Moss Point School District

Employee Handbook

4924 Church Street
Moss Point, MS 39563
228-475-4558
www.mpsdnow.org

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Human Resources
Revised July 2025



A BILL OF RIGHTS AND RESPONSIBILITIES FOR LEARNING

Standards of Conduct, Objectives for Achievement

All students and school staff have a right to:

- Schools that are: safe, orderly, drug-free, clean, and well maintained.
- Learn and work in schools that have clear discipline codes with fair and consistently enforced consequences for misbehavior.
- Learn and work in schools that have alternative educational placements for violent or chronically disruptive students.
- Be treated with courtesy and respect.
- Be able to read and compute at or above grade level.
- Learn and work in schools and classrooms that have clearly stated and rigorous academic standards.
- Learn and work in schools where teachers know their subject matter and how to teach it.
- Learn and work in schools and classrooms where high grades stand for high achievement and promotion is earned.
- Learn and work in schools where getting a high school diploma means having the knowledge and skills essential for college or a good job.
- Be supported by parents, the community, public officials, and businesses in their efforts to uphold high standards of achievement and conduct.

EMPLOYEE GUIDELINES

This handbook provides guidelines related to appropriate handling of matters concerning personnel policies and procedures of the Moss Point School District. These guidelines are for informational purposes and are not intended to be a binding legal document or an employment contract. Questions regarding the guidelines should be directed to your immediate supervisor.

The Moss Point School District reserves the right to change, modify, suspend, interpret, or cancel, in whole or in part, any personnel policy, guideline, or practice at any time after committee recommendations and review and approval by the Superintendent of Education and the Board of Trustees. Some of these policies are complete and some are partially quoted. Please refer to the approved Moss Point School District policy manual for complete policies. A board policy manual will be made available during regular business hours in each administrative office upon request. Board policies are also available online at www.mpsdnow.org.

THIS HANDBOOK SUPERSEDES ALL PREVIOUS HANDBOOKS ISSUED BY THE MOSS POINT SCHOOL DISTRICT AND BOARD POLICY SUPERSEDES THE HANDBOOK.

EEOC STATEMENT

The Moss Point School District is in agreement with and dedicated to providing equal employment opportunities without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, ancestry, or status as a covered veteran in accordance with applicable federal, state, and local laws.

Moss Point School Board

Antoinette Morris, President
Jennifer Anderson, Vice President
Daphne Viverette, Secretary
Searcy Kay, Board Member
Sarah Israel, Board Member

J. Scott Corlew, Board Attorney

Administration

Mr. David Graves
Interim Superintendent

School Information

Kreole Primary Elementary School K-2
6312 Martin Luther King Blvd
Moss Point, MS 39563
(228) 475-3719

Escatawpa Upper Elementary 3-5
4208 Jamestown Rd.
Moss Point, MS 39563
(228) 474-3300

Magnolia Middle School 6-8
4630 Magnolia Street
Moss Point, MS 39563
(228) 475-1429

Moss Point High School 9-12
4913 Weems Street
Moss Point, MS 39563
(228) 475-5721

Career and Technical Center
4913 Weems Street
Moss Point, MS 39563
(228) 474-1455

Alternative Learning Center
4913 Weems Street
Moss Point, MS 39563
(228) 475-3543

BOARD OF TRUSTEES

We believe that our employees play a major role in the Moss Point School District's success. We seek to create an atmosphere within the Moss Point School District that will allow all employees to feel a genuine sense of accomplishment.

At no time will we knowingly permit discrimination toward an employee because of age, sex, race, color, religion, national origin, disability, sexual orientation, or for any other unlawful reason. We believe that both the Moss Point School District and its individual employees should be good citizens. We seek to fulfill our obligations toward our students and toward the community in which we work. We encourage our employees to play a positive role in school and community endeavors.

Through the contribution of our employees and the recognition of their efforts, we believe that the Moss Point School District can achieve a level of performance that will provide each of us with a sense of pride. We hope that you will enjoy working for our district. We have established some guidelines to help maintain the harmonious working relationships that we feel are important.

MOSS POINT SCHOOL DISTRICT

INTRODUCTION

Personnel are expected to be thoroughly familiar with and actively engaged in the enforcement of all board policies and procedures, rules and regulations established by the superintendent, and rules set forth by principals and other administrators. Although it is assumed that employees will follow these policies, rules, regulations, and directives of a superior, it must be noted that the failure to do so will be considered grounds for discipline. Employee discipline includes reprimand, suspension, non-renewal, or termination at the sole discretion of the district. Licensed personnel will be afforded due process in accordance with state law.

This staff handbook supersedes previous handbooks and contains condensed information from pertinent school board policies and administrative rules and regulations. The district reserves the right to modify the information contained herein as may be in its best interest. A board policy manual will be made available during regular business hours in each administrative office upon request.

Moss Point School District

Strategic Plan 2024 - 2029

Our Mission

The Moss Point School District will collaborate with students, families, and the community to prepare, graduate and support lifelong learners through challenging and engaging learning experiences.

Our Beliefs

- We believe all students are entitled to a superior education.
- We believe learning is an essential and lifelong process.
- We believe teachers should challenge, engage and inspire all students to achieve their full potential.
- We believe all students are capable of learning and succeeding.
- We believe a positive, safe, secure, and well-maintained environment is conducive to student success.
- We believe learning should be fun.
- We believe family and community are vital to student success.

Our Goals

1. *Effective Teaching and Learning* – Our district will grow all students through effective teaching practices and engaging learning opportunities.

2. *High Quality Employees* – Our district will recruit, develop and retain individuals that possess integrity, professionalism and superior job-related skills.

3. *Supports for Students* – Our district will proactively provide appropriate student supports through various cultural, social-emotional and educational experiences to increase student success.

4. *Collaboration and Connections* – Our district will build trust with the community through consistent collaboration and transparent communication.

5. *Learning Environments* – Our district will provide positive learning environments that are safe, clean, secure and appropriately equipped.

6. *Operational Effectiveness* – Our district will define, publish and execute effective control systems for each facet of operations.

Moss Point School District
Local School Health and Wellness Policy

Moss Point School District in accordance with Section 204 of PL 108-265, the ***Child Nutrition and WIC Reauthorization Act of 2004,*** adopts this Local School Health and Wellness Policy. The district shall implement the policy and procedures in an effort to increase attendance, test scores, positive behavior, and promote a healthy school environment. The procedures are established by the School Health and Wellness Committee that will review the progress of the programs noted annually.

Rationale:
The correlations between well-planned and effective implementation of school nutrition, physical fitness programs, and character education have been shown to enhance students' overall health, behavior, and academic achievement in school. Healthy eating and physical activity patterns are essential for students to achieve their full academic potential, full physical, and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases, like Type 2 diabetes. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

Goal:
All students in the **Moss Point School District** shall possess the knowledge and skills necessary to make choices of nutritious food and enjoyable physical activity for a lifetime. All staff in the **Moss Point School District** is encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, **Moss Point School District** in accordance with Section 204 of PL 108-265, the ***Child Nutrition and WIC Reauthorization Act of 2004,*** adopts this Local School Health and Wellness Policy. The district shall implement the policy and procedures in an effort to increase attendance, test scores, positive behavior, and promote a healthy school environment. The Moss Point School District Local School Health and Wellness Policy includes commitment to the following areas: nutrition, physical activity *(in accordance with Section 37-13-134, Mississippi Code of 1972, ann., reference 2004 Mississippi Public Schools Accountability Standards 32, Appendix B and 33)*, comprehensive health education, character education, family and community, marketing a healthy school environment, and implementation.
(refer to Policy JG)

Commitment to Implementing a Quality Staff Wellness Program

The **Moss Point School District** will:

- Make as a ***Requirement*** that all staff are aware of the Mississippi State and School Employees' Health Insurance Plan that has been enhanced to include My Active Health, a wellness and health promotion program designed to help individuals live a healthy lifestyle and increase their overall wellness benefit- http://www.MyActiveHealth.com/Mississippi
- Promote health and reduce risk factors through professional and staff development programs, providing information flyers and newsletters, introducing incentives for participating in healthy practices and activities, and offering an employee assistance program.
- Provide health promotion programs for school staff to include opportunities for physical activity, health screenings, nutrition education, weight management, smoking cessation, and stress reduction and management.

- Develop relationships with community health providers (e.g., local health departments, hospitals, neighborhood clinics, health professionals), recreational facilities, voluntary health organizations (e.g., American Cancer Society, American Lung Association, American Heart Association), and other community members who can provide resources for or support school employee wellness activities.
- Coordinate school employee wellness activities with student health-promotion activities.

Commitment to Implementation

The **Moss Point School District** will:

- Establish a plan for implementation of the school wellness policy.
- Designate one or more persons to insure that the school wellness policy is implemented as written.
- Establish and support a School Health Council (SHC) that addresses all aspects of a coordinated school health program, including a school wellness policy (Mississippi Code of 1972 Annotated, Section 37-13-134).
- Conduct a review of the progress toward school wellness policy goals each year to identify areas for improvement.
- Prepare and submit a yearly report to the school board regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy as necessary.
- Designate that any fundraising items sold on campus within the school day will be non-food related. **See Appendix C for healthy fundraising ideas.**
- Designate all schools as ***closed*** campuses. All campuses are closed to deliveries, sales, and/or consumption of retail fast foods. Students are not allowed to leave during their lunch breaks, nor or they allowed to send for or receive outside purchased food items during the school day.
- Designate that carbonated beverages are not allowed to be consumed in the school cafeteria during meal service.
- Designate that no activities involving food, outside of the school breakfast and lunch program, will take place before 1:30 PM and all foods served, outside of the school breakfast and lunch program, on any campus will meet the Beverage and Snack Regulations of the Moss Point School District. **See Appendix G for nutrition guidelines.**
- Designate that any vending of food and beverage will comply with the Beverage and Snack Regulations of the Moss Point School District as written. **See Appendix G for nutrition guidelines.**

COVID-19 Statement

As we continue to win in the fight against COVID-19, it is our top priority to keep our children, faculty and staff safe. In order to provide a safe learning and working environment, strict protocols that align with the Mississippi Department of Health and the Centers for Diseases Control have been incorporated into our daily functioning as a school district. With an intense focus on proper mask wearing, physical distancing, hand washing and consistent contact tracing, we are confident that we will have a safe and productive school year. For additional information regarding protocols and practices, please see the attached Safe Return to In-Person Instruction and Continuity of Services Plan.

YOUR JOB

NON-DISCRIMINATION – GENERAL

The Moss Point School District Board of Education adheres to a policy of non-discrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunities for students and staff. Specifically, the district provides employment and educational opportunity without discrimination and without regard to gender, race, ethnicity, national origin, age, religion, disability, or any other legally protected status.

The Office of Human Resources will handle inquiries regarding the district's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination in all areas other than on the basis of disabilities.
(refer to Policy JAA, GAAA, IDDH, IDDHA, IDDHB)

Office of Human Resources: 4924 Church Street, Moss Point, MS 39563, 228-475-4558.

NON-DISCRIMINATION - SECTION 504/ADA

The Office of Human Resources will handle Section 504/Americans with Disabilities Act compliance, inquiries regarding the district's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disabilities. *(refer to Policy IDDHA)*

Office of Human Resources: 4924 Church Street, Moss Point, MS 39563, 228-475-4558.

SEXUAL HARASSMENT

The Moss Point School District affirms employee protection provided under Title VII and Title IX and, therefore, "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

It is the intent of the school board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances; requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

The Superintendent, or designee, serves as the Title VII and Title IX compliance officer and will handle inquiries regarding the district's sexual harassment policies, the filing of complaints, and requests for copies of Title VII and Title IX complaint procedures. *(refer to Policy GBR)*

Office of the Superintendent: 4924 Church Street, Moss Point, MS 39563, 228-475-0691.

WEAPONS/GUN FREE SCHOOLS

The Moss Point School District Board of Education recognizes that the possession of pistols, firearms, or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors, and guests and further creates an unreasonable and unwarranted risk of damage to properties of district employees, students, visitors, and guests. Because of these dangers, the board hereby prohibits the possession of weapons except

for authorized law enforcement officials on school premises or at school functions regardless of whether the person possesses a valid permit to carry the weapon.

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

1. Gun, rifle, pistol, or other firearms
2. Dynamite cartridge, bomb, grenade, mine, or other explosives
3. BB gun, air rifle, air pistol
4. Bowie knife, dirk, dagger, switchblade, pocketknife, or other knife
5. Slingshot
6. Leaded cane, blackjack
7. Metallic or other artificial knuckles
8. Razors, razor blades
9. Any sharp-pointed or edged instrument (except instructional supplies, unaltered nail file and clips, and tools used only to prepare food or for instruction and maintenance of school property)
10. Any instrument having the effect or appearance of a weapon (including utensils, imitation firearms, or knives, etc.).

Any person violating this policy may be subject to criminal action and penalties as provided by law.

1. Any student who violates this policy will be suspended and recommended for expulsion.
2. Any employee who violates this policy will be subject to disciplinary action/termination.
3. Any visitor who violates this policy will be asked to leave school property immediately and further action, including but not limited to filing criminal charges, shall be taken as necessary.

Violations of this policy shall be reported to the appropriate law enforcement officials.
(refer to Policy GBRL, JCDAE, JCBH)

VIOLENCE FREE SCHOOLS - REPORTING OF VIOLENT ACTS

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

Notification to Principal

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

Aggravated assault, including but not limited to

a. Assault resulting in serious physical injury or
b. Assault involving use of a weapon

1. Assault on a school employee, simple or aggravated
2. Indecent liberties with a minor
3. Possession of a firearm or other weapon
4. Possession, use or sale of any controlled substance
5. Rape
6. Sexual battery
7. Other sexual offense
8. Murder or other homicide
9. Kidnapping
10. Other violent acts

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

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

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

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

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

Any person who knows or has reason to suspect abuse or neglect of a child by a parent, legal custodian, caregiver, or other person(s) responsible for the child's care, is required by law to make a report to the Mississippi Department of Child Protection Services. See Section 43-21-105 and Section 43-21-353 of the **Mississippi Code** for more information.

Reporting Procedure (refer to Policy JCBF - Regulations)
When any school employee, principal, or the superintendent has knowledge that an unlawful or violent act has or may have occurred on school property or at a school-related event, the following steps will be taken:

1. IMMEDIATELY UPON RECEIVING INFORMATION OF SUCH ACT, the following verbal reports shall immediately be made:
    a. The employee shall notify his/her principal.
    b. The principal shall notify the superintendent or his/her designee.
2. VERBAL NOTICE TO LAW ENFORCEMENT
    a. IF AN EMERGENCY (—911 – LIFE THREATENING‖) SITUATION EXISTS AND THE PRINCIPAL IS NOT IMMEDIATELY AVAILABLE, the employee is authorized to immediately contact the appropriate law enforcement official. As soon as possible thereafter, notify the principal or other school administrator.
    b. IF THE PRINCIPAL HAS A REASONABLE BELIEF THAT AN UNLAWFUL OR VIOLENT ACT HAS BEEN COMMITTED. The principal shall also verbally notify law enforcement officials immediately following receipt of the employee's report.
3. AS SOON AS POSSIBLE and in no event more than 24 hours of the verbal report; the following written reports shall be made and copies.
    a. An employee making the verbal report shall complete and submit to the principal a written report on a form provided by the superintendent for such purposes.

b. If the principal has a reasonable belief that an unlawful or violent act has been committed, he shall complete and submit to the appropriate local law endorsement agency and to the superintendent a written report on a form provided by the State Board of Education for such purposes.
c. If a student committed a crime, the superintendent shall complete and submit to the youth court and the appropriate local law enforcement agency an affidavit in a form prescribed for such purposes. If expulsion resulted from a student's unlawful activity or violent act, the affidavit shall contain such notice.
d. If the offense involved possession of a firearm in violation of the Policy JCDAE-Weapons in school, the superintendent shall also submit the written report to the appropriate division of the Mississippi Department of Education.

4. Copies of all written reports shall be retained by the Superintendent.

BULLYING OR HARASSING BEHAVIOR

Students and employees in the Moss Point School District are protected from bullying or harassing behavior. 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, 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 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 an employee's performance, opportunities or benefits.

—Differentiating characteristic may include a person's actual or perceived race, color, national origin, sex disability, sexual orientation, gender identity or expression, religion, or any other distinguishing characteristics that may be defined by the District or State of Mississippi. 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, 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 workplace a disruption to the well-being and safety of others.

II. Procedures for Processing a Complaint

Any school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed, or who has reliable information that school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to his or her supervisor. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The supervisor shall complete a -Harassment, Violence, Discrimination or Bullying‖ report form (available under the Districts Website Policy JDDA), 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, attached to policy and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the 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. All employees named in the complaint will be notified. The Superintendent will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint. 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 Superintendent shall notify the victim, as appropriate, when the investigation is completed.

If the victim is not satisfied with the decision of the Superintendent, he/she may submit a written appeal to the school board. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The School board will arrange such meetings within twenty *(20)* working days and allows the victim, 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. *(refer to Policy JDDA)*

EMPLOYEE CRIMINAL BACKGROUND AND CHILD ABUSE CHECK

The Moss Point School District complies with state law, which requires the following:

1. All new hire licensed and non-licensed employees must have a state child abuse registry check and criminal records background check via Live Scan.
2. The fingerprints shall be forwarded by the school district to the Department of Public Safety who shall in turn forward them to the Federal Bureau of Investigation (FBI).
3. The district may charge the applicant up to $50.00 or may pay the fee at its discretion.
4. Information obtained via these checks is for employment use only and cannot be disseminated.
5. Applicants are ineligible for employment if checks disclose a guilty plea, conviction, or nolo contender plea to a felony conviction for:
    a. Possession or sale of drugs.
    b. Murder, Manslaughter, or Armed Robbery.
    c. Rape, Sexual Battery, or sex offense as listed in Section 45-31-3 (1).
    d. Child Abuse, Arson, Grand Larceny, or Burglary.
    e. Gratification of Lust or Aggravated Assault.
    f. Failure to disclose in writing pending charges, an arrest, or conviction for the felonies referenced above shall be considered grounds for immediate dismissal.
6. If the school district has hired an applicant contingent upon a background check and derogatory information is obtained, that applicant's contract may be voided at the time of the report and the applicant's contract should so state.
7. The school board may, at its discretion, waive any convictions and hire an applicant with a criminal record based on:
    a. Age at commission of the crime.
    b. Circumstances surrounding the crime.
    c. Length of time and criminal history since the crime.
    d. Work history and current employment and character.
    e. Other evidence demonstrating the ability of the person to perform the job and does not pose a threat to the health or safety of the school children.
8. No school district or employee may be held liable in an employment discrimination suit involving this statute.
9. The school district may employ applicants and let them work contingent upon the successful completion of the criminal background check. *(refer to Policy GBD, GCD)*

CONVICTION BASED ON ERRONEOUS INFORMATION

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

EMPLOYEE ARREST *(refer to Policy GAHD)*

Any employee who is arrested, charged, indicted, or convicted of a felony or misdemeanor, is required to notify his/her immediate supervisor and the superintendent as soon as possible and prior to returning to duty. Failure to report incidents may result in disciplinary action up to and including termination.

EMPLOYEE WORK DAY – WORK SCHEDULES

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

EMPLOYEE – STAFF/FACULTY MEETINGS

All employees must attend all staff meetings as scheduled and called unless excused by the administrator calling the meeting. Appointments are to be made at a time other than the scheduled time of staff meetings. Agendas and minutes will be maintained in the principal's office. Employees covered by the Fair Labor Standards Act may not work more than 40 hours per week without approval by the superintendent or designee.

EMPLOYEE ATTENDANCE

Employees are the backbone of our district and teamwork is essential to everyone's success. It is important that employees be prompt and regular in attendance for the benefit of maximum opportunities for student achievement and the work site. If unable to report to work on time the supervisor should be notified as soon as possible.

If an employee must miss work for any reason, the supervisor must be given advance notice so the absence can be filled with a minimum of inconvenience to the operation of the school or department. Employees must call their supervisor by 6:30 a.m. on the day of absence or as soon as it is known an absence is pending. Failure to notify supervisors will result in disciplinary action.

When the absence will be longer than one day, the supervisor must be given an expected date of return. Should this date change, the supervisor must be notified at once.

The district requires medical certification for any absences of three consecutive days or more. However, an administrator or supervisor can request certification for any number of days. When returning to work after an absence of three days or more, a written medical release from a

licensed physician will be required. If a conditional medical release is given, the doctor must state the conditions of the partial release and specify any job limitations. Failure to produce a medical certification of illness will result in loss of pay.

In cases of serious personal illness or other situations in which advance notice is impossible, it is imperative that the supervisor be notified as soon as possible. A member of the immediate family may, if necessary, fulfill this obligation.

Tardiness or absenteeism, which is considered by the district to be excessive, may result in disciplinary action, up to and including termination. An absence for a period of three consecutive workdays without contacting the supervisor to request leave will be considered a voluntary termination of employment.

All licensed and classified employees are required to clock in and out of the timekeeping system to record attendance. The district uses a biometric clocking system that requires employees to place his/her finger on a pad at the time clock or key in his/her employee ID. It is the responsibility of each employee to make sure his/her time and leave are correct for each payroll period. Missed punches are considered a violation of district policy.

At no time is an employee to leave the job site without permission of the supervisor. The employee will not be paid for time off the job and disciplinary action may be taken.

EMPLOYEE LEAVE

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

Personnel may take leave in increments of quarter, half, three quarter or whole days. Leave must be requested and approved via the ActiveResources employee portal before your absence, if possible, or in cases of unexpected absences, complete the request the day you return to work and before payroll deadlines.

Sick Leave

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

1. Amount of Leave

A. All licensed employees, teacher assistants; 12-month salaried non-licensed and 240/254 day non-licensed employees shall accrue 10 days of sick leave each year.
B. Other hourly non-licensed employees shall accrue 5 days of sick leave annually.
C. Up to 10 additional (sub-dock) days, which are not accumulated, will be allowed to licensed employees after use of all accumulated leave as a result of illness or physical disability, in any school year. The amount deducted for these days will be at the current substitute teacher rate. The deduction will be made whether or not a substitute is actually employed. Any absences thereafter will result in loss of pay in its entirety. Abuse or misuse of this or any other leave policy will result in forfeiture of all leave and may result in dismissal or termination.
D. A doctor's excuse, with full-duty, is required for absences of four (4) or more consecutive days, for absences the day before or the day after a school holiday, or at any other time requested by the district.

2. **Accumulated Leave**
   A. Licensed and non-licensed employees may accumulate an unlimited number of sick leave days that may be carried over from year to year.
   B. Accumulated leave, upon the termination of employment, shall be certified to the Public Employees Retirement System for service credit in accordance with state law.
   C. Accumulated sick leave, that has been certified, shall not be restored with later employment in the Moss Point School District.

3. **Options for Extended Sick Leave**
   A. More than 10 but not less than 20 consecutive days: When leave for illness of the employee, including maternity leave, is required for 10 or more consecutive days, the employee shall furnish the superintendent, or designee, a statement from a licensed physician stating the date the employee anticipates returning to work and performing all normal duties and responsibilities.
   B. 20 or more consecutive days: If the anticipated length of absence of the employee for personal illness, including maternity leave, exceeds 20 consecutive days, or accumulated leave for illness, whichever is greater, the employee shall elect in writing to the superintendent, or designee, one of the following options prior to the initiation of the leave.
      a. Leave for the duration of the illness, including maternity, as verified by a physician but for a length of time less than the, remainder of the current scholastic year; Leave for the duration of the illness, including maternity, as verified by a physician, for the entire remainder of the current scholastic year;
      b. Leave for the duration of the illness, including maternity, as verified by a physician, for the entire remainder of the current scholastic year plus the next scholastic year.
      c. After such election, the employee shall be bound by that option. The employee shall be re-employed at the end of the election when physical and emotional capability is verified by the physician. Before re-employment, the employee shall timely file or meet all prerequisite requirements for employment within the school district.

Personal Leave

1. Licensed personnel, teacher assistants, and 12-month personnel shall accrue two (2) personal leave days per school year.
2. Hourly non-licensed employees shall accrue one (1) personal leave day per school year.
3. Unused personal leave days shall be allowed to accumulate to a maximum of five days. Days accumulated beyond will be converted to sick days at the end of the school year.
4. Personal leave days may be used according to the following rules:
   a. The employee must give a request for personal leave to the principal or supervisor at least three school days in advance, except in cases of emergency.
   b. **Licensed employees** may not take personal leave on the first day of the school term, the last day of the school term, a day before a holiday, a day after a holiday, or a staff development day, unless on such days an immediate family member of the employee is being deployed for military service or the employee has been summoned to appear for jury duty or as a witness in court.
   c. **Licensed employees** may take personal leave on a day previous to a holiday or a day after a holiday if an employee of the school district has either a minimum of ten (10) concurrent years of experience as an employee of the school district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.
   d. Personal leave may be used for professional purposes, including absences caused by attendance of such licensed employee at a seminar, class, training program, professional association or other functions designed for educators.
   c. No more than 10 percent of employees at any school site shall be approved for professional or personal leave on any day.

Vacation Leave

All full time 12- month employees who are employed 240 days per year shall earn 10 days paid vacation annually. Vacation leave granted to either licensed or non-licensed employees shall be synonymous with personal leave. Unused vacation or personal leave accumulated in excess of the maximum five (5) days which may be carried over from one (1) year to the next may be converted to sick leave. The annual conversion of unused vacation or personal leave to sick licensed or unlicensed employees shall not exceed the allowable number of personal leave days as provided in Section 25-3-93. The annual total number of converted unused vacation and/or personal days added to the annual unused sick days for any employee shall not exceed the combined allowable number of days per year provided in Sections 25-3-93 and 25-3-95. Local school board policies that provide for vacation, personal and sick leave for employees shall not exceed the provisions for leave as provided in Sections 25-3-93 and 25-3-95. (Rev. SB 2247, 2005 regular session)

Vacation leave is credited on July 1. The proposed dates for use of vacation leave must be submitted in writing to the superintendent, or designee, for approval at least two weeks in advance. Upon termination or retirement no employee shall be paid for accumulated vacation leave. *(refer to Policy AEAA)*

Upon retirement from employment, each licensed and non-licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for non-licensed employees, that payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump-sum payment for personal leave as provided in Section 25-11-103(e). Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave.

SB2297, 2004 regular session; provides that no payment for unused accumulated leave may be made to either a licensed or non-licensed employee at termination or separation from service for any other purpose other than for the purpose of retirement.

Holiday Leave

Full-time, non-exempt classified employees who work are employed for 12 months 240 days will receive five (5) paid holidays annually: Paid holidays will be Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day and July 4th. Full-time, non-exempt classified employees who work 240/254 days will receive eight (8) paid holidays: Monday – Thursday of Thanksgiving week, Christmas, New Year's Day, Memorial Day and July 4th. Full-time, non-exempt classified employees who work less than 12 months will receive two (2) paid holidays annually: Paid holidays will be Thanksgiving Day and Christmas Day. (*refer to Policy AEA)*

Bereavement Leave

Employees may be granted up to three (3) days for bereavement leave, which is not accumulated, due to a death in the immediate family. Immediate family includes spouse, children, step-children, brothers, sisters, parents, parents-in-law, sons-in-law, daughters-in-law, grandchildren, grandparents. To receive bereavement, leave, proof of relationship is required which includes but is not limited to obituaries, funeral programs, or funeral home certificates.

Any day of the three (3) bereavement days may be used at the discretion of the employee, and are not required to be taken in consecutive order.

Jury Duty

Employees shall be granted up to five days of leave annually, non-cumulative with pay who are called for or who serve on juries. Employees can use personal leave beyond five days. When excused from jury duty prior to 11 A.M., the employee will report to their work site. The district will not recover jury fees from employees who serve on juries. Employees under subpoena to provide court testimony or to testify in administrative hearings do not qualify for jury duty leave and may use their personal leave. Absence beyond accrued personal leave will result in loss of pay. For district administrative proceedings arrangements will be made for employees to provide testimony without loss of pay as directed by the superintendent.

Sabbatical Leave

After six years of continuous employment in the Moss Point School District, a sabbatical leave for one year, without pay, may be granted for the following purposes:

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

Military Leave (Policy GBRID)

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

Professional Leave

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

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

Professional leave travel expenses over $1,000 must be approved by the Board of Trustees prior to the trip. Request must be submitted to the superintendent 45 days prior to the professional leave.

Retirement Credit for Unused Leave

Upon Public Employees Retirement System (PERS) of Mississippi retirement, certified/licensed employees may choose to be paid for unused accumulated leave up to 30 days at a rate equal to the daily amount paid to a substitute teacher by submitting a written request to payroll. All unused accumulated leave for which compensation is not received will be certified toward

retirement. This provision is subject to and shall conform to the requirements of state law and the retirement system.

Upon PERS retirement, non-certified employees may choose to be paid for unused accumulated leave up to 30 days at a rate equal to the federal minimum wage. Submit written request to payroll.

SB 2297 (2004) provides that no payment for unused accumulated leave may be made to either a licensed or non-licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

Employees who terminate employment will not be paid for unused accumulated leave but will have all unused leave certified to PERS for use as service credit toward retirement.

Current PERS regulations provide that unpaid accumulated leave will convert to service credit for retirement purposes as follows:

15 – 77 days = 1/4 year
78 – 140 days = 1/2 year
141 – 203 days = 3/4 year
204 or more days = 1 year

For each additional 63 days accumulated, 1/4 additional years' credit will be granted
www.pers.state.ms.us, 1-800-444-PERS (7377)

Payroll Deduction for Excess Absences

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

Employees may be required to present a physician's certification of illness when absent for 3 or more consecutive school days, for one day immediately preceding or following a holiday, or at any other time requested by the principal and/or superintendent.

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

DONATION OF LEAVE

In compliance with MS Code §37-7-307(9) 1972, any employee of the Moss Point School District may donate a portion of his/her unused accumulated personal leave or sick leave to another employee within the Moss Point School District who is suffering from a catastrophic injury or illness, as defined by state law, or who has a member of his or her immediate family suffering from a catastrophic injury or illness. *(refer to Policy GBRI and Policy GADF)*

For the purposes of this subsection, the following words or phrases shall have the meaning ascribed in this paragraph unless the context requires otherwise:

1. "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family which totally incapacitates the employee from, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by the employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, which result in intermittent

absences from work and which are long-term in nature and require long recuperation periods, may be considered catastrophic.

2. —Immediate family means spouse, parent, stepparent, sibling, child or stepchild, grandparent, stepbrother or stepsister

Any school district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same or another school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

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

FAMILY MEDICAL LEAVE (Policy GBRIA)

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly- placed child
- Your own serious health condition
- The serious health condition of your spouse, child, or parent
- A qualifying exigency arising out of the fact that your spouse, child, or parent is on covered active duty or has been notified of an impending call or order to covered active duty with the Armed Forces
- A serious injury or illness of a covered service member where you are the service member's spouse, child, parent, or next of kin (*Military Caregiver Leave*)

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Employee Responsibilities

1. Foreseeable Leave: When unpaid leave is in connection with birth, adoption, or foster placement, and is foreseeable, the employee must provide 30-day notice of the date when leave is to begin, unless circumstances dictate otherwise. With respect to family or employee's illness that is foreseeable, the employee shall make a reasonable effort to schedule treatment (including intermittent and reduced hour leave) as not to disrupt unduly the operations of the employer, subject to the approval of the employee's or family member's health care provider. Further, where foreseeable, the employee must provide 30-day notice, unless circumstances dictate otherwise.
2. Unforeseeable Leave: When unpaid leave is in connection with an unforeseeable qualifying event such as an accident, sudden illness, or similar unforeseeable matters the employee must provide notice to the district within two days or at the first possible time.
3. Certification to Take Leave: The school district requires that the employee provide timely certification from his/her health care provider, or a family member's health care provider as to: (1) the date that the condition commenced; (2) the duration; and (3) the necessity for the employee's inability to perform his/her job functions. Where doubt exists, as to certification, the school district, at its own expense, may designate a second health care provider (other than a school district employee) to provide a second opinion... with the opinion of a third health care provider, if necessary, to be binding the opinion.
4. Medical Certification to Return from Leave: Upon return to work, the school district requires the employee to provide certification by his/her health care provider that the employee is able to resume work.

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

To obtain family medical leave the employee must apply by completing appropriate forms, including DOL Form WH-380, available in the Office of Human Resources. Failure to make application in accordance with this policy shall be grounds for denial of family medical leave. A copy of the FMLA Policy GBRIA is available on our website.

Family medical leave runs concurrently with any paid leave the employee may have accumulated. Employees must use any paid vacation leave, sick leave or personal leave already accumulated without loss of pay until all paid leave has been exhausted. This also includes the 10 extended sick leave days with the substitute teacher pay rate deducted as provided by state law for certified/licensed personnel. If after use of all paid leave, 12 weeks have not been exhausted, FMLA will continue, according to federal law, without pay, until the 12-week period has been exhausted. FMLA is administered through the Office of Human Resources.

Benefits and Protections

In addition to actual leave, employees also become entitled to the continuation of health benefits during the period of leave. The employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment. However, the law does not entitle employees to accrue seniority or employment benefits during the time they are on leave. When both spouses are employed by the Moss Point School District, the combined amount of leave for birth, adoption, and family illness may be limited to 12 weeks; however, personal illness would not be similarly limited in this situation.

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

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

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

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

3. If the employee begins any category of family and medical leave (except personal sick leave) three or fewer weeks before the end of the semester and the period is greater than five working days, the school district may require the employee to wait until the next semester.

For FMLA purposes, a year is defined as the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement will be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months.

The following Department of Labor example is included to assist employees in the interpretation of this policy. If an employee has taken eight weeks of leave during the past 12 months, an additional four weeks of leave could be taken. If an employee used four weeks beginning February 1, 1994, four weeks beginning June 1, 1994, and four weeks beginning December 1, 1994, the employee would not be entitled to any additional leave until February 1, 1995. However, beginning on February 1, 1995, the employee would be entitled to four weeks of leave, on June 1 the employee would be entitled to an additional four weeks, etc.

STAFF/STUDENT NON-FRATERNIZATION

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

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

Staff Guidelines for Non-Fraternization

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

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. Staff members shall not exchange gifts with students.
3. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not text students nor participate in any student blogs.
6. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
7. Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.
8. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.

9. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
10. Staff members shall not send students on personal errands.
11. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
12. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistance, pursuant to law and Board policy.
13. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

SEXUAL MISCONDUCT PROHIBITED

If any person eighteen (18) years or older who is employed by any public school district or private school in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, the Mississippi Department of Education and the Department of Human Services, provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation is true.

Any superintendent, or his designee, who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35. Any superintendent, principal, teacher or other school personnel participating in the making of a required report pursuant to this section or participating in any judicial proceeding resulting there from shall be presumed to be acting in good faith. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. ' 97-5-24 If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars ($500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. ' 97-29-3 (1980)

The Moss Point School Board takes very seriously its duty to protect students from sexual misconduct by an employee. Should there be an allegation against an employee of sexual misconduct with a student, any employee, student with knowledge, parents, or other persons should follow the steps outlined below:

1. Within 5 days of the occurrence or knowledge of such misconduct, a student, parent, employee or other person shall verbally notify the principal, Title IX coordinator or the superintendent of all allegations against the employee. *Failure to report shall constitute grounds for dismissal if an employee and grounds for expulsion if a student.*
2. Immediately upon receipt of such allegation (s), the principal or title ix coordinator shall verbally notify the superintendent immediately upon receipt of such allegation.
3. Such allegations shall be processed in accordance with the Title IX grievance procedure, policy JB-student complaints sexual discrimination harassment – Title IX procedures.
4. Upon conclusion of the Title IX grievance process, the Title IX coordinator shall complete and submit a written report to the superintendent.

5. Within 2 days of receiving the Title IX grievance report, the superintendent shall determine whether there exists' a reasonable basis to believe that the accusation is true and, if so, shall as soon as possible thereafter verbally notify the district attorney of such accusations. Notice will be provided to the local district attorney in writing.
6. Copies of all written reports shall be retained by the superintendent.

The Superintendent or designee serves as the Title IX Coordinator. The form and procedures are available on-line under Board Policy GBR.

SOCIAL NETWORKING

All employees of this school district who participate in social media websites or applications such as, but not limited to, Facebook, Twitter. Snapchat, and/or Instagram shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom activity. The determination of appropriateness will be made by the Superintendent.

Employees, faculty and staff are solely responsible for the content and the security of their social media websites and applications and shall not give their social media website passwords to students.

Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the Moss Point 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 the telephone, through standard mail, and/or through email. Social media shall never be used and is not an appropriate form of communication.

Access of social media websites for individual use during school hours is prohibited. Violation of any of these policies may result in disciplinary action, up to and including termination.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites.

The Superintendent and the school principal will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. *(refer to Policy GABB, GABBA, GBR)*

EMPLOYEE LIABILITY IMMUNITY

MS Code § 37-11-57 grants immunity of school personnel from liability for carrying out action in enforcing rules regarding control, discipline, suspension and expulsion of students.

(1) Except in the case of excessive force or cruel and unusual punishment, a teacher, assistant teacher, principal, or an assistant principal acting within the course and scope of his employment shall not be liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the local school board regarding the control, discipline, suspension and expulsion of students. The local school board shall provide any

necessary legal defense to a teacher, assistant teacher, principal, or assistant principal acting within the course and scope of his employment in any action which may be filed against such school personnel. A school district shall be entitled to reimbursement for legal fees and expenses from its employee if a court finds that the act of the employee was outside the course and scope of his employment, or that the employee was acting with criminal intent. Any action by a school district against its employee and any action by the employee against the school district for necessary legal fees and expenses shall be tied to the court in the same suit brought against the school employee.

(2) Corporal punishment administered in a reasonable manner, or any reasonable action to maintain control and discipline of students taken by a teacher, assistant teacher, principal or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local school board does not constitute negligence or child abuse. No teacher, assistant teacher, principal or assistant principal so acting shall be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, or the taking of action to maintain control and discipline of a student, unless the court determines that the teacher, assistant teacher, principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety. For the purposes of this subsection, "corporal punishment" means the reasonable use of physical force or physical contact by a teacher, assistant teacher, principal or assistant principal, as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students. *(refer to Policy AAA)*

ERRORS AND OMISSIONS INSURANCE

The Moss Point School District Board of Education maintains both general liability and errors and omissions insurance to protect the district, school board, superintendent, and district employees from claims of liability consistent with the provisions of the Mississippi Torts Claim Act §11-46-1 et. seq. *(refer to Policy EG)*

EMPLOYEE COMMUNICATION

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

Confidential Information

Serious problems could be created for the District by disclosure of confidential internal information. District personnel should not discuss confidential internal district matters or developments with anyone outside the District, except as required in the performance of regular job duties. At no time shall any student information be shared unless there is authorization to do so. Outside inquiries, regarding district concerns must be referred to the Superintendent. At the building or department level, inquiries are referred to the administrator in charge.

Review of Information

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

EMPLOYEE LEAVING SCHOOL OR DUTY POSTS

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

PROFESSIONAL STAFF APPRAISAL

The evaluation of professional employees shall be in the form and manner prescribed by the State Department of Education. The school board of this district directs the superintendent to formulate and implement a formal annual performance appraisal system based on job descriptions and on-the-job performance of every professional employee.
(refer to Policy GBI)

The Mississippi Public School Accountability Standard for this policy is Standard 9.

PROFESSIONAL STAFF TUTORING

State law provides that no teacher shall use his/her official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he/she is associated.

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he/she may have a conflict of interest, teachers shall receive no money for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to make. No teacher shall use his/her official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he/she is in association. All tutoring for pay must be done after normal working hours. *(refer to Policy GBRGB)*

PROFESSIONAL STAFF DEVELOPMENT

The board recognizes its responsibility to provide opportunity for the continual professional growth of its staff. The opportunities include, but are not limited to, staff training workshops, focused faculty meetings, a professional library, assistance from supervisors and consultants, and, within budgetary limitations, school visitation and attendance at professional conferences, workshops, and meetings. *(refer to Policy GADA)*

Annually, the administrative staff is directed to develop and submit a *Staff Development Plan* for board approval that shall contain both training and support activities. The plan shall be based on, but not limited to, results from personnel evaluation and need assessments, established trends in education, and requirements of state and accrediting agencies. The plan shall comply with and include the components required by the Mississippi Department of Education.

Employees are required to participate in the professional development activities provided by the district.

EMPLOYEE USE OF CORPORAL PUNISHMENT

Corporal punishment in any form is prohibited in the Moss Point School District. Student handbooks contain information on the Student Code of Conduct and on approved disciplinary measures. *(refer to Policy JDB)*

PROFESSIONAL STAFF SEPARATION

There are a number of ways that professional staff may end their employment with the Moss Point School District. Some of these ways or types of separation are voluntary and others are involuntary. Regardless of the reason, the purpose of this section is to guide staff in making those decisions.

Resignation or Release from Employment

Should a licensed employee, not under contract, wish to be released, a letter of resignation should be tendered to the District through the superintendent. The superintendent may respond with a letter of acceptance.

Should a licensed employee, with a signed contract wish to be released from employment, the District may require a replacement be found before granting the release. After a replacement is found, a letter of release may be given.

Should a non-licensed or at-will employee intend to resign, two weeks' notice would be appreciated so that the supervisor can arrange to fill the vacancy created. Notice from at-will-employees is not required but will facilitate final payment.

The Moss Point School Board empowers the superintendent, as agent of the board, to accept on its behalf letters of resignation from any school district employee, providing that such resignation is in writing, dated, signed and specifies the date upon which the resignation is to be effective.

As provided by state law, the District will seek revocation of the license of any professional employee who abandons their contract as provided in the following section. *(refer to Policy GBO)*

Breach of Contract

If any licensed employee shall arbitrarily or willfully breach their contract and abandon their employment without being released as provided in MS Code §37 -9-55, the contract of the licensed employee shall be null and void. In addition, the State Board of Education shall suspend the license of the licensed employee for a period of one year as provided in MS Code §37-3-2(8) upon written recommendation of the majority of the members of the Moss Point school board.

Retirement

If retirement is planned, notice should be given at least three months in advance to the district and to the Public Employees Retirement System (PERS). A retirement application can be obtained from the PERS website (www.pers.ms.gov) or by direct contact at 1-800-444-7377. The Business Office and Superintendent will complete their designated sections of the retirement papers at the request of the employee.

Reduction in Force

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

supplements, (4) reduce the number of employees. Initially, staff reduction will be accomplished by attrition.

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

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

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

1. Criticality of the position to the mission, goals, and objectives of the school district
2. Subject area(s) and advanced degrees by certification.
3. Experience, professional training, length of service within the district and work assignment.
4. Quality of performance including the proven ability to accomplishment the educational mission of the school district.
5. Executive ability.
6. Employee attendance and discipline history.
7. Skills and licensure in the area(s) where the district has instructional and/or supervisory needs. *(refer to Policy GBKAR)*

Contract Non-renewal

The Moss Point School District recognizes that it is necessary, from time to time, to release from future employment certified/licensed personnel whose performance fails to meet the standards established by the State Department of Education and/or the board. Certain employees are entitled to a hearing on the non-renewal decision; others are exempt from the right to a hearing. A summary of the requirements of the Education Employment Procedures Law of 2001 is contained in this section. *(refer to Policy GBN with exhibit)*

Suspension, Termination or Dismissal

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

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

In the event the continued presence of an employee on school premises poses a potential threat or danger to the health, safety or general welfare of the students, or in the discretion of the superintendent, may interfere with or cause a disruption of normal school operations, the superintendent may immediately release the employee of all duties pending a hearing if one is

requested by the employee. In the event a licensed employee is arrested, indicted or otherwise charged with a felony by recognized law enforcement official, the continued presence of the licensed employee on school premises shall be deemed to constitute a disruption of normal school operations.

The school board, upon a request for a hearing by the person so suspended or removed shall set a date, time and place for the hearing which shall be not sooner than five days no later than 30 days from the date of the request.

The procedure for a hearing shall be as prescribed for hearings before the board or hearing officer in MS Code §37-9-111. From the decision made at a hearing, any certified/licensed employee shall be allowed an appeal to the chancery court in the same manner as appeals are authorized in MS Code §37 -9-113.

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

If an employee does not request a hearing within five calendar days of the date of the notice of discharge or suspension, it shall constitute a waiver of all rights by the employee and the discharge or suspension shall be effective on the date set out in the notice to the employee. MS Code §37-9-59 (1997) At a suspension or dismissal hearing before the school board, the burden rests upon the superintendent to prove by a preponderance of evidence that adequate grounds for dismissal exist. *(refer to Policy GBK)*

Education Employment Procedures Law of 2001

The district shall follow the requirements of the Education Employment Procedures Law of 2001 in the non-renewal of licensed employees. **Certain professional/licensed personnel are exempt from the law's requirements through the definition of "employee" contained in the law.** A summary of the Education Employment Procedures Law of 2001follows: MS Code §37-91 101 through §37-9-113 shall be known as and cited as the "Education Employment Procedures Law of 2001."

It is the intent of the legislature to establish procedures to provide for accountability in the teaching profession; to provide a mechanism for the non-renewal of licensed education employees in a timely, cost-efficient and fair manner; to provide public school employees with notice of the reasons for not offering an employee a renewal of his contract; to provide an opportunity for the employee to present matters in extenuation or exculpation; to provide the employee with an opportunity for a hearing to enable the board to determine whether the recommendation of no employment is a proper employment decision and not contrary to law and to require non-renewal decisions to be based upon valid educational reasons ornoncompliance with school district personnel policies. It is the intent of the legislature not to establish a system of tenure.

As defined in MS Code §37-9-101 through §37-9-113, **the word "employee" shall** include:

1. Any teacher, principal, superintendent or other professional personnel employed by the local school district for a continuous period of two years with that district and required to have a valid license issued by the Mississippi Department of Education as a prerequisite of employment; or

2. Any teacher, principal, superintendent or other professional personnel who has completed a continuous period of two years of employment in a Mississippi public school district and one full year of employment with the school district of current employment, and who is required to have a valid license issued by the Mississippi Department of Education as a prerequisite of employment.

As defined in MS Code §37-9-101 through §31-9-113, the term **"days"** means calendar day.

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

1. If the employee is a principal, the superintendent, without further board action, shall give notice of non-reemployment on or before March 1; or
2. If the employee is a teacher, administrator or other professional educator covered under MS Code §37 -9-101 through §37-9-113, the superintendent without further board action shall give notice of non-reemployment on or before April 15.

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

An employee who has received notice under MS Code §37-9-105, upon written request from the employee received by the district within 10 days of receipt of the notice by the employee, shall be entitled to:

1. Written notice of the specific reasons for non-reemployment, together with a summary of the factual basis therefore, a list of witnesses and a copy of documentary evidence substantiating the reasons intended to be presented at the hearing, which notice shall be given at least 14 days prior to any hearing; if the district fails to provide this information to the employee, then the recommendation for non-reemployment shall be null and void and the board shall order the execution of a contract with the employee for an additional period of one year;
2. An opportunity for a hearing at which to present matters relevant to the reasons given for the proposed non- reemployment, including any reasons alleged by the employee to be the reason for non-reemployment;
3. Receive a fair and impartial hearing before the board or hearing officer;
4. Be represented by legal counsel, at his own expense,

Any employee requesting a hearing shall provide the district, not less than five days before the scheduled date for the hearing a response to the specific reasons for non-reemployment, a list of witnesses, and a copy of documentary evidence in support of the response intended to be presented at the hearing. If the employee fails to provide this information, then the recommendation of non-reemployment shall be final without the necessity of a hearing. If the employee does not request a hearing, the recommendation regarding the non-reemployment of the employee shall be final. A complete copy of the law and hearing procedures is contained in board policy and available in each principal's office. *(refer to Policy GBN with Exhibit)*

TEACHER - PARENT CONFERENCES

Classroom teachers are expected to maintain close contact with the parents or guardians of students throughout the school term. The parents or the classroom teacher may initiate parent conferences. Conferences may not be held during instructional time. Conferences should be well planned and non-threatening for all parties involved. *(refer to Policy GBRHB)*

TEACHER ASSISTANTS

Teacher Assistants work under the direct supervision of a professional staff member, usually a classroom teacher; however, assistants are ultimately responsible to the site administrator. Teacher Assistants are to follow all rules and regulations contained in this handbook, which are not directly applicable to, or reserved for, licensed personnel. Assistant teachers or Teacher Assistants are covered under the Fair Labor Standards Act and cannot work more than 40 hours per week without written permission from the superintendent or designee. MS Code 37- 21-7 *(refer to Policy IFBA)*

TEACHER SUBSTITUTES

The Board of Trustees of the Moss Point School District authorizes the Superintendent to hire substitute teachers to staff classrooms in the absence of teachers. Building principals have the responsibility of securing substitute teachers to fill daily vacancies created by teacher absences.

Substitute teachers are currently contracted through Kelly Services.

The designated site administrator will make arrangements for substitute teachers in a timely manner to staff the absent teacher's position. Long term subs must be proper certified in the area they are teaching.

Teacher Assistant as *Substitutes*

When a classroom teacher who has a full-time teacher assistant in his/her classroom is absent, the site administrator may use the teacher assistant as a substitute for the absent teacher for up to three consecutive days. (Special Services staff cannot be used.)

TEACHER MANAGEMENT OF CLASSROOM

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

TEACHER DAY - INSTRUCTIONAL DAY

It shall be the policy of this school district to provide sufficient instructional time to give students the opportunity to master specific learning objectives at all instructional levels.

1. The number of hours of actual teaching which shall constitute a school day shall be determined and fixed by the school board of this school district at not less than five

hours and one-half. 37-13-67 (2006)

2. School Day: That portion of the calendar day that includes the teaching day, intermissions, and any additional time included in the employee contract. School day defines the normal working day for employees. Glossary, *Mississippi Public School Accountability Standards*

3. Teaching Day: A day in which a minimum of 330 minutes of instruction and/or evaluation and/or district approved group testing is provided. Exceptions are days with fewer than 330 instructional minutes that are part of an instructional week of atleast 27.5 hours. Glossary, *Mississippi Public School Accountability Standards*

The principal of each school shall be responsible for setting length of work day for professional staff, taking into account the need for adequate supervision of students at all times.

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

The Mississippi Public School Accountability Standard for this policy is standard 19.
(refer to Policy AF)

TEACHER PLANNING PERIOD

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

TEACHER DUTY SCHEDULE

Each principal shall be responsible for developing a teacher duty schedule so that every student will be under continuous supervision during the entire school day and at all school- sponsored activities in order to assure maximum safety and security for each child.

The school bell does not excuse students from the classroom. Each teacher shall give notice of dismissal and stand in the doorway of his/her classroom to supervise children as they pass in and out of the classroom and through the corridor.

Principals will assign duty to teachers to ensure proper decorum during the school day. It is expected that all teachers will correct any misbehavior at any time, regardless of assignment. Students are not to be excused from class for any reason except illness or emergency without permission of the principal. *(refer to Policy GBRE)*

Extracurricular Duty

Extra and co-curricular activities are an essential part of the school's instructional program. Teachers shall share in the supervision of these activities. Assignments shall be impartially distributed among the staff in an equitable manner. *(refer to Policy GBRE)*

TEACHER AND ASSISTANT TEACHER – EVERY STUDENT SUCCEEDS ACT

The Moss Point School District seeks to employ the most highly qualified and effective teachers and paraprofessionals available of each position. The district's goal is to comply with all aspects

of the *Every Student Succeeds Act (ESSA).*

Highly Qualified Notices

In accordance with the Act, the district will notify all parents that they may request information on teacher qualifications at any time. Parents will be notified if their child is assigned to or has been taught for four consecutive weeks by a teacher who is not highly qualified as defined by the ESSA. Parents will also be provided notice as required by the ESSA for paraprofessional not highly qualified as defined by law and board policy.

PAY AND BENEFITS

EMPLOYEE PAY PERIODS

All employees shall be paid through a single monthly payroll with electronic settlement of wages secured through direct deposit of net pay. In December, salaries or wages shall be paid by the last working day.

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

EMPLOYEE INSURANCE/ANNUITIES/DEFERRED COMPENSATION

Pursuant to state law, all full-time employees are provided paid employee health insurance under the State and School Employees' Health Insurance Plan. New employees are covered upon enrollment on their first day of work. Existing employees may apply for benefits during the Open Enrollment Period.

Group life insurance is available through a state program. The cost of coverage is shared between the employee and the employer.

Other insurance plans or annuities approved by the superintendent and board are made available through payroll deduction with the premiums deducted prior to taxation under the district's IRS Cafeteria Plan. Available plans include dental, life, cancer, disability, intensive care, hospital indemnity, accident, vision and burial. Other programs include deferred compensation and tax-sheltered annuities.

Information regarding available plans or programs and enrollment will be made available at each site and in the business office or contact the Payroll and Benefits at 228-474-4558.

Cancellation of insurance must be made in writing and directed to the Payroll and Benefits and must not conflict with the cafeteria plan or enrollment regulations.

RETIREMENT BENEFITS

Moss Point School District staff participates in the Public Employees Retirement Systems (PERS). Each pay period, the employee contributes 9% of gross earnings to his/her individual account. The district contributes 17.9% of gross earnings, which are placed in reserve and invested until time of retirement. This change was effective July 1, 2024.

SAFETY IN THE WORKPLACE

EMPLOYEE-WORKERS' COMPENSATION

All employees of the Moss Point School District are covered for medical expenses and loss of income due to accidental injury on the job through workers' compensation. On-the-job accidents must be reported to the employee's principal or supervisor within 24 hours in the form and manner specified by the district.

It is the policy of Moss Point School District to prohibit employees injured at work from combining workers' compensation benefits with accrued leave that would result in compensation in excess of 100% of their wages. If an employee is taken off duty by a doctor for a work-related injury more than five days and is therefore eligible to receive workers' comp lost time benefits, then they may not use accrued leave in order to receive compensation in excess of the compensation they would have received if they had been on the job. The employee shall use a proportional share of accrued leave to receive full (100%) compensation for the days off work, until their accrued leave has been exhausted.

Time will be calculated according to Moss Point School District procedure as outlined in the Personnel Handbook under *"Payroll Deduction for Excess Absences."* The first five (5) days of leave are unpaid by workers' comp. If the period of disability extends beyond the point at which the employee's accumulated leave is exhausted, then from that point, the employee will only receive that which is available through Workers' Compensation. *(refer to Policy GBRHD, GBRHA)*

EMPLOYEE HEALTH

An employee with a communicable disease should remain at home until the disease is no longer a threat to others. Cases of communicable diseases that might pose a threat to the health of the school or community should be reported to the superintendent. When concerned with a unique individual case, the welfare of all students and employees should be the prime consideration. Each individual case shall be resolved in consultation with the Mississippi State Department of Health.

Decisions regarding a person infected with COVID-19, HIV, Hepatitis B, or other blood borne diseases shall be based on an individual basis with regard to the behavior of the disease, physical condition of the employee, and the expected type of interaction with others in that setting. These decisions shall be made using the team approach including the employee's physician, public health personnel, and personnel associated with the educational setting and/or work place. In each case, risks and benefits to both the infected employee and to others in the setting shall be weighed. As conditions change, cases may be reevaluated.

The Moss Point School District Board of Education authorizes the administration to require any employee to have a medical examination whenever deemed necessary for the health and welfare of children, or as required by the State Board of Education of State Board of Health. MS Code §37-7-301 (h) (l) (p), 37-11-17, and 41-23-37 (1972). *(refer to Policy GAGD)*

EMPLOYEE PROTECTION

This school board directs the superintendent to develop programs, procedures, and guidelines to promote a safe environment for teaching and learning.

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

If any parent, guardian or other person, shall abuse any Moss Point School Districtemployee while school is in session or at a school-related activity, in the presence of school pupils, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than Ten Dollars ($10.00) nor more than Fifty Dollars ($50.00). MS Code §37-11-21

If any person shall willfully disturb any session of the public school or any public school meeting, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than ten dollars ($10.00) nor more than fifty dollars ($50.00). MS Code §37-11-23

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

Harassment Prohibited

This school district affirms employee protection provided under Title VII, and therefore shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassmentis inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion. The Mississippi Public School Accountability Standards for this policy are standards 30 and 31. *(refer to Policy GAEA)*

EMERGENCY DRILLS/PROCEDURES

It is the duty of the principals and teachers in each building of the Moss Point School District to instruct pupils in the methods of safety drills in all programs of emergency management as may be designated by the Mississippi Department of Education. These drills are to be conducted often enough to keep pupils and employees familiar with procedures.

Emergency/safety drills will include evacuations for fire, bus accidents, earthquake, weather (tornado, flooding, etc.), bomb threat, or other incidents. In addition, parents are to be advised of the radio/TV stations that will carry emergency response information regarding schools.

Fire/Explosion

Conduct regular **monthly** fire drills, the majority of which are held without advance notice. Make a monthly report to the superintendent or designee regarding fire drills.

1. Provide written instructions for the evacuation of pupils from each room, using either the room number and/or the teachers' names. Alternate ways to evacuate the building shall also be practiced.
2. Instruct teachers to close all doors and windows and turn off lights, remain with their

classes, and move away from the building.
3. Locate and eliminate all fire hazards periodically. Hazard areas include stages, boiler rooms, storage areas, shops, laboratories, occupational training (foods, building trades, etc.), and any other area where hazardous materials are stored or used.
4. Make sure that all exits are clearly marked and functioning.
5. Develop a plan for what to do if it becomes necessary to close the school. This plan should include measures for conveying accurate information to students and parents.

Procedure

Sound building fire alarm system that can be operated both automatically and manually to alert school occupants.

1. Call 911 to alert the fire department that an emergency fire condition has begun.
2. Have custodian or other designated person shut off all gas and fuel lines.
3. Check building to ensure evacuation is completed in an orderly, timely manner.
4. Alert superintendent/district communication supervisor as needed.
5. Follow other procedures as outlined in the school/district disaster plan.
   (refer to Policy EBB, EBBA, EBBC, EBBC-1)

Bus Evacuation

Bus evacuation drills must be conducted at least twice during the school year. Students usually remain on the bus during an emergency. However, students must be evacuated in all cases where there is fire or danger of fire or when the bus stops in an unsafe position.

Buses may be evacuated in the following ways:

1. Everyone exits through the rear emergency door.
2. Everyone exits through the front entrance door.
3. Front half exits through the front entrance door and rear half exits through the rear emergency door.
4. Exit through side emergency door alone (if bus is so equipped) or in combination with 1-3 above.
5. Exit through the roof emergency exit (if bus is so equipped) In all of the above procedures, pupils should be moved to a place of safety away from the roadway.

Additional instructions are available in the school/district disaster plan, the Pupil Transportation Manual, and/or may be provided by the Mississippi Department of Education annually.

Earthquake

1. Staff members-administrators and teachers will take charge and give instructions in a firm, calm manner.
2. No person should rush outdoors. The greatest danger is just outside entrances and close to walls.
3. Students should take cover under desks, tables, and heavy furniture, in interior doorways, or against weight bearing inside walls. Stay away from windows, light fixtures and gymnasiums, cafeterias or other large areas.
4. After the quake/drill is over, evacuate the building and move to an open area.
5. Avoid fallen wires.
6. Do not start fires.
7. Do not enter buildings until competent personnel have inspected them.
8. Follow other procedures as outlined in the school/district disaster plan.

Bomb Threat

Personnel in the Moss Point School District shall cooperate fully with the police in planning and carrying out procedures for handling bomb threats. All personnel, including switchboard/telephone staff and custodians, shall be given instructions for carrying out their responsibilities in the event of a bomb threat. A bomb threat reports form that provides a standard set of questions designed to extract vital information should be readily available for use. The principal must evaluate the seriousness of bomb threats or other disruptive types of demonstrations after using input from all sources and then act to ensure the safety and best interests of students and staff. The following guidelines will be considered:

1. The safety of students and personnel shall be of primary concern.
2. The identification of the person or persons making the threat is of primaryimportance.
3. A report of any incident to the superintendent's office and police department is to be filed immediately.
4. The principal will make the decision to evacuate, complying with any direction given by the superintendent or any order given for evacuation by the police.
5. Establish staff responsibilities for searching the building. The request of an employee to refuse to participate in a search shall be honored.
6. Students shall not be dismissed from school until the end of the school day. Instead, if evacuated, they shall remain in designated areas until the principal and the police are satisfied that no danger exists. Teachers shall remain with their students and be responsible forthem.

Other response procedures and precautions as outlined in the school/district crisis response plan are to be followed.

Weather-Related Emergencies

The Moss Point area is noted for severe unpredictable weather conditions. If a severe weather warning, such as a tornado warning is issued by the United States Weather Bureau, local civil defense officials notify the superintendent and each principal. Children will be retained in tornado (severe weather) drill until it is deemed safe to dismiss them, unless their parents pick them up. Pupils will not be allowed to use the telephone during severe weather warnings except in cases of emergency. Parents and their children should have an arrangement worked out in advance with regard to transportation during extreme weather conditions:

1. Each school in the district shall have an operational weather radio. MS Code §37-11-6 (1996)
2. Each school should be inspected and shelter areas designated. Schools should use interior hallways on the ground floor that are not southwest, south, or west, since that is the usually the direction the tornado will come. (Tornadoes usually move from southwest to northeast; however, they also move towards the east, the southeast, the north, and even northwest.) Avoid halls that open to the outside in any direction. If there are no interior hallways, avoid those that pen to the usual path of a tornado. Avoid windows and other glassed areas. Gymnasiums, auditoriums or other rooms with wide-span roofs should not be used.
3. Staff and students should be instructed on the following:
    a. The difference between a warning and watch.
    b. The alarm for drill, watch, warning and instructions for leaving auditoriums, gyms, and other free-span rooms, exiting in an orderly fashion.
    c. Location of evacuation routes to shelter areas.
    d. The "drop and tuck" command to assume a protective posture facing an interior wall. If there is something available to cover their heads, it is best to do so;

otherwise, they are to use their hands.

e. If a teacher or adult is present, students should follow their directions, but they also need to know how to respond appropriately without supervision.
f. Peak time for tornadoes to strike varies from region to region. In southeastern states, early morning tornadoes are almost as common as late afternoon ones.

4. Parents are to be advised of the radio and television stations (WXXV, WLOX, and WALA) that will carry emergency information.

SCHOOL CLOSING AND CANCELLATION

The superintendent is authorized to close schools and offices or dismiss them early in the event of hazardous weather or other emergencies that threaten the safety, health, and welfare of students and staff. It is understood that the superintendent will take action only after consultation with transportation and emergency management or weather authorities.

Principals and department heads will be notified by the superintendent's office in the event of an early dismissal. Parents and the public will be notified by announcements on radio (WALA) and television (WLOX). Parents, students, and staff shall be informed of emergency closings or cancellations through radio and television and the district website. Announcements will be made as early as possible and as soon as adequate information is available to make an informed decision. Some employees may be requested to come in to assist in securing the work site. Regardless of conditions if an employee's work site is open for business as usual, employees who do not report for work must use personal leave or vacation time, where applicable, in order to be paid for the time off, or the time not worked will be without pay. *(refer to Policy EBBD)*

JOB OPPORTUNITIES AND INFORMATION

EMPLOYEE JOB OPPORTUNITY POSTING

Announcement of vacancies for full time professional and non-professional positions in the school district shall be advertised on the district's website.

Vacancies must be advertised for a minimum of ten (10) business days except in cases of extreme emergency as determined by the superintendent. Such advertisements must include the minimum qualifications for the position.

Announcement of vacant professional positions may also be submitted to outside sources such as the Mississippi Department of Education.

In the event of an emergency need to fill a position, the superintendent may waive advertising procedures set forth. He or she shall be authorized to enter into an administrative contract with personnel until such time as the board shall meet and consider his or her staffing recommendation. (*refer to Policy GBCA)*

PROFESSIONAL PERSONNEL HIRING

The Moss Point School District takes great pride in its staff. It is important to the education of our children and to the success of our district and communities that we select the best possible professional (licensed) and non-certified (non-licensed) staff. To be initially employed a licensed staff member must be recommended to Board by the superintendent. To be re- employed the licensed staff, other than teachers, must be recommended for reemployment by the superintendent; however, if the employee is a teacher, the principal must first recommend reemployment to the superintendent. *(refer to Policy GBD)*

PROFESSIONAL STAFF ASSIGNMENT (Policy GBE)

The basic consideration in the assignment of professional personnel in the Moss Point School District is the well-being of the instructional program. The appropriateness of the assignment will have a significant impact on the morale of the professional staff and the effectiveness of the total educational program.

It is the policy of the Board of Education that instructional personnel are assigned based on their qualifications, the needs of the district, and their expressed desires via Letter of Intent. When it is not possible to meet all three conditions, personnel shall be assigned in accordance with the needs of the district in order to provide each school with the best-qualified staff and to facilitate the highest quality educational program possible for the district. In the case of vacancies in new or existing positions, favorable consideration will be given to qualified applicants among current employees.

The superintendent shall have the power and authority to make assignments to the various schools in the district of all non-instructional and non-licensed employees and all licensed employees, as provided in MS Code §37-9-15 and 37-9-17, and to make reassignments of the employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the Mississippi Department of Education.

Upon request from any licensed employee transferred, the assignment shall be subject to review by the school board. Teachers will be transferred only when it benefits the school district and students.

Reassignment

The superintendent or the superintendent's designee in accordance with the needs of the district shall do reassignment of personnel. Reassignment is defined as the transfer of a licensed staff member from the school assigned for the current contract year. The reassignment or transfer during the contract year is subject to review by the board upon written request from the employee made through the superintendent.

Reassignment will be made only when it is in the best interest of the schools. Although consideration will be given to the wishes of the employee; such reassignment cannot be guaranteed. When possible, advance notice of reassignment will be given to the employee.

Transfers

A transfer is defined as the assignment of a licensed employee for a new contract year to a school or site different from that where the employee was assigned for the previous year. Requests for transfers will be considered within the District when there is a vacancy at another site. At times, an employee will be transferred involuntarily when the transfer will benefit the school or department. It must be noted that a transfer will not be automatically granted because a vacancy exists at another site.

Professional Staff Salaries

Teachers and administrators in the district are paid according to a salary schedule approved by the board. The district makes every effort to adequately compensate its professional staff.

National Board Salary Supplement

In addition to the district salary schedule, the following employees receive an annual state salary supplement in the amount of $6,000, plus fringe benefits, in addition to any other compensation to which they may be entitled:

1. Any licensed teacher who has met the requirements and acquired a Master Teacher (NBCT) certificate from the National Board for Professional Teaching Standards and who is employed by a local school board or the State Board of Education as a teacher and not as an administrator.
2. Any licensed school counselor who has met the requirements and acquired a National Certified School Counselor (NCSC) endorsement from the National Board of Certified Counselors and who is employed by a local school board or the State Board of Education as a counselor and not as an administrator.
3. Any licensed speech-language pathologist and audiologist who has met the requirements and acquired a speech pathologists or audiologists (ASHA) endorsement from the American Speech and Hearing Association and who are employed by a local school board or the State Board of Education as a speech pathologist or audiologists and not as an administrator.
4. A licensed nurse who has met the requirements and acquired a certificate from the National Board for Certification of School Nurses, Inc., and who is employed by a local school board or the State Board of Education as a school nurse and not as an administrator. SB 2302 (2004) limits the number of nurses who may receive this supplement to a maximum of twenty.

In the first year of certification, the salary supplement may be prorated as provided by law or Mississippi Department of Education regulations. To receive the full supplement documentation must be provided to the MDE before October 15. To receive a prorated supplement beginning with the second term of the school year documentation must be provided to the MDE before February 15. *(refer to Policy GBBAAC)*

PAY FOR EXTRA WORK

When a licensed employee is compensated for performing duties in addition to their regular assigned duties, the federal and state income taxes to be withheld will be in accordance with his/her last filed Form W-4 and Form 62420. Employees will be paid in the pay cycle that they are normally paid.

Checks will not be processed between payrolls. It will be the duty of each person administering special projects to get pay information into the district business office in a timely manner to be included in the appropriate payrolls.

Example: A teacher, who is contracted to work 187 days, is paid monthly and also teaches summer school and works for summer counseling, etc. That teacher will receive pay for all assignments at the end of the month, and the pay will be taxed at the regular monthly rate as shown on the tax tables. *(refer to Policy GDBAB)*

PROFESSIONAL STAFF LICENSE RENEWAL

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

It is the sole responsibility of the licensed employee to complete requirements for renewal and to submit required documentation in the Mississippi Educator Career Continuum Archive (MECCA) system or mailed to MS Educator Licensure. The CEU's or college credits should be submitted through MECCA at https://mecca.mdek12.org/

Professional employees who fail to maintain all certifications or licenses, which they held at the

time of their employment, or who willfully relinquish licensure or certification in any area shall be subject to non-renewal or termination.

A large number of the professional and staff development activities are conducted out-of- district. Once an employee has registered for CEU or SEMI credits, conferences, workshops or any other events, the Moss Point School District shall not be responsible for expenses incurred by an employee who does not attend or does not cancel hotel reservations, registration, and or airfare in a timely manner. The employee will be responsible for reimbursing the district for expenses incurred.

PROFESSIONAL STAFF CONTINUING EDUCATION

The Moss Point Board of Education believes that a teacher's first responsibility is to students; therefore, no employee may enroll in course work that necessitates early dismissal from the school day. Given unusual circumstances that benefit the district and its students, exceptions may be considered by the board upon recommendation of the superintendent.

PROFESSIONAL STAFF YEAR OF TEACHING EXPERIENCE *(Policy GBA)*

Year of Teaching Experience

The term "year of teaching experience" shall mean nine (9) months of actual teaching in the public or private 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.

Full Time Employment

The number of days shall not exceed forty-five (45) consecutive school days during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment for a regular scholastic term. Miss. Code Ann. § 37-1-3 (Revised 9/2005)

Experience Verification

All experience verification is required within 30 days of employment for credit to be awarded for current year. Any experience received after the 30 days will be credit the following school year.

School Librarians

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.

School Administrators

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.

Military Service

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.

EMPLOYEE RELATIONS POLICY

LINE OF COMMUNICATION AND AUTHORITY

Moss Point School District employees are responsible to the Board of Trustees through the Superintendent. At the work site, concerns should be referred to the site supervisor. If the situation is not resolved at the site level, the administrator will refer the problem to the next higher level of authority.

If at any time the employee feels that problems are not being address, an Assistant to the Superintendent may be contacted. *(refer to policy CD)*

LICENSED STAFF COMPLAINTS AND GRIEVANCES

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

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:

Level One

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 principal or immediate supervisor a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal or immediate supervisor.
4. Within five (5) days after receiving the grievant' s signed statement the principal or immediate supervisor shall send to the superintendent a copy of the grievant' s statement, along with a statement from the principal or immediate supervisor setting forth his response to the grievant and/or his decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his written statement to the grievant.

Level Two

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his principal or immediate supervisor, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than ten (10) days from

   the date of receipt of the grievant' s written notice of intention to appeal the written decision of his principal or immediate supervisor.
2. The written statement submitted by the grievant to his principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit in writing any and all additional information on his behalf which he desires to the superintendent not later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.
3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his failure to attend shall be deemed as an acceptance of the written decision rendered by his principal or immediate supervisor at LEVEL ONE.
4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the school board.
2. If the grievance is not filed with the secretary of the school board within five (5) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.
3. Within five (5) days after receipt of the grievance, the board secretary, in concert with the board chairman and superintendent, shall schedule a hearing before the school board on the grievance.
4. The board shall render its decision within seven (7) days of the hearing.

EMPLOYEES WITH DISABILITIES SECTION 504 PROCEDURES *(Policy IDDHA)*

SECTION 504 -- AMERICANS WITH DISABILITIES ACT PROCEDURES (EMPLOYEES AND SCHOOL VISITORS)

Any person who believes that he/she or any class of individuals have been subjected to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of handicapped persons as a class. All persons are encouraged to file grievances to resolve any disputes arising under these laws. Your filing a complaint will not subject you to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

1. Within ten (10) days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the Section 504/ADA Coordinator. The complaint shall describe specifically the time, place and nature of, and the participants' in

the alleged discriminatory acts. The Section 504/ADA Coordinator shall, within ten (10) days of receipt of the complaint, conduct or cause to be conducted a thorough investigation including questioning of all parties involved in the complaint. A written record shall be made of the statements by all parties involved. After the investigation is complete, the Section 504/ADA Coordinator shall meet with the complaining party and give a full report of the findings.

2. If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant shall have ten (10) days to appeal the Step1 findings to the Superintendent. The complainant shall present his complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step 1. The Superintendent or his/her designee shall review all aspects of the complaint and complete an additional investigation if necessary. The Superintendent shall respond to the complainant in writing within ten (10) days of receipt of the written appeal.

3. If the complainant is not satisfied with the results of Step 2, the complaining party shall have fifteen (15) days from receipt of the Superintendent's decision to appeal the complaint to the school board. The appeal shall be in writing, describing the reasons for complainant's dissatisfaction with the results of Steps 1 and 2. The complainant shall have the opportunity to present an oral statement to the board before the board makes its decision. The board's decision shall be rendered within fifteen (15) days after receipt of the appeal.

SUPPORT STAFF ADDITIONAL INFORMATION

The school district shall select the most competent candidates available for non-certified support staff positions, taking into consideration the experience, training, personality, health, and attitudes of each applicant. The candidate shall possess acceptable personal traits and qualities as revealed by appraisals based on personal interviews by persons deemed competent to make the evaluations. Credit for years of experience will be given for similar in nature or same type position(s).

SUPPORT STAFF - "AT-WILL" EMPLOYMENT

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

SUPPORT STAFF HIRING PROCEDURES

Support/classified personnel will be employed as follows:

1. After a proper and complete application has been filed with the school district's personnel office, and required testing completed (where applicable), the individual will interview with the immediate supervisor under whom he/she is to work. The supervisor will make a recommendation to the superintendent, and upon his/her concurrence, it will be submitted to the Moss Point School District Board of Education for approval.
2. Upon the recommendation by the superintendent or designee for employment of any classified personnel, the Moss Point school board shall act upon the recommendation regarding the at will employee for the current or ensuing fiscal year. Classified personnel may be terminated at any time by the immediate supervisor after consultation with and approval by the superintendent. New classified support personnel shall be employed on a 90 working day probationary basis. At the end of the 30 days, the supervisor relative to

continued employment will make an evaluation.

3. All newly hired certified/licensed and non-certified/licensed employees must have a state child abuse registration check and a criminal records background check via LiveScan or state approved electronic device.

SUPPORT STAFF INTRODUCTORY/PROBATIONARY PERIOD

The introductory period for all new employees and employees who are transferred into a new job is for 90 days. All employees, regardless of status or duration of employment, are required to meet and maintain standards for job performance and behavior. Either the employee or the district may end the employment relationship at will at any time during or after the introductory period, with or without reason or advance notice.

Completion of the introductory period does not guarantee employment for any specific period. If the employee is on an improvement plan or receives misconduct reports during the probationary period, that employee will be terminated.

Benefits go into effect the first day of full-time employment, provided application is made within the first 31 days of full-time employment.

Nothing in any of the policies of the Moss Point School District relating to classified staff is to be construed to create a contract for employment for a specified term or for any term and no employee or designee of the district is authorized to offer employment to classified staff for any term or implied term of employment.

SUPPORT STAFF ASSIGNMENT

The superintendent shall have the power and authority to make assignments to the various schools in the district of all non-instructional and non-licensed employees and all licensed employees.

SUPPORT STAFF REASSIGNMENT AND TRANSFER

A transfer is defined as the assignment of an employee to a school or site different from that where the employee worked the previous year. Requests for transfers will be considered within the District when there is a vacancy at another site. At times, an employee will be transferred involuntarily when the transfer will benefit the school or department. It must be noted that a transfer will not be automatically granted because a vacancy exists at another site.

Should a vacancy occur in a position within the Moss Point School District and should there be an employee within the district who wishes to transfer to this position, he/she will be given an opportunity to apply by making a written request for transfer through the immediate supervisor, who will direct the request to the personnel office.

The superintendent or designee shall transfer classified personnel from one position and/or school to another as needed. In cases where staff members must be transferred involuntarily due to a change in the size or nature of the student population, unavoidable budgetary limitations, or other justifiable reasons as determined by the superintendent or designee shall transfer a staff member from one position to another position for which the staff member is qualified through experience and training within the school system. When future vacancies develop for which the affected staff member would be qualified through experience and training, first consideration shall be given to that staff member. If a staff member declines to return to the same position or a comparable position for which he/she would be qualified through experience and training, he/she will be dropped from the preferred list.

SUPPORT STAFF SALARIES – FAIR LABOR STANDARDS ACT

The Moss Point School District adheres to the minimum wage, overtime pay and record keeping requirements, and the child labor restrictions in compliance with the standards of the Fair Labor Standards Act (FLSA) of the United States. *(refer to Policy GCRAA)*

Exempt Employees

Employees exempt from these standards are all certified/licensed professional employees (i.e., teachers, counselors, etc.), administrators, the business manager, maintenance director, community relations specialist, and all non-certified personnel who are employed in a supervisory capacity.

Covered Employees

Covered employees include the following job classifications: Administrative

Assistants	Janitors	Bookkeepers
Custodians	Bus Drivers	Security
Delivery/Courier	Cafeteria Personnel	Maintenance Personnel
Clerks	Assistant Teachers	Mechanics/Technicians
Groundskeepers	Non-Certified Substitute Teachers	

Employment Relationships

An employment relationship is not created between trainees (student teachers) or students and the Moss Point School District due to the circumstances surrounding their activities.

An employment relationship is not created between the Moss Point School District and individuals who volunteer or donate their services to the district as a public service without contemplation of pay.

An employment relationship is not created between the Moss Point School District and contractors, consultants, and their employees, agents, or servants.

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

Hours Worked

Hours worked shall mean the total hours worked by an employee during the work week in any job or combination of jobs and at any site or combination of sites as an employee of the district.

Each employee subject to FLSA shall be paid in accordance for all hours worked. Compensable time includes all time that an employee is required to be on duty. Coffee breaks, waiting time, and meal periods that are frequently interrupted by calls to duty are hours worked and are to be compensated.

Employees subject to the FLSA, the workweek begins on Saturday and ends at the end of the next Friday. Pay periods are determined by the finance office. Hours worked shall be accurately recorded by each employee using the time clock system provided by the district. Payday is the last working day of each month.

Time clocks will be used to record the exact time of arrival and departure from work. Employees

are expected to arrive and depart at or about the time specified unless requested to

work overtime by his/her immediate supervisor. All overtime shall be determined by the employees' punches in the time clock system. Overtime can only be approved by the superintendent or assistant superintendent unless on an emergency basis.

Rest Periods

Although not required by the FLSA, employees should be allowed breaks of no more than 15 minutes when appropriate. Each employee's immediate supervisor shall determine the time of day for breaks and their length. Generally, full-time employees receive a morning and afternoon break. Part-time employees receive breaks as deemed appropriated by the immediate supervisor who takes into consideration the length of daily employment.

Basic Monetary Requirements

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

Overtime Pay

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

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

Regular Rate of Pay

Any overtime pay will be based on the employee's regular rate that will include all remuneration for employment. Overtime will be based on the hourly rate for employees paid as a simple hourly rate. The monthly salary will be reduced to its hourly rate equivalent for employees paid on a salary basis. Employees shall be paid for each and every hour worked.

Authorization for Overtime Work Required (Policy GCRAA)

Each district employee responsible for the supervision of employees that are subject to the FLSA shall, prior to permitting any overtime work, receive authorization from the superintendent or his/her designee. Any employee who works unauthorized overtime whether paid or unpaid shall be disciplined according to the following guidelines:

1st Offense – Verbal reprimand
2nd Offense – Written reprimand
3rd Offense – Suspension without pay
4th Offense – Termination.

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

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

Recordkeeping

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

Enforcement

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

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

Child Labor Provisions

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

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

SUPPORT STAFF APPRAISAL

The developments of a strong, competent support/classified staff of employees, and the maintenance of high morale among this staff, are major objectives of the district. The board recognizes that thorough; regular appraisal of performance is essential to the realization of district goals. The primary purpose of personnel evaluation is the growth and development of individual staff members, the strengthening of the school staff as a whole, and improvement of support services provided. *(refer to Policy GDI)*

SUPPORT STAFF DEVELOPMENT

The board recognizes its responsibility to provide opportunity for the continual growth of its staff. The opportunities include, but are not limited to, staff training workshops, staff meetings, assistance from supervisors and consultants, and, within budgetary limitations, attendance at approved conferences, workshops, and meetings.

Each year the administrative staff develops and submits a *Staff Development Plan* for board approval that shall contain both training and support activities. The plan shall be based on, but not limited to, results from personnel evaluation and needs assessments, established trends in education, and requirements of state and accrediting agencies. The plan shall comply with and include the components required by the Mississippi Department of Education.

Employees are required to participate in the development activities provided by the district.

SUPPORT STAFF TERMINATION OF EMPLOYMENT

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

Voluntary or Involuntary Termination Final Payment

It is the policy of the Moss Point School District Board of Education to make final payment to classified non-licensed/certified personnel at the next regular pay period date whenever possible. The employee will be given a written final payment settlement statement that explains in detail the number of vacations days earned and paid along with the calculation of wages owed. A copy of this statement will be kept on file in the employee's personnel folder. Other earned but unused leave will be credited to the Public Employees Retirement System account for the terminated employee.

Retirement

If retirement is planned, notice should be given at least three months in advance to the district and to PERS. A retirement application can be obtained from the PERS website (www.pers.ms.gov) or by direct contact at the toll free number 00-444-7377. Payroll will complete the designated sections of the retirement papers at the request of the employee.

SMOKE AND TOBACCO FREE SCHOOLS (*Policy EBAB)*

Consistent with the provisions of Public Law 103-227, 20 USC 6083, the board bans the use of all tobacco products in all school buildings in the district, on all school properties, and in all school vehicles by all persons at all times. This ban extends to all employees, students, and patrons attending school-sponsored events and meetings. The ban extends to school owned or operated vehicles, facilities, and properties.

Employees who violate this policy may be non-renewed, suspended, or terminated at the discretion of the board. Students who violate this policy are subject to disciplinary measures as prescribed by the student handbook. Non-school individuals are subject to removal from district premises and/or arrest. *(refer to Policy EBAB and GBRM)*

Moss Point School District prohibits the smoking of tobacco products and the use of electronic smoking devices in/on all educational property as defined above.

Definition:
Electronic smoking device: means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

DRUG AND WEAPON FREE SCHOOLS AND WORKPLACE *(*Policy GBRL)

No employee engaged in work in connection with the Moss Point 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 in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined to mean the site for the performance of work done in connection with the Moss Point 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 Moss Point 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 Moss Point School District, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

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

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)

Notice to Employees Engaged in Work on Federal Grants

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of this school district for any employee to 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 in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done in connection with a federal grant. That includes any place where work on a school district federal grant is performed, including a school building or other 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.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal statute for a violation occurring in the workplace, no later than 5 days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the school district.

EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT

Professional leave travel expenses over $1,000 must be approved by the Board of Trustees. Requestmust be submitted to the superintendent 45 days prior to the professional leave.

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

1. For each mile actually and necessarily traveled in the employee's automobile or other private motor vehicle at the maximum rate allowed by the State Department of Finance and Administration. Employees are expected, by the board, to car pool where two or more employees are traveling to the same destination. In such an event only one travel expense allowance at the authorized rate per mile shall be allowed for any one trip;
2. When travel is done by means of a public carrier or other means not involving a private motor vehicle, the employee shall receive as travel expense the actual fare or other expenses incurred in the travel;
3. Employees shall be reimbursed for other actual expenses such as meals, lodging and other necessary expenses incurred in the course of travel, subject to limitations placed on meals for intrastate and interstate official travel by the State Department of Finance and Administration and rules and regulations adopted by the State Department ofAudit.

Reimbursements are as follows:

1. Single standard room rate for accommodations
2. Maximum rate per day for meals for in state and out-of-state as set by the State Department of Finance and Administration
3. Maximum cents per mile for each mile driven in private vehicle as established by the State Department of Finance and Administration
4. Actual registration fees
5. Actual fare or other expenses incurred in travel by public carrier
6. Incidental expenses—reasonable gratuities, parking, etc.

The superintendent shall comply with the rules and regulations of the State Department of Audit regarding itemized expense accounts upon return of the employee.

TRAVEL ADVANCES

1. Only the superintendent is authorized to approve travel advances for airline tickets and chaperoned student activities.
2. Persons receiving advances must be officers or employees of the district.
3. Travel advances may not be used for personal expenses or for any purpose other than the actual expenses of the authorized travel.
4. Accounting for any travel advance shall be made within five working days after the completion

of the event.
5. Any money not used for travel-related expenses shall be repaid the school district at this time.
6. The travel reimbursement form prescribed shall be completed and submitted at this time for all money not refunded the school district.
7. Actual receipts for all travel expenses except meals and travel in personal vehicles are to be included.
8. Travel advances for meals may be requested for stays that have a duration of three or more nights.

The portion of the daily meal allowance allowed for individual meals (breakfast, lunch and/or dinner) shall be at the discretion of the employee, provided that the total does not exceed the total maximum daily expenditure. MS Code §25-3-41 *(refer to Policy DJD*)

EMPLOYEE DRESS

Our public image is directly dependent on our staff, individually and collectively. Students, parents and the community are inclined to judge schools by the people who represent them. The personal appearance, quality of service and positive attitude of all of our employees are essential to creating and maintaining a favorable public image.

The Moss Point School District believes that all staff should project a professional image in keeping with their role in the community. In the realm of personal appearance, that image should be one of a professional reflecting cleanliness, neatness, and one that is not offensive to the standards of the community. In keeping with this belief, the following Staff Guidelines project a professional composure. The following Staff Dress Guidelines will apply to all days for which employees are scheduled to work, based on their specific Work Calendar.

1. Each employee will be neatly groomed.
2. Attire will be neat and clean in appearance.
3. No shorts of any kind, leggings, or wind / warm-up / jogging / sweat suits. (An exception will be made to allow a coach / PE teacher to put on a wind / warm-up suit over his / her shorts to go teach a class if the class follows a PE class).
4. Coaches / PE teachers can wear walking shorts (no more than 3 inches above the knee) while teaching PE.
5. No flip–flop shoes will be worn.
6. No sweatshirts or t-shirts bearing logos or advertisements. (Exception: School District or School mascot / name and holiday sweatshirts or t-shirts will be acceptable on designated days selected by the district or principals).
7. No tennis / athletic shoes, except with doctor's excuse (Exception: PE Teachers).
8. No visible tattoos that would cause a distraction; no profanity or anything inappropriate
9. No facial piercings that would cause a safety issue or a distraction
10. No Bluetooth devices are to be worn.
11. The proper attire for personnel includes the following:
    a. Button-up shirts or polo shirts with collar, or turtleneck shirts / sweaters or crew-neck sweaters.
    b. Slacks/capris– Professional style with appropriate fit; no denim of any color.
    c. Appropriate socks are required.
    d. T-Shirts are not professional dress. (Exception; school district or school mascot /name t-shirts).
    e. Skirts, dresses, and jumpers are to be no more than 3 inches above the knee. Denim skirts, dresses, and jumpers are allowed.
        i. Leggings may be worn when wearing them with a dress or skirt that is the appropriate length as indicated above.

f. Blouses must be made of material that cannot be seen through.
g. Sleeveless blouses are acceptable as long as the openings adequately cover undergarments.
h. No backless apparel is allowed.
i. No midriff tops, tank tops, jersey tops, halter – tops, spaghetti strap or revealing apparel.

12. If a jeans day is approved, jeans may NOT have holes in them. Not more than one jeans day a month shall be allowed by principals.

Staff members may dress according to the student dress code if they choose but must always follow the Staff Dress Guidelines.

Principals have the authority to make special case exceptions for school–wide special events. Principals have responsibility for managing the Staff Dress Guidelines and should deal with staff dress issues on an individual basis.

Whenever and wherever any Moss Point School District employee wears Moss Point insignia, that employee represents the District. Therefore, every Moss Point School District employee will be required to behave so as to reflect favorably on Moss Point School District.

Any Moss Point School District employee who is required to wear or who chooses to wear a Moss Point School District insignia, logo, uniform, or other identifiable Moss Point School District clothing, whether provided to the Moss Point School District employee by Moss Point School District or not and whether the Moss Point School District employee provides the clothing or not, will nevertheless be expected to conduct himself/herself in a manner acceptable to Moss Point School District.

Behavior in a manner acceptable to Moss Point School District is required whether the employee is under the direct supervision of Moss Point School District and/or its personnel or not and whether the Moss Point School District employee is at a Moss Point School District premises or not and whether the Moss Point School District employee is present at an official Moss Point School District function or not.

It is the intent of the Moss Point School District administration to inform every Moss Point School District employee that his/her participation in activities may be denied, terminated, or restricted as a result of behavior determined by the Moss Point School District administration to be unbecoming / unacceptable to Moss Point School District, its administration, and/or Board of Trustees (Board of Education) whenever and wherever the Moss Point School District employee wears anything identifiable with Moss Point School District.

EMPLOYEE POLITICAL ACTIVITY

The Board recognizes the right of its employees and encourages them as citizens to engage in activities that exemplify good citizenship. The board also recognizes that employees of the school district have the same fundamental civic responsibilities and privileges as other citizens. Among these are: campaigning for an elective public office and/or holding an elective or appointive office. However, school property and school time shall not be used for political purposes.

Employees may not use the Moss Point School District as a forum for public office or for the endorsement of any specific candidate for public office. The right of the employee to support and/or work for a candidate or cause is acknowledged to the extent that the right does not conflict with the interest of the Moss Point School District.

Any employee who intends to campaign for an elective public office shall notify the superintendent of schools, in writing, at the earliest possible moment of the office which is sought, together with the decision as to whether current employment will be continued and under what terms and conditions. The superintendent will meet with and discuss these matters with the employee involved and will present a proposed solution to the board for consideration. The essential element to be determined by the board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling the employee's responsibilities to the district. The board will determine the terms and conditions under which the employee may continue employment as public office is sought.

The board specifically prohibits the expenditure of district, state, or federal funds for partisan political activity. *(refer to Policy GAHB)*

EMPLOYEE PERSONNEL RECORDS

All school employees shall consider employee personnel records confidential information. Employees will have the right, upon written request on the appropriate form, to review the non-confidential contents of their personnel file. Confidential records such as application references, promotional references, etc. will not be made available to an employee in compliance with waiver of access to confidential references. The release of any identifiable information from an employee's personnel record shall be in accordance with the provisions set forth in PL 93-380-Family Rights and Privacy Act. Upon request, an employee will be given one copy of any non-confidential item from their personnel file. Additional copies will be provided with charges to the employee as established in Policy CNA.

Each staff member of the Moss Point School District must have on file with the building principal/immediate supervisor and the superintendent his/her current home telephone number, an emergency telephone number, and current home address. Any change must be reported immediately. *(refer to Policy GAR)*

EMPLOYEE SOLICITATION - DISTRIBUTION OF MATERIALS

No one other than commercial sales people, with written permission from the superintendent, may call on schools or employees or come onto school property at any time to solicit for any cause or to distribute material of any kind for any purpose.

Employees may not engage in solicitation or in the distribution of materials of any type for any purpose during working time on District property, except for that which is necessary to carry out their assigned job duties. No exceptions will be made. *(refer to Policy KO and KHD)*

EMPLOYEE - STANDARD OF STUDENT CARE

Insurance provided by the district in no way relieves teachers and other school employees of the responsibility to provide a reasonable standard of care and level of supervision for students and their welfare. Teachers and other school employees are legally responsible to act in a reasonable and prudent manner at all times and to act in strict accordance with policies and procedures of the district. Specifically, those charged with the responsibility for the supervision of students must do the following:

1. Never leave students unsupervised.
2. Require students to conduct themselves in an orderly, safe manner and administer any disciplinary actions that are reasonable and proper in any situation involving student misconduct.
3. Report any unsafe condition in the school plan or on campus to the principal so that it may

be corrected.
4. Strictly, adhere to all stated policies of the district and the individual school.

Failure by teachers and other employees to meet their responsibilities may have severe employment consequences.

EMPLOYEE CHILDREN AT WORK SITE

Employees are not permitted to bring their child or children to work for any portion of the workday. Arrangements must be made with childcare providers to care for children. The only exception to bringing children to school is the nationally recognized Take our Daughters and Sons to Work Day with prior approval from the site supervisor.

EMPLOYEE NON SCHOOL EMPLOYMENT

Persons employed by the school district on a full-time basis and who desire to engage in part-time, non-school employment shall file a statement of intent with the superintendent. This statement should be used by the administration only as a means of understanding the circumstances of the non-school employment and not to infringe upon the rights of others who hold employment.

Non-school employment shall not be permitted if it in any way jeopardizes the effective performance of the employee in carrying out his/her responsibilities to the school district. Any non-school employment should be consistent with the moral and ethical aspects of teaching children. The non-school work done by a staff member is of concern to the board insofar as it may:

1. Prevent the employee from performing his/her responsibilities in an effectivemanner.
2. Be prejudicial to his/her effectiveness in the district's job assignment.
3. Raise any question of conflict of interest should the employee's position in the district give him/her access to information or other advantage useful to an outsideemployer.
4. Be considered an unethical practice.

Therefore, an employee will not:

1. Perform any duties related to non-school employment during his/her regular working hours. This limitation does not restrict an employee serving in a consulting capacity, provided the superintendent, or designee, has approved release time for the activity.
2. Use any district facilities, equipment, or materials in performing non-school work.

It is recommended that an employee confer with his/her immediate supervisor before accepting any non-school employment and discuss the prospective job in relation to the points listed above. (refer to Policy GBRG)

EMPLOYEE SUGGESTIONS

The free exchange of ideas is considered an asset and is strongly encouraged. Thoughts concerning ways of increasing productivity, student achievement and performance, improving the quality of our work, our projects, safety, and other related matters are welcome. Address suggestions to your supervisor or the Superintendent.

EMPLOYEE ENERGY CONSERVATION AND SECURITY

Energy conservation and security are serious issues for the district. Funds unnecessarily spent in these areas impair our ability to meet other needs. For that reason, employees are requested to treat energy and security issues with the same degree of care they exercise in their homes.

Specifically, employees are asked to turn off lights and other electrical equipment when not needed, close windows and doors to contain air conditioning inside facilities, and secure all windows and doors before leaving their workstation each day.

EMPLOYEE IDENTIFICATION BADGES

All employees are required to wear official school district employee identification badges when entering any school campus in the district. Official identification badges will bear the employee's name, department/school, and picture. Any individual identified on a school campus in this school district not wearing an employee identification badge shall be reported to the school office and to security.

The badge is to be worn during working hours in an easily observed location on the blouse, coat, shirt, or uniform. Stickers or decals are not allowed to be attached to the identification badge.

Badges that are lost or stolen may be replaced for a fee that covers the cost of replacement materials. All employee identification badges are the property of this school district and must be returned to the District Personnel Office upon resignation or termination. *(refer to Policy EBBAA)*

EMPLOYEE USE OF CELL PHONES

As a safety measure, employees are not to use personal or school cell phones while operating a state owned, school owned or personal vehicle while on school business. If it becomes necessary to place or receive calls, instant messages, text messages, or other electronic communications, the employee is to find a safe location to stop the vehicle to conduct business.

Employees are not to use cell phones during instructional time or leave students unattended to place or receive personal calls, instant messages, text messages, or other electronic communications.

Employees are to use good judgment when communicating electronically with students, parents, and other employees. Emails, text messages, instant messages, my space forms of Websites and other electronic means of communicating regarding school matters shall not be of a sexual or harassing nature.

Alleged violations of this policy shall be discussed in a conference between the employee and the building principal. If the principal finds the violation(s) to be factual, the principal shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Repeated violations may result in non-renewal of an employee's contract or dismissal. *(refer to Policy IFBB)*

ACCEPTABLE USE OF THE INTERNET

The use of the Internet in the Moss Point School District is a privilege, not a right; inappropriate use will result in cancellation of those privileges. The district administration reserves the right to intervene at any time in which use becomes abusive. The following activities on the school network/internet are not permitted and are not limited to:

1. Downloading, installation and use of non-educational games, audio files, video files or other applications (including shareware or freeware).
2. Attaching unauthorized or personally owned equipment or software to the district

network without written approval from the Superintendent or his designee is prohibited. Any such equipment will be confiscated.

3. Hacking, cracking, vandalizing, the introduction of viruses, and changes to hardware, software and monitoring tools.
4. Personal gain, commercial solicitation and compensation of any kind.
5. Unauthorized access or vandalizing of district computers, networks and information systems. Physical modification or defacing equipment (i.e. placing stickers, writing on, etc.) is strictly prohibited.
6. Cyber-bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks.
7. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material.
8. Any use of social media by staff or students during the instructional day is prohibited
9. Any postings on social media that interrupts instructional time will result in immediate disciplinary action. Employees will be required to sign a Moss Point School District Faculty-Staff Acceptable Use Policy. *(refer to Policy IJB)*

EMPLOYEE USE OF COPYRIGHTED MATERIALS (POLICY IJC)

The Moss Point School District Board of Education realizes that severe penalties are provided for unauthorized copying of audio, visual, printed, or computer materials unless the copying falls within the bounds of "fair use" doctrine, or prior written permission to duplicate the copyrighted materials has been secured from the copyright holder. The board, therefore, directs the superintendent to inform all personnel that unauthorized reproduction and/or use of copyrighted material is unethical and illegal and that violations of the copyright laws may result in criminal or civil suits and/or suspension or dismissal from employment with the school district. Copyright regulations are contained in board policy, which is available in the principal's office.

REDUCTION OF PAPERWORK

The Moss Point School District Board of Education and administration recognize that academic preparation and instructional time must be protected from undue interruption or delays. It is, therefore, the policy of the board to limit and reduce the number and length of written reports classroom teacher are required to prepare. This policy shall not be construed to limit administrators from acquiring reports necessary for the efficient operation of the total school system.

FIXED ASSET - MANAGEMENT REQUIREMENTS (POLICY DM)

The Moss Point School District maintains a fixed asset record and inventory control system for all capital assets located within the school district and other areas under the jurisdiction and operation of the board in compliance with Criteria for Establishing Fixed Asset Accountability Plans for Mississippi Public School Districts, issued by the State Auditor. Districts are required to establish procedures for assignment of property and assessment of liability in the event of missing property.

Standard of Care

1. All employees who are assigned areas of responsibility under the plan shall exercise reasonable care to insure that the fixed assets of the district are properly accounted for.
2. While it is recognized that public employees are not insurers of school property, all employees charged with areas of responsibility under the plan shall be financially responsible for losses which might occur to the district as a result of the failure to reasonably perform the custodial duties assigned to the employee under the plan.

3. All employees of the district owe a duty of due care and diligence to protect and preserve all fixed assets and other property of the district. Any employee guilty of gross negligence or misconduct that results in the destruction, theft, or other loss of property of the district shall be responsible for providing replacement of the property or adequate compensation for the loss, as may be determined by the school board.

Liability

1. Employees shall be financially responsible for all district equipment, furniture, or other fixed assets assigned to their custody.
2. Principals shall be financially responsible for all district equipment, furniture, fixtures, or other fixed assets assigned to their schools.
3. Administrative heads/directors shall be financially responsible for all district equipment, furniture, fixture, or other fixed assets assigned to their departments or designated under their control. All employees shall report any destroyed, stolen, or other loss of district equipment, furniture, fixtures, or other fixed assets immediately to their supervisors.
4. In the event of destroyed, stolen, or lost property and as described above, all classroom teachers and other employees shall report incidents to their principals or supervisors. Upon the report, the loss will be reported to the local law enforcement department. **All** principals and department heads/directors shall also report the same to the business manager and the superintendent or designee.

STUDENT ACTIVITIES FUND MANAGEMENT

It is the policy of the district that bank deposits are made on a timely basis for all funds collected at school (i.e., fees, books, gate receipts, annuals, class or club fundraising activities, etc.) and that no cash be left in any school building overnight. Failure to adhere to this policy will result in the individual's personal liability for the amount of the loss and discipline to be determined by the district. *(refer to Policy DK)*

EDUCATIONAL ENHANCEMENT FUNDS (EEF)

Pursuant to Mississippi code section 37-61-33, as amended, this policy provides rules and regulations for the administration of Education Enhancement Funds appropriated for classroom supplies, materials and equipment. The intent of the policy is to allow individual teachers to expend such funds, as they deem appropriate, with minimum input from school principals.

Funds will not be used for administrative purposes. These funds shall supplement, not replace, other local and state funds available for the same purposes. Funds will be allocated equally to any employee required to obtain a teacher's license and who is assigned to an instructional area of work as defined by the State Board of Education.

All purchases shall be made through the use of debit cards provided by the State of Mississippi.

OFF-CAMPUS STUDENT EDUCATIONAL ACTIVITY

All off-campus student educational activities require the approval of the principal and the superintendent or designee. Accompanying the request for approval must be information specifying those students who are to participate in the activity and the basis for their participation. In addition, the request must include the

1. specific reference to the curriculum;
2. source of payment for the off-campus educational activity;
3. method of transportation;

4. beginning and ending times and dates;
5. names of school personnel to attend;
6. names of additional chaperones;
7. method of financing adult/parent participation; and
8. other pertinent information.

Such requests must be submitted two (2) weeks prior to the off-campus educational activity. Parents and guardians must sign the "Parental Consent to Student Educational Activity and Release from Liability" form in advance of the off-campus educational activity.
(*refer to Policy JGFB, JGFB-E*)

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The school district discourages the use of privately owned vehicles for transporting students on behalf of the school. Should occasion arise when a privately owned vehicle must be used to transport students, the following provisions must be met. Under no circumstances should a privately owned vehicle be used when there is a National Transportation Safety Board approved student transportation vehicle available.

1. The school district employee must provide the district with proof of liability insurance to cover all risks associated with driving an automobile.
2. Each use of the automobile must be approved in writing by the principal and/or the superintendent. No administrator shall approve use of the employee owned vehicle when school district owned vehicles are available.
3. No one shall be permitted to operate the vehicle other than the school district employee.

4. There shall be a check of driving record of each school employee permitted to operate a school owned vehicle or a privately owned vehicle on behalf of the school district.
5. Under no circumstances will the operator allow more than 6 elementary age, or 4 junior or senior high school students to ride in the vehicle at any one time.
   (*refer to Policy EDAE*)

STUDENT ACCIDENTS AND FIRST AID

The following procedures are to be followed in caring for injured students:

1. The teacher who is with the group when the injury occurs or the first staff member to reach the injured student will take charge of the situation. An administrator must be notified.
2. If this staff member is not qualified in or does not know first-aid procedures, a teacher who is qualified, such as a coach, a physical education teacher, the principal, or an assistant principal must be summoned.
3. Building principals should publicize, at the start of the school year, the names of staff that are qualified first-aid providers. The names of trained first-aid providers should be posted in every classroom, office, auditorium, gym and cafeteria.
4. All basic principles of first-aid will be observed and only first-aid supplies will be used.
5. Depending on the nature and severity of the injury, the student may be taken to the office as soon as possible. No medication other than first-aid will be administered.
6. The office will be notified and should the situation appear life-threatening 911 will be called immediately.
7. The school office will attempt to locate and inform the parents of the student's injury using the medical consent forms filed in the Principal's Office. If a parent cannot be located, judgment will be exercised as to the necessity of taking the student to the hospital emergency room.
8. An accident/incident report should be completed and submitted to the principal.
   (*refer to Policy JGFG, EBB, JGCD, JGCDA*)

STUDENT MEDICATION

The Moss Point School District personnel will not administer prescription medicine to a student without the authorization of a physician and the signature of the parents/guardians on the indemnity agreement/permission forms associated with this policy. The parents/guardians are responsible for obtaining a statement from the physician authorizing school personnel to administer the medicine. The statement should include the following:

- Student's name
- Name of medicine
- Time/s to administer the medicine
- Date to discontinue or review administration of medicine diagnosis
- Method of administration
- Amount of medicine
- Physician's signature and date

The parents/guardians are responsible for getting the medicine to the school. All medicine must be in a proper container with a label from the pharmacy that states the following:

- Student's name
- Method of administration
- Prescription number and date filled
- Name of medicine
- Time(s) to administer the medicine
- Name of pharmacy

Personnel will not administer non-prescription medication unless the parent/guardian signs an indemnity/permission form and the Administering Medicine to Students form. Medication must be provided in the original package. Other procedures for administering medications are as follows:

1. All medication that a student receives in the school setting will be recorded on the student's medication record. Medications will not be accepted in household containers, envelopes or baggies.
2. Medication will not be given from a teacher's own personal supply.
3. A new form must be signed for each medication or change of medication order. A new form with the physician's orders must be signed at the beginning of each school year if the medication is continued from one year to the next.
4. Medication, both prescription and over-the-counter, must be brought to school by an adult.
5. The proper disposal of unused medications is important, and it is the responsibility of the parent to obtain all unused medication from the schools when the medication is discontinued, the school year ends, or the family transfers to another district. All medication left in the school under these conditions will be disposed of by the school nurse or designee.
6. The parent or legal guardian must notify the school immediately if the medication is no longer required.
7. A maximum of one month's dosage of any medicine should be brought to school at a time.
8. The school shall designate a specific, locked and limited access storage space within the school to store the medication.
9. The school will ensure that there are copies of medication forms in the student's cumulative folder as well as available for immediate reference by the staff member

responsible for administering the medication.

10. The staff member administering the medication must ascertain the identity of the student, see that the medication is taken in his/her presence, and should note the time on the student's file.
11. If a student refuses to take the prescribed medication, the staff member administering the medicine will notify the principal. The parent/legal guardian will be contacted immediately and, if they are not available, the assistance of a qualified person, i.e., school nurse or student's physician, should be sought.
12. Only prescribed medication that can be taken orally, e.g., pill, or that can be applied externally can be administered by a non-medically trained staff member. A medically trained staff member must administer any form of medication that requires an injection.
13. The building principal shall be responsible for the administration of these regulations.

NOTE: Form available online under board policy JGCD
(*refer to Policy EBB, JGCD, JGCDA*)

Self-Administration of Asthma and Diabetic Medications (Policy JGCDA)
The safety and well-being of students are of utmost importance to the district's school board, administration, personnel and staff.

This board will comply with all applicable provisions of the Mississippi Code of 1972, Annotated Section 41-79-31 including but not limited to 41-79-31 Self-administration of asthma/anaphylaxis medication at school by public and nonpublic students as amended, and with all other applicable federal and state laws.

Required Authorization
This school board shall permit the self-administration of medications by a student if the student's parent or guardian:

1. Provides written authorization for self-administration to the school; and

2. Provides a written statement from the student's health care practitioner, that states:

    a. That the student has asthma/anaphylaxis and is capable of self-administering the prescription asthma and/anaphylaxis medication. The statement shall also contain the following information:
    b. The name and purpose of the medications;
    c. The prescribed dosage of the medication;
    d. The times at which or circumstances under which the medication may be administered; and
    e. The period of time for which the medications are prescribed.

Statements required shall be kept on file in the office of the school nurse and school administrator in the school the student attends.

Parents or guardians are informed and acknowledge that the school district and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of asthma or diabetic medications. The parent or guardian of the student shall sign a statement acknowledging that the school shall incur no liability and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the self-administration of asthma or diabetic medications.

The permission for self–administration of medication shall be effective for the school year in which it is granted and shall be renewed each following school year only upon fulfilling each of

the foregoing requirements. Upon fulfilling the requirements as stated in this policy, a student with asthma may possess and use asthma medications when at school, at a school-sponsored activity, under the supervision of school personnel or before and after normal school activities while on school properties including school-sponsored child care or after-school programs.

NOTE: Form available online under board policy JGCDA.

CHILD ABUSE/NEGLECT – REPORTING

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

PROFESSIONAL EDUCATOR CODE OF ETHICS AND STANDARDS OF CONDUCT

All licensed and non-licensed employees of the Moss Point School District shall comply with the Mississippi Professional Educator Code of Ethics and Standards of Conduct as outlined in Mississippi Department of Education policy 1710 and 1717.

STATE BOARD POLICY

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

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

Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues.

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

Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4). Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).

Mississippi Code of Ethics Standards

Standard 1: Professional Conduct

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

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

a. Encouraging and supporting colleagues in developing and maintaining high standards

b. Respecting fellow educators and participating in the development of a professional teaching environment

c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning

d. Providing professional education services in a nondiscriminatory manner

e. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices

f. 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.

3.1 Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4. Educator/Student Relationship

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

4 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

4.1. 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 a student.

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.

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

Standard 7. Public Funds and Property

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

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

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

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

1. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
2. Failing to account for funds collected from students, parents or any school-related function
3. Submitting fraudulent requests for reimbursement of expenses or for pay
4. Co-mingling public or school-related funds with personal funds or checking accounts
5. Using school property without the approval of the local board of education/governing body

Standard 8. Remunerative Conduct

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

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

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.

The Superintendents shall report to the Mississippi Department of Education all license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4). (*refer to Policy GAA*)

ENVIRONMENTAL REPORT

In compliance with the U.S. Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA), the Moss Point School District completed the latest re-inspections in October 2024 for the following schools: Magnolia Middle School, Family Education Center, Moss Point Kreole Primary Elementary, Moss Point Escatawpa Upper Elementary, Moss Point Career and Technical Education and Moss Point High School. The existing plan has been reviewed and appears to meet the major requirements for Management Plans as defined by AHERA.

Management plans are available for public view in the principals' offices and the superintendent's office. If you have any questions, please contact a principal or the superintendent.