

POPLARVILLE SCHOOL DISTRICT EMPLOYEE HANDBOOK SCHOOL YEAR 2023-2024



Where Students Come To THRIVE!

Central Offices, 302 South Julia Street, Poplarville, MS 39470
Voice: 601-795-8477

Employee Signature Page

Please sign this page and return to your principal/administrator.

I agree to abide by the policies established by the Poplarville Special Municipal Separate School District Board of Trustees and those outlined in the 2023-2024 Poplarville School District (PSD) Employee Handbook. I understand that the PSD Employee Handbook is not a contract of employment and may be updated with or without notice. I further understand that violations of the PSD Employee Handbook and/or the PSD school board policies may result in disciplinary action up to and including termination.

I understand that the PSD Employee Handbook is available online and that I may request a printed copy from the school/district office.

I further understand that the PSD Employee Handbook is a summary of PSD school board policies, which can be accessed at the school's office at any time.

All district employees will adhere to the Mississippi Educator Code of Ethics - Standards of Conduct. This code shall apply to all Poplarville School District personnel and protects the health, safety and general welfare of students and educators. Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues. Unethical conduct is any conduct that impairs the employee's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline or morals of students, and colleagues.

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

Each employee of the Poplarville School District must sign a statement acknowledging that the employee received a copy of the Mississippi Educator Code of Ethics - Standards of Conduct and is aware of actions that will be taken against the employee for violation of such code. Each employee is herein notified that as a condition of employment with the Poplarville School District, he or she will abide by the terms of this code and notify the Poplarville School District of any violation occurring in the workplace.

Printed Name

Signature

Date



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FOREWORD

This handbook is designed to provide basic information regarding time schedules, employee benefits, and duties/responsibilities. All employees are requested to familiarize themselves with the handbook and refer to it for policies and procedures related to employment with Poplarville School District. The success of the school district depends on motivated and dedicated employees.

Other information about our school policies regarding employee parking, building access, facilities, etc. may be obtained from your supervisor, principal or director. Each campus has its own faculty handbook containing other detailed information about specific policies and procedures. The Poplarville School District Policies may be found on the district website. Remember this Employee Handbook is a summation of many policies and procedures, not inclusive of all our policies and procedures.

You are a valued employee of the Poplarville School District. The work you do is an integral part of the school district's mission. We look forward to your cooperation and support in making this year a successful one for our students.

Jonathan Will
Superintendent of Schools

STRATEGIC PLAN

Mission

The mission of the Poplarville School District is to serve all students by providing a high-quality education in a safe learning environment.

Parameters

- Align all programs to the state and district strategic plan
- Identify and utilize every available resource
- Make data-driven decisions

Beliefs

1. Everyone (students, staff, parents, community) plays a vital role in the growth and development of students.
2. All learning is engaging, meaningful, and challenging to everyone.
3. The district serves as a model of integrity and ethical behavior.
4. High expectations yield higher achievement.
5. Everyone has equal value.
6. Patriotism to America is our duty as citizens.

Strategic Objectives and Action Steps

1. Student/Academic Achievement

Increase the proficiency level of all students across core content areas by 10% or greater as measured by the state administered assessment by 2021-2022.

- a. Provide a rigorous curriculum and instruction that is aligned to the Mississippi College and Career Readiness Standards.
- b. Refine the system of Positive Behavior Intervention and Support.
- c. Decrease the achievement gap in subgroups across core content areas.
- d. Allocate resources to increase the quality of instruction.
- e. Provide multiple options for student learning (such as face-to-face instruction, blended learning, distance learning, virtual learning, and experiential learning).

2. Safe/Orderly Environment

Provide environments that optimize learning and teaching which are safe, secure, orderly and well-maintained.

- a. Develop a district-wide long range facilities plan.
- b. Provide resources to ensure a safe learning environment.
- c. Develop and implement a student technology safety plan.
- d. Decrease discipline referrals resulting in out-of-school suspensions.
- e. Provide students and families with basic mental health resources.

3. Community Involvement/Engagement

Strengthen collaboration with all stakeholders to enhance the learning environment.

- a. Develop an effective public relations plan.
- b. Promote learning and responsibility through community service.
- c. Maintain and promote the Family Resource Center.
- d. Increase family participation in educational events and activities.
- e. Support families by providing resources, training, and equipment used at school or distance learning.

4. Workforce Support and Development

Increase the applicant pool for both certified and noncertified employees by 50% as measured by the number of applications received by 2021-2022 and reduce current employee turnover rate by 35% as measured by yearly retention rates by 2021-2022.

- a. Organize a Human Resources department to oversee district employee relations.
- b. Develop an advertising campaign to promote the district.
- c. Implement Professional Learning Communities.
- d. Increase opportunities for employee recognition.
- e. Support staff with training, equipment, and resources in order to provide students with multiple options for learning (such as face-to-face instruction, blended learning, distance learning, virtual learning, and experiential learning).

DISTRICT DIRECTORY

Superintendent

Jonathan Will
 302 South Julia Street
 Poplarville, Mississippi 39470
 (601) 795-8477

School Board Members		
Jill Smith, President	Violine Jordan, Secretary	
Winston Herndon, Vice President	Marvin Houston	Christina Miller

District Administrative Personnel		
Joanna Maddox	Chief Financial Officer	(601) 795-8477
Jenny Story	Federal Programs and Curriculum Director	(601) 795-8477
Stachia Peterson	Special Services Director	(601) 795-8477
Laine Jackson	Child Nutrition Director	(601) 795-3101
Jason Jones	Transportation Director	(601) 795-4728
Scott Ncaise	Field Operations Director	(601) 795-4728
Chloe Swilley	Technology Coordinator	(601) 795-8477

District Support Personnel		
Danielle Hickman	Superintendent's Executive Administrative Assistant/ Federal Programs Bookkeeper	(601) 795-8477
Heather Reid	District Office Receptionist/Attendance Clerk/Curriculum Administrative Assistant	(601) 795-8477
Valarie Ward	Accountant	(601) 795-8477
Lea Smith	Payroll/Personnel Clerk	(601) 795-8477
Christy Martin	Human Resource/Assistant Payroll Clerk	(601) 795-8477
Lori Dearman	Purchasing Agent/Accounts Payable/Fixed Assets Clerk	(601) 795-8477
Charissa Conerly	Special Services Administrative Assistant/Bookkeeper	(601) 795-8477
	Network Manager	(601) 795-8477
	Data Services	(601) 795-8477
Nicholas Carroll	Technology Specialist	(601) 795-8477
Raymond B. Kong	Technology Specialist	(601) 795-8477
Bunny Castaing	Child Nutrition Secretary	(601) 795-3101

Christian Cuevas	Field Operations/Transportation Secretary	(601)-795-4728
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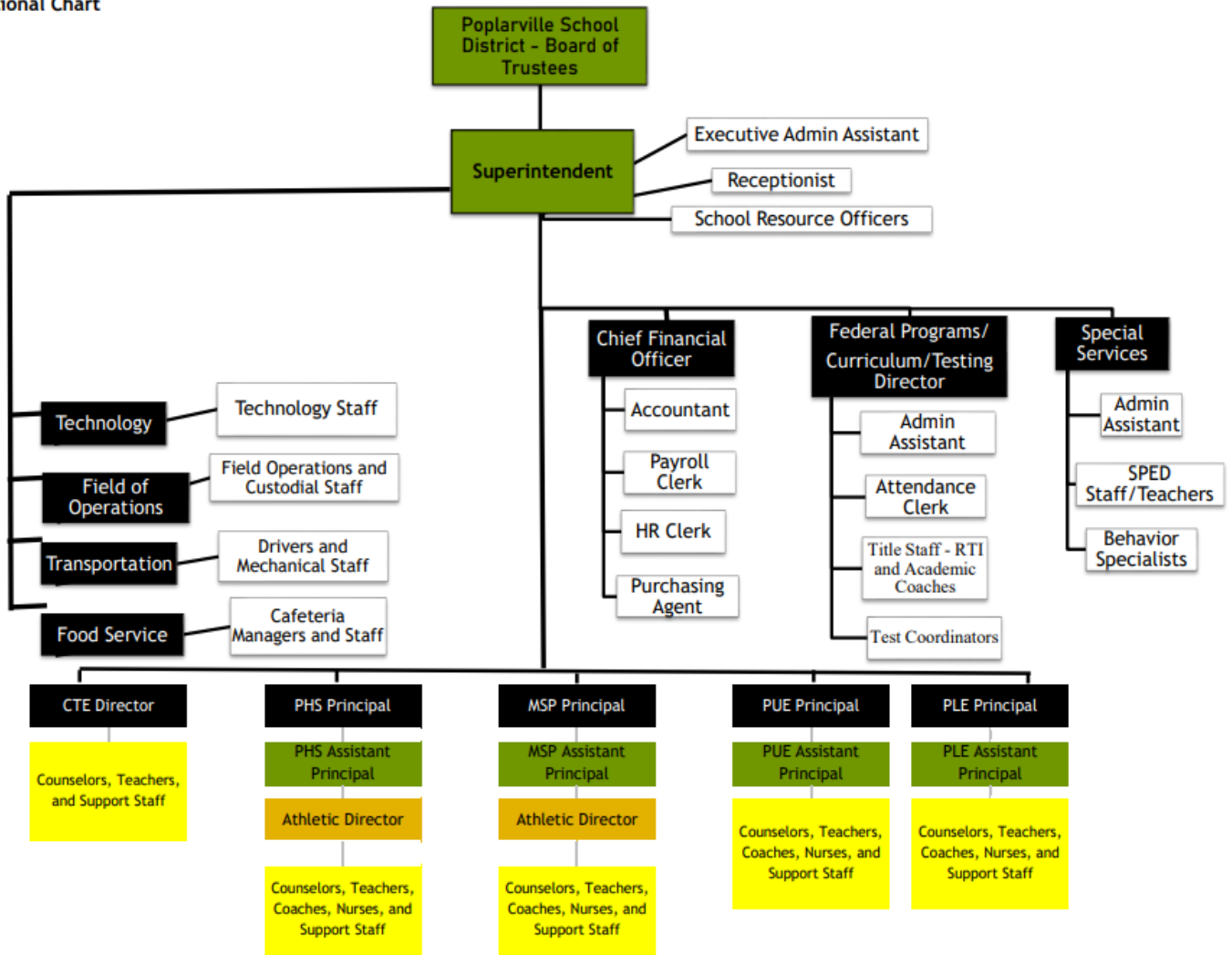
Principals / Assistant Principals			
Jonathan Ray	Principal	Poplarville High School	(601)-795-8424
Chris Teal	Assistant Principal	Poplarville High School	(601)-795-8424
Keri Smith	CDC Director	Poplarville High School	(601)-795-8343
Heidi H. Dillon	Principal	Middle School of Poplarville	(601)-795-1350
Wendy Bond	Assistant Principal	Middle School of Poplarville	(601)-795-1350
Judson Necaie	Principal	Poplarville Upper Elementary	(601)-795-8303
Michele Lee	Assistant Principal	Poplarville Upper Elementary	(601)-795-8303
Sonya Garrett	Principal	Poplarville Lower Elementary	(601)-795-4736
Nicole McCardle	Assistant Principal	Poplarville Lower Elementary	(601)-795-4736

School Counselors		
Emily Smith	Poplarville High School	(601)-795-2205
Shelly Dement	CDC	(601)-795-8343

School Addresses and Phone Numbers		
Poplarville High School	1 Hornet Drive	(601)-795-8424
Middle School of Poplarville	6 Spirit Street	(601)-795-1350
Career Development Center	9 Career Center Circle	(601)-795-8343
Poplarville Upper Elementary	1 Todd Circle	(601)-795-8303
Poplarville Lower Elementary	804 South Julia Street, Suite A	(601)-795-4736
Special Services Office	302 South Julia Street	(601)-795-8477
Transportation/ Field Operations	31 School Bus Circle	(601)-795-4728
Food Service	31 School Bus Circle	(601)-795-3101
Boys Field House		(601)-795-6025
Federal Programs	302 South Julia Street	(601)-795-8477
Business/Finance	302 South Julia Street	(601)-795-8477

ORGANIZATIONAL CHART

Poplarville School District
Organizational Chart



**POPLARVILLE SCHOOL DISTRICT
2023-2024 SCHOOL CALENDAR**

July	25 31	First Day for Teachers First Day for Students
August	31	Progress Report #1
September	4 29	Labor Day Holiday End of 1st Quarter
October	2-6 9 10	Fall Break Everyone Returns Report Card #1
November	9 20-24 20-21 27	Progress Report #2 Thanksgiving Holidays Possible Make-up Days Everyone Returns
December	15 18-31	60% day – Students Dismissed - End 2nd Quarter Christmas Break Begins Christmas Break
January	1-3 4-5 8 15	Christmas Break Teachers Return - Professional Development Students Return & Report Card #2 Martin Luther King Holiday
February	10 20-21	Progress Report #3 Mardi Gras Holiday
March	15 19 25-29	End of 3rd Quarter Report Card #3 Spring Break
April	1 2 24	Easter Break Everyone Returns Progress Report #4
May	25 24 27 28 28-29	Graduation 60% day - Last Day for Students (makeup day if needed) Memorial Day Last Day for Teachers Make-up Day (if needed)

All holidays/breaks should be reserved for make-up days as well as the week(s) following the end of school.

EMPLOYEE POLICIES

Any qualified person is eligible for any position in the Poplarville School District without regard to race, creed, sex, or disability. Every effort shall be made to secure the best qualified person for every vacancy.

Employee Regulations

- Drinking alcoholic beverages or use of illegal controlled drugs on school property or school related events are grounds for dismissal.
- Employees are prohibited from use of tobacco and tobacco products on any school property or at any school sponsored events.
- Employees must be punctual. Repeated tardiness may result in suspension and/or dismissal.
- Failure to follow chain-of-command may result in suspension and/or dismissal.
- Employees are expected to notify their immediate supervisor if there is a need to be absent or late.
- Employees will be provided a job description and/or work schedule that will outline job responsibilities and supervisor's expectations.

Employee Dress

All District employees and substitutes are expected to dress in a manner that is professionally appropriate for the duties assigned during the 180 student days. Attire should be clean, tasteful, and in good repair. Staff members should regard it their professional responsibility to dress in a manner that sets a good example for students and that conveys a positive professional image. Athletic shoes may be worn, unless a job requires specific shoes for safety purposes (i.e., non-slip and/or rubber sole shoes or steel toed shoes). Flip flops, sandals without straps over the top of the foot and the heel and/or high heels over 2 inches high are prohibited.

The following items will not be acceptable:

- **Denim jeans** However, denim skirts/jackets and denim slacks (tailored like dress pants) are allowed.
- Sweatsuits, wind-suits, or velour sports suits
- Shirts, blouses and sweaters that are tight or show cleavage and/or midriff
- Pants, skirts or dresses that are overly tight
- Skirts and dresses that are shorter than 2 inches above the top of the knee
- Footless tights or leggings allowed only under appropriate length of skirt/dress and meeting the same criteria as students
- Tank tops or shirts with spaghetti straps (unless worn with a cover shirt)
- **Flip flops**
- **Sandals or heels over 2 inches high**
- Croc-style shoes
- Shorts of any type
- T-shirts – graphic T-shirts, typical crew-neck T-shirts

- Hats or caps
- Earrings must be worn in the ear(s) only. No other body piercing with rings or other jewelry is permitted. No tongue studs will be allowed.

Nurses, physical therapists, and occupational therapists may wear scrubs and athletic shoes (others must be approved by supervisor) including SCD/Severe/profound SPED classroom teachers (who deal with bodily fluids).

Physical Education/Band Teachers:

- May wear hats/visors while outdoors only
- May wear shorts during warmer weather
- May NOT wear sweatsuits
- May wear windsuits
- May wear tennis shoes

Reward Days/Special Event Days (set by supervisor): A school spirit T-shirt or an appropriate, tasteful blouse/shirt may be worn with jeans of appropriate length, fit and style. Tennis shoes may also be worn.

The Field Operations, Child Nutrition, Technology, and Transportation Departments will have their own dress standards.

If a staff member is unable to comply due to medical reasons, a doctor's note must be provided to the staff member's supervisor.

Current school identification badges must be worn by all employees while at work or on school-related duties.

Assignment/Transfers

Assignment shall be made by the superintendent in the best interests of the district. Such assignments may be either permanent or temporary.

The preference of employees may be taken into consideration in making assignments. Employees may request a transfer of assignment from job to job or one school/location to another school/location. Approval for school transfers must be submitted using the district personnel transfer form. Requests may be granted when it is to the advantage of the district and the individual.

Within a specific school, a building principal may assign personnel to tasks appropriate to their positions and qualifications according to the needs of the school.

Promotions/Transfers

Whenever new jobs are created or vacancies occur in a higher-rated position, present employees shall be eligible for consideration.

Employee Starting and Ending Dates

Days	Start	Ending
180 (9 Months)	July 31, 2023	May 24, 2024
187 (9 Months, K-12)	July 25, 2023	May 28, 2024
200 (10 Months)	July 17, 2023	June 6, 2024
220 (11 Months)	July 10, 2023	June 27, 2024
233 (12 Months)	July 1, 2023	June 30, 2024

SUSPENSION/DISMISSAL

Employees will be given notice of any discrepancy in their work which, if continued, could lead to their termination. Transfer or termination will be determined by the superintendent after recommendation from supervisory personnel.

Certified Personnel

For incompetence, neglect of duty, immoral conduct, intemperance, brutal treatment of a pupil or other good cause, the superintendent may dismiss or suspend any certificated employee. The employee shall be notified of the charges against him and advised that he is entitled to a public hearing.

The school board, upon a request for a hearing by the employee, shall set a date, time and place for the hearing no sooner than five days and no later than 30 days from the date of the request.

If an employee does not request a hearing within five (5) calendar days of the date of the notice of discharge or suspension, all rights of employee shall be waived and discharge or suspension shall be effective on the indicated date in the notice to the employee.

As stated in Sections 37-9-101 through 37-9-113, the word “employee” shall include:

Any teacher, principal, superintendent or other professional personnel employed by the local school district for a continuous period of two (2) years with that district and require to have a valid license issued by the State Department of Education as a prerequisite of employment; or Any teacher, principal, superintendent or other professional personnel who has completed a continuous period of two (2) years of employment in a Mississippi public school district and one (1) full year of employment with the school district of current employment, and who is required to have a valid license issued by the State Department of Education as a prerequisite of employment.

For purposes of Sections 37-9-101 through 37-9-113, the term “days” means calendar days.

Sources: Laws, 1974, ch. 577, § 2; Laws, 2001, ch. 459, § 2, eff from and after July 1, 2001.

Written notice of decision not to offer employee renewal contract; deadline for notification of non-reemployment.

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

- A. If the employee is a principal, the superintendent, without further board action, shall give notice of non-reemployment on or before March 1; or
- B. If the employee is a teacher, administrator or other professional educator covered under Sections 37-9-101 through 37-9-113, the superintendent, without further board action, shall give notice of non-reemployment on or before April 15, or within ten (10) calendar days after the date that the Governor approves the appropriation bill(s) comprising the state's education budget for funding K-12, whichever date is later.

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

Sources: Laws, 1974, ch. 577, § 3; Laws, 1977, ch. 489, §§ws, 1996, ch.302, § 4; Laws, 1997, ch. 386, § 2; Laws, 2001, ch. 459, § 4; Laws, 2006, ch. 485, § 1, eff from and after passage (approved Mar. 27, 2006.)

Non-Certified Personnel

Non-certified personnel are "at will" employees, and employment may be terminated at any time by either the employee or the employer without notice.

Non-certified personnel are those employees whose duties do not require a certificate issued by the State Department of Education and who serve as operations directors, administrative assistants, secretaries/receptionists/attendance clerks/bookkeepers, school food service employees, custodians, groundskeepers, maintenance workers, bus mechanics, bus drivers, instructional assistants and aides, technology technicians, data services, network manager, bus monitors, data clerks, school resource officers/campus enforcement officers/school safety officers, substitute teachers, nurses, social workers, student workers and other non-certified positions vital to the smooth functioning of the school system.

DRUG FREE WORKPLACE

No employee engaged in work in connection with a federal grant shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

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

As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant, shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction.

As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant, shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the board.

Suspension or dismissal of a certified employee by the school board pursuant to Section 37-9-59 may result in the suspension or revocation of a certificate for a length of time which shall be determined by the Commission and based upon the severity of the offense. §37-3-2 (1996)

Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

LEGAL REF.: MS Code, as cited above

Substance Abuse Policy

The Poplarville School District prohibits the unlawful possession, use, or distribution of illegal drugs and alcohol by students and employees on Poplarville School District campuses or as part of any of its activities.

The district is drug free because drug use/abuse limits academic performance, hinders maturity, and affects social and emotional development. The district does not tolerate the use or possession of alcoholic beverages, improper use of prescription drugs, marijuana, or other

controlled substances. The district encourages the age-appropriate education of all students in the prevention of drug use, the development of community resources in providing drug free activities, the enforcement of laws against drug use and possession, and the referral to treatment when necessary.

SMOKING AND USE OF TOBACCO

Smoking and other uses of tobacco or vapes by district employees and visitors in school buildings, on school grounds and property, and on or in district vehicles, including school buses, are prohibited. Employees assigned the responsibility for supervising students at school or at school-sponsored activities, regardless of where the activities are conducted, shall not use tobacco or vapes in any form while in attendance or on duty.

Any employee found to be in violation of the policy on smoking, other uses of tobacco, or vapes or under reasonable suspicion shall be subject to disciplinary action.

EMPLOYEE ARREST

An employee who is arrested or charged with a felony or misdemeanor is required to notify his or her immediate supervisor and the superintendent as soon as possible but not later than within 24 hours. Failure to report such incidents may result in disciplinary action up to and including termination.

RESIGNATION POLICY

Certified Personnel

Certified Personnel who do not plan to renew their contract should notify their immediate supervisor through a personnel resignation form which will be submitted to the board for pending approval.

Non-certified Personnel

When a non-certified employee finds it necessary to terminate employment with the Poplarville School District, he or she will notify their immediate supervisor or director through a personnel resignation form which will be submitted to the board for pending approval.

Resignation forms will be a part of the employee's personnel file.

Regulations of the Public Employees' Retirement System preclude the termination of an employee at the end of a school year with intent to return to work the next school year for the purpose of withdrawing their contributed funds.

EMPLOYMENT EXPERIENCE

Teaching Experience

The term “year of teaching experience” shall mean nine (9) months of actual teaching in the public or private elementary and secondary schools and shall also include nine (9) months of actual teaching at postsecondary institutions accredited by Southern Association of Colleges and Schools (SACS) or equivalent regional accrediting body for degree-granting postsecondary institutions. In no case shall more than one (1) year of teaching experience be given for all services in one (1) calendar or school year. In determining a teacher’s experience, no deduction shall be made because of the temporary absence of the teacher because of illness or other good cause, and the teacher shall be given credit therefore.

The State Board of Education shall fix a number of days, not to exceed forty-five (45) consecutive school days, during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment for a regular scholastic term. In determining the experience of school librarians, each complete year of continuous, full-time employment as a professional librarian in a public library in this or some other state shall be considered a year of teaching experience. If a full-time school administrator returns to actual teaching in the public schools, the term “year of teaching experience” shall include the period of time he or she served as a school administrator.

Applying this policy to the Poplarville scholastic year means a teacher must be under contract for a minimum of 142 days during that scholastic year to receive credit for a year's teaching experience.

In addition, MS Code Section 37-3-2(6)(b)(viii) requires the school district employing a Teach MS Institute educator who has completed licensure requirements and obtained a 5 year Standard License to compensate the educator for an additional level of experience.

Non-certified Personnel

A year's employment for consideration of vacation, sick leave, pay scales, and years of employment is computed from the initial date of employment. Employees must be employed continuously throughout the school term to earn a year's employment privileges/benefits.

SICK/PERSONAL LEAVE POLICY

Each nine (9) month full-time employee at the beginning of each school year shall be credited with a minimum sick leave allowance, with pay, of nine (9) days for absences caused by illness or physical disability of the employee during that school year. Each ten (10) month full-time employee will be credited with ten (10) sick days allowance. Each eleven (11) month full-time employee will be credited with eleven (11) sick days allowance. Each twelve (12) month full-time employee will be credited with twelve (12) sick days allowance. Sick leave shall be prorated for all full-time employees starting subsequent to the beginning of the fiscal year/ school year, as applicable.

Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such employee if the employee remains employed in the same school district. In the event any public school employee transfers from one (1) public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such employee shall be credited to such employee in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.

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

Sick leave days for certified and noncertified personnel may be accumulated without limit within the school district. Certified and noncertified personnel may carry over all unused sick days. Accumulated days may be credited toward retirement for all employees (maximum of 30 days per year). Employees may accumulate personal leave from year to year up to five (5) days.

Annual Sick and Personal Leave – Certified and Noncertified Personnel

	9 Month		10 Month		11 Month		12 Month	
	Sick	Personal	Sick	Personal	Sick	Personal	Sick	Personal
Certified and Non-certified	9	3	10	3	11	3	12	3

Personal or Vacation leave shall not be taken on the first day of the school term, last day of the school term or on a day previous to a holiday or a day after a holiday, unless on the applicable day, an immediate family member of the employee is being deployed for military service or if the employee has a minimum of ten (10) years experience as an employee of this school district or has earned a minimum of thirty (30) days of unused accumulated leave in this school district or in the event of death or funeral of an immediate family member. No deduction from the pay of such employee may be made because of absence of such employee caused by personal reasons until after all personal leave allowance credited to such employee has been used.

An employee shall be required to furnish a certificate from a physician or dentist or other

medical practitioner as to the illness of the absent employee, where the absence is for four (4) or more consecutive days, or for two (2) consecutive school days immediately preceding or following a non-school day. At no time should leave not be taken when an employee is absent from work.

An employee may be subject to penalties by way of full deduction from salary, or entry on the work record of the employee, or other appropriate penalties, for any materially false statement by the employee as to the cause of absence. Forfeiture of accumulated or future sick leave, if the absence of the employee is caused by optional dental or medical treatment or surgery which could, without medical risk, have been provided, furnished or performed at a time when school was not in session.

See Policy GBRI - Absence from Duty for further explanation.

FAMILY AND MEDICAL LEAVE

The district complies with the terms of the Family and Medical Leave Act of 1993. Personnel who wish to apply for leave under the provisions of this law should contact their principal, supervisor or director. Information concerning FMLA entitlements and employee obligations can be found in the School District Board Policy Manual (GBRIA) which is posted on the school district website. The 12 month period for FMLA begins July 1 to June 30 in the Poplarville School District.

Leaves and Absences AND The Family Medical Leave Act of 1993 (P.L. 103-3)

I. GENERAL

A. Definition

1. "Eligible employee" means one who is employed at a school facility where at least 50 persons are employed, either there or within a 75 mile radius of that school facility as measured by road miles by the shortest route possible; and who has been employed for at least 12 months by the school district as of the date leave commences, and who has also provided at least 1250 hours of service during that 12 month period. Fifty-two (52) weeks of casual, intermittent or occasional employment qualifies as "at least 12 months". School district employees exempt from FLSA requirements are presumed to have worked 1250 hours.
2. "Employee's spouse" means husband or wife as defined by Mississippi Law.
3. "Employee's son or daughter" means biological child, adopted child or foster child, legal ward or the child for whom the employee is standing in loco parentis who is either under the age of 18 or above the age of 18 and incapable of self-care because of a mental or physical disability.
"Employee's parent" means biological parent or an individual who stood (or now stands) in loco parentis to an employee when the employee was a child (not to include parents-in-law).
4. "Employee's immediate family member" means spouse, son or daughter

or parent as defined hereinabove.

5. For the purposes of FMLA, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves either inpatient care (overnight stay) in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

B. Leave Provisions

1. An eligible employee is entitled to 12 unpaid work weeks of leave during any 12 month period for any one or more of the following reasons:
2. The birth of a son or daughter, and to care for the newborn child (within 12 months of the birth).
3. The placement of a child with the employee for adoption or foster care (within 12 months of the placement).
4. To care for the employee's spouse, son, daughter, or parent with a serious health condition (not parent "in-law").
5. Because of the employee's own serious health condition which makes the employee unable to perform the function of his/her job.
6. Service Member Exigency Leave: For absences caused by an active duty exigency when the employee's spouse, child, or parent is a service member.
7. Military Caregiver Leave: To care for the employee's spouse, child, parent, or next of kin (if the employee is the nearest blood relative) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.
8. ~~The Poplarville School District determines the twelve (12) month period beginning July 1 through June 30 of the following year.~~ The Poplarville School District determines available leave by looking at the twelve (12) month period following the date of the request for leave (referred to as "the 12-month period measured forward"). For example, if an employee requests leave under the FMLA on December 1, the employee will have twelve (12) weeks of available leave through November 30 of the following year. The next twelve (12) month period would begin the first time FMLA leave is taken after the completion of the prior twelve (12) month period.
9. Husband and wife employees have a 12 week aggregate leave limit except for personal illness or the illness of a child or the other spouse; that is, if each spouse took 6 weeks of leave for the birth of a child, each could later use an additional 6 weeks due to personal illness or to care for a sick child.
10. Brother and sister employees would have an aggregate limit of 12 weeks

to care for their parent(s).

11. Special rules apply to this school district which allow it to require eligible instructional personnel only to take FMLA leave on an intermittent or reduced leave schedule, or to take leave near the end of a semester. Instructional employees are only those employees whose principal function is to teach and instruct students in a class, small group or individual setting. Instructional employees include teachers, teacher aides and instructional assistants who actually teach, coaches, driver's ed instructors and special services assistants such as signers. All other eligible employees may request intermittent leave or leave on a reduced leave schedule to care for a family member or for the employee's own serious health condition.

C. Notice Requirement

1. School district employees must provide this district at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care or planned medical treatment for a serious health condition of the employee or family member.
2. Due to lack of knowledge or a medical emergency, notice must be given as soon as is practicable, which means as soon as both practical and possible or at least verbally within 1 or 2 working days when the need for leave becomes known to the employee (followed by written notice).
3. Failure to give 30 days' notice for foreseeable leave may result in the denial of the taking of FMLA leave until at least 30 days after the date the employee provides notice.
4. [Click here for the Request Form to be completed and returned ASAP.](#)

II. REQUIRED CERTIFICATION

Eligible employees shall provide the superintendent with Certification of Health Care Provider (Form WH-380) of a serious health condition for his/her own serious health condition or that of a family member. The certification, to be signed by the health care provider, shall be attached to the required written notice or submitted in a timely manner which shall be no more than three (3) working days after providing written notice. No leave period may begin without the approval of the superintendent. No approval shall be granted by the superintendent without the required written notice and certificate.

A. The certification is to include the following:

1. The date on which the serious health condition in question began.
2. The probable duration of the condition.
3. Appropriate medical facts regarding the condition.

4. A statement that the employee is needed to care for a spouse, parent or child (along with an estimate of the time required) or that the employee is unable to perform his/her functions, and, in the case of intermittent leave, the duration of treatment to be given.
 5. Signature of health care provider.
- B. The school district may require that a second opinion be obtained at the school district's expense. The second opinion may not be provided by a healthcare provider employed by this school district. In the event of conflicting opinions, the school district may pay for a third and final provider to offer a binding decision.
- C. The school district may require subsequent written recertification on a reasonable basis.

III. EMPLOYMENT BENEFITS PROTECTION

- A. An employee who completes a period of leave and has complied fully with the terms of this policy shall be returned either to the same position he/she had before the taking of leave or to a position which is genuinely equivalent (as compared to a comparable or similar job) in pay, benefits, and other terms and conditions of employment.
- B. Taking of leave shall not result in the loss of any previously accrued seniority or employment benefits. Except for health benefits, no other benefits will accrue during the leave period.
- C. The school district may exempt from the restoration requirement in paragraph A above a key employee who is in the highest paid 10 percent of this district's workforce within a 75 mile radius of the school facility if restoring the key employee would cause substantial and grievous injury to the classroom and instructional program.
- D. The school district shall notify the key employee of its intent not to restore him/her at the time of the request for leave or when the determination is made. If the leave has begun, the key employee shall have the option of deciding whether or not to return to work after receiving the notice. An employee who is not restored shall be considered to be on leave for the duration of his/her leave period.
- E. Health benefits shall continue through an employee's leave period, even for key employees who have been notified that reinstatement will be denied. The school district shall recover health coverage premiums paid for an employee who fails to return from leave except as follows:
1. No recovery will be made from a key employee who has chosen to take or continue leave after receiving notice of non-reinstatement.
 2. No recovery will be made from an employee who fails to return from leave if the reason is the continuation, recurrence, or onset of a serious health condition, or something else beyond the employee's control, all of which is

subject to the certification requirement in Section II, above.

3. However, subsequent to all leave (including FMLA, sick, personal, and vacation) being taken by the employee, health benefits shall be paid by the employee and not the employer.

IV. PROHIBITED ACTS

This school district shall not interfere with or restrain an eligible employee's right to exercise the provisions of this policy.

This policy shall take effect and be in force from and after August 5, 1993. An employee's service prior to this effective date shall be counted in determining whether the employee is eligible for leave.

LEGAL REF.: Family and Medical Leave Act of 1993
CROSS REF.: Policies GBRI — Absence from Duty
GBRID — Military Leave

Employees who have given the district notice of FMLA leave will be provided with the following notices listed below which contains the district's specific objectives and employee obligations:

- [WH-381 Notice of Eligibility and Rights and Responsibilities 062020](#)
- [WH-382 Designation Notice 062020](#)

VACATION

The school board endorses the concept of earned vacation of personnel on extended employment or contracts. Utilization of vacation time will be permitted upon approval of the superintendent. Vacation leave is synonymous with personal leave. Twelve (12) month employees will receive fifteen (15) days per year vacation leave allowance at the end of each fiscal year.

Vacation leave shall be prorated for any full-time twelve (12) month employee beginning subsequent to the beginning of the fiscal year. A maximum of 18 days per year personal/vacation leave allowance can be transferred into sick days and accountable to PERS for retirement.

JURY DUTY

School district personnel may be called for jury duty. The district shall excuse such absences. Service as a juror shall not affect or influence absentee, sick, or other leave benefits.

Jury duty leave shall be provided with pay. Jury duty fees cannot be recovered from employees who serve on juries; however, if released from jury duty during school hours, the employee is obligated to return to school for the remainder of the school day.

Please notify your supervisor, director, or principal immediately upon receiving a summons. The employee must provide documentation requiring jury duty.

MILITARY LEAVE

Mississippi law on the subject of employees called to military service is covered in Mississippi Code 1972, §33-1-21

The law provides that state employees and employees of "any county, municipality or other political subdivision" are entitled to a leave of absence from their respective duties for periods not to exceed 15 days without loss of pay, time, annual leave or efficiency rating when ordered to military duty.

Districts do not have to pay such employees after the 15-day absence, but all other benefits are to remain intact until the employee "is relieved from duty."

Employees released from military service have 90 days to apply for reemployment and cannot be discharged "without cause" within one year after reinstatement to their school district positions. The law adds that reemployment protection is not extended to employees dishonorably discharged from military service.

If the time of call to active duty is optional for the employee, this school district expects that the

employee chooses a time for reporting to active duty that is least disruptive to the district.

This district shall comply with the Uniformed Services Employment And Reemployment Rights Act of 1994 ("USERRA") which, among other things, removes the distinction between active service personnel and reserve personnel from the employer's perspective. Further, the Act prohibits an employer from denying "initial employment, reemployment, retention in employment, promotion, or any benefit of employment" to a person who is a member of or applies to be a member of the uniformed services, or who is performing, has performed, or has applied to perform services in a uniformed service

REPORTING OF ABSENCE

The employee shall notify the principal/supervisor as soon as possible in the event of being absent from work; whenever possible, the notification should be made before the absence. Principals/supervisors shall use the roster of approved substitutes. Teachers shall have available for the substitute a class roll, lesson plan and keys in order that the substitute can more efficiently take charge of the class.

BULLYING

Complaints of Bullying or Harassing Behavior

The Poplarville School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by an actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole. Ref: SB 2015; Miss. Code Ann. §37-7-301(e)

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

I. Definitions

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

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

II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly but not later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

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

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange

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

SEXUAL HARASSMENT

Sexual harassment of employees and students will not be tolerated. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct which interferes with a person's work performance or creates an intimidating, hostile, or otherwise offensive environment. Other types of sexual harassment may include jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse, or demean. Claims of sexual harassment should be reported to immediate supervisor and upon completion of investigation to Stachia Peterson, Investigator - (601) 795-8477, 302 S. Julia Street.

Sexual Harassment Report Form

Poplarville School District maintains a firm policy prohibiting all forms of harassment. All persons are to be treated with respect and dignity. Sexual harassment against students or employees is a violation of district policy. Sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, or offensive environment, will not be tolerated under any circumstances.

Complainant's Name:		
Home Address:		
Work Address:		
Home Phone:	Cell Phone:	Work Phone:
Date of Alleged Incident (s):		
Name of person(s) you believe sexually harassed you:		
Location the incident(s) occurred:		
Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved, etc. (attach additional pages if necessary).		
<p>The complaint is filed based on my honest belief that _____ has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.</p>		
Complainant Signature:		Date:
Received by: Recipient's Title:		Date:

SOCIAL NETWORKING

All employees, faculty, and staff who participate in social networking websites shall not post any data, documents, photos, or inappropriate information on any website that might result in a disruption of classroom activity. This includes, but is not limited to the following:

- Posting negative comments or photos about the school district, employees, students or parents. This includes school sponsored events, clubs, and organizations.
- Posting students' grades (with or without names).
- Posting content that may violate the Mississippi Educator Code of Ethics and Standards of Conduct.
- Employees, faculty, and staff should not give social networking website passwords to students.
- Fraternalization via the internet between employees, faculty, or staff and students is prohibited.
- Violations may result in disciplinary action.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites, like www.poplarvilleschools.org, which are used solely for educational purposes.

INSTRUCTIONAL DUTIES

Grade Reporting

Teachers must post grades and issue grade reports punctually. Additional reports, as requested by the administration, may be necessary. Students' grades will be posted on Active Parent and Active Student for access with a password. Teachers must keep their weekly grades posted to provide parents with accurate reports through Sam's.

A minimum of 9 graded assignments are to be posted for each term. An additional number of grades may be required as determined by each school's administrator.

Students who are absent from class are required to complete missed assignments. Student's should be assigned a grade of 0 until missed assignments are completed upon the student's return to school.

Lesson Planning

All teachers, including special education teachers, are required to prepare and file for inspection, lesson plans for all subjects taught. The State Department of Education provides an instructional program with guidelines and procedures for academic growth containing skills tested through the Mississippi Department Education approved testing instrument. Lesson Plans must contain professional skills to help students master instructional objectives. Lesson plans will be submitted on a regular basis. All teachers, including special education, are required to prepare lesson plans and to submit them as directed by the Principal.

Teachers who plan to be absent on a given day are required to prepare detailed lesson plans for use by substitute teachers. All faculty members should have on file several all-purpose lesson plans to be used in emergency situations.

Preparation

Teachers are expected to come to class fully prepared for their teaching assignment. Adequate preparation is essential to good teaching and effective class management. Any material and/or equipment needed to assist in preparation may be secured through the school office, library, or other faculty as needed. The copy machines may be used only when the item cannot be duplicated by other means. Copyrighted materials will not be duplicated without the permission of the publisher.

Supervision/Duties

Faculty members will be assigned by the appropriate principal to specific supervisory duties during the school day, such as hall duty, bus duty, recess and cafeteria duty. When assigned a specific duty, the teacher must arrive on the duty post at the appropriate time and remain until the break or period is over. All faculty members are required to be in their classrooms and to supervise the hall area immediately before and after school and during class changes. **Never leave your class unattended or students in an unsupervised area.** If you need to leave your class, contact the nearest faculty member or the office so that supervision may be provided.

Evaluation of Staff

Certified Personnel

All certified employees will be evaluated intensively using the state approved evaluation system and their job description. Mentors may be assigned to assist new employees in the transitions process. The administrator will provide guidance to the new teacher by assigning professional development activities as needed.

The approved evaluation tool focus' on the following areas:

- Lesson Design
- Student Understanding
- Culture and Learning Environment
- Professional Responsibilities

Non-Certified Personnel

Non-certified personnel will be evaluated at least once per year by the appropriate principal/supervisor. The employee's job description will be used to evaluate employee performance.

Statewide and District Testing Responsibilities

All teachers are responsible for test security during District and all statewide testing of students. The tests are secure documents that require two people present at all times. No copying of test items, coaching students, teaching or explaining the items will be allowed. Teachers and proctors will be trained prior to administering the test. Teachers and proctors will sign test security assurances during the training. All testing guidelines of this district and the

Mississippi Department of Education must be followed. Anyone violating test security procedures will be disciplined and/or terminated. Staff absences during testing require prior approval for extenuating circumstances.

Parent and Community Relations

Conferences should be held as needed and may be scheduled to include a counselor or administrator. Contact the counselor or the principal to arrange conferences in which one or both are to be included. Every teacher is expected to contact each student's parent or guardian during the first two weeks of school. Positive contact with parents will aid in future conferences that may need to be held to promote academic excellence in all students.

Conferences with parents or other individuals shall be scheduled during the teacher's planning period if possible. If not possible, the conference will be scheduled before or after school. If the teacher deems it advisable, meetings may be held with an administrator present. Appointments for conferences to include administrators must be scheduled through the office. Individuals coming to the school for conferences must report to the office before going to the conference.

SchoolStatus should be used when placing calls or sending messages to parents.

Faculty members will attend and participate in PTO/PTA Open House and the regularly scheduled meetings. Faculty members are encouraged to attend all school functions to build good community relations.

Homeless

Pursuant to Mississippi State Department of Education guidelines, provides for students who are temporarily displaced (Homeless). All questions related to the policy concerning homeless students can be directed to the coordinator for homeless services, Jenny Story.

Family Rights and Privacy Act

All student records are to be handled in accordance with the Family Rights and Privacy Act. Anyone accessing student files must insert checkout forms indicating name of person using file, purpose, and date. Only authorized persons may have access to student records. All student information should be kept confidential. This includes both written and oral communications. Teachers should not discuss information pertaining to individual students with anyone without a need for them to know. Teachers should not discuss an individual student with the parent in a public place. A teacher/parent conference should be scheduled to discuss the individual student. Teachers should initiate parent contacts at the beginning of the school year to set up positive relationships with the student's parents.

MISSISSIPPI EDUCATOR CODE OF ETHICS & STANDARDS OF CONDUCT

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

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

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

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

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

Standard 1: Professional Conduct

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

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

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

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

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

Standard 2. Trustworthiness

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

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

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

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

Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:

- employment history, professional qualifications, criminal history, certification/recertification
- information submitted to local, state, federal, and/or other governmental agencies
- information regarding the evaluation of students and/or personnel
- reasons for absences or leave
- information submitted in the course of an official inquiry or investigation
- Falsifying records or directing or coercing others to do so

Standard 3. Unlawful Acts

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

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

Standard 4. Educator/Student Relationship

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

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

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

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

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

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

- sexual jokes
- sexual remarks
- sexual kidding or teasing
- sexual innuendo
- pressure for dates or sexual favors
- inappropriate touching, fondling, kissing or grabbing
- rape
- threats of physical harm
- sexual assault

- electronic communication such as texting
- invitation to social networking
- remarks about a student's body
- consensual sex

Standard 5. Educator Collegial Relationships

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

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

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

Standard 6. Alcohol, Drug and Tobacco Use or Possession

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

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

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

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

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

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

Standard 7. Public Funds and Property

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

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

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

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

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

Standard 8. Remunerative Conduct

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

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

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

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

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

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

Standard 9. Maintenance of Confidentiality

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

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

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

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

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

Standard 10. Breach of Contract or Abandonment of Employment

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

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

1. Abandoning the contract for professional services without prior release from the contract by the school board.
2. Refusing to perform services required by the contract. Source: Mississippi Department of Education State Board Policy 1717

VOLUNTEERS

All Volunteers for the Poplarville School District must have background checks. That includes parent chaperones, tutors, room mothers, and test proctors. Volunteers must complete the permission for a volunteer background check form to proceed with a background check. An individual without a background check may not be left alone with students at any time.

SALARIES/BENEFITS

Compulsory deductions are required for all employees of the school district: (9.00% on gross amount) state retirement, (7.65% on gross amount) social security, state withholding tax, and federal withholding tax.

The district offers optional deductions. Before deductions are withheld, a written statement from the employee is required authorizing the Central Office to make such deductions.

Employees may participate in the school group insurance plan. New employees must enroll within 31 days of employment. Health insurance is provided to employees hired prior to January 1, 2006 for \$20 or elect the high deductible option health insurance at no cost. Employees hired on or after January 1, 2006 may elect the high deductible option health insurance at no cost or the low deductible for \$43. As a fringe benefit, employees are offered low cost term life insurance. Dependent health coverage is available and will be deducted each payroll period if the employee selects additional coverage.

Contact the Central Office for information on these plans:

- Hospitalization Group Insurance Plan
- Group Dental Insurance Plan
- Group Vision Insurance Plan
- Cancer/Intensive Care/Life Insurance Plan
- Tax Sheltered Annuity Plan
- Salary Protection Plan
- Disability Plan

Salaries are payable through direct deposit of net pay for all school district employees on the district's last working day of each calendar month. Employees of this district shall be paid through a single monthly payroll with electronic settlement of payroll checks secured through direct deposit of net pay. Direct deposit information may be accessed through Employee Connect.

All district employees are covered by Workers' Compensation Insurance. If you are injured on the job, you must report the injury to your supervisor, director or principal immediately. Absences not covered under paid leave will be deducted from the employee's check. Workers' Compensation leave runs concurrent with the employees' sick, personal and vacation leave. The employee should verify the information as it was reported from the school. If there appears to be an error, contact the Central Office Payroll Department. Corrections and adjustments will be made when appropriate.

AMERICANS WITH DISABILITIES ACT (ADA)

The ADA prohibits discrimination against “qualified individuals with disabilities.” A qualified individual with a disability is one who can perform the essential functions of the job with or without reasonable accommodation. The PSD will reasonably accommodate qualified applicants and employees with disabilities unless making accommodations places an undue hardship on the District. Employees requiring accommodation should communicate with their immediate supervisor in an attempt to resolve issues relating to disabilities.

FAIR LABOR STANDARDS POLICY

Purpose

To ensure compliance with the minimum wage, overtime pay and record keeping requirements and the child labor restrictions of the Fair Labor Standards Act (FLSA) of the United States.

Covered Employees to include all non-certified personnel

All employees in the job classifications listed below:

- Administrative Assistants
- Field Operations Personnel
- Technology Technicians/Data Clerks
- Secretaries/Receptionists
- Janitors/Custodians
- Student Workers
- Attendance Clerks
- Assistant Teachers
- Bookkeepers
- Substitute Teachers
- Clerks
- Campus Enforcement Officers/Campus Safety Officers
- Mechanics
- School Safety Officers
- Bus Drivers
- Cafeteria Personnel
- Bus Monitors
- Groundskeeping Personnel

Hours Worked

Each employee subject to FLSA shall be paid in accordance for all hours worked. Compensable time includes all time that an employee is required to be on duty.

For employees subject to the FLSA the workweek begins on Sunday and ends at the end of the next Saturday. Each pay period is a month. All non-exempt employees are required to clock in and out using the finger reader (biometric time clock). Hours worked shall then be automatically recorded in the automated time system. If the employee misses a punch, they must immediately complete a missed punch form and forward to the central office no later than the subsequent date.

Time sheets must be signed and turned in to the supervisor on Monday morning for the previous work week. Employees using time sheets shall furnish all information requested and shall record the exact time of arrival and departure from work.

Employees are expected to arrive and depart at or about the time specified by their supervisor/

principal/director. The table below states required hours to be performed by each job classification unless requested and approved to work overtime by his/her immediate supervisor/principal/director. All over-time shall be recorded by each employee on the timesheet or time card.

Administrative Assistants	8 hours per day
Secretaries/Receptionists	8 hours per day
Bookkeepers	8 hours per day
Payroll/Accounts Payable Clerks	8 hours per day
Educational Property Agent	8 hours per day
Attendance Clerks	8 hours per day
Mechanics	8 hours per day
Bus Drivers	4 to 8 hours per day as assigned by supervisor
Field Operations Personnel	8 hours per day
Janitors/Custodians	8 hours per day
Paraprofessionals/Assistant Teachers	8 hours per day
Substitute Teachers	8 hours per day or less as assigned by supervisor
Cafeteria Personnel	7 to 7.5 hours per day as assigned by supervisor
Groundskeeping Personnel	8 hours per day
Campus Enforcement Officers/ Campus Safety Officers	8 hours per day
Technology Technicians/Data Clerks	8 hours per day
Personal Care Assistants	8 hours per day
Bus Monitors	4 to 8 hours per day as assigned by supervisor

Overtime Pay

All employees subject to FLSA shall be paid not less than one and one-half times his or her regular rate of pay for all hours worked over 40 in a workweek. Overtime pay due an employee shall be computed on the basis of the hours worked in each workweek and the overtime compensation earned by an employee shall be paid on the next regular payday for the workweek in which the overtime was worked. Employees must have prior permission from their supervisor, principal or director to work overtime.

Overtime pay may not be waived by an agreement between employer and employees nor may the hours of work of an employee be averaged over two or more workweeks.

CHAIN OF COMMAND

Each employee of the Poplarville School District shall be responsible to the Board of Education through the superintendent. All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises. Administrative officers shall refer such matters to the next higher authority when necessary. All matters to be submitted to the board shall first be brought before the superintendent for investigation. If the matters require board action, they shall be presented to the board by the superintendent.

RESOLVING CONCERNS (Informal)

A problem-solving process assures the most effective and timely resolution of issues. Therefore, individuals are encouraged to seek solutions at the level closest to the issue. By board policy, employees are required to follow established lines of authority.

Issues concerning employees should follow this path:

Employees --> Administrator/Supervisor --> Superintendent --> Board (Via written request to superintendent).

District-wide issues should be brought before the appropriate Director/Principal/Supervisor and/or the superintendent.

COMPLAINT PROCEDURES (Formal)

Formal complaints may be made in matters alleging unlawful discrimination or unfair application of board policies, administrative regulations or procedures.

Formal complaint procedures are as follows:

1. Complaints will be made orally to your supervisor. Your supervisor will discuss the complaint with you and will provide an oral reply. The complaint must be made within five (5) working days of the incident.
2. Should you not be satisfied with the verbal response of your supervisor, your complaint should be stated in complete written detail and provided to your supervisor within five (5) days of the meeting with your supervisor. Your supervisor will render a written response to you within five (5) working days.
3. Should you not be satisfied with the written response of your supervisor, your complaint may be referred in writing to the superintendent within 5 (five) days of the written response from your supervisor. Your referral to the superintendent must be written and must detail the matter in question. A copy of your written complaint to your supervisor and your supervisor's written response must be attached. The superintendent will investigate the complaint and will render a decision to you in writing within ten (10) working days.
4. Should your complaint not be satisfied by the superintendent, you may within five (5) days request in writing to the superintendent, consideration of your complaint by the school board. The board will consider your written complaint and will render a written decision to you within forty-five (45) days. The decision of the board will be final.

DISCRIMINATION/GRIEVANCE PROCEDURE

The Poplarville School District does not discriminate on the basis of sex, race, color religion, national origin, or disability and is in compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Any employee of the district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of sex, race, color, religion, or national origin in violation of Title IX of the Education Amendments of 1972, may file a written complaint with the designated compliance administrator, Stachia Peterson, 504 coordinator & Title IX coordinator, 302 South Julia Street, Poplarville, Mississippi 39470, Phone: (601) 795-8477. Any employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of a disability in violation of Section 504 of the Rehabilitation Act of 1973, may file a written complaint with the designated compliance administrator, Mrs. Stachia Peterson, Director of Special Services Education, 302 S. Julia Street, Poplarville, MS 39470, Phone: (601) 795-8477.

The compliance administrator shall cause a review of the written complaint to be conducted. The District will comply with all procedures as outlined under the Complaints Procedures section of this handbook.

When appeals are submitted to the Board by the superintendent, the Board of Education shall consider the appeal within the specified timeline. The Board shall permit the complainant to address the Board in public or closed session as appropriate and lawful concerning his or her complaint. The Board shall provide the complainant with its written decision in the matter according to the stated timeline.

NON-SCHOOL EMPLOYMENT

Employees shall not at any time engage in any employment that would interfere with their effectiveness in performing their regular assigned school duties. Employees shall not engage in any other employment or in any private business during the standard hours scheduled for assigned school duties.

STAFF DEVELOPMENT

Employees must successfully complete the approved staff development activities in order to maintain employment with the district. Employees who are new to the district are required to attend New Teacher Induction Training or classified department training. Employees are also required to participate in suicide prevention training through the MDE approved professional development provider.

EMERGENCY PROCEDURES

The Superintendent of Education, with the approval of the School Board, may close any schools in the system because of weather, health or other emergencies. According to MS Public Schools Accountability Standards all dismissed days must be made up. For official announcements and information on closings, please check the district website at www.poplarvilleschools.org. Closings will also be reported to WLOX-TV. Unless closing information is posted on the district website, school is open and your attendance is required.

Emergency procedures are established for each school. The signal for tornado drill/emergency is two rings-pause-two rings-pause-two rings-pause, etc. The signal for fire drill/emergency is a series of continuous rings. Employees must participate in all drills and be alert to emergency procedures. Please check with the principal at your school for additional emergency procedures.

TWO-HOUR DELAY START OF SCHOOL

In case of bad weather, the Poplarville School District will announce a two-hour delay by 6:00 a.m. the morning of the delay. Personnel will be notified according to procedures.

CHANGES IN STATUS

It is important that you notify your supervisor and the payroll department of any changes in your home address, telephone number, changes in your marital status, dependents, insurance beneficiaries, and military reserve status.

SUGGESTIONS

The exchange of ideas within our system is considered to be an asset and is strongly encouraged. We welcome your thoughts concerning ways of improving the quality of our school district.

PURCHASING AND TRAVEL

All purchasing shall adhere to the purchasing procedures established by state law, federal law and the Poplarville School District Purchasing Policies. The Poplarville School District policies can be located on the [school website](#) or for additional procedures please click on the following link: [Purchasing Handbook](#).

1. Requisition must be filled out and approved by the principal or supervisor before a purchase order can be issued. Amounts on requisition must be extended and totaled. Requisitions must be typed and have the complete address of the vendor. Requisition forms are available in the download form section of the Poplarville School District website.
2. Purchase orders will be mailed unless a note is attached to request otherwise.
3. If you request the white copy of the purchase order returned to you for pickup you have two weeks from the date on the purchase order to pick up the items and return the receipt to the secretary. After two weeks if you have failed to pick up the items or turn the receipt in, the purchase order will be voided. The school will not be responsible for payment of receipts after the two-week deadline. The white copy of the purchase order is to be taken to the store when you go to pick up the items. NOTHING can be added or substituted on the purchase order. If the price has increased on any item you must call the principal and get approval to purchase that item. Any items out of stock will be voided on the purchase order. You can re-submit a new requisition when the items are available.
4. The school bookkeepers/receptionists must check in all packages delivered to the school before you receive them. Any paper work in the packages must be given to the bookkeepers.
5. Plan ahead and order supplies far enough in advance to allow time for purchasing procedures to be completed. Purchase Orders will not be processed from the docket deadline date until the Thursday following the board meeting. Please note there is a window of about 1 1/2 - 2 weeks that purchase orders will not be issued (from the deadline date until the Thursday after the Board meeting). Therefore, please be aware this will require additional planning for all employees.
6. Absolutely no purchases are to be made without a purchase order. Any purchase made without a purchase order is not a legal purchase and you will be responsible for payment.
7. Hotel rooms and registration fees are not paid in advance, unless approved by the Superintendent and or Chief Financial Officer. Any fees paid in advance must be reimbursed by the employee to the school district for non-attendance.
8. Employees' meals are never paid in advance.
9. Travel authorizations must be completed and turned in two weeks prior to activity for

approval before any travel. Authorizations will be returned to you after approval. You are responsible to keep up with the authorization. A copy of your valid driver's license, current proof of insurance and a signed motor vehicle report authorization must be attached to the travel authorization for it to be approved.

10. Travel vouchers are filled out and attached to authorizations after travel is completed and then sent to the principal or supervisor for approval and payment. Authorization forms must be attached to travel voucher forms to receive payment. Travel reimbursement is set by the Department of Finance and Administration and will fluctuate.
11. Travel vouchers must have attached receipts for any out of pocket expenses allowed, such as hotel rooms, parking, taxi service (remember personal phone calls, movie rentals, room service or any other prohibited charges must be deducted from hotel receipts).
12. Meals can only be claimed if you stay overnight.
13. Docket checks will be disbursed the Wednesday afternoon following the board meeting.

SCHOOL EMPLOYEE FUNDRAISING

Employees of the Poplarville School District may not sell products or engage in any fundraising activities including crowdfunding without the permission of their principal or department head and the superintendent. All fundraisers and donations must be reported on the applicable forms and forward to the central office for board approval. (Note board meeting dates and deadlines for consideration of approval.) This restriction applies to both certified and classified staff.

FIXED ASSETS

Personnel are responsible for the accountability of fixed assets in their possession. At a minimum, fixed assets are reviewed twice per year. An updated inventory report is distributed to each individual, listing the fixed assets that are in their possession which must include all equipment and supplies in the amount of \$1,000 or more and highly walkable items. Highly walkable items include but are not limited to the following: televisions greater than \$250, cameras and camera equipment greater than \$250, all two way radio equipment, all weapons, all lawn maintenance equipment, all computer and computer equipment, all chainsaws, all air compressors, all welding machines, all stand alone generators and all motorized vehicles. These reports must also include items donated, purchased with an EEF Procurement Card or purchased through fundraisers and/or crowdfunding. Inventory reports must be reviewed, signed and returned to the Central Office Fixed Assets Clerk. Please be aware that the personnel signing the inventory reports are responsible for the fixed assets/inventory and may be required to reimburse the school district in the event of a loss/theft.

TECHNOLOGY, INTERNET, AND DEVICE POLICY

Faculty Acceptable Use Policy and Procedures (AUPP)

Intranet (internal) and Internet (external) connections are provided to the staff and faculty of the Poplarville School District (PSD) for the purposes of teaching / instruction, research and communications.

The operations of the PSD network are guided by policy or policies set forth by the district School Board, district administration, the Mississippi Department of Education, and all applicable local, state, and Federal laws. The AUPP does not list every applicable policy or law, but sets forth some specific policies particular to PSD.

Electronic Monitoring and Retention Policy

All data transferred and/or transmitted over the PSD network can be monitored and recorded at any time. All data transferred and transmitted over the network can be tracked and identified and originating users can be held liable if their use of the network violates any established policy, regulation, or law.

Electronic documents created and shared with others inside or outside the district in conducting classroom or district business should be saved in Google Drive.

All email will be archived for a period of at least one year.

All data transferred over the PSD network or stored on any district owned equipment or district provided services is under the jurisdiction of PSD.

Communication Tools

All staff must use district sponsored and approved tools for all communications (e.g., teacher to parent, teacher to student, staff to staff). This includes, but is not limited to, teachers who guide extracurricular activities such as clubs, choirs, bands, athletics, and the like.

Student data and information privacy is paramount in communicating with stakeholders. Please refer to the Password and Data Security section below for more information.

Disclaimer of Liability

The PSD disclaims all liability for the content of material to which staff may have access on the Internet and for any damages suffered as a result of the staff member's Internet use. The PSD makes no guarantee that functions of services provided by its Internet access will be without error or defect. The PSD will not be responsible for:

- Any damages a staff member may suffer, including, but not limited to, loss of data or interruption of services.
- For the accuracy or quality of information obtained from or stored on any of its network or client systems.

- Financial obligations arising through the unauthorized use of the systems.
- Any actions or obligations of a staff member while accessing the Internet outside the public school system for any purpose.

While the district takes steps to protect users from inappropriate material, makes every attempt to intercept unlawful and malicious actions from affecting users, and makes every effort to safeguard users, no system is perfect.

Those who use district equipment for personal use may incur liability for damages to themselves and not the district.

Prohibited Actions

The following actions on the District Network are specifically prohibited, but not limited to:

- Downloading any utility, plugin, extension or other such operations (re)configuration without the approval of the Technology Department.
- Creating, downloading, storing, sending, searching for, or displaying offensive messages or pictures including, but not limited to pornographic or other sexually explicit material.
- Inserting, using, or attaching non-approved USB drives, CD-ROMS, or other media storage devices into or with computers.
- Assisting in the election or promotion of any person to any office, the opposition to any person for the same, or for any political issue that may arise.
- Using obscene, profane, or vulgar language.
- Harassing, insulting, intimidating, or attacking others.
- Engaging in any practice(s) that threaten the network or any other technological tools and equipment.
- Violating copyright laws or terms of use. This includes but is not limited to video/music streaming services.
- Using the password of others to access the network or any other electronic information or telecommunications services.
- Accessing the documents, files, folders, or directories of others without sharing privileges.
- Using the network and telecommunications services for commercial promotion, product endorsement, or advertisement.
- Using the network, electronic information, computer driven software, and telecommunication services for personal gain.
- Promoting causes that are religious in nature, with no apparent educational or instructional value.
- Attempting to bypass network controls and filters by any means including using VPNs, proxies, or any other methods.

The above listing is not all inclusive. It is merely a guide that lists the types of behaviors that are not acceptable for network use. The list will be amended from time to time.

Use of Personal Electronic Equipment within the District Network

Use of personally owned electronic equipment by staff will be evaluated on a case by case basis. Users must first notify the PSD Technology department of such anticipated use.

Any device that accesses the district network must be approved by the Technology Department and meet minimum standards with regards to anti-virus and spyware protection prior to use. All personally owned devices should be inspected annually for compliance with our Acceptable Use Policies and Procedures (AUPP).

When available, a guest network may be used to facilitate guest access using non-district equipment. This network will provide access to the internet only. No other network services will be available.

Under no circumstances should an employee's personal equipment be used by students.

Passwords and Data Security

Data (e.g., student data and information, grades, contact information, files) security should be taken seriously at all times.

The following, although not a complete list, are guidelines for increasing security of district data:

- Logout or lock the computer when the staff member is not at the computer.
- Log out of SAM (or any student data package) when data entry is complete.
- Never leave a computer unattended to which you are signed in on.
- NEVER share student information with anyone other than a staff member who is a teacher of the student, an administrator or counselor over that student, a district employee authorized to view that student's data, or the student's parent(s)/guardian(s). All other data sharing must be approved by the building administrator AND the data services department at central office.
- Under no circumstances should an employee share their passwords with another person with regards to any website or application directly or indirectly related to student and employee data. An example of an indirectly related website or application would be Google Chrome browser that stores passwords for websites. If your Google Chrome password is shared, all passwords stored in the Chrome browser are considered shared.

Each staff member must change his / her district / Google password at least once per calendar year. A password must be changed at any time a staff member has reason to believe that their password has been compromised. Contact the Technology Department for help in changing passwords. Password must meet the following criteria:

- At least 8 characters long
- Must have at least one uppercase letter
- Must have at least one lowercase letter
- Must have at least one number and/or symbol
- Must not contain the user's name or parts of their name

- Must not be a password that has been used in the past

Technology Related Purchases

All technology related purchases must be approved and quoted from a Technology Department staff member. This includes any software (web-based and computer-based) and hardware (computers interactive boards, network equipment/connections, etc). Purchases will be monitored to ensure compliance and compatibility.

A list of pre-approved equipment can be acquired by contacting the district helpdesk.

Consequences of Policy Violation

Any district staff member, including contract services (outside parties), who violate any policy, regulation, or law regarding the PSD network will be identified and corrective and / or punitive actions will be taken.

Violations of these procedures may result in, but not limited to, a loss of access privileges, disciplinary action, termination, and/or contact of law enforcement agencies.

Guideline / Procedure Changes

The PSD reserves the right to change these guidelines / procedures at any time. Address questions, if any, via email to Chloe Swilley , Technology Coordinator (cswilley@poplarvilleschools.org).

SAFETY POLICY

Statement of Safety Policy

Poplarville School District Safety Policy

The Poplarville School District is dedicated to providing a safe and healthful work environment at our schools, maintenance facilities, food services, custodial facilities, for our drivers and wherever our employees work. This commitment is made for the benefit of our employees, for our students and for all subcontractors, independent contractors, and visitors. The school district has established and will enforce safe work policies and practices that will safeguard our valuable workers and employees. When everyone does their part, we believe that all accidents can be prevented. Therefore, we require all persons working in our facilities to make every effort to prevent accidents and comply with all established safety and health rules, policies and regulations.

The Poplarville School District management is committed to maintaining worker safety at all workplaces. Accidents, unsafe working conditions, and unsafe acts jeopardize both worker and school district resources. Injuries and illnesses result in discomfort, inconvenience and possibly reduced income for the worker. Injured workers suffer needlessly and may encounter pain that could have been prevented. Costs to the district include direct expenses (workers' compensation premiums, damaged equipment or materials, and medical care) and indirect expenses (loss of employee services, reduced efficiency, employee morale problems, etc.). These indirect costs are reported to cost 4-8 times more than the insured costs of an accident. We are therefore committed to maintaining safe and healthy working conditions, to the greatest extent possible at all our facilities. The cooperation of all is mandatory.

Jonathan Will
Superintendent of Schools

Assignment of Responsibilities

Safety is truly the responsibility of all employees. Everyone must consider safety, must have a safe attitude, must follow safe work policies and must practice safe behavior at all times. To best administer and monitor district safety policies, the following responsibilities are delegated. This list should not be construed as all-inclusive and is subject to change as needed.

1. District Superintendent shall:

- a. Adopt a mandatory district wide safety program that promotes safety, reduces unsafe acts and unsafe conditions that lead to employee accidents.
- b. Institute a district policy that requires each employee to participate in a minimum of two safety meetings per month.
- c. Institute a district policy that removes unsafe conditions by providing for regular workplace inspections in the work areas.
- d. Institute a district wide policy that requires that each employee accident be investigated and that a corrective measure be implemented to prevent future recurrences of a similar nature. Where the deficiency may impact more than one facility, a method for communicating the accident source along with corrective measures to all facilities in the district will be in place.
- e. Designate the top-ranking official at each facility as the person responsible for prevention of accidents at that facility.
- f. The district superintendent will actively participate in the accident prevention policy and be a vocal advocate of the policy.
- g. The district superintendent will monitor the number of employee accidents and the cost of those accidents on at least a quarterly basis. The superintendent will take corrective action whenever the frequency and/or severity are above established goals.
- h. Provide sufficient resources, time, and equipment so that our employees can work safely and efficiently.
- i. Demand safe performance from each employee and express this demand periodically and whenever the opportunity presents itself.
- j. Delegate the responsibility for a safe performance to others as appropriate.
- k. Hold every employee accountable for safety and evaluate performance accordingly.
Periodically review the Safety Program for effectiveness and for desired results.

2. School Principals shall:

- a. Be an active participant in the accident prevention plan for their schools.
- b. Hold all employees accountable for their actions.
- c. See that violations of safe work practices are treated as part of the progressive discipline plan.
- d. The school principal will enforce Poplarville School District's policies on safety and safety rules.
- e. Must set a good example by following safe work practices and by complying with all safety regulations.

- f. Must review the weekly safety meeting reports.
- g. Must review each accident report for root cause identification and for corrective action that will prevent recurrence.
- h. Must conduct periodic inspections of the facility for the purpose of identifying hazards and the source. Supervisors will be given written notice of the hazards in their areas and correction deadlines.
- i. Will remove employees from the property for serious violation or habitual violations of safe work practices.

3. Central Office/Supervisors/Managers/Principals shall:

- a. Organize and make available resources for a safety education and training program.
- b. Assure that all newly hired employees have been given a thorough orientation concerning the District's Safety Program.
- c. Maintain files for safety records, analysis, evaluations, and reports to improve the district's safety performance and comply with all district, self-insurance carriers, and internal procedures.
- d. Work with management, supervisors and employees to maintain & implement new and ongoing safety programs and comply with recommendations provided by outside consultants and insurance companies.
- e. Make available all necessary personal protective equipment, safety material, and first-aid equipment.

4. Supervisors/Managers/Lead Persons shall:

- a. Meet with each new employee to indoctrinate them to safety policy and conditions that may lead to an accident.
Conduct meaningful safety meetings to promote safety and to reduce accidents to Zero.
- b. Conduct meaningful workplace inspections to remove accident-causing conditions from the workplace.
- c. Immediately complete first reports of injury when an employee is injured.
- d. Immediately counsel employees that commit unsafe acts or violate safe work practices.
- e. Implement all rules and regulations outlined in this manual.
Comply with all Safety Rules.
- f. Assure that each employee, agent, visitor, and subcontractor is trained and follows all applicable rules, standards, codes, laws, and ordinances.
- g. Control contract personnel and vehicles, and provide orientation materials as needed.

5. Employees shall:

- a. Be responsible for his/her own safety and perform all duties in a safe manner. No task should be completed unless it can be completed safely.
- b. Comply with all (written and unwritten) district safety programs, rules, regulations,

- procedures, and instructions that are applicable to his/her own actions and conduct.
- c. Refrain from any unsafe act that might endanger him/herself or fellow workers.
 - d. Use all safety devices and personal protective equipment provided or needed for his/her protection.
 - e. Report all hazards, incidents, and near-miss occurrences to their immediate supervisor, regardless of whether or not injury or property damage was involved.
 - f. Promptly report all injuries and suspected work related illnesses, however slight, to his/her immediate supervisor.
 - g. Participate in safety meetings, training sessions, and surveys as requested and provide input into how to improve safety.
 - h. Notify the supervisor immediately of any change in physical or mental conditions or use of prescription drugs that would affect the employee's job performance or the safety of himself/herself or others.
 - i. Be a safe worker on and off the job. Help co-worker do their job safely. Come to work everyday with a safe attitude.

Employee Suggestions

Safety suggestions from employees are welcomed and encouraged. To make a safety suggestion, send an email to help@poplarvilleschools.org to register the suggestion to the Department of Field Operations. The suggestion will be reviewed and responses will be discussed with the individual.

Report Any Unsafe Condition Immediately

- Notify an administrator as soon as possible.
- Remain on-site at the unsafe location if needed to prevent accidents, or barricade the area if necessary to leave the unsafe location.
- Medical care after hours requires authorization by an administrator.
- File a Safe-Work Report signed by an employee and your immediate manager.
- In an emergency, notify the assistant superintendent, risk manager or superintendent as soon as possible by phone.

IDs

All personnel will wear identification tags while on campus. All visitors will report to the office to receive a visitor's pass. Anyone seen on campus without proper identification should be reported to the school office immediately.

The Rule

If you think or suspect an unsafe condition or equipment may reasonably cause bodily injury, call your immediate supervisor, administrator or safety committee member. Do not perform any task that may cause personal harm without supervisory direction. Be prudent. Think about the safe way to do a task before starting. Get help when needed. Do not improvise just to get the job done.

Managers/Supervisors/Directors

Managers and supervisors are personnel assigned responsibilities to assess and make decisions about safety. Failure to comply or perform in accordance with a manager's directive regarding safe practice constitutes cause for termination of employment. If a manager's judgment is questioned, an employee must (1) explain concerns to the manager, and (2) if a solution is not identified, request an immediate review by the manager's administrator or supervisor. Manager and administrators are:

- Superintendent
- Directors
- Principals
- Cafeteria Managers
- Supervisors

Reports and Investigation

If an employee is injured in any way, it is the responsibility of the employee to immediately notify their administrator who will complete an Incident/Accident Report. The administrator will file the report with the Workers' Compensation Coordinator. Violation of this requirement constitutes cause for termination of employment. The site administrator responsible for the area of work where the incident occurred or suspected to have occurred, even if suspected and not reported, shall conduct an investigation of each incident.

Procedures are listed below:

- An administrator shall, within two working days after an incident or receipt of report, interview the person who was injured and others who may provide information.
- An administrator shall complete an Incident/Accident Report citing summary statement(s) of testimony by name(s), findings and recommendations.
- An administrator shall submit the Incident/Accident Report to the Workers' Compensation Coordinator, Christy Martin, within one working day after completion of the investigation.
- The administrator will notify the Workers' Compensation Coordinator by phone or radio as soon as possible.
- Workers' Compensation Coordinator will at his/her discretion direct another investigation to obtain additional information or verify the report.
- Workers' Compensation Coordinator will review the manager's recommendations and information regarding an incident and prescribe appropriate corrective action and/or penalties.

Penalties of Unsafe Work Practices

For unsafe work practices, an employee will be issued a warning for the first offense. For the second offense, a three-day suspension without pay will be issued, and for the third offense, termination of employment or extended suspension will be issued at the discretion of the Superintendent.

A flagrant violation of a written regulation constitutes cause for immediate suspension or termination without a warning.

Fire Response, Fire Safety, and Fire Prevention

These are the primary responsibilities of all employees at all times.

Fire Response - In the Event of a Fire - R.A.C.E.

- R - Rescue - escorts all personnel away from danger into a safe area.
- A - Alert - announce the fire to alert others,
- PULL THE NEAREST FIRE ALARM PULL STATION, and/or DIAL 911 AND REPORT THE FIRE.
- C - Contain - close doors, windows, cover the fire, etc., if safe to do so.
- E - Extinguish - if safe to do so and if properly trained.

Fire Extinguishers are located in all schools and facilities. Know the location of fire extinguishers in your area.

To operate a fire extinguisher, remember - P.A.S.S.

- P - Pull the pin. Pull firmly; the pin should be strapped on.
- A - Aim at the base of the fire. Point the nozzle at the base of the fire. Extinguishing medium placed on top of the fire can evaporate easier and may not help extinguish the fire.
- S - Squeeze the handle. Use a firm and steady pull.
- S - Sweep the flame. Use a side-to-side motion.

Fire Extinguisher Training

Key employees will attend familiarization training upon hiring and at least annually thereafter. Fire Safety and Fire Prevention. Specific measures and practices to help prevent fires include:

- Properly store all combustible/flammable materials. Do not use flammable products, such as gasoline, indoors.
- Smoking is not permitted at Poplarville Schools or other facilities.
- Do not allow combustible materials to accumulate.
- Do not overload electrical circuits.
- Ensure that electrical appliances & power cords are in good repair, and there is no evidence of damage.

- Do not use open flame devices with express approval and a hot work permit.
- Know the location and use of fire equipment near your work area(s).
- Never obstruct fire/emergency exit corridors/routes with stored items, equipment, materials, or furniture.
- Do not store any items, equipment, or materials in stairwells or under stairs.
- Regularly inspect all fire/smoke detection and alarming equipment and components, and all fire fighting equipment and fire extinguishers to ensure proper operating condition. The Field Operations Department shall ensure that such equipment is on a regular inspection/testing program meeting appropriate fire code requirements.
- Do not allow grease/oils to accumulate on fire extinguishing equipment, exhaust grills, or fire system-operating components.
- Keep lint/dust collection systems cleaned and do not allow lint/dust to accumulate on equipment or in adjacent areas.
- Keep paper storage to a minimum, and when stored for long periods in a closed box. An appropriate heat/smoke sensor for maximum safety should monitor storage areas that are used for paper storage.
- All exit doors must be unlocked at all times that a building is occupied.
- Know the location of any medical oxygen tanks in use by students or staff.

Burning of candles is prohibited on Poplarville School District property.

Accident Investigation

The first step in preventing a recurrence of an accident is to investigate and analyze one that has happened and take positive action to remove its causes. The injured employee's immediate supervisor should investigate each accident. These findings should constitute a portion of the complete accident report.

The investigator should:

- Determine the act or condition that triggered the accident.
- Cite any procedure or action that was not in accordance with standard safety policies.
- Indicate any corrective or disciplinary action that would prevent another accident of this type.

Accident Reports – Employees and Students

Accident reports are required for any accident occurring on school property or at school activities. All accidents, illnesses, and/or injuries shall be reported immediately to the appropriate principal, manager, or supervisor who will complete and forward an incident/accident report to the Poplarville School District Workers' Compensation Coordinator, Christy Martin. The same report may be used to report incidents where hazards exist but where no injury or damage has occurred. Accident reports involving employees should be filed in the Workers' Compensation office and accident reports involving students should be filed in the Superintendent's Office. The items listed below should be considered minimum information when reporting an accident:

- Name, age, sex of the injured person.

- Occupation at time of accident-What he or she was actually doing?
- Nature and exact description of injury.
- Date and time of accident.
- Estimate the number of days that will be lost as a result of the accident.
- Description of accident: Identify objects, operation, or substances most closely associated with the occurrence of the accident.
- Unsafe acts or conditions that contributed to the accident.
- Corrective action proposed in order to prevent the reoccurrence of a similar accident.
- Remarks, comments, or sketches.
- Date report was completed.
- Signature of supervisor.
- Signature of investigator.

[Report accidents on the Workers Compensation -First Report of Injury Accident Report Form by following this link.](#)

Accident Management

If you have an accident while working, notify your supervisor immediately. The situation will be investigated and corrective action implemented to prevent future injury. Employees and witnesses must fully cooperate in the investigation.

Every accident must be reported immediately. Injured employees and witnesses to the accident will assist the supervisor in completing an accident investigation. Injured employees must comply with the medical treatment provided by the treating physician, cooperate with the claims unit of LUBA and its designees, and abide by the district's return-to-work policy.

Accident Investigation

When an accident occurs, it is an indication that something has gone wrong. We must investigate each accident to identify the cause. The basic cause(s) of accidents are unsafe acts and/or conditions. The supervisor must investigate every accident to determine the cause and to initiate corrective action to assure that similar type accidents will not recur from the same causes.

Supervisors must complete the [Supervisor's Accident Investigation Report](#) and submit a copy to the district superintendent for review. The superintendent should evaluate the corrective action taken or suggested by the supervisor and instruct if additional changes should be made.

Tips on accident investigations:

- Every accident must be evaluated to find the real cause. Carelessness is not a cause, but the result of some deficiency. Telling employees to be more careful will not eliminate the real accident cause.
- An accident investigation is not a trial to find fault or to place blame. Its purpose is to find accident causes so that corrective measures may be taken to prevent future accidents.
- Most accidents result from a combination of human error (unsafe behavior) and a

physical hazard (unsafe condition). Do not overlook the possibility of multiple errors and hazards.

- Don't stop at the obvious answer. For instance, a missing machine guard does not cause an accident.
- The accident happened because the operator entered the point of operation. Determine why the operator did this and why the guard was off the machine. Only by correcting both problems can you prevent future accidents.

The accident investigation should be conducted as soon after the accident as possible. Facts should be gathered while the accident is fresh in the minds of those involved. If possible, question every employee who was involved, or witnessed, the incident. Delay interviewing injured employees until after medical treatment has been received.

- Other employees who did not witness the accident but work in the area may contribute information regarding the injured worker's activities prior to the accident and conditions at the time of the accident. The accuracy and completeness of the information received from the injured worker(s) and witnesses depends on how well the interview is conducted. Supervisors should:
 - Put employees at ease.
 - Ask what happened and how it happened.
 - Permit employees to answer without interruptions.
 - Show concern.
 - Remember, nothing is gained with criticism or ridicule.
 - Ask why questions only to clarify the story.
 - Repeat the story as you understand it.
 - Give the employee the chance to correct any misunderstandings that you have.
 - Photographs of the conditions as they exist immediately following the accident, including photos of the damaged equipment, are very helpful.
 - Damaged equipment should be removed or secured for future testing and used as evidence.
 - Take immediate action to correct any obvious unsafe conditions. Determine the basic accident causes and correct or recommend action to prevent reoccurrence.

Return-to-Work Policy

It is the district's policy to return injured workers to productive work, although not necessarily to their pre-injury duties, as early as possible during their recovery. This type of work is often referred to as "modified-duty work." The district has adopted this policy because employees who remain off work for long periods of time not only affect the district's productivity and workers' compensation costs, they often experience slow healing and a loss of self-esteem. Within the requirements of their treating medical providers, the limitations of the law, and the economic and physical limitations of our own properties, the district will make every effort to provide meaningful work wherever and whenever possible. Any recovering employee who is offered a physician-approved, modified-duty position will be required to accept the offer.

A copy of the tasks needed to complete the employee's regular duties should be provided to the treating physician. The Principal, or Supervisor should request the treating medical provider describe modified-duty activities or positions that can be offered to the employee that is within their physician's restrictions.

Workers' Compensation

By law our district is required to obtain workers' compensation insurance. The district pays for this insurance. Our insurance premiums are not government funded in any way. Because workers' compensation is a substantial cost of educating students, our goal is to prevent and manage accidents.

What benefits are you entitled to?

When an employee is injured during the course of employment, workers' compensation insurance provides payments to the injured worker or the treating physician(s) for medical treatment, disfigurement, death benefits, and indemnity (lost wages) payments. The scope and amount of these payments are determined by state law. Attorneys are not needed for you to get what you are entitled to. Attorneys, when hired, typically work on a contingent fee basis and may receive a portion of your benefits. If you report injuries immediately to your supervisor and cooperate with your treating physician and the insurance company, the system will work with you to get you healthy and back to work.

Workers' compensation insurance payments may be denied if: 1) the employee tests positive for drugs or alcohol following the accident, 2) a pre-existing injury or non-work related injury was the cause of the accident, or 3) fraud exists.

Medical treatment: Medical care, services, and supplies as necessary to cure or relieve the effects of an injury sustained on-the-job.

Disfigurement: Additional compensation may be paid to an injured worker for permanent disfigurement from a work-related injury (i.e. scars, discoloration, disfigurement, etc.)

Indemnity Payments: Wage replacement while recovering from an industrial injury.

Death Benefits: Weekly payments to the surviving spouse and dependent children of a worker whose work-related injury results in death. Burial and funeral expenses are also paid.

Workers' Compensation Fraud

Filing false workers' compensation claims is punishable with a substantial fine and imprisonment. Any employee who knows of a coworker who is abusing the workers' compensation system or has filed a false workers' compensation claim should call 1-800-264-8085, extension 248. You will not be asked to identify your Poplarville and the call will not be recorded. This is an anonymous call to our insurance administrator.

The insurance administrator has many red flags to identify workers' compensation fraud and will investigate any accident they suspect may be fraudulent. They may deny or reduce benefits whenever a claim is found to be fraudulent or an employee is found to be abusing the workers' compensation system.

The following is considered workers' compensation fraud or abuse:

- Faking an accident or injury.
- Exaggerating the seriousness of an accident or injury.
- Taking more time off than is really needed to recover.
- Attempting to collect benefits for an injury that is not job-related.
- Submitting false or exaggerated medical bills for payment.
- Working at another, equally demanding job while collecting workers' compensation benefits.
- Conspiring with, or being persuaded by, another person to do any of the above.

When people abuse workers' compensation benefits, we all pay. Our district is charged higher insurance premiums, which increases our expenses and lowers funds available for employee salary and benefits. The best way to safeguard against fraud is to prevent accidents from happening. If you are aware of fraud, speak up by calling the Fraud Hotline.

Continual Monitoring & Improvement

Safety Meetings

Employees will participate in at least one (minimum) safety talk every month. All employees are required to attend. Supervisors should update employees on safe work practices, injury prevention, near miss accidents, new equipment, and general safety issues. Emergency procedures should be periodically reviewed. Accidents, near misses, and safety violations along with corrective action must be reviewed at these meetings. Employees should be reminded to put safety first and look out for their fellow workers. Employees and supervisors should offer comments and safety suggestions at this time and regularly throughout the day as needed.

[The Safety Meeting form must be completed following every safety meeting and sent to the District Superintendent's office.](#)

Inspections

Monthly inspections will be conducted to identify hazardous conditions and unsafe behaviors. The first line manager will conduct regular workplace inspections. It is possible that employees, supervisory staff or other interested parties may participate in these inspections but it will be the responsibility of the first line supervisor to complete these workplace evaluations. The inspector should look for unsafe practices and conditions that can cause an accident and take corrective action immediately.

[The inspection form must be completed monthly and forwarded to the District Superintendent's office.](#) The District Superintendent will review the report, take any corrective action needed at the district level, and maintain a file of inspections.