

# **Attala County Schools**

# **Personnel Handbook**



**2022-2023**

Attala County School District is an equal opportunity employer and does not discriminate because of race, sex, national origin, or disability.

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## **Personnel Handbook**

This handbook has been prepared for the purpose of providing information concerning the operation of the schools and is an attempt to clarify the more basic duties and responsibilities of ACSD staff. It is expected that staff will become thoroughly acquainted with the provisions contained herein and that a common practice will result. Additional duties and responsibilities, not included in this handbook, may be required of staff. Staff are also expected to be knowledgeable about the policies set forth in the Attala County School District policy manual, which may be found on the Attala County District's website. As well as the policies and procedures set forth in the Attala County School District student handbook. If there are any questions concerning these directions or if it is felt that a change in procedure would contribute to the improvement of the school, it is requested that these matters be brought in writing to the attention of the principal.

## **Mission Statement**

The Attala County School District, along with all stakeholders, is committed to producing students that are lifelong learners who thrive in an ever-changing global society.

## **Our Vision**

The Attala County School District shall be a top ranked learning community where all students graduate ready for college and or career success.

## **We Believe...**

- Our chief priority is doing what is best for students
- All students have the capacity to learn and the right to reach their full potential
- Students deserve faculty and staff who are caring, competent, and knowledgeable
- A safe and supportive environment enhances student achievement
- A quality education is provided through continual evaluation to ensure all stakeholders are growing

## **Job Description**

(ACSB Policy GBBA)

Title: Teacher

Qualifications: As set by state certification

Reports To: Principal

Job Goal: Lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

Terms of Employment: Nine-month year/187 days

Salary: According to current salary schedule

## **Performance Responsibilities**

(ACSB Policy GBBA)

1. Demonstrate commitment to the job through attendance and punctuality.
2. Meets and instructs assigned classes in the locations and at the time designated.
3. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate superior.
5. Encourages students to set and maintain standards of classroom behavior.
6. Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of individuals or student groups involved.
7. Strives to implement by instruction and action the districts' philosophy of education and instructional goals and objectives.
8. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Evaluates students' progress on a regular and ongoing basis.
10. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
11. Assists, upholds, and enforces school rules, administrative regulations, and Board Policy.
12. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so within reasonable terms.
13. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
14. Attends and participates in faculty meetings and school events including; Open House, graduation, and designated duty.
15. Assists in the selection of books, equipment, and other instructional materials.
16. Accepts a share of responsibilities for curricular activities as assigned.
17. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
18. Establishes and maintains cooperative relations with others.
19. Provides for his/her professional growth through an ongoing program of learning, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
20. Implement all accommodations and modifications for all special education and section 504 students as outlined in IEP or 504 plan.
21. Maintains teacher certification and license.

22. Performs any other reasonable service.

### **Code of Ethics**

All employees of Attala County School District, both classified and non-classified, are expected to conform to high standards of ethical behavior in the performance of their duties. A code of ethics, developed by the Mississippi Department of Education, is listed below as a guide to ethical conduct. This conduct is designed to protect the health, safety and general well-being of students and employees throughout the school district.

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

### **Code of Ethics Standards of Conduct**

**Standard 1: Professional Conduct** *An educator should demonstrate conduct that follows generally recognized professional standards.*

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

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

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

- a. Harassment of colleagues
- b. Misuse or mismanagement of tests or test materials
- c. Inappropriate language on school grounds or any school-related activity
- d. Physical altercations
- e. Failure to provide appropriate supervision of students and reasonable disciplinary actions

**Standard 2: Trustworthiness** *An educator should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.*

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

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

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

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

**Standard 3: Unlawful Acts** *An educator shall abide by federal, state, and local laws and statutes and local school board policies.*

**3. Unethical conduct includes, but is not limited to:**

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

**Standard 4: Educator/Student Relationships** *An educator should always maintain a professional relationship with all students, both in and outside the classroom.*

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

- a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/ student authority while expressing concern, empathy, and encouragement for students.
- b. Nurturing the intellectual, physical, emotional, social and civic potential of all students
- c. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
- d. creating, supporting, and maintaining a challenging learning environment for all students.

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

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

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

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

**Standard 5: Educator/Collegial Relationships** *An educator should always maintain a professional relationship with colleagues, both in and outside the classroom*

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

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

**Standard 6: Alcohol, Drug and Tobacco Use or Possession** *An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.*

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

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

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

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

**Standard 7: Public Funds and Property** *An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.*

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

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

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

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

**Standard 8: Remunerative Conduct** *An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.*

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

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

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

- a. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body
- b. Tutoring students assigned to the educator for remuneration unless approved by the local school board
- c. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.)

**Standard 9: Maintenance of Confidentiality** *An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.*

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

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

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

- a. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
- b. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
- c. Violating other confidentiality agreements required by state or local policy.

**Standard 10: Breach of Contract or Abandonment of Employment** *An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.*

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

- a. Abandoning the contract for professional services without prior release from the contract by the school board
- b. Refusing to perform services required by the contract.

**Personnel Dress Code**

(ACSB Policy GAA)

Teaching is a professional career and teachers, and staff shall dress accordingly. No provocative and inappropriate attire will be tolerated. The school administrator is the final authority in the terms of appropriate and professional dress. Below are a few items, concerning dress, that have been questioned in the past:

- 1. All dresses/skirts shall strike the bend of the knee in a standing position and no excessive splits
- 2. Blouses/tops cannot show undergarments.
- 3. No halters, spaghetti style, or single arm/shoulder tops.
- 4. Tight fitting clothing.
- 5. Leggings, jeggings, and tights may be worn but an outer garment must be worn that reaches the bend of the knee.
- 6. Hats, of any kind, cannot be worn in buildings.
- 7. To provide professional standards, all staff must dress professionally and must adhere to the student dress code or above.

### **Sick Leave**

(ACSB Policy GBRI)

Sick leave shall be granted by the Board according to the following minimum standards as authorized and required by sections 37-7-304 of the Mississippi Code of 1972, as amended in 1986 by section 13, SB 2117.

1. Every certified professional employee, teacher assistant, and school secretary shall be credited at the beginning of the school year with nine (9) days sick leave with pay, two (2) of which may be used as personal leave.
2. Any unused leave shall be carried over to the next year and subsequent years. All school districts shall allow unlimited accumulated sick leave to be used as credit toward retirement. Personal leave days shall accumulate up to five (5) days, after which they will roll over to sick leave days.
3. After a certified employee uses all sick leave, the employee shall be allowed ten (10) additional days of leave with the rate of compensation paid to substitutes deducted from the pay of the teacher for each of the ten days. Upon use of all sick leaves, personal days, and excused sick days a full deduction from salary of employee will be made for each day absent thereafter. For all unexcused absences, a full deduction will be made from salary of employee for each day absent.
4. Professional leave NOT initiated by the district will be at the employee's own expense unless special permission is obtained from the principal.

### **Bereavement Leave**

(ACSB Policy GBRI)

Each school employee shall be provided additional leave with pay of one (1) day, in the event of the death of an immediate family member. This leave shall apply to one degree of separation such as father, mother, brother, sister, son, daughter, or spouse. This leave cannot be carried over or transferred.

### **Teacher Absences**

(ACSB Policy GBRI)

State law will be followed regarding teachers who have excessive absences and their receiving credit for a year's experience. In the event a teacher finds it necessary to be absent, he or she should notify the principal. Whenever it is necessary to have a substitute, the teacher should make sure that daily schedules, class record book, lesson plan book, and other necessary information are available for the substitute teacher. If a teacher is to be absent for a half a day or less, notification should be made at least one day prior to the absence. A substitute will be needed in such cases and will be paid for half a day. If a teacher wishes to use a personal leave day, he or she shall notify in writing the principal at least three days before he or she plans to be absent. Leave days three weeks prior to state testing and exams shall be limited. Teachers shall not schedule appointments for themselves or their children or ask for personal leave days during exams, state testing, or teacher workdays.

### **Reasons For Absences**

(ACSB Policy GBRI)

**Personal Illness:** Absences due to personal illness or injury of the employee or absence necessitated by exposure of contagious disease that would be dangerous to others.

**Family Illness:** Absence due to family illness is defined as absence resulting from the serious illness or injury of a grandparent, parent, parent, sibling, spouse, child, grandchild, or any other relative living in the home of the employee.

**Bereavement:** Absence due to bereavement shall be defined as absence for the death of a grandparent, parent, sibling, spouse, child, grandchild, aunts/uncles (one generation removed), or any other relative living in the home of the employee.

**Legal Commitments and Transactions:** Absence due to legal commitments and transactions shall be defined as absence resulting from the subpoena of an employee to appear in court by lawful authority when there is no financial or personal interest on the part of the employee involved.

**Jury Duty:** Jury Duty is a civil duty and will not count against the employee.

**\*\*No deductions shall be made from the pay of a teacher who is sick or disabled until all the unused sick leave has been used.**

### **Personal Leave**

(ACSB Policy GBRI)

Principal must be notified in writing at least three (3) days prior to the personal leave day. Lesson plans must be approved by the principal prior to taking a personal leave day. Personal leave will not be granted the day before or after a school holiday, during any testing periods or days, or on staff development day. Personal leave shall not be taken on the first or last day of a school term. Personal leave may be used for professional purposes such as teacher seminars, class, professional training, or association designed for educators.

## **Professional Leave**

(ACSB Policy GBRI)

Professional leave will be defined as any leave identified by district level or the school principal as beneficial to further the educational process of the school. Teachers will be identified to attend training by the school principal or district personnel. Teachers will be allowed professional leave without losing any personal or sick leave days. Lesson plans and all relevant materials must be prepared for the substitute teacher before the teacher leaves.

## **Leave During Planning Time**

Teachers may be granted time to leave during their planning time at the discretion of the principal. This liberty shall not be abused and can be revoked if abused. The principal or his/her designee must be notified in the event of requested leave during planning time.

## **School Board Rules and Regulations Regarding Leave**

(ACSB Policy GBRI)

1. A certificate/excuse is required from a physician or medical practitioner if the absence is for four (4) consecutive days at any time, or two (2) consecutive days immediately before or after a non-school day.
2. In the event of a "materially" false statement by the teacher as to the cause of absence, penalties include a full deduction of pay, entry on the work record of the teacher and other appropriate penalty.
3. Accumulated or future sick leave may be forfeited if a teacher's absence is caused by optional dental or medical treatment or surgery, which could have been provided without medical risk at a time when school was not in session.

## **Absence Due To An Emergency**

(ACSB Policy GBRI)

With respect to an emergency, a teacher or other employee forced to leave work shall be credited with ½ day sick leave. This applies to credit and substitute pay.

## **Salesmen And Solicitors-Staff Member Solicitations and Club Sales**

Salesmen who call on schools shall secure the permission of the principal before contacting a teacher while on duty. The principal will accompany the salesman to the teacher's room if it appears necessary. Teachers will not sell, solicit for sale, or advertise for sale merchandise or service or organize students for such purposes without approval of the building principal. Schools may participate in fund raising activities as long as they do not interrupt the school day. Staff members in charge of clubs or organizations are allowed two (2) fundraisers per semester.

## **School Visitation Policy**

All members of the community are cordially invited to attend school programs and functions. No student is to have visitors in the building or on the campus during school hours. **All visitors** are to report to the school office upon arrival on campus. No oversized purses, bags, briefcases, or any types of suspicious bags will be allowed inside the school. All visitors must leave their ID and car keys in the office to gain admittance into the building. The administration of the school reserves the right to allow visitation at their discretion. All exterior doors are clearly marked with instructions for visitors to report to the principal's office. **UNAUTHORIZED VISITORS MAY BE SUBJECT TO PROSECUTION.**

## **Supervision In Hallways**

From the time students are admitted in the building in the morning until they leave the building in the afternoon, each teacher is responsible for maintaining order near his/her room. **ALL TEACHERS ARE RESPONSIBLE FOR ALL STUDENTS AT ALL TIMES.**

## **Recording Grades**

(ACSB Policy IHA)

Teachers should give enough grades to determine a fair representation of the student's ability. Grades will be recorded in the district computerized database. Grades will be transferred into the district's student information database in a timely manner. Teachers will be expected to grade and return all written work within a week.

## **Grading System**

(ACSB Policy IHA)

### **High School**

90-100:	A
80-89:	B
70-79:	C
65-69:	D
Below 65:	F

### **Elementary**

90-100:	A
80-89:	B
70-79:	C
65-69:	D
Below 65:	F



**\*\*The retention of a student or repetition of a grade in K-12 for the sole purpose of participating in extra-curricular activities is prohibited.**

### **Averaging Of Grades**

#### **Elementary**

- A. There should be enough grades for an adequate representation of the student's ability.
- B. At least three daily grades per week
- C. At least five-unit test grades per nine weeks.
- D. Daily and homework grades will count 40% and unit tests will count 60%.
- E. All grades shall be entered within an appropriate time frame of assigning the grade and posted in SAMs weekly (each Monday)

#### **High School**

- A. There should be enough grades for an adequate representation of the student's ability.
- B. At least three daily grades per week
- C. At least five test grades per nine weeks.
- D. 1<sup>st</sup> Nine Weeks=daily and homework grades-40%, and unit tests-60% and nine weeks test 2 test grades
- E. 2<sup>nd</sup> Nine Weeks= daily and homework grades-40%, and unit tests-60% and semesters exam 2 test grades
- F. 3<sup>rd</sup> Nine Weeks= daily and homework grades-40%, and unit tests-60% and nine weeks test 2 test grades
- G. 4<sup>th</sup> Nine Weeks= daily and homework grades-40%, and unit tests-60% and semesters exam 2 test grades
- H. Nine weeks averages will be averaged together to determine the semester and final averages. The two semesters' averages will be added together and divided by two to determine the final average.
- I. All grades shall be entered within an appropriate time frame of assigning the grade and posted in SAMs weekly (each Monday)

### **Cumulative Records**

(ACSB Policy JR)

Each homeroom teacher is expected to complete student cumulative folders in adherence with State Department of Education regulations. Copies of these regulations may be secured in the school principal's office. Grade report labels will be printed from SAM Spectra, the district's student information database. Homeroom teachers will affix these labels to his/her homeroom students' records. Pre. K and Kindergarten teachers will use black ink only when recording information their students' folders.

### **Teacher-Teacher Relations**

(ACSB Policy GAA)

Teachers are expected to develop and maintain a positive relationship with co-workers and always exhibit a spirit of professional cooperation. Teachers are also encouraged to regularly meet on instructional levels and identify problems of general concerns. Meetings should involve the principal.

### **Classroom Environment**

(ACSB Policy GAA)

The teacher is expected to maintain an orderly, neat, and well-disciplined classroom.

You may find the following pointers helpful in organizing your classroom:

1. Maintain good physical conditions in the classroom
  - a. Give proper attention to lighting, heating, and ventilation.
  - b. Keep desk, tables, and floors, clean, tidy, and free from wastepaper at all times.
  - c. Keep blackboard/whiteboards clean and neat and bulletin boards up-to-date, interesting, and attractive.
  - d. Arrange bookcases, shelves, maps, and other equipment in an orderly fashion.
  - e. Use pictures and decorations to add to the orderly, attractive appearance of the room.
  - f. Student committee and group assignments will help to develop pride in the good housekeeping program.
  - g. Do not eat or drink when students are present or allow students who are present to do so except during authorized breaks for this purpose.
  - h. Do not use tobacco products on school grounds or chew gum when students are present or allow them to do so.
2. Organizing Routines:
  - a. Give attention to individual needs such as vision and hearing when seating pupils.
  - b. Begin and end all activities promptly
3. Establish Teacher-Pupil Rapport:
  - a. Establish an atmosphere of mutual respect.
  - b. Allow your pupils to share in planning both class activities and lesson exercises.

- c. Establish good listening habits on the part of your pupils.

### **Use Of School Time**

(ACSB Policy GAA)

Teachers are expected to use school time for school-related work, classroom preparation, or conferences with students or parents. Planning periods during or after school, elementary music breaks, etc., are not to be for hobbies, crafts, or social activities.

### **Lesson Plans**

All teachers shall prepare weekly lesson plans which shall be used as a guide. All lesson plans should be based on the state curriculum and made available as instructed by the building principal. Lesson plans will follow either a district mandated or school mandated format as directed by the superintendent/principal.

### **Textbooks**

Textbooks will be supplied for each student as needed, in some cases, this will be a classroom set. These books are made available by the State and should be used with proper care. All textbooks should be covered. The adjusted price of a book must be paid if it is lost and a fine paid in the event of damage. Money collected for fines or lost books is put in the textbook fund. Parents agree to assume full responsibility for books issued to their children when they sign the book card or student handbook at the opening of school.

### **School Activity Funds**

All activity funds raised shall be turned in to the school office for deposit. The principal shall act as the treasurer of such funds and shall be responsible for receipt and handling of these funds. Any purchases made from activity funds, for any purpose, must be approved by the principal. All checks will be signed by the principal and include a purchase order and receipt to verify a legal transaction. Any money received by a teacher shall be receipted by the teacher and the money turned in daily to the office. The office shall receipt these funds and prepare a deposit in the amount of the receipted total.

### **School Club Funds**

All clubs or organizations at the school level shall be organized and sponsored by a certified staff member(s). This staff member(s) shall be responsible for organizing a club account through the school office and approved by the school principal and school board. All funds raised for the club/organization shall be receipted by the sponsor(s) and turned into the school office for deposit into the account for that specific club or organization. Monies shall be dispersed by the sponsor of the club through the office by approval of the principal.

### **Field Trips**

(ACSB Policy IFB)

A field trip is defined as a planned educational experience directly related to and correlated with a particular unit of study or a specialized function of the school. Field trips that meet this definition and are approved by the building principal shall be delivered to the superintendent for final approval. Field trips shall be supported by the Board of Education, contingent upon the resources of the school system. Field trips are limited to two trips per year for Pre. Kindergarten and Kindergarten and one trip per year for grades First through Twelfth.

### **Telephone and Cell Phone Usage**

(ACSB Policy IFBB)

Telephones are placed in the schools by the Board for official, emergency, and other school related uses, as deemed appropriate by the school principal. Personnel should refrain from making personal phone calls except in cases of emergency. No teacher should leave his/her students during class time to return a call except in an emergency and if his/her class is monitored. A callback message will be taken and relayed to the teacher. **Cell phones shall not be used during instructional time or seen in use by students.**

### **Maintenance Services**

Except in cases of emergency, a maintenance request form should be filed in the principal's office for maintenance, repair, and installation work. Do not contact maintenance staff personally unless in the case of an emergency.

## **Teacher-Parent Conference**

Principals are to be made aware of all teacher-parent conferences prior to the occurrence of the conference. All correspondence from the staff shall be approved by the principal. **Teachers will attempt to make at least one contact per every student each week, through School Status, regardless of grade or behavior.**

## **Staff Protection**

(ACSB Policy GA EA)

It is the policy of the Board to support, protect, and aid any school employee who suffers a physical assault by a pupil or other person while the school employee is acting in discharge of his/her duties within the scope of the district's written policies. In the event of a physical assault on a school employee by a pupil or other persons, the incident shall immediately be reported to the building principal.

## **Emergency Procedures**

The principal of each school is responsible for conducting the required number of drills for emergency procedures throughout the school year. The teacher is responsible for properly instructing the students as to the procedures and guiding them during drills and emergencies.

## **Supervision Of Students And Discipline**

(ACSB Policies JD, JDA)

The safety of students at the opening and dismissal of school each day is a concern of the school staff. Each principal is required to assume the responsibility for assigning persons to supervise the loading and unloading of all buses carrying school children. Students are not to be left unsupervised in the classroom at any time. From the time students are admitted in the hallways in the morning until they leave the building in the afternoon, each teacher is responsible for maintaining order in the hallways, building, and campus. Teachers are responsible for all students at all times.

Each teacher is expected to handle his/her disciplinary problems as much as possible. When assistance is needed, the teacher shall appeal to the principal who will handle the situation as he/she deems appropriate in accordance with policies. The Board authorizes its professional employees to take reasonable and conventional measures to maintain control and discipline students assigned to their care and supervision. These measures may include using reasonable force, restraints, and "on-the-spot" correction of students to maintain order. Above all, discipline should be firm, fair, and consistent.

The Board is aware of the community's interest and concern for student discipline and realizes its responsibilities to set forth policies to provide a school environment conducive of learning. This responsibility and authority are delegated by statute and has been upheld by State and Federal courts. However, the Board feels that discipline should have the qualities of understanding, consistency, fairness, and promptness. Consideration should be given to the cause, nature, condition, and frequency of misconduct.

Teachers should handle their own discipline problems, if possible. Self-discipline should be taught by each teacher as a means of improving the class and the individual student in the fundamentals of self-control, good work habits, and sound citizenship. Therefore, principals and teachers have a responsibility to teach by precept and example, good conduct, and positive attitudes towards learning, as well as helping students to develop wholesome attitudes toward themselves and other people. In addition, the Board believes that parents have a responsibility to their children and the schools to help their children develop an understanding of what constitutes good behavior in school.

In final analysis, students who come to school to learn, and who know their parents or guardians expect proper conduct will experience few disciplinary problems. The administration is authorized to set up and implement regulations for discipline in the schools that reflect the guidelines presented in this policy. However, such regulations shall not prevent the Board from determining that punishment may be severe as expulsion for any offense. The authority of school officials extends not only through the regular school day but also into the time between home and school and at school events outside of school hours and on school property. Any activity involving school groups, during school hours or after, shall be governed by all discipline procedures set forth by the Attala County School Board, regardless of location of the event. Teachers have the authority and are expected to intercede when students are involved. Legal Reference: Chapter 15, Section 10-Extraordinary Session, 1953 Amended by House Bill 893 Laws of 1973.

The Board of Education delegates to school officials and teachers the authority to enforce regulations regarding conduct of students; however, the Board reserves the right to determine the type of punishment and how it is to be applied for misconduct if, in its judgment, the violation warrants direct Board participation.

## **Corporal Punishment**

Attala County School District recognizes the use of corporal punishment by teachers and administrators as a means to correct misconduct of students, to preserve an effective educational environment that is free from disruption, and to further the educational mission of the Attala County School District.

The procedure for administering corporal punishment is as follows:

1. Corporal punishment, generally, should be used only when other efforts to correct misconduct have been found to be ineffective with a student.
2. Prior to the decision to administer corporal punishment, the student shall be informed of the misconduct charged against him, presented with the evidence of the charge, and allowed the opportunity to explain or refute.
3. After a decision has been made to administer corporal punishment, a student shall be informed, in the presence of another certified educator, of the reason for the punishment.
4. School officials should consider the following factors in administering corporal punishment:
  - a. Age, size, and the physical and mental condition of the student
  - b. Size, strength, and temperament of the disciplinarian
5. All corporal punishment shall be administered by certified staff in a private setting within the school and not in the view of any other students. At least one additional certified educator shall be present during the administration of corporal punishment.
6. The principal shall maintain a record of all corporal punishment administered on the appropriate discipline form.

Legal Reference: Miss. Code Ann. § 37-11-57

**\*Effective July 1, 2019, Corporal punishment for students with disabilities is prohibited. (HB 1182)**

### **Parties**

All parties must be scheduled in advance through the principal's office.

### **Weapons**

(ACSB Policy GBRL)

Any instrument (i.e., knife, gun, metal objects, etc.) normally considered as a deadly weapon is forbidden by the Attala County Board of Education. Any employee having possession of such a weapon on school property will forfeit the item and be subject to severe punishment.

### **Alcohol**

(ACSB Policy GBRM-2)

No employee shall possess, consume, purchase, distribute, or be under the influence of any alcoholic beverage (a) at any place where an interscholastic event is taking place, (b) during any field trip, or (c) during any trip or activity sponsored by the Board of Education or under the supervision of the Board of Education or its authorized agents.

### **Drug Use**

(ACSB Policy GBRM-2)

The Board adopts the policy that it is unlawful for any person to possess a controlled substance knowingly or intentionally (depressant, stimulant, counterfeit, or illegal drug) unless obtained by a practitioner. Any employee who violates this policy shall be subject to suspension and/or termination and/or prosecution by law enforcement officials.

### **School Property**

Employees will be required to pay for school property they damage either through neglect or intentionally. Employees must report any damage of school property by any persons or students to the administration immediately.

### **Cafeteria**

Guidelines concerning the responsibilities of teachers during mealtimes will be formulated by the principal, whenever needed. However, due to Mississippi State Board of Health regulations governing food service sanitation, NO food shall be taken from the cafeteria dining area. Please refer to the following regulations: Regulations governing Food Service Sanitation/ Mississippi State Board of Health/ Jackson, Mississippi  
Section B-101.12 Employee Practices

(a) Employees shall consume food only in designated dining areas. An area shall not be designated as a dining area if consuming there might result in contamination of other food, equipment, utensils, or other items needing protection. The penalty for violation of the above regulation is as follows: Section J-101.41 Denial or Revocation of Permit

## **Student Activities**

(ACSB Policy JH)

1. Extracurricular activities must be cleared through the principal
2. The principal's permission is also required for the absence of any student or group, or students not listed on the activity schedule; for any and all special activities not on the regular schedule, and for anything else that takes a student away from or interferes with his/her regular schedule, whether the absence be required or voluntary.
3. Principals will be consulted on any activity idea by the activity advisor BEFORE discussion with the students.

## **Student Performances**

The school person in charge of any public performance by students must consult with and secure the permission of the principal for the event before plans are finalized and announcements are made.

## **End Of School Checklist**

1. Ask parents for a conference to discuss grades denoting failure.
2. Notify the principal of retention and promotions for every class.
3. Turn in a list of textbooks and other fines with names to the principal's office.
4. Inventory the following according to the principal's instructions:
  - Textbooks
  - Equipment
  - Classroom furnishings
5. Check in all equipment.
6. Clear all items checked out from the library or media center.
7. Submit a list of needs for the next year according to the principal's instructions, which may include some, or all, of the following:
  - Textbooks
  - Supplies
  - Room repairs
  - Classroom furnishings
8. Update cumulative records, including insert sheet before being released.
9. Turn in grade book and keys to the principal
10. All final grades must be finalized and posted in the student data base.

## **Teaching About Religion**

School Law 37-13-3 says: "No doctrinal, sectarian, or denominational teaching shall be permitted in public schools of this state...."

## **Teacher Evaluation**

(ACSB Policy GBI)

Formal evaluations shall be made by the principal, or other authorized administrative personnel, using evaluation procedures recommended by the superintendent and approved by the Board.

## **Criminal Offenses**

(ACSB Policy GAHD)

In the case that any certified employee is arrested for a misdemeanor or felony; the employee must alert their immediate supervisor of the arrest within 24 hours.

## **License Renewal**

(ACSB Policy GBBA)

Teachers may contact the Mississippi Department of Education to see current license renewal requirements. Contact information is listed below. Mississippi Dept. Of Education: 601-359-3513/ [www.mde.k12.ms.us](http://www.mde.k12.ms.us). License Department: 601-3593483/ [www.mde.k12.ms.us/ed\\_license/index.html](http://www.mde.k12.ms.us/ed_license/index.html)

### **FMLA (Family Medical Leave Act)**

Employees who have worked for the Attala County School District for at least 12 months and have at least 1250 hours of service in the 12 months prior to taking leave, are eligible for Family Medical Leave Act (FMLA).

Eligible employees 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.

For more information contact Human Resources.

### **Chain of Command**

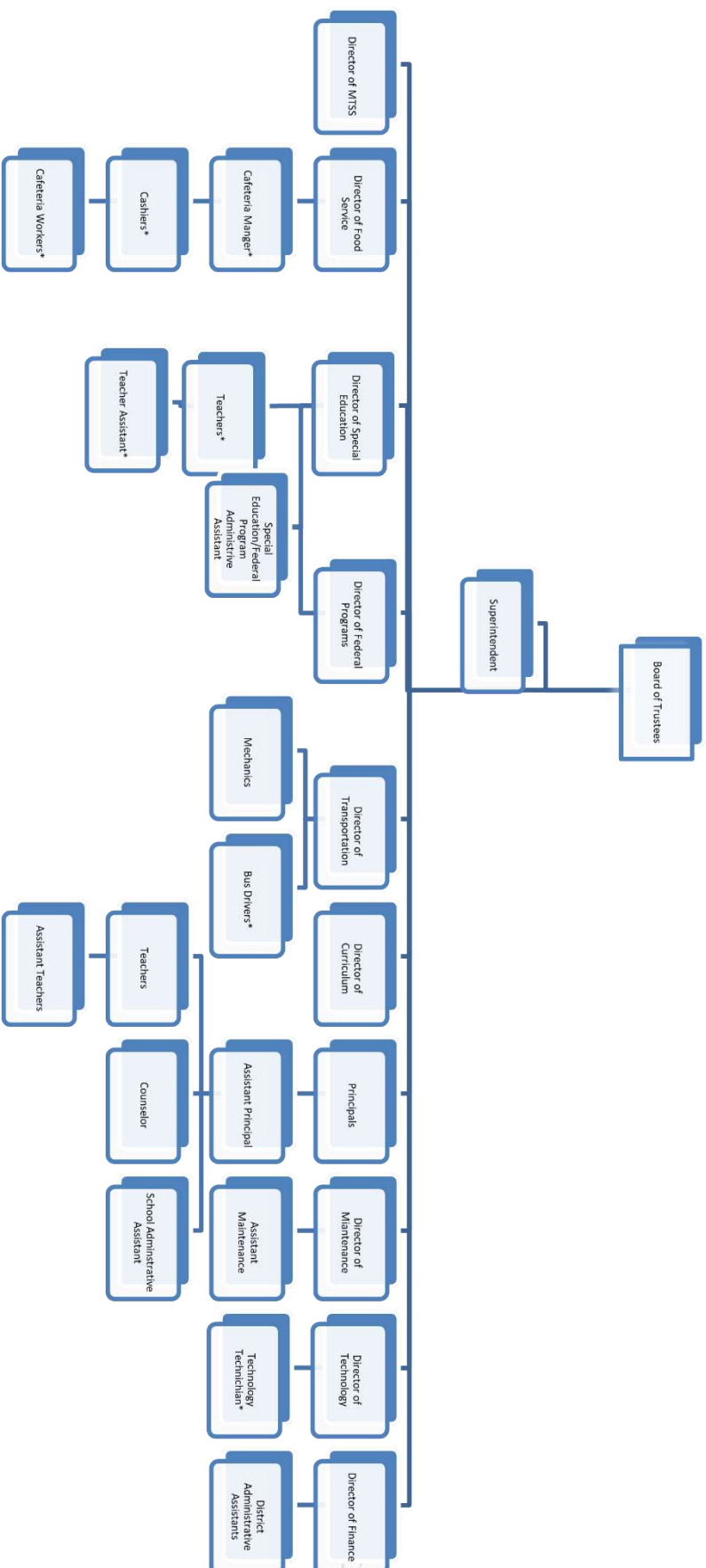
(ACSB Polices: CC, CD, CA)

The established lines of authority represent direction of authority and responsibility. ACSD employees shall be told to whom he/she is responsible, and for what functions. All personnel shall refer matters requiring administrative action to the supervisor immediately in charge of the area in which the problem arises. Supervisors shall refer such matters to the next higher authority when necessary. All personnel shall keep the immediate supervisor informed of their activities. Personnel shall have the right to appeal any decision made by a supervisor through the grievance procedures established through board policy. No ACSD employee shall skip the established lines of authority and discuss issues or grievances with individuals at the top end of the organizational chart without following the grievance procedures.

### **Staff Complaints and Grievances**

(ACSB Policy GAER)

The purpose of the staff complaint and grievance procedure is to secure, at the first possible administrative level (the building level administrator), an equitable solution to any grievance. The procedure can be found in the School Board Policy Manual Personnel Section I.





**Attala County**  
SCHOOL DISTRICT  
*COMMITTED to EXCELLENCE*

***SUPERINTENDENT: Kyle Hammond***  
100 Courthouse Building, Suite 3  
Kosciusko, MS 39090

Phone: 662-289-2801  
Fax: 662-289-2804

## **Attala County School District Teacher Handbook Acceptance Page**

**My signature below indicates that I have received and understand the Attala County Schools Personnel Handbook.**

**Staff Signature:**\_\_\_\_\_

**Printed Name:**\_\_\_\_\_

**Date:**\_\_\_\_\_