superintendent not later than five (5) days prior to the date upon which the matter is scheduled for a meeting.
3. In the event the grievant does not personally attend the meeting scheduled by the superintendent, his failure to attend shall be deemed as an acceptance of the written decision rendered by his principal at LEVEL ONE.
4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.
5. If the grievance is based on a day-to-day operational decision, then the process is complete at Level Two with the superintendent.

#### 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 a written grievance with the secretary of the school board. The written statement must be signed by the grievant.
2. If the grievance is not filed with the secretary of the school board within five (5) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.
3. Within five (5) days after receipt of the grievance, the board secretary, in concert with the board chairman and superintendent, shall schedule a hearing before the school board on the grievance.
4. The board shall render its decision within seven (7) days of the hearing.

At hearing Level Three, the employee or an employee group involved shall at his/her own expense, have the right to be represented by legal counsel. Either party to the dispute shall have the right to call and cross-examine witnesses.

#### **CONFLICT OF INTEREST – POLICY GAG**

It shall be illegal for the superintendent, principal or other certified/licensed employee to be elected by the school board if the superintendent, principal or certified/licensed employee is related within the third degree by blood or marriage according to the common law to a majority of the members of the school board. No member of the school board shall vote for any person as a superintendent, principal or certified/licensed employee who is related to him within the third degree by blood or marriage or who is dependent upon him in a financial way. Any contract entered into in violation of the provisions of this section shall be null and void. MS Code §37-9-21 (1987)

It shall be unlawful for any member of the West Jasper School District Board of Education, any member of the county board of education, the county superintendent of education, or any superintendent, or principal, or other school district administrator with authority to negotiate school district contracts, to have or own any direct or indirect interest individually or as agent or employee of any person, partnership firm or corporation in any contract made or let by the board, the superintendent for the construction, repair, or improvement of any school facility, the furnishing of any supplies, materials, or other articles, the doing of any public work or the transportation of children or upon any subcontract arising there from or connected therewith in any

manner. The West Jasper School District Board of Education shall be authorized to contract with a teacher or school district employee to perform extra work without being in violation of the provisions of this section. The board shall make a case-by-case determination of the possible conflicts of interest arising from any extra work contracts and the decision by the board shall be final. Any contract entered into in violation of the provisions of this section shall be void and of no effect. Any person who shall authorize or enter into any contract in violation of the provisions hereof, or who shall knowingly or willfully pay out or receive any money upon any the contract shall be civilly liable for the amount so paid or received, and, in the case of an official who has furnished a bond, the surety upon bond shall likewise be liable for the amount. In addition thereto, any person who shall violate the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00), or by imprisonment in the county jail not less than thirty (30) days nor more than ninety (90) days, or by both and fine and imprisonment, in the discretion of the court. MS Code §37-11-27 (1989)

### **Definitions**

The following definitions apply in this policy unless the context otherwise requires:

"Authority" means any component unit of a governmental entity.

"Benefit" means any gain or advantage to the beneficiary, including any gain or advantage to a third person pursuant to the desire or consent of the beneficiary.

"Business" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, holding company, self-employed individual, joint stock company, receivership, trust or other legal entity or undertaking organized for economic gain, a nonprofit corporation or other entity, association or organization receiving public funds.

"Business with which he/she is associated" means any business of which a public servant or his/her relative is an officer, director, owner, partner, employee or is a holder of more than ten percent (10%) of the fair market value or from which he/she or his/her relative derives more than two thousand five hundred dollars (\$2,500.00) in annual income or over which the public servant or his/her relative exercises control.

"Compensation" means money or thing of value received, or to be received, from any person for services rendered.

"Contract" means any agreement to which the government is a party; or any agreement on behalf of the government that involves the payment of public fund.

"Government" means the state and all political entities thereof, both collectively and separately, including but not limited to:

1. counties;
2. municipalities;
3. all school districts;
4. all courts; and
5. any department, agency, board, commission, institution, instrumentality, or legislative or administrative body of the state, counties, or municipalities created by statute, ordinance or executive order including all units that expend public funds.

"Governmental entity" means the state, a county, a municipality or any other separate political subdivision authorized by law to exercise a part of the sovereign power of the state.

"Income" means money or thing of value received, or to be received, from any source derived, including but not limited to, any salary, wage, advance, payment, dividend, interest, rent, forgiveness of debt, fee, royalty, commission or any combination thereof.

"Intellectual property" means any formula, pattern, compilation, program, device, method, technique or process created primarily as a result of the research effort of an employee or employees of an institution of higher learning of the State of Mississippi.

"Material financial interest" means a personal and pecuniary interest, direct or indirect, accruing to a public servant or spouse, either individually or in combination with each other. Notwithstanding the foregoing, the following shall not be deemed a material financial interest with respect to a business with which a public servant may be associated:

1. Ownership of any interest of less than ten percent (10%) in a business where the aggregate annual net income to the public servant there from is less than One Thousand Dollars (\$1,000.00);
2. Ownership of any interest of less than two percent (2%) in a business where the aggregate annual net income to the public servant there from is less than Five Thousand Dollars (\$5,000.00);
3. The income as an employee of a relative if neither the public servant or relative is an officer, director or partner in the business and any ownership interest would not be deemed material pursuant to the above subparagraph (i) or (ii) herein; or
4. The income of the spouse of a public servant and the public servant exercises no control, direct or indirect, over the contract between the spouse and the governmental entity.

"Person" means any individual, firm, business, corporation, association, partnership, union or other legal entity, and where appropriate a governmental entity.

"Pecuniary benefit" means benefit in the form of money, property, commercial interests or anything else the primary significance of which is economic gain. Expenses associated with social occasions afforded public servants shall not be deemed a pecuniary benefit.

"Property" means all real or personal property.

"Public funds" means money belonging to the government.

"Public servant" means:

1. Any elected or appointed official of the government;
2. Any officer, director, commissioner, supervisor, chief, head, agent or employee of the government or any agency thereof, or of any public entity created by or under the laws of the state of Mississippi or created by an agency or governmental entity thereof, any of which is funded by public funds or which expends, authorizes or recommends the use of public funds; or
3. Any individual who receives a salary, per diem or expenses paid in whole or in part out of funds authorized to be expended by the government.

"Relative" means:

1. the spouse of the public servant;
2. the child of the public servant;
3. the parent of the public servant;
4. the sibling of the public servant; and
5. the spouse of any of the relatives of the public servant specified in subparagraphs (ii) through (iv).

"Securities" means stocks, bonds, notes, convertible debentures, warrants, evidences of debts or property or other documents. MS Code §25-4-103 (1992)

No public servant shall use his/her official position to obtain pecuniary benefit for him/herself other than that compensation provided for by law, or to obtain or attempt to obtain pecuniary benefit for any relative or any business with which he/she is associated.

No public servant shall be interested, directly or indirectly, during the term for which he/she shall have been chosen, or within one (1) year after the expiration of the term, in any contract with the state, or any district, county, city or town thereof, authorized by any law passed or order made by any board of which he/she may be or may have been a member.

No public servant shall:

1. Be a contractor, subcontractor or vendor with the governmental entity of which he/she is a member, officer, employee, or agent other than in his/her contract of employment, or have a material financial interest in any business which is a contractor, subcontractor or vendor with the governmental entity of which he/she is a member, officer, employee or agent.
2. Be a purchaser, direct or indirect, at any sale made by him in his/her official capacity or by the governmental entity of which he/she is an officer or employee, except in respect of the sale of goods or services when provided as public utilities or offered to the general public on a uniform price schedule.
3. Be a purchaser, direct or indirect, of any claim, certificate, warrant or other security issued by or to be paid out of the treasury of the governmental entity of which he/she is an officer or employee.
4. Perform any service for any compensation during his/her term of office or employment by which he/she attempts to influence a decision of the authority of the governmental entity of which he/she is a member.
5. Perform any service for any compensation for any person or business after termination of his/her office or employment in relation to any case, decision, proceeding or application with respect to which he/she was directly concerned or in which he/she personally participated during the period of his/her service or employment.

Notwithstanding other provisions of subsection (3) of this section, a public servant or his/her relative:

1. May be an officer or stockholder of banks or savings and loan associations or other financial institutions bidding for bonds, notes or other evidences of debt or for the privilege of keeping as depositories the public funds of a governmental entity thereof or the editor or employee of any newspaper in which legal notices are required to be published in respect to the publication of legal notices.
2. May be a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer, employee, or agent where the contract is let to the lowest and best bidder after competitive bidding and three (3) or more legitimate bids are received or where the goods or services involved are reasonably available from two (2) or fewer commercial sources, provided the transactions comply with the public purchases laws.
3. May be a subcontractor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer, employee, or agent or have a material financial interest in a business which is a subcontractor with any authority of the governmental entity other than the authority of the governmental entity of which he/she is a member, officer, employee, or agent where the primary contract is let to the lowest and best bidder after competitive bidding or where the goods or services involved are reasonably available from two (2) or fewer commercial sources, provided the transactions comply with the public purchases laws.
4. May be a contractor, subcontractor or vendor with any authority of the governmental entity of which he/she is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor, subcontractor or vendor with any authority of the governmental entity of which he/she is a member, officer, employee, or agent: (i) where the goods or services involved are reasonably available from two (2) or fewer commercial sources, provided the transactions comply with the public

purchases laws; or (ii) where the contractual relationship involves the further research, development, testing, promotion or merchandising of an intellectual property created by the public servant.

5. May purchase securities issued by the governmental entity of which he/she is an officer or employee if the securities are offered to the general public and are purchased at the same price as the securities are offered to the general public.
6. May have an interest less than a material financial interest in a business that he/she is a contractor, subcontractor or vendor with any governmental entity.
7. May contract with the Mississippi Veteran's Home Purchase Board, Mississippi Housing Finance Corporation, or any other state loan program for the purpose of securing a loan; however, public servants shall not receive favored treatment.
8. May be employed by or receive compensation from an authority of the governmental entity other than the authority of the governmental entity of which the public servant is an officer or employee.
9. If a member of the legislature or other public servant is employed on less than a full-time basis may represent a person or organization for compensation before an authority of the governmental entity of which he/she is an officer or employee.

No person may intentionally use or disclose information gained in the course of or by reason of his/her official position or employment as a public servant in any way that could result in pecuniary benefit for himself, any relative, or any other person, if the information has not been communicated to the public or is not public information.

Any contract made in violation of this section may be declared void by the governing body of the contracting or selling authority of the governmental subdivision or a court of competent jurisdiction and the contractor or subcontractor shall retain or receive only the reasonable value, with no increment for profit or commission, of the property or the services furnished prior to the date of receiving notice that the contract has been voided.

Any person violating the provisions of this section shall be punished as provided for in Sections 25-4-109 and 25-4-111. §25-4-105 (1994)

**Note:** In order to assure compliance with statutes related to Nepotism and to Conflict of Interest, please ensure compliance with MS Code statutes cited above and with Sections 25-4-25 through 25-4-29; 37-11-25; and with Article 4, Section 109 of the MS Constitution.

### **STAFF HEALTH – POLICY GAGD**

The State Board of Education, the Board of Trustees of State Institutions of Higher Learning, the Mississippi Community College Board, the boards of trustees of the several junior colleges, the county boards of education, the governing authorities of any county, municipal or other public school districts, such other boards set up by law for any educational institution, school, college or university, or their authorized representative, or the State Health Officer or his authorized representative, may require any teacher, supervisor, janitor or other employee of the school to submit to a thorough physical examination, deemed advisable to determine whether he has any infectious or communicable disease. MS Code §37-11-17 (2020)

### **COMMUNITY/PARENT RELATIONS – POLICY GAH**

#### **Staff Participation in Community Activities**

The school board directs the superintendent to implement a program of effective community involvement for staff that includes parents, businesses, and community groups. *Standard 12 is as follows: There is an organized system to encourage community involvement, parental communication, and business partnerships in school district decision making. MS Code 37-7-337*

### **POLITICAL ACTIVITY OF STAFF MEMBERS – POLICY GAHB**

The Board of Education of the West Jasper School District recognizes the right of its employees, as citizens, to engage in political activities. The Board also recognizes that employees of the school district have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective

public office and holding an elective or appointive office. However, school property and school time shall not be used by civic and political organizations for political purposes. Employees may not use the West Jasper School District as a forum for public office or for the endorsement of any specific candidate for public office. The right of the employee to support and/or work for a candidate or cause is acknowledged to the extent that the right does not conflict with the interest of the West Jasper School District.

### **School Time**

"School time" shall be defined as the time employees are required to be on school grounds during the school day and includes:

- the specified time before school begins
- the specified time after school is dismissed
- the specified time immediately prior to and after school-sponsored events
- the specified time immediately prior to and after extra-curricular activities

### **Candidacy for Political Office**

An employee who intends to campaign for an elective public office shall, at the earliest possible moment, notify the school board and the superintendent in writing of the office which he intends to seek, together with his decision as to whether he wishes to continue his employment and under what terms and conditions. The essential element to be determined by the Board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling his responsibilities to the district. The board shall not require an employee seeking public office to resign or take a leave of absence; however, the board shall determine the terms and conditions under which the employee may continue employment as public office is sought.

### **General Guidelines**

All employees shall be encouraged to exercise their constitutional rights as citizens, but they shall not involve their schools in political campaigns. Employees may not use the West Jasper School District as a forum for public office or for the endorsement of any specific candidate for public office. The right of the employee to support and/or work for a candidate or cause is acknowledged to the extent that the right does not conflict with the interest of the West Jasper School District. Campaign literature supporting one or more candidates shall not be distributed within the schools or on school buses by pupils, teachers, or others, nor shall campaign posters be displayed on school owned property. Customary community political activities may be expected on election days at schools when schools are used as polling places. Employees shall not poll their pupils to determine how their parents are voting on any issue, and shall not attempt to indoctrinate pupils with personal political and social philosophy; however, employees are not prohibited from political activity after hours of official employment. The board recognizes the right of each employee to vote as he/she chooses and to express his/her opinions on political subjects and candidates.

### **Specific Prohibitions**

Activities specifically prohibited during school time include, but are not limited to:

1. The circulation of political posters, petitions or other campaign material;
2. The collection or solicitation of funds in support of a candidate's campaign;
3. The solicitation for campaign workers;
4. The writing or addressing of campaign material and distribution of campaign materials on school property;
5. Any activity that indicates that an employee is using his or her position to further personal views on candidates for office;
6. The intimidating, harassing or coercing an employee relative to a political race or issue;
7. The use of school system facilities, equipment or supplies;
8. A candidate talking to school personnel during school time regarding the candidate's campaign.

## **Violations**

Violations of this policy shall be reported and discussed in a conference between the employee and the superintendent. In the event the political activity is associated with the superintendent of education, violations of the policy shall be reported in writing to the president of the school board. If the superintendent finds the complaint to be factual, he shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Depending on the severity of the violation, the result may be non-renewal of an employee's contract or dismissal. If the school board investigates a complaint against the superintendent of education and finds the complaint to be factual, it shall direct the school board president to issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Continuous violation of this policy may result in additional disciplinary action. The board specifically prohibits the expenditure of district, state, or federal funds for partisan political activity.

## **ARREST OF EMPLOYEE – POLICY GAHD**

### **Staff Arrest/Indictment/Conviction**

Any employee who is arrested, charged, indicted, or convicted of a felony or misdemeanor is required to notify his/her immediate supervisor and the superintendent or designee as soon as possible but no later than within 24 hours and prior to returning to duty. Failure to report incidents may result in disciplinary action up to and including termination. LEGAL REF.: §97-37-7, MS Code of 1972, amended, §37-91.

## **PERSONNEL RECORDS – POLICY GARB**

The superintendent shall develop and implement a comprehensive system of personnel records to include:

1. A personnel folder for each employee, certificated and classified, to be maintained in the district administrative office. Each folder shall contain the application for employment and references of the employee as well as information relative to compensation, payroll deductions, evaluations, and other pertinent material;
2. Performance ratings shall be considered confidential. They shall not be open for public inspection;
3. Each employee shall have the right, upon written request to review his own personal file except for confidential references.

## **GENERAL PERSONNEL POLICIES – POLICY GB**

Written personnel policies for all employees are intended to be a guide for present and future employees of the West Jasper School District. These policies will establish the rules which govern the employee and the employer and are designed for the most efficient operation of the school system, covering conditions of employment, promotions, work schedules, office hours, sick leave, vacations, and retirement. Personnel are expected to be thoroughly familiar with and actively engaged in supporting the enforcement of all board policies and procedures, rules and regulations established by the superintendent, and rules set forth by principals and other administrators in school and district handbooks. Failure to follow policy, rules, or regulations shall be considered grounds for suspension, non-renewal, or immediate termination.

## **COMPENSATION GUIDES AND CONTRACTS – POLICY GBA**

### **Level of Pay**

The school district shall not pay any teacher less than the state minimum salary. 37-151-87

The minimum base pay for all classroom teachers may be increased by the district from any funds available to it. '37-151-89

It is the policy of this school board to attempt to pay its licensed employees at a level, which will attract and hold people with ability who can exercise professionalism in the school district.

If, at the commencement of the scholastic year, any licensed employee shall present to the superintendent a license of a higher grade than that specified in such individual's contract, such individual may, if funds are available from the total funding formula funds of the district, or from district funds, be paid from such funds the amount to which such higher grade license would have entitled the individual, had the license been held at the time the contract was executed. '37-9-17

### **Contract Required**

The superintendent shall enter into a contract with each licensed employee in the manner prescribed by law and the State Board of Education.

If any licensed employee or other person recommended for a licensed position who has been elected and approved shall not execute and return the contract within ten (10) days after same has been tendered to him for execution, then, at the option of the school board, the election of the licensed employee and the contract tendered to him shall be null and void and of no effect. '37-9-23

### **Length of Contract**

All contracts shall include the exact period of time for which the licensed person shall be employed.

### **Fixing of Salary**

In employing and contracting with licensed employees, the school board shall determine and fix the amount of salary and ensure compliance with all applicable laws and regulations.

In employing licensed employees and in fixing their salaries, the school boards shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the licensed employee. 37-9-37

### **Salary Adjustments**

The salary, sick leave, and personal leave days for certified/licensed staff members who are employed part-time or less than a full year shall be prorated based on the contractual percentage of their employment.

### **Salary Pay Schedule**

The West Jasper School District shall process a single monthly payroll for licensed and non-licensed employees with electronic settlement of payroll checks secured through direct deposit of net pay on the last day of each month except for December when salaries or wages shall be paid on the last working day.

Any employee failing to complete the contractual obligations of service, and who receives payment in excess of the installment for the period which such employee ceases employment with the school district, shall become liable immediately to the Board of Trustees of the West Jasper School District for the sum of all amounts received in payment less the corresponding amount of any compensation paid for which service has been rendered, plus interest accruing at the current Stafford Loan rate at the time the person discontinues his or her service.

Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this policy shall be construed to entitle any employee to payment of salary or wages when no work has been performed. '37-9-39

### **Pay Certificates**

The salaries of licensed employees shall be paid by pay certificates issued by the school district superintendent. All pay certificates shall be preserved as a part of the official records of his/her office for the same time and in the same manner as other records are preserved. All pay certificates and warrants issued shall show the gross

amount of the salary and all authorized deductions therefrom for income taxes, social security, retirement contributions and other lawful purposes.

### **Execution of Written Contract**

It is unlawful for any licensed employee to be paid for any services as such until a written contract has been executed. If the school district superintendent shall make any such payment prior to the execution of the contract shall be civilly liable for the amount thereof, and, in addition, shall be liable upon his bond. If any licensed employee, shall willfully and without just cause breach his contract and abandon his employment he shall not be entitled to any further salary payments either for services rendered prior to such breach or for services, which were thereafter to have been rendered. '37-9-43

### **Salary Deductions**

All deductions from salaries shall be in accordance with all state and federal laws, regulations, and school board policies.

### **Release from Contract**

All contracted license employees desiring to be released from contract shall submit a written request to the school board for release. The request shall clearly state reasons for the release. If the board acts favorably upon request for release, the licensed employee shall be released from his contract, and said contract shall be null and void on the date specified in the school board's order. '37-9-55

### **Breach of Contract**

If any licensed employee in this school district shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided by law, the contract of such licensed employee shall be null and void. In addition, upon the written recommendation of the majority of the members of the school board, the license or certificate of the licensed employee may be suspended by the State Board of Education for a period of one (1) school year as provided by law.

### **TEACHER SALARY SCALE – POLICY GBA-E**

All teachers employed on a full-time basis shall be paid a minimum salary in accordance with the teacher salary schedule established by law in the Mississippi Code of 1972, including but not limited to Section 37-19-7, 37-151-87, 37-151-89. No teacher shall be paid less than the state minimum salary.

### **SUPPORT STAFF SALARY SCHEDULES – POLICY GBAA**

Salaries will be set in accordance with the appropriate salary schedule as approved by the West Jasper School District Board of Education in effect at the time of employment. Steps indicated on the salary schedule are not to be interpreted as automatic increments but will be given only upon the recommendation of the superintendent and with the approval of the board. The salary paid shall be not less than the federal minimum wage and shall be in compliance with the Fair Labor Standards Act.

### **PROFESSIONAL STAFF POSITIONS – POLICY GBB**

All teaching, and support positions in the West Jasper School District are established by this school board, or the Mississippi School Laws, or by regulations of the Mississippi State Board of Education, or by a combination thereof. The Board shall establish all administrative and supervisory positions in the school district. The Board shall approve the broad purpose and function of the position as recommended by the superintendent and delegate to him the responsibility of developing a job description covering the qualifications, duties and other details pertinent to the position. It is the intent of the board to activate mandatory positions and other positions sufficient to promote the attainment of the goals of the district. In each case, the board will approve the purpose and function of the position in harmony with state laws and regulations. The board will approve statements of job requirements as recommended by the superintendent, and delegate to the superintendent

the task of writing, or causing to be written, a job description for the position. The board directs the superintendent to maintain continuously a comprehensive coordinated set of job descriptions for all positions so as to promote efficiency and economy in the staff's operations.

Although positions may remain temporarily unfilled, only the board may abolish a position. LEGAL REF.: MS Code §37-7-301 (p)

### **PROFESSIONAL PERSONNEL QUALIFICATIONS – POLICY GBBA**

The West Jasper School District is committed to high levels of academic achievement for all students, and thus seeks to employ highly qualified teachers in the elementary, middle and high schools. The district shall employ teachers on a professional basis without regard to age, race, color, gender, disability, or national origin. Every school teacher employed in the West Jasper School District must possess a valid license granted by the Mississippi Department of Education and shall execute a written contract with the Board of Education.

### **NATIONAL BOARD CERTIFICATION – POLICY GBBAAC**

The following employees shall receive an annual salary supplement in the amount of Six Thousand Dollars (\$6,000.00), plus fringe benefits, in addition to any other compensation to which the employee may be entitled:

(i) Any licensed teacher who has met the requirements and acquired a Master Teacher certificate from the National Board for Professional Teaching Standards and who is employed by a local school board or the Mississippi State Board of Education as a teacher and not as an administrator. Such teacher shall submit documentation to the State Department of Education that the certificate was received prior to October 15 in order to be eligible for the full salary supplement in the current school year, or the teacher shall submit such documentation to the State Department of Education prior to February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year.

(ii) A licensed nurse who has met the requirements and acquired a certificate from the National Board of Certification of School Nurses, Inc. and who is employed by a local school board or the State Board of Education as a school nurse and not as an administrator. The licensed school nurse shall submit documentation to the State Department of Education that the certificate was received prior to October 15 in order to be eligible for the full salary supplement in the current school year, or the licensed school nurse shall submit the documentation to the State Department of Education prior to February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year. Provided, however, that the total number of licensed school nurses eligible for a salary supplement under this subparagraph (ii) shall not exceed thirty-five (35).

(iii) Any licensed school counselor who has met the requirements and acquired a National Certified School Counselor (NCSC) endorsement from the National Board of Certified Counselors and who is employed by a local school board or the Mississippi State Board of Education as a counselor and not as an administrator. Such licensed school counselor shall submit documentation to the State Department of Education that the endorsement was received prior to October 15 in order to be eligible for the full salary supplement in the current school year, or the licensed school counselor shall submit such documentation to the State Department of Education prior to February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year. However, any school counselor who started the National Board for Professional Teaching Standards process for school counselors between June 1, 2003, and June 30, 2004, and completes the requirements and acquires the Master Teacher certificate shall be entitled to the master teacher supplement, and those counselors who complete the process shall be entitled to a one-time reimbursement for the actual cost of the process as outlined in paragraph (b) of MS Code 37-19-7 (2).

(iv) Any licensed speech-language pathologist and audiologist who has met the requirements and acquired a

Certified of Clinical Competence from the American Speech-Language-Hearing Association and any certified academic language therapist (CALT) who has met the certification requirements of the Academic Language Therapy Association and who is employed by a local school board or is employed by a state agency under the State Personnel Board. The licensed speech-language pathologist and audiologist and certified academic language therapist shall submit documentation to the State Department of Education that the certificate or endorsement was received prior to October 15 in order to be eligible for the full salary supplement in the current school year, or the licensed speech-language pathologist and audiologist and certified academic language therapist shall submit such documentation to the State Department of Education before February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year. However, the total number of certified academic language therapists eligible for a salary supplement under this paragraph (iv) shall not exceed twenty (20).

Verification, by submitting a new certificate/license, of a change in the level of certification/licensure must be received in the personnel office on or before the first day of October for any changes in the minimum salary scale or local supplement to be effective during the current contractual year.

### **PROFESSIONAL STAFF HIRING – POLICY GBD**

This school district shall employ licensed staff on a professional basis without regard to age, race, color, gender, disability or national origin. Every school teacher employed in this school system must possess a valid license and shall execute a written contract with the local Board of Education.

This school board has the power and authority to select all school district personnel in the manner provided by law, and to provide for such employee fringe benefit programs as may be deemed necessary and appropriate by the board. '37-7-301 (p) (1993)

The superintendent of the school district shall have the power, authority and duty to enter into contracts in the manner provided by law for each assistant superintendent, principal and teacher of the public schools under his supervision, after such assistant superintendent, principal and teachers have been selected and approved in the manner provided by law. '37-9-14(2)(a)(1999)

All newly hired certified/licensed and non-licensed employees must have a state child abuse registration.

### **CRIMINAL RECORDS BACKGROUND/FINGERPRINTING – POLICY GBDAA**

In compliance with state law, the West Jasper School District requires that a state child abuse registry check and a criminal records background check via fingerprint card be completed for all licensed and non-licensed employees hired on or after July 1, 2000. The cards will be forwarded by the school district to the Department of Public Safety who will in turn forward them to the FBI.

West Jasper School District may charge the applicant up to \$50, or the district may pay the fee at its discretion.

Neither the superintendent, school board member, nor any individual other than the subject of the criminal history record checks shall disseminate information received through any such criminal history checks except insofar as required to fulfill the purposes of this section. Applicants are ineligible for employment if checks disclose a guilty plea, conviction, or nolo contendere plea to a felony conviction for:

1. Possession or sale of drugs
2. Murder, manslaughter, or armed robbery
3. Rape, sexual battery, or sex offense as listed in MS Code §45-31-3 (1)
4. Child abuse, arson, grand larceny, or burglary
5. Gratification of lust or aggravated assault
6. Or other felony

If the school district has hired an applicant contingent upon a background check and derogatory information is obtained, that applicant's contract is voidable at the time of the report and the applicant's contract should so state. Failure to disclose in writing pending charges, an arrest, or conviction for the felonies referenced above shall be considered grounds for immediate dismissal. The school board may, at its discretion, waive any convictions and hire an applicant with a criminal record based on:

- a. Age of commission of the crime
- b. Circumstances of the crime
- c. Length of time and criminal history since the crime
- d. Work history and current employment and character
- e. Other evidence demonstrating the ability of the person to perform the job and does not pose a threat to the health or safety of the school children

The district may hire applicants and let them work contingent upon the successful completion of the criminal background check. Failure to meet background check requirements immediately terminates employment.

No school district employee shall be held liable in any employment discrimination suit in which an allegation of discrimination is made regarding an employment decision authorized under Section 37-9-17 of the MS Code of 1972, amended.

#### **Conviction Based on Erroneous Information**

In the event an applicant wishes to contest a conviction based on erroneous information or an erroneous report, the applicant shall appeal the information to the Department of Public Safety. The applicant will show the school board or its designee proof of the corrected record and will be considered for existing vacancies.

#### **RETIRED TEACHER EMPLOYMENT – POLICY GBDB**

The West Jasper School District may allow retired teachers to return to the classroom to teach if at any time the district is designated by the Mississippi Department of Education (MDE) as having critical shortages and/or critical subject-area shortages. Teachers may return to employment after retirement if they meet certain criteria under law. A retired teacher must:

1. Have at least 30 years of credible service at the time of their retirement;
2. Have been employed as a public school teacher at the time of retirement;
3. Have been retired at least 90 days;
4. Be currently receiving a retirement allowance; AND
5. Have a standard Mississippi teaching license.

Teachers who retired with 25 years of creditable services as of July 1, 2024, may also qualify if they meet all other requirements above. Retired teachers may return to employment for a total of five (5) consecutive or intermittent years. If any reemployed retiree works for any portion of a scholastic year less than a full contractual term of traditional teachers, the time worked by the retired teacher shall constitute one of the five allowable years of post-retirement teaching eligibility.

The person considered for reemployment must also meet other conditions such as the possession of adequate licensure and endorsement in the applicable subject area and certification by the local superintendent that the teacher possesses the requisite experience, training and expertise relevant to the position to be filled. The teacher must have possessed a satisfactory performance review before retirement and cannot have any preexisting arrangement of employment.

The district shall rely on the salary schedule in Section 37-19-7 in considering the salary for a retired teacher; provided, however, that the district may allocate up to 125% of the amount provided under the salary schedule comparable to the teacher's years of service and license type as salary and assessment under the program. After determining the retired teacher's compensation, the district may pay no more than 50% of the retired teacher's

compensation as salary to the retired teacher. The remaining 50% of the retired teacher's compensation as salary shall be paid by the district to PERS as a pension liability participation assessment. The retiree will continue receiving his or her retirement allowance and be a contributing member of the system without accruing additional retirement benefits for five years of participation.

A retired teacher shall be entitled to work in any applicable school district and shall not be obligated to remain in any one district for the entirety of his or her post retirement teaching eligibility.

#### **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS – POLIYC GBE**

The superintendent shall have the power and authority to make assignments to the various schools in the district of all non-instructional and non-licensed employees and all licensed employees, as provided in MS Code §37-9-15 and §37-9-17, and to make reassignments of the employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the Mississippi Department of Education. Upon request from any employee transferred, the assignment shall be subject to review by the school board. MS Code §37-9-14 (s) (1999)

#### **PROFESSIONAL PERSONNEL ORIENTATION – POLICY GBF**

A program for the orientation of provisional and other teachers new to the district shall be developed to assist new teachers in becoming acquainted with the community, the school district and the school, including the policies of the board, rules and regulations, and the instructional program. Beginning principals and administrators will participate in all required training programs mandated by the state.

#### **PROFESSIONAL PERSONNEL SUPERVISION – POLICY GBH**

Building-level administrators shall be responsible for the supervision of all staff assigned to a school site. This supervision shall include, but not be limited to observation and evaluation of the staff implementing the instructional management plan, monitoring the follow through on staff development training activities, and employing the professional practices as the particular job assignment requires.

The superintendent, or designee, may require the building-level administrator to submit reports on the observation, supervision, and evaluation as would be required to assure the normal operation of the school and school district.

#### **EVALUATION OF EMPLOYEES – POLICY GBI**

The board directs the superintendent to formulate and implement a formal annual performance appraisal system (regulations, procedures, and instruments) based on job descriptions and on-the-job performance of every professional employee. The formal personnel appraisal system for licensed staff will include assessment of employee on-the-job performance. MS Code §37-3-46(b)

##### **Report to the Board**

The superintendent or designee shall report to the board, annually, the status of all personnel evaluated and the status of the appraisal system. MS Code §37-3-46(b) and §37-19-7 (1972)

#### **PROFESSIONAL PERSONNEL SUSPENSION/DISMISSAL – POLICY GBK**

It shall be the policy of the Board of Education of the West Jasper School District to assist personnel in adjusting to their positions and in performing their duties satisfactorily. Every reasonable effort shall be made to avoid the necessity of dismissing personnel at any level. The board may dismiss any teacher in accordance with state laws, regulations, and current judicial decisions/opinions. Mid-year dismissal or termination shall be made only for just and reasonable cause.

##### **Breach of Contract**

If licensed employee in this school district shall arbitrarily or willfully breach his/her contract and abandon his/her employment without being released therefrom as provided by law, the contract of such principal or

licensed employee shall be null and void. In addition, upon the written recommendation of the majority of the members of the school board the license or certificate of the licensed employee may be suspended by the State Board of Education for a period of one (1) year as provided by law.

### **Reasons for Dismissal or Suspension**

For incompetence, neglect of duty, immoral conduct, intemperance, and brutal treatment of a pupil or other good cause, including insubordination, the superintendent may dismiss or suspend any licensed employee. Before being so removed or suspended, any licensed employee shall be notified of the charges against him/her; and he/she shall be advised that he/she is entitled to a public hearing upon said charges.

### **Immediate Release**

In the event the continued presence of an employee on school premises poses a potential threat or danger to the health, safety or general welfare of the students, or in the discretion of the superintendent, may interfere with or cause a disruption of normal school operations, the superintendent may immediately release said employee of all duties pending a hearing if one is requested by the employee. In the event a licensed employee is arrested, indicted or otherwise charged with a felony by a recognized law enforcement official, the continued presence of the licensed employee on school premises shall be deemed to constitute a disruption of normal school operations.

### **Hearing**

The West Jasper School Board, upon a request for a hearing by the person so suspended or removed shall set a date, time and place for the hearing which shall be not sooner than five (5) days nor later than thirty (30) days from the date of the request. The procedure for such hearing shall be as prescribed for hearings before this board or hearing officer in MS Code §37-9-111. From the decision made at said hearing, any licensed employee shall be allowed an appeal to the chancery court in the same manner as appeals are authorized in MS Code §37-9-113.

### **Appeal**

Any party aggrieved by action of the chancery court may appeal to the Mississippi Supreme Court as provided by law. In the event that a licensed employee is immediately relieved of duties pending a hearing, as provided in this section, said employee shall be entitled to compensation for a period up to and including the date that the initial hearing is set by the school board, in the event that there is a request for such a hearing by the employee.

In the event that an employee does not request a hearing within five (5) calendar days of the date of the notice of discharge or suspension, it shall constitute a waiver of all rights by said employee and such discharge or suspension shall be effective on the date set out in the notice to the employee. MS CODE §37-9-59 (1997)

Insubordination is one of the "other good causes" for which one may be dismissed.

At a suspension or dismissal hearing before the school board, the burden rests upon the superintendent to prove by a preponderance of evidence that adequate grounds for dismissal exist. **Note:** See also School Employment Procedures Handbook, published by MSBA.

### **PROFESSIONAL STAFF REDUCTION IN FORCE – POLICY GBKAR**

The Board of Trustees has the responsibility for providing and maintaining quality schools within the district. In order to carry out its responsibility, the board may: (1) abolish or combine job positions, (2) reduce the length of the work year with a concomitant reduction in salary (the same to be in no event less than 187 days per contract year), (3) reduce administrative supplements, (4) reduce the number of employees initially, staff reduction will be accomplished by attrition.

When reducing the number of licensed employees, the board will take into account the following reasons for such reduction in force:

1. Enrollment declines,
2. Financial decline/reduction
3. Educational program(s) elimination, and
4. Priority need for human, material and financial resources.

The primary objective of the board when reducing the work force will be the maintenance of a fair and balanced educational program consistent with the needs of the students and the functions and responsibilities of the school district. When deciding reduction in force, the board will consider the following factors, not necessarily in the order listed:

1. Criticality of the position to the mission, goals, and objectives of the school district
  2. Subject area(s) and advanced degrees by certification.
  3. Experience, professional training, length of service within the district and work assignment.
  4. Quality of performance including the proven ability to accomplishment the educational mission of the school district.
  5. Executive ability.
  6. Employee attendance and discipline history.
  7. Skills and licensure in the area(s) where the district has instructional and/or supervisory needs.
- LEGAL REF. MS Code Sections 37-9-101 through 37-9-113 and 37-9-59

### **PROFESSIONAL STAFF NON-RENEWAL OF CONTRACT- POLICY GBN**

IMPORTANT NOTICE: This policy is applicable only to professional personnel covered under the Education Employment Procedures Law (EEPL) as defined in MS Code '37-9-103. Refer to the Education Employment Procedures Law Handbook, published by MSBA.

The West Jasper School District Board of Education recognizes that it is necessary, from time to time, to release from future employment certified/licensed 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.

An employee shall include:

1. Any professional personnel employed by the local school district for a continuous period of two (2) years with that district and who is required to have a valid license issued by the State Department of Education as a prerequisite of employment; OR
2. Any professional personnel who has completed a continuous period of two (2) years of employment in a Mississippi public school district and one (1) full year of employment with the school district of current employment and who is required to have a valid license issued by the State Department of Education as a prerequisite of employment. 37-9-103

### **Notice of Nonrenewal**

If a recommendation is made by the school district not to offer an employee a renewal contract for a successive year, written notice of the proposed non-reemployment stating the reasons for the proposed non-reemployment shall be given no later than the following:

1. If the employee is a principal, the superintendent, without further board action, shall give notice of non-reemployment on or before March 1; or
2. If the employee is a teacher, administrator or other professional educator covered under Sections 37-9-101 through 37-9-113, the superintendent, without further board action, shall give notice of non-reemployment on or before April 15, or within ten (10) calendar days after the date that the Governor

approves the appropriation bill(s) comprising the state's education budget for funding K-12, whichever date is later.

An interim superintendent appointed pursuant to Section 37-17-6(14)(a) or a school board acting on the recommendation of a school district financial advisor appointed pursuant to Section 37-9-18 shall not be required to comply with the time limitations prescribed in this section for recommending the reemployment of principals, teachers, administrators, or other professional educators. '37-9-105

A decision not to renew licensed employees of this school district shall be based upon valid educational reasons or noncompliance with school district personnel policies.

### **Licensed Employee Rights**

A principal or other professional educator receiving written notice under the provisions of this policy shall, upon written request within ten (10) calendar days of notice of proposed non-reemployment, be entitled to:

- a. Written notice of the specific reasons for non-reemployment, together with a summary of the factual basis therefor, a list of witnesses and a copy of documentary evidence substantiating the reasons intended to be presented at the hearing, The school district shall give this notice to the principal or other professional educator at least fourteen (14) days prior to any hearing. If the district fails to provide this information to the employee, then the recommendation for non-reemployment shall be null and void and the board shall order the execution of a contract with the employee for an additional period of one (1) year;
- b. An opportunity for a hearing at which to present matters relevant to the reasons given for the proposed non-reemployment, including any reasons alleged by the employee to be the reason for non-reemployment; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer
- c. Receive a fair and impartial hearing before the board or hearing officer; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer;
- d. Be represented by legal counsel, at his/her own expense.

Any employee requesting a hearing shall provide the district, not less than five (5) days before the scheduled date for the hearing, a response to the specific reasons for non-reemployment, a list of witnesses and a copy of documentary evidence in support of the response intended to be presented at the hearing. If the employee fails to provide this information, then the recommendation of non-reemployment shall be final without the necessity of a hearing.

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

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

Any and all hearings shall be conducted pursuant to the "Rules of Procedure Under the Education Employment

Procedures Law of 2001" (Policy GBN-R, adopted by this board. All proceedings under this policy are and shall be governed by the Education Employment Procedures Law of 2001, @ where applicable. '37-9-101 *et. seq.*

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.

### **EDUCATION EMPLOYMENT PROCEDURES RULES/REGULATIONS- POLICY GBN-R**

IMPORTANT NOTICE: This policy is applicable only to professional personnel covered under the Education Employment Procedures Law (EEPL) as defined in MS Code §37-9-103. Please refer to the Education Employment Procedures Law Handbook, published by MSBA.

#### **Application of Policy**

The policies and procedures as set forth herein shall be applicable only to teachers, principals or other professional instructional personnel who are required to have a valid license issued by the State Department of Education as a prerequisite of employment and are under formal contract of employment under §37-9-23 and §37-9-25 of the Mississippi Code of 1972.

#### **Determination of Separation**

In the event that a determination that the best interests of the school district would be served by the release from future employment of the employee, the school district shall send notice of the determination to the employee on or before the applicable date as established by the policies of this district.

#### **Rights of Employees: Notices**

An employee who is notified of non-renewal shall be entitled to a written statement of the specific reasons for non-reemployment, together with a summary of the factual basis therefor, a list of witnesses and a copy of the documentary evidence substantiating the reasons intended to be presented at the hearing" The employee must provide the superintendent with a written request within ten (10) calendar days of the receipt of the notice of non-reemployment. This information shall be given at least fourteen (14) calendar days prior to the hearing.

If a hearing is requested by the employee within ten (10) days of receipt of the notice of non-reemployment the board will schedule a hearing before itself or a hearing officer at its discretion. If a request is not made within this ten (10) day period, the decision of the superintendent to non-renew the employee shall be final. For purposes of this section, notice shall be deemed to have been sent to the employee upon the date of actual receipt thereof or the date of delivery to the United States Postal Service for delivery by certified mail.

If a hearing is held pursuant to these rules, the board shall set the time, place, and date of such hearing to be held not sooner than five (5) days, nor later than thirty (30) days from the date of the request from the employee and notify the employee in writing of the same.

#### **Board Hearing**

A quorum of the board may conduct the hearing or it may designate a hearing officer to conduct the hearing as hereinafter provided.

The board may appoint a presiding officer for the hearing, who will make all rulings on procedure and evidence and will generally conduct the hearing, subject to being overridden by a majority vote of the members present. The presiding officer may be a member of the board, the superintendent, the board attorney, or any other impartial person chosen by the board, provided that the person was not responsible for the initial decision of non-reemployment.

The presiding officer shall have full power and authority to conduct hearings in such manner as is appropriate to ascertain the facts and facilitate the hearing, which shall include but not be limited to the authority to:

1. administer oaths and affirmations;
2. issue subpoenas, subject to the provisions of Section 7 of these rules;
3. examine witnesses;
4. receive depositions or affidavits or have them taken when the ends of justice would be served, as hereinafter provided;
5. regulate the course of the hearing;
6. hold conferences for the settlement or simplification of the issues by consent of the parties;
7. dispose of procedural requests or similar matters;
8. make or recommend decisions in accordance with Section 10 of these rules; and
9. take other action authorized by the board consistent with the rules and policies.

In conducting the hearing, the presiding officer shall not be bound by common law or statutory rules of evidence or by technical or formal rules of procedure except as provided in the Education Employment Procedures Law and by these rules.

### **Hearing Officer**

The board may, at its discretion, appoint one or more hearing officer(s) to conduct the hearing. Nothing herein shall be construed to prohibit a member of the board or an employee of the school district from serving as the hearing officer or to require that he be legally trained, provided that such person was not responsible for the initial decision of non-reemployment. The hearing officer shall have all the powers of the presiding officer of a board hearing to conduct the hearing as enumerated in this policy. Once a hearing officer has been appointed, then no ex parte communications may be held with any parties regarding the details or the merits of the hearing.

### **The Hearing**

The administration of the school district has the burden of establishing that the determination to non-renew the employee from future employment is a proper employment decision and that is based upon valid educational reasons or noncompliance with school district personnel policies.

The employee shall have the burden of establishing that the determination to release him from future employment is based upon legally impermissible reasons (such as sex, race, religion, exercise of first amendment rights, etc.) or that the decision is arbitrary and capricious.

Any oral or documentary evidence may be received, but evidence that is irrelevant, immaterial, or unduly repetitious may be excluded. An employee may present his case by oral or documentary evidence and may cross-examine witnesses against him. The attorney for the school board and the staff member responsible for the determination to non-renew the employee are also entitled to cross-examine witnesses presented at the hearing. The employee shall not be required to testify in his own behalf, but upon doing so shall be subject to cross-examination.

A transcript of testimony and exhibits, together with all papers and requests filed in the proceeding, shall be prepared and shall constitute the exclusive record for decision. A copy of the record shall be made available to a party in interest upon payment of a charge not in excess of the reporter's fees under §9-13-33 of the Mississippi Code of 1972. In the event of a judicial appeal of the board's decision, the entire expense of the transcript and notes shall be assessed as court cost.

### **Subpoenas**

Requests for subpoenas may be made by the employee, the staff member responsible for the decision of non-reemployment, a representative of the administration or the board not later than five (5) days prior to the

hearing date. The presiding officer is authorized to issue subpoenas, at his sole discretion, upon his own motion or upon request where there is a statement or showing of general relevance and reasonable scope of the evidence sought. If a request for subpoena is approved, one shall be issued upon prepayment of a fee to the hearing officer in an amount sufficient to defray the cost of service of the subpoena by a lawful officer, together with the required witness fee and mileage allowance as set by the hearing officer. Any person compelled to appear before the board or hearing officer is entitled to be accompanied, represented, and advised by counsel and, if the witness is a minor, by a parent or legal guardian. In the event it becomes necessary to enforce or to quash a subpoena issued to compel attendance of a witness, the proponent may petition the Chancery Court of Jasper County.

### **Depositions**

It is the policy of the school district that depositions will be allowed only in extraordinary cases in which the personal attendance of the witness is impossible or would impose an unreasonable hardship. Depositions shall be allowed only if an application by a party is approved by the hearing officer, at his sole discretion. Any costs associated with the taking of depositions shall be the responsibility of the party requesting it, which shall not include attorney fees.

### **Conduct of Hearing**

The first order of business after the hearing is convened is to dispose of any procedural matters.

Prior to receiving any testimony, evidence will be received that all notices and information was timely sent to the employee and that the employee made timely requests for information and a hearing. If a notice or a request is defective or untimely, the presiding officer may order such relief as is appropriate.

Witnesses and other evidence in support of the determination to release the employee from future employment will be introduced first. The presiding officer may interrogate witnesses himself or he may allow a representative of the administration or the board to examine witnesses. The employee or his attorney will also be allowed to cross-examine each witness presenting evidence against him at the hearing.

The hearing will be held in executive session unless the employee elects to have a public hearing, and shall be considered a confidential personnel record. If the hearing is public, the board or hearing officer may order any part of the hearing to be held in executive session, if, in the opinion of the board or hearing officer, the testimony to be elicited deals with matters involving the reputation or character of another person. Testimony by minors shall be held in executive session.

After the evidence in support of the determination has been submitted, the employee will be allowed an opportunity to present his witnesses and evidence. The presiding officer and a representative of the administration or the board will be allowed an opportunity to cross-examine any witnesses for the employee. After the employee concludes his case, the administration will be allowed an opportunity to present rebuttal evidence, either at the time of the hearing or within a reasonable time upon recess of the hearing. The presiding officer, at his discretion, may require any portion of the evidence to be submitted in the form of depositions or affidavits. If affidavits are received, counter-affidavits may be presented within such time as the hearing officer may allow. At the conclusion of the hearing, each party may be allowed an opportunity for closing arguments, if requested by the presiding officer, at his discretion.

### **Recommended Decision of Hearing Officer**

If the board appoints a hearing officer, he/she shall make a report unless the board orders that the record be transmitted to it without such report. The hearing officer may, at his discretion, prior to the conclusion of the hearing and to making his report, request proposed findings from all parties.

### **Final Decision**

If the board initially hears the matter, it will make its decision on the basis of the matters presented before it and will send notices of its decision to the parties within 10 days of the conclusion of the hearing. If the board does not initially hear the matter, the parties will be given a reasonable opportunity to appear before the board, in person or by counsel, to present statements in their behalf. The board will send notice of its decision to the parties within thirty (30) days of the conclusion of the hearing. The board shall receive the hearing officer's report and the record and shall prepare its own findings and final decision.

Note: Please refer to the Education Employment Procedures Law Handbook, published by MSBA.

### **PROFESSIONAL PERSONNEL RESIGNATIONS – POLICY GBO**

All resignations of licensed employees must be acted on by the school board, at which time the board may either officially accept or not accept the resignation. Any such action shall be reflected in the school board's official minutes. The Board of Education of the West Jasper School District empowers the superintendent, as agent of the board, to accept on its behalf letters of resignation from any school district employee, providing that such resignation is in writing, dated, signed and specifies the date upon which the resignation is to be effective. A licensed employee who leaves the district without having fulfilled his/her contractual obligations and without being officially released from his or her contract by the board will be considered to be in breach of his/her contract and may have his/her license revoked.

### **Release from Contract**

A certified/licensed employee who desires to be released from the contract of employment must make written application to be released from the contract, clearly stating the reasons for the release. If the board acts favorably upon the application for release, the employee shall be notified, and the contract shall be null and void on the date specified in the board's order. Any certified/licensed employee who receives release from a contract shall have compensation and fringe benefits adjusted to reflect the actual number of days in the contract at the date of termination

### **Abandonment of Employment**

The contract of any certified/licensed employee who arbitrarily or willfully breaches the contract of employment or abandons employment without being officially released from contract shall cause the contract to be null and void. In addition thereto, the license/certificate of the employee may be suspended by the Mississippi State Board of Education for one school year as provided in MS Code §37-3-2 (8) upon written recommendation of the majority of the members of the school board. MS Code §37-9-57 (1997) The board directs the superintendent to notify the Mississippi Department of Education to suspend the employee's certificate/licensed. MS Code §37-9-55 and 37-9-57 (1972)

### **PROFESSIONAL PERSONNEL RETIREMENT – POLICY GBQ**

Professional educators shall be retired from public employment under such conditions and provisions established by the Public Employee Retirement System (PERS) of Mississippi. 25-11-101 et seq.

### **STRIKES - POLICY GBQA**

#### **EMPLOYEE JOB ACTIONS/WALKOUTS, STRIKES, AND WORK-to-the-RULE**

"Strike" means a concerted failure to report for duty, a willful absence from one's position, the stoppage of work, a deliberate slowing down of work, or the withholding, in whole or in part, of the full, faithful and proper performance of the duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions, compensation, rights, privileges or obligations of public employment provided, however, that nothing herein shall limit or impair the right of any certified/licensed teacher to express or communicate a complaint or opinion on any matter related to the conditions of employment so long as the same is not designed and does not interfere with the full, faithful and proper performance of the duties of employment.

"Certified teacher" means the following employees of a school district: classroom teachers, supervisors of programs, librarians, guidance personnel, audiovisual personnel and vocational directors.

It is hereby declared that a strike, concerted work stoppage or concerted refusal to perform lawful duties in any manner by certified teachers against public school districts within the State of Mississippi shall be illegal, unprotected and contrary to the public policy of the State of Mississippi.

No certified/licensed teacher, group of certified teachers or teacher organization shall promote, encourage or participate in any strike against a public school district, the State of Mississippi or any agency thereof.

No person exercising any authority, supervision or direction over any certified teacher has the power to authorize, approve or consent to a strike by one or more certified teachers, and such person shall not authorize, approve or consent to such strike. No local school governing board or any person exercising authority, supervision or direction over any public school shall attempt to close or curtail the operations of the public school, or to change or alter in any manner the schedule of operations of a school in order to circumvent the full force and effect of this statute. In the event of a strike against the public school, the local school governing board shall continue school operations as long as practicable in order to ascertain which teachers are on strike, and certify the names of such teachers to the attorney general. Any member of a local school governing board or public school administrator who violates this subsection shall be guilty of a misdemeanor and upon conviction shall be fined not less than \$100 nor more than \$250 for each day such violation continues.

Chancery courts having jurisdiction of the parties are vested with authority to hear and determine all actions alleging violations of this statute. Suits to enjoin violations shall have priority over all matters on the court's docket except other emergency matters.

If a certified/licensed teacher, a group of certified teachers, a teacher organization, or any officer, agent or representative of any teacher organization engages in a strike in violation this policy, any public school district whose employees are involved or whose employees may be affected by the strike shall file suit to enjoin the strike in the Chancery Court of the First Judicial District of Hinds County, Mississippi, or in the chancery court having proper jurisdiction and proper venue of such actions. The chancery court shall conduct a hearing with notice to all interested parties, at the earliest practicable time. If the complainant makes a prima facie showing that a violation of the statute is in progress or that there is a clear, real and present danger that such strike is about to commence, the chancery court shall issue a temporary restraining order enjoining the strike. Upon final hearing, the chancery court shall either make the injunction permanent or dissolve it.

If an injunction to enjoin a strike issued pursuant to this section is not promptly complied with, on the application of the complainant, the chancery court shall immediately initiate contempt proceedings against those who appear to be in violation. A teacher organization found to be in contempt of court for violating an injunction against a strike shall be fined up to \$20,000 for each such calendar day. The fines so collected shall immediately accrue to the school district and shall be used by it to replace those services denied the public as a result of the strike. Each officer, agent or representative of a teacher organization found to be in contempt of court for violating an injunction against a teacher organization shall be liable for any damages which might be suffered by a public employer as a result of a violation of these by the teacher organization or its representatives, officers and agents. The chancery court having jurisdiction over such actions is empowered to enforce judgment against teacher organizations by the attachment or garnishment of organization initiation fees or dues.

If the court, after a hearing or notice, determines that a certified teacher has violated this statute, it shall order the termination of his or her employment by the public school district. No person knowingly violating these provisions may, subsequent to such violation, be employed or re-employed as a teacher by any public school district in the state unless the court first finds a public necessity therefor.

The provisions of statute shall be cumulative and supplemental to any other applicable provision of law. MS Code §37-9-75 (1985)

### **SEXUAL HARASSMENT – POLICY GBR**

Title IX of the Education Amendments of 1972 is an anti-discrimination law that states no person in the United States, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The policy of the West Jasper Board of Trustees forbids discrimination against any employee or applicant for employment on the basis of sex. The West Jasper Board of Education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

The West Jasper School District has appointed an employee to serve as the Title IX Coordinator for the district. This person is authorized to coordinate the district's compliance efforts under this law. Because this policy is not amended each time the Title IX Coordinator changes, please contact the superintendent, the federal programs director, or any principal to request the name and contact information of the current Title IX Coordinator. The Title IX Coordinator is also identified with specificity in the district's student handbook, faculty handbook, and on the district website.

#### **Definitions**

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or to any employee of the school district. All employees of the district are mandatory reporters under Title IX.

The “complainant” is the person who is alleged to be the victim of sexual harassment.

“Deliberate indifference” is when a district's response is clearly unreasonable in light of known circumstances.

An “educational program or activity” includes any location, event, or circumstance over which the educational institution exhibits substantial control over both the alleged harasser and the context in which the harassment occurred. This includes programs or activities which occur on-campus or off-campus and can involve the use of email, social media, or other technologies. 34 C.F.R. § 106.44(a)

A “formal complaint” of sexual harassment is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegations.

The “respondent” is the individual who has been reported to be the perpetrator of the sexual harassment.

“Sexual harassment” is defined as conduct on the basis of sex that meets one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit or service of the educational institution on an individual's participation in unwelcome sexual conduct (quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or
3. Conduct on the basis of sex that meets one or more of the following: “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30)

“Supportive measures” are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or a respondent before or after the filing of a formal complaint or where a complaint has not been filed. Supportive measures should be designed to restore or preserve equal access to the educational program or activity without unreasonable burdening the other party. Examples of supportive measures include, but are not limited to:

1. Counseling
2. Course Modification
3. Schedule Changes
4. Increased Monitoring or Supervision

If the district does not offer supportive measures, the records should document why the response was not clearly unreasonable under the known circumstances.

### **Individuals and Conduct Covered**

These policies apply to all students and employees of West Jasper School District, and third parties, persons hired to provide contracted services, and persons volunteering at school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student) or suspension or termination of employment (if any employee), and in egregious situations, law enforcement officials will be notified as required by law.

### **Reporting**

Any person may report sex discrimination or sexual harassment regardless of whether the person is the alleged victim. These reports may be made in person, by mail, by telephone, or email to the Title IX Coordinator, or by any other means that results in receipt by the Title IX Coordinator. For K-12 educational institutions, actual notice of sexual harassment is notice of sexual harassment or allegations of sexual harassment made to any employee.

Consistent with Title IX, a school must respond when:

1. The school has actual knowledge of sexual harassment;
2. That occurred within the school’s education program or activity;
3. Against a person in the United States.

Nothing in this policy or any other policy impedes or precludes a student, the student’s parents, a school employee, or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law or any applicable laws. It is prohibited to knowingly make a false discrimination, harassment, or retaliation report or provide false information in an investigation. Individuals who knowingly file a false or misleading complaint alleging harassment, discrimination or retaliation or provide false information in an investigation are subject to appropriate disciplinary actions.

### **Retaliation**

The West Jasper School District encourages reporting all incidents of discrimination or harassment. Retaliation is prohibited against any person for the purpose of interfering with Title IX rights or because the person participated, or refused to participate, in any manner in a proceeding under Title IX regulations. The district must keep confidential the identity of a person who complains of or reports sexual harassment, including parties and witnesses, except as permitted by law to carry out the purpose of the regulations. 34 C.F.R. § 106.71

Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject an individual to disciplinary action.

## **Records**

Any records related to reports of sexual harassment must be kept for a minimum of seven (7) years, including:

1. Investigative Records
2. Disciplinary Records
3. Remedies
4. Appeals
5. Records of action taken including supportive measures

The district must also retain for seven (7) years any materials used to train Title IX Coordinators, investigators, decision-makers, and any employee designated to facilitate an informal process. Training materials will also be posted on the district website.

### **LENGTH OF SCHOOL DAY – POLICY GBRB**

The number of hours of actual teaching which shall constitute a school day shall be determined and fixed by the board of trustees of the school district. §37-13-67

### **PERSONNEL WORK LOAD – POLICY GBRC**

The local school board shall have the power and authority to fix the date for the opening and closing of the school term, subject to the minimum number of days, which schools must be in session during a scholastic year, as prescribed under Section 37-13-63. However, local school boards are authorized to keep school in session in excess of the minimum number of days prescribed in Section 37-13-63. § 37-13-61 (2006)

Except as otherwise provided, all public schools in the state shall be kept in session for at least one hundred eighty (180) days in each scholastic year. §37-13-63(1992)

### **Teaching Day**

A day in which a minimum of 330 minutes of instruction and/or evaluation and/or district approved group testing is provided. Exceptions are days with fewer than 330 instructional minutes that are part of an instructional week of at least 27.5 hours.

### **COACHING ASSIGNMENTS – POLICY GBRCA**

The school board of this district adopts this policy governing coaching duties, responsibilities and salaries. The superintendent, with the assistance of the principal and the approval of the Board, shall determine the duties and number of days per year to be worked by athletic personnel. No principal can accept responsibilities as a coach or assistant coach for any sport.

If a person is employed as a coach/teacher, he/she will not be permitted to resign from a coaching assignment and retain the teaching position unless the coaching assignment can be reassigned to another teaching position.

If a staff member employed as both coach/teacher is not recommended for reemployment as a teacher, his/her employment shall be terminated. These positions shall be considered inseparable in matters of staff reduction, recommendation for employment, and job termination.

In the best interest of the instructional program, when head coaching assignments in football, basketball, baseball in Grades 7-12 cannot be reassigned to other personnel presently employed by the district who meet all certification requirements and qualifications for the specific coaching assignment, the positions may be exempt from consideration in matters of staff reduction.

### **PROFESSIONAL PERSONNEL NON-SCHOOL EMPLOYMENT – POLICY GBRG**

This school board considers a professional assignment in the school district to be full time employment. Employees shall not engage at any time in any outside employment that would interfere with their effectiveness in performing regular assigned duties; would compromise or embarrass the school system; or would in any way conflict with assigned duties. Employees shall not be employed or involved in any private or other public business during the hours necessary to fulfill their contractual responsibilities; nor will the employee use district materials, supplies or property for outside employment.

For incompetence, neglect of duty, immoral conduct, intemperance, brutal treatment of a pupil or other good cause the superintendent of schools may dismiss or suspend any licensed employee in any school district. §37-9-59

### **WORKERS' COMPENSATION – POLICY GBRHF**

West Jasper School District will follow all guidelines and regulations governing Workers' Compensation. Any employee who has an on-the-job accident that requires medical attention or that results in absence from work shall immediately submit to alcohol and drug testing. When an employee is absent from work due to a work-related injury, he/she will receive his/her regular pay for the first five days of absence; but these days must be charged against the employee's accumulated sick or personal leave time. If an employee has no accumulated leave time, she/he will not receive pay from the school district. Worker's Compensation pay will be in accordance with the statute governing Worker's Compensation. After the first five days, the employee has the option to continue receiving his/her regular rate of pay as well as Worker's Compensation benefits until he/she returns to work, the physician has declared the employee able to return to work, or until the accumulated leave is exhausted—whichever comes first. If the period of disability extends beyond the point at which the employee's accumulated leave is exhausted, then from that point, the employee will only receive that which is available through Worker's Compensation.

### **(LEAVE POLICY) ABSENCE FROM DUTY – POLICY GBRI**

In accordance with the state law, the West Jasper School District adopts this leave policy, which is applicable to all full-time employees, unless otherwise stated. A full-time employee is any person employed on a regular basis and working the number of hours designated for that job.

#### **Leave Due to Declared Emergency Closures**

The West Jasper Board of Trustees authorizes the superintendent, in his or her discretion, to provide additional administrative leave with pay for all employees (professional, certified, and classified) in the event of declared emergency closures.

#### **Sick Leave**

Employees may take sick leave with full pay because of personal illness, childbirth, or for the care of an ill member of their immediate family. Immediate family means spouse, parent, stepparent, sibling, child or stepchild, grandparent, stepbrother, or stepsister. Sick leave may be denied for elective surgery or other procedures. Employees may be required to provide documentation that such procedures are non-elective. This policy governs all requests for sick leave that do not come within definitions of the Family and Medical Leave Policy.

#### **Amount of Leave**

1. Employees who are on a twelve (12) month contract shall accrue twelve (12) days of sick leave per year.
2. All full-time certified or licensed employees, assistant teachers, and secretaries, who work 220 days or less shall accrue ten (10) days of sick leave per year.

3. Cafeteria personnel who work at least 26 hours per week shall accrue ten (10) days of sick leave per year.
4. Bus drivers shall accrue six (6) days sick leave per year. Bus drivers will be allowed to miss 6 days per year. Of those absences, 3 will be paid days off. Any absence after 6 days will require a written doctor's excuse. This doctor's excuse should be delivered to the Transportation Director on the first day back to work after an absence. If a driver misses more than 6 days without a doctor's excuse, he/she may not be recommended for employment the following school year. If the driver is recommended back, he/she will not receive their step pay raise that year. No leave will be granted the day before or the day after a holiday break or the last day of school without a doctor's excuse. Any absences that do not abide by the above policy, must be validated and approved by the Transportation Director.

Leave for certified employees who begins employment after the beginning of the work year shall have their leave prorated according to their terms of employment. Prorating of leave shall be determined by the district payroll office based upon the number of days worked.

#### **Accumulated Leave**

1. Certified and non-certified employees may accumulate an unlimited number of sick leave days that may be carried over from year to year.
2. Accumulated sick leave shall be forfeited upon the termination of employment and shall not be restored with later employment in the West Jasper School District.
3. Accumulated leave will be certified to the Public Employees Retirement System for service credit in accordance with state law.

#### **Personal Leave**

1. All personnel except bus drivers and cafeteria workers shall accrue two personal leave days per year. Bus drivers and cafeteria workers receive no personal leave. Cafeteria managers receive 2 days personal leave.
2. Personal leave days shall accumulate to a maximum of five.
3. Unused personal leave days beyond the five accumulated shall be converted to sick days.
4. Personal leave days may be used according to the following rules:
  - a. The employee must give a request for personal leave to the principal or supervisor at least three school days in advance, except in cases of emergency.
  - b. Except as otherwise listed below, no employee may take personal leave on the first day of the school term, the last day of the school term, a day before a holiday, a day after a holiday, or a staff development day. With written request, the superintendent may waive this requirement when extraordinary or emergency circumstances exist with full loss of pay.

Notwithstanding the restrictions listed above on the use of personal leave, a licensed employee may use personal leave per amendments to Section 37-7-307 adopted and effective July 1, 2015:

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, an immediate family member of the employee is being deployed for military service.

1. Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of the West Jasper School District has either a minimum of ten (10) years of experience as an employee of the West Jasper School District or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in the West Jasper School District.
2. 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. See House Senate Bill 949

**Bereavement**

Employees may take personal leave and/or sick leave days when there is a death in the immediate family, which includes spouse, parents, parents-in-law, sons, daughters, sons-in-law, daughters-in-law, sisters, brothers, sisters-in-law, brothers-in-law, grandparents, or grandchildren.

**Vacation or Annual Leave**

SB 2297, effective May 1, 2004 provides that vacation leave granted to either licensed or non-licensed employees shall be synonymous with personal leave. Unused vacation or personal leave accumulated by licensed employees in excess of the maximum five (5) days which may be carried over from one year to the next may be converted to sick leave not to exceed the conversion of ten (10) days of personal or vacation leave days to sick days per year. In the case of unused vacation or personal leave accumulated by non- licensed employees, no more than ten (10) days of unused personal or vacation leave may be converted to sick leave per year. Any personal vacation leave previously converted to sick leave under a lawfully adopted policy before the effective date of SB 2297, shall be recognized as accrued leave by the local school district and available for use by the employee. The leave converted under a lawfully adopted policy may be certified to PERS upon termination of employment and any such leave previously converted and certified to PERS shall be recognized.

Effective July 1, 2017, full time 12-month employees must have worked for a full contract year in order to receive 10 days paid vacation annually. Vacation leave being credited on July 1 of each year.

**Jury Duty/Subpoena**

The West Jasper School District shall provide leave with pay for employees who are called for or who serve on juries. Performance of jury duty is with full pay and does not count against any type of leave of absence by the employee. When excused from jury duty prior to 11 A.M., the employee will report to their work site. The district will not recover jury fees from employees who serve on juries. (Attorney General Opinion, *Middleton* of July 10, 1991.) Employees under subpoena to provide court testimony or to testify in hearings may use their personal leave. Absence beyond accrued personal leave will result in loss of pay.

**Professional Leave**

Employees may be eligible for professional leave in order to perform professional services by representing the district at educational conferences, convention, school evaluations, and other such events. An employee desiring professional leave must request approval from the principal/supervisor and superintendent two weeks in advance of the leave. Approved professional leave will be with full pay and will not count against other leave time.

In addition, each licensed employee shall be credited with a professional leave allowance, with pay, for each day of absence from the school district caused by reason of the employee's statutorily required membership and attendance at a regular or special meeting held within the State of Mississippi of the Mississippi State Board of Education; the Commission on Teacher and Administrator Education, Certification and Licensure and Development; the Commission on School Accreditation, the Mississippi Authority for Educational Television; and the meetings of the state textbook rating committee. MS Code §37-7-307(4) 1972. Burkes, September 25, 1998, Attorney General Op. # 98-0558

Attorney General Op. # 98-0588: This office is of the opinion that if service on a particular state board or commission is not part of the duties of an individual's employment as a career state service or appointed state employee, then the individual may not be compensated for work as an employee while performing duties as a member of the board or commission.

**Retirement Credit**

House Bill 1176 amended Mississippi Code §37-7-307 (1972) that establishes provision for payment of unused leave to certified and non-certified public school employees. Each local school board is responsible for adoption and implementation of leave policies.

Upon PERS retirement, certified employees may choose to be paid for all unused accumulated leave up to 30 days at a rate of \$100.00 per day. All unused accumulated leave for which compensation is not received will be certified toward retirement. This provision is subject to and shall conform to the requirements of state law and the retirement system.

Upon PERS retirement, non-certified employees may choose to be paid for all unused accumulated leave up to 30 days at a rate equal to the federal minimum wage. Non-certified employees who terminate employment shall have any portion or all unused leave certified to Public Employees Retirement System (PERS) for use as service credit toward retirement.

SB2297 provides that no payment for unused accumulated leave may be made to either a licensed or non-licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

**Payroll Deduction**

For certified/licensed personnel, the first 10 days of sick leave taken in excess of the number of accumulated leave days will result in a payroll deduction of an amount equal to substitute pay. Any sick leave taken in excess of the number of accumulated leave days plus the 10 additional days will result in a payroll deduction of an amount equal to regular pay.

For non-certified support staff, a payroll deduction in the amount of the employee's daily rate shall be made for each absence beyond accumulated leave.

Employees may be required to present a physician's certification of illness when absent for four or more consecutive school days, for one day immediately preceding or following a holiday, or at any other time requested by the principal and/or superintendent.

If an employee is absent the first day of school or the last day of school or the day before or after a school holiday, a written doctor's statement regarding an illness or a written substantiating statement regarding a death is required before the absence is classified as a sick day. The written statement must be sent to the payroll office. Failure to provide the required statement will result in the full loss of pay.

Employees who abuse leave policies or who falsify leave records or reasons for absence are subject to discipline up to and including termination.

Employees who miss thirty days or more beyond accumulated leave, either consecutive or non-consecutive, are required to request a leave of absence without pay for the remainder of the school year. Family Medical Leave may also be applicable to such employees.

Certified and Non-Certified personnel shall be charged for leave in half-day increments. Absence for four (4) hours or more during a pay period shall be charged as a full day. Absences for less than four (4) hours may be charged as one half day.

**Leave Documentation**

Upon returning to work, employees will file the West Jasper School District Absentee Form with their principal or site supervisor. Failure to file the form in a timely manner will result in loss of pay. Falsification of the form is

grounds for dismissal. The superintendent is directed to develop administrative regulations necessary for implementation of this policy.

### **FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY GBRIA**

The Family and Medical Leave Act of 1993 entitles employees of covered employees to take unpaid, job-protected leave for specified reasons, with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Application for family medical leave shall be presented to the superintendent for approval 30 days in advance of the expected leave time, except in cases of emergency. An employee on leave under the provisions of this policy shall provide the Principal/Superintendent with reports every two (2) weeks on the status and intention of the employee to return to work. A certificate will be required in order for the employee to return to his/her original or equivalent position.

#### **Definition:**

- a. "Eligible employee" means one who is employed at a school facility where at least 50 persons are employed, either there or within a 75 mile radius of that school facility as measured by road miles by the shortest route possible; and who has been employed for at least 12 months by the school district as of the date leave commences, and who has also provided at least 1250 hours of service during that 12 month period. Fifty-two (52) weeks of casual, intermittent or occasional employment qualifies as "at least 12 months". School district employees exempt from FLSA requirements are presumed to have worked 1250 hours.
- b. "Employee's spouse" as defined by Mississippi Law.
- c. "Employee's son or daughter" means biological child, adopted child or foster child, legal ward or the child for whom the employee is standing in loco parentis who is either under the age of 18 or above the age of 18 and incapable of self-care because of a mental or physical disability.
- d. "Employee's parent" means biological parent or an individual who stood (or now stands) in loco parentis to an employee when the employee was a child (not to include parents-in-law).
- e. "Employee's immediate family member" means spouse, son or daughter or parent as defined hereinabove.
- f. For the purposes of FMLA, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves either in-patient care (overnight stay) in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

Eligible employees are entitled to take up to 12 work weeks of FMLA leave in a 12-month period for the following reasons:

1. The birth, adoption, or placement of a child.
2. The care of a child, spouse, or parent with a serious health condition.
3. Care for employee's spouse, son daughter, or parent who has a serious health condition.

#### **Leave Provisions**

1. An eligible employee is entitled to 12 unpaid work weeks of leave during any 12-month period for any one or more of the following reasons stated in 1 through 3 above.
2. An eligible employee is entitled to **Service Member Exigency Leave**. For absences caused by an active duty exigency when the employee's spouse, child, or parent is a service member.
3. An eligible employee is entitled to Military Caregiver Leave. To care for employee's spouse, child, parent, or next of kin (if the employee is the nearest blood relative) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness incurred in the line of duty on active duty.
4. Employee shall provide a 30 days' notice to the district when FMLA leave is foreseeable. In the event of an unforeseeable need for FMLA, the employee or a representative for the employee must notify the

district as soon as possible and practicable under the circumstances. Failure to provide 30 days' notice for foreseeable leave may result in a delayed approval until notice is provided.

5. Spouses have a 12 week aggregated leave limit except for personal illness or the illness of a child or the other spouse; that is, if each spouse took 6 weeks of leave for the birth of a child, each could later use an additional 6 weeks due to personal illness or to care for a sick child.
6. Brother and sister employees will have an aggregate limit of 12 weeks to care for their parent.
7. West Jasper School District requires instructional personnel only to take FMLA leave on an intermittent or reduced leave schedule, or near the end of a semester whichever does not disrupt the instructional and support service requirement of the employee's job.
8. The district requires an employee to use sick and personal leave concurrent with leave provisions of FMLA. The maximum leave entitlement for the reasons covered under FMLA is the combined total of an employee's accrued sick and personal leave for 12 weeks (60 working days) as provided under FMLA.
9. The West Jasper School District uses the following method to establish a 12-month period:  
a "rolling 12-month period measured backward" – 12-month period measured backward from the date an employee uses any FMLA leave. Under the "rolling" 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks, which has not been used during the immediately preceding 12 months.

### Required Certification

Eligible employees shall provide certification of a serious health condition for his/her own serious health condition or that of a family member. The FMLA permits an employer to require that eligible employees submit a timely, complete, and sufficient medical certification to support the request for leave. It is the employees' responsibility to submit request to retain the benefit of FMLA protections.

29 U. S. C. §§ 2613,2614(c)(3).

1. Certification of Health Care Provider for Employee's Serious Health Condition is required by the West Jasper School District for conditions requiring an overnight stay in a medical facility.
2. Failure to provide a complete and sufficient medical certification may result in a denial of FMLA Leave request.
3. Eligible employees will be given at least 15 calendar days to return the completed certification. 29 C. F. R. § 825.305(b).
4. Certification of Health Care Provider for Family Member's Serious Health Condition is required by the West Jasper School District to care for a covered family member with a serious health condition. 29 U. S. C. §§ 2613,2614(c)(3).
5. The West Jasper School District retains the right to request a second or third medical certification opinion at the districts' expense. The opinion must be provided by an independent health official selected by the district. Third opinion will be selected by the district and employee.

### Protected Employment Benefits

1. Employees who comply fully with FMLA leave provisions shall be returned to the same position held before taking leave or to a position equivalent (comparable or similar job) in pay, benefits, and other terms of employment.
2. Taking of leave shall not result in the loss of any accrued seniority or employment benefits. **Only health benefits will accrue during FMLA leave period.**
3. The district may exempt from the restoration requirement in paragraph A, key employee in the highest paid 10 percent of the district's workforce within a 75- mile radius of the school facility if restoring the key employee would cause substantial and grievous injury to the classroom and instructional program.
4. The district shall notify the key employee of its intent not to restore when the determination is made. The key employee shall have the option to return or not to return after receipt of notice if leave is in progress. A key employee not restored to original position shall be considered on leave for the duration of the leave period.

5. Health benefits will continue for employees during the leave period, including key employees notified of denied reinstatement. The district shall recover paid health premiums at the return, except:
  - a. No recovery will be made from a key employee who has chosen to take or continue leave after receiving notice of non-reinstatement.
  - b. No recovery will be made from an employee who fails to return from leave due to the continuation, recurrence, or onset of a serious health condition, or an event beyond the employee's control.

**Failure to Return from Leave/Recovery Health Premiums:** If an employee fails to return to work after the leave period has expired (other than family or personal illness or other circumstances beyond control), the school district may recover premium expenditures extended during the leave period.

### **Prohibited Acts**

Eligible employees of the West Jasper School District shall exercise their FMLA rights for matters protected under the provisions of the law. The District shall not:

1. Interfere, restrain, or deny the exercise of or the attempt to exercise any FMLA right.
2. Discriminate or retaliate against an employee for having exercised or attempted to exercise any FMLA rights.
3. Discharge or discriminate against an employee for exercising FMLA rights. Including the following:
  - a. Filed a charge, or instituted proceedings related to any right under FMLA;
  - b. Provide information in connection with an inquiry or proceedings relating to FMLA rights;
  - c. Testified or scheduled to provide testimony in a proceeding or inquiry relating to a FMLA right.

### **MILITARY LEAVE – POLICY GBRID**

Mississippi law on the subject of employees called to military service is covered in Mississippi Code 1972, ' 33-1-21. The law provides that state employees and employees of "any county, municipality or other political subdivision" are entitled to a leave of absence from their respective duties for periods not to exceed 15 days without loss of pay, time, annual leave or efficiency rating when ordered to military duty.

Districts do not have to pay such employees after the 15-day absence, but all other benefits are to remain intact until the employee "is relieved from duty."

Employees released from military service have 90 days to apply for reemployment and cannot be discharged "without cause" within one year after reinstatement to their school district positions. The law adds that reemployment protection is not extended to employees dishonorably discharged from military service.

If the time of call to active duty is optional for the employee, this school district expects that the employee choose a time for reporting to active duty that is least disruptive to the district.

This district shall comply with the Uniformed Services Employment And Reemployment Rights Act of 1994 ("USERRA") which, among other things, removes the distinction between active service personnel and reserve personnel from the employer's perspective. Further, the Act prohibits an employer from denying "initial employment, reemployment, retention in employment, promotion, or any benefit of employment" to a person who is a member of or applies to be a member of the uniformed services, or who is performing, has performed, or has applied to perform services in a uniformed service.

NOTE: Due to the breadth and complexity of USERRA, all of its provisions cannot be covered here. Each board is advised to have its attorney review USERRA and assist in the development of district policy regarding specific application of USERRA requirements.

### **Military Active Duty and Board Vacancy**

Recent national events have prompted the questions regarding the status of board members who are called to active duty by the military. The primary question is whether or not a vacancy is created on the board when a board member is called to active duty. In most instances the answer is no. The board would treat this situation the same as when a board member becomes ill, and the remaining board members would continue to conduct the board's business. The seat would be declared vacant only if the board member officially resigned from the board.

Under certain circumstances, the board and superintendent may wish to investigate the possibility of declaring the position vacant after an absence of considerable length. The board and superintendent are cautioned that efforts to declare a board position vacant should be taken seriously and only after consultation with the school board attorney to make certain that the actions taken are within the authority of the board. It is likely that national guard members called to active duty would be protected and have re-employment and other rights under federal law.

### **ARRANGEMENTS FOR SUBSTITUTE STAFF – POLICY GBRJ**

The West Jasper School District Board of Education, recognizing that instruction must take place even in the absence of the regular classroom teacher, directs the superintendent, or designee, to maintain a list of individuals who would be available as substitute teachers. MS Code §25-11-127 and §37-7-307 (1972)

### **Assistant Teachers as Substitutes**

Assistant teachers may be used as a substitute for the classroom teacher to whom they are assigned fulltime.

### **Long-Term Substitutes**

Substitutes who work five or more consecutive days for the same teacher are to be considered long-term substitutes and are to be paid at rate for long-term substitutes to be determined by the board.

### **Rate of Pay**

The board shall set the rate of pay for all substitutes. Substitute teachers shall be paid wholly from district funds other than state funds. SB 2117: MS Code §12, §37-7-307

A roster of teachers approved for substitute teaching on a per diem basis shall be issued annually by the superintendent of schools, which shall contain the names of approved teachers who shall have made formal application to the office of the superintendent to serve as emergency teachers. Principals shall use the roster of approved substitute teachers in selecting teachers for emergency service as required. Retired teachers may substitute-teach. §25-11-127

### **Criminal Records Background Check**

Superintendents/directors of schools under the purview of the State Board of Education, the superintendent of the local school district and any private firm under contract with the local public school district to provide substitute teachers to teach during the absence of a regularly employed schoolteacher shall require, through the appropriate governmental authority, that current criminal records background checks and current child abuse registry checks are obtained, and that such criminal record information and registry checks are on file for any new hires applying for employment as a licensed or non-licensed employee at a school and not previously employed in such school under the purview of the State Board of Education or at such local school district prior to July 1, 2000. In order to determine the applicant's suitability for employment, the applicant shall be fingerprinted. §37-9-17 (2)

### **DRUG-FREE WORKPLACE – POLICY GBRL**

No employee engaged in work in connection with the West Jasper School District School District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug,

amphetamine, barbiturate, marijuana or any other controlled substance, as defined under state and federal law.

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

As a condition of employment in the West Jasper School District School District, each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction.

As a condition of employment in the West Jasper School District School District, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the board. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

### **Medical Marijuana**

This policy applies to medical cannabis. Under the Mississippi Medical Cannabis Act, this school district:

1. Is not required to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.
2. May refuse to hire, discharge, discipline, or otherwise take an adverse employment action against an individual with respect to hiring, discharging, tenure, terms, conditions, or privileges of employment as a result, in whole or in part, of that individual's use of medical cannabis, regardless of the individual's impairment or lack of impairment resulting from the medical use of medical cannabis.
3. Does not allow the use of medical cannabis by employees while on district property, while at a district sponsored event, or while performing district business.

### **Denial of License**

The State Board of Education, acting through the commission, may deny an application for any teacher or administrator license if the applicant is actively addicted to or actively dependent on alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect, at the time of application for a license. 37-3-2 (11) (c)

### **Suspension of License**

The State Board of Education, acting on the recommendation of the commission, may revoke or suspend any teacher or administrator license for specified periods of time if the teacher or administrator has been convicted, has pled guilty or entered a plea of nolo contendere to a felony, as defined by federal or state law. 37-3-2 (12) (d)

Dismissal or suspension of a licensed employee by a local school board pursuant to Section 37-9-59 may result in the suspension or revocation of a license for a length of time which shall be determined by the commission and based upon the severity of the offense. 37-3-2 (13) (a)

### **TOBACCO-FREE WORKPLACE – POLICY GBRM**

The West Jasper School District maintains a tobacco-free workplace in compliance with the Mississippi Adult Tobacco Use on Educational Property Act of 2000. No person shall use any tobacco product on any educational property owned or operated by this school district. Tobacco products are defined as any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco, or electronic cigarettes. Educational property is defined as any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity.

#### **Penalty for Violation**

Any adult who violates this section shall be subject to a fine and shall be liable as follows:

- (a) for the first conviction, a warning;
- (b) for a second conviction, a fine of Seventy-Five Dollars (\$75.00); and
- (c) for a all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$150.00) shall be imposed.

#### **Issuance of Citation**

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, subsequent convictions are violations committed on any educational property within the State of Mississippi. Anyone convicted under this act shall be recorded as being fined for a civil violation of the act and not for violating a criminal statute.

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced. MS Code '97-32-25 through 29 (2000)

### **DRUG AND ALCOHOL TESTING POLICY GBRM-2**

The following is West Jasper School District's Drug and Alcohol Testing Policy. This policy is effective January 1, 2003. After this date, the district will begin testing personnel if it reasonably suspects that an employee is under the influence of illegal drugs or alcohol. In addition, the district will begin conducting random testing of all bus drivers, and pre-employment testing of all prospective employees. This policy will be enforced uniformly with respect to all personnel. All of the district's personnel, including administrators, will be subject to testing.

The purposes of this policy are as follows.

1. To maintain a safe, healthy working environment for all employees;
2. To maintain the highest quality educational program for our students by insuring that no personnel of the district are users of illegal drugs or under the influence of drugs or alcohol;
3. To reduce the number of accidental injuries to person or property; and
4. To reduce absenteeism and tardiness and improve the quality of educational services.

#### **Substance Abuse**

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

1. All employees are prohibited from being under the influence of drugs or alcohol while on duty or on district premises. All employees are prohibited from using illegal drugs, or prescription medication for which they do not have a proper prescription.
2. The use, sale, possession, transfer, or purchase of illegal drugs, medical marijuana, or controlled substances while on district property or while performing district business is strictly prohibited and is cause for immediate termination. Such action will be reported to appropriate law enforcement officials.

3. No alcoholic beverage will be brought or consumed on district premises.
4. No prescription drug will be brought on district premises by any person other than the person for whom the drug is prescribed. Prescription drugs will be used only in the manner, combination, and quantity prescribed
5. The district is not prohibited from establishing or enforcing a drug-testing policy under the Mississippi Medical Cannabis Act. The district is not required to permit, accommodate, or allow the use of medical cannabis, or to modify any job/working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.
6. The district is not prohibited from taking an adverse employment action against an employee, up to and including termination, as a result, in whole or in part, of that individual's use of medical cannabis, regardless of the individual's impairment or lack of impairment resulting from the medical use of cannabis.
7. Any employee whose off-duty use of alcohol, medical marijuana, illegal, or non-prescription drugs results in excessive absenteeism, tardiness, poor work, or an accident will be subject to discipline, up to and including termination.

### **Drug and Alcohol Testing**

1. Effective September 1, 2001, the district will begin conducting pre-employment testing, reasonable suspicion testing of all personnel and random testing of bus drivers.
2. An employee will be allowed to provide notice to the district of currently or recently used prescription or non-prescription drugs prior to the time of the test.
3. Random testing of bus drivers will be implemented using a neutral selection basis. The district will not waive the selection of any employee chosen pursuant to the random selection procedures.
4. Reasonable suspicion is defined under this policy as the belief by the district that an employee is using or has used drugs or alcohol in violation of the district's policy. Reasonable suspicion may be based upon, among other things:
  - I. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
  - II. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
  - III. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
  - IV. Evidence that an individual has tampered with a drug and alcohol test during his employment with the current employer;
  - V. Information that an employee has caused or contributed to an accident while at work; and
  - VI. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment.

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

5. Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.
6. The following are drugs for which the district may test: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, and cocaine.
7. An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement

with the superintendent. An employee, at his or her own cost, also may request that the specimen be retested at a certified laboratory of his or her own choosing.

8. An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.
9. If the district determines that discipline and/or discharge are not necessary or appropriate in a case where an employee is in violation of the West Jasper School District's Drug and Alcohol Testing Policy, the employee as a condition of continued employment must complete a certified substance abuse rehabilitation program at the employee's own cost and expense. The employee may be allowed to work for the district while undergoing the treatment, but the employee must provide evidence of continued treatment and/or rehabilitation upon request. The employee must also agree to submit to random testing for three years after the date of the positive confirmation drug and alcohol test result.

### **(BUS DRIVERS) Federal Clearinghouse Queries**

The West Jasper School District will conduct queries through the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse on all current and new bus drivers in the school district. A consent form must be signed by the person on which the query will be run for both pre-employment queries and annual queries of current employees before a query can be initiated. The district may NOT query the Clearinghouse to determine whether a record exists for any driver without first obtaining that driver's written or electronic consent. The district will not permit a driver to perform a safety-sensitive function if the driver refuses to grant consent.

The district will not employ a bus driver to perform a safety-sensitive function without first conducting a pre-employment query of the Clearinghouse to obtain information about whether the driver has:

1. A verified positive, adulterated, or substituted controlled substances test result;
2. Has an alcohol confirmation test with a concentration of 0.04 or higher;
3. Has refused to submit to a test; OR
4. That an employer has reported actual knowledge, as defined at 49 CFR § 382.107, that the driver used alcohol on duty in violation of 49 CFR § 382.205, used alcohol before duty in violation of 49 CFR § 382.207, used alcohol following an accident in violation of 49 CFR § 382.209, or used a controlled substance, in violation of 49 CFR § 382.213.

The district will also query the Clearinghouse annually for all currently employed CDL drivers. There are two types of queries:

1. Limited Query – This query will tell the district whether there is information about the individual driver in the Clearinghouse, but will not release that information to the district. The individual driver may give consent to conduct limited queries that is effective for more than one year.
2. Full Query – If the limited query shows that information exists in the Clearinghouse about the individual driver, the district must conduct a full query within 24 hours of conducting the limited query. The driver will need to sign another consent giving the district permission to do a full query. If the district fails to conduct a full query within 24 hours, the district must not allow the driver to continue to perform any safety-sensitive function until the district conducts the full query and the results confirm that the driver's Clearinghouse record contains no prohibitions.

The district will report a driver's drug and alcohol program violations (listed in 1-4 above) to the Clearinghouse within three (3) business days after the district learns of the information. The district will prohibit drivers who have violated the FMCSA's drug and alcohol program regulations from performing safety-sensitive duties unless the driver complies with the return-to-duty process set forth in 49 CFR Part 40, Subpart O.

### **VAPING - POLICY GBRMB**

Electronic cigarettes have recently surpassed conventional cigarettes as the most commonly used tobacco product among youths. The West Jasper Board of Education recognizes that the use of electronic cigarettes and

other vaping devices, or any tobacco products, is detrimental to the health and safety of students, staff and visitors and is therefore prohibited at all times. This policy applies to all students, school staff, parents, and any visitors while on school grounds, in school buildings and facilities, in any school bus, on school property or at school-related activities or school-sponsored events, which includes, but is not limited to, athletic events.

### **Definitions**

**Vaping** – The act of inhaling and exhaling the aerosol (often called vapor) produced by an electronic cigarette or similar battery-powered device.

**Vaping Device** - Battery-operated devices that people use to inhale an aerosol, which typically contains nicotine, flavorings, and/or other chemicals. They can resemble traditional tobacco cigarettes, cigars, pipes, devices with fillable tanks, or everyday items like pens or USB memory sticks. They may also be known as e-cigarettes, e-vaporizers, or electronic nicotine delivery systems.

**Confiscation:** When there is evidence that a student is in possession of any tobacco products or tobacco paraphernalia, or vaping devices, administrators or other designated staff may confiscate such items and apply consequences as outlined in the Student Handbook.

**Violations:** Anyone found in violation of this policy shall be disciplined in accordance with corresponding district policies.

Any adult in violation shall also be subject to discipline under Miss. Code § 97-32-29.

### **(NON-INSTRUCTIONAL) CLASSIFIED STAFF POSITIONS – POLICY GC**

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

The superintendent has the power, authority and duty to make assignments to the various schools in the district of all noninstructional and nonlicensed employees, as provided in Section 37-9-17, and to make reassignments of such employees from time to time. '37-9-14 (2) (s)

The superintendent has the power, authority and duty to employ and dismiss non-instructional and nonlicensed employees as provided by law. '37-9-14 (2) (y)

Within the limits of the available funds, the superintendent of schools shall recommend to this school board all non-instructional employees to be employed and may prescribe the duties thereof. Compensation for such employees may be paid from any lawful funds. '37-9-3

This board has the power, authority and duty to employ all non-instructional and noncertificated employees and fix the duties and compensation of such personnel deemed necessary pursuant to the recommendation of the superintendent of schools. ' 37-7-301 (w)

NOTE: All new hire licensed and non-licensed employees after July 1, 2000 must have a state child abuse registry check and criminal records background check via fingerprint card.

### **AT-WILL EMPLOYMENT NON-INSTRUCTIONAL PERSONNEL – POLICY GCD**

Support/non-certified personnel are "at-will" employees whose duties do not require a certificate or license issued by the State Department of Education. Support/non-certified employees have no property rights in their employment, which may be terminated without notice at any time by either employee or employer.

Within the limits of the available funds, the superintendent shall recommend to the school board thereof all non-instructional employees to be employed and may prescribe the duties thereof. Compensation for such employees may be paid from any lawful funds. '37-9-3 (1987)

The superintendent has the power, authority and duty to make assignments to the various schools in the district of all non-instructional and non-licensed employees, as provided in Section 37-9-17, and to make reassignments of such employees from time to time. '37-9-14 (2) (s) (1999)

The superintendent has the power, authority and duty to employ and dismiss non-instructional and non-licensed employees as provided by law. '37-9-14 (2) (y) (1999)

This board has the power, authority and duty to employ all non-instructional and non-certificated employees and fix the duties and compensation of such personnel deemed necessary pursuant to the recommendation of the superintendent of schools. ' 37-7-301 (w) (1996)

### **TRANSFER OF PERSONNEL– POLICY GCDB**

The superintendent shall have the power and authority to make assignments to the various schools in the district of all non-instructional and non-licensed employees and all licensed employees, as provided in MS Code §37-9-15 and §37-9-17, and to make reassignments of the employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the Mississippi Department of Education. Upon request from any employee transferred, the assignment shall be subject to review by the school board. MS Code §37-9-14 (s) (1999)

### **(NON-INSTRUCTIONAL) SUPPORT STAFF TERMINATION OF EMPLOYMENT – POLICY GCDC**

There are three methods of terminating the employment of support/classified staff:

- (1) upon written notice to the administrative offices by the employee;
- (2) upon written notice to the employee by the superintendent or designee; and
- (3) retirement.

It is the policy of the West Jasper School District Board of Education to make final payment to classified non-licensed/certified personnel terminated (fired) by the administration at the next regular pay period date whenever possible. earned but unused leave will be credited to the Public Employee Retirement Service account for the terminated employee.

### **PAY EQUITY/FAIR LABORS STANDARDS - POLICY GCRAA**

The purpose of this policy is to ensure that the West Jasper School District is in compliance with the requirements of the Fair Labor Standards Act (FLSA), 29 U.S.C. '201 *et seq.* The West Jasper School District adheres to the minimum wage, overtime pay and record keeping requirements, and the child labor restrictions in compliance with the standards of the Fair Labor Standards Act (FLSA) of the United States.

### **Exempt Employees**

Certain employees are exempt from coverage of the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative and professional employees. Examples include, but are not limited to, certified/licensed professional employees such as teachers, counselors, supervisors and administrators. Certain non-certified administrators are also exempt and include business managers, transportation directors, maintenance directors, and other similar administrative and supervisory positions. Supervisors should seek advice from the school board attorney if there is a question whether a position is exempt.

### **Covered Employees**

Employees in the job classifications listed below are generally considered to be non-exempt and are covered by the FLSA unless a specific exception exists. In those instances, the reasons for the exempt status will be specifically outlined. In some instances employees may perform dual jobs for the district, such as bus

drivers/maintenance worker. If duties of the two jobs require the employee to work overtime, the amount due will be calculated using the method described under OVERTIME PAY.

(Assistant Teachers, Maintenance Personnel, Groundskeepers, Bookkeepers/Clerks, Custodians, Secretaries, Mechanics/Technicians, Delivery/Courier, Bus Drivers, Cafeteria Personnel, Security, Custodians, Substitute Teachers)

### **Employment Relationships**

No employment relationship is created between student teachers or students and the West Jasper School District due to the circumstances surrounding their activities.

No employment relationship is created between the West Jasper School District and individuals who volunteer or donate their services to the district as a public service without contemplation of pay.

No employment relationship is created between the West Jasper School District and contractors, consultants, and their employees, agents, or servants.

Off-duty law enforcement personnel hired on a part-time basis by the district for crowd control or for security purposes do not create a joint employment relationship between the district and the city or county with which the policeman or deputies are employed. The school district is separate and distinct and acts entirely independent of other governmental entities.

### **Hours Worked**

For employees subject to the FLSA, the workweek begins on Sunday at midnight and ends at 11:59 P.M. on the following Saturday. Each employee subject to FLSA shall be paid in accordance for all hours worked. Compensable time includes all time that an employee is required to be on duty. Coffee breaks, waiting time, and meal periods, which are frequently interrupted by calls to duty, are hours worked and are to be compensated. Hours worked shall mean the total hours worked by an employee during the work-week in any job or combination of jobs and at any site or combination of sites as an employee of the district.

Each pay period is a month. Hours worked shall be accurately recorded by each employee on a monthly, weekly or daily time card in the format provided by the district. Time sheets are due in the payroll office according to a schedule determined by the payroll department. Payday is also determined by the school board within guidelines established by the state legislators. Employees using monthly, weekly, or daily time cards shall furnish all information requested and shall record the exact time of arrival and departure from work.

Employees are expected to arrive and depart at or about the time specified unless requested to work overtime by his/her immediate supervisor. All overtime shall be recorded by each employee on the time sheet or time card.

### **Meal Periods**

Meal periods for some non-exempt employees shall be counted as hours worked, since they are frequently interrupted by calls to duty and therefore are compensable. Non-exempt employees with bona fide meal periods of 30 minutes and who are completely relieved of duty for the purpose of eating a regular meal and are not required to perform any work during that meal period are not required to be paid for meal time.

### **Minimum Wage**

All employees subject to FLSA shall be paid not less than the current minimum wage.

### **Overtime Pay**

All employees subject to FLSA shall be paid not less than one and one-half ( $1\frac{1}{2}$ ) times his/her regular rate of pay for all hours worked over 40 in a workweek. Overtime pay due an employee shall be computed on the basis of

the hours worked in each workweek and the overtime compensation earned by an employee shall be paid according to the schedule determined by the payroll department.

Overtime pay may not be waived by an agreement between employer and employees nor may the hours of work of an employee be averaged over two or more workweeks. The granting of compensatory time off in lieu of paying proper overtime pay is permitted provided compensatory time is awarded on a one and one half (1<sup>1/2</sup>) times basis.

Overtime for which the district pays monetary remuneration will be paid at one and one-half (1<sup>1/2</sup>) times the employee's regular rate of pay for all hours worked over 40 hours in a workweek. Overtime pay due an employee will be computed on the basis of hours worked in each workweek.

For employees paid on an hourly rate, the overtime will be based on that hourly rate. For employees paid on a salaried basis, the monthly salary shall be reduced to its weekly hourly rate, from which overtime compensation will be calculated. Employees shall be paid for each and every hour worked.

For employees working two or more jobs in the district, overtime pay shall be calculated on the basis of a workweek by the total hours worked in that workweek. The employee shall be paid one and one-half (1<sup>1/2</sup>) of the blended hourly rate for the hours worked over 40 in that workweek.

#### **Authorization for Overtime Worked**

Overtime can only be approved by the superintendent unless on an emergency basis; therefore, each district employee responsible for the supervision of employees subject to the FLSA shall, prior to permitting any overtime work, receive authorization from the superintendent or his/her designee. Any employee who works unauthorized overtime whether paid or unpaid shall be disciplined according to the following guidelines: 1<sup>st</sup> Offense: Verbal reprimand; 2<sup>nd</sup> Offense: Written reprimand; 3<sup>rd</sup> Offense: Suspension without pay; 4<sup>th</sup> Offense: Termination

Supervisory personnel who allow non-exempt employees to work overtime without approval from the superintendent or designee are subject to discipline up to termination. Exceptions can be made in an emergency with a written notice submitted to the superintendent or designee as soon as possible.

The superintendent may, in an effort to keep overtime at a minimum, establish a layoff plan, if, in his/her opinion, the plan would not be detrimental to the mission of the school district. Under the plan, an employee would be laid off after working 40 hours in a workweek. For example, the secretary who has to work 10 hours a day on Monday, Tuesday, Wednesday, and Thursday would be laid off Friday and return to work the next Monday. The layoff must occur during the same workweek the 40 hours were worked.

#### **Recordkeeping**

The superintendent shall require each supervisor to keep all records on wages, hours, and other items listed in the record keeping regulations (29CFR Part 615) original records are to be kept by the business office for the time specified by the act.

#### **Enforcement**

District employees shall, at all times, cooperate with authorized representatives of the U.S. Department of Labor who may visit a work site to investigate and gather data concerning wages, hours, and other employment practices; to enter and inspect any school district premises and records; and to question employees to determine whether any person has violated any provision of the FLSA. Employers who have willfully violated this law may face criminal penalties, including fines and imprisonment.

District employees responsible for supervising employees subject to the FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the school district. Any disciplinary action taken by the school district will be in addition to any relief granted an employee by the U. S. Department of Labor or a court of law. Willful is defined by the U. S. Department of Labor as “knew or should have known.”

### **Child Labor Provisions**

The FLSA contains important provisions regarding the employment of children. Management personnel shall consult with the superintendent or his/her designee prior to the employment of any individual under 18 years of age. If a decision is made to employ child labor, the hiring, hours worked, work performed, and rate of pay shall be in full compliance with the FLSA. Violations of the FLSA child labor provision or any regulation issued under them may subject the violator to a civil money penalty up to \$1,000 for each violation.

**Important Note:** The school district is encouraged to check with the Department of Labor periodically in the event rules and regulation have been revised.

### **EVALUATION OF CLASSIFIED STAFF - POLICY GDI**

The West Jasper School District will follow all guidelines and procedures in accordance with Mississippi Public School Accountability Process Standard 3, which states: *The school district implements an annual, formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance. MS Code '37-3-46(b)*  
Standard 3.7 *Other, non-licensed, district staff evaluations are on an annual basis.*

**Appendix A**

This form is to be removed from this handbook, signed, and immediately turned in to your building principal or site administrator.

*I have received a copy of the West Jasper School District's Professional Staff Handbook for the 2024-2025 school year. I understand that I am responsible for having read it and for following the information contained therein. I understand that failure to follow these and other policies and procedures of the district is grounds for non-renewal or termination.*

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

Worksite: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



