



2022



2023

EMPLOYEE

# HAND BOOK

**C** CLARKSDALE  
MUNICIPAL SCHOOL DISTRICT

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Education of Our Children is Our  
TOP PRIORITY

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526 S Choctaw Street., P.O. Box 1088, Clarksdale. MS 38614

Phone: 662.627.8500 - Fax: 662.624.9405 - [www.cmsdschools.org](http://www.cmsdschools.org)



**2022-2023**

**EMPLOYEE HANDBOOK  
FOR LICENSED-CERTIFIED STAFF &  
CLASSIFIED (NON-CERTIFIED STAFF)**

**Superintendent of Education**

[www.cmsdschools.org](http://www.cmsdschools.org)

**“Skilled Professionals Make All the Difference”**

Dear Faculty and Staff,

Welcome to the 2022-2023 school year in the Clarksdale Municipal School District. I know this will be a great year full of student growth as well as professional growth. As faculty and staff of the Clarksdale Municipal School District, we are dedicated to providing a high-quality education and safe learning environment for EVERY STUDENT.

Welcome back to what I believe will be the best year ever for the Clarksdale Municipal School District. Clarksdale has had many successes in previous years. The successes have made the district what it is today. We have overcome many challenges over the years as well. If the pandemic didn't teach us anything else, it taught us to make sure we have plans in place to continue to offer students the best education possible.

The Employee Handbook is a source of information for you to reference and has been designed to answer frequently asked questions. There is an online version of the Employee Handbook on the web at <https://www.cmsdschools.org/>.

This handbook is not inclusive of every rule and requirement of Clarksdale Municipal School District, but it provides a summary of the most used rules and policies that apply to employees. Each year this document changes to address the needs of employees. The overall goal of the employee handbook is to improve the lines of communication between the Central Office, the various departments, and the buildings and their assigned employees.

We are glad to have you as a member of the Clarksdale Municipal School District team and are excited for you to serve the students in our community. Thank you for joining us in our efforts to help our students realize their own potential and achieve academic excellence.

Your partner in education,

Dr. Toya Harrell-Matthews, Ph.D.  
Interim Superintendent

## **About This Handbook**

This handbook is the Clarksdale Municipal School District's effort to make sure employees have advance information about important rules and procedures in place in our district. Though this handbook is not inclusive of every rule and requirement of the Clarksdale Municipal School District, it is a summary of the most used rules and policies that apply to employees. It also contains sections to address many of the questions that are frequently asked.

Each year we expect this document to change to address the information and needs of employees. The goal of this employee handbook, as it is with all other documents produced by the Clarksdale Municipal School District, is to improve the lines of communication between Central Office and the buildings, and between the buildings and their assigned employees.

Due to COVID-19, there may be updated information added to this document.

## **District Information**

**Clarksdale Municipal School**

**District Mailing Address:** P.O. Box 1088

**Physical Address:** 526 S Choctaw Street

**Web Address:** [www.cmsdschools.org](http://www.cmsdschools.org)

**Phone:** 662.627.8500

**Fax:** 662.624-9405

## **Board of Trustees**

**Dr. Zedric Clayton**, President

**LaFiesta Roland** Vice President

**Dr. Manika Kemp**, Secretary

## **Central Office Administration**

**Dr. Toya Harrell-Matthews**, Interim Superintendent of Education

**Jessica Pulley**, Chief Financial Officer

**Rosalyn Griffin**, Chief of Staff

**Rob French**, Chief Strategy Officer

**Dr. Kristi Harris**, Director of Federal Programs

**Stephanye Moton**, Director of Special Services

**Amanda S. Bell**, Director of Technology

**Wilma McIntosh**, Director of Child Nutrition

## **Clarksdale Schools & Contact Information**

### **Clarksdale High School (10-12)**

Herbert Smith, Principal  
1101 Wildcat Drive  
Phone: 662.627.8530

### **Carl Keen Career & Technical Center**

Triccia Hudson, Director  
1050 Walnut Street  
Phone: 662.627.8580

### **J.W. Stampley 9th Grade Academy (9)**

Christopher Turner, Principal  
301 Washington Avenue  
Phone: 662.627.8570

### **W.A. Higgins Academy of Arts & International Studies (7-8)**

Shawanda Shaw, Principal  
1749 Chestnut Street  
Phone: 662.627.8550

### **Oakhurst Intermediate Academy (5-6)**

Damian Collins, Principal  
120 West Second Street  
Phone: 662.627.8560

### **Booker T. Washington Elementary International Baccalaureate Magnet (PK-4)**

Brenda Miller, Principal  
1800 Sunflower Extended  
Phone: 662.627.8567

### **George H. Oliver Elementary -Visual & Performing Arts Magnet (PK-4)**

Regina Chess, Principal  
871 Ritchie Avenue  
Phone: 662.627.8605

### **Heidelberg Elementary-S.T.E.A.M. Magnet (PK-4)**

LaJeuna Crenshaw, Principal  
801 Maple Street  
Phone: 662.627.8577

### **Kirkpatrick Elementary School-Health & Medical Science Magnet (PK-4)**

Adrienne Hudson, Principal  
1101 Smith Street  
Phone: 662.627.8588

## MISSION STATEMENT

*We exist to provide a comprehensive educational program that leverages technology to address our scholars' academic, career, and social needs, equipping them for success in a diverse and evolving world.*

## VISION STATEMENT

*Our vision is a Clarksdale Municipal School District that empowers students by creating key community partnerships and offering a rigorous academic program that addresses the diverse needs of every scholar.*

## CORE VALUES

**Integrity**-emphasizing honesty and exhibiting strong moral principles

**Respect**-accepting others despite their differences, building relationships that increase trust, safety, and wellbeing

**Individuality**-celebrating the intrinsic worth of each individual

**Empowerment**-growing in strength and confidence to make a positive difference in one's own life and to contribute to a larger good

**Innovation**-choosing to do things differently to create value for our students, staff, families, and community

**Wellness**-prioritizing decisions that have a positive effect on the physical, mental, and emotional health of our stakeholders

## STRATEGIC GOALS

**Goal 1:** Improve student achievement results as reported by state and other standardized test results to garner a performance rating of "C" or better.

**Goal 2:** Maintain a safe and orderly school environment to promote success and wellness

**Goal 3:** Promote efficient and effective fiscal accountability using a needs-based approach while expanding resources that support student achievement.

**Goal 4:** Increase community collaboration through parental involvement and strategic partnerships.





# 2022-2023

## SCHOOL CALENDAR

<b>Aug 1-5</b>	Staff Development
<b>Aug 8</b>	FIRST DAY OF CLASSES
<b>Sept 5</b>	Labor Day
<b>Sept 21</b>	60% Day
<b>Oct 14 - 17</b>	Fall Break
<b>Nov 21 - 25</b>	Thanksgiving Break
<b>Dec 19 - Jan. 2</b>	Winter Break
<b>Jan 3</b>	Staff Development
<b>Jan 4</b>	CLASSES RESUME/STUDENTS RETURN
<b>Jan 6</b>	END OF FIRST SEMESTER
<b>Jan 9</b>	SECOND SEMESTER BEGINS
<b>Jan 16</b>	Dr. Martin Luther King Jr. Holiday
<b>Feb 8</b>	60% Day
<b>Feb 20</b>	President's Day Holiday
<b>Mar 13 - 17</b>	Spring Break
<b>April 7</b>	Good Friday
<b>April 10</b>	Easter Holiday
<b>May 22</b>	Seniors Last Day
<b>May 25</b>	Last Day of Classes
<b>May 26</b>	Teacher Last Day
<b>June 19</b>	Juneteenth

### School Hours

Elementary 7:30 A.M. – 2:45 P.M. Middle 8:00 A.M. – 3:45 P.M.  
Intermediate 7:30 A.M. – 2:45 P.M. High School 8:00 A.M. – 3:45 P.M.

### GRADING PERIODS

**FIRST SEMESTER**  
1 Aug 8 – Oct 10  
2 Oct 11 – Jan 6

**SECOND SEMESTER**  
3 Jan 9 – Mar 20  
4 Mar 21 – May 25

Student/Staff  
Holiday

Semester  
Starts/Ends

Staff Development

60% Day

July '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '22						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '22						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



## **ABSENCES**

Employee absences can affect the progress of students and therefore the progress of the District. Absences should be limited to those that are absolutely necessary. Absences for school business will not negatively impact an employee's standing.

Planned absences should be handled by the advance completion of a Leave Request Form ensuring that all necessary signatures are secured **prior** to the absence.

Unplanned absences such as those resulting from illness, deaths in the family, or other emergencies should be handled as soon as the employee returns to work by the completion of a Leave Form designating the reason for the absence. It is the employee's responsibility to make sure that all appropriate leave paperwork is completed. Leave requests should be completed on the first day back from an unexpected absence. Failure to complete the correct paperwork could result in deductions from pay and from accrued leave.

## **ACADEMIC CALENDARS AND SCHOOL SCHEDULES**

Every school in the District abides by the board approved 2022-2023 School Calendar. The standard school day for elementary students must consist of a minimum of 330 minutes of instruction. For secondary students, there must be a minimum of 376 minutes. The school year is built to address the requirement for students to attend school at least 180 days per year.

In the Clarksdale Municipal School District, we are moving toward longer hours of instruction in order to arrive at the levels of improvement our students need to succeed in school and beyond. Our goal in this is to effectively address the issues of low student performance and low school achievement that have plagued us in the past.

Bell schedules at the various school sites **may vary slightly** because of the size of our transportation fleet and the need to have our buses drop off at every school site. This makes it impossible to have a simultaneous starting and ending time at each

school site.

## **ACCREDITATION**

The Clarksdale Municipal School District is accredited by Cognia. This accreditation means that schools in the district meet the high standards established by this accrediting body.

## **ASBESTOS ANNUAL REPORT TO ALL EMPLOYEES**

The Federal Environmental Protection Agency (EPA) requires that on an annual basis each school district notify every parent and employee of the status of any asbestos in the school. The Clarksdale Municipal School District completed the required re-inspection report. A copy of this report is on file in the school administration office and is available to the public for review. This report will serve as the annual notification by the Clarksdale Municipal School District.

## **ATHLETIC PROGRAMS**

The Clarksdale Municipal School District participates in athletic programs sanctioned by the Mississippi High School Activities Association. For a student to participate in an athletic program, they must meet the requirements of the **No Pass - No Play Rule**. MHSAA requires school districts, staff, and student athletes to demonstrate good sportsmanship at all times and to meet all other requirements established in the MSHAA Rulebook. Pay supplements of varying ranges are provided to staff members who coach or sponsor the athletic programs the district offers.

## **BREAKS**

Breaks are afforded to hourly employees and classified employees in accordance with the standards of the United States Department of Labor. Fifteen-minute breaks are allowed every four hours. Twelve-month employees may take 1 hour or 30-minute lunch breaks. However, they must still work an eight-hour day and the time chosen for the lunch break must have the approval of the immediate supervisor. Certified teachers do not have true designated breaks. Instead, they are given unencumbered planning time consistent with state law.

Site administrators have discretion regarding teachers supervising classes at lunch time and often the rotation that principals set up for duty affords teachers opportunities for breaks (i.e.—time without students). Leaving campus during planning time or during a break must have the prior approval of the principal/supervisor.

### **CATASTROPHIC INJURY OR ILLNESS**

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. Conditions that are short-term in nature, including, but not limited to common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

- Immediate family means spouse, parent, stepparent, sibling, child, or stepchild
- 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
- 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.

### **CERTIFIED EMPLOYEES**

Certified Employee is an employee employed in a

full teaching position who meets the requirements to hold such a position as defined by the Mississippi State Department of Education. These persons are employed on an annual basis; however, their work is limited to periods when school is in session and required in-service.

### **CHAIN OF COMMAND**

Every employee in the district has an immediate supervisor. It is to that immediate supervisor that you should go for all inquiries, directions, and permissions that you need. Your immediate supervisor is your starting point for addressing all problems and concerns. Only after you have made attempts to resolve issues with your immediate supervisor's involvement should you move to the next level. While the Superintendent of Education has an open-door policy for parents, students, and employees, it will be his practice to redirect employees who have ignored the proper chain of command in handling and resolving issues of concern. Failure to follow the proper chain of command is a form of insubordination which may result in a written reprimand and/or a formal plan for improvement that will be placed in the employee's personnel file, suspension, or termination (in the case of classified employees). **(See Appendix C for CMSD Organizational Chart)**

### **CHILD ABUSE**

In accordance with Section 43-21-353 of the Mississippi Code of 1972, teachers are required to report suspicion of child abuse immediately. Child abuse is very prevalent in today's society. It is the duty of any teacher who suspects that one of his/her students has been abused to report such suspicions to the Department of Human Services and to the school administration.

### **CHILD CUSTODY**

In all cases regarding child custody, the Clarksdale Municipal School District requires an official copy of the custody order to be on file at the school. The school district will abide by the requirements of the custody order in dealing with any issues requiring contact with the parent or guardian or instances relating to provision of records, the allowance of

school visitation, and/or checking a student in or out of school. It is the staff member's responsibility to make sure he/she has reviewed the cumulative record of each student being served to make sure you are aware of special circumstances involving the custody of a student.

### **CHILD NUTRITION SERVICES**

The Clarksdale Municipal School District participates in the Federal School Lunch and School Breakfast programs. We believe that a well-fed child is a child who will be healthier and can learn better. We provide foods that meet federal and state nutrition guidelines. **No employee responsible for duty or for taking a student to breakfast or lunch should use the withholding of the privilege to eat as a means of student discipline.**

All adults who eat breakfast or lunch provided by the Child Nutrition Department must pay for their meals according to the established rates. Portion sizes for the meals served fall under strict guidelines. Additional portions requested require additional costs.

### **CLASSIFIED EMPLOYEES**

A classified employee is an employee who is not required to hold a degree or certificate but is required to be sufficiently skilled in the position he/she holds. This class includes assistant teachers, secretaries, bookkeepers, and maintenance personnel. These persons are employed by at-will agreements on an annual basis.

### **CLASSIFIED STAFF LEAVE**

#### ***SICK LEAVE***

Each classified non-instructional employee at the beginning of each school year shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such classified employee if the classified employee remains employed in the school district.

No deduction from the pay of such classified

employee may be made because of absence of such classified employee caused by illness or physical disability of the classified employee until all sick leave allowance credited to such classified employee has been used.

### ***PERSONAL LEAVE***

Each classified employee (secretaries, bookkeepers, bus drivers-full time, maintenance personnel, janitors, maids, assistant teachers, and cafeteria personnel) at the beginning of each school year shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absence caused by personal reasons during that school year. Such personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day prior to a holiday or a day after a holiday. No deduction from the pay of such classified employee maybe made because of absence of such classified employee caused by personal reasons until all personal leave allowance credited to such employee has been used. However, the Superintendent of the school district may, in his discretion, allow a classified employee personal leave in addition to any minimum personal leave allowance under the condition that a regular day's pay be deducted if the classified employee has exhausted all sick leave.

### ***PAID HOLIDAYS***

Below are the paid holidays for the district. Classified employees are only paid for the holidays that fall between their beginning and ending work dates. Paid holidays are forfeited if employees miss the day before/after a holiday.

Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year's Day, Martin Luther King Memorial Day

### ***ESCROW***

Classified employees will be paid only during the months they work for the actual time worked unless they choose to have earnings deducted and paid during summer months. If an employee desires to have earnings deferred to summer months, arrangements must be made with the Business Office. An agreement will be set up and will be

binding until the next year. Money withheld will only be payable during summer months, except in cases where there is an administrative error on the part of the school district.

## **COMMITTEES**

Teachers and school staff are required to cooperate with the school administration on assignment of committees, e.g., Cognia Improvement Planning Committee, school discipline committee, other schoolwork and school planning activities not specifically spelled out in the district contract. This policy requirement includes duty assignments in areas such as early morning duty, playground/campus duty and duty at athletic functions sponsored by the school.

## **CONFIDENTIALITY**

Both students and employees have a right to confidentiality. Employee personnel matters are handled confidentially. Student matters and student records are also to be handled confidentially. You expose the district to risk when you discuss student matters with individuals who do not have a need to know. Employees who are acting according to the district's policies and procedures are covered against liability in claims brought against the district. However, when an employee knowingly violates a district rule or procedure, there is no such protection. A number of professional education organizations offer personal liability insurance that employees may wish to purchase on their own.

## **CONTRACTS**

The 2022-2023 school year begins on July 1, 2022 and ends on June 30, 2023. The number of days each employee is hired to work is indicated on the contract each employee signs. CMSD uses two (2) types of contracts: the standard contract used for certified staff and licensed administrators and at-will agreements used for classified staff and for teachers who perform additional duties such as coaching, sponsoring cheerleading, etc. The number of days on a standard teacher contract is 187. Ten-month employees in the district work 200 days. Eleven-month employees work 217 days. Twelve-month employees work 230 days. Rates of pay established in contracts are based upon verified years of

experience and certification.

At will contracts may be ended by either the employee or the school district by providing two (2) weeks of notice. Standard contracts (issued to licensed and certified personnel) are for a period of one year. Standard contracts are expected to be honored by both parties. It is considered a breach of the contract if an employee does not fulfill the obligations and specified dates of work outlined in the standard contract. Mississippi law allows school districts to pursue the revocation of the employee's license for a period of one year when a standard contract is breached. The district is allowed discretion in pursuing this avenue if it can find a suitable replacement for the employee wishing to end his/her employment. The option to make the choice rests with the district's superintendent and the school board.

## **CORPORAL PUNISHMENT**

The law of the State of Mississippi holds that the teacher is in the same relationship to the child as a parent during the hours in which a child is in school.

The policy of CMSD is to administer corporal punishment as a measure of last resort, and only after due consideration. Infliction of petty punishment is inconsistent with the best educational practices and is not conducive to good teacher-parent relationship. Corporal punishment may be administered by the principal, assistant principal, or such certified person designated by the principal. Corporal punishment must be administered in the presence of another certified employee of CMSD. A written record of corporal punishment shall be turned in at the end of the school session to the school principal.

**Any student with an IEP or 504 Plan cannot receive corporal punishment.**

## **CUMULATIVE FOLDERS**

Teachers, in conjunction with school counselors, are required to keep student's cumulative folders up to-date. Student cumulative records are to be kept private and are not to be discussed at random with

unauthorized personnel. Teachers are charged with the duty of recording pertinent information as directed by the school principal.

## **DRESS**

The Board of Trustees has adopted a requirement for students to wear uniforms to school. While there is no such requirement for employees, it should go without saying that if we require students to look and dress in a certain way, the same is expected for employees. Employees are expected to set an example that reflects our profession. In dress, conduct, and interpersonal relationships, we must project a professional image that leaves no doubt that we take our work seriously and expect others to respect the work that we do. Our attire will send a clear message that we respect our work environment and each other, and more importantly, the field of education.

No employee's appearance should cause a distraction to such an extent that it would violate another individual's rights. All employees are expected to observe minimum standards of hygiene, sanitation, and personal appearance. Clothing should neither be too tight or too short. Clothing should not reflect inappropriate language or artwork. Hair should be neatly styled to cause no disruption in the education of our students. At all times, the attire should be business or business casual unless the work the employee is performing is of a nature that requires a different type of clothing. In such cases, the employee should have the approval of his/her immediate supervisor to wear clothing of any type differing from the types indicated in the paragraph above. All employees are expected to dress beyond the expectations for students.

Note that on certain days such as spirit days, field trip days, etc., staff members may have their principal's approval to be attired in jeans and school tee shirts. Otherwise, blue jeans are not the appropriate professional attire for work.

### **Inappropriate dress or personal grooming includes, but is not limited to:**

- Denim jeans of all colors

- Denim jeans that are too tight or that have been altered in any manner that is inconsistent with this policy when allowed on spirit days
- Leggings, tights (except under skirts, dresses, jumpers)
- Warm-up pants or sweat suits or tee shirts, overalls
- Work clothes (except for specific assignments or on workdays as pre-approved by the school principal)
- Clothing or accessories with slogans that are suggestive of drugs, alcohol, sex, or obscenities or casinos)
- Provocative clothing (thin straps, tube tops, low necklines, low backs, strapless, too tight, too short, midriff revealing, see through, etc.)
- Display of controversial tattoos and body piercing (eyebrow, nose, tongue) that are disruptive to the teaching/learning process, male earrings
- Hair wrapping or curlers of any type

## **DUTY ASSIGNMENTS**

Supervision of students is a responsibility equally shared by all staff. Principals have the discretion to assign duty to any employee. It is the responsibility of the employee to be at the assigned post on the designated day and at the designated time to ensure that we are affording our students the safest surroundings possible. Failure to perform assigned duty may reflect negatively on the employee's evaluation, may result in the employee being placed on a plan for improvement, and may have a bearing on future employment recommendations.

Teachers should be posted in the hallways at their doors at **every** class change, at the beginning of the day and at the end of the day. Principals may assign duty such as playground/recess duty, morning duty, afternoon duty, bus duty, and any other duty deemed necessary to ensure safe school operations.

## **EARNED LEAVE**

Seven (7) sick days and (2) personal leave days are awarded to staff members each year. Any employee exceeding a normal school year (187 days) shall be granted one additional day of sick leave for each twenty (20) days. Twelve-month employees also

earn ten (10) days of vacation each school year. Vacation leave is to be used in the school year in which it is earned. Personal leave days can be accumulated up to 5 days. Any days over five (5) will be added to sick leave in the subsequent school year. Nine, ten, and eleven-month employees do not receive vacation days.

### **EDUCATOR LICENSE**

It is the responsibility of the employee to ensure that their Educator's License remains current. While the district employs a Human Resources Director to handle records management of employee files, it is not the responsibility to perform any function relating to keeping licenses current. Reminders about license expiration and opportunities to gain continuing education credits will be sent out.

### **EMPLOYEE CONDUCT**

Employees of the Clarksdale Municipal School District are expected to conduct themselves in a manner that will reflect positively on the school district and the community, thus promoting a positive environment for teaching, learning and student well-being.

The dignity of students and of the educational environment shall always be maintained. Unseemly dress conduct or the use of abusive, foul, or profane language in the presence of students is expressly prohibited and will not be tolerated.

### **VIOLATIONS**

Violations of this policy shall be reported and discussed in a conference between the employee and the school principal (or superintendent and principal if a principal is in violation of this policy). If the principal or superintendent finds the complaint to be factual, he or she shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file.

Severe violations or continuous violations of this policy may lead to an employee being suspended, dismissed, or non-renewed.

Employees shall have the right to appeal any

disciplinary action taken against them by following the proper chain of command as specified in the district's "Employee Grievance Procedure" policy and the provisions of the Education Employees Procedures Law (EEPL).

### **EMPLOYEE PAY**

All CMSD employees are paid once a month. Pay is handled by direct deposit. All pay is based upon the contract amount or hourly wage in force for the current school year. **If an employee changes their banking information, the employee is responsible for notifying the business office seven (7) days before the payroll date.** Failure to update the business office will result in your direct deposit being delayed.

### **EVALUATION**

Every employee will be evaluated by his/her immediate supervisor at least annually. Employees who are new to the profession or those who are performing at a level that is less than adequate will be observed and evaluated more frequently. Teachers who are new to the profession and those on plans for improvement may receive multiple evaluations and observations of work during the school year.

### **EVALUATION OF CLASSIFIED EMPLOYEES**

The development of a strong, competent classified staff of employees, and the maintenance of high morale among the staff, are major objectives of the school board. The board recognizes that thorough, regular appraisal of performance is essential to the realization of district goals. The primary purpose of personnel evaluation is the growth and development of individual staff members, the strengthening of the school staff, and improvement of support services provided.

The board directs the superintendent and administrative staff to develop regulations, procedures, and instruments for evaluation, using the following guidelines:

- The board expects principals and supervisors to exert every effort to encourage staff members to develop their performance to an optimum

degree.

- Performance appraisal will be continuous and not limited to items and procedures set for formal evaluation.
- The evaluation process will make use of both self-evaluation and supervisory evaluation.
- The evaluation process will emphasize both the achievement of goals set mutually by the staff member and supervisor early in the school year and standardized objectives rating forms.
- The procedures will provide for the recognition of outstanding services and will be used for sound decision-making, as well as for counseling and in-service training.
- When aspects of a staff member's performance need improvement, the principal or supervisor will specifically identify those areas needing improvement and will develop a plan of assistance. Subsequent evaluations will address improvement and/or the need for further monitoring.
- To provide for objectivity and uniformity, observations and evaluations will be carried out in accordance with the guidelines set forth in administrative regulations which have been developed cooperatively by the administration and staff and reviewed and approved by the school board.

## **EVALUATION OF PROFESSIONAL EMPLOYEES**

The evaluation of professional employees shall be in the form and manner prescribed by the State Department of Education through the Mississippi Educator & Administrator Professional Growth System. The school board of this district directs the superintendent to formulate and implement a formal annual performance appraisal system based on job descriptions and on-the-job performance of every professional employee.

The Mississippi Public School Accountability Standard for this policy is standard 3.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a

federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;



- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice) or 1-800-872-5327 (TDD). Individuals who use TDD may use the [Federal Relay Service](#) or you may reach us at 526 S. Choctaw Street, Clarksdale, MS 38614.

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

The Family Medical Leave Act of 1993 requires employers to provide up to 12 weeks unpaid, job-protected leave. Employees must have worked at least one year and for 1,250 hours for the previous 12 months and meet the required family and medical reasons. These reasons include birth, adoption, or foster care placement of a child; the care of the employees' spouse, son or daughter, or parent (but not parent-in-law) who has a serious health condition, or the employee's own health condition. Employees would have an overall limit of 12 weeks for the care of their parent.

Eligible employees whose son, daughter, or parent is on covered active duty or call to covered active-duty status may use their 12 weeks leave

entitlement to address certain qualifying exigencies. FMLA also includes a special leave to care for a covered service member during a single 12-month period.

Application for family medical leave shall be presented to the school district for approval 30 days in advance of the expected leave time, except in cases of emergency. A copy of the FMLA board policy GBRIA is located on our district website as well as available in the Office of the Superintendent.

## **PROCEDURES**

Step 1: The employee must notify Human Resources that leave is needed

Step 2: Human Resources will notify the employee if he/she is eligible for FMLA leave.

Step 3: If the employee is eligible, the employee must provide a completed certification to Human Resources within 15 calendar days.

Human Resources will notify the employee whether the leave has been designated as FMLA within 5 business days

## **FIXED ASSETS**

The importance of developing and maintaining a complete and accurate accounting of fixed assets cannot be emphasized too strongly. The schools and departments should recognize a great responsibility for custody of its assets. This protective custody cannot be accomplished without complete and accurate records.

Another reason for developing and maintaining complete and accurate fixed assets records is to allow for accurate financial reporting. The value of fixed assets for schools and departments are substantial and usually far greater in value than current assets. When records are not adequate, an audit opinion will be *qualified* for fixed assets, which means the auditor does not have enough evidence to offer an opinion. A qualified opinion may result in an accreditation deficiency leading to

a probationary status.

Each principal and administrator are given a listing of all fixed assets located in their location. The list contains a description of the asset, its asset number, and location. All retirement of fixed assets, regardless of method, shall be entered in the minutes of the school board.

## *PROCEDURES*

### ADMINISTRATION

1. Building principals and department heads will be responsible for the control of equipment assigned to their location.
2. All employees who have been delegated responsibility for the equipment inventoried within their location must become familiar with the Fixed Asset Manual.
3. Administrators and principals are required each year to certify that the physical inventory in their location has been reviewed and that the explanation for items not located is clear, complete, and correct.
4. It is the responsibility of each administrator to initiate proper documentation of the movement and transfer of the equipment between rooms and/or locations.

### PROPERTY MANAGER

The property manager shall mean any person the school district reports in writing to the State Property Office who has designated responsibility to maintain an inventory control system pursuant to requirements prescribed by the Office of the State Auditor as its inventory clerk. Each school or department may designate a person who will serve as a location property control manager. The principal or department head is the person that will be held accountable for all items at their location. This accountability may be passed on to employees if the principal or department head deems this action appropriate. The accountable party will be responsible for the value of the asset at the time that it is discovered missing.

### Duties of the Location Property Manager

1. Maintain a master fixed assets inventory ledger.
2. Maintains property and equipment transfer

forms and lost or stolen forms.

3. Periodically audits and verifies inventory records and equipment.
4. Report all information on lost or stolen and transfer property to the Business Manager.
5. Ensure that each room has a list of all fixed assets posted on the inside wall.

The following forms will be available on the district website and are the only forms that are to be used for the stated purposes:

### *STOLEN PROPERTY*

Stolen property shall be reported to local law enforcement immediately upon discovery. Items will be identified and reported to the Business Manager on this form, signed by the party assigned the property and the Principal or Building Administrator. All affidavits must be accompanied by a police report signed by the investigating officer. Police reports should be filed with the Business Manager no later than 48 hours after the discovery of the theft.

### *LOST PROPERTY*

Lost property shall be reported to the Business Manager on this form and signed by the party assigned the property and the Principal or Building Administrator. The party that the asset is assigned to is financially responsible for lost assets which are acknowledged by the school board minutes.

### *REQUEST FOR DISPOSAL*

Requests for disposal will be submitted to the Business Manager before any items can be taken off the fixed asset inventory. This will ensure proper documentation is available to the school board to make an informed decision. Disposal and deletion must be authorized by the school board.

### *TRANSFERS*

All transfers of fixed assets, whether permanent or temporary, will be submitted to the Business Manager on the respective forms. The form will be signed by the principal or department head, the party transferring the equipment, and the party receiving the equipment. Principals and Building Administrators are obligated to track movement of

all fixed assets assigned to them.

### *CAPITALIZATION*

The school district will capitalize assets in accordance with the guidelines set forth by the Mississippi Office of the State Auditor.

#### Annual Physical Inventory Policy

A physical inventory will be taken at least annually. More frequent inventories will be taken as warranted.

#### Procedures for Annual Inventory

1. Business Manager will notify Principal and/or Department Head of date and time audit will be conducted.
2. Business Manager will print a copy of the audit results and review report with Principal or Department Head.
3. Any items that are not accounted for will be reported and proper forms filled out by the Principal or Department Head.
4. It will be the responsibility of the Principal or Department Head to provide all documentation of transfers, theft, vandalism and gifts to schools. All items that have been stolen or vandalized should have been reported at the time of the incident and a report from the police department should be sent to the Business Manager.
5. At completion of the physical inventory, the Principal or Department Head and the Business Manager will review the inventory and discuss any variations between those assets in the database and those found to be at the location. At the conclusion of this meeting a printout will be provided, with attached forms. The Principal or Department Head and Business Manager will sign the printout verifying that the information is accurate to the best of their knowledge. One copy will be retained by the principal or Department Head for their records and one copy will be retained in the Business Office.
6. A copy of the assets that were not located will be signed and a copy will remain with the Principal or Department Head so that an immediate search for the missing items may begin.

7. The Business Manager will create a table of all non-located items and forward this list to the Principal or Department Head. **The Principal or Department Head will have five working days to respond to the letter.** The Principal or Department Head should respond to each item on the list and not in general terms. Once all changes are made in the database, a new printout will be generated by the Business Manager which is inclusive of all changes made as a result of the physical inventory process. A copy of the revised computer printout is forwarded to the Principal or Department Head and maintained on file at the school or department. A written statement shall be signed by the Principal or Department Head detailing the loss of the assets. Refusal to sign the affidavit by the party responsible for the asset may result in dismissal, since the State Auditor's Office requires that the legal document be signed.
8. It will be the financial responsibility of an employee to replace any items on the fixed asset listing that are assigned to them if, during an inventory audit, the item is missing. Employees will also be financially responsible for items stolen or damaged while in their care. If negligence is proven, the employee will be financially responsible for the stolen or damaged item or items.
9. Copies of the inventory report will be included in the regular evaluation of each Principal and Department Head.

### *CHANGE OF PRINCIPAL OR DEPARTMENT HEAD*

Each time there is a change in the Principal or Department Head of a location, the outgoing Administrator will conduct a 100% audit and sign off on the audit (refer to steps above). The incoming Principal or Department Head will also conduct a 100% audit (refer to steps above) and will sign the audit accepting all items at that location.

### *DONATED ITEMS*

All items (both monetary and non-monetary) that are donated to the district or any of its locations must be reported to the Business Manager and

approved by the board and spread upon the board minutes. This includes items awarded through Donors Choose. These items will also be tagged with an asset number and added to the inventory listing if they meet the criteria set forth by the state as a measure of adding items to inventory.

## FIELD TRIPS

All field trips should have a direct relationship to the standards in the Mississippi Curriculum Frameworks. Field trips are not to be simply used as rewards. They should be of an educational nature that can help students see the real-life application of lessons learned from the curriculum. Field trips should be pre-approved and will require an appropriate number of chaperones to ensure that adequate supervision of students is provided.

Due to COVID-19, field trips may or may not take place this year. The district will continue to adhere to the guidelines from the Mississippi Department of Health and the Centers for Disease Control and Infection.

## GRADES

Teachers and teaching staff are required to keep accurate grade book academic records for each student taught by the teacher and to evaluate students' academic progress on a fair and impartial basis. **A minimum of 2 grades per week should be assigned for each student.**

**The term (nine weeks)** average will be determined by calculating the assignment grades, daily grades, and test grades together. The assignments and daily grade weight are calculated at 50% of the grade and the test grade weight is 50% of the calculation: Example:

**Daily Grades-** 85, 80, 90, 70, 98, 86, 93, 99, 99

**Daily Grade Average** – 800 divided by 9 = 88.9 or 89 = 50%

**Test Grades** – 80, 95, 70, 95, 80

**Test Grade Average** – 420 divided by 5 = 84 = 50%

**Term average** = 50% of 89 (Daily Average) + 50% of 84 (Test Average)

$$.50 \times 89 + .50 \times 84 \quad 44.5 + 42 = 87$$

**The semester average** will be calculated by averaging the two (nine weeks) grades at a rate of one-half each.

Term One Average – 83 Term Two Average – 90

Average of Terms One and Two – 86.50

Semester Average – 87

## Final Grade

The final grade is the average of semesters one and two.

## GRIEVANCE PROCEDURES: LICENSED PERSONNEL APPRAISAL

### 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. 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. Grievant is a person or persons making the complaint.
4. The term days shall mean working school days and shall exclude weekends, holidays, and vacation days.

### PROCEDURE FOR PROCESSING GRIEVANCES

Grievances shall be processed in accordance with [Policy GAE: Staff Complaints and Grievance.](#)

## **GRIEVANCE PROCEDURES: LICENSED STAFF COMPLAINTS**

### ***PURPOSE***

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

### ***DEFINITIONS***

The following definitions shall apply in this grievance procedure:

1. A "grievance" is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy.
2. A "grievant" is a person or persons making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends, holidays and vacation days.

### ***PROCEDURES FOR PROCESSING GRIEVANCES***

Grievances shall be processed in accordance with the following procedure:

#### **Level One**

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievant within five (5) calendar days of the act or omission complained of, and the principal or immediate supervisor and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his principal or immediate supervisor, the grievant shall, within five (5) calendar days after meeting with his principal or immediate supervisor, file a written statement with his principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his

principal or immediate supervisor a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal or immediate supervisor.

4. Within five (5) calendar days after receiving the grievant's signed statement the principal or immediate supervisor shall send to the Human Resources Director the grievant's statement, along with a statement from the principal or immediate supervisor setting forth his response to the grievant and/or his decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his written statement to the grievant.

#### **Level Two**

1. Upon receipt by the Human Resources Director of the written notice that the grievant intends to appeal the decision of his principal or immediate supervisor, the Human Resources Director shall notify the grievant in writing within five (5) calendar days and shall advise the grievant of the date, time, and place upon which the matter will be considered. Human Resources Director shall schedule a meeting on the matter no later than ten (10) calendar days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his principal or immediate supervisor.
2. The written statement submitted by the grievant to his principal or immediate supervisor in Level One shall form the basis of the grievance. The grievant shall submit in writing all additional information on his behalf which he desires to the Director of Human Resources not later than five (5) calendar days prior to the date upon which the meeting is scheduled.
3. In the event the grievant does not personally attend the meeting scheduled by the Human Resources Director, his failure to attend shall be deemed as an acceptance of the written decision rendered by his principal or immediate supervisor at LEVEL ONE.
4. The Human Resources Director after

thorough investigation shall render a written decision to the grievant within five (5) calendar days of the date upon which the meeting was had whether sufficient information was received to proceed to the next level of the grievance process.

#### Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the Human Resources Director does not render a decision within five (5) calendar days, the grievant may file the grievance with the Superintendent.
2. If the grievance is not filed with the Superintendent within five (5) calendar days of the meeting at LEVEL TWO, the grievance shall be considered resolved.
3. Within five (5) calendar days upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of the Human Resources Director, the superintendent shall notify the grievant in writing within five (5) calendar 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 closed hearing on the matter no later than ten (10) calendar days from the date of receipt of the grievant's written notice of intention to appeal the written decision of the Human Resources Director.

#### Level Four

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL THREE, or if the superintendent does not render a decision within five (5) calendar days, the grievant may file the grievance with the secretary of the school board.
2. If the grievance is not filed with the secretary of the school board within five (5) calendar days of the hearing at LEVEL THREE, 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 shall schedule a closed

hearing before the school board on the grievance.

4. The board shall render its decision within seven (7) calendars days of the hearing.

**IF GRIEVANT FAILS TO MEET THE DEADLINES ESTABLISHED THE GRIEVANCE IS CONSIDERED NULL AND VOID.**

#### **INABILITY TO WORK**

Whenever a teacher or staff member, for any reason, cannot fulfill his/her duties, the teacher or staff member is required to contact the school principal. Principals should be notified **no later than 6:45 a.m.** on the proposed day of absence or the day before, if possible.

#### **INSURANCE**

Fully funded health insurance is available to all full-time CMSD employees. Employees who work at least 20 hours per week and school bus drivers are also eligible for fully funded health insurance. Dependents may be covered by health insurance by the employee paying the premium specified for the number and type of dependent he or she wishes to insure. CMSD has other forms of insurance available for employees to choose from including dental, vision, disability, etc. All available supplemental insurance selected by the employee has employee-paid premiums handled via payroll deduction.

#### **JURY DUTY**

Employees of the Clarksdale Municipal School District who are absent from work as a result of jury service or attendance as a party or witness in any court or before any administration agency shall be entitled to an excused absence with pay. These absences shall not be charged against such employee's accumulated sick or personal leave. Such absence shall be excused upon the presentation of a summons, subpoena, or other valid written statement to such employee's principal or supervisor proving that such absence occurred as the result of jury service or attendance as a party or witness in a legal proceeding.

## LEAVE REQUEST

Please note that a leave request is not approved until all required signatures are affixed to the Leave Request Form. Do not assume that simply because you have the leave day that your leave request will be approved. The effect of an employee's absence on the operation of the school district can have a great impact. Therefore, the district reserves the right to disapprove leave requests that it feels will have a detrimental effect on the operation of school or the district. Teachers and staff members are required to request personal business leave **one week** in advance of the desired day for that leave. Personal business days cannot be taken on either the first or last day of the school year. These days also cannot be taken on the last school day before or the first day after a school holiday. Licensed employees of a school district using personal leave the day before or after a holiday must have 10 years or more in experience or 30 days of unused accumulated leave earned in the district.

Leave requests are to be completed for all time missed. Employees should not expect to be able to miss parts of the workday and not have the time away from duty deducted from accrued leave. Whenever possible, appointments and doctor visits should be made after the workday ends.

Employees are encouraged to take full days or half days of leave when they must be away from duty. This request is necessitated by the fact that it is extremely difficult to manage a monthly payroll accurately when leave increments of smaller amounts must be calculated and reflected accurately in an employee's paycheck.

## LEAVING CAMPUS

All staff members have specifically assigned duties and responsibilities during the school day. It is of utmost importance for the school administration to know if a staff member is away from school during this time. **Staff members must get approval from the school administration to leave school during the school day.**

## LESSON PLANS

Teachers and teaching staff are required to write

lesson plans. All teaching staff must write lesson plans for a period of one week in advance of class meeting time. It is required that lesson plans be turned in to the school principal once per week for approval. Lesson plans must be written in accordance with guidelines of the school administration. Lesson plans must contain the corresponding competencies and objectives. Lesson plans must also contain teaching strategies, interventions, remediation, enrichment, and technology integration.

## MEDICATION

If a child has to take medicine during the school day, he/she is not to transport the medicine to and from school; however, the parent **MUST** bring the medicine to the school. The only time school personnel are to administer medicine is when it is prescribed by a doctor, in the original container, and contains explicit written directions on the label and/or if the specific directions are on file at the school. Medication dispensed at school may only be dispensed with the medicine in its original container showing the directions for dispensing. The school district employs school nurses; however, there is not a nurse for every school site. The district will do its best to be sure that whenever possible, medication to be given at school is dispensed by a nurse. In the absence of the availability of the nurse, medicine may only be dispensed by the principal's designee. All medication is kept in locked storage.

## OBSERVATIONS

Supervisors conduct formal and informal observations of staff members routinely. Employees are to be notified following a formal observation regarding the supervisor's observation of their performance. Areas needing attention and improvement are to be specified and a reasonable timeframe for showing marked improvement should be identified.

## PARENTAL COMMUNICATION TO SCHOOL OFFICIAL

Every federal law and every state law encourage strong relationships between the school and the home. CMSD is sincere in its efforts to develop positive, long-lasting relationships with parents.



There is greater potential for student success when there are open lines of communication between the home and school. Parents should feel free to call or visit the schools at any time. There are established procedures for classroom visits and conferences in place to ensure that teachers may spend their time delivering instruction. Phone calls are welcomed; however, when a parent wishes to speak to a teacher during class time, parents will be asked to leave their names and numbers for a return call to occur during the teacher's conference period or the next day if the conference period has passed when the call is received. When messages are left, teachers and other staff members are expected to return the calls as promptly as possible.

## **PLANNING TIME**

Every teacher is entitled to an uninterrupted daily planning time. Planning time is time when teachers have no students assigned to them. Planning time is to be used for planning and/or conferences. Planning time is not meant to be a break every day. Rather it is a time to ensure that teachers have the opportunity to perform the various functions necessary to be effective in the classroom. Therefore, it may be used to observe other teachers in your school or in the district who are especially skilled in classroom management and/or the delivery of instruction. It may also be used to read, study, and reflect to help improve your content knowledge. There is no planning time for classified personnel, including assistant teachers.

## **PROFESSIONAL EMPLOYEES**

### ***EMPLOYEE LEAVE AND ABSENCES***

#### ***SICK LEAVE***

Sick leave shall cover illness of the employee and his/her immediate family. "Immediate family member" shall mean spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son-or daughter-in-law, and the term "child" shall mean a biological, adopted or foster child for whom the employee stands or stood in loco parentis.

Sick leave may be taken at the beginning of an employee's contract/at-will providing the leave is accumulated from prior years' service. The

implementation and use of a subsequent year's allotment of leave does not begin until the employee reports to work on the date as required in the contract or employee agreement. The new leave benefits will begin on the date that the employee reports to work.

"Catastrophic Injury or Illness" means 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 state for the employee. Conditions that are short term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature require long recuperation periods may be considered catastrophic.

## ***CLASSES OF EMPLOYEES***

1. **Certified Employee** is an employee employed in a full teaching position or who performs senior level management duties and meets the requirements to hold such a position as defined by the Mississippi State Department of Education. These persons may be employed on an annual basis with their work limited to periods when school is in session and required in-service or they may be employed by contract on an annual basis without respect to whether school is in session.
2. **Classified Employee** is an employee who is not required to hold a degree or certificate but is required to be sufficiently skilled in the position he/she holds. This class includes assistant teachers, secretaries, bookkeepers, and maintenance personnel. These persons are employed by at-will agreements on an annual basis.

## ***CERTIFIED EMPLOYEES***

Each certified employee shall be granted seven days of annual sick leave. Any employee hired under a contract/at-will agreement exceeding a normal

school year shall be granted one additional day of sick leave for each twenty (20) days the contract/at-will exceeds the normal school year.

For the first ten days of absence in excess of sick leave accumulated, there shall be deducted from the pay of such employee the amount established for payment to substitute teachers. Thereafter, the regular pay of such employee shall be suspended and withheld for any period of absence because of illness during the school year.

#### *CLASSIFIED EMPLOYEES*

Each classified employee shall be granted seven days of annual sick leave. Classified leave is to be expressed in hours based on the number of hours the employee works each day. Any employee hired under a contract/at-will exceeding a normal school year shall be granted one additional day of sick leave for each twenty (20) days the contract/at-will exceeds the normal school year. Any leave taken the day before/after holiday will result in employee losing holiday pay.

**\*Leave is not granted to part time employees or retirees.**

#### *COMMON PROVISIONS*

1. Any unused portion of this sick leave shall be carried forward to the next school year provided such employee remains in the employment of the Clarksdale Municipal School District. There is no maximum number of days leave that may be accumulated by an employee.
2. Upon separation from service, all unused sick leave will be credited to such employee in the computation of unused leave for retirement purposes under state law, except as explained in item.
3. Persons retiring from public service may elect to have a maximum of 30 days/240 hours of accrued sick leave paid to them at the time of retirement. The rate of pay for sick days is the substitute teacher rate for employees certified by the Mississippi State Department of education and minimum wage for all other employees.
4. Two days without loss of pay will be allowed for death of members of the employees' immediate family. Supporting documentation, such as an obituary or death certificate must be provided.
5. If any employee leaves employment of the school district for a period in excess of one year, that employee shall forfeit any accumulated sick leave and shall not be entitled to any benefits there from in the event he/she is re-employed more than one year later in the Clarksdale Municipal School District.
6. Any employee may donate any portion of their unused accumulated sick days to another employee of the school district for a catastrophic injury or illness as allowed by state law.
7. Sick days may be taken only in one-half day increments. Absences of less than one-half of a normal workday will be charged as one-half day. Absences of more than one-half day will be charged as a whole day. Classified staff leave is taken in hours.
8. Any employee who will be absent from work due to injury or illness for an intermediate or extended period shall notify his/her supervisor. Except as explained above for certified employees the following will apply: If a suitable replacement cannot be found to service only for a period of absence and replacement of the employee is necessary, the employee will be given the next available comparable position for which they are qualified.
9. Should any absences extend more than three consecutive working days, an employee shall submit upon his/her return a physician's statement to the employee's immediate supervisor. This statement should include the expected or incurred length of absence. Failure to comply with this provision will result in the excess of days beyond three being charged as unauthorized absence without pay.
10. All leave granted under the provisions of the policies of the Clarksdale Municipal School District shall be converted to annual sick leave on the first day of the next fiscal year. This includes sick leave, personal leave, and paid annual leave (vacation). Converted paid annual

leave days (vacation) cannot exceed 10 days per year. However, any employee on vacation on the first day of the fiscal year will not have his/her leave converted until he/she reports back to work following vacation.

11. Any absence from work as a result of illness, physical disability, or other good cause as set forth in this policy shall be reported to the employee's supervisor before 7:00 a.m. of the date of such absences. The superintendent shall have the authority to penalize any employee who makes a materially false statement as to the cause of any absence. Any employee charged with making a materially false statement as to the cause of any absence shall be entitled to Notice of a Hearing before the superintendent in accordance with the Rules of Procedure adopted by the Board of Trustees of the Clarksdale Municipal School District. Any employee found guilty of making such materially false statement may be ordered by the superintendent to forfeit a portion or all accumulated leave previously earned by such employee.

12. Leave may only be taken for regularly scheduled workdays.

#### *PERSONAL LEAVE*

At the beginning of each school year, each employee shall be credited with a minimum personal leave allowance, with pay, of two days for absences caused by personal reasons during the school year. It is preferred that leave not be taken on the first day of the school term, the last day of the school term, the day immediately before or after a holiday or on any day on which the nine-week, semester, or final examinations are scheduled to be administered.

**However certified employees with 10+ years of experience in the district or 30 hours accumulated sick leave can miss the first/last day of school term and/or the day before/after holiday without being docked.** Employees not meeting the 10+ years or 30 accumulated hours will be docked.

Personal leave may be used for professional

purposes, included absences caused by attendance of such employee at a seminar, class, training program, professional association, or other function designed for the educator. Personal leave for purposes other than those listed above may be granted provided advance approval of the superintendent of schools is obtained. Personal leave must be requested in writing at least five days prior to the date of such leave. The request must be approved by the principal/supervisor and superintendent.

Twelve (12) month employees will be granted ten (10) vacation days per year. Vacation time for classified staff will be in a number of hours equivalent to ten days.

Section 37-3-397 of the Mississippi Code gives Board of Trustees authority to adopt rules and regulations regarding personal leave. It is the opinion of the Board that the best interest of the district is served under the following general personal leave guidelines;

- No leave will be approved if it will create a situation in which more than 10% of the faculty will be absent on any given day or at any other time which could create a situation which would be a detriment to the district. (2) One of the two days may be taken without any justification of need and (3) The other day should be taken only for personal reasons, which necessitates employee's absence.
- Personal leave for certified staff may be taken only in one-half day increments. Absences of less than one-half of a normal workday will be charged as one-half day. Absences of more than one-half will be charged as a whole day. Classified staff leave is taken in hours.
- Any employee can accumulate up to a maximum of five unused personal leave days. Any unused personal leave days in excess of five days shall be converted to sick leave at the end of the then current school year.

In cases where the Governor of Mississippi or President of the United States declares a state of emergency as a result of a natural or man-made disaster or inclement weather, the school board reserves the right to grant administrative leave with pay to the employees of the district.

#### ***SCHOOL BUSINESS ABSENCES***

District personnel are encouraged to participate in conferences, workshops, and other activities which will further their professional development and enhance their ability to serve the district.

Permission to attend educational meetings/workshops must be obtained through a written request of the principal/supervisor five days in advance of the desired leave date. Upon approving the request, the principal/supervisor will sign it and forward it to the superintendent's office for approval or disapproval.

#### ***JURY DUTY***

Employees of the Clarksdale Municipal School District who are absent from work as a result of jury service or attendance as a party or witness in any court or before any administrative agency regarding legal matters of the school district shall be entitled to an excused absence with pay. These absences shall not be charged against such employee's accumulated sick or personal leave. Such absence shall be excused upon the presentation of a summons, subpoena, or other valid written statement to such employee's principal or supervisor proving that such absence occurred as the result of jury service or attendance as a party or witness in a legal proceeding pertaining to the school district.

#### ***REPLACEMENT EMPLOYEES***

Replacement employees employed after the beginning of a school year who are under contract shall be entitled to personal sick leave, illness and/or death in family, annual leave (vacation) and personal business leave. The days allowed will be figured based on the number of days employed.

#### **PROFESSIONAL DEVELOPMENT**

Professional development is a central piece to the improvement of the district as a whole and to each

individual employee. Not only does professional development ensure that the "school teams of professionals" receive quality training about topics important to the teams at each site, but it also ensures that professionals who have received their prior training at a variety of educational institutions, receive uniform training on topics deemed critical to the overall improvement of CMSD.

Topics that are a part of the district's professional development plan for the current year have been identified through a variety of sources including the Needs Assessment completed in the prior school year that was completed to help with the completion of the Consolidated Federal Programs Application, from comments shared with principals and other Central Office administrators and parents.

#### **PROFESSIONAL RELATIONSHIPS**

Teachers are required to handle teacher-student, teacher-teacher, teacher-parent, and teacher-administrator relationships in a professional manner. Teachers and school staff are required not to purposely humiliate or embarrass students, other teachers, or school administrators in a spiteful or degrading manner by singling out or calling attention to imperfections.

#### **PURCHASING**

Mississippi law requires a purchase order for every item purchased by/for the school district. Purchase orders are generated after requisitions for items needed are completed and approved by the immediate supervisor who is in charge of the budget. No employee is authorized to make purchases on behalf of the school district without an approved purchase order. No employee should use his/her own funds to make a purchase and then expect the district to reimburse them for the funds expended to secure items for which they had no pre-approval and no purchase order. No vendor should receive a promise of payment for items secured without a purchase order. When an employee picks up an item from a vendor without first having a purchase order, the employee is personally responsible for the cost of the item.

#### **SCHOOL SCHEDULES**

School schedules may vary slightly as far as starting and ending times. This is primarily because the district has a very small bus fleet, and every bus must go to every school. Therefore, it is impossible to start every school day and end every school day at the same time. The starting and ending times for each school day and the bell schedules are the discretion of the principal/director.

### **SEXUAL HARRASSMENT**

Sexual harassment (i.e., student to student, student to employee, or employee to employee) will not be tolerated. Every person in CMSD has the right to be free from harassment of any kind. Federal and state law affords protections against harassment. If you think you are being harassed, make sure your immediate supervisor and the Human Resources Director are made aware of the situation. The district has a board policy (**GAEA & GBR**) that addresses the specific procedures for handling sexual harassment.

### **SMOKING, EATING, DRINKING**

There are designated places in the school where the drinking of beverages and eating are allowed. Drinking and eating are never to take place in the classroom or in the presence of students. Eating and drinking should be done only in the school cafeteria and teachers' lounge or workroom. Commercial foods and drinks cannot be consumed in the packaging from the commercial vendor in the cafeteria. It must be placed on a plate or in a cup if it is consumed in the presence of students. Smoking is prohibited in/on all Clarksdale Municipal School District facilities and grounds.

### **SOCIAL NETWORKING**

Access of social networking websites for individual use during school hours is prohibited. Employees, faculty, and staff should not give social networking websites passwords to students. All employees, faculty and staff of this school district who participate in social networking websites shall not post any data, documents, photos, or inappropriate information on any website or application that might result in a disruption of classroom activity. Fraternization via internet between employees, faculty, or staff and students is prohibited and

violation of any of these policies may result in disciplinary action, up to and including termination.

### **SUBSTITUTE TEACHERS**

When a substitute is required to replace a teacher, there should be clear directions and well written lesson plans left for the substitute. You should follow the direction of your site administrator regarding how he/she wants you to make lesson plans available. For planned absences, arrangements for substitutes can usually be made in advance. For those absences of an emergency or unplanned nature, it is imperative that you follow the procedures established at your site for contacting the designated administrator (or his/her designee) to inform them of your need to be absent. Substitute teachers must clock in and out in order to receive credit for the time worked.

### **SUPERVISING STUDENTS**

Teachers must always supervise students and correct all students, not just those students in that teacher's classroom. Teachers should NEVER leave the students in their charge unsupervised. If you must leave the classroom, contact someone to supervise while you are away.

### **TEACHER WORK SCHEDULE**

Principals are given the responsibility and authority to set exact duty hours for their teachers. Principals are required to enforce the duty rules set.

**Employees MUST clock out when leaving premises unless they are going to another district location.**

**ALL OVERTIME FOR NON-CERTIFIED STAFF MUST BE PRE-APPROVED BY THE SUPERINTENDENT.**

### **Traditional Schedule Duty Hours**

#### **Instructional Staff Duty Hours**

Elementary Principals: 6:45 am-4:00 pm

Certified Elementary Staff: 7:15 am-3:15 pm

Non-Certified Elementary Staff: 7:30 am-3:00 pm

Early Duty: 6:45 am

*If non-certified staff will be taking a 30-minute*

*lunch break, they will have to work until 3:30 p.m. and they must clock out for the 30-minute lunch break.*

Secondary Principals: 7:00 am-4:30 pm  
Certified Secondary Staff: 7:30 am-4:15 pm  
Non-Certified Secondary Staff: 7:45 am-3:45 pm  
Early Duty: 7:00 a.m.

### **School Secretary Duty Hours**

Elementary: 7:00 am-3:30 pm  
Secondary: 7:30 am-4:00 pm  
*Secretaries MUST clock out and take a 30-minute lunch.*

### ***Notes:***

- 1. Exceptions to the length of the school day may only be authorized by the Superintendent.***
- 2. Secondary secretaries' duty hours will need to be staggered.***
- 3. Non-certified staff are NOT to be assigned early or late duty.***

### **TELEPHONE MESSAGES FOR EMPLOYEES**

Interruptions to classroom instruction or assigned work are kept to a minimum. Unless there is an emergency, employees will not be called from class to receive phone calls in the office. Instead, callers may leave messages with the office. Office staff and/or administrators will ensure that messages are delivered to the appropriate employee.

### **TEXTBOOKS**

Textbooks have been selected for each course offered in the Clarksdale Municipal School District from a state approved list of books. Textbooks are provided to all students, **free of charge**. Students are expected to care for their textbooks properly and bring them to school each day. Students who damage or destroy books will be charged a repair fee. If a damaged book cannot be repaired, students will be charged the full cost for the replacement of a book. **Teachers are expected to utilize the textbooks for the courses they teach and to use supplemental materials only to enhance the instruction they give.**

### **TIME CLOCK**

Policy and Procedures for Electronic Clock-In on

### **Timeclock System**

All classified and certified employees of the Clarksdale Municipal School District at the school level and all classified employees at the Central Office shall clock in and clock out on the biometric time-clock system. The system will accurately record actual hours worked each day. The biometric timeclock system uses a biometric punch system which requires employees to enter a PIN (personal identification number) and place their finger on a pad located on the biometric timeclock system. It is the responsibility of the building level administrator or supervisor to inform employees of the importance of the consistent and correct use of the biometric timeclock system to accurately record hours worked for all employees.

If an employee does not clock in on the biometric timeclock system, the following disciplinary actions may be issued by the supervisor, building level administrator, or district office.

- 1<sup>st</sup> Offense-Verbal Warning
- 2<sup>nd</sup> Offense-Written Reprimand
- 3<sup>rd</sup> Offense-Loss of Pay

The employee may provide in writing the reason(s) for not clocking in on the timeclock system. Legitimate reasons may be excused by the Superintendent.

### **SECTION I**

(Exempt and Non-Exempt)

### ***EXEMPT EMPLOYEE GUIDELINES FOR TIME AND ATTENDANCE***

- Clarksdale Municipal School District's workweek begins on Sunday morning at 12 a.m. and ends Saturday at midnight.
- Employees must work their full schedule each week. Employees must arrive and depart at the time noted by their immediate supervisor unless requested to work overtime, which has to be approved by the superintendent.
- If employees do not work their full scheduled hours out of the week, the employee can apply for sick or personal

leave if available. If all leave has been used, “unpaid” leave will be applied. No exempt employee should work overtime for compensation unless approved by the principal/supervisor and the superintendent.

#### ***NON-EXEMPT EMPLOYEE GUIDELINES FOR TIME AND ATTENDANCE***

- Clarksdale Municipal School District’s workweek begins on Sunday morning at 12 a.m. and ends Saturday at midnight. According to the Fair Labor Standards Act (FLSA), each employee shall be paid for all hours worked.
- Those non-exempt employees with a lunch break are required to take their lunch break uninterrupted. Exceptions to taking the lunch break may be allowed by the principal or supervisor.
- If employees do not work their full scheduled hours out of the week, a shortage of pay could apply if any leave is not available. Employees cannot make up for any time lost by working late or coming to work early unless approved by their immediate supervisor.

#### ***EMPLOYEE DAILY PROCEDURES***

- Employees should monitor their own time and should be consistent in clocking in and out
- If a lunch break is included in an employee’s schedule, it must be taken in a timely manner. Failure to not clock back in could result in a time loss which could affect leave and pay.
- Should an employee forget to clock in, he/she must clock in immediately upon realizing they have not clocked in and report to supervisor/principal to fill out paperwork (Missed Punch Report). The supervisor or building level administrator will follow the required disciplinary actions for incidences of failing to clock in.
- Employees can check time in Active Resources by going to “Clocked Time” under the Employee ta
- Any clock errors should be reported to supervisor/principal immediately  
Supervisor/Principal

- Supervisor/principal should complete Missed Punch Report and submit to the Business Manager immediately to avoid a delay in pay. Should be submitted via email. Form should be scanned and emailed.
- Supervisor/principal should communicate to employees the importance of clocking in and out and the possible delay in pay when procedures are not followed.
- Supervisor/principal should monitor employees submitting missed punch reports (i.e., indicating clock isn’t working) to be sure that they have truly attempted to use the clock
- Print time reports weekly and have employees to sign. These reports should be submitted to payroll no later than 12:00 noon the Tuesday following the week being reported.
- Monitor employees’ time to be sure that classified employees are working only assigned hours and will not exceed 10 hours for the week. This can be monitored using feature in Remote Link.

#### **VISITORS ON CAMPUS**

Employees who expect to have visitors on campus should make sure that their visitors know and abide by the District’s rules. Visitors on every campus must enter through the main office. Each visitor must secure a visitor’s pass to be anywhere in the school beyond the office. Even brief visits to a campus require this procedure. This measure is intended to ensure that our campuses are safe and that anyone in the school who is not a student, or an employee has been admitted using established procedures. Following this procedure protects your child and others.

#### **VOLUNTEERS**

Clarksdale Municipal School District recognizes that community and parent volunteers make valuable contributions to the district’s schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. Clarksdale Municipal School District endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.



The superintendent or designee will create appropriate procedures for attracting, screening and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will conduct a screening before any volunteer is placed to work in a school building with students. The district will conduct criminal background checks before any volunteer is placed in a position where he or she will be working with students. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff.

CMSD requires school volunteers who will have student contact. Some of these activities might include, but are not limited to, assisting/accompanying a class on a field trip, assisting with class parties, and other special occasions. CMSD requires school volunteers complete a Fingerprint Search Background Check.

The district will be responsible for the fee associated with the background screening. The volunteer must initiate this process at the district central office, 526 S Choctaw to obtain background check. For additional information, please contact Rosalyn Griffin, at 662-627-8500.

All volunteers must observe the following rules:

1. Volunteers must follow the same dress code applicable to students and staff.
2. Volunteers will not lend money or bring gifts to individual students unless authorized by the building principal or designee.
3. Volunteers will not transport students.
4. Volunteers will keep all information obtained from a student's education record

confidential.

5. Volunteers will not photograph or videotape students unless authorized by the building principal or designee.
6. Volunteers will not date students, have sexual relationships with students or arrange to meet students outside the regular school day or during school-sponsored events or activities. (GABB Staff/Student Non-fraternization)
7. Volunteers will not dress students, change diapers, provide personal hygiene assistance or supply medication to students.
8. Volunteers will receive district policies and procedures on computer use and will sign an authorized user form prior to having access to the district's computers.
9. Volunteers will not discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
10. Volunteers will not search students or student property.
11. Volunteers will not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment. If the volunteer believes a student's clothing is disruptive or promotes disruptive behavior, the volunteer will contact a staff member immediately.
12. Volunteers must sign in and out of the office when entering or leaving the school and must document the hours volunteered in the school.
13. Volunteers must report suspected cases of abuse or neglect to the building principal.
14. Volunteers will follow all the policies, procedures and other rules established in the district and all applicable laws.
15. Volunteers will be asked to renew their background check every three years.

## **WEATHER EMERGENCIES**

Weather conditions are constantly monitored to ensure that we are doing everything possible to protect the safety of our students. Throughout the school year, disaster drills are conducted at each school site to ensure that students and staff know

what to do in the case of a true weather emergency. In rare instances, it may be necessary to dismiss school earlier than normal or to cancel school to ensure that our students have the greatest chance to be protected from a weather emergency. The District uses an Emergency Notification Network to get the word out about changes in the time/dates of

#### **WEBPAGE**

The Clarksdale Municipal School District's web address is [www.cmsdschools.org](http://www.cmsdschools.org) . Please regularly check this website for current information about the school district. This school year each CMSD school has its own web page that can be accessed from the district's web site. This is part of a continuing effort to improve communication and to keep everyone informed about what is going on at the schools in the district.

school operations. Employees are expected to know the evacuation routes for their buildings and to conduct drills according to the requirements spelled out in state law.

## CLARKSDALE MUNICIPAL SCHOOL DISTRICT MISSED PUNCH REPORT

### EMPLOYEE SHOULD COMPLETE THIS SECTION:

School: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee SS# \_\_\_\_\_

Date of Missed Punch: \_\_\_\_\_ Time of Missed Punch: \_\_\_\_\_

Reason for Missed Punch – Employee must explain in writing below the reason for the missed punch (i.e. – failed to clock in when reporting for work, failed to clock out when going to or returning from lunch, off-site when reporting to/leaving from workday, etc.)

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### PRINCIPAL OR SUPERVISOR SHOULD COMPLETE THIS SECTION:

Correct Employee Time Record in the following manner:

1. Add punch to time record on \_\_\_\_\_  
Date and Time Principal/Supervisor's Signature

Detailed reason for punch being added to time record \_\_\_\_\_

2. Remove punch from time record on \_\_\_\_\_

Date and Time Principal/Supervisor Detailed reason for punch being removed from time record \_\_\_\_\_

Disciplinary Action Taken (if applicable):

1. Verbal warning issued to employee for failure to adhere to school board policyon:

\_\_\_\_\_  
Date and Time of Day Principal/Supervisor's Signature

2. Written reprimand issued to employee for failure to adhere to school board policyon:

\_\_\_\_\_  
Date and Time of Day Principal/Supervisor's Signature

-----  
I have personal knowledge of and declare under penalty of perjury by my employee signature below, that this "Missed Punch Report" is a true and accurate report of my failure to clock in/out at the timeclock in the performance of my job duties. No one has asked me to fabricate or falsify any information concerning my time worked or to fail to report any of my time worked.

CERTIFIED TRUE AND CORRECT, under penalty of perjury:

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Principal/Supervisor's Signature Date

**NOTE: Failure to submit in timely manner may result in correction being made on the following month's payroll.**

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

## ACCEPTABLE COMPUTER SYSTEM USE REGULATIONS

All use of the Clarksdale Municipal School District's computer system shall be consistent with the goal of promoting educational excellence by facilitating resource sharing, innovation and communication.

### **Technologies Covered:**

This Acceptable Use Policy applies to both school-owned technology equipment utilizing the CMSD network, the CMSD internet connection, and/or private/internet connection assessed from school-owned devices at any time. This AUP also applies to privately-owned devices access the CMSD network, the CMSD internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, CMSD will seek to provide access to them. The policies outlined in this document cover ALL available technologies now and, in the future, not just those specifically listed or currently available.

The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD- ROM devices, tape drives, server mainframe and personal computers, the Internet and other internal or external networks.

- i. **Acceptable Use:** Access to the District's computer system shall be (1) for the purpose of education or research and be consistent with the educational objectives of the Clarksdale Municipal School District or (2) for legitimate school business
- ii. **Privilege: The use of the District's computer system is a privilege, not a right.**
- iii. **Unacceptable Use:** Each user is responsible for his or her actions on the computer system.

### Prohibited conduct includes, but is not limited to:

- any use not meeting the terms and conditions of 1 and 2 above is unacceptable
- using the network or any computing device for any illegal activity, including violation of copyright or other contracts, violating the privacy of another person, or accessing or transmitting any material in violation of any federal, state, or local law or CMSD policy. This includes, but is not limited to, the following copyrighted material; **threatening, obscene, or pornographic material, material protected by trade secret, computer viruses, Trojans, or other potentially damaging files.**
- using any software or hardware to bypass the network and filter systems
- sending, receiving, viewing, or downloading illegal material via the computer system.
- unauthorized downloading of software.
- downloading copyrighted material for unauthorized use.
- using the computer system for commercial or private advertising.
- wastefully using resources, such as file space.
- gaining unauthorized access to data, computer resources, or entities.
- posting material authorized or created by another without his or her consent.
- assessing, submitting, posting, viewing, publishing, or displaying any

obscene, pornographic, profane, threatening, illegal, or other inappropriate material.

- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data or disrupting the system by creating or spreading viruses, Trojans, or other malicious files, or taking apart the computer without authorization to do so.
- failing to follow school district regulations related to the security of computer systems, and user accounts and passwords.
- failing to safeguard confidential data that one has access to through the computer system or allowing unauthorized persons to access confidential data or data they are not permitted to access.
- making unauthorized changes to the operating system, network configuration, or other system setting on school district computers.
- using an unauthorized computer or electronic devices on school property
- installing unauthorized software applications or programs on school district computers.

- iv. **Safety and Privacy:** CMSD has a legal obligation to protect the personal data of our students and staff. It is important that all Internet users maintain personal safety and privacy while accessing the Internet. Users will not violate the privacy of other persons. Students will not reveal their name and personal information with others on the Internet, unless the communication has been coordinated by a parent or teacher. Students will not meet in person with someone they first “met” online. Internet access from outside the school is the domain of the parents and/or guardians. CMSD may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student/staff device at any time for any reason related to the operation of the district. The Technology Department uses monitoring software that allows them to view the student screens and activity.

- v. **Social Media and Netiquette Policy:** This policy is to enable the efficient, effective, and safe use of social media and to ensure that all student users of social media platforms are aware of what is deemed acceptable and unacceptable use and to adhere to all limitations. The definition of social media regarding this policy is the use of online channels for sharing and communication through social networking platforms such as Facebook, Twitter, Instagram, Snap Chat, YouTube, and Tok-tok. Social media can include, but not limited to text, video, images, podcast, and other multimedia communications or back-channel chats.

CMSD understands the importance of the use of technology and recognizes the need to use social media platforms to interact with other peers to enhance communications. However, communication methods can increase the risk of misinformation, inappropriate communication, unprofessional behavior and negative. **(Policy Code: IJA- Internet Etiquette)**

Each user is expected to abide by generally accepted rules of etiquette, including the following guidelines:

- Be polite.

- Users shall not forge, intercept or interfere with electronic mail messages.
  - Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
  - Users shall not post personal contact information, including names, home, school or work addresses, telephone numbers, or photographs, about themselves or others. School email addresses may only be posted when working with school related projects.
  - Users shall respect the computer system's resource limits.
  - Users shall not post chain letters or download large files.
  - Users shall not use the computer system to disrupt others.
  - Users shall not read, modify or delete data owned by others.
  - User shall not post comments or any type of material on social networking sites or blogs that could be viewed as bullying or harassing another member/peer of the Clarksdale Municipal School District's community.
  - Users shall not use social media to express opinions or encourages other students/peers to incite violence or to break the law.
- vi. **Cyberbullying:** Cyberbullying can lead to legal consequences and in some cases can be considered a crime. CMSD strictly prohibits Cyberbullying and fully recognizes its duty to protect all its staff and students and to provide safe, healthy environment to everyone. Cyberbullying should be reported immediately to the building principal or School Resource Officer. Cyberbullying consists of but not limited to, acts as students such as intimidation, threats, and coercion. **(Board Policy JDDA)**
1. **Steps for Reporting Cyberbullying Incidents**
    1. Take a screenshot
    2. Email it to building administrator and/or School Resource Officer
    3. Do not reply or share information with other students
    4. Continue your work until the office, administrator, School Resource Officer reaches out to you for your statement or interview.
- vii. **Liability:** The District makes no warranties for the computer system it provides. The district shall not be responsible for any damages to the user from use of the computer system, including loss of data, non- delivery or missed delivery of information, or service interruptions. The School District denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the district for any losses, costs or damages incurred by the District relating to or arising out of any violation of these procedures. The School District expressly disclaims any liability resulting from any of the following:
- i. Financial obligations resulting from the use of the School District accounts to access the Internet or any other financial obligation entered on behalf of the School District by an unauthorized individual.
  - ii. Damage to property used to access School District computers, networks, equipment or online resources.



- iii. Information received through School District computers, equipment, online resources or networks.
  - iv. Damages, injuries or improper communications resulting from contact between individuals, including students, through the Internet, E-mail, or use of School District equipment, computers or systems.
- viii. **Security:** Computer system security is a high priority for the School District. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
- ix. **Vandalism and Unauthorized Changes:** Intentional destruction or disruption of any part of the computer system through creating, spreading or downloading computer viruses or by any other means is prohibited. Taking apart the computer without authorization to do so is also prohibited. Making unauthorized changes to the operating system, network configuration, or other system settings is prohibited. Installing unauthorized software applications or programs on School District computers is prohibited. **(Board Policy JCBD)**
- x. **Telecommunications System and Use of Automated Calling System:**
  - 1. The district maintains a telecommunications system that has the following features/capabilities:
    - i. A phone in every classroom. To ensure our students are not interrupted during class time, this phone is accessed from within the district system only. Callers from outside the district cannot dial the classroom directly.
    - ii. Voicemail box for all staff.
  - 2. **Use of Automated Calling System (Student Information System and School Status):**
    - i. Only the Superintendent, Assistant Superintendent, and Director of Technology or designees are authorized to make all-District calls.
    - ii. Only principals are authorized to make all-school calls except in emergency situations.
    - iii. Messages to specific groups within a school must be authorized by the principal.
    - iv. Automated calls should not be used more than once a week except in emergency situations. Principals should utilize other means of communication via the website or schools' Facebook page.
- xi. **Electronic Mail and Collaborative Content:** The School District's electronic mail system is owned and controlled by the School District. The School District may provide electronic mail to aid students and staff in fulfilling their duties, and as an educational tool. Electronic mail is not private. Student's electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School District. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally

liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

- xii. **Google Apps for Education:** The district utilized Google Apps for Education which is a collaborative web-based software that both staff and students use to access web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.
  - 1. **Children's Online Privacy Protection Act of 1998 (COPPA):** Students 13 years or younger require verifiable parental consent to receive an email address or have access to digital resources, and content offered by Clarksdale Municipal School District.
- xiii. **Bring Your Own Device (BYOD), Student-Owned Electronic Device Use & Personally Owned Devices:** BYOD, Student-owned electronic devices, and personally owned devices are strictly prohibited. Users are only authorized to use computer systems owned/purchased by the district. BYOD is classified as cell phones, tablets, computers, wireless APS, etc. The district is committed to providing students and staff with a safe, secure, and positive learning and working environment. The use of BYOD on school property can compromise or interfere with this goal. **(Board Policy JDA)**
  - 1. Due to the increasing growth and use of electronic devices, the district, building administrators, and teachers reserve the right to control the time, place, and manner in which devices are used. For more information, see section under Teacher's Responsibilities.
  - 2. **Access Internet Resources on a personal electronic device:** All buildings have a Guest wireless network. Any wireless network outside of "CMSD\_GUEST" is reserved for district electronic device use only and should not be accessed by non-district electron devices. Staff and students using their personal electronic device may use the Guest wireless network for instructional and administrative purposes. Staff or students using any network owned by the district should still comply with the rules and regulations outlined in this policy.
- xiv. **Charges:** The School District assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

- xv. **Teacher Responsibilities:** Teachers and other employees are expected to be role models and to demonstrate the highest examples of professionalism and conduct. No employee should expose the school district to risk by their conduct, actions, or inaction. Employees are expected to abide by all policies of the school district and the state of Mississippi. They are also expected to comply with all aspects of applicable local, federal, and state laws. Teachers will provide students with a sequential, structured approach to gaining the skills which will allow them to become independent, responsible users of the Internet. In all cases, teachers will make reasonable effort to ensure that students are directed to sites with age and topic appropriate materials and resources. Below are the guidelines for each grade levels and Special Education:

1. Grades Pre-K-4<sup>th</sup>

- a) Teachers will actively supervise student use of the Internet. Students will access only Internet resources previously explored by the teacher.
- b) Electronic devices at elementary schools will need to be concealed (backpack or handbag) and turned off and should not be used at all during the daily operations, during other school-sponsored, and during supervised group activities during the day. (ex. Award programs, field day, trips, or events, or other ceremonies such as transitional).

2. Grades 5<sup>th</sup> – 6<sup>th</sup>

- a) Teachers will supervise and model appropriate use of the Internet. Students will continue to have Internet access under direct teacher supervision; however, students will experience guided practice leading toward gaining skills to become independent and responsible users of the Internet. Teachers will explore the Internet site before directing students to that site.
- b) Electronic devices may be used in the classroom with teacher or administrator approval. The device should only be used for education purposes ONLY. Using the device to make phone calls, sending text messages, taking pictures or videos, or posting on any type of social media platform is strictly prohibited. Any devices used without the appropriate consent will result in disciplinary action or confiscation of the device.

3. Grades 7<sup>th</sup> – 8<sup>th</sup>

- a) Teachers will provide guided practice and model appropriate use of the Internet. Teachers will supervise student-initiated information, search activities, and provide support for students as they begin to assume responsibility for becoming independent users of the Internet.
- b) Electronic devices may be used in the classroom with teacher or administrator approval. The device should only be used for education purposes ONLY. Using the device to make phone

calls, sending text messages, taking pictures or videos, or posting on any type of social media platform is strictly prohibited. Any devices used without the appropriate consent will result in disciplinary action or confiscation of the device.

4. Grades 9<sup>th</sup> – 12<sup>th</sup>

- a) Teachers will provide guided practice and model appropriate use of the Internet. In addition, students will participate in independent Internet use with teachers serving as advisors and providing monitoring of such use, as appropriate.
- b) Electronic devices may be used in the classroom with teacher or administrator approval. The device should only be used for education purposes ONLY. Using the device to make phone calls, sending text messages, taking pictures or videos, or posting on any type of social media platform is strictly prohibited. Any devices used without the appropriate consent will result in disciplinary action or confiscation of the device.

5. Special Education and English Language (EL) Learners

- a) Access is based on individual student needs. If use of a portable electronic device is required in terms of individual instances to assist with the student's education, as part of a student's Individual Education Plan (IEP), or as a part of a 504 plan, the use of such device must be documented within the student's IEP or 504 plan and communicated to building administration and staff. Special education students will still follow the rules and regulations as outlined in this policy.
- b) Access is based on individual student needs. If use of a portable electronic device is required in terms of individual instances to assist with the student's education, as part of a student's Language Service Plan (LSP), or suggested by the district's EL Coordinator, the use of such device must be documented within the student's LSP plan and communicated to building administration and staff. English Language students will still follow the rules and regulations as outlined in this policy.

- xvi. **Consequences for Violations:** Any violation of this policy shall result in discipline up to and including discharge, suspension, expulsion, loss of credit and/or reduction of grade. Additionally, violations of this policy may subject the violator to criminal prosecution under federal and/or state law and civil liability. The School District reserves the right to limit or remove any user's access to the School District's Internet access at any time for any reason. Habitual cyberbullies will be referred to law enforcement officials (**See Disciplinary Infractions**).

- xvii. **Terms of Use:** CMSD reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action such as suspensions or expulsion from school, for violation of this policy. Additionally, all handbook regulations apply to the usage of the CMSD network, Internet, and electronic resources.
- xviii. **Enforcement:** Software will be installed on CMSD's computers having Internet access to filter or block Internet access through such computers to child pornography and obscenity, to protect children, and to comply with the provisions of the Children's Internet Protection Act (CIPA). The online activities of minors may also be monitored through a multitiered level of content filtering. All internet content filtering policies and decisions are enforced from a technological standpoint by the Clarksdale Municipal School District technology department.

This is in accordance with the following school board policies:

Policy Code: IJ – Technology and Instruction/Electronic Information Resources

Policy Code: IJA- Internet Etiquette

Policy Code: IJ-E (1) – Internet Network Access Agreement

Policy Code: IJ-E (2) – Internet Parent Consent Agreement

Policy Code: IJ-R- Internet/Technology Acceptable Use Policy

Policy Code: JRA- Student Directory

Policy Code: JDDA- Bullying

Policy Code: JRAB- Compliance with FERPA

Policy Code: JE – Cell phone/Electronic Devices

Policy Code: JCBD – Vandalism/Destruction of Property

Policy Code: JDA Disciplinary Infractions

# EDUCATOR CODE OF CONDUCT

## **Standard 1: Professional Conduct**

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

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

## **Standard 2. Trustworthiness**

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

- a. Ethical conduct includes, but is not limited to, the following:
  - i. Properly representing facts concerning an educational matter in direct or indirect public expression
  - ii. Advocating for fair and equitable opportunities for all children
  - iii. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.
- b. Unethical conduct includes, but is not limited to, the following:
  - i. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
    - a) employment history, professional qualifications, criminal history, certification/recertification
    - b) information submitted to local, state, federal, and/or other governmental agencies
    - c) information regarding the evaluation of students and/or personnel
    - d) reasons for absences or leave
    - e) information submitted in the course of an official inquiry or investigation
  - ii. Falsifying records or directing or coercing others to do so

## **Standard 3. Unlawful Acts**

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

Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As

used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

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

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

- a. Ethical conduct includes, but is not limited to, the following:
  - i. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students
  - ii. Nurturing the intellectual, physical, emotional, social and civic potential of all students
  - iii. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
  - iv. Creating, supporting, and maintaining a challenging learning environment for all students
- b. Unethical conduct includes, but is not limited to the following:
  - i. Committing any act of child abuse
  - ii. Committing any act of cruelty to children or any act of child endangerment
  - iii. Committing or soliciting any unlawful sexual act
  - iv. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
  - v. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
  - vi. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.
    - a) Examples of these acts may include but not be limited to:
      - 1) sexual jokes
      - 2) sexual remarks
      - 3) sexual kidding or teasing
      - 4) sexual innuendo
      - 5) pressure for dates or sexual favors
      - 6) inappropriate touching, fondling, kissing or grabbing
      - 7) rape
      - 8) threats of physical harm
      - 9) sexual assault
      - 10) electronic communication such as texting
      - 11) invitation to social networking
      - 12) remarks about a student's body
      - 13) consensual sex

#### **Standard 5. Educator Collegial Relationships**

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

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

- a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law

- b. Harming others by knowingly making false statements about a colleague or the school system
- c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
- d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
- e. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

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

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

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

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

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

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

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

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

- a. Ethical conduct includes, but is not limited to, the following:
  - i. Ensuring that institutional privileges are not used for personal gain



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

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

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

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

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

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

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

7 Miss. Code. R. § 3-14.18

Miss. Code Ann. § 37-1-3 (Revised 1/2011)

Adopted 12/30/2015

## Appendix B

### ACKNOWLEDGEMENT OF HANDBOOK AND JOB DESCRIPTION

*The Clarksdale Municipal School District Employee Handbook and all current job descriptions are posted online at [www.cmsdschools.org](http://www.cmsdschools.org) under Departments-Personnel and handbooks are located under Applications & Form-Handbooks.*

*I understand that I am responsible for having read the handbook as well as the job description corresponding to my position(s) as noted below (to include any supplemental duties assigned) 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 \_\_\_\_\_  
Signature \_\_\_\_\_  
School/Location: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

### ACCEPTABLE USE POLICY EMPLOYEE CONSENT FORM

*I have received an electronic copy of the Clarksdale Municipal School District's Acceptable Use Policy, and I agree to adhere to all district guidelines for the use of computer equipment. I also agree to monitor student network use in my classroom and report any action violating district guidelines. I will read and discuss the acceptable use policy with my students.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

### MISSISSIPPI EDUCATOR CODE OF ETHICS AND STANDARDS OF CONDUCT

*I have received a copy of the Mississippi Educator Code of Ethics and Standards of Conduct. I understand that I am responsible for reading and 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.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



# 2022-2023 Organizational Chart

