

North Pike School District

Classified Staff Handbook

2019-2020



Published By

NORTH PIKE SCHOOL DISTRICT

1036 Jaguar Trail

Summit, MS 39666

Dennis Penton, Superintendent



TABLE OF CONTENTS

Board of Trustees and School Staff	1
School Calendar	2
General Policy Personnel Statement	3
Recruitment and Selection	3
Drug Free Workplace	3
Mission Statement of the District	3
Personal Appearance and Demeanor	3
Payment of Salaries and Salary Deductions	4
Public School Employees' Insurance Program	4
Workers' Compensation	4
Salary Schedules	5-7
Payroll Information/Dates.....	8
Classified Personnel Leave Policy	9
Jury Duty	9
Family Medical Leave Act	9-13
General Procedures - Classified Personnel Evaluation	13
Evaluation Period and Records	13
Teacher/Para-Professional Relations	13
First Aid and Medication	13
Food Services Program	14
Violation of Policies	14
Purchasing Procedures	14
Public Relations	14
Sex Discrimination, Section 504, ADA, and Sexual Harassment	14
Internet Guidelines for Students	15
Internet Guidelines for Employees	16
Staff Grievance Procedures	17
Mississippi Educators Code of Ethics & Standards of Conduct	17-21
Notification of AHERA Compliance	21
Appendix A (Classified Evaluation Instrument)	22-23
Employee Handbook Signature Form	24

BOARD OF TRUSTEES

Freddie Deer, 1057 Cole Thomas Road, McComb, 39648
Jamie Jackson, 4120 Summit-Holmesville Road, McComb, 39648
Kevin Matthew, 1104 Deerfield Road, Summit, 39666
Scott Campbell, 1038 Quail Ridge Drive, McComb, 39648
Etta Taplin, 2148 Patterson Road, Ruth, 39662

SCHOOL STAFF

Administration

Dennis Penton, Superintendent	276-2216
Loren Harris, Asst. Superintendent/Federal Program	276-2216
Lori Harrell, Principal-North Pike Elementary	276-2646
Angela Benefield, Principal-North Pike Upper Elementary	
Allen Barron, Principal-North Pike Middle School	684-3283
Scott Hallmark, Principal-North Pike High School	276-2175

Directors

Darryl Brock, Career & Technical Center Director	276-3594
Janice Samuels, Director of Special Education	276-6927
Nick Coker, Director Transportation	249-2400
Kevin Martin, Director of Athletics	249-2120
Glenda Leonard, Curriculum Director	276-2216

Business

Tina Griffin, Business Administrator	276-2216
--	----------

Food Service

Kim Phillips, SFS Supervisor	276-3129
Cheryl Nobles, NPES Manager	276-2717
Mildred Bates, NPUES Manager	465-0100
Deborah Moak, NPMS Manager	684-7592
Regina Morgan, NPHS Manager	276-2218

North Pike School District 2019 – 2020 District Calendar

August 1-5	Staff Development – Teachers
August 6	First Day of School – Students
September 2	LABOR DAY HOLIDAY
October 14	FALL BREAK
November 25-29	THANKSGIVING HOLIDAYS
December 20	60% Day/Early Dismissal – Students
December 23-January 3	CHRISTMAS HOLIDAYS
January 6	Staff Development – Teachers
January 20	MARTIN LUTHER KING HOLIDAY
March 9-13	SPRING BREAK
April 10-13	EASTER HOLIDAY
May 19	60% Day/Early Dismissal – LAST DAY for Students
May 15	Graduation
May 20-22	Staff Development – Teachers
May 25	MEMORIAL DAY HOLIDAY

GRADES K-12	
9 WEEKS EXAM DATES	REPORT CARD DATES
October 7-11	Week of October 21
December 16-20 (Semester)	Week of January 6
March 2-6	Week of March 16
May 13-19 (Semester)	Week of May 25

Staff Development Days -Teachers-
August 1
August 2
August 5
January 6
May 20
May 21
May 22

Make-up day's criteria In the case of school closure due to weather, natural disaster, extenuating circumstances, act of God, etc. the following days will be designated as make-up days in sequential order. Day(s) missed prior to Thanksgiving Holidays will be made up on Oct.14, and Nov. 25, 26, 27. **Ex.** If one day is missed make-up day will be Oct. 14, if two days are missed make-up days will be Nov.25. If additional days are needed they will be made-up during Nov. 25-27 according to need. Day(s) missed prior to Spring Break Holidays will be made up on Apr. 10,13 and Mar. 13. **Ex.** If one day is missed make-up day will be Apr. 13, if two days are missed make-up days will be Apr. 13-10, if three days are missed make-up days will be Apr. 10, 13 and/or Mar. 13. Day(s) missed prior to Graduation will be made up on May 20,21,22.**Ex.** If one day is missed make-up day will be May 20, etc. *Any additional days would be made-up at the end of the school year in May.

GENERAL PERSONNEL POLICY STATEMENT

Through its personnel policies, the North Pike Board of Trustees wishes to establish conditions that will attract and hold the highest qualified personnel for all positions. The Board wishes to attract and retain personnel in the district who are motivated to do their best work. The Board is not obligated to retain personnel who are unwilling to abide by stated policies and who do not do a satisfactory job.

Each employee of the North Pike Public Schools, except the Board Attorney, shall be responsible to the Board of Trustees through the Superintendent. All personnel shall refer matters requiring administrative action to the administrator or supervisor in charge of the area in which the problem arises. Administrators 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 these matters require Board action, they shall be presented to the Board by the Superintendent.

Section BBD, "Board-School Superintendent Relations," of the North Pike Board Policy Manual prohibits Board Members from acting as arbitrators of complaints on an individual basis. All complaints will be channeled through the superintendent for resolution. Where needed, the Board will convene for the purpose of holding hearings on complaints which cannot be resolved by the superintendent.

Recruitment and Selection

All positions are open to all qualified applicants of every creed, color, or sex and every effort shall be made to secure the best qualified person for every vacancy, using the state mandated standards as minimum.

All employees are expected to teach or work with other employees, to teach pupils, and to supervise or be supervised in their work by other employees without regard for the creed, color, or sex of any individual. This is an integrated school system and should be understood as such by all persons connected with it. As this relates to the employment of personnel, this policy means what it says, that any qualified person is eligible for any position without regard to race, creed, or sex.

The employment relationship with this district is at will and may be terminated by the district for any reason without prior notice in the discretion of the district or without future obligation on the part of the district. No continuing or future employment rights are conferred. (See Appendix B.)

Drug Free Workplace

You are hereby notified that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done in connection with this school district. That includes any place where work is performed, including a school building or other school premises; any school owned vehicle or any other school-approved vehicle used to transport students to 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 (this includes off-school property).

You are further notified that it is a condition of your continued employment that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal statute for a violation occurring in the workplace, no later than 5 days after such conviction.

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

The proper use of drugs as prescribed by a licensed physician is not subject to disciplinary action. If an employee's ability to work safely may be affected by the use of a prescribed drug, the employee must inform his/her supervisor so that precautions can be taken.

Mission Statement of the District

It is the mission of the North Pike School District to provide a quality educational climate that enables all students to develop to their fullest potential.

Personal Appearance and Demeanor

Employees, teachers and assistants are expected to be neat and well groomed at all times while at work so as to reflect credit upon themselves and their profession. Personal appearance plays a great part in an employee's success in his/her professional position. Each faculty/staff member should consider it his/her responsibility to be dressed in a manner appropriate to the profession and set a good example for the students by wearing clothing that is clean/appropriate for the types of duties assigned.

In an effort to achieve the above goals North Pike employees **shall not wear** the following items unless the Principal has designated the day as a special occasion:

- Shorts
- Skorts
- Sweat suit/wind suits/jogging suits
- Tank or halter tops
- Tops that are extremely low cut
- Jeans
- T-shirts
- Capri pants must be mid-calf in length
- Skirts and dresses should be of appropriate length

Exceptions will be made for teachers while instructing physical education classes.

Any employee may be asked to change attire deemed provocative, revealing, or inappropriate by the Principal, Superintendent, or his/her designee. Supervisors may ask an inappropriately dressed employee to leave work, using personal leave time, and return with proper attire.

Payment of Salaries

Senate Bill 2761 requires local school districts to process a single monthly payroll with electronic settlement of payroll checks secured through direct deposit of net pay for all school district employees with deposit being made no later than the last working day of the month.

Compulsory Deductions:

Federal Withholding (any time your number of exemptions changes, it is necessary to notify the Central office.)

State Withholding

Social Security - 5.65%

State Retirement - 9% on gross amount

Optional Deductions:

The school district solicits quotations for cafeteria plan insurance pursuant to IRS regulations (code 125). ONLY the companies recognized by the school district will be subject to payroll deduction. The cafeteria plan includes coverage for cancer, dental/vision, supplemental health, disability, etc. Premiums paid for disability coverage will NOT be sheltered by the cafeteria plan. The aggregate local insurance contribution paid last year will be given to certified personnel.

Changes In Personal Information:

Each employee is held responsible for reporting to the Central Office any change in name, address, withholding status, or any other vital information.

Public School Employees' Health Insurance Plan

In accordance with S25-15-255 of the Mississippi Code as amended, effective July 1, 1994, the Public School Employees' Health Insurance Plan will become a self-insured health benefit plan administered in the same manner as the State Employees' Health Insurance Plan. Blue Cross/Blue Shield of Mississippi will be the third party health claims administrator for the state of Mississippi. The remaining cost of the health insurance premium shall be paid by the employee.

Workers' Compensation

Any employee filing a Workers' Compensation claim must notify his/her supervisor immediately informing him/her of the accident in question.

CLASSIFIED PERSONNEL SALARY SCHEDULE 2018-19

Secretarial/Clerical
 Elementary Secretary – 220 days
 Elementary Secretary – 210 days
 Middle School Secretary – 220 days
 Middle School Secretary – 210 days
 Middle School Records Clerk – 220 days
 High School Secretaries – 220 days
 High School Records Clerk – 210 days
 CTE Secretary – 200 days
 Central Office Secretaries/Clerks – 240 days
 MSIS Clerk – 220 days
 Transportation Secretary – 240 days
 Food Service Secretary – 200 days

YEARS OF EXPERIENCE	SECRETARIAL CLERICAL	Central Office ACCOUNTS PAYABLE CLERK	Central Office PAYROLL CLERK
	HOURLY	HOURLY	HOURLY
0	12.10	13.02	18.23
1	12.36	13.28	18.49
2	12.62	13.54	18.75
3	12.88	13.79	19.01
4	13.13	14.05	19.27
5	13.39	14.31	19.53
6	13.65	14.57	19.79
7	13.91	14.83	20.05
8	14.16	15.08	20.31
9	14.42	15.34	20.57
10	14.68	15.60	20.83
11	14.94	15.86	21.09
12	15.19	16.11	21.35
13	15.45	16.37	21.61
14	15.71	16.63	21.87
15	15.97	16.89	22.13
16	16.22	17.15	22.39
17	16.48	17.40	22.65
18	16.74	17.66	22.91
19	17.00	17.92	23.17
20	17.25	18.18	23.43
21	17.51	18.43	23.69
22	17.77	18.69	23.95
23	18.03	18.95	24.21
24	18.28	19.21	24.47
25	18.54	19.47	24.73
26	18.80	19.72	24.99
27	19.06	19.98	25.25
28	19.31	20.24	25.51

29	19.57	20.50	25.77
30	19.83	20.76	26.03
31	20.09	21.02	26.29
32	20.35	21.28	26.55
33	20.61	21.54	26.81
34	20.87	21.80	27.07
35	21.13	22.06	27.33

YEARS OF EXPERIENCE	BUS	BUS	FOOD SERVICE	FOOD SERVICE	FOOD SERVICE	FOOD SERVICE
	MONITORS	MECHANICS	WORKERS	CASHIERS	ASST MANAGERS	MANAGERS
	HOURLY	HOURLY	HOURLY	HOURLY	HOURLY	HOURLY
0	8.86	18.28	8.86	9.06	9.86	12.10
1	8.96	18.54	8.96	9.16	9.96	12.36
2	9.06	18.80	9.06	9.26	10.06	12.62
3	9.17	19.06	9.17	9.37	10.17	12.88
4	9.27	19.31	9.27	9.47	10.27	13.13
5	9.37	19.57	9.37	9.57	10.37	13.39
6	9.48	19.83	9.48	9.68	10.48	13.65
7	9.58	20.09	9.58	9.78	10.58	13.91
8	9.68	20.34	9.68	9.88	10.68	14.16
9	9.79	20.60	9.79	9.98	10.79	14.42
10	9.89	20.86	9.89	10.09	10.89	14.68
11	9.99	21.12	9.99	10.19	10.99	14.94
12	10.09	21.37	10.09	10.29	11.09	15.19
13	10.20	21.63	10.20	10.40	11.20	15.45
14	10.30	21.89	10.30	10.50	11.30	15.71
15	10.40	22.15	10.40	10.60	11.40	15.97
16	10.51	22.40	10.51	10.71	11.51	16.22
17	10.61	22.66	10.61	10.81	11.61	16.48
18	10.71	22.92	10.71	10.91	11.71	16.74
19	10.82	23.18	10.82	11.02	11.82	17.00
20	10.92	23.43	10.92	11.12	11.92	17.25
21	11.02	23.69	11.02	11.22	12.02	17.51
22	11.12	23.95	11.12	11.32	12.12	17.77
23	11.23	24.21	11.23	11.43	12.23	18.03
24	11.33	24.46	11.33	11.53	12.33	18.28
25	11.43	24.72	11.43	11.63	12.43	18.54
26	11.54	24.98	11.54	11.74	12.54	18.80
27	11.64	25.24	11.64	11.84	12.64	19.06
28	11.74	25.49	11.74	11.94	12.74	19.31
29	11.85	25.75	11.85	12.05	12.85	19.57
30	11.95	26.01	11.95	12.15	12.95	19.83

YEARS OF EXPERIENCE	TEACHER ASSISTANTS HOURLY
0	9.96
1	10.07
2	10.17
3	10.27
4	10.38
5	10.48
6	10.58
7	10.68
8	10.79
9	10.89
10	10.99
11	11.10
12	11.20
13	11.30
14	11.41
15	11.51
16	11.61
17	11.71
18	11.82
19	11.92
20	12.02
21	12.13
22	12.23
23	12.33
24	12.44
25	12.54
26	12.64
27	12.74
28	12.85
29	12.95
30	13.05
31	13.15
32	13.25
33	13.35
34	13.45
35	13.55

Substitute Pay Scale:
 Non-Degree \$8.50 per hour
 Degree \$8.75 per hour
 Cafeteria \$8.50 per hour

Bus Drivers:
 Routes \$14.00 per hour
 Trips & Shuttles \$8.50 per hour

Sub Drivers are at the same hourly rate as full-time drivers.

All hourly rate employees are expected to work 40 hours per week. NO over time is to be worked without prior approval of both principal or supervisor, and the North Pike School District Superintendent.

Employee’s hours will be determined by the Building Principal or his/her immediate supervisor.

The following positions are not on an index and are set by the Superintendent with Board approval:
 SFS Supervisor & Transportation Director Only uninterrupted years of service in the North Pike system are recognized for full credit. Years of experience do not transfer from one type of classified position to another.

North Pike School District

2019-2020

PAYROLL INFORMATION

(All dates are subject to change if school calendar changes)

Reporting Period	Timesheet Due Dates	Payday
6/10-7/14	July 15, 2019	July 31, 2019
7/15-8/11	August 12, 2019	August 30, 2019
8/12-9/8	September 9, 2019	September 30, 2019
9/9-10/13	October 14, 2019	October 31, 2019
10/14-11/3	November 4, 2019	November 22, 2019
11/4-12/1	December 2, 2019	December 20, 2019
12/2-1/12	January 13, 2020	January 31, 2020
1/13-2/9	February 10, 2020	February 28, 2020
2/10-3/15	March 16, 2020	March 31, 2020
3/16-4/12	April 14, 2020	April 30, 2020
4/13-5/10	May 11, 2020	May 29, 2020
5/11-6/7	June 8, 2020	June 30, 2020

CLASSIFIED PERSONNEL LEAVE POLICY

1. Beginning with the 2003-04 school year, classified personnel shall be entitled to seven (7) sick leave days per year.
2. Any unused sick leave shall be carried over to the next year and subsequent years.
3. An employee may elect to use two (2) of the sick leave days per year for personal reasons. These days will be deducted from the employee's accumulated sick leave. Personal days will be granted only with the approval of the employee's immediate supervisor and only if the leave does not present a hardship to that work area.
4. A written request is required and approval should be obtained five (5) days prior to leave.
5. Personal leaves are not granted on or before the first day of classes, on or after the last day of classes, or the day preceding or following a holiday.
6. Documentation is required for sick leave taken on or before the first day of classes, on or after the last day of classes, or the day preceding or following a holiday.
7. After the total days of accumulated sick leave have been used, the employee will not receive any pay for days missed.
8. Leave/absences will be expressed in hours/minutes for classified employees.
9. North Pike School District Board of Trustees gives the discretionary authority to the Superintendent to grant administrative leave to non-certified employees on a case-by-case basis when a state of emergency exists within the district.

Definition: The definition for sick leave and personal leave will be identical to the definition given for certified personnel.

Payroll will be calculated as follows for classified staff when personal or sick leave taken is less than a day:

- Leave/absences will be expressed in hours/minutes for classified employees.

Jury Duty

School district personnel can expect to be called for jury duty. The district shall excuse such absences, which shall not affect or influence leave benefits. The following procedures shall apply:

1. The employee must report summons to supervisor upon receiving it.
2. The employee must report to the superintendent's office the exact amount of remuneration for the jury duty. The employee's salary from the district shall be paid as normal less the amount received for jury duty.
3. Failure to follow these procedures may result in loss of employee pay for those days missed.

FAMILY MEDICAL LEAVE ACT

By federal statute, the employee's benefits and job are protected while on FMLA. Hence, completing the appropriate FMLA paperwork is important.

INTRODUCTION

It is the policy of the North Pike School District to provide a leave of absence in accordance with the Family and Medical Leave Act (FMLA) of 1993.

If the district is aware that the reason for an absence from work qualifies under FMLA, the absence will be designated as FMLA leave, even if the employee does not request it.

If the employee tells any of the clerical or administrative staff that they have one of the qualifying reasons listed in this policy, the Employer has been notified of their need and is responsible for issuing FMLA notice.

FMLA COVERAGE AND BENEFIT COVERAGE DURING FMLA

In accordance with the FMLA, eligible employees may receive up to a total of 12 weeks of leave in a "rolling" 12-month period. That means the first time an employee takes FMLA leave, the employee's leave year begins. Thereafter, each time the employee takes additional FMLA leave, the district will look backward 12 months and determine how much FMLA leave has been used during that time and how much FMLA leave remains.

The employer's portion of medical and life insurance benefits will be maintained during the leave so long as the employee intends to return and does actually return to work.

Employees on an FMLA leave continue to be responsible for paying any premium co-pays and their dependents share of premiums for benefit plans.

ELIGIBILITY

To be eligible to take FMLA leave, an employee must meet these criteria:

- Both classified and certified employees must have been employed for at least 12 months.
- Classified employees must have worked at least 1,250 hours. These hours must be actual work hours, not compensated hours. (Personal leave, sick leave, vacation leave, etc., do not count toward the 1,250 threshold.)
- Full-time certified staff of the district will meet the 1,250 hour test after one year of contract.

QUALIFYING REASONS

The following reasons qualify an employee for FMLA:

- Birth of a child and/or to care for a newborn child of the employee.
- Placement with the employee of a child through adoption.
- Care for the employee's spouse, dependent child, or parent of the employee who has a serious health condition.
- A serious health condition that renders the employee unable to perform the function of his or her job.
- For qualifying exigencies stemming from an employee's spouse, son, daughter, or parent being on active duty or call to duty status as a member of the National Guard or Reserves in support of the contingency operation.

Military Caregiver Leave: Eligible employees may take up to 26 weeks of unpaid leave during a single 12 month period, to care for a family member who is a covered service member with a serious injury that was incurred in the line of duty on active duty. Eligible employees for military caregiver leave include spouse, child, parent or next of kin as defined in the federal regulations.

DEFINITIONS

For purposes of this policy, the following definitions apply:

- A. A "serious health condition" is defined as an "illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, subsequent treatment in connection with such inpatient care, or continuing treatment by a health care provider.
- B. An "immediate family member" is an eligible employee's spouse, child, or parent. In-laws are not included.
- C. A "child" is a biological child, adopted child, foster child, or legal ward for whom the eligible employee is responsible for the day to day care.
- D. An "instructional employee" is one whose principal function is to teach students and includes, but is not limited to, teachers, teacher assistants, coaches, driving instructors, and special education assistants. Employees not in this group are those whose principal job duties do not consist of actual teaching or instructing, including, but are not limited to, teacher assistants or aides without such duties, counselors, curriculum specialists, or bus drivers, secretaries, cafeteria workers, maintenance workers, other classified and/or certified employees.
- E. The "12 month period" within which an eligible employee may take up to 12 weeks of family or medical leave is a rolling 12-month period defined as rolling calendar year.

USE OF PAID LEAVE AND OTHER CONDITIONS

FMLA leave is unpaid leave. However, all district employees must take or use all paid leave, i.e., sick leave, personal leave, substitute leave, and vacation leave starting the first day of FMLA leave unless provided differently by law. This substitution of leave does not extend the FMLA leave.

The following special conditions apply only to leaves for the birth, adoption, or placement of a child:

- A. The entitlement to leave for birth, adoption, or placement of a child expires 12 months from the birth, adoption, or placement of the child.
- B. Eligible employees may not take intermittent leave or leave on a reduced schedule for birth, adoption, or placement of a child unless prior approval is received from the Office of Human Resources. If such leave is granted, the employee may be temporarily transferred to an available position with equivalent pay and benefits that better accommodate the employee's need for intermittent leave.
- C. If both parents seeking leave for the birth, adoption, or placement of a child or to care for a parent who has a serious health condition, are employed in the district, they are entitled to a total leave period of 12 weeks or 26 weeks for "military caregiver leave."

The following special conditions apply only to leave taken by instructional employees:

A. If an instructional employee requests intermittent leave or leave on a reduced leave schedule to care for a family member or because of his or her own serious health condition, either resulting from planned medical treatment, and the employee would be on leave for more than 20% of the total number of working days over the leave period, the district may require the employee to either:

1. Transfer to an equivalent position which better accommodates the recurring leave, or
2. Take leave for periods of a particular duration not greater than the duration of the planned treatment.

B. If an instructional employee begins leave more than 5 weeks before the end of a semester, the district may require the employee to continue taking leave until the end of the semester if:

1. The leave will last at least 3 weeks, and
2. The employee would return to work during the last 3 weeks of the semester.

C. If an instructional employee begins leave for a purpose other than his or her own serious health condition during the last 5 weeks of a semester, the district may require the employee to continue taking leave until the end of the semester if:

1. The leave will last more than 2 weeks, and
2. The employee would return to work during the last 2 weeks of the semester.

D. If an instructional employee begins leave for a purpose other than his or her own serious health condition during the last 3 weeks of a semester and the leave will last more than 5 working days, the district may require the employee to continue taking leave until the end of the semester.

Although the family or medical leave for all eligible employees is unpaid leave, the employee is considered to be employed while on leave. Therefore, the employee is not entitled to unemployment compensation during the leave period.

NOTICE

If the need for leave is not foreseeable, an employee must provide notice to their immediate supervisor within two working days of learning of the need for leave, except in extraordinary circumstances.

If the need for 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 of a family member, an employee must provide notice to their immediate supervisor and the superintendent's office at least 30 days before the leave is to begin.

If an employee fails to give at least 30 days advance notice for foreseeable leave with no reasonable excuse for the delay, the district may deny the taking of leave until at least 30 days after the date of the notice.

When planning medical treatment, the employee should consult with their supervisor and make a reasonable effort to schedule the leave so as not to unduly disrupt the district's operations. Upon receipt of notice of leave, the district may, for justifiable cause, require the employee to attempt to reschedule treatment, subject to the ability of the health care provider to reschedule the treatment and to the approval of the health care provider as to any modification of the schedule.

If intermittent leave or leave on a reduced leave schedule is requested, the employee must also provide the district with the reasons why such a leave is necessary along with a schedule of the treatment, if applicable.

MEDICAL VERIFICATION REQUIREMENT

In cases where an FMLA leave is to care for a serious health condition of himself or herself, or a spouse, dependent child, or parent of the employee, the employee must provide medical verification on the applicable Medical Leave Certification Form

- The district may require a second opinion from a health care provider.
- If there is a difference between the medical verification and the second opinion, the district may require a third opinion.
- Employees may be required to recertify the need for the FMLA every 30 days, or if there is a change in the employee's condition.
- All medical certifications and related information that describe the health or medical history or condition of the employee or family members will be handled as confidential medical information.

RETURN TO WORK

An employee returning to work from a family or medical leave shall be reinstated to the same or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

If the leave was taken because of the employee's own serious health condition, the employee must provide a fitness-for-duty certification from his or her health care provider prior to returning to work.

The district may deny job restoration to key employees under the following conditions:

- A "key employee" is one who is among the highest-paid 10% of salaried employees. Upon requesting leave, the eligible employee must be given notice that he or she is a key employee and that he or she may be denied restoration of employment.
- B. If the employee was notified when leave was first requested, restoration of employment may be denied when the district determines that the taking of leave by the key employee would result in substantial and grievous economic injury to the district's operations.

FRAUDULENCE

An employee who fraudulently obtains an FMLA leave is subject to disciplinary action, up to and including termination.

DISTRICT'S DESIGNATION AND APPROVAL OF FMLA

It is the district's responsibility to designate any absence that meets the eligibility requirements as FMLA. Either the designation of FMLA will occur because of an employee request for FMLA leave or when the district becomes aware that the employee has extended absence due to an illness or injury of the employee or an employee's family member.

An FMLA Fact sheet is available at Central Office upon request.

Non-Qualifying FMLA Leave of Absence

An employee who does not qualify for leave based on the Family Medical Leave Act (FMLA) of 1993 may take a leave of absence up to 30 business days.

The employee may be responsible for timely payment of all insurance premiums while on approved leave of absence.

GENERAL PROVISIONS:

In order to qualify for temporary medical leave of absence the following must apply:

1. An employee anticipating an absence of five days or more must apply for leave of absence with the employee services department prior to the absence or within seven (7) business days of the first day of absence.
2. New employees reported to work on the first day of employment.
3. The employee does not qualify for Family Medical Leave (FML) based on the following criteria:
 - a. Employee has not been employed with North Pike School District for at least 12 months;
 - b. Employee has not worked for North Pike School District at least 1250 hours.
4. Qualifying for the leave of absence follows the same criteria and procedure as described in FMLA regulations.
 - a. Birth of a child and/or to care for a newborn child of the employee.
 - b. Placement with the employee of a child through adoption.
 - c. Care for the employee's spouse, dependent child, or parent of the employee who has a serious health condition.
 - d. A serious health condition that renders the employee unable to perform the function of his/her job.
5. All leave of absences require final approval of the Superintendent.
6. Failure to return to work on the determined return-to-work day will be considered as a resignation by the employee.
7. The employee must use any available accrued paid leave concurrently with the leave of absence. Otherwise, compensation will not be paid during leave.
8. The leave of absence must be used continuously and can only be used once per fiscal year. It will not be available for intermittent use.

Procedures:

1. A request for leave of absence must be made on the Request for Leave of Absence form having the approval of the Principal/Supervisor and the Superintendent.
2. Medical documentation supporting the request must be provided to the Superintendent's Office within five (5) days of the request for leave.
3. The Request for Leave of Absence form must be filed in the employee's personnel file.
4. The Principal/Supervisor must be notified of the expected date the employee returns. The employee must provide documentation from the physician stating the employee's return to work date before returning to work.

GENERAL PROCEDURES

CLASSIFIED PERSONNEL EVALUATION

Responsibility for Evaluation of Classified Personnel

1. Clerical Employees in Schools - The Building principal shall be responsible for completing the evaluation process for all clerical employees assigned to his building.
2. Teacher Aides/Assistants - The building principle shall be responsible for completing the evaluation process for assistants/aides assigned to his building. Assistant principals and teachers may be used to assist in the evaluation process although ultimate responsibility is delegated to the principal.
3. Custodians (School) - The Building principal shall be responsible for completing the evaluation process for each employee assigned to his building. The assistant principal may be used to assist in the evaluation process although ultimate responsibility is delegated to the principal.
4. Food Service Managers - The food service supervisor shall be responsible for completing the evaluation on process for all managers. The building principal may be used to assist in the evaluation process but the ultimate responsibility is delegated to the food service supervisor.
5. Food Service Workers - The food service supervisor shall be responsible for completing the evaluation process for all workers. The cafeteria manager may be used to assist in the evaluation process but the ultimate responsibility is delegated to the supervisor.
6. Learning Center Aides - The building principal shall be responsible for completing the evaluation process for LC aides assigned to his building. The district media specialist may be used to assist in the evaluation process although ultimate responsibility is delegated to the principals.

Evaluation Period and Records

This is an on-going process throughout the school session. The Classified Evaluation Form must be completed and signed by both parties no later than May 15. One copy shall be given to the employee and one copy shall be kept in the supervisor's office. A conference between the employee and supervisor will be held at the request of either party. The supervisor can schedule as many conferences as he deems appropriate. The evaluation procedures and evaluation form for classified personnel shall be disseminated to all classified employees during the first school month.

Teacher Para-Professional Relations

The classroom teacher is the key in guiding the practical learning experience of the teacher aide. It is the teacher's interest in and respect for the aide which will encourage and inspire the aide's continuing interest in the program.

The Classroom Teacher

1. Is the decision maker where students and classroom activities are involved.
2. Diagnoses students' needs.
3. Prescribes and initiates instructional program with which aides will assist.
4. Plans the work of the teacher aide ahead of time, informs and gives guidance to the work.
5. Fulfills aide's need for appraisal. The aide needs to know whether or not the service being performed is adequate.
6. Determines in the first meeting with the aide what to do if a discipline problem or an emergency situation should arise.
7. Evaluates student progress and achievement.
8. Shows interest in the aide as a person.
9. Acts as a positive and enthusiastic source of information about the instructional program.
10. Arranges for or plans with a designated administrator concerning special meetings and outlines accomplishments of the instructional program.
11. Is informed about the program and exhibits an enthusiastic positive attitude.
12. Feels responsibility for helping the teacher aide develop a supportive attitude toward the school.

First Aid and Medication

North Pike Schools will have a full-time school nurse for the school year. The nurse will be working under guidelines drawn up by the State Board of Health. She will be under the direction of the building principal when in the schools.

Medication will be provided ONLY by the school nurse under requirements and guidelines developed by the State Board of Health. No other medication will be provided by the North Pike Schools.

Food Service Program

The Food Service Program is operated under the direction of the Board of Trustees. This program is an integral part of the total educational program and is governed by the same principles and type of control as any other division of the school. The principal has general direction of the conduct of its activities. The teachers are still "the teacher" in the lunchroom and the pupils are still responsible to them for their conduct.

The Food Service Program in providing at least one-third of the daily nutrition requirements make it possible for every pupil to have an adequate lunch and sufficient time in which to eat. The following regulations have been adopted to serve as guidelines:

1. It shall be the responsibility of the principal to arrange the schedule so that the children will at all times enter the Cafeteria, eat their lunch, and return to their classrooms in an unhurried and relaxed manner.
2. Any dissatisfaction with the manner in which the cafeteria prepares and services the food and any recommendation for improvement will be expressed to the Principal who will take the matter under advisement with the Cafeteria Manager.
3. Information regarding large groups leaving campus who ordinarily eat shall be given to the manager two weeks before the event takes place.
4. Teachers are to be served from serving lines only.
5. Teachers are not to come into the kitchen for special services unless unavoidable.

Violation of Policies

Any person employed by the Board of Trustees who shall be guilty of violation of any of the policies of the board may be issued a written reprimand by the Superintendent and/or the employee's immediate supervisor and shall suffer such additional penalty as may be recommended to, and approved by the board.

Purchasing Procedures

Each school has been supplied with purchase requisition forms which shall be used for ordering materials, supplies, and services. All requests for purchases must be made on a purchase requisition form and must be approved by the principal PRIOR to the actual purchase. No invoices will be paid by the school or district without an approved purchase requisition. No purchase requisition will be considered unless a source, complete address, and price are included (one source per requisition).

Public Relations

A well-informed school is an important part of the public school program. The school touches more homes than any other organization or business in the county. You are urged to take advantage of every opportunity to boost your school and the work it is doing.

Sex Discrimination, Section 504, ADA, and Sexual Harassment

It is the policy of the North Pike Schools not to discriminate on the basis of sex in its educational programs, activities, and employment policies as required by the Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed Mr. Dennis Penton, Superintendent, North Pike Schools, 1036 Jaguar Trail, Summit, MS 39666, telephone 276-2216 or Mr. Loren Harris, Asst. Superintendent, North Pike School District, telephone 276-2216.

Questions regarding compliance with Section 504 procedures may be directed to Ms. Janice Samuels, 1036 Jaguar Trail, Summit, MS 39666, telephone 276-6927. Section 504 Complaint Procedures are found in School Board Policy Manual - JQA.

It is the policy of the North Pike School District not to discriminate on the basis of handicap/disability in the services, programs, and activities of the school district. Inquiries regarding compliance with Americans with Disabilities Act (ADA) may be directed to Mr. Dennis Penton Superintendent, at the address and telephone referenced above. ADA procedures are found in School Board Policy Manual JQB.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, or a student's attendance at school, or unreasonably interferes with an individual's work performance, a student's academic performance, or creates an intimidating or hostile work or learning environment. Victims of sexual harassment, whether an employee or student, should address complaints to their immediate supervisor or to the superintendent. (School Board Policy Manual - GAE:3; GAF; JCDE.)

Employee/Student Supervisory Relationship

All North Pike School District employees shall exhibit ethical and professional behavior at all times and administers fair and impartial applications of all policies, rules, regulations, and guidelines set forth by the Board in relation to all students. All employees shall maintain a clear supervisory relationship with students at all times. Fraternalization between employees and students on a personal level either on campus or off campus shall not be permitted.

GUIDELINES FOR STUDENTS

North Pike School District's Network

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

North Pike School District is pleased to offer students access to computer usage to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives. North Pike School District is CIPA (Child Internet Protection Act) and COPPA (Children's On-line Privacy Protection Act) compliant. Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, North Pike School District is expected to engage in a "good faith effort" to abide by the requirements of CIPA/FERPA. CIPA/FERPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA/FERPA.

Due to the fragile nature of the equipment being used and the nature of much of the material available over the Internet, this form must be signed by you and your child before use of the equipment will be allowed. The use of the Internet is a PRIVILEGE, not a right, and inappropriate use will result in a cancellation of those privileges and/or disciplinary action. The administrator of the school and/or the superintendent will determine if an action is inappropriate use and their decision is final. This is a legal and binding document.

As a North Pike School District parent, I understand that my child is enrolled in the North Pike School District and will need to be able to use the computers/equipment at school. I understand, as well, that my child may be involved in research projects and class activities involving the Internet. As parent or guardian, I also understand that I will be responsible for my child concerning the following items:

1. Students will not use the Internet provided at their school for illegal purposes of any kind.
2. Students will not use the Internet provided at their school to transmit, receive, or view material that is pornographic in nature.
3. Students will not use the Internet provided at their school to transmit, receive or view material that is threatening or harassing in nature.
4. Students will not use the Internet provided at their school in an attempt to gain access or "hack" into computer systems that they have no permission to use.
5. Students will not use the Internet provided at their school to access any student records existing on the schools' networks.
6. Students will not use the Internet provided at their school to propagate computer viruses.
7. Students will not use the Internet provided at their school for the purpose of lobbying or distributing of political information.
8. Students will not use the Internet provided at their school for commercial ventures of purchasing, selling, taking orders or placing orders. North Pike School District is not responsible for credit card fraud and theft incurred by using personal or commercial credit card numbers on the Internet access provided at my school.
9. Students will not damage, abuse or misuse the equipment provided for their use at their school.
10. Students will not make changes to the screen or appearance of the desktop on computers provided at their school.
11. Students will not load games or other software brought from home or downloaded from the Internet onto the computers provided for their use.
12. Students will not attempt to bypass school internet filters by way of internet proxy sites.
13. Students will not use the Internet provided at their school to access social networking websites such as "MySpace," "Facebook," etc.
14. Students will not use the Internet and/or computer to violate any state or federal law (ie. Copyright law).
15. Students will not use the Internet provided for cyber bullying and will agree to report such to the administration.

The above terms take into consideration the necessity for Internet access for educational purposes as well as personal development. The primary purpose of the Internet access provided by North Pike School District is for research and discovery or educational media and information

NORTH PIKE SCHOOL DISTRICT NETWORK AND INTERNET ACCEPTABLE USE POLICY FOR EDUCATORS EMPLOYEE COMPUTER NETWORK/INTERNET ACCEPTABLE USE POLICY

North Pike School District is pleased to offer employees access to computer usage to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives. North Pike School District is CIPA (Child Internet Protection Agency), FERPA (Family Educational Rights and Privacy Act) and COPPA (Children's On-line Privacy Protection Act) compliant.

The use of the Internet is a PRIVILEGE, and inappropriate use will result in a cancellation of those privileges. The user has rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional networked resources provided by the North Pike School District. The administrator of the school and/or the North Pike School District superintendent will determine if an action is inappropriate use and their decision is final. This is a legal and binding document.

By signing this form I agree to the following terms:

1. I will not use the Internet provided at my school for illegal purposes of any kind.
2. I will not use the Internet provided at my school to transmit, receive, or view material that is pornographic in nature.
3. I will not use the Internet provided at my school to transmit, receive or view material that is threatening or harassing in nature.
4. I will not use the Internet provided at my school in an attempt to gain access or "hack" into computer systems that I have no permission to use.
5. I will not use the Internet and/or computers provided at my school to propagate computer viruses.
6. I will not use the Internet provided at my school for the purpose of lobbying or distributing of political information.
7. I will not use the Internet provided at my school for commercial ventures of purchasing, selling, taking orders or placing orders. North Pike School District is not responsible for credit card fraud and theft incurred by using personal or commercial credit card numbers on the Internet access provided at my school.
8. I will not damage, abuse or misuse the equipment provided for my use at my school.
9. I will not make changes to the screen or appearance of the desktop on computers provided for my use.
10. I will not load games or other software brought from home or downloaded from the Internet onto the computers provided for my use.
11. I will not attempt to bypass school internet filters by way of internet proxy sites.
12. I will not use the Internet provided at my school to access social networking websites such as "MySpace" or "FaceBook."
13. I will not use the Internet and/or computer to violate any state or federal law (ie. Copyright law).
14. I will provide students with appropriate instruction for on-line behavior, including interacting with other individuals on social networking sites, chat rooms, cyber bully awareness and appropriate response.

District provided laptops: Laptops, even when taken home, are the property of North Pike School District and are subject to the same guidelines and policies as computers located at school sites. Usage of these laptops should be limited to North Pike School District employees only.

Teacher Web Pages: North Pike School District must have permission to use a child's picture and/or schoolwork, or an edited selection of schoolwork on the District Website, Teacher Website, printed publications or videos produced and broadcast. Each child will be given a permission form and this information will be tagged in I-Now.

The above terms take into consideration the necessity for Internet access for educational purposes as well as personal development. The primary purpose of the Internet access provided by North Pike School District is for research and discovery or educational media and information.

I have read the above North Pike School District Internet Terms and Conditions and the North Pike School District Technology Procedures. I hereby agree to abide by those standards, restrictions and obligations. As an employee, I agree to instruct the students on acceptable use of Internet and proper etiquette. I agree to use reasonable care to supervise and protect students.

CONSEQUENCES:

Any user who knowingly and willingly violates this policy is subject to disciplinary action up to and including termination from employment.

Furthermore, in the event of an illegal activity, the user will also be reported to the appropriate law enforcement authority.

STAFF GRIEVANCE PROCEDURES

Grievances of staff shall be processed according to the following procedures:

1. The grievant must inform orally his/her immediate supervisor of the grievance within (5) five days from the date of the alleged grievance. The grievant and immediate supervisor will attempt to resolve the grievance informally.
2. If the grievance is not resolved and the grievant elects to pursue the issue, he/she within five (5) days after meeting with the immediate supervisor, must file a written statement with the Assistant Superintendent. This statement shall contain the time, place, and nature of the alleged violation of the grievant's rights and shall be signed and dated by the grievant.
3. Within five (5) days, the Assistant Superintendent shall provide his/her decision in writing with supporting evidence and reasons.
4. If the grievant chooses to appeal the decision of the Assistant Superintendent, he/she shall submit, within five (5) days, a written request of appeal to the Superintendent. Within five (5) days, the Superintendent shall provide his/her decision in writing with supporting evidence and reasons.
5. If the grievant chooses to appeal the decision of the Superintendent, he/she shall submit, within five (5) days of the Superintendent's decision, a written request to the Superintendent's office to present his/her grievance before the Board of Education at the next regular meeting or at a special meeting set by the Superintendent.
6. The Board shall render its decision within seven (7) days of the grievant's hearing. The Superintendent shall provide copies of the decision to any parties involved.

A grievance may be withdrawn at any time without prejudice or record.

The following definitions shall apply to this grievance procedure:

A "grievance" is a complaint by an individual based upon an alleged violation of a person's rights under state or federal law or board policy.

A "grievant" is a person or persons making the complaint.

The term "days" shall mean working school days and shall exclude weekends or vacation days.

In the adoption and implementation of this grievance procedure, it shall be understood that the Board of Education is not a court of law and that rules of jurisprudence shall not apply.

Mississippi Educator Code of Ethics and 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 to 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
 2. Advocating for fair and equitable opportunities for all children
 3. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.
- 2.2. Unethical conduct includes, but is not limited to, the following:
 1. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
 1. employment history, professional qualifications, criminal history, certification/recertification
 2. information submitted to local, state, federal, and/or other governmental agencies
 3. information regarding the evaluation of students and/or personnel
 4. reasons for absences or leave
 5. information submitted in the course of an official inquiry or investigation
 2. Falsifying records or directing or coercing others to do so

Standard 3. Unlawful Acts

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

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

Standard 4. Educator/Student 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 romantic relationship with a student.

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

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

Standard 5. Educator Collegial Relationships

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

5. Unethical conduct includes but is not limited to the following:
 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. 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.
3. 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. Insuring that institutional privileges are not used for personal gain
2. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization

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

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

NOTIFICATION OF AHERA COMPLIANCE

Dear Parents, Students, and Staff of North Pike School District:

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), inspections were performed during the fall of 2016 at each of our school buildings to identify and assess the condition of all Asbestos Containing Building Materials (ACBM). Management Plans were then developed to establish guidelines for managing the ACBM.

The EPA requires re-inspection for the asbestos materials every three years with continued surveillance reports and documentation of any and all activities involving the disturbance of asbestos materials to include: abatement, repairs, cleanup, etc.

Management Plans containing documentation of all activities involving ACBM are on file in the district administration office and at each school administrative office. The Management Plans are available for view by the general public anytime during normal school hours (M-F, 8:00 a.m. - 3:00 p.m.). The Asbestos Program Manager will be available to answer any questions you may have regarding asbestos in our buildings.

Sincerely,

Dennis Penton, Superintendent
North Pike School District

Vehicle Parking Permit

Effective January 1, 2015, all North Pike School District employees must display in a visible location a North Pike School District ***vehicle parking permit*** in order to utilize parking on any school owned property. This permit will be provided at no charge to the employee. Furthermore, in order to be assigned a ***vehicle parking permit***, the employee must provide to the district a copy of this/her documentation of having proof of current liability insurance as required by Mississippi Law and a valid driver's license.

APPENDIX A

**CLASSIFIED PERSONNEL EVALUATION
INSTRUMENT**

NORTH PIKE SHOOOL DISTRICT CLASSIFIED EVALUATION FORM

Employee's Name _____ SS# _____

Job Title _____ Location _____

Evaluation Period _____

Circle the appropriate number for each performance area

- 3 – Satisfactory
- 2 – Improvement Needed
- 1- Unsatisfactory
- 0 – Not Applicable

1. Quality of Work: Consider job knowledge neatness and accuracy.	3	2	1	0
2. Quantity of Work: Consider volume of satisfactory output on work produced.	3	2	1	0
3. Work Habits/Attitude: Consider dependability punctuality, loyalty, honesty, fairness, and performance under pressure	3	2	1	0
4. Relationship with Others: Consider employees, parents, students, and public.	3	2	1	0
5. Initiative: Consider assuming responsibility, working independently, and taking charge.	3	2	1	0
6. Care of Equipment: Consider use and treatment of equipment and facilities.	3	2	1	0
7. Judgment: Consider ability to make a decision and take action objectively and wisely.	3	2	1	0
8. Supervisory (if applicable): Consider leadership, planning, organization, and consistency.	3	2	1	0

Comments (any unsatisfactory rating must have a comment) _____

Supervisor's Signature: _____

Date: _____

Employee's Signature _____
(acknowledges receipt only)

Date: _____

NOTE: Employee keeps original, supervisor keeps photo copy.

Employee Handbook
Signature Form
2019-2020

Employee Name: _____
(Print name)

Date: _____

As an employee of the North Pike School District, I certify that I have thoroughly read and reviewed the *Classified Staff Handbook* and all the information and policies therein; including the policy on **Sex Discrimination, Section 504, ADA, Sexual Harassment, North Pike School District Network Internet Acceptable Use Policy for Educators, Staff Grievance Procedures, FMLA Procedures, and Mississippi Educator Code of Ethics and Standards of Conduct.**

Employee Signature

Date

Principal's Signature

Date