

North Pike School District

Professional Staff Handbook

2019-2020



Published By

NORTH PIKE SCHOOL DISTRICT

1036 Jaguar Trail

Summit, MS 39666

Dennis Penton, Superintendent

HIGHLIGHTS OF RESEARCH ON GOOD TEACHING

Good teaching is fundamental to effective schooling. From the students of the institute for Research on Teaching and those of others over the last ten years, we have picture of effective teachers who:

- Are clear about their instructional goals;
- Are knowledgeable about their content and the strategies for teaching it;
- Communicate to their students what is expected of them and why;
- Make expert use of existing instructional materials in order to devote more time to practices that enrich and clarify content;
- Teach students strategies for various cognitive levels of learning and give them opportunities to master them;
- Address higher as well as lower level cognitive objectives;
- Monitor students' understanding by offering regular appropriate feedback;
- Accept responsibility for student outcomes;
- Are thoughtful and reflective about their practice;
- Integrate their instruction with that in other subject areas.

In Effective School: Three Case Studies of Excellence, author, Robert Gilchrist, offers portraits of an elementary school, a middle school, and a high school that have been formally recognized as among the best in the nation. Gilchrist concluded that excellent schools cannot be attained without a committed staff and support from parents and community. According to the author, in every effective school:

- The climate is positive, promoting a desire to care;
- The school has a clear organizational personality, characterized by stated mission, goals, values, and standards of performance;
- People are involved – all of the people, all of the time;
- People are informed – constant communications between administration, staff, parents, and community are given;
- The school contributes to the community it serves;
- The school follows the principal of “do as I say and as I do”;
- The school knows where it is at all times, it understands the importance of assessment.

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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
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Food Service

Kim Phillips, SFS Supervisor	276-3129
Cheryl Nobles, NPES Manager	276-2717
Mildred Bates, NPUES Manager	645-0100
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 TEACHER 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 the state policies and who do not do a satisfactory job.

Each employee of the North Pike School District, 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 high 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, the Superintendent shall present them to the Board.

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.

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, possesses 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 303 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.16.

"Workplace" is defined as the site for the performance of work done in connection with the school district. That includes any place where work is performed, including school buildings 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 as a condition of our 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, not later than 5 days after such conviction.

Any employee who violates the terms of the school district's 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.

Teacher Assignments

The Superintendent shall make such assignments, reassignments, and transfers that are in his professional judgments necessary to insure the highest efficiency of the entire staff. These personnel decisions shall be submitted to the Board for approval.

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.

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 change, 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 quotes 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, home 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 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 employee shall pay the remaining cost of the health insurance premium.

Workers’ Compensation

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

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

**TEACHER SALARY SCHEDULE
2019-20**

	A	AA	AAA	AAAA
0	36,630	39,020	40,184	41,348
1	36,630	39,020	40,184	41,348
2	36,630	39,020	40,184	41,348
3	37,125	39,680	40,911	42,142
4	37,620	40,340	41,638	42,936
5	38,115	41,000	42,365	43,730
6	38,610	41,660	43,092	44,524
7	39,105	42,320	43,819	45,318
8	39,600	42,980	44,546	46,112
9	40,095	43,640	45,273	46,906
10	40,590	44,300	46,000	47,700
11	41,085	44,960	46,727	48,494
12	41,580	45,620	47,454	49,288
13	42,075	46,280	48,181	50,082
14	42,570	46,940	48,908	50,876
15	43,065	47,600	49,635	51,670
16	43,560	48,260	50,362	52,464
17	44,055	48,920	51,089	53,258
18	44,550	49,580	51,816	54,052
19	45,045	50,240	52,543	54,846
20	45,540	50,900	53,270	55,640
21	46,035	51,560	53,997	56,434
22	46,530	52,220	54,724	57,228
23	47,025	52,880	55,451	58,022
24	47,520	53,540	56,178	58,816
25	50,075	56,260	58,965	61,670
26	50,570	56,920	59,692	62,464
27	51,065	57,580	60,419	63,258
28	51,560	58,240	61,146	64,052
29	52,055	58,900	61,873	64,846
30	52,550	59,560	62,600	65,640
31	53,045	60,220	63,327	66,434
32	53,540	60,880	64,054	67,228
33	54,035	61,540	64,781	68,022
34	54,530	62,200	65,508	68,816
35 & over	55,025	62,860	66,235	69,610

*Teachers entering or re-entering North Pike will be allowed all prior experience that is defined by statute.

*Teachers advance one step per year for full time teaching experience as defined by statute.

*School nurses (RN) are on the teacher salary schedule based on experience.

*This scale includes \$700 as a North Pike local supplement and \$40 as a local insurance contribution.

Salary Index Schedule Administrative, Supervisory, Extracurricular North Pike School District

Time and responsibility indexes are established for various administrative, supervisory, and extracurricular functions. These indexes are factored into the DISTRICT salary schedule to determine the total salary.

POSITION	INDEX
Assistant Superintendent/Building Principal [240 days]	1.520
Administrative Program Director [240 days]	1.280
Assistant Principal/Athletic Director/Career Center Director [220 days]	1.200
District Curriculum Coordinator [240 days]	1.45

Note: The above administrative indexes are placed on the salary scale at a minimum of 25 years of experience with 1% (.01) added to the index per year of administrative experience at the same level.

POSITION	INDEX
Elementary Counselor	205 days
Middle School Counselor	205 days
High School Counselor	210 days
High School Yearbook	\$500
Middle School Yearbook	\$500

LEAVES AND ABSENCES

Sickness

Maximum Days Allowed:

- First Year in system – 7 days
- Unused days from previous years are accumulated.
- Beginning July 1, 1986, accumulative sick leave is unlimited if teacher remains in district.
- 240 day employees – 10 days

Additional Benefits:

- Licensed employees will be granted ten (10) additional days (illness or physical disability) with substitute teacher cost charged to absent teacher.
- Thereafter, the regular pay of such absent teacher may be suspended and withheld in its entirety for any period of absence because of illness and physical disability during that school year.

Regulations:

- Sickness includes illness or disability to the teacher's child or teacher's spouse.
- Sick leave becomes effective after one day of employment.
- For all absences of four (4) or more consecutive days immediately preceding or following a non-school day, written certification from a physician, dentist, or medical practitioner is required.
- Documentation is required for sick leave taken on or before the first day of classes, or after the last day of classes, or the day preceding or following a holiday.
- Absences for part of a school day-e.g. doctor/dentist appointment, funeral, sickness will be prorated.
- After total days of accumulated sick leave and/or substitute leave have been used, the employee will not receive any pay for missed days.
- North Pike School District Board of Trustees give 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.

Personal

All certified staff, administrators, business managers, transportation directors, and food service directors in the system – Two (2) days.

Definitions:

- No salary deductions are made.
- No accumulated days from other leaves are subtracted.
- A written request is required and approval should be obtained five (5) days prior to leave.
- 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.
- Personal leave may be taken on a day previous to a holiday or a day after a holiday if the employee of the school district has either a minimum of ten (10) years of experience as an employee of the North Pike School District or a minimum of thirty (30) days of accumulated leave that has been earned while employed in the North Pike School District. **(Licensed Employee Only)**
- No more than two (2) personal days may be used in any fourteen (14) day period.
- A maximum of 10% of a school faculty may be granted personal leave on a given school day.
- Requests may not be approved if such absences on that day would unduly disrupt the operation of the school.
- A total of five (5) personal days may be carried over, then any additional unused personal leave days may be carried over to the following year as sick leave.

Payroll will be calculated as follows for Certified/Salaried staff when personal , sick or substitute leave taken is less than a day:

- Leave less than two hours--leave will be docked $\frac{1}{4}$ (.25) of a day.
- Leave more than two hours but less than four hours – leave will be docked $\frac{1}{2}$ (.50) of a day.
- Leave more than four hours but less than six hours – leave will be docked $\frac{3}{4}$ (.75) of a day
- Leave greater than six hours – leave will be docked 1 day.
- This will apply to approved sick leave, substitute leave, and approved personal leave.
- Leave/absences will be expressed in hours/minutes for classified employees.

Professional Leave Representing the School District

Requests made by school district officials for teachers to attend professional activities on behalf of the North Pike Schools must be approved by the superintendent prior to the leave date. This leave will not be charged against the individual's personal leave.

Teachers are to use personal leave to attend professional meetings, workshops, seminars, etc. of their own choosing.

Maternity Leave

Following notification to the superintendent, the employee who becomes pregnant may continue to work as long as health permits and as long as she is satisfactorily performing the duties of her job. The superintendent shall have the authority to require a letter of record from the employee's doctor verifying her health status at any time during her pregnancy. The date for FMLA guidelines will apply.

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 teacher must inform the principal immediately upon receiving a summons.
2. The teacher must report to the superintendent's office the exact amount of remuneration for the jury duty. The teacher'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 teacher pay for those days missed.

Resignations/Leave of Absence

All resignations and requests for leave should be cleared through the superintendent's office. Teachers are expected to be professional when requesting resignations and leaves of absence. It is unwise to accept a position, sign a contract and at a later date ask for release. Teachers signing contracts will be expected to fulfill the contracts.

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, 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.

Length of School Working Day

Because of varying transportation time schedules for the opening and closing of the school day, the principal shall determine, with the superintendent's approval, the work hours for teachers. Except when carrying out assignments of the principal, teachers are expected to remain at school or on duty during the designated hours, including periods when pupils are not assigned to teachers. Time is provided at the end of each school day for instructional preparation and planning and conferences.

Professional personnel, whose assignment responsibility is in administration or supervision, must assume the duties of their positions without regard to prescribed work schedule. The demands of these positions are various and often require duty beyond the regular duty hours.

The principal's regular duty hours are to be determined by the Superintendent.

Central Office hours are from 8:00 a.m. to 4:00 p.m. (3:30 p.m. on Friday).

Substitute Teachers

When the services of a substitute teacher are required for whatever reason, the teacher should have available for the substitute an up to date class roll, lesson plans (including five days of generic work in case of emergency), classroom procedures, bell schedule, and keys in order that the substitute can more effectively take charge of the class. Whenever possible, the teachers should notify the principal the day before the expected return to call so that the substitute teacher can be notified.

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 in 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.

Employee/Student Supervisory Relationship

All North Pike School District employees shall exhibit ethical and professional behavior at all times and administer 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.

STAFF DEVELOPMENT

Introduction

The Southwest Educational Development Laboratory in Austin, Texas, reported that staff development is a "...systematic, planned program which meets district and/or building needs, as well as individual needs, on a long-range and immediate basis."

The Commission on School Accreditation developed the following standard regarding staff development:

The school district implements a professional development program that complies with the guidelines published in Professional Development for the New Millennium (MS Code 37-17-8).

Purpose

The purpose of the district plan is to (1) meet the needs of a specific job situation, (2) increase professional skills in general, and (3) contribute to personal development.

Staff Development priorities are to be determined by a yearly Comprehensive Needs Assessment that involves the in-put of teachers, students, parents, and community. The Comprehensive Needs Assessment will be used to determine the Staff Development Schedule/Program.

Requirements for Certification

Class A -- 10 continuing education units (CEU's) in content area or job/skill related area or
3 semester hours in content area or job/skill related area and 5 CEU's or
6 semester hours in content area or job/skill related area.

Class AA and higher – 3 semester hours in content or job/skill related area or
5 CEU's.

Certification renewal can also be accompanied by completing the National Board of Professional Teaching Standards process.

These requirements must be completed within each 5-year cycle.

Staff Development and Continued Employment

In accordance with S37-3-2 of the Mississippi Code as amended, the North Pike Board of Trustees' recommendation of certified personnel for continued employment shall be contingent upon satisfactory completion of the district's staff development program. The Board shall approve cases involving extenuating circumstances as an exception to this only upon recommendation of the building principal of the personnel involved and the Superintendent.

Staff Development Priorities for 2016-17

Staff Development will be determined by the building level administration in cooperation with their respective faculties and the district staff development coordinator.

The needs determined for North Pike School District are as follows:

- (1) Curriculum Alignment: Mississippi's College and Career Readiness Standards
- (2) Teacher Support Team (Three Tier Model): Continued Implementation & Improvement
- (3) Academic/Behavioral Intervention Strategies
- (4) Technology Training for specific programs related to each school site, i.e. Aimsweb, ELS, SAM Spectra, I-Ready.

EVALUATION OF PERSONNEL

The NPSD uses the MDE teacher evaluation system referred to as, Professional Growth System.

The Mississippi Educator and Administrator Professional Growth System (PGS) is designed to improve student achievement by providing teachers and administrators with feedback to inform continuous improvement.

The PGS uses classroom observations, a minimum of three per school year 2 informal (unannounced) and 1 formal (announced) with High-quality feedback after each observation. The feedback should be clear, specific, actionable and timely, which leads to change of practice and further follow-up with additional feedback leading to professional growth.

Staff Evaluation Requirement – Mississippi Educator Licensure

Pursuant to SB 2512 (April, 1997), the Commission on Teacher and Administrator Education, Licensure, and Development established guidelines for licensure. These guidelines, which became effective July 1, 1998, replaced all previous certification requirements including provisional certification. Candidates for Mississippi licensure may request certification according to the following categories: Standard Educator License, Special License, Standard License with Special Requirements, and Administrator License. Specific details regarding these licenses-course requirements, testing requirements, validity, and renewal-are contained in “Guidelines for Mississippi Educator Licensure K-12 “published by the State Department of Education.

- All licenses expire on June 30 of the year of expiration
- When ALL requirements are completed, college transcripts/CEU certificates may be submitted for license renewal.
- The license may be renewed for a five-year period beyond the present expiration date.
- Only credits earned from one expiration date to the next may be used for renewal.
- The SDE no longer approves programs for CEU credit. Any Continuing Education Office at a college, university, or community/junior college is an accredited CEU granting agency.
- Renewal of educator license is administered by the teacher through the Electronic License Management System (ELMS).

It is **IMPERATIVE** that teachers keep abreast of certification renewal requirements. This responsibility rests with the teacher not the school system.

Teacher Certification

Every member of the professional staff must have a valid Mississippi Teacher Certificate recorded in the Office of the Superintendent. Any change in certification or endorsements should be brought to the Office of the Superintendent.

Every member of the professional staff must have complete and up-to-date transcripts on file in the Office of the Superintendent.

Teaching Experience Defined

In determining a teacher’s year of experience, the State Board of Education, under the authority granted in HB7425, effective July 1, 2003, adopts and set the following policy:

A teacher shall not be credited for a year of teaching experience if the teacher exceeds the number of days established by the State Board of Education (45 days) that a teacher may not be under contract but still employed.

Applying this statute to the North Pike Schools, it would mean that a teacher must be under contract a minimum of 142 days during the scholastic year in order to receive credit for a year’s teaching experience.

Teacher Para-Professional Relations

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

The Classroom Teacher

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

TEACHER-PUPIL RELATIONS

Testing

- Universal screening in reading, math, and language arts for grades 1-8 and subject area testing in high school for diagnostic purposes only and not used for accreditation purposes.
- Testing will be in the spring except for subject area testing which will be at the end of both semesters.
- Change from norm-referenced testing to criterion-based testing.
- Testing will have both norm-referenced and criterion-referenced components.
- Use criterion-based assessments in grade levels 3-8 and subject area testing in order to:
 - align assessment and state curriculum,
 - report individual student, class, teacher, school and district performance,
 - serve as a post-test to determine if school met its expected student growth goal.
- Require students in grade levels 9-12 to pass mandatory end of the course tests in Algebra I, Biology, English II, and US History in order to obtain a high school diploma.

Pupil Assignment. Pupils are to be assigned to teachers by the school administrator with regard for ethnic and gender balance.

Pupil Removal. Only the school administrator may determine that a pupil is to be removed temporarily or permanently from a teacher's classroom.

Pupil Grooming. So as not to interfere with the learning process and to promote safety, teachers should notify their school administrator of any attire or grooming in which they feel to be detrimental to the educational program and not in keeping with school policies on dress. Such action should fulfill the teacher's obligation regarding enforcement of such policy.

Discipline

The Board of Trustees is mindful of public concern about students' discipline and protection in the school. It is the responsibility of the Board to provide a situation in the schools where learning can take place. This responsibility has been upheld in the past and will continue to be with the continued positive, wholesome attitudes toward learning on the part of the students and their parents or guardians. Students who come to the schools to learn will cause no trouble nor get into trouble. When pupils come from homes where parents have a positive attitude toward learning and have ability to adjust and change, the problem of discipline and conduct is minimized.

The principals and all classroom teachers continue to have a responsibility to teach by precept and example, good conduct, and positive attitudes toward learning. They and parents also have a responsibility to help students develop wholesome attitudes toward themselves, other students, and teachers.

The Board has adopted as its own policies administrative regulations already in force in the schools on the initiative of school principals. The Board is simply ratifying policies already in effect.

Corporal Punishment. Reasonable corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment, which is free from disruption and is conducive to furthering the educational mission of the district. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age, and condition of the student, the type of instrument used, the amount of force used, and the part of the body to be struck shall be considered before administering any corporal punishment.

Corporal punishment may be administered by a school principal, assistant principal, or a teacher. When corporal punishment is administered, it shall be done in the presence of another certified employee.

Pupils Sent to Office for Discipline. Teachers sending pupils to the office for discipline should take appropriate action to be certain that the administrative office is informed of their sending these pupils for discipline and the reasons for doing so.

Pupils Kept After School. Pupils may be held for conferences after school is dismissed in the afternoon for not longer than thirty (30) minutes in the elementary schools and forty-five (45) minutes in the high school, providing they have adequate transportation.

Pupil Errands – Off Campus. No pupil may leave the premises of the school during class hours unless the principal grants permission to the pupil. Pupils should never be sent away from school on errands unless absolutely necessary. The principal should always grant permission.

SCHOOL ADMINISTRATION AND LAW ENFORCEMENT OFFICIALS

The North Pike Public Schools wish to establish a cooperative relationship between the schools and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property.

School administrators have the responsibility and authority to determine when the assistance of law enforcement officers is necessary. School administrators shall act in a manner which protects and guarantees the rights of students and parents.

Procedures

1. When an emergency exists, the school principal may summon law enforcement officials to take a student into custody.
2. Where a suspected violation of criminal law has occurred on school grounds involving the operation of the school or during a school-sponsored activity, law enforcement officials may be notified and their presence requested for the questioning of the suspected students. Questioning of the student may not begin or continue until officers arrive. Reasonable attempts shall be made to contact the student's parents or guardian or representative who, unless an emergency exists, shall be given the opportunity to confer with the student or to be present during his questioning. The principal shall document the contact or attempted contact with the parents. In the absence of parent and student consent, the student should not be questioned by law enforcement officers. If the parent or student refuses the questioning, the law enforcement officers will determine the course of action to be followed.
3. Students may not be released to law enforcement authorities voluntarily by school officials unless the student has been placed under arrest or unless parents, guardian, or representative and the student agrees to release. When students are removed from school for any reason by law enforcement officials, every reasonable effort shall be made to contact the parents immediately. Such effort shall be documented. The superintendent's office shall be notified immediately of any removal of a student from school by law enforcement officers under any circumstances.
4. When it is necessary to take a student into custody on school grounds, the principal shall have the student summoned to the principal's office where the student may be taken into custody.

Biracial Committee

This committee shall meet periodically in order to (1) explore avenues by which the district can attract qualified black personnel at all levels and (2) assist in the recruitment of top caliber individuals, regardless of race, to the district. The committee, selected by the superintendent or the assistant superintendent on the advice of building principals, shall consist of six (6) members of the North Pike Schools certified staff - three black, three white. The committee and its functions were authorized by the Board of Trustees.

Transportation

The safety of pupils at the opening and dismissal of each school is a serious concern of the entire school staff. Each principal shall assume the responsibility for having persons assigned to supervise the loading and unloading of all buses.

Public Relations

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

Teachers wishing to have school *events* placed in the newspaper or on the air must *receive* approval from the principal. Request forms are located in the principal's office.

Pupil Records

The Mississippi School record is of two parts. Form 1 Cumulative Record Folder and Form 2, Permanent Cumulative Record. These forms are prepared and furnished by the state of Mississippi according to HB 15,1953, HB 250,1954.

In order to comply with the laws and standardize the method of maintaining records in the Pike County Schools, all teachers will please familiarize *themselves* with the Mississippi Accountability Standards. The following is an outline of the procedures to follow.

1. Form 1 Cumulative Record Folder:
 - a. Folders are begun when each student enters kindergarten.
 - b. Folders follow the child from grade to grade and from school to school.
 - c. Folders may be kept in teacher's room or principal's office in a metal fire proof file with lock.
2. Form 2 Permanent Cumulative Record:
 - a. Form 2's are begun when student enters kindergarten or this school for the first time.
 - b. Information on Form 2's is typed or printed in permanent ink by each administrative unit.
 - c. Form 2's are placed in post binders and kept in the principal's office under lock.
 - d. Form 2's are posted from Form 1 and are posted at the end of each year in permanent ink.
 - e. The Form 2 initiated in kindergarten will follow the student until he graduates from school. On completion of grade 12, the Form 2 is filed permanently in the graduates file.
 - f. Should a student withdraw before graduation, Form 2 is placed in a withdrawal binder and Form 1 is mailed to the school to which the student transferred.
3. General Information:
 - a. Enter only necessary information because records are used from grades K-12
 - b. Under section promoted, place the grade to which the child is promoted.
 - c. All information should be written, printed, or typed legibly.
 - d. Ask the principal about sections or problems you don't understand.

Cumulative records contain highly confidential information and should be restricted as to use. The entries on the record may be discussed with the pupil but the record may never be placed in the hands of the pupil. Where a conference with parents is necessary and all known facts about the child are being reviewed, then the information on this record might contribute to a better understanding and a more realistic approach to the adjustment of the child. During such interviews, test results should be discussed with care and caution, so that parents will have a thorough understanding of the broad interpretation placed on such scores.

ACCESS TO STUDENT RECORDS

Pursuant to provisions contained in the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), the North Pike School District establish the following procedures regarding student educational records.

1. Educational records are defined as all material related to a student which is maintained by a school. The following are NOT included: records and notes maintained by a teacher, administrator, school physician, or school psychologist for his/her own use and which are not available to others.

2. Parents/legal guardians and students over 18 years of age have the right to review the student's school records and correct or delete any misstatements therein. This includes making copies of records at reasonable cost to the parent of the student.
3. Student educational records will not be released to third parties without the written consent of the parent or adult student. Exceptions to this guideline include: (a) School district employees possessing legitimate interests in viewing the records and (b) material under a court order. Parents shall be notified of the court order.
4. The following student data are classified as "directory information" - names, addresses, telephone listing, and dates of birth - and will be disseminated. If a parent does not wish for this information to be available for dissemination, he/she must notify the school in writing.
5. The student's educational record shall not include undocumented appraisals, conclusions, opinions, or observations which are extraneous to the education process.

School Activities (including Fund Raisers)

All school activities and fund raising projects of the North Pike School District involving teachers and students must be approved by the Superintendent and placed on the official district calendar. Request forms are in the individual schools and must have principal approval.

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 responsible to them for their conduct.

The Food Service Program in providing at least one-third of the child's daily nutrition requirements makes 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 schedules 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 its food 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. Such violation of policy may result in suspension or dismissal as outlined in S37-9-59.

Any intimidation or threat toward a faculty member or student by any student or outside interest will not be tolerated. Such offense will be dealt with immediately in the most severe manner. Failure by faculty to report such threats to higher authority will be brought to the attention of the school board and appropriate action taken.

Teacher Negligence

It is essential that emphasis be given to possible teacher negligence and legal implications that may arise because of such negligence. Noting the relevance toward teacher negligence and actual legal liability of teachers, the following would be observed as examples of teacher negligence.

1. Classes and pupils unattended,
2. Improper enforcement of policy on corporal punishment,
3. Improper enforcement of policy on medication and first aid,
4. Possible pupil injury due to teacher carelessness, etc.,
5. Interview and release of pupils,
6. Teachers using pupils for off campus errands,
7. Improper enforcement of policy on search and seizure,
8. Improper enforcement of policy on pupil use of school building after hours.

Curriculum Addition or Revision

The school district is continually striving to improve and upgrade its curriculum. The following procedures should be utilized in effecting any curriculum addition or revision.

Any individual, team, department, or school which identifies a need for curriculum change should prepare in writing the need and recommended Changes. If a study of the need and recommended changes is essential before a final recommendation can be made, this too should be prepared in writing. The written need and recommendation should then be submitted to the principal (or principals

if involving more than one school). The principal's approval will be necessary before the recommendation leaves the school.

The approved written need and recommendation will then be forwarded to the Superintendent for further action. Because of the orientation of secondary students involving subject selection, all recommendations for curriculum revision must be submitted to the Superintendent no later than December 15 for consideration in the next school session.

Forms, Blank, and Reports

All school personnel must, according to state law and regulations and Board of Trustees policy, keep all required records accurately and make reports promptly when scheduled.

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).

Business Visitation

Salespersons and other individuals desiring business transactions with the school must get written permission for visitation from the principal to present to the appropriate individual. All visitors should report to the principal's office upon arriving at a school.

Building Maintenance

Should a teacher desire for any alteration, painting, etc. to be done in the classroom, the teacher should submit a request for such to the principal. All such work requests must be approved by the principal before the maintenance staff can schedule the work to be done.

GRADING/PROMOTION/RETENTION

Promotion and Retention

The North Pike School District recognizes that retention is sometimes necessary and often beneficial. In accordance with state law, student performance on course objectives will be used as the principal basis for determining whether a student passes or fails the course. All students must successfully complete the minimum learning objectives as set by the State of Mississippi. In addition, all students must complete other objectives identified as Levels by the district's instructional management program.

Students will be provided quality classroom instruction adhering to the MDE curriculum frameworks for all subjects. The students will be afforded the opportunity for interventions at both the Tier II and Tier III levels. Therefore, students must meet the following criteria to be promoted:

1. **Kindergarten:** Should pass reading and math. If either is not passed, the decision to promote or retain shall reflect consideration of the child's level of social, physical, and mental development, as well as the student's level of achievement.
2. **1st Grade:** Should pass reading and math. If either is not passed, the decision to promote or retain shall reflect consideration of the child's level of social, physical, and mental development, as well as the student's level of achievement.
3. **2nd – 4th Grades:** Must pass English/Language Arts and Math. If any one of these is not passed, the student is retained.
4. **3rd Grade:** 3rd graders must meet all promotion requirements as outlined in the Literacy-Base Promotion Act of 2013. Beginning in the 2014-15 school year, a student scoring in the first or second achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the Good Cause of Exemptions for promotion.
5. Please see your building principal for an explanation of these requirements.
6. **4th-5th Grades:** North Pike Upper Elementary School students shall be promoted to the next grade level once they satisfy all promotion requirements. 4th Grade must pass ELA, Math, and Science. 5th Grade must pass ELA, Math, Science, and Social Studies. A student who fails to meet a requirement shall be referred to an academic committee consisting of grade level teachers, and the counselor. This team will make recommendation concerning retention to the school principal. The school principal will make the final decision concerning retention or promotion.
7. **6th – 8th Grades:** North Pike Middle School students shall be promoted to the next grade level once they satisfy all promotion requirements. A student who fails to meet a requirement shall be referred to an academic committee consisting of grade level teachers, and the counselor. This team will make recommendation concerning retention to the school principal. The school principal will make the final decision concerning retention or promotion.
Promotion Requirements: 65% numeric average in Language Arts, Math, Science, and Social Studies.
Students must complete all required work for each grade/course. All courses follow the guidelines found in the k-12 Mississippi Curriculum Frameworks.
8. **9th – 12th Grades:**
In order for students to be promoted at the high school level, the student must earn the following credits:
Sophomore Classification: 6 credits
Junior Classification: 12 credits
Senior Classification: 18 credits

Students must take subject area tests in English II with a writing component, Algebra I, U.S. History and Biology.

Grading

The following grade scale will be used by the North Pike School District:

NORTH PIKE HIGH SCHOOL (Grades 9-12)

- A= 90-100
- B= 80-89
- C= 70-79
- D= 60-69
- F= 59 – below

NORTH PIKE MIDDLE SCHOOL (Grades 6-8)

- A=90-100
- B=80-89
- C= 70-79
- D= 65-69
- F= 64 – below

Major: 60% Minor: 20 % 9 Weeks Exam: 20%

NORTH PIKE UPPER ELEMENTARY SCHOOL (Grades 4-5)

- A= 90-100
- B= 80-89
- C= 70-79
- D= 65-69
- F= 64 – below

Major: 60% Minor: 30 % 9 Weeks Exam: 10%

NORTH PIKE ELEMENTARY SCHOOL (Grades K-3)

- A= 90-100
- B= 80-89
- C= 70-79
- D= 65-69
- F= 64 – below

Major: 60% Minor: 40 % No Exams K-3

In courses carrying one full Carnegie unit, the two semester grades are averaged for a yearly grade. Seniors having a 90% or higher average may be exempt per course from semester examinations in the spring semester.

LAYOFFS - REDUCTION IN FORCE

When an excess of staff occurs in any area of work for any reason (e.g., enrollment decreases, financial exigency and budget cutbacks, program change or elimination), renewal of contracts or re-election for the following school year shall be withheld for personnel having the most recent date of initial employment by North Pike Public Schools by certificate and/or area of work. Initial employment shall be defined as the date of uninterrupted service or from re-entry into the system after the last break in service. Approved leaves of absence do not constitute a break in service nor do they add to the total years of experience in the district. In identifying personnel who will be declared excess pursuant to this policy, the Board has established the following guidelines and procedures.

1. For the purpose of determining excess personnel, an area of work should be the same as the areas of endorsement listed on the teacher's certificate and an additional assignment for which the teacher is paid a supplement.
2. Personnel will be declared excess on the basis of seniority. Personnel with the most recent date of initial employment will be the first separated; seniority will be based on uninterrupted service. (Time lost during an official leave of absence does not constitute the interruption of service).
3. A teacher shall have seniority only in an area or areas of work in which the teacher has taught in the North Pike Public Schools and in which he/she holds a valid certificate or permit as of February 1 of the current school session.
In determining seniority the following events shall be considered in the order in which they are listed:
 - a) Date of Board action in hiring of employee;
 - b) Date of letter of commitment from Superintendent or designate;
 - c) Date of principal's recommendation;
4. If seniority cannot be determined by the criteria listed above, the names of all eligible personnel in an area of declared excess will be drawn from a container by a third party in the presence of those concerned.
5. The North Pike School District's obligation to give to personnel declared excess priority over new candidates for positions which become available shall cease at such time that said excess personnel sign a contract with another school district or after the expiration of one (1) year from the date declared excess.

ASSIGNMENT AND TRANSFER OF PERSONNEL

The basic consideration in assignment of certified personnel, whether initial assignment or transfer shall be the well-being of the educational program of this school district. The administration is fully aware that appropriateness of assignments has a significant effect on the professional staff and on the total instructional program. Certified personnel shall be assigned, initially or by transfer, on the basis of their qualifications, the needs of the district, and their expressed desires. Therefore, if a request for transfer is in accordance with the needs of the district, if the person requesting a transfer possesses the qualifications needed for the desired position and if a vacancy exists, the request for transfer will be carefully considered.

Voluntary Transfer

- Definition - request by a teacher for a change in teaching position from one school to another.
- Teachers who have been rated below average on the summative evaluation instrument or who have been notified in writing of deficiencies which could lead to nonrenewal or dismissal may not request a transfer.
- A transfer will not be considered if the teacher does not possess appropriate certification for the existing vacancy.
- Teachers whose unit allocation has been lost and part-time teachers will be given (in that order) first consideration according to Board policy for reduction in force.

- A vacancy does not exist until a resignation or leave is signed and submitted to the Superintendent
- A list of vacancies will be posted in each school and in the administrative offices.
- The transfer period for the following year shall begin after teaching unit allocations are completed by the district administration. A transfer period of at least two (2) weeks prior to the end of the regular session will be established after units have been allocated and staffing needs have been determined.
 - Teachers desiring a transfer to an existing vacancy must execute a transfer application. These Forms can be obtained from the Office of the Superintendent.
 - The appropriate administrators will arrange interviews with interested teachers as soon as is practicable.
 - An administrator may determine that his/her needs can best be served by hiring new applicants.
 - Teachers will be notified of the results within three days after a decision has been made.
- The second transfer period will begin after the hiring of new applicants and will continue through the last work day prior to pre-planning in August. During this period, teachers will be eligible to transfer to an existing vacancy for which they are certified if there is no freeze on hiring.

Administrative Transfer

- Definition - request by an administrator for a teacher to be moved from one attendance center
- All administrative transfer requests shall be made to the Superintendent for investigation.
 - Following the request, an informational meeting or hearing will be held consisting of the teacher, principal, and superintendent.
 - The Superintendent shall then act upon the transfer request. Should a transfer be indicated, the teacher will be placed in a vacancy that is in the best interests of the district and the individual.

Unit Loss Transfer

- Definition - transfer when a school loses teachers because of a drop in enrollment, because of a change in the unit allocation formula, or because of a change in grade levels.
- When transfers are necessary because of unit loss, teachers to be transferred will be determined by the seniority policy. The administration shall determine the area of certification where a unit must be lost.
- The following procedures will be used.
 - Reassignment of teachers not affected by the unit loss may not be made prior to identifying teachers for unit loss.
 - The administration shall notify teachers who must transfer because of unit loss. Certification areas are divided into the following: K-8; special service areas; and secondary certification areas.

Decisions regarding transfer requests shall be made in accordance with court-ordered personnel stipulations and with Title I regulations. Nothing in this section of the policy precludes teachers from volunteering for a unit loss transfer.

SCHOOL EMPLOYMENT PROCEDURES ACT

All non-re-employment and firing will be in accordance with the House Bill No. 633, School Employment Procedures Act of 1977.

It is the policy of the North Pike School District to provide the highest possible quality of education for the students enrolled in the schools of the district. In order to achieve this goal, it is recognized that it is necessary, from time to time, to release from future employment teachers and other instructional personnel where their performance failed to meet the standards established by the school or where their services are no longer needed.

When a teacher or other instructional personnel is released from future employment under this policy, an opportunity will be provided for the employee to present matters in extenuation or exculpation to enable the Board to determine whether the recommendation of non-employment is a proper employment decision and not contrary to the law. It is not the intent of the North Pike School District to establish a system of tenure, express or implied. It is the policy of this school district that a non-employment decision be rationally related to a legitimate educational interest and not based upon some constitutionally impermissible reason (such as race, sex, religion, or exercise of the First Amendment Rights).

In the event that a principal, the superintendent or the Board determines not to offer a teacher or other instructional personnel a new contract of employment for a succeeding school year, the superintendent shall send written notice of the decision to the employee on or before April 15 or within 10 days of Governor signing Appropriations Bill.

The employee shall be entitled to notice of the reasons and a summary of the factual basis for the decision as well as a hearing, if a written request from the employee is received by the superintendent within ten (10) days of the employee's receipt of the notice of non-employment.

If the hearing is requested, it shall be held before the school board or, in the board's discretion, before a hearing officer designated by the Board, and shall be conducted pursuant to the "Rules of Procedure Under the School Employment Procedures Act" adopted by this school district. All proceedings under this policy shall be governed and subject to the "School Employment Procedures Act of 1977," where applicable.

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 to Dennis Penton, Superintendent, North Pike School District or Mr. Loren Harris, Asst. Superintendent, NPSD, 1036 Jaguar Trail, Summit, MS 39666, telephone 276-2216.

Questions regarding compliance with Section 504 procedures may be directed to Ms. Janice Samuels, North Pike School District, 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 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.)

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 SAM Spectra.

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:
Committing any act of child abuse
 1. Committing any act of cruelty to children or any act of child endangerment
 2. Committing or soliciting any unlawful sexual act
 3. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
 4. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
 5. 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 2014 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

DESCRIPTORS FOR TEACHER PERFORMANCE CRITERIA

PLANNING AND PREPARATION

1. Designs appropriate instructional processes
 - Introduces lesson and establishes interest. States objectives and why they are important
 - Provides guided practice
 - Provides independent practice
 - Checks for comprehension
 - Summarizes and brings lesson to logical conclusion
2. Organizes materials and activities for effective lesson presentation
 - Plans activities to follow a logical sequence
 - Incorporates a variety of materials and activities
 - Provides organized, written plans for classroom use
3. Establishes goals and objectives for class consistent with requirements of curriculum guidelines
 - Relates lesson to established goals and objectives
 - Considers individual differences within a class in establishing goals and objectives

INSTRUCTION

4. Communicates in a clear, concise manner
 - Gives concise and explicit directions and assignments Modulates voice for interest and emphasis
 - Presents ideas in a logical sequence and relates current lesson to previous learning
 - Uses vocabulary appropriate to subject area and to student's abilities
 - Uses correct grammar
5. Provides students with specific oral or written evaluative feedback
 - Responds positively to students, especially when there is a request for help Examines pupil work and gives appropriate reinforcement
 - Uses a variety of methods to evaluate the pupil learning and understanding of lesson content
 - Relates assessment techniques to instructional objectives (e.g., quizzes, classwork, homework, lab activities.)
6. Directs instruction in response to the unique needs and learning styles of individual students.
 - Provides for individual differences
 - Provides opportunities for question, discussion, and critical thinking
7. Demonstrates knowledge of subject matter
 - Evidences diversity and depth of knowledge
 - Shows evidence of adequate lesson preparation
8. Demonstrates knowledge of and interest in the world beyond his/her subject matter
 - Relates topics to other areas of knowledge
9. Performs basic steps of teaching act
 - Introduces lesson and establishes interest States objectives and why they are important
 - Provides guided practice
 - Provides independent practice
 - Checks for comprehension
 - Summarizes and brings lesson to logical conclusion

MANAGEMENT

10. Demonstrates interest and concern for students in a variety of ways
 - Gives criticism which is constructive and praise which is generous
 - Reacts with sensitivity to the needs and feelings of students
 - Exhibits understanding of and concern for each student
 - Knows the student as an individual
11. Organizes instructional activities to produce a smooth flow of events with a minimum of confusion or waste of time.
 - Structures activities to insure that students are on task
 - Utilizes class time for instructional rather than organizational purposes
 - Insures that tasks are meaningful
12. Maintains an attractive learning atmosphere
 - Uses ingenuity to provide an attractive physical setting
 - Demonstrates and encourages care and respect for materials and equipment
13. Organizes the educational setting
 - Maintains a functional and safe classroom environment
 - Maintains a classroom which shows evidence of active student participation
 - Demonstrates an effective routine for handling materials and supplies
 - Uses visual materials effectively (e. g., chalkboard, posters, film, etc.)

14. Establishes standards for acceptable behavior and maintains quality classroom control
 - Models behavior worthy of student emulation
 - Provides attention and approval for desirable student behavior
 - Manages student behavior in a consistent manner to encourage mutual respect
 - Identifies and eliminates causes of undesirable behavior
 - Promotes self-discipline

INTERPERSONAL RELATIONSHIPS

15. Exhibits a willingness to maintain purposeful involvements with parents and community
 - Reports pupil progress to parents
 - Conducts individual and group parent conferences with skill
 - Establishes a we approach with parents in resolving problems and concerns
 - Cooperates with community regarding activities which relate to school functions
16. Maintains a positive relationship with students in regard to behavior, achievement, etc.
 - Makes himself/herself readily available to students
 - Uses discretion in handling confidential information and difficult situations
 - Avoids stereotypes
 - Respects the worth and dignity of all students
 - Promotes positive self-concepts in students Treats students fairly
17. Demonstrates positive interpersonal relationships with staff
 - Shoulders his/her share of school responsibilities
 - Shares and accepts ideas, materials, and methods
 - Shows sensitivity and courtesy in dealing with staff members
18. Demonstrates a sense of responsibility
 - Is on time to school and classroom
 - Meets schedules and deadlines for grades, reports, duty, etc.
 - Utilizes planning and preparation time constructively
 - Evaluates and returns student work promptly
 - Apprises student of his/her progress
 - Strives to improve classroom performance
19. Understands and supports board policies, administrative procedures, and other district regulations
 - Adheres to policies
 - Selects appropriate channels for resolving concerns/problems
 - Stays informed regarding policies and regulations (student handbooks, teacher handbooks, individual school regulations)
20. Assumes responsibilities of the classroom as they relate to school
 - Supports and attends extra-curricular events
 - Exercises responsibility for management of all students throughout building and campus
 - Uses available services to diagnose and meet special needs of students (health and psychological services, etc.)
21. Gives evidence of continuous educational growth
 - Demonstrates awareness of current events and educational trends through personal study
 - Participates willingly in in-service activities
 - Takes advantage of opportunities to learn and grow from academic pursuits

PERSONAL QUALITIES

22. Shows maturity in actions and reactions
 - Uses common sense in making decisions and handling problems
 - Maintains appearance appropriate to the occasion in contacts with students, parents, staff and community
 - Remains calm and poised in difficult situations
 - Responds constructively to supervision for professional growth

Note: In addition to the above instrument, administrators may use the MDE Tier I Model Evaluation Instrument up to 4 times a year to help compile the Summative Evaluation.

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 *Professional 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