2026 - 2027
EMPLOYEE HANDBOOK

BOARD APPROVED
July 16, 2026
Perry County School District

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INTRODUCTION

The purpose of this handbook is to present useful information to employees of Perry County School District to help them carry out routine matters and to acquaint them with policies of this administration. Much time, effort, uncertainty, and conflict will be saved if faculty members read this publication.

A table of contents facilitates the location of information. Many of the subjects presented will be covered during oral orientation periods.

Suggestions for future improvement and supplemental materials should be submitted to the Superintendent's office. Every effort will be made to make each year in Perry County pleasant and profitable.

Policies and procedures will be amended as changes in local and state mandates and sound administrative practices may indicate.

MISSION STATEMENT

To empower students with knowledge, skills, and values to become productive citizens and lifelong learners through quality education, financial stability, and strong community engagement.

PERRY COUNTY SCHOOL BOARD

Mr. Jason Gerald	Chairman
Mr. Frederick Jackson	Vice-Chairman
Mrs. Deborah Byrd	Secretary
Mrs. Evelyn Garner	Member
Mrs. Francis Mathis	Member

DISTRICT PERSONNEL

Superintendent:	Dr. Titus M. Hines	601-964-3211
	Rhonda Styron, Supt. Admin. Asst.	
Central Office:	Kimberly Parker, Business Manager	601-964-3211 Ext. 104
	Melisa Dunnam, HR Clerk.	601-964-3211 Ext. 102
	Jeannie Bolton, Accounts Payable	601-964-3211 Ext. 105
	Julie Prine, MSIS/Purchasing	601- 964-3211 Ext. 103
Federal Programs & Special Education:	Dr. Allison Temple	601-964-1652 601-964-0935
	Latrice Hartfield, Secretary	601-964-3211 Ext. 110
	Holly Easterling	601-964-3211 Ext. 108
Technology:	Brandon Gordon	601-964-3211 Ext. 116
	Wendy Carter	601-964-3211 Ext. 115

Test Coordinator:	Dr. Fina Hence Karen Lott, Secretary	601-964-1924 601-964-3530
Child Nutrition:	Krystal Lott	601-964-3211 Ext. 117 601-964-1212 601-964-3699
Health Services:	Robin Allen	601-964-1515
Maintenance:	Doug Dunnam Ty Sumrall	601-964-0049
Resource Officer:	TBA	601-788-7420
Transportation:	Michael Odom Kade Lewis	601-964-0229

DIRECTORY OF SCHOOLS

SCHOOL	ADDRESS	PHONE
South Perry Elementary Marissa Lee, Principal	1300 Beaumont/Brooklyn Road Beaumont, MS 39423	784-3393 794-9374 (fax)
Runnelstown Elementary Sandra Stuart, Principal	9214 Hwy 42 Petal, MS 39465	544-2811 543-0933 (fax)
Perry Central Middle Dr. Turpin Smith, Principal	P.O. Box 197 New Augusta, MS 39462	964-3226 964-3229 (fax)
Perry Central High School Nastasha McDonald, Principal Benjamin Austin, Assistant Principal	P.O. Box 139 New Augusta, MS 39462	964-3235 964-8273 (fax)
Perry County Vo-Tech Jared Lott, Director	P.O. Box 138 New Augusta, MS 39462	964-8282 964-8562 (fax)
Perry County Alt. School Benjamin Austin, Director	P.O. Box 139 New Augusta, MS 39462	964-3235 964-7273 (fax)

THE PERRY COUNTY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR HANDICAP.

For inquiries regarding non-discrimination policies, please contact: Dr. Allison Temple, 100-B 8th Ave., New Augusta, MS 39462. 601-964-3211.

For inquiries regarding IEP and 504 polices, please contact Dr. Allison Temple, 100-B 8th Ave, New Augusta, MS 39462. 601-964-3211.

2026-2027 Academic School Calendar

July 2026

S	M	T	W	T	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 2026

S	M	T	W	T	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 2026

S	M	T	W	T	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 2026

S	M	T	W	T	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 2026

S	M	T	W	T	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 2026

S	M	T	W	T	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		

Perry County School District

100-B Eighth Ave.
New Augusta, MS 39462
601-964-3211 (Fax) 601-964-8204

Jul 3	4th of July
Jul 29-31	Professional Development Days
Aug 3	First Day of School for Students
Sep 7	Labor Day
Oct 5-9	Fall Break - No School
Oct 2	End of 1st Term
Oct 5	Professional Development Day
Nov 23-27	Thanksgiving Holiday
Dec 18	End of 2nd Term
Dec 21-Jan 6	Christmas Holiday
Jan 6	Professional Development Day
Jan 7	Students Return
Jan 18	Martin Luther King, Jr. Day - No School
Feb 15	Presidents' Day - No School
Mar 12	End of 3rd Term
Mar 15-19	Spring Break
Mar 12	Professional Development Day
Mar 26-29	Easter Holiday
May 25	Graduation
May 27	Students Last Day/End of 4th Term
May 28	Teachers Last Day
May 31	Memorial Day - No School

TEST DATES

ACT:

Sept 19; Oct 17; Dec 12; Feb 27; Apr 10; Jun 12

Other Important Events	
Jul 7,8,9	New Student Registration
Oct 23	Homecoming
Nov 11	Veteran's Day
Apr 29	Employee Awards Banquet
May 4	High School Underclassmen Awards
'May 6	Athletic Banquet
May 10	Senior Awards
May 13	Vo-Tech Awards
May 20	RES Pre-K, 1st - 4th
May 21	SPES Awards
May 21	RES K&5 Promotion
May 24	8th Grade Attainment

January 2027

S	M	T	W	T	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 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	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				

April 2027

S	M	T	W	T	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 2027

S	M	T	W	T	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 2027

S	M	T	W	T	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			

Grading Terms End		Progress Reports	Exams Begin	Report Cards	Student Days	Teacher Days
Term 1	2-Oct	Sept 3	Sept 30	Oct 15	44	47
Term 2	18-Dec	Nov 13	Dec 16	Jan 11	45	46
Term 3	12-Mar	Feb 4	Mar 10	Mar 25	44	46
Term 4	27-May	Apr 20	May 25	Jun 3	47	48

School Closed
Early Release

PD Professional Development (no school for students)
Report Cards

Progress Reports
First & Last Day of School

Calendar Templates by Vertex42.com

https://www.vertex42.com/calendars/school-calendar.html

GENERAL TEACHER PERSONNEL POLICY STATEMENT

It is the goal of the Perry County School Board, through personnel policies, to establish conditions that will attract and retain the highest qualified personnel for all positions. **Our top priority is the education and welfare of students.** The Board wishes to attract and retain personnel in the district who are motivated to do their best work from their inner resources. The Board is not obligated to retain personnel who have to be motivated through external or administrative pressures to do a satisfactory job and who are unwilling to abide by policies and procedures.

Each employee of the Perry County School District shall be accountable to the Board of Education through the Superintendent of Education.

ALL PERSONNEL SHALL REFER MATTERS REQUIRING ADMINISTRATIVE ACTION TO THE ADMINISTRATIVE OFFICER IMMEDIATELY IN CHARGE OF THE AREA IN WHICH THE PROBLEM ARISES. Administrative officers shall refer matters to the next higher authority when necessary.

All matters to be submitted to the Board shall, first, be brought before the Superintendent for investigation. If these matters require Board action, they shall be presented to the Board by the Superintendent.

IDENTIFICATION OF PERSONNEL NEEDS

Personnel needs shall be identified through the comprehensive activities of the district's staff development plan. Teachers are expected to exhibit effective professional skills. Teachers must demonstrate competency in major instructional skills as indicated by the following behaviors:

1. Plan instruction to achieve selected objectives in accordance with Mississippi Laws and Policies
2. Organize instruction to take into account individual differences among learners
3. Obtain and use information about the needs and progress of individual learners in a confidential manner
4. Obtain and use information about the effectiveness of instruction and revise it when necessary
5. Use instructional techniques, methods, and media related to objectives
6. Communicate with learners in a warm and sincere manner
7. Demonstrate a repertoire of teaching methods
8. Reinforce and encourage learner involvement in instruction
9. Demonstrate an understanding of the school subject being taught and demonstrate its relevance by displaying objectives
10. Organize time, space, materials, and equipment for instruction
11. Demonstrate enthusiasm for teaching and learning the subject being taught
12. Help the learner develop positive self-concepts
13. Manage classroom interactions in a positive manner
14. Meet professional responsibilities
15. Engage in professional self-development
16. Communicate high expectations for learners
17. Leave one week of lesson plans and materials for use by a substitute

PROFESSIONAL DEVELOPMENT PLAN

DEFINITION

Professional development is a growth-promoting learning process that empowers stakeholders (e.g. teachers, administrators, and other school personnel) to improve the educational organization.

PURPOSE

To improve student learning by creating an environment that will enable stakeholders to accomplish the following:

- Invest in quality opportunities to grow individually and collaboratively
- Enhance job-related skills
- Acquire new knowledge
- Share expertise and insights

Perry County School District Standards of Professional Learning

INTRODUCTION

Educators must continually improve their ability to re-tool teaching, update curricula, integrate research based methods into instructional practice, meet the growing list of the sociopolitical needs of students, and improve student learning. This can only happen through ongoing, high-quality professional learning that provides educators with the knowledge and skills to meet the needs of all students.

Professional learning is a continuous process of individual and collective examination of practice. It should empower individual educators and communities of educators to make complex decisions, identify and solve problems, and connect theory, practice, and student learning. Professional learning should also enable teachers to offer students the learning opportunities that will prepare them to meet standards in given content areas and to successfully assume adult responsibilities for citizenship and work.

In conjunction with other educational organizations, Learning Forward has developed a definition of professional learning and a set of professional learning standards that focus on improving student learning. Implementation of the definition and standards will result in professional learning that is job-embedded, results based and data driven. The definition and standards provide a set of principles that can assist schools in improving student learning through an improvement of educator learning. This document provides schools and districts with a vision of professional learning that can improve student learning in this state. The state, districts, schools, individuals, and other organizations all have a role in school improvement as well as responsibilities for ensuring that educators improve their knowledge and skills as they work with students.

School District Responsibilities

The PCSD will.....

1. Establish a climate and policies in support of professional growth and learning for all employees by adopting policies and allocating sufficient resources for professional learning.
2. Engage all school leaders in planned, integrated, continuous professional learning to improve student learning.
3. Provide training and support to schools as they work to become learning communities.

4. Conduct a professional learning needs assessment, support schools in establishing their specific professional learning needs in relation to standards and data on student achievement, and assist schools in locating available resources to meet these needs
5. Focus professional learning to enhance educator knowledge of the subject content related to state curriculum standards, use of data and assessments to inform classroom practice, and strategies to meet the needs of all students including English language learners and students with special needs.
6. Establish a system to regularly evaluate the impact of professional learning on increased teacher effectiveness and improved student learning.
7. Consider professional learning implications of any comprehensive change process focused on improving student learning.

Each School in the PCSD will.....

1. Assess the professional learning needs in relation to standards and implement professional learning that meets school, system, state, and federal goals.
2. Establish a process to ensure that professional learning plans are consistent with the Mississippi Standards for Professional Learning.
3. Implement school, grade and/or content area professional learning communities.
4. Provide time and resources for teachers and administrators to collaborate on common goals, observe examples of good practice both within and outside of the school and school district, and reflect on their practice.
5. Ensure that professional growth and learning is continuous, ongoing, and job-embedded and includes follow-up and support for implementation and further learning.
6. Model effective learning processes; provide opportunities to reflect on new learning and to demonstrate and share knowledge.
7. Base content of professional learning on analysis of actual student performance data and educator performance.
8. Provide continuous evaluation of professional learning with the results used for planning and revising for future professional learning.
9. Evaluate the professional learning's effectiveness in affecting educators' knowledge, skills, and behaviors and in increasing student learning.

Teachers, Principals and Administrators in the PCSD will.....

<u>Individual Educator Responsibilities</u>

Teachers and administrators assume responsibility for their own continuous learning and contribute their knowledge to colleagues in their school. Individual educators strive to create a professional learning community and to help create conditions that allow all educators to work well together. They channel their efforts toward a clear, commonly shared purpose for student learning and toward fulfilling the school's instructional goals.

In assuming responsibility for their learning the individual educator shall:

1. Deepen content knowledge related to the state curriculum standards/common core in the subjects they teach.
2. Seek professional learning opportunities to access additional strategies that provide effective instruction for their students;
3. Participate actively in learning communities; and
4. Reflect on their own professional practices, continually evaluate the effect their instruction has on students, and use the information to modify instruction to meet identified student needs.

Organizational Structure

Core Elements of PLC:

- All members must engage in continuous improvement
- All members must develop collective responsibility
- PLC's must create alignment and accountability

District Leadership Team PLC

- Consists of principals and district leaders

District instructional PLC

- Consists of teachers from all school organized by grade level and discipline

Local Instructional Leadership Team PLC

- Consists of Principal, lead teachers, process manager..... (SOARS Team)

Local instructional PLC

- Consists of teachers from each individual school organized by grade level and or discipline

Professional Learning Team Protocol

Engage in continuous improvement:

- School and district leaders create policies and organizational structures that support implementation of collegial learning.
- Ensure that teachers and school/district administrators are prepared to be skillful members and leaders of learning teams
- Learning teams meeting regularly and frequently
- Educators using agendas and protocols that focus team work on learning for all students.
- All educators participating in learning communities that align collaborative work with school improvement goals and focus on continuous improvement

Develop Collective Responsibility:

- Professional Learning Communities share collective responsibility for all students in the school or district
- Learning community members exchange feedback about their practice with one another, visiting each other's classrooms or work setting and sharing resources

Create Alignment and Accountability:

- Team members and faculties holding themselves collectively accountable for student results
- Leaders creating policies provide support aligned with an expected vision and goals for successful learning communities

- Learning communities bridge the knowing-doing gap between development of knowledge and skill and practice and refinement necessary for full implementation in the classroom or workplace.

The Perry County School District is committed to.....

Establishing.....

Resources: effective professional learning requires human, fiscal, material, technology, and time resources to achieve student learning goals

Core Elements:

- Prioritize human, fiscal, material, technology, and time resources
- Monitoring resources
- Coordinating resources

Utilizing.....

Data from multiple sources enrich decisions about professional learning that leads to increased results for every student

Core Elements:

- Analyze student, educator, and system data
- Assess progress
- Evaluate professional learning

Organizing.....

Professional learning that increases educator effectiveness and results for all students.

Core Elements:

- Applying learning theories, research, and models
- Selecting learning designs
- Promoting active engagement of the school community

Implementing.....

The use of data to support long term change in practice by extending learning over time

Core Elements:

- Application of change research
- Sustainability of implementation
- Provision of constructive feedback

Measuring Outcomes.....

Working progressively toward the primary goal to increase student achievement outcomes

Core Elements:

- Ensuring that students meet performance standards
- Working to address learning outcomes
- Building coherence

Individual Component

Educators of the Perry County School District have the professional and contractual responsibility to participate in the school district's professional development program and in professional development

options for license renewal. The selection of professional development options is to be focused on improving student learning. **Each educator is responsible for selecting and monitoring his/her individual professional development program.**

Educators in the Perry County School District are also responsible for maintaining and submitting documentation for license renewal to the Mississippi Department of Education's Office of Educator Licensure (See Certification Guidelines).

LICENSE RENEWAL REQUIREMENTS

Certified personnel must hold a valid license as a condition of employment. Renewing and maintaining license requirements is the responsibility of certified personnel on an individual basis. This is generally accomplished through SEMI credits (administrators), college credit, or C.E.U.'s. Alternative means are also provided by MDE.

Rationale

Educators in the Perry County School District can continue to learn both within and outside the district through varied opportunities for professional development. This allows educators to stay abreast of current knowledge in the fields of teaching and learning and improve educational practices that lead to enhanced student learning. It also encourages networking with colleagues and other professionals and the pursuit of advanced degrees.

Continuing Education Units:

What are C.E.U.'s, and how can I earn them?

C.E.U.'s are credits that are earned by attending approved workshops and seminars. After satisfactory completion of these programs, participants receive a certificate which they submit to the Division of Teacher Licensure as part of the licensure renewal process.

Who will report college credit and C.E.U.'s?

You must submit C.E.U.'s to the division of Teacher Licensure for the renewal of your license. **The School District is NOT responsible for maintaining or reporting these credits. <u>In cases when C.E.U.'s are offered at training sessions for an additional cost the individual will be responsible for the extra cost of the C.E.U.'s</u>**

PERSONNEL APPRAISAL PROCEDURES

All certified teaching personnel shall be evaluated using the State mandated Professional Growth System Instrument for educators. All administrative staff will be evaluated using Professional Growth System.

PLAN OF IMPROVEMENT

If, at any time during the evaluation cycle, an evaluator finds that a teacher has deficiencies which hinder classroom performance or other duties to the extent that a recommendation of non-renewal might be considered, the teacher may be provided with a Plan of Improvement designed to remediate those deficiencies. Such a plan should consider short and long-range objectives with detailed courses of action for teacher and evaluator. The evaluator may wish to include colleagues from another school or the Central Office to assist in diagnosing, prescribing, and drafting the Plan of Improvement.

DUE PROCESS

In all cases of non-renewal of professional personnel, the school district shall comply with the requirements of the Education Employment Procedures Law of 2001 (Miss. Code Section 37-9-101, et. seq.).

In all cases of dismissal or suspension of licensed employees, the school district shall comply with Miss. Code Section 37-9-59.

RECRUITING AND SCREENING OF APPLICANTS

The Perry County School District recruits teachers through college placement bureau information, soliciting information from other schools in the area, advertising on college campus bulletin boards, local newspaper, and other sources.

Race, creed, sex, color, age, or national ancestry shall not be considered in appointment, assignment, promotion, salary determination, or any other terms or conditions of employment. Applications are available to any person who desires to apply for a position in the Perry County School System. All applicants must meet requirements set by the Perry County Board Policy.

SELECTION, HIRING AND ASSIGNMENT

The following is necessary for appointment of a candidate to a teaching position:

1. An application must be properly completed and filed.
2. Applicant must have personal interview with superintendent and building supervisor.
3. Applicant must hold a valid teaching certificate for the state of Mississippi.
4. Applicant must present a complete transcript of college credits.
5. Verification of prior experience is required if transferring from another school district.
6. Applications will be active one (1) year from date received with original application filed at Central Office and then placed in an inactive file.
7. Other documents that may be required by state laws or by school board policy must be included.

EMPLOYMENT

1. All teachers employed by the Perry County Board of Education must be properly certified by the State Department of Education.
2. The authority for recommending teachers to the Superintendent of Education shall rest with the local school principal alone.
3. The authority for recommending teachers to the Board of Education shall rest with the Superintendent of Education alone.
4. The authority to elect a teacher to a position in the Perry County School District shall rest with the Board of Education.
5. All teachers elected by the Perry County Board of Education must have a valid copy of their teacher's license on file in the Superintendent's office before the first paycheck is issued. A copy should also be attached to the paperwork presented to the Board of Education by the Superintendent of Education.
6. Employment procedures for non-certified personnel will be consistent with those set forth by Board Policy. Board Policies are on the district’s website.

TEACHER ASSIGNMENT

Teachers may be assigned to any school and to specific duties by the superintendent, provided that the superintendent shall have regard for both the welfare of the district and the preparation and qualifications of the staff member.

VIOLATIONS OF POLICY

Any person employed by the Board of Education who shall be guilty of violation of any policies of the Board may be issued a written reprimand by the Superintendent and/or the employee's immediate supervisor and may suffer additional penalty as may be recommended to and approved by the Board. Such violations of policy may result in suspension or dismissal as outlined in Section 37-9-59 of the Mississippi Code of 1972.

Any intimidation or threat toward a faculty member or student by any student, faculty or staff member, or outside interest, will not be tolerated. Such offense will be dealt with immediately in the most severe manner. Failure by faculty or staff members to report such threats to higher authority will be brought to the attention of the school board, and appropriate action will be taken to the fullest extent of the law.

TEACHER NEGLIGENCE

It is essential that emphasis be given to the issue of teacher negligence and legal implications that may arise due to negligence. Considering the relevance of teacher negligence to actual legal liability of teachers, the following should be observed as examples of negligence that **will not be tolerated** by the Perry County School District.

1. Classes and students left unattended
2. Improper enforcement of policy on corporal punishment
3. Improper enforcement of policy on medication and first aid
4. Pupil injury due to teacher carelessness, etc.
5. Teacher profanity
6. Improper enforcement of dress and grooming policy
7. Unauthorized invasion of liberty rights
8. Unauthorized release of students
9. Use of students for off-campus errands
10. Improper enforcement of search and seizure
11. Improper enforcement of policy on pupil use of school building after hours
12. Improper use of drugs
13. Unauthorized release of student information
14. Use of tobacco products during on-going school sponsored activities on school property

Proper enforcement of the above-mentioned issues can be found in the Student Handbook and PCSD Board Policy.

CONTRACTS

A teacher who signs a contract with the Perry County Board of Education gives evidence of his/her good faith to fulfill all obligations and requirements set forth in the contract. Only under very

extenuating circumstances should a teacher request a release from his/her contract. The following are required to be on file in the superintendent's office:

- Withholding exemption for Federal and State income tax (to be obtained in Superintendent's office)
- Teaching Certificate- A valid copy of teaching certificate must be on file in the Superintendent's office
- State retirement application form must be on file in the superintendent's office (Form may be obtained in superintendent's office)
- Transcript -A complete transcript of all credit to date must be kept on file in the Superintendent's office
- Complete background check.

Documents required of all other employees

1. Social Security number with name exactly as it appears on Social Security card (only if there is a change in your name since you last filed it)
2. Withholding exemption for Federal and State income tax (only if there is a change in your name, address, or the number of exemptions)
3. Transcript- Complete transcript of credit to date (high school, etc.)
4. Completed background check.

LEAVES AND ABSENCES

Perry County School District • New Augusta, MS	*Descriptor Code* **GADGB**	*Approved* **September 2002**
Staff Leave	*Rescinds Policy*	*Revised* **April 2024**

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

SICK LEAVE

Employees may take sick leave with full pay because of personal illness, childbirth, or for the care of an ill member of their family. This policy governs all requests for sick leave that do not come within definitions of the Family and Medical Leave Policy. See also Policy GBRIA.

1. **Amount of Leave**
   a. All certified employees and district wide secretarial, accounting, and administrative staff shall accrue seven days of sick leave in each of their first three years of employment and eight days in each year thereafter.
   b. Non-certified employees who work 9 months shall accrue five days of sick leave.
   c. Employees who work on extended contracts beyond the regular 9 month teacher contract earn additional sick leave as follows:
      - 200 day employees earn 1 additional day

- 210 day employees earn 2 additional days
- 220 day employees earn 3 additional days
- 237/250 day employees earn 4 additional days

d. Leave for certified and non-certified employees who begin employment after the beginning of the work year shall have their leave prorated according to their terms of employment. Prorating of leave shall be determined by the district payroll office.

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

3. **Sick Leave Incentive**

As an incentive for good attendance employees can receive additional sick leave days if they meet the following criteria:

- No absences in year, employee awarded 3 days
- 1 absence in year, employee awarded 2 days
- 2 absences in year, employee awarded 1 day

The additional sick leave earned through this incentive will be credited on the last contract day of the year in which the incentive was earned. Employees will be required to present a physician's certification of illness when absent for six cumulative school days, for one day immediately preceding or following a holiday, or at any other time requested by the principal and/or superintendent.

PERSONAL LEAVE

1. Certified instructional personnel shall accrue two personal leave days per school year.
2. Non-certified employees shall accrue two personal leave days per school year.
3. Unused personal leave days shall be converted to sick days at the end of the school year.
4. Personal leave days may be used according to the following rules:
   a. The employee must give a request for personal leave to the principal or supervisor at least three school days in advance, except in cases of emergency.
   b. No employee may take personal leave on the first week of the school term, the last week of the school term, a day before a holiday, a day after a holiday, or a staff development day. With written request, the principal may waive this requirement when extenuating circumstances exist. However, final approval lies with the superintendent.

VACATION LEAVE

Full time 12-month employees who work at least 237 days per year shall earn 10 days paid vacation annually. Unused vacation may be accumulated for credit for retirement purposes only. Vacation leave is credited on July 1 of each year. Unused vacation leave can be converted to sick leave not to exceed 10 days per year. Proposed dates for use of vacation leave must be submitted in writing to the superintendent for approval at least 2 weeks in advance. Upon termination or retirement no employee shall be paid for accumulated vacation leave. Accumulated leave shall be credited to PERS for retirement credit.

BEREAVEMENT LEAVE

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

JURY DUTY/subpoena

The Perry County School District shall provide leave with pay for employees who are called for or who serve on juries. Performance of jury duty is with full pay and does not count against any type of leave of absence by the employee. When excused from jury duty prior to 11 A.M., the employee will report to their work site. The district will not recover jury fees from employees who serve on juries (Attorney General Opinion, *Middleton* of July 10, 1991). Employees under subpoena to provide court testimony or to testify in hearings may use their personal leave. Absence beyond accrued personal leave will result in loss of pay. For district administrative proceedings arrangements will be made for employees to provide testimony without loss of pay as directed by the superintendent.

SABBATICAL

After six years of continuous employment in the Perry County School District, a sabbatical leave for one year, without pay except for state funded sabbaticals, may be granted for the following purposes:

1. Advanced study in an accredited college or university.
2. Employment that will result in improvement of the staff member's professional competence for the position in the school district.
3. Educational travel that will improve the staff member's competence in the position held in the district.
4. Endeavors that will lead to professional improvement.

MILITARY LEAVE

Upon written request, leave of absence without pay shall be granted any employee who may be selected or called for military service. Employees who are members of reserve components of the armed services of the United States of America or the National Guard shall be entitled to leave of absence without loss of pay, time, annual leave, or professional rating for a maximum of 15 days if ordered to duty for training exercises. Employees involved in military service for longer than 15 days shall otherwise have those rights and obligations that are described in state and federal law. MS Code §33-1-19 and §33-1-21, 1972; Veterans Re-employment Rights Statute.

PROFESSIONAL LEAVE

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

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

307(4) 1972. Burkes, September 25, 1998, Attorney General Op. # 98-0558, Attorney General Op. # 98-0588: This office is of the opinion that if service on a particular state board or commission is not part of the duties of an individual's employment as a career state service or appointed state employee, then the individual may not be compensated for work as an employee while performing duties as a member of the board or commission.

COMPENSATORY LEAVE

It shall be the policy of this district that all employees use all compensatory leave before using any other type leave.

SAFE HARBOR FOR SALARIED EMPLOYEES WITH IMPROPER DEDUCTIONS FROM SALARIES

The District compensates certain exempt executive, administrative, and professional employees on a guaranteed salary basis. Deductions from these salaries may only be made when the employee absents himself/herself for personal reasons, for sickness when his/her bona-fide sick leave plan has been exhausted, for disciplinary reasons for infractions of major safety or conduct rules, or in initial or terminal weeks. It is the District's policy to not make any improper salary deductions based on variations in quantity or quality of work done. Any salaried exempt employee who believes that an improper deduction was made from his/her salary may file a written complaint with the Superintendent's office over such deduction. The Superintendent or his designee will conduct an investigation into the deduction to determine if it was improper. If it is found that the deduction was improper, the amount of the deduction will be reimbursed to the employee by no later than the next pay period and the District will ensure that such deduction is not made in the future from any exempt employee's salary. There will be no retaliation against the employee for filing a complaint under this section. **This section does not apply to teachers since teachers are exempt from all sections of the Fair Labor Standards Act.

RETIREMENT CREDIT

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

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

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

PAYROLL DEDUCTION

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

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

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

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

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

The superintendent is directed to develop administrative regulations necessary for implementation of this policy. See also Policy GBCAA, Policy GBGD, Policy GCC, Policy GCCAA, Policy GCCAB, Policy GCCAC, Policy GCCAD, Policy GCCAF, Policy GCCAG, Policy GCD, Policy GDCA, Policy GDCC, Policy GDCD, Policy GDCF, and Policy GDD.

Perry County School District • New Augusta, MS	*Descriptor Code:* **GBRIA**	*Approved:* **September 2002**
Family Medical Leave	*Rescinds Policy*:	*Revised:*

The Family and 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 an employees' spouse, son or daughter, or parent who has a serious health condition; or the employee's own serious health condition. Application for family medical leave shall be presented to the school board for approval 30 days in advance of the expected leave time, except in cases of emergency.

Employees shall use any paid vacation leave, sick leave or personal leave already accumulated without loss of pay until the leave has been exhausted. Certified/licensed personnel are granted 10 days additional leave with substitute teacher pay deducted from their salary. Classified and paraprofessional employees have no extended leave days. If after use of accumulated paid leave 12 weeks have not been used, FMLA extends that leave period to 12 weeks with the period added by federal law being unpaid.

In addition to actual leave, employees also become entitled to the continuation of health benefits during the period of leave. The employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment. However, the law does not entitle employees to accrue seniority or employment benefits during the time they are on leave.

When both spouses are employed by the Perry County School District, the combined amount of leave for birth, adoption, and family illness may be limited to 12 weeks; however, personal illness would not be similarly limited in this situation.

The Perry County School District may agree that an employee may take leave intermittently or on a reduced-hours basis in connection with the birth, adoption, or foster placement of a child.

When certified/licensed employees seek intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative), and when sick leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the school district may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

There are three special rules for certified/licensed employees seeking to return from leave within the last three weeks of the semester.

1. If the employee begins any category of family and medical leave five or more weeks prior to the end of the semester, and the period of leave is for more than three weeks, then the school district can require an employee seeking to return within the last three weeks to wait until the next semester.
2. If the employee begins any category of family and medical leave (except personal sick leave) less than five weeks before the end of the semester and the period of leave is greater than two weeks, the school district can require an employee seeking to return within the last two weeks to wait until the next semester.
3. If the employee begins any category of family and medical leave (except personal sick leave) three or fewer weeks before the end of the semester and the period is greater than five working days, the school district may require the employee to wait until the next semester.

The Perry County School District has adopted the calendar year as the method of determining the "12-month period" in which leave entitlement occurs.

Obligation of Employees

1. **Foreseeable Leave –** When unpaid leave is in connection with birth, adoption, or foster placement, and is foreseeable, the employee must provide 30 days' notice of the date when leave is to begin unless circumstances dictate otherwise. With respect to family or employee's illness that are foreseeable, the employee shall make a reasonable effort to schedule treatment (including intermittent and reduced hour leave) as not to disrupt unduly the operations of the employer, subject to the approval of the employee's or family member's health care provider. Further, where foreseeable, the employee must provide 30 days' notice, unless circumstances dictate otherwise.

2. **Certification to Take Leave –** The school district may require that the employee provide timely certification from his/her health care provider, or a family member's health care provider as to: (1) the date that the condition commenced; (2) the duration; and (3) the necessity for the

employee's inability to perform his/her job functions. Where doubt exists, as to certification, the school district, at its own expense, may designate a second health care provider (other than a school district employee) to provide a second opinion ... with the opinion of a third health care provider, if necessary, to be binding.

3. **Medical Certification to Return from Leave –** Upon return to work, the school district shall require the employee to provide certification by his/her health care provider that the employee is able to resume work.

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

See also Policy GBCA, Policy GBGD, Policy GCC, Policy GCCAA, Policy GCCAB, Policy GCCAC, Policy GCCAD, Policy GCCAF, Policy GCCAG, Policy GCD, Policy GDCA, Policy GDCC, Policy GDCD, Policy GDCF, and Policy GDD.

STAFF GRIEVANCES-ALL EMPLOYEES

The board of the Perry County School District encourages individual staff members to settle grievances informally if at all possible. In instances where an individual staff member is concerned about the application of board policies and administrative practices and procedures or relationships with other school employees, the staff member should consult the administrative or supervisory person to whom he/she is immediately responsible. The staff member and the immediate supervisor should try to alleviate the problem.

In instances where an individual staff member feels that he/she cannot discuss the problem with his/her principal or immediate supervisor or when a satisfactory resolution of a problem brought to the attention of the principal or immediate supervisor has not been reached after ample opportunity for consideration of the matter, the staff member is required to follow the grievance procedure outlined below until the problem is resolved or a decision has been made by the board. The staff member who is not satisfied that a proper resolution of his/her grievance has been reached must make a request in writing for continuation of the grievance procedure at each level. Resolution of the grievance is at all times the objective of the district. If resolution is reached at any one step in the procedure, the process shall not be taken to the next step. The complainant may discontinue the procedure at any step by notifying the superintendent in writing.

No grievance shall be considered unless it is initiated or advanced from one step to the next by the complainant within the time limit specified in this policy. The written grievance must state the specific nature of the grievance and the resolution requested. All subsequent proceedings relating to a grievance will be limited to information which relates directly to the grievance as filed under Step 1 as outlined herein.

The five-step procedure included in the grievance process include alternating steps requesting continuation of the procedures followed by hearings at four levels. In the event that a grievance is filed against one of the individuals named in the established procedures for hearing grievances, the steps requiring a hearing by that individual may be eliminated, and the appeal may be submitted to the next level.

STEP 1

The initial filing of the written grievance in an appeal from the decision of the principal of immediate supervisor shall be made to the superintendent, or, in his/her absence, the superintendent's designee, within ten (10) days of the time the complainant knew or reasonably should have known of the act or condition on which the grievance is based. The individual staff member making the complaint shall state in writing his/her specific grievance and specific resolution requested on the staff grievance report form provided by the district. If necessary, additional pages may be attached to the original form.

STEP 2
Within ten (10) days after the written appeal has been made, the superintendent's representative should initiate meetings with the parties involved and attempt to resolve the grievance. The superintendent's representative shall meet individually and/or jointly with individual(s) involved in an attempt to reach a satisfactory conclusion of the grievance. The superintendent's representative shall provide to both the complainant and his/her supervisor a written report of his/her findings.

STEP 3
The superintendent should begin consideration of the grievance no later than ten (10) days following receipt of the written appeal by the complainant or the supervisor. If the superintendent is absent from his/her office, the initial conference(s) shall be held within ten (10) days after the superintendent returns to his/her office.

The superintendent shall meet individually with the individuals involved and/or jointly in an attempt to reach a satisfactory resolution to the problem.

The complainant and principal or immediate supervisor must receive in writing a report of the superintendent's decision concerning the grievance.

STEP 4
The complainant, principal, or supervisor shall have five (5) days following receipt of the superintendent's decision in which to make a written appeal to the board. Written appeals shall be made through the superintendent's office.

STEP 5
The board shall have the right to review all written documents and records of steps involved in the grievance procedures leading to the appeal to the board. The board shall then have the authority to vote not to hear the grievance based on the written decisions that have occurred in the steps preceding appeal to the board. In the event that the board votes to hear the grievance, a hearing shall be scheduled as soon as a meeting can properly be arranged, or the board may appoint a hearing officer to conduct the hearing. The hearing officer shall make a written report on the matter for the board's consideration. The board shall make a decision on the matter, but there shall be no time limits set for the board's hearing or decision.
An employee involved in the hearing may be represented by legal counsel at the employee's own expense. The meeting of the board hearing the grievance shall be held in executive session, and the board shall not be bound by rules of evidence during the hearing nor be required to follow established court procedures. The board shall have the power to limit discussion and testimony.

A record of the hearing shall be made.

The district shall maintain a file of formal grievances and final disposition, and a full record of an individual staff grievance shall be kept in an individual's personnel file.

SEXUAL HARASSMENT POLICY

The Perry County School District shall provide an environment free from sexual harassment. Sexual harassment may consist of requests for sexual favors, unwelcome sexual advances, threats, actual bodily contact, or other deliberate verbal or physical conduct of a sexual nature. Such behavior shall be discouraged between all persons associated with Perry County School District.

Sexual harassment is especially forbidden where the offending person is in a position to affect the status of the person being harassed. In all cases, the school district shall take appropriate corrective action. This rule applies equally to sexual harassment of men and women.

PROFESSIONAL BEHAVIOR

Employees shall at all times conduct themselves in a professional manner in the relations with students in the Perry County School District. This requirement is not only applicable during school hours, but after school hours as well, and shall include, but not be limited to, communication with students in person, by telephone, and other electronic forms, including but not limited to, text-messaging and the internet. Failure to abide by this policy may result in disciplinary action up to and including termination from employment with the Perry County School District.

Employee Contact Information

Employees are strictly prohibited from sharing the personal contact information of other staff members, including phone numbers, with students or their families. All requests for employee contact information must be directed to the school principal or designee. Failure to follow this expectation may result in disciplinary action.

All employees will adhere to the Mississippi Educators Code of Ethics and Standards of Conduct adopted April 17, 1998, revised January 20, 2011.

PRINCIPAL'S ROLE

- The principal shall serve as the instructional leader of his/her school.
- He/she is responsible for the maintenance and upkeep of the school building.
- He/she alone has the authority to recommend professional and nonprofessional personnel to the Superintendent of Education.
- He/she will make regular visits to the classroom to evaluate the instructional program in his/her school.
- He/she shall follow the approved procedures set forth in the personnel appraisal process (page 15).
- He/she is responsible for the enforcement of all board policies as they apply to students, faculty members, and the general school program.
- He/she is responsible for maintaining accurate financial records for all transactions involving the use of school funds.

- He/she shall remain on duty in the building throughout the school day. If circumstances require him/her to leave the school campus during the day, he/she shall notify the superintendent's office.

- He/she shall furnish the superintendent with requested reports on the operation of every phase of the school program.

- He/she shall be responsible for the accurate keeping of records of all students.

- He/she or a designee shall attend all athletic and/or other special events.

- He/she shall assume all duties and responsibilities assigned by the superintendent in which his/her students are involved.

- He/she is responsible for seeing that all of his/her faculty members are fully and accurately informed concerning all aspects of school policy and procedures and for keeping them apprised of any additions and/or alterations in said policies.

- He/she is responsible for the selection of personnel for duty at school-sponsored events and that he/she meets all requirements of principal's job description.

- He/she shall have documentation that every employee has received a copy of his/her job description.

NON-TEACHING DUTIES

In addition to classroom instruction and supervision, the responsibilities and duties of all teachers shall include the following:

1. Supervise the loading and unloading of school buses and automobiles.
2. Supervise students in the cafeteria.
3. Supervise students during recess and break periods.
4. Supervise students in study halls and the library.
5. Supervise students in corridors and halls during class changes.
6. Supervise students in assemblies.
7. Supervise students during field trips away from school.
8. Assist in the preparation of instructional management programs.
9. Assist in self-analysis programs such as system-wide self-study.
10. Supervise assigned athletic events.
11. Serve on standing or appointed faculty committees.
12. Serve on administrative appointed district-wide committees, such as textbook committee, in-service programs, etc.
13. Serve as sponsor of school-related clubs.
14. Prepare all reports and records promptly and accurately including the grade book, cumulative records, interim grade reports, disciplinary reports, absentee reports, inventory forms, and any other forms, which may be required from state, county or individual school officials.
15. Enforce fairly and impartially all adopted policies regarding students.
16. Attend all orientation and in-service training programs.
17. Attend special meetings when directed by the principal, superintendent, and/or Perry County Board of Education.
18. Serve at school-sponsored events which are non-athletic in nature.

These duties and responsibilities shall be required of all teachers in the Perry County School District. However, additional duties assigned by the individual school principal shall be regarded as board policy provided said duties are submitted and approved by the board of education and are available to all faculty members who desire a copy of such policies.

TEACHING LOAD

The teaching load of each teacher will be determined by his/her building principal. Efforts will be made to distribute the workload in a professional manner and according to state guidelines.

CARE OF CLASSROOMS

A clean and attractive classroom is conducive to learning. Teachers should strive to maintain their room in the best possible condition and encourage their students to do the same. Walkable items should all be stored in a lockable cabinet. This would include but not be limited to: laptops, computers, calculators, cameras, etc.

LESSON PLANS

Every teacher is responsible for maintaining a lesson plan outline at least one week in advance. At a minimum, daily lesson plans will annotate which competency from the Mississippi College and Career Readiness Standards are being taught. These competencies are required to be taught to all students. The Mississippi Academic Assessment Program (MAAP) are aligned to the competencies. Lesson plans must be submitted to the building principal as directed by the principal.

ABSENCES

A teacher or staff member who is absent for any reason should notify his/her school's designated personnel by phone at the earliest possible time. This rule should be observed in case of tardiness as well. NO TEXT MESSAGES OR EMAILS will be accepted!!!!!

LEAVING SCHOOL GROUNDS

Except in case of emergency, teachers are expected to remain on the school grounds from check-in until check-out and to remain in their classrooms during class sessions or on their duty posts for the entire assigned time. Failure to do so could result in disciplinary action up to and/or including termination.

CLASSROOM SUPERVISION

Under no circumstances should a teacher leave his/her classroom without having another staff member present IN THAT CLASSROOM. It is not sufficient to have a teacher "watch across the hall." Violation of this will be viewed as negligence and may result in strict disciplinary action

DRESS CODE

All faculty and staff members shall dress professionally within their areas of duties and responsibilities. There will be no sweat suits or jogging suits worn. Dresses should not be too tight or body contouring. NO SHORTS OR SKORTS! No dirty gym shoes are to be worn.

All faculty and staff members will model professional behavior at all times during school hours. During school hours when parents and students are present, teachers and staff are expected to dress in a professional manner. Appropriate attire will include dresses, pants, pantsuits, skirts, khakis, and other slacks with appropriate shirts. Jeans may be worn one day a week, on a day designated by the principal or immediate supervisor. Belts will be worn when necessitated by the attire.

The following items are NOT appropriate for faculty and staff of Perry County School District:

- Tank top shirts , "see-through" or sleeveless shirts
- Shorts
- Extremely faded jeans or jeans with holes
- Sweat or jogging sets (includes all personnel)
- Head wear (hats, caps, bandannas, etc.) will not be allowed in any building
- Appropriate footwear must be worn at all times (no flip flops, house shoes, etc.)
- Clothing, jewelry, patches, or designs with inappropriate language or images (profanity, abusive images, symbols, etc.) will not be allowed. Clothing or items advertising products that are illegal for use by minors will not be acceptable.
- Picks or combs are not to be worn in hair. Metal picks and combs are not allowed.
- Garments which allow for easily concealed weapons or contraband will not be allowed. (Example: overcoats, bulky jackets, etc.)
- Skirts and dresses must not be more than 2" above the knee.
- Excessively tight or baggy garments should not be worn.
- Any other item of clothing that would not represent Perry County School District in a professional manner.
- See through garments are not allowed.
- Shirts that expose any part of the stomach (at any time) will not be permitted.
- Things dangling from the waistband, pockets, etc. will not be permitted.
- All clothing must be worn according to its design if it is permitted.
- The wearing of non-prescription sunglasses is not permitted in the building or classrooms of the Perry County School District.

- Visible body piercing will not be permitted, and tattoos must not display images or wording that are profane, offensive, or otherwise inappropriate in an educational setting.

- Sun dresses, jumpers, or tops with small straps are not to be worn without a blouse that provides adequate cover.

- Tube tops, tube dresses, or clothing with oversized armholes will not be permitted.

- The clothing should not present an unacceptable view of the body whether standing, sitting, or walking.

- Belts and suspenders are to be fastened and worn in an appropriate manner.

- Tank tops, muscle shirts, etc. will not be allowed without wearing an additional shirt to provide adequate cover.

- Leggings and jeggings can be worn only if an appropriate covering meets the 2-inch above the knee qualification.

The school administration will determine whether the dress and appearance of a staff member is in question. This includes all school functions.

STUDENT HANDBOOK

Each teacher will stress to their class the Perry County Board of Education's policies that apply to students, especially the policies concerning grading, dress code, discipline, absenteeism, and bus rules.

USE OF CELLULAR TELEPHONES

School personnel shall be allowed limited use of cell phones under the following guidelines: cell phones must remain off when students are present and may not be visible at any time students are present; cell phones may be used only in the absence of students, i.e. before/after school and planning period; cell phones may be used when there is an emergency situation involving the safety of students and/or staff. **THE USE OF CELLULAR DEVICES OR ANY OTHER ELECTRONIC DEVICE IS PROHIBITED DURING THE ADMINISTERING OF STATE ASSESSMENTS**. Teachers/Staff will receive a written reprimand for violations of this cell phone policy.

PARENT CONFERENCES

Parent-teacher conferences are encouraged. Communication with parents many times is the key to student success and positive rapport with the parent. All parent-teacher conferences will be held before school, after school, or during planning periods. Teachers will not be called out of their rooms to talk with a parent. A mutually satisfactory time will be arranged for a conference. The principal will sit in on a conference if the teacher or parent requests. The school secretary/counselor will assist in arranging conferences.

STUDENT RECORDS

A Mississippi cumulative folder will be kept for each student who enrolls. Contents will include, but not be limited to, information required by state law, namely:

1. Pupil's date of birth, as verified by birth certificate
2. Record of attendance
3. Grades
4. Record of immunizations (other health records are kept with the school nurse).
5. Results of standardized testing required by the state
6. Progress performance records

An annual pupil performance record will be kept for each student who enrolls and will follow the student from kindergarten through 12th grade.

Teachers will take care to see that all portions of the student's cumulative record for which they are responsible are completed properly and accurately. Cumulative records contain confidential information and should be handled by professionally trained staff members only.

Teachers shall spend some time at the beginning of the school year reviewing the records of the students they teach and to constantly be aware of any problems or difficulties which may arise during the year, so that they may discuss any professional point of view.

In accord with the Perry County Board of Education's desire to create optimum cooperation between parents and school officials, information regarding a student shall be accessible to the pupil's parents or legal guardians and to students 18 years old or older. The release of such information shall be in accord with policies designed to insure privacy of information in the student records.

Cumulative folders and permanent records will be available to school-district personnel involved in planning, implementing, and reviewing students' instructional programs.

Materials, records, and information needed for the following purposes are not accessible to parents or guardians:

a. Information collected for school use
b. Information given to a school where the student has applied for enrollment
c. Information requested for official audits and evaluations when such audits are authorized by law and when information does not identify individual students

Active permanent records will be housed in the school office and kept in binders in a fire-resistant storage unit bearing the appropriate Underwriters Laboratories Label C or D.

At no time will student permanent records be destroyed, unless complete copies of the permanent records have been made on photographic film or microfilm which has been stored in the central depository of the district. Cumulative folders may be destroyed by order of the board of trustees not less than five years after the permanent record of the student has become inactive.

Materials included in a student's record are subject to deletion or removal if school officials or child's parents or guardian recommend such action to the custodian of records designated by the superintendent or the board. In the event that a recommendation is denied by the custodian of records, the recommending parties may request review by the Perry County Board of Education. Request for

board review shall be presented to the superintendent within ten (10) days of a request denial. The board's action shall be announced in writing in a confidential communication delivered to the parents or guardian within thirty (30) days of receipt of the request for a hearing.

TOBACCO-FREE ENVIRONMENT

MS Code 97-37-17
Perry County Schools promotes and encourages employees to be smoke-free and drug-free. Smoking is not allowed on campuses of the Perry County School District. Any employee found with drugs with intent to consume or distribute will be subject to suspension and/or permanent relief from duty. In cases of illegal possession, law enforcement officials will be notified. See PCSD Board Policy GBRL.

Perry County School District • New Augusta, MS	*Descriptor Code* **GBRL**	*Approved* **Adoption Draft 09/2002**
Drug-Free Workplace	*Rescinds Policy*	*Revised* 02/2024

It is a violation for any employee of the Perry County School District to manufacture, possess, distribute, dispense, or use unlawfully on or in the workplace, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of §202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations at 21 C.F.R 1300.11-1300.5.

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

As a condition of employment, each employee shall abide by the terms of this policy respecting a drug-free workplace. It is a condition of continued employment that employees shall comply with this policy and shall notify their supervisor of any conviction involving a controlled substance in the workplace no later 24 hours after the conviction and prior to returning to duty. The school district will notify any federal agency from which it receives a grant of any conviction within 10 days after receiving notice of the conviction.

Within 30 days of receiving notice, with respect to any employee involved with a federal grant program who is convicted of a drug statute violation occurring in the workplace, the school district will:

1. Take appropriate personnel action against the employee, up to and including termination, or
2. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for that purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures. Employees may be suspended without pay up to 30 days or dismissed for the first occurrence of any of the

above acts. An employee aware of a fellow employee's on-the-job use is required to notify the immediate supervisor of the employee.

The school district's staff development program shall include a drug-free awareness program to educate employees about the dangers of drug abuse. The personnel office shall make employees aware of available drug counseling programs, as well as the drug-free workplace policy and the penalties for violation of the policy. Every employee shall be provided a copy of this policy and drug counseling information upon employment and annually thereafter.

Each employee will sign a statement acknowledging receipt of a copy of the school district's drug free workplace policy, and awareness of the actions that will be taken for violation of the prohibition. See also Policy ADB.

DRUG-FREE WORKPLACE EMPLOYEE NOTICE

It is a violation for any employee of the Perry County School District to manufacture, possess, distribute, dispense, or use unlawfully on or in the workplace, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of §202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations at 21 C.F.R 1300.11-1300.5.

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

As a condition of employment, each employee shall abide by the terms of this policy respecting a drug-free workplace. After July 1, 2000, the district reserves the right to require drug and alcohol testing of any employee for reasonable suspicion as defined in Policy GBRL as a condition of employment.

It is a condition of continued employment that employees shall comply with this policy and shall notify their supervisor of any conviction involving a controlled substance in the workplace within 24 hours after conviction and before returning to duty. The school district will notify any federal agency from which it receives a grant of any conviction within 10 days after receiving notice of conviction.

Within 30 days of receiving notice, with respect to any employee involved with a federal grant program who is convicted of a drug statute violation occurring in the workplace, the school district will:

1. Take appropriate personnel action against the employee, up to and including termination, or
2. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures. Employees may be suspended without pay up to 30 days or dismissed for the first occurrence of any of the above acts.

An employee aware of a fellow employee's on-the-job use is required to notify the immediate supervisor of the employee.

The school district's staff development program shall include a drug-free awareness program to educate employees about the dangers of drug abuse. The personnel office shall make employees aware of available drug counseling programs, as well as the drug-free workplace policy and the penalties for violation of the policy. Every employee shall be provided a copy of this policy and drug counseling information upon employment and annually thereafter.

Each employee will sign a statement acknowledging receipt of a copy of the school district's drug free workplace policy, and awareness of the actions that will be taken for violation of prohibition.

Drug and alcohol testing policy

The following is the Perry County School District's Drug and Alcohol Testing Policy enacted pursuant to the MS Drug and Alcohol testing law, MS Code Annotated §71-7-1 et seq. Supp. (1994). This policy is effective September 1, 2002. After this date, the district will begin testing personnel if it reasonably suspects that an employee is under the influence of illegal drugs or alcohol. In addition, the district will continue conducting pre-employment and random testing of all bus drivers. This policy will be enforced uniformly with respect to all personnel. All of the district's personnel, including administrators, will be subject to testing. The purposes of this policy are as follows:

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

Substance abuse

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

1. All employees are prohibited from being under the influence of drugs or alcohol while on duty or on district premises. All employees are prohibited from using illegal drugs, or prescription medication for which they do not have a proper prescription.
2. The sale, possession, transfer, or purchase of illegal drugs on district property or while performing district business are strictly prohibited. This action will be reported to appropriate law enforcement officials.
3. The use, sale, or possession of an illegal or non-prescription drug or controlled substance while on duty is cause for immediate termination.
4. No alcoholic beverage will be brought or consumed on district premises.
5. No prescription drug will be brought on district premises by any person other than the person for whom the drug is prescribed. Prescription drugs will be used only in the manner, combination, and quantity prescribed.
6. Any employee whose off-duty use of alcohol, illegal or non-prescription drugs results in excessive absenteeism, tardiness, poor work, or an accident will be subject to discipline, up to and including termination.

Drug and alcohol testing procedure

1. The Perry County School District conducts pre-employment and random drug and alcohol testing for all employees. Effective September 1, 2001, the district reserves the right to conduct reasonable suspicion drug and alcohol testing for all employees.

2. An employee will be allowed to provide notice to the Perry County School District of currently or recently used prescription or non-prescription drugs prior to the time of the test.

3. Random testing of bus drivers will be implemented using a neutral selection basis. The Perry County School District will not waive the selection of any employee chosen pursuant to the random selection procedures.

4. Definitions and Conditions

   4.1. Reasonable suspicion is defined under this policy as the belief by Perry County School District that an employee is using or has used drugs or alcohol in violation of Perry County School District's policy. Reasonable suspicion may be based upon, among other things:

   a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
   b. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
   c. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
   d. Evidence that an individual has tampered with a drug and alcohol test during his/her employment with the current employer;
   e. Information that an employee has caused or contributed to an accident while at work; and
   f. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment.

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

5. Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.

6. The following drugs for which the district may test may include but not limited to: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, and cocaine.

7. An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within 10 days of the date of the result by filing a written statement with the superintendent. An employee, at his or her own cost, also may request that the specimen be re-tested at a certified laboratory of his or her own choosing.

8. An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to the result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.

9. If the district determines that discipline and/or discharge are not necessary or appropriate in a case where an employee is in violation of the Perry County School District's Drug and Alcohol Testing Policy, the employee as a condition of continued employment must complete a certified substance abuse rehabilitation program at the employee's own cost and expense. The employee may be allowed to work for the district while undergoing the treatment, but the employee must provide evidence of continued treatment and/or rehabilitation upon request. The employee must

also agree to submit to random testing for three years after the date of the positive confirmation drug and alcohol test result.

GUN-FREE SCHOOLS ACT

Weapon Free School MS Code *(Mississippi Code Title 97: Crimes, Chapter 37)*
The State Department of Education, Office of Community and Outreach Services, requires that any student who brings a firearm to school be expelled or placed in an alternative program for a period not less than one year.

DISCIPLINE

When student disciplinary procedures become necessary, the following disciplinary procedures will be followed by faculty and staff:

1. The student will be told that the behavior is thought to be disruptive or in violation of school rules.
2. The teacher shall complete a discipline form.
3. The student shall be referred to the office.
4. The student's version of the incident will then be heard by a designated member of the administration.
5. A student charged with any form of misbehavior will obey the directions and orders of school officials. If the student's parents or guardians desire, a hearing on the matter will be requested.

ALTERNATIVE EDUCATION

Students attending the Perry County School District who are classified as at-risk and cannot function in the regular school setting may be offered an alternative education. The Perry County School District provides alternative education through the Perry County Alternative Center (PCAC).

This center was formed to develop, implement, and provide alternative education for all classifications of at-risk youth who are in grades 5 (or age appropriate) through 12.

The major goal of PCAC is to improve the academic and personal skills of potential secondary school dropouts to a degree that will permit them to return to the regular school program and graduate or obtain a GED.

At-risk students may be referred to the principal of their local school by school personnel, parents, or community agencies for possible placement in the alternative center.

Students arriving upon their home school campus for transfer to the alternative center in the a.m. or returning to their home school campus in the p.m. must at all times remain outside the building in the bus pick-up area.

GRADING SYSTEM

During each nine-week term, examinations, daily grades, grades on homework assignments, special reports or projects, and other measures may be used to determine a student's progress in a given subject. Grades earned will be reported on a nine-week basis. In addition, progress reports will be sent at the mid-point of each term. The grading scale for all subjects will be as follows:

A 90-100

B 80-89
C 70-79
D 65-69
F 64 or Below

Procedures of Perry County Schools Grading

Please review your individual school's student handbook for grading procedures.

PROGRESS REPORTS

During the fifth week of each nine-week term, teachers will submit progress reports to the parents. These reports should be prepared for students who are failing as well as for those who are passing. Teachers should notify parents when a pattern of drastically dropping grades occurs. **Parents should be notified by letter at the end of each nine weeks and parent conferences scheduled for students who are failing a subject area.**

PROMOTION OR RETENTION OF STUDENTS

Please refer to your schools individual handbook for directions.

HOMEWORK GUIDELINES

Homework is to be used by the teacher to give extended practice on an objective that has been taught by the teacher. The type of homework and the amount of time necessary to complete a homework assignment should vary from Kindergarten to 12th grade. See PCSD Board Policy IHB.

FIXED ASSETS

In order to keep an accurate control of fixed assets, it is your responsibility to inform the fixed asset manager and/or your school administrator if:

- You purchased a fixed asset.
- A fixed asset under your supervision is not working, damaged, obsolete, or no longer needed.
- You discover a fixed asset is missing. You must report immediately.
- You receive a donated fixed asset, all donations must be approved by the School Board
- You intend to transfer a fixed asset permanently to another school or another classroom, all transfers must be approved by Principal.
- You intend to borrow a fixed asset.
- A fixed asset is taken to be repaired.

NOTE: Refer to Fixed Asset Manual for guidelines and procedures.

Fixed Asset Management

All equipment and furniture valued $1,000.00 or more **(unless considered to be highly walkable)**, is a fixed asset. The following property items shall be included on a school district inventory as a fixed assets regardless of the price paid.

Weapons
Cameras and camera equipment (equal to or greater than $250)
Two way radio equipment
Televisions (equal to or greater than $250)
Lawn maintenance equipment
Computer and computer equipment (equal to or greater than $250)
Chain saws
Air compressors
Welding machines
Generators
Motorized vehicles
Cellular phones

NOTE: Please see the Employee Device Assignment & Responsibility Use Form

LUNCHROOM PROGRAM

The school food service is an integral part of the total educational program and is governed by the same principles and type of control as any other division of the school. The district lunchroom program is directed and administered by the food service director. He/she is responsible for the accounting procedures, the central purchasing, the planning of menus, the safety and sanitation, the in-service activities of personnel, and working with each principal in planning lunch schedules to fit the requirements and facilities of each school.

While we do invite parents to come in occasionally, we discourage eating on a regular basis by anyone other than school personnel. The school cafeteria shall not compete with public facilities. Food must be consumed in the cafeteria or designated areas. Under special circumstances, a principal or a school secretary may request that a food tray be sent to them. Soft drink bottles and cans are prohibited from the cafeteria. Drinks other than those offered by food service may be brought into the dining area only if they are in a thermos or a regular drinking glass. Prices of meals and individual items are set by the State Department. STAFF MEMBERS MAY NOT CHARGE THEIR MEALS.

Meal prices are as follows:

Student Reduced Breakfast	.30	Student Full Price Breakfast	1.75
Student Reduced Lunch	.40	Student Full Price Lunch	3.00
Adult Breakfast	3.25		
Adult Lunch	5.25		

FIELD TRIPS

The request for a special trip must be approved 30 days prior to the trip. Before any school bus owned by the county shall be used for the purpose of transporting students to any school activity, a written application stating the name of the faculty member who will be in charge of the trip, date of trip, hour and place of departure, the route to be followed, the destination, and the approximate time within

which the driver shall complete the trip. No one but a regular school bus driver or person who holds a bus driver's training certificate shall be allowed to drive a school bus. The person making the application for the bus shall arrange for payment of the driver. The school bus shall not exceed the speed allowed by the law and will decrease speed if road or weather conditions deem necessary. If the bus is to be used for night trips, it shall be equipped with the proper operating lights and flares. See PCSD Board Policy Manual. See school school office staff or website for necessary forms.

There will be no field trips approved during state testing widow. All out-of-state trip requests MUST be Board approved.

PURCHASING PROCEDURES

Purchases are handled through a requisition process. All purchases must be approved by the building principal. Any purchases made without the required approval will be the sole responsibility of the purchaser. When requesting a purchase, the source, complete address, and price must be included.

All purchases for any school activity made by school personnel, clubs, classes, or individuals will be made with the use of an authorized purchase order substantiated by requisition recommended for approval by the principal and/or the appropriate supervisor and any other designated school officials.

Requisitions for all school purchases will be submitted by authorized staff members only.

Purchases made without prior approval of the principal and/or the appropriate supervisor and the designated school officials will be the <u>personal obligation of the purchaser</u>.

1. All purchases of goods, services, and equipment for which the board will be responsible for payment must be made on an official purchase order that is properly approved and executed. Purchase orders will be issued only by the district purchasing agent. Each purchase order must be accompanied by a requisition that is properly approved.
2. No person is authorized to pick up, receive, or receipt any material, supply, or service for Perry County Schools unless proper authority as stated in this section has been followed.
3. Purchase orders totaling up to $5,000 do not need quotes or bids. Purchases above $5,000 not exceeding $50,000 must have two written quotes (magazine or catalog prices are not acceptable). Purchases above $10,000 must have board approval and must follow procedures.
4. Purchase orders of $50,000 or more may be made only after approval from the board to advertise for competitive bids for two (2) weeks.

District policy supersedes state policy.
All purchases placed by the Perry County School District will follow MS Code 31-7-1. The Perry County Board of Education must approve purchase orders of $10,000 or more.

SALARIES

Salaries are payable in twelve (12) installments which are issued on the last working day of each calendar month.

Compulsory deductions are as follows:

*withholding tax-federal (Changes must be reported in writing to the business office)
*withholding tax-state
*social security
*state retirement

Some optional deductions may be withheld upon the business office's receipt of a written statement from employee.

INSURANCE/BENEFITS

The following insurance/benefits are available to employees of the Perry County School District upon the first 31 days of hire and during Open Enrollment.

Medical Insurance	Accident Insurance
Life Insurance	Vision Insurance
Dental Insurance	Annuities
Cancer Insurance	Flex (Unreimbursed Medical & Dependent Daycare)
Disability Insurance	

VISITATION

Salesmen and other individuals desiring business transactions with the school must obtain written permission for visitation to be presented to the school principal from the superintendent's office. All visitors should report to the principal's office upon arrival at the school.

STUDENT TEACHER POLICY

The University of Southern Mississippi and William Carey University will be required to send a list of student teachers, their subject areas, and school preference to the superintendent. This information will be processed and forwarded to the proper schools in the system. The principals will determine the number of student teachers needed. After making their selections, the principals will forward this information to the superintendent. If the principal wishes to interview any or all of the student teachers, he/she shall set aside a date for the interview or interviews in advance. The student teacher shall be accepted or rejected at the discretion of the principal. Student teachers should be accorded the respect and courtesy extended to all members of the teaching profession. They are expected to function under the rules and regulations which apply to regularly employed teachers in the district.

SUBSTITUTE TEACHERS

Substitute Teachers for Perry County Schools are expected to adhere to all policies and procedures of the employee handbook. See the Perry County School Board Policy GBRJ @ *www.pcsdms.com*

INTERVENTION PROCESS

MDE shall require an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction. The Three-Tiered Intervention as described below is a regular education function.

Tier I. Quality classroom instruction based on MS Curriculum Frameworks
(Data documentation of interventions for a minimum of six weeks)

Tier II. Focused supplemental instruction
(Data documentation of interventions for a minimum of six weeks)

Tier III. Intensive interventions specifically designed to meet the individual needs of the student.
(Six-week minimum documented interventions, not to exceed eighteen weeks maximum per subject area)

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

If strategies at Tiers I & II are unsuccessful, students must be referred to the Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier III. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader. The core members of the Teacher Support Team shall not be comprised of members of the school's Special Education staff. Special Education staff may serve in an advisory capacity only.

Interventions shall be:

- √ designed to address the deficit areas;
- √ research based;
- √ implemented as designed by the TST;
- √ supported by data regarding the effectiveness of interventions.

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

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

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

MISSISSIPPI EDUCATOR CODE OF ETHICS AND STANDARDS OF CONDUCT

*CODE: **1717***
ADOPTION DATE: **April 17, 1998**
*REVISION: **January 20, 2011***
STATE BOARD POLICY
Mississippi Educator Code of Ethics and Standards of Conduct

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators.

Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues.
Unethical conduct is any conduct that impairs the license holder's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues.

Code of Ethics Standards
Standard 1: Professional Conduct

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

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

1. Encouraging and supporting colleagues in developing and maintaining high standards
2. Respecting fellow educators and participating in the development of a professional teaching environment
3. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
4. Providing professional education services in a nondiscriminatory manner
5. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
6. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children

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

1. Harassment of colleagues
2. Misuse or mismanagement of tests or test materials
3. Inappropriate language on school grounds or any school-related activity
4. Physical altercations
5. Failure to provide appropriate supervision of students and reasonable disciplinary actions

Standard 2. Trustworthiness

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

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

1. Properly representing facts concerning an educational matter in direct or indirect public expression
2. Advocating for fair and equitable opportunities for all children
3. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

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

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

Standard 3. Unlawful Acts

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

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

1. 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.

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

1. 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
2. Nurturing the intellectual, physical, emotional, social and civic potential of all students
3. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
4. Creating, supporting, and maintaining a challenging learning environment for all students

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

1. Committing any act of child abuse
2. Committing any act of cruelty to children or any act of child endangerment
3. Committing or soliciting any unlawful sexual act
4. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
5. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
6. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.

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

6.1 sexual jokes
6.2 sexual remarks
6.3 sexual kidding or teasing
6.4 sexual innuendo
6.5 pressure for dates or sexual favors
6.6 inappropriate touching, fondling, kissing or grabbing

6.7 rape
6.8 threats of physical harm
6.9 sexual assault
6.10 electronic communication such as texting
6.11 invitation to social networking
6.12 remarks about a student's body
6.13 consensual sex

Standard 5. Educator Collegial Relationships

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

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

1. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
2. Harming others by knowingly making false statements about a colleague or the school system
3. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
4. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
5. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

Standard 6. Alcohol, Drug and Tobacco Use or Possession

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

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

1. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice

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

1. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
2. 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.
3. Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7. Public Funds and Property

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

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

1. Maximizing the positive effect of school funds through judicious use of said funds
2. Modeling for students and colleagues the responsible use of public property

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

1. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
2. Failing to account for funds collected from students, parents or any school-related function
3. Submitting fraudulent requests for reimbursement of expenses or for pay
4. Co-mingling public or school-related funds with personal funds or checking accounts
5. 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.

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

1. Insuring that institutional privileges are not used for personal gain
2. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization

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

1. 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.
2. Tutoring students assigned to the educator for remuneration unless approved by the local school board.
3. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service).

Standard 9. Maintenance of Confidentiality

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

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

1. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
2. Maintaining diligently the security of standardized test supplies and resources

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

1. 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.
2. 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
3. Violating other confidentiality agreements required by state or local policy

Standard 10. Breach of Contract or Abandonment of Employment

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

10.1 Unethical conduct includes, but is not limited to, the following:

1. Abandoning the contract for professional services without prior release from the contract by the school board
2. Refusing to perform services required by the contract.

APPENDIX A

PERRY COUNTY SCHOOL DISTRICT

EMPLOYEE DEVICE ASSIGNMENT & RESPONSIBILITY FORM

The Perry County School District's Employee Device Assignment Program is an agreement made between the Perry County School District and the employee that the Device is assigned to.

The Device is restricted to use for instructional preparation and planning. Only Perry County School District-assigned accounts will be utilized on the device and usage, including the internet and local account access, will be subject to web filtering and monitored by district staff at all times as required by law. It is the responsibility of the employee to ensure that the use of the device is in compliance with the Perry County School District's Device Use Policy and Acceptable Use Policy.

- I have reviewed and agree to the Perry County School District's Acceptable Use Policy on pages 47-52 of the 2024-2025 Perry County School District's Employee Handbook.

- I understand that if my Perry County School District issued device is Lost, Stolen, or needs to be replaced due to irreparable damage, I am responsible for the following fees:

- Replacement of broken screen $25; keyboard (depending on style) up to $55
- Replacement of battery/adapter cord $25
- Full Replacement Cost if device is less than 1 year old.
- 70% of replacement cost if device is from 1 – 2 years old.
- 50% of replacement cost if device is 2 – 3 years old.
- 30% of replacement cost if device is 3 – 5 years old.

Please note: Irreparable damage as a result of irresponsible behavior will be assessed at the Full Replacement Cost. This includes trading the issued device with another employee and not turning in the device originally issued.

- I understand that all damage/replacement fees must be paid BEFORE a temporary or replacement device is issued.
- I understand that the Device must be returned at the end of the school year or at the request of school district administration.

By signing below, I understand that I am agreeing to the above statements.

EMPLOYEE

Name: _____ _____

Please Print Please Sign

Assigning School/Site: _____ Date: _____

For Office Use Only:

Device Make/Model:

_____

Issued by: _____ Asset Tag #: _____ Date: _____

APPENDIX B

District: **Perry County School District**
Section: **Personnel**
Policy: STAFF/STUDENT NON-FRATERNIZATION

Staff members shall maintain a professional relationship with students at all times. At no time shall interpersonal relationships be developed or cultivated in a manner inconsistent with local, state, or federal laws.

It is unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend the classes. MS Code §37-11-20 (Supp. 2010)

Sexual Misconduct Prohibited

If any person 18 years or older who is employed by any public or private school district in this state is accused of fondling or having any type of sexual involvement with any child under the age of 18 years who is enrolled in the school, the principal of the school and the superintendent of the school district shall timely notify the district attorney with jurisdiction where the school is located of the accusation, provided that the accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that the accusation is true. MS Code §97-5-24 (Supp. 2010)

If any teacher and any pupil under 18 years of age who are not married to each other, have sexual intercourse, each with the other, they shall, for every offense, be fined in a sum of not more than $500 each, and the teacher may be imprisoned not less than three months no more than six months. MS Code §97-29-3 (Supp. 2010)

Electronic Communication

Employees and students of Perry County School District shall not bully, harass, or intimidate others including via electronic means such as, but not limited to Facebook, the internet, text messages or related means.

All employees of Perry County School District are prohibited from text messaging a student at any time. This behavior creates opportunities for inappropriate relationships and should therefore be avoided except for educational purposes.

Exhibits:
Regulations:
Adopted Date: 6/27/2011
Approved/Revised Date:

APPENDIX C

District: **Perry County School District**
Section: **Personnel**
Policy: **GABBA: SOCIAL NETWORKING WEBSITES**

All employees, faculty, and staff shall observe the following while participating in any social media websites or applications:

1. Access of social media websites for individual use during school hours is prohibited.

2. Employees, faculty, and staff shall not friend students on any social media platforms.

3. Employees, faculty, and staff shall not give social media passwords to students.

4. Employees, faculty, and staff are solely responsible for the security of their social media accounts.

5. Employees, faculty, and staff are solely responsible for the content that is posted on their social media accounts at all times.

6. Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the Perry County School District.

Fraternization via the internet between employees, faculty or staff and students is prohibited and in violation of standards of the Mississippi Educator Code of Ethics. Communications with both students and parents shall be done in person, over telephone, through standard mail, and/or through district email. Social media shall never be used and is not an appropriate form of communication. Violation of this policy may result in disciplinary action.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites, since educational sites are used solely for educational purposes.

Exhibits:
Regulations:
Adopted Date: 7/6/2023
Approved/Revised Date:

ACCEPTABLE USE POLICY

The Perry County School District (the "District") is pleased to offer to its students, faculty and staff, access to the Internet and the District's wide area network (the "Network") in accordance with the terms and conditions of this policy.

PCSD's Network and Internet access are provided through a complex association of government agencies and regional networks. Access to the Internet and to the Network provides users with a vast array of educational resources. The District's goal in providing this service is to promote educational excellence and student achievement in our schools through increased access to resources, information and global communication.

Reliable operation of the Network is dependent upon the proper conduct of its users. To this end, Congress passed two laws to assist districts in providing a safe and secure environment for its users — the Children's Internet Protection Act (CIPA) and The Children's Online Privacy Protection Act (COPPA). In compliance with CIPA and COPPA, the Perry County School District will implement technology protection measures to restrict, filter or block access to inappropriate materials, particularly visual depictions of obscene material, child pornography and materials considered harmful to minors. Use of filtering will also help the District (1) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of telecommunications; (2) monitor online activities; (3) deter unauthorized access, including hacking and other unlawful online activities; (4) prohibit unauthorized disclosure, use and dissemination of personal information regarding minors; and (5) restrict access to harmful materials by minors.

Users must practice ethical conduct and comply with policies and regulations while using the Network. The regulations adopted prohibit users from accessing harmful matter on the Internet that may be obscene or pornographic and address consequences for misuses of the system. Any user violating the policies and regulations will be subject to disciplinary action and/or loss of privileges. Law enforcement shall be notified when appropriate.

REGULATIONS

Instructional Focus

Use of the Network, equipment, and access to the Internet must be in support of the educational objectives of the District. Use of is limited to the purpose(s) authorized by the District.

System Resources

1. Perry County School District does not represent or warrant that the functions of the Network system will meet any specific requirements or that it will be error free or uninterrupted; nor shall the District be liable for any direct or indirect, incidental, or consequential damages (including lost data and information) sustained or incurred in connection with the use, operation or inability to use the Network system.

2. Any action by a user that is determined by the District to improperly restrict or inhibit other users from accessing and using the Network is strictly prohibited.

3. The District shall not be responsible for unauthorized financial obligations incurred by users resulting from the use of the District Network. Any obligation charged to the District must be properly authorized in advance or such obligation shall be assessed to the user making such charge.

4. Users will not attempt to circumvent user authentication or security of any host, network, or account on the Network or the Internet.

5. Users will not use the Network in a manner that encumbers disk space, processors, bandwidth or other system resources so as to interfere with normal use of services on the Network or other systems or networks ("denial of service" attack).

6. Transmission of any material in violation of any federal or state law or regulation is prohibited. Use of commercial activities is prohibited unless prior written consent from the District has been granted.

Email

User shall not a) send mass email mailings of any notice, b) send a large number of email messages or singularly large email messages of a single address in order to flood a recipient's mailbox, C) forge email headers to obscure the true originator of an email message, d) create or participate In pyramid schemes or chain letters, and e) send harassing email letter, either by language, size or frequency.

CIPA/COPPA Compliance

1. Individually identifiable information about a child such as the child's full name, home address, email address, telephone number or other information that may allow individuals to identify or contact a child will not be made available via District or school web sites.

2. Users shall not access, transmit, retransmit, submit, publish, display or print any defamatory, abusive, profane, sexually-oriented, threatening, racially offensive, illegal written or visual depictions of obscene material, child pornography and other materials considered harmful or inappropriate.

3. Users shall not access, transmit, or retransmit material that is threatening, disruptive, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.

4. Users shall not access, transmit, retransmit, submit, publish, display, or print copyrighted materials (Including plagiarized materials), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that may be inappropriate for minors.

5. Users shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.

6. Any transmission or reception of material that is libelous, slanderous, gang-related, Or Incites students and/or staff so as to create a clear and present danger of a) the commission of unlawful acts on school premises, b) the violation of law and/or administrative regulations, or c) the substantial disruption of the orderly operation of the District or any school in the District is prohibited.

Personal Safety

1. The District will not disclose, disseminate, or divulge personal or private information about students or employees such as, but not limited to, last names, social security numbers, telephone numbers, addresses, etc.

2. Under no conditions should a user provide his/her password to another person or use another person's password.

3. Access to student information is limited to authorized parties and will only be permitted in support of district educational goals and objectives. Parties granted access will fall under the auspices and regulations of this policy and may be required to complete and sign an Oath of Confidentiality.

4. Users will immediately report to District officials any attempt of others to engage in unauthorized activities, inappropriate communication, or prohibited use of the Internet and District resources.

5. Users agree to immediately notify school or District officials of any attempt by others to engage in inappropriate conversations or personal contact.

Copyright Infringement

Each user agrees to use the Network in accordance with all copyright laws. Copyrighted material may not be placed on the Internet/Network without the author's or copyright owner's permission. Users may download copyrighted material for their own use only in accordance with copyright laws.

Monitoring

1. Files stored on District servers, computers, electronic mail and other resources of the Network are not private and are subject to inspection and/or monitoring by District officials. Network administrators reserve the right to monitor any and all activity on the Network.

Disclaimer

Parents and/or guardians must be aware that direct supervision of student computer use may not always be possible. The District is not responsible for material or information accessed on the Internet by users and shall not be responsible for the impact or effect of the information on the user. The District specifically disclaims any responsibility for the accuracy or quality of information obtained via the Internet.

Process for Restricting Internet Access

If a parent/guardian does not wish a student to have access to the Internet, that parent/guardian shall send a letter to that effect to the school principal. Likewise, employees who do not wish to have Internet access should submit a letter stating such to their supervisor. Copies of all such letters shall be forwarded to the Technology Coordinator.

Sanctions

1. Use of the Network and its resources is a privilege, not a right. Violations of the regulations of this policy may result in the denial, revocation, suspension and/or termination of the user's privileges and/or disciplinary action.

2. Vandalism may result in cancellation of privileges and/or disciplinary action. Vandalism includes any malicious attempt to access, damage, delete, infect, destroy or alter data files, folders, or directories.

3. PCSD will fully cooperate with local, state, and/or federal officials in any investigation related to illegal activities conducted through use of the District Network, the Internet or any of its resources.

Each member of the school community will be provided a copy of this policy. As this policy is a legal and binding document, use of the network and District computer resources constitutes agreement by each user to comply with the terms set forth in this policy.

The Perry County School District (the "District") is pleased to offer to its students, faculty and staff, access to the Internet and the District's wide area network (the "Network") in accordance with the terms and conditions of the Acceptable use Policy.

PCSD's Network and Internet access are provided through a complex association of government agencies and regional networks. Access to the Internet and to the Network provides users with a vast array of educational resources. The District's goal in providing this service is to promote educational excellence and student achievement in our schools through increased access to resources, information and global communication.

Reliable operation of the Network is dependent upon the proper conduct of its users. To this end, Congress passed two laws to assist districts in providing a safe and secure environment for its users — the Children's Internet Protection Act (CIPA) and The Children's Online Privacy Protection Act (COPPA). In compliance with CIPA and COPPA, the Perry County School District will implement technology protection measures to restrict, filter or block access to inappropriate materials, particularly visual depictions of obscene material, child pornography and materials considered harmful to minors. Use of filtering will also help the District (1) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of telecommunications; (2) monitor online activities; (3) deter unauthorized access, including hacking and other unlawful online activities; (4) prohibit unauthorized disclosure, use and dissemination of personal information regarding minors; and (5) restrict access to harmful materials by minors.

Users must practice ethical conduct and comply with policies and regulations while using the Network. The regulations adopted prohibit users from accessing harmful matter on the Internet that may be obscene or pornographic and address consequences for misuses of the system. Any user violating the policies and regulations will be subject to disciplinary action and/or loss of privileges. Law enforcement shall be notified when appropriate.

Basic guidelines are provided in School Board Policy so that users are aware of the responsibilities they are about to assume. If a user violates any of these provisions, his/her use will be terminated and future access may be denied. Disciplinary action may also result. Disciplinary action for users shall be in accordance with existing policies and may include suspension, expulsion, and/or termination of employment. If possible criminal activity is discovered, the proper authorities will be notified and an investigation may ensue.

PERRY COUNTY SCHOOL DISTRICT
INTERNET SAFETY POLICY

Introduction
It is the policy of Perry County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions
Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material
To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Perry County School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring
It shall be the responsibility of all members of the Perry County School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.
The Perry County School District or designated representatives will provide age-appropriate training for students who use the Perry County School District Internet facilities. The training provided will be designed to promote Perry County School District's commitment to:

I. The standards and acceptable use of Internet services as set forth in the Perry County School District Internet Acceptable Use Policy;
II. Student safety with regard to:
    a. safety on the Internet;
    b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
    c. Cyber bullying awareness and response.
III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption
This Internet Safety Policy was adopted by the Board of the Perry County School District at a public meeting, following normal public notice, on May 7, 2012.

PERRY COUNTY SCHOOL DISTRICT
EMPLOYEE HANDBOOK
ACKNOWLEDGEMENT OF RECEIPT

I, _____, acknowledge that I have received and read the policies set forth in the Perry County School District Employee Handbook for the 2025-2026 school year.

Please **sign and date in designated area** to indicate that you have read and understand the policies as set forth by the Perry County School District Teacher Handbook.

_____ _____

Employee Signature Date

PLEASE COMPLETE FORM AND RETURN TO SCHOOL ADMINISTRATOR.