Canton Public School District
Employee Handbook
2026 - 2027

"A Guide to Personnel Policies and Procedures"

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Introduction

The purpose of the handbook is to provide information that will help with questions and serve as a "quick reference" guide to the policies that pertain to the daily operation of the Canton Public School District. Not all district policies and procedures are included. The handbook is neither a contract nor a substitute for the official district policy. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. References to the policy book are as follows: G refers to all employees, and J refers to students.

Mission Statement

The mission of the Canton Public School District, with full participation of parents and the total community, is to enable all students to become analytical thinkers, self-directed lifelong learners and effective communicators who are prepared to continue their education and/or enter the global workplace and participate in society as responsible citizens.

Board of Education

Canton Public School District

Johnny Brown	Chairman
Lenderrick Taylor	Vice Chair
Jacqueline Griffin	Secretary
Peter Brown	Trustee
Kimberly Lott	Trustee
Lisa Ross	School Board Attorney

The board usually meets the second Tuesday of each month. Special meetings may be called when necessary. A written notice of regular and special meetings is posted. The written notice will show the date, time, place, and subjects of each meeting.

All meetings are open to the public. In certain circumstances, the board may go into a closed session from which the public and others are excluded. Closed sessions may occur for reasons such as discussing personnel matters including employee complaints, or consulting with the attorney regarding pending litigation.

School and District Administration

Directory of District Administration

DIRECTOR	TITLE	PHONE NUMBER
Dwight J. Luckett, Sr.	Superintendent	601-859-4110
Rodney Harris	Assistant Superintendent of Operations	601-859-5002
Candra Nelson-Scott	Assistant Superintendent of Curriculum and Instruction	601-859-6720
Victoria Johnson	Director of Accountability	601-859-6720
Shoney Harris	Director of Early Learning	601-859-6720
Anthony Bailey	Director of Human Resources & Student Support Services	601-859-3089
Tracy Lewis	Director of Business & Finance	601-859-1152
LaToshia Stamps	Director of Federal Programs, Title IX Coordinator	601-859-2359
Timothy Luckett	Director of Technology	601-859-6850
Margaret Beatty	Director of Child Nutrition	601-859-6189
Shannon Smith	Director of Exceptional Services, 504 Coordinator	601-859-2179
Beverly Luckett	Director of Public Relations	601-859-2367
Robert L. Jackson, III	Director of Security	601-859-5732

Directory of School Administration

PRINCIPAL	SCHOOL	PHONE NUMBER
Kara Paige, Principal Feakeria Beals, Assistant Principal	McNeal Elementary School 364 Martin Luther King Drive	601-859-3654 Fax: (601) 859-4019
Alphia Myers, Principal April Anderson, Assistant Principal	Reuben B. Myers SAS 357 Old Yazoo Road	(601) 855-7816 Fax: (601) 859-0166
Kyairra Thomas, Principal Detanya Parker, Assistant Principal	Canton Elementary School 365 Vanburen Street	(601) 859-2400 Fax: (601) 859-4401
Marshall Warfield, Principal Laquanda Davis, Assistant Principal	Goodloe Elementary School 551 Finney Road	(601) 407-1810 Fax: (601) 859-1103
Shelethia McGruder, Principal Dexter Brim, Assistant Principal	Nichols Middle School 529 Mace Street	(601) 859-3741 (601) 859-3743 Fax: (601) 859-1913
Henry Doyle, Principal Devonda Cheeks, Assistant Principal	Porter Middle School 551 Finney Road	(601) 407-1820 Fax: (601) 407-2986
Kari Johnson, Principal Courtney Luckett, Assistant Principal Yotunga Grant, Assistant Principal Jeremy Jackson, Assistant Principal Anita Johnson, Instructional Specialist	Canton High School 634 Finney Road	(601) 859-5325 (601) 859-3424 Fax: (601) 859-1030
Leandria Lowery, Principal	Canton Educational Services Center 529 Mace Street	(601) 859-5010 Fax: (601) 859-5011
Michael Ellis, Director	Canton Career Center 487 North Union Extension	(601) 859-3984 Fax: (601) 859-1401

Effective For the 2022-2023 School Year As A Result of COVID-19

Operations, Processes and Procedures

- Staff will be required to wear a mask/face-covering inside all district buildings
- Staff will have their temperature checked at clock-in

Procedures for Staff Members who test positive for COVID-19

- A staff member who test positive for COVID-19 should be excluded from the work setting and remain in **Isolation** for a full 10 days from the onset of symptoms and are fever free for 24 hours (or excluded for 10 days from the date of the test if asymptomatic).
- Asymptomatic individuals with a positive rapid COVID-19 test who have a negative molecular based COVID-19 test within 48 hours of the rapid positive do not require further exclusion and may return to work. This only applies to molecular based tests (i.e. PCR) and does not include antigen or antibody tests.
- The district shall continue **Contact Tracing** to identify all individuals who were in close contact. Close contact is defined as 15 minutes of cumulative contact over a 24-hour period at <6 feet, with the following exceptions:
    - ***Fully vaccinated persons in close contact with an infected person do NOT have to quarantine or get tested unless they develop symptoms.***
    - Employees who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms
    - In all other settings the standard definition of close contact applies.

- Staff who are not fully vaccinated and are identified as close contacts to COVID-19 should be **Quarantine** for a full 14 days. Options to the 14-day quarantine period are as follows:
    - 10 day option: Quarantine can end after 10 days if the individual has no symptoms during the entire 10-day period, or
    - 7-day plus test option: If the individual has no symptoms for 7 days and has a negative test result with any form of molecular based testing for the detection of COVID-19 RNA collected on day 5, 6, or 7 of the quarantine period, the quarantine period can be discontinued after 7 days, or

- Unvaccinated staff that are exposed to COVID-19 **will not require exclusion** from work for quarantine if they receive any type of COVID-19 testing every two days and remain asymptomatic. At the end of 7 days, testing is no longer required.

Exclusion When Sick

All employees who have symptoms of any infectious illness, regardless of vaccination status, should stay home and be evaluated by their healthcare provider.

Employees shall not be allowed to return work until symptom and fever free for at least 24 hours, or if COVID-19 is diagnosed, until the isolation criteria for return to work are met.

Compliance Statement

Educational Amendments: 1964, 1972, Others

It is the policy of Canton Public Schools to comply with all provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and the Carl Perkins Act of 1984, Section 504 or the Rehabilitation Act of 1983, and IDEA.

The Board of Trustees directs that no person shall, on the basis of race, color, national origin, sex, disability, age, or religion, be discriminated against, or excluded from, or denied the benefits of, any program or any opportunity or activity provided by this educational agency.

This action of the Board of Trustees applies to all applicants for employment in this school district, to present employees, and to students. Any inquiries regarding compliance should be directed to:

Dr. Latoshia Stamps, Title IX Coordinator
Canton Public School District
403 East Lincoln Street
Canton, MS 39046
(601) 859-4110

or

Director of the Office of Civil Rights
Dept. of Health, Education and Welfare
Washington, D.C. 20202

Asbestos Statement

It is the policy of the Canton Public School District that no employee is expected to disturb or remove asbestos containing material as a part of their employment duties. Custodial and maintenance personnel are to report all damaged suspected asbestos containing material to the LEA designee for appropriate response.

Notice of Asbestos Management Program

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations established by the EPA, all school districts are required to provide an annual notification to all parents, teachers, and employees regarding our asbestos management plan.

This annual notification informs all persons of their option to review the Asbestos Management Plan for our school district. To provide continuing management of the asbestos in our schools, all Asbestos-Containing Materials (ACM) are inspected every six months by an accredited asbestos inspector. Any changes to these materials are recorded in a surveillance report as part of the management plan.

Additionally, an accredited Asbestos Management Planner conducts a comprehensive inspection of all ACM's every 3 years. This 3-year re-inspection has been performed as required and a copy has been filed with Mississippi Department of Education.

A copy of the Asbestos Management Plan is located in the principal's office at each school. In addition, copies of all Asbestos Management Plans for the district are maintained in the central office located at 403 East Lincoln Street. If you are interested in reviewing this information, please contact the Director of Maintenance at 601-859-6850 to schedule an appointment.

District: Canton Public School District
Section: G - Personnel
Policy Code: GABBA - Social Media Websites

SOCIAL MEDIA WEBSITES

All employees, faculty, and staff shall observe the following while participating in any social mediawebsites 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 Canton Public 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 email. Social media shall never be used and is not an appropriate form of communication.

Violation of any of this policy may result in disciplinary action.

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

Original Adopted Date: 3/15/2016

Approved/Revised Date: 11/8/2022

Record Id: 319805

Computer Security Measures/Access to Information

It is the policy of this district to protect student and employee privacy. Based upon federal guidelines, state law, and the Family Rights and Privacy Act, employee and individual student information will not be accessible to all computer users. Rather, only those persons with legitimate job-related reasons shall have access to confidential information.

Confidential data on individual students can be provided only to those persons having a current and direct relationship to that student. Requests for reports from outside agencies or persons must have prior approval of principal before school personnel can release the information.

Individual student data on district level performance will be made available to outside agencies or persons only through the release of the superintendent or his/her designee. District level data on individual employees can be provided to outside agencies only as required by law. District level financial data can be released only through the expressed approval of the Chief Fiscal Officer or designee.

Computer Passwords/E-mail

Access to the Canton Public School District networks and the Internet through school resources is a privilege, not a right. Inappropriate, unauthorized, and illegal use will result in appropriate disciplinary action being taken. Password protection for each computer is provided and maintained by the Office of Technology. Only proper, professional E-mails should be sent.

Confidentiality

As an employee of the Canton Public School District, you are entrusted with various types of confidential data. Your employment relationship with the district is based on trust, and you are expected to perform your duties responsibly and maintain the highest standard of confidentiality in safeguarding personal information and the confidentiality of records to which you have access. All employees with access to confidential information will exercise reasonable care to prevent the unauthorized use or dissemination of confidential information.

Student education records are treated as confidential under the Family Educational Rights and Privacy Act of 1974.

Field Trips

Field trip request forms must be submitted to the building principal for approval before being sent to the appropriate central office administrator for approval. Overnight and out-of-state field trips are coordinated by the superintendent and must be approved by the school board.

Food Services

Any employee may purchase breakfast and/or lunch in the school cafeteria. Meal prices are posted in the building cafeterias. The building food services manager should be notified:

1. when a class will not be eating in the cafeteria
2. in the event of a large number of visitors and/or
3. two weeks in advance when sack lunches will be needed.

Internships/Student-Teaching/Classroom Observations/Surveys

Canton Public School District educators who enroll in a program of study for obtaining licensure in school administration for K-12 may submit a written request to the Office of Human Resources for consideration to participate in an internship. Internships are intended to provide the educator with an opportunity to develop a bridge between theory and practice. Moreover, an internship is an unpaid opportunity which allows the employee a chance to assess his/her administrative knowledge and skill in the school setting.

In addition, requests for student-teaching field experience, classroom observations, and surveys require approval and written request. When these opportunities are granted by the district, they are intended to support and partner with colleges and universities. The district's goal is to link research and practice to improve the quality of teaching and learning. Likewise, the district also places a high premium on protecting instructional time and will exercise appropriate control over excessive requests. To avoid interruptions that will affect instructional time, the Canton Public School District will grant permission on a case-by-case basis. (See the Office of Human Resources)

Internship Agreement and Guidelines

Canton Public School District educators who enroll in a program of study for obtaining licensure in school administration for K-12 may submit a written request to the Office of Human Resources for consideration, to participate in an internship. Internships are intended to provide the educator with an opportunity to develop a bridge between theory and practice. Moreover, an internship is an unpaid opportunity which allows the employee a chance to assess his/her administrative knowledge and skill in the school setting.

- An Internship must not interfere with any of the employee's work duties, responsibilities, or contractual obligations.
- During regular school day hours, participants may not devote contractual time to fulfillment of his/her internship obligation.
- Requires approval by the superintendent prior to initiation.
- Submission of a written request to complete an internship does not guarantee approval.

- Must have a minimum of five (5) years teaching experience with three (3) of the five (5) served within the Canton Public School District.
- Must have demonstrated student achievement as a teacher.
  (Submit various forms of measurement: grades, indirect and direct assessments etc.)

- Must have a current teacher performance evaluation that exceeds a standard, satisfactory rating of two (2).
- Educator must submit written documentation which clearly outlines the requirements and responsibilities assigned to the District by the college/university.
- Completion of an internship does not mean the educator will receive an increase in pay, a promotion, or an administrative position with Canton Public School District.

Approval to participate and complete an internship is considered a privilege granted by the Canton Public School District and is not in any way connected with employment. The Superintendent reserves the right to revoke approval prior to initiation or during completion of the internship, due to just cause. The Internship Guidelines are subject to changes, as deemed necessary by the Superintendent.

Line of Communication and Authority

All school employees, except the board attorney, are responsible to the school board through the superintendent. Situations not readily resolved should be brought directly to the administrator in charge of that area. When necessary, the administrator will refer the situation to the next higher level of authority. The superintendent or his/her designee will attempt to bring closure or resolve by investigating a situation prior to board referral.

The principal or other appropriate administrative person has the authority to recommend to suspend employees under their supervision with the superintendent's approval for failure to comply with district policies.

Media Contact

Contact with radio, television, newspaper, or any other media source should be made through the Office of the Director of Public Relations or the Office of the Superintendent. The Office of the Director of Public Relations or the Office of the Superintendent should be notified of media contact and coverage. No student may have contact with the media during the school day without approval of the Office of the Director of Public Relations or the Office of the Superintendent. No employee should speak on behalf of the Canton Public School District without express permission from the superintendent or designee.

Meetings of Professional Organizations

Meetings or programs sponsored by professional organizations shall be conducted outside of normal working hours. Prior approval of the superintendent is required in order to:

- hold meetings on school premises
- give information or make announcements at general faculty meetings, and
- send meeting notices through inter-school mail.

Outside Speakers

Teachers are responsible for filing a request with the building principal/superintendent at least 10 days in advance of the speaker's visit to the building. Request forms may be obtained in the school office.

Personal Travel

Staff members may not be excused for personal travel other than personal leave on days that school is in session, except in special cases of unusual opportunity and with advance approval. Deductions will be made at employee's full rate of pay unless otherwise noted by the Superintendent.

Political Activity

Staff members are not permitted to participate in political campaigns within the workday.

Substitute Teachers

Principals or designees are responsible for securing substitute teachers. Teachers shall notify the principal or designee of their absence by 6:30 a.m. Teachers shall make available to the office class rolls and lesson plans by 7:00 a.m. so that instructional time is not lost. **Substitutes are secured through Kelly Educational Staffing.**

School Telephones

School telephones are for school business. Personal calls should be kept to a minimum. Long distance calls made from school telephones should be charged to the caller's personal number. Personal long-distance calls should not be charged to the school. Cell phone use should be kept to a minimum and at no time be used in the classroom setting or during instructional time.

Transporting Students

Any person transporting students to or from a school activity must use a state-approved school bus and be certified by the Mississippi Department of Education. Students may be transported only in state-certified vehicles.

Tutoring Students

Teachers may not tutor their own students privately for profit. Other tutoring should be conducted outside school hours.

Use of District Supplies, Facilities and Equipment

The district provides its employees with appropriate supplies, facilities, and equipment necessary to effectively perform their job duties. These include office space, copiers, fax machines, phone systems, personal computers, voice mail, electronic mail, calculators, writing instruments, paper supplies, etc. These supplies, facilities and equipment are not to be used for personal business or for non-work related purposes. Employees are encouraged to use district resources prudently and efficiently. Misuse of these resources will be regarded as a serious offense. Violations will result in disciplinary action, up to and including termination.

Use of Safety Equipment

All employees are encouraged to wear and utilize safety gear and equipment as appropriate for their jobs during the workday. Failure to do so is considered negligence.

Equal Employment Opportunity And Affirmative Action Guidelines

The Canton Public School District does not discriminate in employment, job assignment, and employee/employer relations. No procedure shall discriminate against any employee or applicant for employment on the basis of age, race, color, creed, sex, pregnancy, religion, national origin, or disability, or on any other basis prohibited by law. The Canton Public School District is committed to equality in employment, recruitment, training, and promotion. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination on the basis of age, race, color, creed, sex, pregnancy, religion, national origin, or disability, or on any other basis prohibited by law should contact Anthony Bailey, Director of Human Resources at 403 East Lincoln Street, Canton, MS 39046 and telephone number (601) 859-3089. (See GAAA) Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in its programs or activities.

Americans with Disabilities Act/Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against students with a disability in any program receiving federal financial assistance.

The following person has been designated as the Section 504 Coordinator:

Dr. Shannon Smith, 504 Coordinator

Canton Public School District
403 East Lincoln Street
Canton, MS 39046
(601) 859-2179

At-Will Status

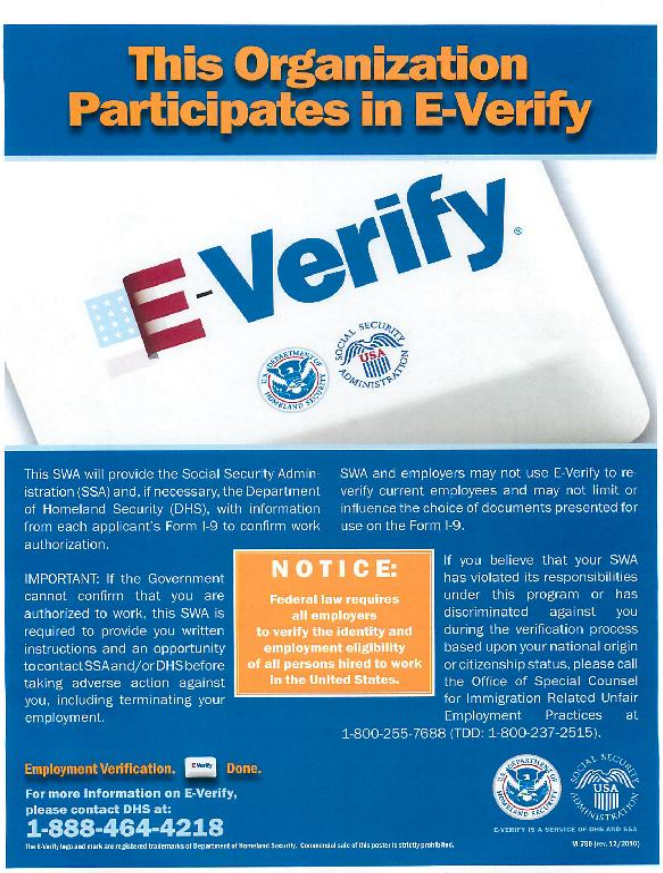
The employee is an "*at will*" employee, which means either the employee or Canton Public Schools may terminate the employment relationship for any reason or for no reason.

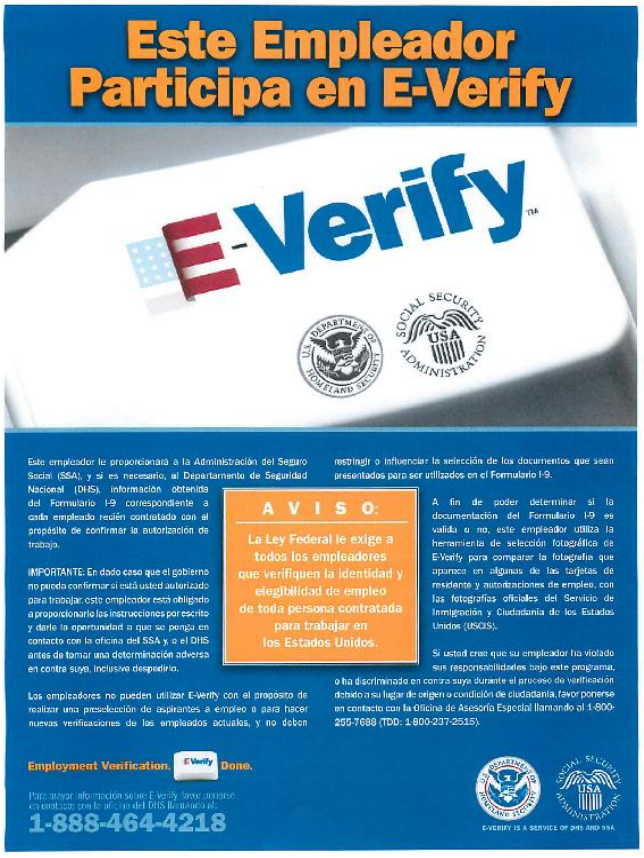
Mississippi Employment Protection Act (E-Verify)

The Canton Public School District does participate in E-Verify. Under this law employers are required to use E-Verify for new hires by the dates listed below.

- July 1, 2008: All Mississippi agencies and political subdivisions, all public contractors and private employers with 250 or
- more employees
- July 1, 2009: Private employers with 100 or more employees
- July 1, 2010: Private employers with 30 or more employees
- July 1, 2011: All employers

Any employer that violates the new law is subject to sanctions including: 1) the cancellation of state or public contracts; 2) a debarment from state or public contracts for up to three years; and 3) the loss of its business license for up to one year. The Act also makes it a felony for any person to accept or perform employment for compensation either knowing (or in reckless disregard) that the person is an unauthorized alien. Upon conviction, a violator will be subject to imprisonment for up to five years, a fine not to exceed $10,000, or both.





Proper and accurate information must be maintained on all employees. The online application and all supporting documentation included in the application process must be complete and accurate. The submission of false information, misleading information, or failing to answer all questions truthfully and completely is grounds for

rejection of an application, withdrawal of any offer of employment, and immediate termination of employment. Information collected and retained in personnel files are for job-related matters. Employees are required to have the information listed below included in the online application and on file in the Office of Human Resources.

Licensed Educators

1. Copy of valid teaching license
2. Verification of teaching experience
3. Official transcript
4. Application and at least three references
5. FBI Fingerprints & background check
6. Resume'

Monthly paychecks may be withheld until items are on file.

Classified Employees

1. Application and at least three references
2. Verification of minimum of a high school diploma or GED *(certain positions may be exempt)*
3. Complete a test, when necessary
4. Show acceptable proof of age for retirement purposes, (may be birth certificate, family Bible, or citizenship papers)
5. Applicants for teacher assistant positions must meet the requirements of federal law.

Teaching Experience Defined

The term "year of teaching experience" shall mean nine (9) months of actual teaching in the public, private or postsecondary schools. In no case shall more than one (1) year of teaching experience be given for all services in one (1) calendar or school year. In determining a teacher's experience, no deduction shall be made because of the temporary absence of the teacher because of illness or other good cause, and the teacher shall be given credit therefore. Beginning with the 2003-2004 school years, the State Board of Education shall fix a number of days, <u>not to exceed forty-five (45) consecutive school days</u>, during which a teacher <u>may not be under contract</u> of employment during any school year and still be considered to have been in full-time employment for a regular scholastic term. If a teacher exceeds the number of days established by the State Board of Education that a teacher may not be under contract but may still be employed, that teacher shall not be credited with a year of teaching experience. In determining the experience of school librarians, each complete year of continuous, full-time employment as a professional librarian in a public library in this or some other state shall be considered a year of teaching experience. If a full-time school administrator returns to actual teaching in the public schools, the term "year of teaching experience" shall include the period of time he or she served as a school administrator. In determining the salaries of teachers who have experience in any branch of the military, the term "year of teaching experience" shall include each complete year of actual classroom instruction while serving in the military. In determining the experience of speech-language pathologists and audiologists, each complete year of continuous full-time post master's degree employment in an educational setting in this or some other state shall be considered a year of teaching experience.

Source: MS Code 37-151-5

License Upgrade

The level of professional training of each teacher to be used in establishing the salary allotment for the teachers for each year shall be determined by the type of valid teacher's license issued to those teachers on or before October 1 of the current school year.

<u>Licensure Renewal</u>

The MS Department of Education requires teachers and other school personnel to be properly licensed for the position they hold to validate professional competence and to remain in compliance with accreditation standards. <u>Maintaining an appropriate, valid license is the responsibility of the employee, not the school district.</u> The Canton

Public School District cannot offer a contract for employment to an individual who does not possess a valid license. For additional licensure information, contact the Mississippi Department of Education, Office of Educator Licensure at (601) 359-3483 or visit www.mde.k12.ms.us/ed-licensure.

Performance Evaluations

Evaluation of an employee's job performance is a continuous process that focuses on improvement and is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned director, principal or supervisor. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation. In addition, an employee must receive a positive evaluation and recommendation from their director, principal, or supervisor to be considered for employment for the upcoming school year.

Personnel Files

Personnel files for employees are maintained by the Office of Human Resources and the Office of Business and Finance. Because it is important to have current and updated information in each employee's personnel file, employees are asked to notify the Office of Human Resources of all changes of name, address, telephone number, education, emergency contacts, or other information needed for accurate employment records.

Each employee has the right, to the extent permitted by law, to examine his or her personnel file in the presence of the appropriate human resources representative. All original employee personnel records remain the property of the Canton Public School District. However, employees are entitled to copies of certain personnel documents as provided by law.

The Canton Public School District will charge a fee of fifty cents ($.50) per page for copying information. Information listed on the front and back will be considered as two (2) individual pages. Contents of a personnel file may include but is not limited to transcripts, contracts, licenses, and other pertinent information. There are some items in the personnel file which an employee does not have access.

Vacancies

Employees have an opportunity to apply for positions for which they qualify. If a position for a certified staff member becomes vacant during or after the beginning of the school year and the position must be filled immediately in order to avoid interruption of the instructional program, the administration shall be free to fill the position without delay and without formal notification of all personnel. Notifications of open positions will be posted and will be updated periodically. Announcements of vacancies typically include but are not limited to the following information:

1. Title of position
2. Description of job
3. Minimum qualifying requirements
4. How to apply
5. Name, address, and telephone number of employer
6. Contact person
7. Closing date

Clock-In and Clock-Out/Work Schedule

All employees of the Canton Public School District are required to clock in and out daily. Non-certified staff who are over-time eligible are required to clock in and out for lunch daily. The superintendent has the authority to exempt employees from this requirement.

Work Schedule

Building Level Staff

Certified Employees (Exempt)	Work Day
Principals, Assistant Principals, Teachers, Counselors, Librarians, Speech/Language Therapists, Psychometrist, Behavior Specialist, Instructional Facilitators, Intervention Specialists, and ESL Teachers, and all certified contract employees	8 hours
Classified Employees (Non-Exempt)	
Assistant teachers, secretaries, office staff, custodians, cafeteria workers, and security, and all other classified employees ***(overtime eligible)***	8 hours

Central Office Staff

Certified Employees (Exempt)	Work Day
Superintendent, Assistant Superintendent, Director of Exceptional Services, Federal Programs**,** Finance, Director of Curriculum/Instruction, and all other certified employees	8 hours
Non-Certified Employees	
Director of Technology, Nutrition, Maintenance, Human Resources, Public Relations, Security, and all other non-certified employees	8 hours
Classified Employees (Non-Exempt)	
Secretaries, receptionist, office staff, custodian, maintenance workers, and all other classified employees (***overtime eligible)***	8 hours

Workweek Defined

Working hours for all employees not exempted under the Fair Labor Standards Act, including, but not limited to, secretaries, office personnel, cafeteria, janitorial and maintenance personnel will conform to federal and state regulations. The superintendent will ensure that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Directors and principals will make every effort to avoid circumstances that would require non-exempt employees to work more than 40 hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be **Sunday** through **Saturday (7 days).**

Attendance

The Canton Public School District expects all employees to assume responsibility for their attendance and punctuality as an integral part of their employment. Regular attendance is expected of every employee. Excessive absence on the part of Canton Public School District employees may have a negative effect on the educational services provided by the district, on the instructional program, and the continuity of instruction to all students. Employees should recognize that absences are disruptive to the work environment and decrease productivity and employee morale. All employees should realize that they are obligated to not make commitments during the day that may be scheduled at an alternative time. Should an employee be unable to work because of illness, injury or any other reason, you are required to notify your immediate supervisor.

Certified Employees (Exempt)

The normal workday for full-time licensed and professional staff is an 8 hour day. Principals may adjust the arrival and departure time to accommodate bus routes and student supervision. Teachers are expected to comply with sign-

in procedures and duty hours. Teachers will remain at school throughout the school day unless granted permission to leave by the principal. **All certified employees are exempt from overtime**. The normal workday is an eight-hour day and may include, but is not limited to, administrative meetings, professional development, student supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities. Some activities may extend beyond the normal workday. Work schedules for other employees will be defined by the superintendent or his/her designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

Districts must ensure that exempt and non-exempt employees with a contract greater than 187 days (i.e. administrators, with 220, 230, 240 day contracts) are in fact working the actual number of days of the contract.

- As an example, there are 261 weekdays from July 1, 2011 to June 30, 2012. If an administrator takes off 10 days at Christmas, 5 days at Thanksgiving, 5 days for Spring Break and 1 day for Martin Luther King Day for a total of 21 days not worked, the administrator must use leave for any other days not worked of the 240 days on contract.
- It is extremely important that leave is documented and reconciles to time worked. Not just for administrators, but for all employees whether they are contracted or not.

Classified Employees (Non-Exempt)

Classified employees work 40 hours per week, but the shifts may vary depending upon the job. The workweek for school district employees will be Monday through Friday. A workweek that exceeds 40 hours must be cleared in advance by the principal or supervisor and approved by the superintendent. Workdays are set by the calendar and adopted annually by the school board. All employees are expected to comply with the work schedules established for their particular area. An employee can be compensated for overtime hours at the rate of 1½ hours off for 1 hour of overtime work. Time off must be cleared in advance with the principal or supervisor and approved by the superintendent. Classified employees are required to clock in and out at the beginning and end of the each workday. Each employee must clock in and out themselves. Employees are expected to clock out and in for lunch. Salaries for classified staff are set according to the current salary schedule. Step increases are not given automatically.

Overtime and Compensatory Time

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. The Canton Public School District discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of the **superintendent**. All overtime work must be expressly approved in writing by the superintendent. Only in the case of extreme emergencies (weather related, crisis, catastrophic event or natural disaster, etc.), the supervisor may request and/or grant overtime at short notice. All directors and principals must monitor overtime on a weekly basis and report such time to the superintendent. Directors and principals will monitor employees' work, will ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and will ensure that all employees are compensated for any overtime worked. Directors and principals may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Non-exempt employees will be compensated for minimal overtime accruals. Accurate and complete time sheets of actual hours worked during the workweek will be signed by each employee and submitted to the superintendent. An employee must request comp time one week prior to taking the time.

An employee may be compensated for overtime hours at the rate of 1 ½ hours off for 1 hour of overtime work. Time off must be cleared in advance with the director or principal and approved by the Superintendent.

Compensation

Employee pay is approved by the Canton Public School District Board of Trustees and set according to the current salary schedule. All salary schedules are based on step increases. Increases on the salary schedules are steps and NOT years of experience. Step increases are not given automatically. Copies of the salary schedule may be obtained from the Office of Business and Finance or the Office of Human Resources.

Employee Exit Questionnaire

The Canton Public School District is committed to the development and retention of employees. To support this commitment, the Office of Human Resources has developed an exit questionnaire. This set of questions is designed

to elicit information from an employee who has decided to leave (i.e. retiring, resigning, relocating etc.) the district. The information received from this process will provide insight into the district's work environment. Trends can be identified that may lead to changes in the workplace as well as employment practices. The primary goal is to improve employee retention within the Canton Public School District.

The purpose of completing the exit questionnaire is listed.

- Discover any issues that can be addressed to improve retention
- Monitor the recruitment and selection process
- Identify reasons why employees leave the district
- Identify areas requiring change
- Identify any improvements that can be made to any existing job for any new employee

Payroll

Garnishments
If the Canton Public School District receives a legally-binding garnishment for the collection of an employee's debt to a third party, the district will withhold from the employee's paycheck the appropriate amount prescribed by law until the debt is paid in full **and/or the district receives an official release of garnishment.**

Payday/Paycheck
Canton Public School District employees are paid on the last working day of the month. Paychecks and direct deposit statements are distributed to employees. Summer checks and direct deposit statements will be mailed unless otherwise requested to be picked up. All licensed employees (except those specified by board policy) will be paid an annual salary in 12 equal monthly installments based on the current salary scale.

Payroll Deductions
Compulsory deductions include but not limit to:

1. Federal withholding tax
2. State withholding tax
3. Social security tax
4. State retirement (PERS): Retirement benefits are paid each pay period. The district pays 19.4% based on the employee's gross pay and the employee contributes 9.00% of the gross pay.
5. Bankruptcies and garnishments (when warranted)
6. Child support payments
7. Tax levies

Optional Deductions include but not limit to:

1. Hospitalization Group Insurance
2. Dental Group Insurance
3. Cancer/Intensive Care/Life Insurance
4. Tax Sheltered Annuity
5. Salary Protection Plan (disability)
6. United Way
7. Mississippi Deferred Compensation Plan
8. Medical Reimbursement/Cafeteria Plan

Mandatory Direct Deposit Effective July 1, 2012

Effective for the first payroll of the 2012-2013 school year, ALL Canton Public School District employees will be required to participate in direct deposit. This requirement is the result of the approval of Senate Bill 2761 that will modify 37-151-103 which states: "All school districts shall process a single monthly payroll with electronic settlement of payroll checks secured through direct deposit of net pay for all school district employees."
Employees who currently are not participating in direct deposit must secure a bank account, if necessary, and complete a direct deposit enrollment form and submit it to the payroll office no later than Monday, July 9, 2012. **Renasant** Bank has agreed to provide free checking and other benefits for Canton Public School District employees. Employees who currently are participating in direct deposit must ensure that they continue to have active and updated bank account information. Direct Deposit will be the only form of compensation to employees.

Also, please be reminded that payroll checks/direct deposit notices will be mailed during the summer months so be sure to update your mailing addresses before leaving for the summer.
As always, you may contact the payroll department at (601) 859-2260 if you have any questions.

Cafeteria Plan Benefits

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, cancer, dental, and additional life insurance). A third-party administrator handles employee claims made on these accounts. New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Health Insurance

The State of Mississippi provides major medical health insurance for full-time employees. Effective January 1, 2011, all full-time employees will be required to pay a portion of their major medical health insurance. Optional coverage, including dental, cancer, salary protection and life, is offered through companies approved by Canton Public Schools.

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986)

COBRA is a federal law that allows for continuation of coverage under an employer's group health plan to covered persons (called "qualified beneficiaries") in the event of a qualifying event.

A qualified beneficiary is an individual who, on the day before the qualifying event, is covered under the Plan either as an employee, enrollee's dependent spouse, or enrollee's dependent child. A qualified beneficiary is also a child born to the employee, or who is placed for adoption with the employee during a period of COBRA continuation coverage.

A qualifying event is an occurrence which, but for the continuation coverage available under the Plan, would result in the loss of coverage for a qualifying beneficiary. Under COBRA, qualifying events include the loss of coverage that otherwise would result due to:

- Termination of employment, for reasons other than gross misconduct
- Reduction in hours of employment
- Death of the enrollee
- Divorce or legal separation
- Entitlement to Medicare
- Loss of dependent eligibility

If the qualifying event is divorce, legal separation, or ineligibility of a dependent child, the employee or qualified beneficiary must notify the Canton Public School District no later than 60 days after the qualifying event occurs; otherwise, continuation coverage may not be available. Any other enrollee or his qualified beneficiary must notify Blue Cross Blue Shield of Mississippi (BCBSMS) no later than 60 days after the qualifying event occurs; otherwise, continuation coverage may not be made available.

COBRA Continuation Coverage Checklist:

- ✓ A COBRA election form must be completed and returned to BCBSMS within 60 days of the date coverage ended or the date of the notice, whichever is later.
- ✓ The first premium payment must be made within 45 days from the date of election to continue coverage.
- ✓ The first payment must include all premiums due for the coverage period beginning with the COBRA coverage effective date through the current month.

Unemployment Compensation Insurance

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. As a general rule, cafeteria workers, substitutes, and some other classified employees may not work 12 months. These employees are generally off during the summer months. However, there may be some

exceptions. Therefore, these employees are likely to file for unemployment benefits. However, the determination of whether an employee receives unemployment benefits is the decision of the MS Department of Employment Security. It is important to note that if an employee has reasonable assurance of employment during the next school term the employee may not be eligible for unemployment benefits.

Workers' Compensation

If an employee is injured on the job and must miss work due to no fault of their own, the employee may be eligible for benefits in accordance with the workers' compensation guidelines. Contributing to an injury for the purpose of colleting workers' compensation benefits could result in immediate termination.

Employee Leave

Requesting Leave

Prior to taking leave, employees are required to submit proper documentation. When leave is needed for doctor appointments, medical treatment, and any other reason, the employee must make a reasonable effort to schedule appointments and treatment so as not to unduly disrupt the operation of the Canton Public School District. *Any leave taken shall be processed as either a half or a full day.*

Bereavement Leave

Upon approval of an employee's immediate supervisor, full pay shall be allowed an employee for up to three (3) days on account of each death in the immediate family of the employee. Immediate family is defined as: mother, father, sister, brother, husband, wife, son, daughter, stepfather, stepmother, or person in loco parentis to the employee. An absence of one (1) day is allowed on the account of death of the following family members: grandfather, grandmother, granddaughter, grandson, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law.

Donated Leave

Employees may donate a portion of their earned personal and major medical leave to another employee who is suffering from a catastrophic injury or illness or another employee who has an immediate family member suffering from a catastrophic injury or illness.

Note: Requires prior approval or arrangement

Donated Leave Process

1. Employees may donate a portion of their earned personal and major medical leave to another employee who is suffering from a catastrophic injury or illness, or another employee who has an immediate family member suffering from a catastrophic injury or illness.
2. Family member is defined as only your spouse, parents, stepparents, siblings, children or stepchildren.
3. An employee must have exhausted all earned personal and major medical leave before being eligible to receive any leave donated by another employee.
4. The employee donating the leave ("donor employee") is required to designate the employee who will receive the leave ("recipient employee") and the amount of earned personal and major medical leave that is to be donated. Employees should complete the ***Donor Leave Request*** Form A (Part 2) for this purpose. The form must be submitted to the Office of Personnel.
5. The maximum amount of earned personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave left, and the maximum amount of earned major medical leave that an employee may donate to any other employee may not exceed fifty (50) percent of major medical leave of the donor employee.
6. In order to receive donated leave, an employee must have been employed for at least twelve (12) months and worked at least 1250 hours by the date on which the donated leave is donated.
7. Before an employee may receive donated leave, he or she must provide his/her immediate supervisor and the Office of Personnel with a physician's statement.
8. Before an employee may receive donated leave, he/she must complete Form A (Part 1) the ***Canton Public School District Donated Lea*ve** form. The employee's physician must complete the ***Canton Public School District Certification by Physician*** Form B, which provides the District with the beginning date of the catastrophic injury or illness, a description of the injury or illness, a prognosis for recovery and the anticipated date that the employee will be able to return to work. The forms must be submitted to the

Office of Personnel. The maximum period of time that an employee may use donated leave without returning to work is 90 days, which begins on the first day that the recipient employee uses donated leave. Form A (Part 3) is completed by the Office of Finance and Business.

9. Donated leave shall not be used in lieu of disability retirement.
10. No employee may donate leave after giving notice of separation for any reason or after termination.
11. Agencies having more than 500 employees may receive donated leave only from employees within the same agency. A recipient employee in an agency with 500 or fewer employees receive donated leave from any donor employee.
12. If the total amount of leave donated to a recipient employee is not used by that employee, the donated leave will be returned to the donor employee(s).

Military Leave

Employees may be granted a leave of absence to fulfill military requirements, such as being activated through a reserve unit. This leave is granted by prior approval of the Superintendent and is taken for up to one year and without pay. Requests for military leave should be received by March 1 prior to the absence or immediately upon notification. (See Policy GBRIF)

Reserve or Guard Duty: If an employee is called to short-term reserve or guard duty, no deductions will be made from the employee's salary, accumulated sick leave or vacation time. (See Policy GBRIF)

Note: Requires prior approval or arrangement

<u>Absences Requiring Prior Approval or Arrangement</u>

Personal Leave

1. Staff members will submit a leave request form to the principal or supervisor at least twenty-four (24) hours in advance of the absence.
2. If approved, a copy of the personal leave form is forwarded to the Office of Business and Finance.
3. Staff member will be notified of availability and permission or refusal.
4. When an emergency situation makes prior approval impossible, verbal approval may be given by the principal or supervisor. Upon return to work, the request form must be submitted.
5. Notwithstanding the restrictions on the use of personal leave prescribed under paragraph (a) of the subsection of HB 949, a licensed employee may use personal leave as follows:
   (i) Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee is being deployed for military service.
   (ii) Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years experience as an employee of that school district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.
   (iii) Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.

Note: Non-emergency leave may be denied when all personal days have been used, on the day before or after a holiday, or when 10% of the building staff is absent which could hinder optimum functioning of the educational process and/or work progress.

Note: Requires prior approval or arrangement

Professional Leave

The district and individual schools provide opportunities for each staff member to participate in the Professional Development Program, during the workday and/or at scheduled times during the contract period. The employee should regard attendance at these meetings as contractual responsibilities.

Prior to attending a workshop, conference, or meeting, all employees must complete the *Request to be Absent from Work to Participate in Professional Activity form.* Professional leave forms should be submitted to the building principal or director for approval, with final approval being granted by the superintendent.

Note: Requires prior approval or arrangement

Sabbatical Leave
An employee may be granted sabbatical leave for one school year without pay (after six (6) years of continuous employment with CPS) for the following:

1. Advanced degree work
2. Educational travel
3. Employment to improve teaching competencies

March 1 is the deadline for applying to leave or return to CPS. The year of sabbatical leave does not count toward retirement.

Note: Requires prior approval or arrangement

Family and Medical Leave Act

PURPOSE
The Family and Medical Leave Act (FMLA) applies to all public agencies, including state, local and federal employers, local education agencies (schools), and private-sector employers who employed 50 or more employees in 20 or more workweeks. The purpose of this policy is to provide for family and medical leave to school district employees in accordance with FMLA.

GENERAL POLICY STATEMENT
You must be eligible for FMLA. This policy applies only to **eligible** employees. Employees who have been employed with the Canton Public School District (CPSD) for at least 12 months and have worked 1250 hours in the immediate past 12 months are eligible for up to a total of 12 workweeks of **unpaid** leave during any 12 month period for the following:

REASONS FOR LEAVE

1. The birth of a son or daughter, and to care for the newborn child (within 12 months of birth).
2. The placement of a child with the employee for adoption or foster care (within 12 months of the placement).
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition (not parent "in-law").
4. Because of the employee's own serious health condition which makes the employee unable to perform the function of his/her job.
5. Service member exigency leave: any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty".
   Qualifying exigencies include the following:
   - **Short-notice deployment.** To address any issue that arises from the fact that a covered military member is notified of an impending call or order to active duty in support of a contingency operation (7) seven or less calendar days prior to the date of deployment. Leave for this purpose can be used for a period of (7) seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty in support of a contingency operation.
   - **Military events and related activities.** To attend any official ceremony, program, or event sponsored by the military that is related to the active duty or call to active duty status of a covered military member and to attend family support or assistance programs and informational briefings sponsored or
     promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active-duty status of a covered military member.
   - **Childcare and school activities.** To arrange for alternative childcare when the active duty or call to active duty status of a covered military member necessitates a change in the existing childcare

arrangement for a biological, adopted, foster child, stepchild, or a legal ward of a covered military member, or a child for whom a covered military member stands in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence. Also, to provide childcare on an urgent, immediate need basis (but not on a routine, regular, or everyday basis) when the need to provide such care arises from the active duty or call to active duty status of a covered military member.

- **Financial and legal arrangements.** To make or update financial or legal arrangements to address the covered military member's absence while on active duty or call to active duty status. To act as the covered military member's representative before a federal, state, or local agency for the purposes of obtaining, arranging, or appealing military service benefits while the covered military member is on active duty or call to active duty status, and for a period of 90 days following the termination of the covered military member's active duty status.
- **Counseling.** To attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or for the biological, adopted, foster child, stepchild, or a legal ward of the covered military member, or a child for whom the covered military member stands in loco parentis.
- **Rest and recuperation.** To spend time with a covered military member who is on short-term, temporary, rest and recuperation leave during the period of deployment. Eligible employees may take up to (5) five days of leave for each instance of rest and recuperation.
- **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status. Also, to address issues that arise from the death of a covered military member while on active duty status, such as meeting and recovering the body of the covered military member and making funeral arrangements.
- **Additional activities.** To address other events which arise out of the covered military member's active duty or call to active duty status provided that the employer and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

6. Military caregiver leave: twenty-six (26) work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin.

   - Eligible employees may **not** take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

DEFINITIONS

A. **Year:** An eligible employee is entitled to a total of 12 *workweeks* of family and medical leave during a 12 month period. For the purposes of this policy, "a year" is defined and designated as July 1 to June 30 as the leave year for family medical leave.

B. **Serious Health Condition:** Means an illness, injury, impairment, or physical or mental condition that involves either:

• Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; **or**

• Continuing treatment by a health care provider, which includes:
(1) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that **also** includes:

• treatment two or more times by or under the supervision of a health care provider (*i.e.*, in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); **or**

• one treatment by a health care provider (*i.e.*, an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (*e.g.* prescription medication, physical therapy); **or**

(2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; **or**

(3) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; **or**

(4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; **or**

(5) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

C. **"Eligible employee"** means an employee who has been employed with the Canton Public School District for at least 12 months and has worked 1250 hours in the immediate past 12 months.
D. **"Employee's spouse"** means husband or wife as defined by Mississippi law.
E. **"Employee's son or daughter"** means biological child, adopted or foster child, legal ward or the child for whom the employee is standing in loco parentis who is either under the age of 18 or above the age of 18 and incapable of self-care because of a mental or physical disability.
F. **"Employee's parent"** means biological parent or an individual who stood (or now stands) in loco parentis to an employee when the employee was a child (not to include parents-in-law).
G. **"Employee's immediate family member"** means spouse, son, daughter, or parent as defined above.
H. For the purpose of FMLA, "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either in-patient care (over-night stay) in a hospital, hospice or residential medical care facility or on-going treatment by a healthcare provider.

GUIDELINES

1. The employee should contact the Office of Human Resources and their principal or supervisor as soon as he/she is aware of the need to utilize family and medical leave.
2. When an employee seeks leave for FMLA – qualifying reason for the **first** time, the employee need not expressly assert FMLA rights or even mention the FMLA.
3. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the employer has previously provided the employee FMLA-protected leave, the employee **must** specifically reference either the qualifying reason for leave or the need for FMLA leave.
4. The CPSD will require an employee to take any accrued leave as part of the FMLA leave. (personal leave, medical/sick leave, vacation leave, and compensatory time, etc.) After all leave is exhausted, **FMLA leave is unpaid or the balance of FMLA leave is unpaid**.
5. Under some circumstances, employees may take FMLA leave on an intermittent basis – taking leave in separate blocks of time/not all at one time for a single qualifying reason (i.e. taken for serious health conditions) – or on a reduced leave schedule – reducing the employee's usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation. The CPSD may require an employee on intermittent leave to transfer temporarily to an available alternative position for which the employee is qualified, if the position has equivalent pay and benefit and better accommodates recurring periods of leave than the employee's regular position.
6. Eligible spouses employed by the CPSD are limited in the **amount of** family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks) if leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

RIGHTS AND RESPONSIBILITIES

Employee Responsibilities

Employees must provide 30 days advance notice of need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Canton Public School District's normal call-in procedures. Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

The district must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible the District must provide a reason for the ineligibility. The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the district must notify the employee.

MEDICAL CERTIFICATION

The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protection, submit a medical certification issued by the health care provider. The employee must provide the requested certification to the District within 15 calendar days after the District's request. The employee must provide a complete and sufficient certification to the District if required. The District shall advise an employee whenever a certification is found to be incomplete or insufficient, and shall state in writing what additional information is necessary to make the certification complete and sufficient. A certification is considered insufficient if the information provided is vague, ambiguous, or non-responsive. The District shall provide the employee with (7) seven calendar days to cure any deficiencies. If the deficiencies specified by the District are not cured in the resubmitted certification, the District may deny the taking of FMLA leave.

The District may request recertification no more often than every 30 days and only in connection with an absence by an employee.

The District may request recertification in less than 30 days if:

1) The employee requests an extension of leave.
2) Circumstances described by the previous certification have changed significantly.
3) The District receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

BENEFITS COVERAGE DURING LEAVE

During family or medical leave, an employee will be retained on the CPSD's group health insurance coverage under the same conditions that would apply if the employee were not on family or medical leave. To continue health coverage, the employee must continue to make any contributions that he or she would otherwise be required to make. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage. Your health and other benefit coverage may be cancelled if your premium payment is more than 30 days late. If the employee fails to return to work after the expiration of the leave, health insurance coverage will no longer be paid by the district.

FAILURE TO RETURN

The failure of an employee to return to work upon the expiration of a family or medical leave absence will subject the employee to immediate termination.

DONATED LEAVE

If an employee does not have any type of leave (personal leave, sick/medical leave, vacation, comp. time etc.), and the employee is still covered under FMLA (have not exhausted 12 weeks), donated leave may be an option. *(Note: The employee must be eligible for donated leave.)*

REINSTATEMENT

Employees will be returned to the same position or to an equivalent position to the one occupied before the leave began. An equivalent position is one similar in terms of pay, benefits, and terms of employment.

An employee returning from leave has no greater rights to reinstatement of a position, other benefits, and conditions of employment, than if the employee had been continuously working during the FMLA leave period. (e.g., in the case or reductions in force)

Under certain conditions a "key employee" may not be reinstated to the same or similar position. A "key employee" is a salaried "eligible" employee who is among the highest paid 10 percent of the School District's employees. The term "salaried employee" refers to the Department of Labor's regulation defining employees who may qualify as exempt from minimum wage and overtime requirements of the FLSA, as executive, professional and administrative employees.

SOURCE:	Canton Public School District Canton, Mississippi
LEGAL REFERENCE:	The Family and Medical Leave Act of 1993 Public Law 103–3, 107 Stat. 6 (29 U.S.C. 2601*et seq*.) 29 CFR Part 825 RIN 1215–AB35
DATE :	March 9, 2010
REVISED:	March 18, 2014

Employee Responsibility when Injured on the Job

1. Report all accidents or illnesses, no matter how minor, to your immediate supervisor.
2. If you need to see a physician, please contact your supervisor immediately.
3. Written or verbal information regarding the availability of light duty work should be given to the physician at the time of the first visit. In any case, the information will be provided to your attending physician in accordance with Canton Public School District Return-to-Work Program.
4. Immediately report to the district claims contacts the results of each physician visit. This should be done in person unless other arrangements have been made.
5. Contact should be made with the district claims contact each week for updates on your condition and your ability/needs to return-to-work. Any information from the district will be provided to you at this time.
6. All work releases must be reported to the district claims contact immediately so your return-to-work can be scheduled.
7. If the district claims contact is unavailable, you should contact the Office of Business and Finance.
8. If you have any questions or have concerns about modified job duties, it is your responsibility to consult with your supervisor/principal immediately to discuss them. If they have any questions or concerns they will discuss them with you.
9. Doctor or physical therapy appointments should be scheduled outside working hours if possible. Time off for doctor appointments will be charged to the employees sick leave balance. If not possible, arrangements need to be made with your supervisor/principal.

Employee Code of Ethics

All Canton Public School District employees hold positions of public trust; they are responsible for the education of students and also serve as examples and role models to students. Each employee is responsible for both the integrity and the consequences of his or her own actions. The highest standards of honesty, integrity, and fairness each employee must exhibit when engaging in any activity concerning the district, particularly in relationships with vendors, suppliers, students, parents, the public, and other employees. Employee conduct should be such as to protect the person's integrity and/or reputation and that of the district. Employees shall not use their positions or

assignments to influence students in a manner that would provide personal benefit to the employee. An unwavering commitment to honorable behavior by each and every employee is expected.

Appropriate employee conduct applies at all times and locations where the employee's conduct might reflect poorly on the school, the district, the employee's status as a role model for students, or to the extent otherwise permitted by law.

Employees shall perform their jobs in a competent and ethical manner without violating the public trust or applicable law, policies, and regulations. It is not practical or possible to enumerate all of the situations that might fall under these guidelines.

Employees must honor other policies, regulations, and approved practices that have been established. The absence of a law, policy, or regulation covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times.

Failure to comply with the Employee Ethics and Standards of Conduct will result in disciplinary action up to and including termination.

Mississippi Code of Ethics and Standards of Conduct for all Employees

Standard 1: Professional Conduct
An educator should demonstrate conduct that follows generally recognized professional standards.
1.1. Ethical conduct includes, but is not limited to, the following:
- a. Encouraging and supporting colleagues in developing and maintaining high standards
- a. Respecting fellow educators and participating in the development of a professional teaching environment
- b. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
- c. Providing professional education services in a nondiscriminatory manner
- d. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
- e. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children.

1.2. Unethical conduct includes, but is not limited to, the following:
- a. Harassment of colleagues
- b. Misuse or mismanagement of tests or test materials
- c. Inappropriate language on school grounds or any school-related activity
- d. Physical altercations
- e. Failure to provide appropriate supervision of students and reasonable disciplinary actions.

Standard 2: Trustworthiness
An educator should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.
2.1 Ethical conduct includes, but is not limited to, the following:
- a. Properly representing facts concerning an educational matter in direct or indirect public expression
- b. Advocating for fair and equitable opportunities for all children
- c. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

2.2. Unethical conduct includes, but is not limited to, the following:
- a. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
  1. employment history, professional qualifications, criminal history, certification/recertification
  2. information submitted to local, state, federal, and/or other governmental agencies
  3. information regarding the evaluation of students and/or personnel
  4. reasons for absences or leave
  5. information submitted in the course of an official inquiry or investigation
- b. Falsifying records or directing or coercing others to do so.

Standard 3: Unlawful Acts
An educator shall abide by federal, state, and local laws and statutes and local school board policies.
3. Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As

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

Standard 4: Educator/Student Relationships

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

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

a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students.

b. Nurturing the intellectual, physical, emotional, social and civic potential of all students

c. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement

d. Creating, supporting, and maintaining a challenging learning environment for all students.

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

a. Committing any act of child abuse

b. Committing any act of cruelty to children or any act of child endangerment

c. Committing or soliciting any unlawful sexual act

d. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability

e. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs

f. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with students.

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

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

Standard 5: Educator/Collegial Relationships

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

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

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

b. Harming others by knowingly making false statements about a colleague or the school system

c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities

d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status

e. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues.

Standard 6: Alcohol, Drug and Tobacco Use or Possession

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

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

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

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

a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs

b. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.

b. Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7: Public Funds and Property

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

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

a. Maximizing the positive effect of school funds through judicious use of said funds

b. Modeling for students and colleagues the responsible use of public property.

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

a. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain

b. Failing to account for funds collected from students, parents or any school-related function

c. Submitting fraudulent requests for reimbursement of expenses or for pay

d. Co-mingling public or school-related funds with personal funds or checking accounts

e. Using school property without the approval 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:

a. Insuring that institutional privileges are not used for personal gain

b. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

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

a. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body

b. Tutoring students assigned to the educator for remuneration unless approved by the local school board

c. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.)

Standard 9: Maintenance of Confidentiality

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

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

a. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law

b. Maintaining diligently the security of standardized test supplies and resources.

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

a. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.

b. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests

c. Violating other confidentiality agreements required by state or local policy.

Standard 10: Breach of Contract or Abandonment of Employment

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

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

Employee Conduct (GAB)

Employees of the Canton Public School District are expected to conduct themselves in a manner that will reflect positively on the school district and the community, thus promoting a positive environment for teaching and learning. The dignity of students and the educational environment shall be maintained at all times. Appropriate employee conduct applies at all times and locations where the employee's conduct might reflect poorly on the school, the district, and the employee's status as a role model for students.

All Canton Public School employees must adhere to professional dress attire and be neatly groomed and dressed at all times. Styles of clothing should be modest and tasteful. This includes clothing and footwear. All staff should dress in a manner that will add dignity to the educational profession and portray a professional image. Employees will refrain from wearing unacceptable attire and follow the Employee Dress Code.

An employee shall not engage in the use of profanity, obscenity, or language which is offensive or berating to students or others. The use of abusive, foul or profane language is expressly prohibited and will not be tolerated.

Employees must report any arrests to their immediate supervisor within 24 hours.

VIOLATIONS

All employees are required to adhere to the district's organizational policies and procedures. This includes an acceptable work performance and professional conduct. District policies and procedures may not be violated. Written reprimands, correspondences, and other written documentation may become a part of an employee's personnel file. Severe violations or continuous violations may lead to an employee being suspended, dismissed, or non-renewed. Likewise, violations of district policy may also result in disciplinary action up to and including termination.

Classified Employees shall not have the right to appeal any disciplinary action taken against them. Teachers and administrators who are required to have a license issued by the Mississippi Department of Education shall have the right of appeal following the procedures specified in the Education Employment Procedures Law, Section 37-9-101, Mississippi Code Annotated (1972).

SOURCE: Canton Public School District
Canton, Mississippi (GAB)
DATE: March 8, 2005
REVISED: April 5, 2011

LEGAL REF.: MS Code 53 37-9-59 & 37-9-101

CROSS REF.: Policy GAE-R Licensed Staff Complaints and Grievance

Employee Dress Code

All Canton Public School employees should adhere to professional dress attire and be neatly groomed and dressed at all times. Styles of clothing should be modest and tasteful. This includes clothing and footwear. All staff should dress in a manner that will add dignity to the educational profession and portray a professional image.

All Employees

Employees may not wear clothing prohibited by the student dress code. Employee dress should not lead school officials to reasonably believe that any dress or grooming disrupts, interferes with, disturbs, or detracts from any school activities. Employees will refrain from wearing unacceptable attire, which includes, but is not limited to the following:

- Clothing that is excessively tight or conforming to the body
- Leggings, leotards, spandex, or other form-fitting clothing

- Sweat pants/tops, wind suits, jogging suits, warm-up suits, or workout clothing
- Plunging necklines that expose cleavage or breasts
- Revealing and/or provocative clothing is prohibited; ***as a rule***, sexy clothing is not appropriate for the workplace. This means sheer or see-through material of any description that exposes breasts, upper thighs, and back.
- Dresses or skirts with high splits, dresses, blouses, camisoles, or tops that have spaghetti-straps and worn without a jacket.
- Body piercing, body art, or tattoos should not be exposed. Tattoos must be covered and not visible.
- Beach shoes, clogs, slippers or flip flops
- Tennis shoes or sneakers except when permitted by individuals whose jobs require athletic attire (i.e. P.E. teachers and coaches,)
- Casual clothing of the following types: shorts, short pants, mini-skirts, tops that bare shoulders, tank tops, T-shirts with large lettering, logos, or slogans
- Employees are prohibited from wearing clothing pertaining to fraternities, sororities, or any other fraternal organizations.
- Baggy or sagging pants will not be tolerated.

Exceptions

Certain days may be classified as ***"Casual Day"*** with the approval of the superintendent.
Denim is permissible on each Friday of the month or as designated by the superintendent.

Standards set by the Canton Public School District pertaining to the Dress Code may not be violated. Violations will result in disciplinary action up to and including termination.

Weapons

The possession of a handgun or any other weapon on school premises, or at any school related activity, by any employee including persons having permits for possession, is prohibited. It is the responsibility of every employee to report to his/her principal or immediate supervisor or person responsible for supervising a school event any knowledge of such offense.

District: Canton Public School District
Section: G - Personnel
Policy Code: GBR - Sexual Harassment

SEXUAL HARASSMENT

Title IX of the Education Amendments of 1972 is an anti-discrimination law that states no person in the United States, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The policy of this board forbids discrimination against any employee or applicant for employment on the basis of sex. The board of education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.
The Canton Public School District has appointed an employee to serve as the Title IX Coordinator for the district. This person is authorized to coordinate the district's compliance efforts under this law. Because this policy is not amended each time the Title IX Coordinator changes, please contact the superintendent, the federal programs director, or any principal to request the name and contact information of the current Title IX Coordinator. The Title IX Coordinator is also identified with specificity in the district's student handbook, faculty handbook, and on the district website.

DEFINITIONS

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

The "**complainant**" is the person who is alleged to be the victim of sexual harassment.

"**Deliberate indifference**" is when a district's response is clearly unreasonable in light of known circumstances.
An "**educational program or activity**" includes any location, event, or circumstance over which the educational institution exhibits substantial control over both the alleged harasser and the context in which the harassment occurred. This includes programs or activities which occur on-campus or off campus and can involve the use of email, social media, or other technologies. 34 C.F.R. § 106.44(a)
A "**formal complaint**" of sexual harassment is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegations.

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

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

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

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

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

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

INDIVIDUALS AND CONDUCT COVERED

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

REPORTING

Any person may report sex discrimination or sexual harassment regardless of whether the person is the alleged victim. These reports may be made in person, by mail, by telephone, or email to the Title IX Coordinator, or by any other means that results in receipt by the Title IX Coordinator. For K-12 educational institutions, actual notice of sexual harassment is notice of sexual harassment or allegations of sexual harassment made to <u>any employee</u>. Consistent with Title IX, a school must respond when:

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

Nothing in this policy or any other policy impedes or precludes a student, the student's parents, a school employee, or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law or any applicable laws.

It is prohibited to knowingly make a false discrimination, harassment, or retaliation report or provide false information in an investigation. Individuals who knowingly file a false or misleading complaint alleging harassment, discrimination or retaliation or provide false information in an investigation are subject to appropriate disciplinary actions.

RETALIATION

The Canton Public School District encourages reporting all incidents of discrimination or harassment. Retaliation is prohibited against any person for the purpose of interfering with Title IX rights or because the person participated, or refused to participate, in any manner in a proceeding under Title IX regulations. The district must keep confidential the identity of a person who complains of or reports sexual harassment, including parties and witnesses, except as permitted by law to carry out the purpose of the regulations. 34 C.F.R. § 106.71
Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject an individual to disciplinary action.

RECORDS

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

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

The district must also retain for seven (7) years any materials used to train Title IX Coordinators, investigators, decision-makers, and any employee designated to facilitate an informal process. Training materials will also be posted on the district website.
LEGAL REF.: 1972 Education Amendments, Title VII and Title IX, Clery Act, 20 U.S.C. § 1092(f), Violence Against Women Act, 34 U.S.C. § 12291(a)

CROSS REF.: Policies GAAA Equal Opportunity Employment
GAE-R Licensed Staff Complaints and Grievances
GAEA Staff Protection

Last Review Date:_____
Review History:[1/1/1900][1/1/1901]

Original Adopted Date: 3/11/1997
Approved/Revised Date: 10/13/2020

Probationary Status – Classified Employee (Non-exempt)A staff member in his/her first uninterrupted 90 days of employment with the district or an employee on an improvement plan at the end of his/her probationary period will not be given regular employee standing.

Employee Transfer Request

All applications for transfer shall be made on the approved **Application for Transfer of Personnel Form.** The form may be obtained from the Office of Personnel. In order to be considered, the form must be returned within the prescribed (2) two week deadline and adhere to the following criteria:

- ✓ Employee must be recommended for reemployment by the principal of the school to which he/she is currently assigned.
- ✓ Employee makes written request on the approved Application for Transfer of Personnel form by the deadline date.
- ✓ Employee must have completed at least (1) one year in the Canton Public School District
- ✓ Employee must facilitate the transfer process by meeting with both the sending and receiving administrator
- ✓ Employee must obtain the signature of both the sending and receiving administrator
- ✓ Employees impacted by the Reduction in Force policy are not eligible for transfer
- ✓ Employee with a plan of improvement may be transferred only with the approval of the Superintendent or his/her designee

If two or more persons request a transfer and the above criteria are met, the principal will make the recommendation to the Superintendent or his/her designee relative to granting approval of the transfer.

General Personnel Policy GBEB: Upon recommendation of the superintendent of schools, a currently employed staff member may be elected by the board of trustees and reassigned to the school in which he is employed. Certified personnel under contract who have completed at least one year in the Canton Public School District may apply for a transfer to a position in another school and may be given **primary** consideration over new candidates. Classified personnel who have completed at least one year in the Canton Public School District may apply for a transfer to a position in another school and may be given **primary** consideration over new candidates. All personnel will be reassigned based on the following criteria.

1. Recommendation - He/she has been recommended for reemployment by the principal of the school to which he is currently assigned.
2. Written request - He/she makes a written request on the approved **Application for Transfer of Personnel** form, by the deadline date. **The deadline date is included on the in-district transfer procedures cover letter.**
3. Experience - He/she has completed one or more years of experience in the Canton Public School District, at least one year of which was satisfactorily done in a position similar to that for which the application for transfer has been made.

Please note: The Superintendent has the final authority in granting or denying any request for transfer.

Transfer Request – Licensed Employee
Any teacher who wishes to change to another building, grade level, or subject assignment shall make written notification to the building principal or immediate supervisor. Requests of transfer may be made and placed on file with the Office of Personnel at any time. Except in rare circumstances, voluntary transfers are approved and made effective only at the beginning of a new contract year. Such transfers must have the approval of the releasing and receiving administrators and the superintendent or his/her designee.

Transfer Request – Classified Employee
An employee who wants to apply for a transfer within the system should submit a transfer request form and give it to the immediate supervisor who will forward the request to the receiving administrator who in-turn will forward it to the superintendent's office.

Transfer Involuntary – Licensed Employee
The superintendent may transfer licensed personnel, based on experience and training, from one position and/or school, to another, as needed.

Transfer Involuntary – Classified Employee
The superintendent may transfer classified personnel, based on experience and training, from one position and/or school, to another, as needed.

Reassignments

Reassignment is defined as the change of a licensed staff member from one position to another but with a different position classification. The administration may make changes that are in the best interest of the school district because of curricular or instructional needs, reduction in force at building or district level, request of the teacher or other such factors as staff morale, personal problems or other just reasons. The administration may make staff transfer or reassignment effective during the current or coming school year. (See GBEB) Employees are subject to assignment and reassignment by the superintendent when the superintendent determines that the assignment or reassignment is in the best interest of the district.

Resignation or Retirement

Any employee anticipating retirement during or at the end of the school fiscal year should adhere to the following guidelines:

1. Notify the principal or supervisor of intent to retire
2. Notify the Office of Personnel
3. Request a retirement package from PERS at least three months before retirement. Call 1-800-444-7377 to request a package or to set up an appointment for information.
4. When package is received, call payroll office to set up an appointment to complete retirement papers.

Failure to request a retirement package three months in advance will result in delay of retirement benefits.

Resignations must be submitted in writing to the principal or supervisor and forwarded to the superintendent. For those staff members whose resignations are accepted and effective before the end of the contractual period, salary will be computed as outlined under policy GBA. Final payment of salary will not be made until the board has approved the resignation. Personnel who have been approved by the board for the coming school year and who submit resignations may not have their resignations accepted unless a satisfactory replacement can be secured.

Retirement Update
Effective July 1, 2011 Employers required to pay PERS retirement contribution on employees drawing retirement from PERS.

- **HOUSE BILL 957** passed during 2010 Legislative session – Effective July 1, 2011
- Required a 90 day wait before re-employment (was 45 days).
- Requires the ***employer*** of any retired member of the Public Employees' Retirement System who is working after retirement to pay the full amount of the ***employer's*** contribution on the amount of compensation received by the retiree for his or her employment.

Employment after Retirement
Individuals receiving retirement benefits from the Public Employees' Retirement System of Mississippi (PERS) may be employed in limited circumstances on a part-time basis without affecting their benefits, according to PERS rules and state law. Remember that the retiree must be separated from all employment with a covered employer for a minimum of 90 days from the effective date of retirement before he/she may be re-employed on a limited basis. Detailed information about employment after retirement is available by contacting by calling (601) 359-3589 or (800) 444-7377. Information is also available on the PERS Website (www.pers.state.ms.us).

Suspension and Termination of Employees

The superintendent or designee may suspend employees under their supervision for failure to comply with school policies and procedures or reasonable requests of the administration. The employee shall have the right to a hearing as outlined in §37-9-59 Mississippi Code. (See GBK)

Dismissal for Cause
State law gives the superintendent the authority to suspend or remove a staff member for the following reasons:

1. incompetence

2. neglect of duty
3. immoral conduct
4. intemperance
5. brutal treatment of a pupil
6. other good cause

Before being removed or suspended, the staff member shall receive written notification of the charges. The staff member is entitled to request a public hearing within five (5) calendar days of the notification. The hearing must be held from ten (10) to thirty (30) days from the time of the request. If the employee does not request a hearing within five (5) calendar days after being notified, the decision of the superintendent is final. (See GBK)

Negligence

It is essential that emphasis be given to the issue of negligence and legal implications that may arise due to negligence. Examples of negligence are as follows:

1. Classes and students left unattended
2. Improper enforcement of policy on corporal punishment
3. Improper enforcement of policy of medications, first aid
4. Injury due to carelessness
5. Interview and release of student
6. Improper enforcement of policy of search and seizure
7. Use of students for off-campus errands
8. Inappropriate use of safety procedures
9. Failure to use safety equipment
10. Failure to carry out duties as assigned by supervisor/administration

Termination of Employment-Classified Employees

There are three methods of termination of employment:

1. Retirement-Give written notice to principal or supervisor 3 months in advance of retirement date
2. Resignation-Give written notice to principal or supervisor as soon as possible
3. Dismissal

(See Policy GC)

District: Canton Public School District
Section: G - Personnel
Policy Code: GBRL - Drug Free Schools and Workplace

DRUG FREE SCHOOLS AND WORKPLACE

No employee engaged in work in connection with the Canton Public School District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined under state and federal law.

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

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

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

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

MEDICAL MARIJUANA

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

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

DENIAL OF LICENSE

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

SUSPENSION OF LICENSE

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

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

LEGAL REF.: MS CODE as cited 21 U.S.C. 812 2 .15 cy ____ 901] 1]

Original Adopted Date: 3/19/2019

Approved/Revised Date: 6/14/2022

Record Id: 31282

Drug and Alcohol Testing Policy and Procedures

The following is the Canton School District's Drug and Alcohol Testing Policy enacted pursuant to the MS Drug and Alcohol testing law, MS Code Annotated Sections 71-7-1 *et seq.* Supp. (1994). This policy is effective October 15, 2013. After this date, the district will begin testing personnel if it reasonably suspects that an employee is under the influence of illegal drugs or alcohol. In addition, the district will begin conducting random testing of all bus drivers, and random pre-employment testing of prospective employees. This policy will be enforced uniformly with respect to all personnel. All of the district's personnel, including administrators, will be subject to testing.

The purposes of this policy are as follows.

A. to maintain a safe, healthy working environment for all employees;
B. 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;
C. to reduce the number of accidental injuries to person or property; and
D. to reduce absenteeism and tardiness and improve the quality of educational services.

SUBSTANCE ABUSE

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

1. All employees are prohibited from being under the influence of drugs or alcohol while on duty or on district premises. All employees are prohibited from using illegal drugs, or prescription medication for which they do not have a proper prescription.
2. The use, sale, possession, transfer, or purchase of illegal drugs, non-prescription drugs, medical marijuana, or controlled substances while on district property or while performing district business is strictly prohibited and is cause for immediate termination. Such action will be reported to appropriate law enforcement officials.
3. No alcoholic beverage will be brought or consumed on district premises.
4. No prescription drug will be brought on district premises by any person other than the person for whom the drug is prescribed. Prescription drugs will be used only in the manner, combination, and quantity prescribed.
5. The district is not prohibited from establishing or enforcing a drug-testing policy under the Mississippi Medical Cannabis Act. The district is not required to permit, accommodate, or allow the use of medical cannabis, or to modify any job/working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.
6. The district is not prohibited from taking an adverse employment action against an employee, up to and including termination, as a result, in whole or in part, of that individual's use of medical cannabis, regardless of the individual's impairment or lack of impairment resulting from the medical use of cannabis.
7. Any employee whose off-duty use of alcohol, medical marijuana illegal, or non-prescription drugs results in excessive absenteeism, tardiness, poor work, or an accident will be subject to discipline, up to and including termination.

DRUG AND ALCOHOL TESTING

1. Effective October 15, 2013 the Canton Public School District, may, at the discretion of the Superintendent, begin conducting pre-employment testing, reasonable suspicion testing of all personnel and random testing of all employees who drive motor vehicles or operate equipment such as tractors and lawn mowers.
2. An employee will be allowed to provide notice to the Canton Public School District of currently or recently used prescription or non-prescription drugs prior to the time of the test.
3. Random testing of motor vehicle drivers will be implemented using a neutral selection basis. Canton School District will not waive the selection of any employee chosen pursuant to the random selection procedures.
4. Reasonable suspicion is defined under this policy as the belief by Canton Public School District that an employee is using or has used drugs or alcohol in violation of Canton Public School District's policy.

Reasonable suspicion may be based upon, among other things:

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

b. If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Canton Public 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 Canton Public 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 are drugs for which the district may test: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, and cocaine.
7. An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the superintendent. An employee, at his or her own cost, also may request that the specimen be retested at a certified laboratory of his or her own choosing.
8. An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination and shall reimburse the District for the cost of administering the drug and/or alcohol test.
9. (*Optional Provision*) -- If the district determines that discipline and/or discharge are not necessary or appropriate in a case where an employee is in violation of Canton Public 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.

A copy of this policy and state law regarding drug testing can be obtained from the district office.

SOURCE: Canton Public School District
Canton, Mississippi
DATE: September 10, 2013
REVISED: October 8, 2013

PRE-EMPLOYMENT
DRUG TEST CONSENT AND INFORMATION
RELEASE FORM

I understand that one of the components of the Canton Public School District's Substance Abuse Program is testing for drugs and alcohol as a condition of employment. I further understand that failure to consent to drug and alcohol testing will be considered a withdrawal of my application for employment.

I authorize the testing laboratory to release the results of drug and alcohol tests only to Canton Public School District's Superintendent and the Drug Program Administrator. I understand that this information will otherwise be kept confidential and will not be released without my written consent or as is otherwise permitted by law.

The following are the legal nonprescription drugs, and the drugs for which I have a prescription, that I take routinely or have taken within the last ten (10) days.

NAME OF DRUG	FREQUENCY OR LAST TIME TAKEN
_____	_____
_____	_____
_____	_____
_____	_____

_____ _____
Applicant *Witness*

_____ _____
Date *Date*

DRUG TEST CONSENT AND INFORMATION
RELEASE FORM

I understand that one of the components of the Canton Public School District's Substance Abuse Program is reasonable suspicion testing for drugs and alcohol. I understand that I must submit to reasonable suspicion testing as a condition of continued employment. I further understand that failure to consent to reasonable suspicion drug and alcohol testing may subject me to disciplinary measures up to and including termination of my employment.

I authorize the testing laboratory to release the results of drug and alcohol tests only to the district Superintendent and the Drug Program Administrator. I understand that this information will otherwise be kept confidential and will not be released without my written consent or as is otherwise permitted by law.

The following are the legal nonprescription drugs, and the drugs for which I have a prescription, that I take routinely or have taken within the last ten (10) days.

NAME OF DRUG	FREQUENCY OF LAST TIME TAKEN
_____	_____
_____	_____

_____ _____
Applicant *Witness*

_____ _____
Date *Date*

NOTICE

YOU ARE HEREBY ADVISED THAT STARTING OCTOBER 15, 2013, THE CANTON PUBLIC SCHOOL DISTRICT WILL BEGIN RANDOM PRE-EMPLOYMENT DRUG AND ALCOHOL TESTING OF PROSPECTIVE APPLICANTS, REASONABLE SUSPICION DRUG AND ALCOHOL TESTING OF ALL EMPLOYEES AND RANDOM DRUG AND ALCOHOL TESTING OF ALL MOTOR VEHICLE DRIVERS AND EQUIPMENT OPERATORS. THE TESTING WILL BE CONDUCTED PURSUANT TO THE MISSISSIPPI DRUG AND ALCOHOL TESTING LAW, MISSISSIPPI CODE ANNOTATED SECTIONS 71-7-1 ET SEQ. SUPP. (1994). COPIES OF THE SCHOOL DISTRICT'S POLICY AND THE MISSISSIPPI LAW ARE AVAILABLE FOR YOUR REVIEW IN THE DISTRICT OFFICE.

DATE POSTED:_____

CANTON PUBLIC SCHOOL DISTRICT
DRUG AND ALCOHOL TESTING POLICY
CONSENT AND RECEIPT OF INFORMATION FORM

I understand that it is the Canton Public School District's policy to prohibit the use, possession, transportation, or sale of illegal or non-prescription drugs, and alcoholic beverages on the premises of the district. I understand that it is a violation of the district's policy to be under the influence of drugs and alcohol whole on its premises.

My signature below constitutes my consent to provide a sample of my blood, breath, urine or other related sample for alcohol and drug testing analysis administered in accordance with Mississippi Code Annotated Sections 71-7-1 *et seq*. Supp. (1994)

I understand that failure to cooperate with any testing procedure may result in discipline up to and including discharge.

I confirm that I have reviewed, or been given the opportunity to review Canton Public School District's Drug and Alcohol Testing Policy.

EMPLOYEE NAME:_____

SOCIAL SECURITY NUMBER: _____

SIGNATURE:_____

DATE:_____

WITNESS: _____

DRUG AND ALCOHOL TESTING INDEMNITY AGREEMENT

In consideration of sums paid or to be paid by the Canton Public School District ("the district"), the undersigned hereby covenants and agrees to indemnify, defend, and hold harmless the district against any and all liability, loss, injury, damages, costs or expense which the district may hereafter incur, suffer, or be required to pay by reason of lawsuit, arbitration, or other legal process, insurance claim or other claim against the district arising out of improper, unlawful, negligent mistaken or inaccurate alcohol and/or drug testing services performed by the undersigned for the district.

The undersigned hereby confirms that it is "certified" in accordance with the Mississippi Department of Health Regulations and that the undersigned complies with the state law regarding drug and alcohol testing. The undersigned agrees to notify the district immediately if its Certification by the Department of Health is revoked or suspended.

_____
(*Name of Testing Laboratory*)

_____
(*Signature of Authorized Representative*)

_____

(*Title*)

_____

(*Date*)

(NOTE: This should be part of contract with certified laboratory)

District: Canton Public School District

Section:J - Students

Policy Code: JDDA - Bullying

BULLYING OR HARASSING BEHAVIOR

The Board of Trustees of the Canton Public School District prohibits bullying or harassing behavior of students, school employees, or volunteers. The Canton Public School District will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or other school employees.

1. Definitions Bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that:

(a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or

(b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's education, including but not limited to educational performance, opportunities, or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

The above conduct constitutes bullying if that conduct interferes with a student's education or substantially disrupts the operation of a school.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence a disruption to the operation of the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The district encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited.

The Canton Public School District recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing.

Reasonable action includes but is not limited to, promptly reporting the bullying or harassing behavior to a teacher principal, counselor or other school employee.

These procedures shall be appropriately placed in district personnel policy handbooks, school handbooks that include discipline policies and procedures that deal with student or employee behavior.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors.

Legal Reference: MS Code of 1972 37-11-67 and 37-11-69

Adopted Date: 7/2/2010

Approved/Revised Date: 9/8/2020

Record Id: 257049

Bullying or Harassing Behavior

Students and employees in the Canton Public School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

I. Definitions

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

II. Procedures for Processing a Complaint

Any student or school employee who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student or school employee has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

Bullying or Harassment Complaint Form

A student or school employee may file a complaint of bullying or harassment pursuant to Board policy. Complete this form and submit to the building principal or superintendent. Complaints against building principals should be submitted to the superintendent. Complaints against the superintendent should be submitted to the Board chairman.

1. Date complaint filed_____ Date of alleged incident/misconduct_____

2. Time and location of alleged incident_____

3. Name of person submitting complaint_____

Address_____ Phone No._____

4. The complainant is a: _____Student _____Employee

Grade of student_____ School_____

Position of employee_____ Work Location_____

5. Have you reported this incident to anyone else? _____Yes _____No

If yes, who? _____

If no, then why not? _____

6. Complaint filed against_____

7. The alleged offender is a: _____Student _____Employee

Grade of student_____ School_____

Position of employee_____ Work Location_____

8. Who was involved in the bullying/harassing?

List names:
1.
2.
3.
4.
5.

9. Specifically describe the conduct or incident giving rise to the suspicion of bullying or harassment. Attach additional sheets, if necessary.

_____

_____

10. Were there any witnesses? _____ Yes (If yes, list them below.) _____No

List names:
1.
2.
3.
4.

Signature_____ Date_____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Response to Complaint

Administrator/Superintendent receiving complaint form_____
Date you became aware of this incident_____

Include and attach written statements of alleged facts by the witnesses and the student(s) accused of bullying or harassment.

Signature_____ Date_____

Staff Complaints and Grievances (GAF)

PURPOSE

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

DEFINITIONS

The following definitions shall apply in this grievance procedure:

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

PROCEDURE FOR PROCESSING GRIEVANCES

Grievances shall be processed in accordance with the following procedure:

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of and the principal or immediate supervisor and grievant will attempt to resolve the matter informally.

2. If the grievant is not satisfied with the action taken or the explanation given by his principal or immediate supervisor, **the grievant shall, within five (5) days after meeting with his principal or immediate supervisor,** file a written statement with his principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.

3. In the event the grievant does not submit to his/her principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal or immediate supervisor.

4. For all employees who are not required to have a license issued by the Mississippi Department of Education the decision of the principal or administrator shall be final and there shall be no further appeal. All licensed employees shall have the appeals rights granted to them by the statutes of the State of Mississippi.

SOURCE: Canton Public School District
Canton, Mississippi (GAE)
DATE: February 11, 1997
REVISED: September 10, 2002
April 5, 2011
CROSS REF.: Policies GBR—Sexual Harassment
GAE-P—Grievance Procedures—Licensed Personnel Appraisal
Statute: Education Employment Procedures Law, § 37-9-101 et seq. Miss. Code Ann. (1972)

Employee Handbook Notification

I agree to read the handbook and abide by the standards, policies, and procedures of the Canton Public School District. The information in the handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in the handbook. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform my director, principal, or supervisor of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the superintendent if I have questions, concerns, or need further explanation.

_____
Print Name

_____ _____
Signature Date

Note: Access to the employee handbook may be obtained by visiting the district website at www.cantonschools.net . This form will be placed in your personnel file.