CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

2026-2027

EMPLOYEE HANDBOOK

FOR LICENSED-CERTIFIED STAFF & CLASSIFIED (NON-CERTIFIED STAFF)

Superintendent of Education

SAFETY | RESPECT | RESPONSIBILITY | LEARNING

www.cmsdschools.org

"Skilled Professionals Make All the Difference"

CLARKSDALE MUNICIPAL SCHOOL DISTRICT
Dr. Toya Harrell-Matthews, Superintendent
526 South Choctaw Street • P.O. Box 1088
Clarksdale, MS 38614

Dear Faculty and Staff,

Welcome to the 2026-2027 school year in the Clarksdale Municipal School District. I know this will be a great year full of student growth as well as professional growth. As faculty and staff of the Clarksdale Municipal School District, we are dedicated to providing a high-quality education and safe learning environment for EVERY STUDENT.

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

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

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

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

Your partner in education,

Toya Harrell-Matthews

Toya Harrell-Matthews, Ph.D.
Superintendent

"Every Student. Every Need"

Phone: 662-627-8500 Webpage: cmsdschools.org Fax: 662-624-9405

About This Handbook

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

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

District Information

Clarksdale Municipal School

District MailingAddress :P.O.Box 1088
Physical Address:526SChoctaw Street
Web Address:www.cmsdschools.org
Phone:662.627.8500
Fax:662.624-9405

Board of Trustees

Dr.ManikaKemp ,President

Mrs. Bobbie Butler, Vice President,

Mrs. Sarah Trimm,Secretary

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Dr. Toya Harrell-Matthews,Superintendent ofEducation

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Herbert Smith,Assistant Superintendent

Dr. Kristi Harris, Director of Federal Programs

Stephanye Moton,Director of Special Services

Amanda S. Bell ,Director of Technology

Robert Rhymes ,Director of Child Nutrition

Dr. Clarence Hayes,DirectorofMaintenance and Transportation

Clarksdale Schools & Contact Information

Clarksdale High School(10-12)
Dr.VernitaBurnett, Principal
1101 Wildcat Drive
Phone: 662.627.8530

CarlKeenCareer&Technical Center
Triccia Hudson,Director
1050 Walnut Street
Phone: 662.627.8580

J.W. Stampley 9th Grade Academy (9)
Deshun T.Readus,Principal
301 Washington Avenue
Phone: 662.627.8570

W.A. Higgins Academy of Arts & International Studies (7-8)
Denise Calhoun, Principal
1749 Chestnut Street
Phone: 662.627.8550

Oakhurst Intermediate Academy (5-6)
Dr. CornisheeSims,
Principal
120 West Second Street
Phone: 662.627.8560

Booker T. Washington Elementary International Baccalaureate Magnet (PK-4)
Bridney Johnson, Principal
1800 Sunflower Extended
Phone: 662.627.8567

George H. Oliver Elementary -Visual & Performing Arts Magnet (PK-4)
Regina Chess,Principal
871 Ritchie Avenue
Phone: 662.627.8605

Kirkpatrick Elementary School-Health & Medical Science Magnet (PK-4)
Dr.Adrienne Hudson, Principal
1101 Smith Street
Phone: 662.627.8588

MISSION STATEMENT

We exist to address every need of every student.

VISION STATEMENT

We envision all students graduating ready for college and careers.

CORE VALUES

Workethic
Integrity
Leadership
Determination
Coachable
Achievement
Teamwork

STRATEGIC GOALS

Goal 1: Every CMSD student will graduatereadyfor college and careers.

Goal 2: Every CMSD student will meet growth and/or score proficient on all state assessments.

Goal 3: Increase district rating to a B or higher with all schools being rated a C or higher.

Goal 4: CMSD will provide students with a comprehensive educational experience.

Goal 5: CMSD will prepare students for success beyond high school by increasing achievement, acceleration, and assessment performance.

ABSENCES

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

Planned absences should be handled by completing and submitting a leave request in Active Resources in advance, ensuring that all necessary signatures are secured **prior** to the absence.

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

ACADEMIC CALENDARS AND SCHOOL SCHEDULES

Every school in the District abides by the board approved 2026-2027 School Calendar. The standard school day for elementary students must consist of a minimum of 330 minutes of instruction. For secondary students, there must be a minimum of 376 minutes. The school year is built to address the requirement for students to attend school at least 180 days per year.

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

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

ACCREDITATION

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

ASBESTOS ANNUAL REPORT TO ALL EMPLOYEES

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

ATHLETIC PROGRAMS

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

BREAKS

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

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

CATASTROPHIC INJURYOR ILLNESS

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

- Immediate family means spouse, parent, stepparent, sibling, child, or stepchild
- Before an employee may receive donated leave, he district she must provide the school or superintendent or his designee with a physician's statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work
- Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic within the meaning of this section.

CERTIFIED EMPLOYEES

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

CHAIN OF COMMAND

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

CHILD ABUSE

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

CHILD CUSTODY

In all cases regarding child custody, the Clarksdale Municipal School District requires an official copy of the custody order to be on file at the school. The school district will abide by the requirements of the custody order in dealing with any issues requiring contact with the parent or guardian or instances relating to provision of records, the allowance of school visitation, and/or checking a student in or out of school. It is the staff member's responsibility to make sure he/she has reviewed the cumulative record of each student being served to make sure you are aware of special circumstances involving the custody of a student.

CHILD NUTRITION SERVICES

The Clarksdale Municipal SchoolDistrict participates in the Federal School Lunch and School Breakfast programs. We believe that a well-fed child is a child who will be healthier and can learn better. We provide foods that meet federal and statenutrition guidelines.

No employee responsible for duty or for taking a student to breakfast or lunch should use the withholding of the privilege to eat as a means of student discipline.

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

CLASSIFIED EMPLOYEES

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

CLASSIFIED STAFF LEAVE

SICK LEAVE

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

Any employee exceeding a normal school year (187 days) shall be granted one additional day of sick leave for each additional 20 days. Twelve (12) month employees also earn ten (10) days of vacation each school year.

No deduction from the pay of such classified employee may be made because of absence of such classified employee caused by illness or physical disability of the classified employee until all sick leave allowance credited to such classified employee has been used.

PERSONAL LEAVE

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

COMMITTEES

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

CONFIDENTIALITY

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

CONTRACTS

The 2026-2027 school year begins on July 1, 2026, and ends on June 30, 2027. The number of days each employee is hired to work is indicated on the contract each employee signs. CMSD uses two (2) types of contracts: the standard contract used for certified staff and licensed administrators and at-will agreements used for classified staff and for teachers who perform additional duties such as coaching, sponsoring cheerleading, etc. The number of days on a standard teacher contract is 187. Ten-month employees in the district work 200 days. Eleven- month employees work 217 days. Twelve-month employees work 230 days. Rates of pay established in contracts are based upon verified years of experience and certification.

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

CORPORAL PUNISHMENT

ThelawoftheStateofMississippi holds that the teacher is in the same relationship to the child as a parent during the hours in which a child is in school.

The policy of CMSD is to administer corporal punishment as a measure of last resort, and only after due consideration. Infliction of petty punishment is inconsistent with the best educational practices and is not conducive to good teacher-parent relationship. Corporal punishment may be administered by the principal or assistant principal.

Any student with an IEP, a 504 Plan or one who is undergoing a child find cannot receive corporal punishment.

CUMULATIVE FOLDERS

Teachers,in conjunctionwith schoolcounselors, are required to keep student's cumulative folders up to- date. Student cumulative records are to be kept private and are not to be discussed at random with unauthorized personnel. Teachers are charged with the duty of recording pertinent information as directed by the school principal.

DRESS

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

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

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

Inappropriate dress personal grooming includes,but is notlimited to:

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

DUTY ASSIGNMENTS

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

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

EARNED LEAVE

Seven (7) sick days and (2) personal leave days are awarded to staff members each year. Any employee exceeding a normal school year (187 days) shall be granted one additional day of sick leave for each added twenty (20) days. Twelve-month employees also earn ten (10) days of vacation each school year. Vacation leave is to be used in the school year in which it is earned. Any unused days will be added to sick leave in the subsequent school year. Personal leave days can be accumulated up to 5 days. Any days over five (5) will be added to sick leave in the subsequent school year. Nine, ten, and eleven-month employees do not receive vacation days.

EDUCATOR LICENSE

It is the responsibility of the employee to ensure that their Educator's License remains current. It is not the district's responsibility to perform any function relating to keeping licenses current. Reminders about license expiration and opportunities to gain continuing education credits will be sent out.

EMPLOYEE CONDUCT

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

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

VIOLATIONS

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

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

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

EMPLOYEE PAY

All CMSD employees are paid once a month. Pay is handled by direct deposit. All pay is based upon the contract amount or hourly wage inforce for the current school year. **If an employee changes their banking information, the employee is responsible for notifying the business office by the 20th of the month (10th) of the month in December)** Failure to update the business office will result in your direct deposit being delayed.

EVALUATION

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

EVALUATION OF CLASSIFIED EMPLOYEES

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

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

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

staff and reviewed and approved by the school board.

EVALUATION OF PROFESSIONAL EMPLOYEES

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

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

FAMILY EDUCATIONAL RIGHTS &

PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

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

For additional information, you may call
1-800- USA-LEARN
1-(800)-872-5327 (voice) telephone

Individuals who use TDD may use the Federal Relay Service or you may reach us at 526 S. Choctaw Street, Clarksdale, MS 38614.

FAMILY ANDMEDICALLEAVEACT (FMLA)

The Family Medical Leave Act of 1993 requires employers to provide up to 12 weeks unpaid, job-protected leave. Employees must have worked at least one year and for 1,250 hours for the previous

12 months and meet the required family and medical reasons. These reasons include birth, adoption, or foster care placement of a child; the care of the employees' spouse, son or daughter, or parent (but not parent-in- law) who has a serious health condition, or the employee's own health condition. Employees would have an overall limit of 12 weeks for the care of their parent.

Eligible employees whose son, daughter, or parent is on covered active duty or call to covered active- duty status may use their 12 weeks leave entitlement to address certain qualifying exigencies. FMLA also includes a special leave to care for a covered service ember during a single 12-month period.

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

PROCEDURES

Step 1: The employee must notify the superintendent's office that leave is needed

Step 2: The Superintendent or designee will notify the employee if he/she is eligible for FMLA leave.

Step 3: If the employee is eligible, the employee must provide a completed certification to the superintendent or designee within 15 calendar days

The superintendent will notify the employee whether the lease has been designated as FMLA within 5 business day

FIXED ASSETS

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

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

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

PROCEDURES

ADMINISTRATION

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

PROPERTY MANAGER

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

Duties of the Location Property Manager

1. Maintain a master fixed assets inventory ledger.
2. Maintains property and equipment transfers in Remote Link.
3. Periodically audits and verifies inventory records and equipment.
4. Report all information as lost or stolen on proper form and submit to the Business Manager.
5. Ensure that each room has a list of all fixed assets posted on the inside wall.

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

STOLEN PROPERTY

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

LOST PROPERTY

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

REQUEST FOR DISPOSAL

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

TRANSFERS

All transfers of fixed assets, whether permanent or temporary, will be submitted and authorized in Remote Link. Principals and Building Administrators are obligated to track movement of all fixed assets assigned to them.

CAPITALIZATION

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

Annual Physical Inventory Policy

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

Procedures for Annual Inventory

1. Business Manager will notify Principal and/or Department Head of date and time audit will be conducted.
2. Business Manager will print a copy of the audit results and review report with Principal or Department Head.
3. Any items that are not accounted for will be reported.
4. It will be the responsibility of the Principal or Department Head to provide all documentation of transfers, theft, vandalism and gifts to schools. All items that have been stolen or vandalized should have been reported at the time of the incident and a report from the police department should be sent to the Business Manager.
5. At completion of the physical inventory, the Principal or Department Head and the Business Manager will review the inventory and discuss any variations between those assets in the database and those found to be at the location. At the conclusion of this meeting a printout will be provided, with attached forms. The Principal or Department Head and Business Manager will sign the printout verifying that the information is accurate to the best of their knowledge. One copy will be retained by the principal or Department Head for their records and one copy will be retained in the Business Office.
6. A copy of the assets that were not located will remain with the Principal or Department Head so that an immediate search for the missing items may begin.
7. The Business Manager will create a table of all non-located items and forward this list to the Principal or Department Head. ***The Principal or Department Head will have five working days to respond to the letter.*** The Principal or Department Head should respond to each item on the list and not in general terms. Once all changes are made in the database, a new printout will be generated by the Business Manager which is inclusive of all changes made as a result of the physical inventory process. A copy of the revised computer printout is forwarded to the Principal or Department Head and maintained on file at the school or department.
8. It will be the financial responsibility of an employee to replace any items on the fixed asset listing that are assigned to them if, during an inventory audit, the item is missing. Employees will also be financially responsible for items stolen or damaged while in their care. If negligence is proven, the employee will be financially responsible for the stolen or damaged item or items.
9. Copies of the inventory report will be included in the regular evaluation of each Principal and Department Head.

CHANGE OF PRINCIPAL OR DEPARTMENT HEAD

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

DONATED ITEMS

All items (both monetary and non-monetary) that are donated to the district or any of its locations must be reported to the Business Manager and approved by the board and spread upon the board minutes. This includes items awarded through Donors Choose. These items will also be tagged with an asset number and added to the inventory listing if they meet the criteria set forth by the state as a measure of adding items to inventory.

FIELD TRIPS

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

GRADES

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

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

Daily Grades- 85, 80, 90, 70, 98, 86, 93, 99, 99
Daily Grade Average – 800 divided by 9 = 88.9 or 89 = 50%
Test Grades – 80, 95, 70, 95, 80
Test Grade Average – 420 divided by 5 = 84= 50%

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

.50 x 89 + .50 x 84 44.5 + 42 = 87

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

Term One Average – 83 Term Two Average – 90 Average of Terms One and Two – 86.50 Semester Average – 87

Final Grade

The finalgrade is the average of semesters one and two.

GRIEVANCE PROCEDURES: LICENSED PERSONNEL APPRAISAL

PURPOSE

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

DEFINITIONS

The following definitions shall apply in this grievance procedure:

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

PROCEDUREFORPROCESSINGGRIEVANCES

Grievances shall be processed in accordance with Policy GAE: Staff Complains and Grievance.

GRIEVANCE PROCEDURES: LICENSED STAFF COMPLAINT

PURPOSE

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

DEFINITIONS

Thefollowingdefinitions shall apply in this grievance procedure:

1. A "grievance" is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy.

2. A "grievant" is a person or persons making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends, holidays and vacation days.

PROCEDURES FOR PROCESSING GRIEVANCES

Grievancesshallbeprocessedinaccordance with the following procedure:

Level One

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

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

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

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

LevelTwo

1. Upon receipt by the Superintendent's office 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) calendar days and shall advise the grievant of the date, time, and place upon which the matter will be considered. The Superintendent shall schedule a meeting on the matter no later than ten (10) calendar days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his principal or immediate supervisor.

2. The written statement submitted by the grievant to his principal or immediate supervisor in Level One shall form the basis of the grievance. The grievant shall submit in writing all additional information on his behalf which he desires to the Superintendent not later than five (5) calendar days prior to the date upon which the meeting is scheduled.

3. In the event the grievant does not personally attend the meeting scheduled by the 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 thorough investigation and written decision to the grievant within five (5) calendar days of the date upon which the meeting was had whether sufficient information was received to proceed to the next level of the grievance process.

Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the Superintendent does not render a decision within five (5) calendar days, the grievant may file the grievance with the Superintendent.

2. If the grievance is not filed with the Superintendent within five (5) calendar days of the meeting at LEVEL TWO, the grievance shall be considered resolved.

3. Within five (5) calendar days upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of the Superintendent, the superintendent shall notify the grievant in writing within five (5) calendar days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a closed hearing on the matter no later than ten (10) calendar days from the date of receipt of the grievant's written notice of intention to appeal the written decision of the Superintendent

Level Four

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

IF GRIEVANT FAILS TO MEET THE DEADLINES ESTABLISHED THE GRIEVANCE IS CONSIDERED NULL ANDVOID.

INABILITY TO WORK

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

INSURANCE

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

JURY DUTY

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

LEAVE REQUEST

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

district using personal leave the day before or after a holiday must have 10 years or more in experience or 30 days of unused accumulated leave earned in the district.

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

Employees must take full days or half days of leave when they must be away from duty. It is extremely difficult to manage a monthly payroll accurately when leave increments of smaller amounts must be calculated and reflected accurately in an employee's paycheck.

LEAVING CAMPUS

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

LESSON PLANS

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

MEDICATION

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

OBSERVATIONS

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

PARENTAL COMMUNICATION TO

SCHOOL OFFICIAL

Every federal law and every state law encourage strong relationships between the school and the home. CMSD is sincere in its efforts to develop positive, long-lasting relationships with parents. There is greater potential for student success when there are open lines of communication between the

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

PLANNING TIME

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

PROFESSIONAL EMPLOYEES

EMPLOYEE LEAVEANDABSENCES

SICKLEAVE

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

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

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

CLASSES OF EMPLOYEES

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

CERTIFIEDEMPLOYEES

Each certified employee shall be granted seven days of annual sick leave. Any employee hired

under a contract/at-will agreement exceeding a normal school year shall be granted one

will exceeds the normal school year.

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

CLASSIFIED EMPLOYEES

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

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

COMMON PROVISIONS

1. Any unused portion of this sick leave shall be carried forward to the next school year provided such employee remains in the employment of the Clarksdale Municipal School District. There is no maximum number of days leave that may be accumulated by an employee.

2. Upon separation from service, all unused sick leave will be credited to such employee in the computation of unused leave for retirement purposes under state law, except as explained in item.

3. Persons retiring from public service may elect to have a maximum of 30 days/240 hours of accrued sick leave paid to them at the time of retirement. The rate of pay for sick days is the substitute teacher rate for employees certified by the Mississippi State Department of education and minimum wage for all other employees.

additional day of sick leave for each twenty (20) days the contract/at-

4. If any employee leaves employment of the school district for a period in excess of one year, that employee shall forfeit any accumulated sick leave and shall not be entitled to any benefits there from in the event he/she is re-employed more than one year later in the Clarksdale Municipal School District.

5. Any employee may donate any portion of their unused accumulated sick days to another employee of the school district for a catastrophic injury or illness as allowed by state law.

6. Sick days may be taken only in one-half day increments. Absences of less than one- half of a normal workday will be charged as one-half day. Absences of more than one-half day will be charged as a whole day.

7. Any employee who will be absent from work due to injury or illness for an intermediate or extended period shall notify his/her supervisor. Except as explained above for certified employees the following will apply: If a suitable replacement cannot be found to service only for a period of absence and replacement of the employee is necessary, the employee will be given the next available comparable position for which they are qualified.

8. Should any absences extend more than three consecutive working days, an employee shall submit upon his/her return a physician's statement to the employee's immediate supervisor. This statement should include the expected or incurred length of absence. Failure to comply with this provision will result in the excess of days beyond three being charged as unauthorized absence without pay.

9. All leave granted under the provisions of the policies of the Clarksdale Municipal School District shall be converted to annual sick leave on the first day of the next fiscal year. This includes sick leave, personal leave, and paid annual leave (vacation). Converted paid annual leave days (vacation) cannot exceed 10 days per year. However, any employee on

vacation

on the first day of the fiscal year will not have his/her leave converted until he/she reports back to work following vacation.

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

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

PERSONAL LEAVE

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

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

Personal leave may be used for professional purposes, included absences caused by attendance of such employee at a seminar, class, training

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

Twelve (12) month employees will be granted ten (10) vacation days per year.

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

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

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

SCHOOL BUSINESS ABSENCES

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

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

JURY DUTY

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

REPLACEMENT EMPLOYEES

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

PROFESSIONAL DEVELOPMENT

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

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

PROFESSIONALRELATIONSHIPS

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

PURCHASING

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

SCHOOL SCHEDULES

School schedules may vary slightly as far as

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

SEXUAL HARRASSMENT

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

SMOKING,EATING,DRINKING

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

SOCIALNETWORKING

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

SUBSTITUTE TEACHERS

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

SUPERVISING STUDENTS

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

TEACHER WORK SCHEDULE

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

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

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

Traditional Schedule Duty Hours

InstructionalStaffDutyHours

Elementary Principals: 6:45 am-4:00 pm
Certified Elementary Staff: 7:15 am-3:15 pm
Non-Certified Elementary Staff: 7:30 am-3:00 pm Early Duty: 6:45 am
If non-certified staff will be taking a 30-minute lunch break, they will have to work until 3:30

p.m. and they must clock out for the 30-minute break.
Secondary Principals: 7:00 am-4:30 pm Certified Secondary Staff: 7:30 am-4:15 pm
Non-Certified Secondary Staff: 7:45 am-3:45 pm
Early Duty: 7:00 a.m.

School Secretary Duty Hours
Elementary: 7:00 am-3:30 pm
Secondary: 7:30 am-4:00pm
Secretaries MUST clock out and take a 30-minute lunch.
Notes:

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

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

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

TIMECLOCK
Policy and Procedures for Electronic Clock-In on Timeclock System

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

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

- 1st Offense-Verbal Warning
- 2nd Offense-Written Reprimand
- 3rd Offense-Loss of Pay

The employee may provide in writing the reason(s) for not clocking in on the timeclock system. Legitimate reasons may be excused by the Superintendent. Stating a "clock malfunction" as the reason for a missed punch will not be accepted or approved unless the issue was reported at the time of the occurrence and documented with your building-level administrator/supervisor. Employees are responsible for promptly reporting any issues with time clock equipment to prevent unexcused time discrepancies.

SECTION I
(Exempt and Non-Exempt)

EXEMPT EMPLOYEE GUIDELINES FOR TIME AND ATTENDANCE

- Clarksdale Municipal School District's workweek begins on Sunday morning at 12 a.m. and ends Saturday at midnight.
- Employees must work their full schedule each week. Employees must arrive and depart at the time noted by their immediate supervisor unless requested to work overtime, which must be approved by the superintendent.
- If employees do not work their full scheduled hours out of the week, the employee can apply for sick or personal leave if available. If all leave has been used "unpaid" leave will be applied. No exempt employee should work overtime for compensation unless approved by the principal/supervisor and the superintendent.

NON-EXEMPTEMPLOYEE GUIDELINESFOR TIMEANDATTENDANCE

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

EMPLOYEE DAILY PROCEDURES

- Employees should monitor their own time and should be consistent in clocking in and out
- If a lunch break is included in an employee's schedule, it must be taken in a timely manner. Failure to not clock back in could result in a time loss which could affect leave and pay.
- Should an employee forget to clock in, he/she must clock in immediately upon realizing they have not clocked in and report to supervisor/principal to fill out paperwork (Missed Punch Report). The supervisor or building level administrator will follow the required disciplinary actions for incidences of failing to clock in. Employees can check time in Active Resources by going to "Clocked Time" under the Employee tab.
- Any clock errors should be reported to the supervisor/principal immediately
- Supervisor/principal should complete Missed Punch Report and submit to the Business Manager immediately to avoid a delay in pay and must be scanned and submitted via emailed.
- Supervisor/principal should communicate to employees the importance of clocking in and out and the possible delay in pay when procedures are not followed.
- Supervisor/principal should employees submitting missed punch reports (i.e., indicating clock isn't working) to be sure that they have truly attempted to use the clock
- Print time reports weekly and have employees to sign. These reports should be submitted to payroll no later than 12:00 noon the Tuesday following the week being reported.
- Monitor employees' time to be sure that classified employees are working only assigned hours and will not exceed 10 hours for the week. This can be monitored using feature in Remote Link.

VISITORS ON CAMPUS

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

VOLUNTEERS

Clarksdale Municipal School District recognizes that community and parent volunteers make valuable

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

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

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

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

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

All volunteers must observe the following rules:

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

WEATHER EMERGENCIES

Weather conditions are constantly monitored to

ensure that we are doing everything possible to protect the safety of our students. Throughout the school year, disaster drills are conducted at each school site to ensure that students and staff know what to do in the case of a true weather emergency. In rare instances, it may be necessary to dismiss school earlier than normal or to cancel school to ensure that our students have the greatest chance to be protected from a weather emergency. The District uses an Emergency Notification Network to get the word out about changes in the time/dates of school operations. Employees are expected to know the evacuation routes for their buildings and to conduct drills according to the requirements spelled out in state law.

WEBPAGE

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

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

MISSED PUNCHED REPORT

EMPLOYEE SHOULD COMPLETE THIS SECTION:

School: _____ Date: _____

Employee Name: _____ Employee SS#: _____

Date of Missed Punch: _____ Time of Missed Punch: _____

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

_____

_____

PRINCIPAL OR SUPERVISOR SHOULD COMPLETE THIS SECTION:

Correct Employee Time Record in the following manner:

1. Add punch to time record on _____ (Date and Time) _____ (Principal/Supervisor's Signature)

   Detailed reason for punch being added to time record _____

   _____

2. Remove punch from time record on _____ (Date and Time) _____ (Principal/Supervisor's Signature)

   Detailed reason for punch being removed from time record _____

   _____

Disciplinary Action Taken (if applicable):

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

   _____ (Date and Time of Day) _____ (Principal/Supervisor's Signature)

2. Written reprimand issue to employee for failure to adhere to school board policy on:

   _____ (Date and Time of Day) _____ (Principal/Supervisor's Signature)

3. Recommended employee for disciplinary action to the Board of Trustees on:

   _____ (Date and Time of Day) _____ (Principal/Supervisor's Signature)

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

_____ Employee Signature _____ Date

_____ Principal/Supervisor's Signature _____ Date

EMPLOYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



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

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

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

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

BENEFITS & PROTECTIONS

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

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

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

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

ELIGIBILITY REQUIREMENTS

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

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

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

REQUESTING LEAVE

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

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

EMPLOYER RESPONSIBILITIES

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

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

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



ENFORCEMENT

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

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

For additional information or to file a complaint:

1-866-4-USWAGE

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

www.dol.gov/whd

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

WHD WAGE AND HOUR DIVISION

WH1420 REV 04/16

Faculty and Staff Acceptable Use Policy (AUP)

Policy Revision Date: July 7, 2025

Purpose

This Acceptable Use Policy establishes the expectations, responsibilities, and regulations for all Clarksdale Municipal School District (CMSD) employees using district-provided and personally owned technology while conducting school-related activities. It is aligned with the district's Board Policies including but not limited to:

- Policy GA: Personnel Goals and Objectives
- Policy GAA: Professional Educator Code of Conduct
- Policy GAB: Employee Conduct
- Policy GABBA: Social Media Websites
- Policy IJ: Technology and Instruction / Electronic Information Resources
- Policy IJBD: Responsible Use of District-Issued Technology
- Policy IJC: Using Copyrighted Material
- Policy IJ-E(1): Internet Network Access Agreement

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1. **Professional Responsibilities**

   Employees are expected to uphold the highest ethical and professional standards as outlined in Policies GAA and GAB. Technology use must support instruction, learning, professional duties, communication, and school operations. Staff must:

   - Maintain confidentiality of student and personnel data
   - Adhere to all applicable data privacy, FERPA, and CIPA requirements
   - Abide by Mississippi's Professional Educator Code of Ethics

2. **Account Access & Security**

   - Use only assigned login credentials; sharing passwords is strictly prohibited
   - Multifactor authentication (MFA) must be enabled on all accounts accessing sensitive systems (e.g., MSIS, SAM Spectra, Google Workspace)
   - Report suspicious activity, phishing attempts, or breaches immediately

3. **Technology & Device Use**

   - Use district-issued devices for professional use only (see Policy IJBD)
   - Treat equipment responsibly and report damages promptly
   - Return technology upon resignation, termination, or at the end of term

4. **Internet and Network Use**

   Use of CMSD networks and the internet must comply with Policy IJ-E(1) and IJ. Activities must be:

   - Educational or job-related
   - Respectful of copyright law (see Policy IJC)
   - Free of illegal, threatening, or inappropriate content

5. **Social Media Guidelines**

   Per Policy GABBA, employees shall:

   - Not friend or communicate with students via personal social media accounts
   - Not post confidential, inflammatory, or disruptive content
   - Avoid any public post that appears to represent the views of CMSD unless authorized
   - Use only approved educational platforms for classroom communication

6. **Use of Email & Cloud Collaboration Tools**

    - Email, calendars, and digital tools (Google Workspace, Microsoft 365) must be used professionally
    - Communication with students or families must remain appropriate and school-related
    - Users must not transmit or store sensitive data without encryption

7. **Artificial Intelligence and Emerging Technologies**

    - Use of AI tools must be approved by the Technology Department
    - AI should enhance, not replace, instructional decision-making or originality
    - Generated content must be reviewed for accuracy, appropriateness, and copyright compliance

8. **Copyright and Intellectual Property**

    - Staff must follow all fair use guidelines and copyright laws (see Policy IJC)
    - Illegal duplication or distribution of copyrighted content is prohibited

9. **Monitoring and Privacy**

    - All technology activity is subject to monitoring by CMSD
    - Employees have no expectation of privacy on district networks or devices

10. **Violations and Disciplinary Action**
    - Violations may result in loss of privileges, written reprimands, suspension, termination, and/or legal action
        - Temporary or permanent revocation of technology access
        - Required retraining on policies or digital citizenship
        - Placement of disciplinary documentation in personnel file
    - Referral to the Mississippi Department of Education for educator misconduct (Policy GAA)
    - Appeals may be made through the Employee Grievance Procedure (Policy GAB)
11. **Enforcement**
    CMSD reserves the right to investigate all alleged violations of this Acceptable Use Policy. This includes:

    - Automated monitoring through web filtering, email review, and software tools
    - Administrator-led inquiries based on reports, audit logs, or complaints
    - Collaboration with Human Resources, legal counsel, and law enforcement if necessary

12. **Acknowledgment**
    All employees must annually sign an acknowledgment form stating they have read, understand, and agree to comply with this Acceptable Use Policy.

This policy ensures the responsible, ethical, and professional use of technology aligned with CMSD's mission to support teaching, learning, and community trust.

For more information, You may view the full Acceptable Use Policy here

EDUCATOR CODE OF CONDUCT

Standard 1: Professional Conduct

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

a. Ethical conduct includes, but is not limited to, the following:
   i. Encouraging and supporting colleagues in developing and maintaining high standards
   ii. Respecting fellow educators and participating in the development of a professional teaching environment
   iii. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
   iv. Providing professional education services in a nondiscriminatory manner
   v. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
   vi. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children

b. Unethical conduct includes, but is not limited to, the following:
   i. Harassment of colleague
   ii. Misuse or mismanagement of tests or test materials
   iii. Inappropriate language on school grounds or any school-related activity
   iv. Physical altercations
   v. Failure to provide appropriate supervision of students and reasonable disciplinary actions

Standard 2. Trustworthiness

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

a. Ethical conduct includes, but is not limited to, the following:
   i. Properly representing facts concerning an educational matter in direct or indirect public expression
   ii. Advocating for fair and equitable opportunities for all children
   iii. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

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

Standard 3. Unlawful Acts

An educator shall abide by federal, state, and local laws and statutes and local school board policies. Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4. Educator/Student Relationship

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

a. Ethical conduct includes, but is not limited to, the following:
   i. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students
   ii. Nurturing the intellectual, physical, emotional, social and civic potential of all students
   iii. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
   iv. Creating, supporting, and maintaining a challenging learning environment for all students

b. Unethical conduct includes, but is not limited to the following:
   i. Committing any act of child abuse
   ii. Committing any act of cruelty to children or any act of child endangerment
   iii. Committing or soliciting any unlawful sexual act
   iv. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
   v. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
   vi. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.
      a) Examples of these acts may include but not be limited to:
         1) sexual jokes
         2) sexual remarks
         3) sexual kidding or teasing
         4) sexual innuendo
         5) pressure for dates or sexual favors
         6) inappropriate touching, fondling, kissing or grabbing
         7) rape
         8) threats of physical harm
         9) sexual assault
         10) electronic communication such as texting
         11) invitation to social networking
         12) remarks about a student's body
         13) consensual sex

Standard 5. Educator Collegial Relationships

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

1. Unethical conduct includes but is not limited to the following:
   a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
   b. Harming others by knowingly making false statements about a colleague or the school system
   c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
   d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
   e. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

Standard 6. Alcohol, Drug and Tobacco Use or Possession

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

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

Standard 7. Public Funds and Property

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

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

Standard 8. Remunerative Conduct

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

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

Standard 9. Maintenance of Confidentiality

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

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

Standard 10. Breach of Contract or Abandonment of Employment

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

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

7 Miss. Code. R. § 3-14.18
Miss. Code Ann. § 37-1-3 (Revised 1/2011)
Adopted 12/30/2015

Appendix B

ACKNOWLEDGEMENT OF HANDBOOK AND JOB DESCRIPTION

The Clarksdale Municipal School District Employee Handbook and all current job descriptions are posted online at www.cmsdschools.org under Departments-Personnel and handbooks are located under Applications & Form-Handbooks.

I understand that I am responsible for having read the handbook as well as the job description corresponding to my position(s) as noted below (to include any supplemental duties assigned) and for following the information contained therein. I understand that failure to follow these and other policies and procedures of the district is grounds for non- renewal or termination.

Printed Name_____ Signature____
School/Location:_____Position:_____Date: _

ACCEPTABLE USE POLICY EMPLOYEE CONSENT FORM

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

Employee's Signature Date

MISSISSIPPI EDUCATOR CODE OF ETHICS AND STANDARDS OF CONDUCT

I have received a copy of the Mississippi Educator Code of Ethics and Standards of Conduct. I understand that I am responsible for reading and following the information contained therein. I understand that failure to follow these and other policies and procedures of the district is grounds for non-renewal or termination.

Employee's Signature Date