

# **PERSONNEL HANDBOOK 2025-2026**



**Fair Elementary School**

**Louisville Elementary School**

**Eiland Middle School**

**Louisville High School**

**Louisville REACHES**

**Nanah Waiya Attendance Center**

**Noxapater Attendance Center**

**Winston-Louisville Career & Technology Center**

## Louisville Municipal School District Calendar

Events / Holidays

September '25							Description	Date
Su	M	Tu	W	Th	F	Sa		
	1	2	3	4	5	6	July 14-25	Floating Days-Staff Decide(2 Days)
7	8	9	10	11	12	13	July 28-31	Professional Development
14	15	16	17	18	19	20	July 29	Prof. Dev. 10:00-11:30
21	22	23	24	25	26	27	August 1	Open House 2:00-6:00
28	29	30					September 1	Students First Day
							September 3	Labor Day
							September 29- Oct 3	Progress Reports Issued
							October 13-17	1st Nine Weeks Exams
							October 22	Fall Break
							November 12	Report Cards Issued
							November 24-28	Progress Reports Issued
							December 15-19	Thanksgiving Holiday
							December 19	2nd Nine Weeks Exams
							December 22-31	60% Day for Students
							January 1-2	Christmas Holidays
							January 5	Christmas Holidays
							January 6	Professional Development
							January 14	Students Return - 2nd Semester Begins
							January 19	Report Cards Issued
							February 4	MLK Holiday
							February 16	Progress Reports Issued
							March 2-6	President's Day/Weather Day
							March 9-13	3rd Nine Weeks Exams
							March 25	Spring Break
							April 3	Report Cards Issued
							April 6	Good Friday Holiday
							April 22	Easter Holiday/Weather Day
							May 11-15	Progress Reports Issued
							May 15	Senior Exams
							May 18-22	Louisville Graduation
							May 19	4th Nine Weeks Exams
							May 21	Nanih Waiya Graduation
							May 22	Noxapater Graduation
								Last Day for Students 60% Day
								Last Day for Teachers

December '25						
Su	M	Tu	W	Th	F	Sa
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March '26						
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June '26						
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August '25						
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31						

November '25						
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February '26						
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May '26						
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July '25						
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October '25						
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January '26						
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31						

April '26						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30		

**LOUISVILLE MUNICIPAL SCHOOL DISTRICT**

**891 South Columbus Avenue**

**Post Office Box 909**

**Louisville, MS 39339**

**Telephone: (662) 773-3411**

**Fax: (662) 773-4013**

**[louisville.k12.ms.us](http://louisville.k12.ms.us)**

**INTRODUCTION**

This handbook has been prepared as a general guide to provide you with information regarding Louisville Municipal School District (referred to as LMSD) policies and personnel procedures including some of your benefits and responsibilities as an employee that affect you. This handbook is not a complete compilation of all board policies related to personnel. Employees should refer to the Louisville Municipal School District School Board Policies **located on the district website: [louisville.k12.ms.us](http://louisville.k12.ms.us)**.

**Please familiarize yourself with this handbook, since it contains important information pertaining to your employment.**

The District reserves the right to review the policies, procedures and benefits and make revisions based on the need for or desirability of change. Thus, any policy, procedure, or benefit outlined in this handbook may be modified with or without advanced notice. Nothing in this handbook shall be interpreted as establishing a contract of employment between the Louisville Municipal School District and the employee.

As you review this handbook, if you have additional questions, please contact the Central Office at 662-773-3411.

**LOUISVILLE MUNICIPAL SCHOOL DISTRICT PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES  
WITHOUT REGARD TO AGE, GENDER, RACE, RELIGION, DISABILITY OR NATIONAL ORIGIN.**

## **BOARD OF TRUSTEES**

District 1: Thomas M. Dowd  
District 2: Renee P. Jones  
District 3: Brenda Johnson  
District 4: Jacqueline Steele  
District 5: Ronnie J. Ware

## **SCHOOL DISTRICT ADMINISTRATIVE STAFF**

Dr. David Luke	Superintendent
Belinda Swart	Assistant Superintendent, Federal Programs
Cynthia McDonald	Director of Curriculum & Professional Development
Dr. Paula Stokes	Director of MTSS
Stacie VanLandingham	Director of School Finance
Rosemary Lampley	Director of Special Education
Torya Blair	Director of REACHES
Jeffrey Woodward	Director of Technology
Clifton Smith	Director of Maintenance
Nan Hartness	Director of School Food Service
Thomas Kelly	Director of Events Security
Corey Coward	Director of Transportation
Danya Turner	Principal, Louisville High School
Monica Miller	Assistant Principal, Louisville High School
Tyrone Shorter	Athletic Director, Louisville High School
Dr. Melissa Davis	Interim Principal, Eiland Middle School
Glen Shurden	Interim Assistant Principal, Eiland Middle School
Drew Smith	Principal, Louisville Elementary School
Tareva Hill-Jenkins	Assistant Principal, Louisville Elementary School
Sarah Webb	Principal, Fair Elementary School
Kandi Shorter	Assistant Principal, Fair Elementary School
Julie Fancher	Principal, Nanih Waiya Attendance Center
Joseph Vowell	Assistant Principal, Nanih Waiya Attendance Center
James Courtney	Athletic Director, Nanih Waiya Attendance Center
Gina Smith	Principal, Noxapater Attendance Center
Maggie Kemper	Assistant Principal, Noxapater Attendance Center
Caleb Kelly	Athletic Director, Noxapater Attendance Center
Shane McDaniel	Director of Winston-Louisville Career & Technology Center
Dr. Lakicha Jernigan	Behavior Specialist

## **DISTRICT VISION**

All Louisville Municipal School District students will graduate ready for college and/or career success.

## **DISTRICT MISSION**

The Louisville Municipal School District provides educational opportunities to meet the needs of students with various backgrounds and abilities.

## **SUPPORTING BELIEFS**

- ✓ All students can learn
- ✓ Student learning is the chief priority
- ✓ Safe, supportive, and trusting environment enhances student achievement
- ✓ Students with special needs require individualized services and resources
- ✓ Teachers, administrators, parents and community share responsibility for advancing the mission
- ✓ Committed to continuous improvement and the professional learning that supports that improvement
- ✓ All faculty, administrators, and staff will be highly effective in their role

## **MOTTO**

Every Child-----Every Chance-----Every Day

## **PLEDGE TO THE FLAG**

I pledge allegiance to the flag of the United States of America and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

## **STATEMENT OF ASSURANCES (SB Policy GAAA)**

The Louisville Municipal School District complies with all federal and state laws and regulations in employment and in the delivery of educational services. The District does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marriage, or veteran status or disability. This applies to all educational programs and extracurricular activities. Inquiries associated with Title VI, Title IX, and/or accommodations for disabled employees, and the public accessibility of facilities and programs should be directed to the Superintendent at 662-773-3411. Inquiries regarding the application of Section 504 Rehabilitation Act/Americans with Disability Act should be directed to the Director of Special Education at 662-773-2036. This Act relates to students with disabilities who are not eligible for Special Education. The individuals named above may be personally contacted at the Central Office located at 891 South Columbus Avenue. The mailing address is P. O. Box 909, Louisville, MS 39339

***The policies in this handbook are subject to change when district board policies are revised.***

## **DISTRICT ACCOUNTABILITY**

The Louisville Municipal School Board of Trustees delegates to the superintendent the authority to carry out the district's policies and guidelines.

### **CODE OF CONDUCT AND ETHICS (SB Policy GAA)**

Teachers and other staff members should recognize that they are being continuously observed by students. Their actions and demeanor will be reflected in the conduct of the students under their guidance. One of the best methods of instructing a student is through positive example conduct, manners, dress and grooming on part of the faculty and staff.

A Code of Ethics, established by the Mississippi Department of Education is included in this handbook as a guide for ethical behavior for all employees of the Louisville Municipal School District.

#### **Standard 1. Professional Conduct**

- An employee should demonstrate conduct that follows generally recognized professional standards and rules.
  - I. Ethical conduct includes, but is not limited to, the following:
    - a. Encouraging and supporting colleagues in developing and maintaining high standards
    - b. Respecting fellow employees and participating in the development of a professional environment.
    - c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning.
    - d. Providing professional education services in a nondiscriminatory manner.
    - e. Maintaining competence regarding skills, knowledge, and disposition relating to his/her organizational position, subject matter and pedagogical practices.
    - f. Maintaining a professional relationship with parents of students and establishing appropriate communication related to the welfare of their children.
  - II. Unethical conduct includes, but is not limited to, the following:
    - a. Failure to interact courteously and tactfully with managers/supervisors, co-workers, and students to the point that productivity or morale suffers may be grounds for discipline including termination.
    - b. Harassment of colleagues.
    - c. Misuse or mismanagement of tests or test materials.
    - d. Inappropriate language on school grounds or any school-related activity.
    - e. Physical altercation.
    - f. Negligence towards the endangerment of students.
    - g. Failure to provide appropriate supervision of students and reasonable disciplinary actions.
    - h. Intentional damage to school property.

#### **Standard 2. Trustworthiness**

- An employee should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of this school district or educational institution.
  - I. Ethical conduct includes, but is not limited to, the following:

- a. Properly representing facts concerning an educational matter in direct or indirect public expression.
  - b. Advocating for fair and equitable opportunities for all children.
  - c. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.
- II. Unethical conduct includes, but is not limited to, the following:
  - a. Employment history, professional qualifications, criminal history, certification or recertification.
  - b. Information submitted to local, state, federal and/or other government agencies.
  - c. Information regarding the evaluation of students and/or personnel.
  - d. Reasons for absences or leave.
  - e. Information submitted in the course of an official inquiry or investigation.
- III. Falsifying records or directing or coercing others to do so, including timekeeping records.

### **Standard 3. Unlawful Acts**

- An employee shall abide by federal, state, and local laws and statutes and the Louisville Municipal School Board Policies.

- I. Unethical conduct includes, but is not limited to, the following:
  - a. The commission or conviction of a felony or sexual offense.
  - b. Theft or inappropriate removal or possession of school district property.
  - c. Possession of dangerous or unauthorized material, such as explosives or firearms, in the workplace.

### **Standard 4. Employee/Student Relationships**

- An employee should always maintain a professional relationship with all students, both in and outside the classroom. Failure to comply with these expectations may be grounds for discipline and possible termination.

- I. Ethical conduct includes, but is not limited to, the following:
  - a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students.
  - b. Nurturing the intellectual, physical, emotional, social and civic potential of all students.
  - c. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.
  - d. Creating, supporting, and maintaining a challenging learning environment for all students.
- II. Unethical conduct includes, but is not limited to, the following:
  - a. Failure to maintain classroom discipline or an appropriate educational environment.
  - b. Committing any act of child abuse.
  - c. Committing any act of cruelty to children or any act of child endangerment
  - d. Committing or soliciting any unlawful sexual act or any other unlawful harassment.
  - e. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability.
  - f. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student.

- g. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student. Examples of these acts may include, but not limited to:
  - Sexual jokes
  - Sexual remarks
  - Sexual kidding or teasing
  - Sexual innuendo
  - Pressure for dates or teasing
  - Inappropriate touching, fondling, kissing or grabbing
  - Rape
  - Threats of physical harm
  - Sexual assault
  - Electronic communication such as texting
  - Invitation to social networking
  - Remarks about a student's body
  - Consensual sex

#### **Standard 5. Employee/Colleague Relationships**

- An employee should always maintain a professional relationship with colleagues, both in and outside the classroom or workplace. Failure to comply with these conduct expectations may be grounds for discipline and possible termination.
  - I. Unethical conduct includes, but is not limited to, the following:
    - a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves unlawful professional purposes or is required by law.
    - b. Harming others by knowingly making false statements about a colleague or the school district.
    - c. Failure to interact courteously and tactfully with supervisors/managers, co-workers, students, and vendors to the point that productivity or morale suffers.
    - d. Unauthorized absence from work station during the workday.
    - e. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
    - f. Committing or soliciting any unlawful sexual act or other unlawful harassment.
    - g. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, gender, disability, or family status.
    - h. 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 employee should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.
  - I. Ethical conduct includes, but is not limited to, the following:
    - a. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.
  - II. Unethical conduct includes, but is not limited to, the following:



- a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs including while on school premises or at a school-related activity involving students (i.e., club trips, athletic events, etc.).
- b. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating school-owned vehicles or equipment.

#### **Standard 7. Public Funds and Property**

- An employee shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his/her charge for personal gain or advantage.
  - I. Ethical conduct includes, but is not limited to, the following:
    - a. Maximizing the positive effect of school funds through judicious use of said funds.
    - b. Modeling for students and colleagues the responsible use of public property.
  - II. Unethical conduct includes, but is not limited to, the following:
    - a. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his/her charge for personal gain.
    - b. Failing to account for funds collected from students, parents or any school-related function.
    - c. Submitting fraudulent requests for reimbursement of expenses or for pay.
    - d. Co-mingling public or school-related funds with personal funds or checking accounts.
    - e. Using school property without the approval of the Louisville Municipal School Board of Education.

#### **Standard 8. Remunerative Conduct**

- An employee should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.
  - I. Ethical conduct includes, but is not limited to, the following:
    - a. Insuring that institutional privileges are not used for personal gain.
    - b. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.
  - II. Unethical conduct includes, but is not limited to, the following:
    - a. Soliciting students or parents of students to purchase equipment, supplies, or services from the employee or to participate in activities by the Louisville Municipal School Board of Education.
    - b. Tutoring students assigned to the educator for remuneration unless approved by the Louisville Municipal School Board of Education.
    - c. The employee shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantages. *(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 services)*

#### **Standard 9. Maintenance of Confidentiality**

- An employee shall comply with state and federal laws and Louisville Municipal School Board policies relating to confidentiality of student and personnel records, standardized test materials, and other information covered by confidentiality agreements.
  - I. Ethical conduct includes, but is not limited to, the following:

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

**Standard 10. Breach of Contract or Abandonment of Employment**

- An employee should fulfill all of the terms and obligations detailed in the contract with the Louisville Municipal School District for the duration of the contract.
- I. Unethical conduct includes, but is not limited to, the following:
  - a. Abandoning the contract for professional services without prior release from the contract by the Louisville Municipal School Board of Education.
  - b. Refusing to perform services required by the contract.

Licensed employees are subject to the provisions of the School Employment Procedures Act and further can be suspended or terminated for specific, statutorily enumerating infraction and other causes. Classified employees serve at the will of the Superintendent or his/her designee and may be terminated at any time, with or without cause, and without advance notice. Classified employees are not entitled to a hearing.

**EMPLOYEE CONDUCT WITH STUDENTS (SB Policies GAB; GABB)**

All Louisville Municipal School District (LMSD) employees shall demonstrate ethical and professional behaviors at all times. All employees shall maintain a clear supervisory relationship with students at any time.

Fraternization between employees and students on a personal level either on or off campus shall not be permitted. This includes contact via any type of social media.

Fraternization via the internet between employees and/or students is strictly prohibited and violation of this policy may result in disciplinary action, up to and including termination.

Any LMSD employees shall not inappropriately associate with students at any time in any manner which may give the appearance of impropriety, including but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexual in nature or which involves illegal substances such as drugs, alcohol, or tobacco. Any sexual or inappropriate conduct with a student by an employee will subject the offender to potential criminal liability and discipline up to and including termination of employment.

## **DISTRICT POLICIES OF BOARD OF TRUSTEES**

Policies of the Louisville Municipal School District School Board of Trustees may be found on the school district website: [louisville.k12.ms.us](http://louisville.k12.ms.us). Employees and the public are welcome to read or review these policies.

### **EMPLOYMENT PROCEDURE**

Interviewing and selection procedures shall assure that the administrator who will be directly responsible for the work of the staff member has an opportunity to aid in his/her selection; however, the final selection and assignment shall be made by the superintendent. Staff shall be hired by the Board of Trustees only upon the recommendation of the superintendent.

Actions by the Board of Trustees involving the assignment, promotion, transfer or separation of administrative personnel shall be taken on the recommendation of the superintendent.

Should an individual recommended by the superintendent be rejected by the Board of Trustees, then it shall be the duty of the superintendent to make another recommendation. The superintendent shall assure that all persons nominated for employment meet certification requirements and the qualifications established for the particular position.

### **ANNOUNCEMENT OF VACANCIES**

When a vacancy is declared in the school district, the administrator overseeing the position must inform the superintendent in writing of the need. A central office administrator then prepares a vacancy announcement after conferring with the principal/supervisor and the superintendent to determine the requirements that must be met by applicants for the position. Once a vacancy has been declared, the vacancy announcement is placed on the district's webpage.

All candidates shall be considered on the basis of the needs of the district and their merits and qualifications. There shall be no discrimination or preferential treatment with regard to age, race, national origin, marital status, sex, or religion.

### **RECRUITMENT OF CERTIFIED PERSONNEL**

The recruitment of certified personnel for the Louisville Municipal School District shall be the responsibility of the superintendent. Principals and central office administrators will attend job fairs sponsored by the Mississippi Department of Education and Teacher Recruitment Day at universities in an effort to recruit applicants for positions.

This school district is an equal opportunity employer. School board policies follow state and federal laws and related regulations and procedures for employment, retention and dismissal of all personnel.

### **RECRUITMENT OF CLASSIFIED PERSONNEL**

If a classified vacancy occurs during the school year, the superintendent shall develop procedures for obtaining the best-qualified individual available for the position.

## **APPLICATION FOR EMPLOYMENT**

### **A. Certified Personnel**

1. An online application for certified employment in the Louisville Municipal School District can be found on the school district website ([louisville.k12.ms.us](http://louisville.k12.ms.us)) under EMPLOYMENT.
2. The applications for certified personnel request demographic and professional information along with references. In addition, the district's administrative staff is authorized and encouraged to seek information from persons who may have knowledge of the applicant even though these individuals may not be listed as references.
3. In order for an application to be valid, the applicant must have a completed application on Active Applicant and the following uploaded document must be present: Valid copy of the applicant's professional license issued by the Mississippi Department of Education with an endorsement in the area(s) of work for which the applicant is applying.

### **B. Classified Personnel**

1. An online application for non-certified employment in the Louisville Municipal School District can be found on the school district website ([Louisville.k12.ms.us](http://Louisville.k12.ms.us)) under EMPLOYMENT.
2. The applications for classified personnel request demographic and professional information along with references. In addition, the district's administrative staff is authorized and encouraged to seek information from persons who may have knowledge of the applicant even though these individuals may not be listed as references.
3. In order for an applicant to be considered for a position, the applicant must have a completed application on Active Applicant along with the required documents for employment.

## **EMPLOYMENT PROCEDURE: CERTIFIED AND CLASSIFIED PERSONNEL**

Once a position has been approved, the following steps will be taken to staff the position:

1. The administrator/supervisor will retrieve the valid applications for the position from Active Applicant. He/she will review the applications and determine which applicants to interview. Review of applications and/or interviews may be done in the Central Office or the administrator's office. It is the responsibility of the administrator to contact the persons to be interviewed and to schedule the interviews. In the event the prospective employee will work under two or more administrators, both will interview and recommend.
2. After the interviews are completed and a selection is made, the administrator will make a recommendation for employment to the superintendent,
3. The superintendent may approve the recommendation, or he/she may reject the recommendation and direct the administrator to continue the search.
4. The superintendent will submit recommendations to the Board of Trustees for consideration.
5. After the Board of Trustees approves the employment of an individual, the superintendent or his designee will notify the person immediately of his/her employment. The superintendent will be responsible for issuing contracts for certified employees after being hired.

Individuals recommended for a position requiring a valid professional license by the Mississippi Department of Education are employed under the condition that proper certification is provided prior to payment for any services rendered.

## **COMPENSATION AND CONTRACTS (SB Policy GBA; GBA-E)**

The Louisville Municipal School District shall enter into contract with each certified teacher approved by the Board of Trustees in a manner specified by law. It shall be unlawful for any teacher to teach in the Louisville Municipal School District if he/she does not hold a proper certificate that is valid at the time of the execution of such contract (**MS Code 37-9-7 as amended**). Salaries are set by the Mississippi Department of Education and the Board of Trustees of the Louisville Municipal School District.

## **PAYMENT OF PERSONNEL (SB Policies DJC; DJCA)**

All personnel employed by the Louisville Municipal School District will be paid on the last working day of each month. All personnel will be paid in twelve installments per year. State law 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.

## **NEPOTISM**

It is known that employment of relatives in the same area of the workplace can cause serious conflict and problems with favoritism and morale. In these situations, all employees leave themselves open to charges of unfair consideration in decisions concerning work assignment, transfer opportunities, demotions, disciplinary actions and discharge. In addition to claims of preferential treatment on the job, personal conflicts from outside the workplace can be carried into day-to-day working relationships. The Louisville Municipal School District has no exclusion against hiring relatives, but there is one rule that has been customary to help assure fair treatment of all employees. In the assignment of personnel, immediate family members cannot be placed on the same school campus that would result in one family member supervising and/or recommending another family member.

If the relative relationship is established after employment, the individuals concerned will make the decision of who will be transferred or discharged. If that decision is not made within thirty (30) days, the Superintendent will make that decision.

In other cases where there may be a conflict of interest or potential conflict of interest, even if there is no supervisory relationship, the employees may be separated by reassignment or termination of employment.

The School Board reserves the right to make exceptions if it is in the best interest of the school district.

## **CONFLICT OF INTEREST (SB Policy GAG)**

An employee of the Louisville Municipal School District shall not have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with duties and responsibilities in the school district. No staff member shall engage in any type of private business during school time and on school property.

Employees shall not engage in work of any type where the source of information concerning customer, client, or employer originates from any information obtained through the school district. No gifts from any person or group desiring or doing business with the school district shall be solicited by a school employee except for normally valued instructional products or advertising items that are widely distributed.

## **ADMINISTRATIVE PERSONNEL POSITIONS**

Administrative and supervisory positions in the district shall be established by the Board of Trustees including a job description as to the purpose and function of the position.

## **CERTIFIED PERSONNEL ASSIGNMENT**

Teachers may be assigned to any school and to specific duties by the superintendent, provided the superintendent shall have regard for the welfare of the district and the qualifications of the staff member.

## **CLASSIFIED STAFF (SB Policy GC)**

Classified personnel are secretaries, assistant teachers, cafeteria workers, bus drivers, custodians, maintenance, and other employees whose duties do not require a certificate issued by the Mississippi Department of Education. These employees are vital to the smooth functioning of the school system and should work with the certified staff as partners in providing the best possible learning environment for the students of the district.

Classified positions in the school system shall be established initially by the Board of Trustees on the basis of need and the financial resources of the district. A board approved job description as presented by the superintendent will be established listing the purpose and function of the position and the qualification of candidates.

Assignments of members of the classified staff shall be made by the superintendent or his designee in the best interests of the district. Such assignments may be either permanent or temporary. The preference of employees shall be taken into consideration in making assignments. Employees may request a transfer of assignment from job to job that will be granted when to the advantage of the district and the individual.

Within a given school, a principal may assign members of the classified personnel to tasks appropriate to their positions and qualifications. Each member of the classified staff shall come under the direct supervision of the administrator assigned the responsibility of that particular unit or division of the district.

## **ASSISTANT TEACHER QUALIFICATIONS**

An assistant teacher working under the direct supervision of a certified teacher must have ONE of the following:

- Completed at least 48 semester hours at an institution of higher education;
  - Obtained an associate's (or higher) degree; or
  - Passed the ACT WorkKeys assessment in reading, mathematics, and writing.
- For information, go to [www.act.org/workkeys/pcta](http://www.act.org/workkeys/pcta).

## **OVERTIME**

Classified employees, which includes secretaries, assistant teachers, cafeteria workers, bus drivers, custodians, maintenance, and bus shop employees, are not allowed to work overtime without written approval from the supervisor.

## **JOB DESCRIPTIONS AND REQUIREMENTS**

All administrators, teachers, paraprofessionals and classified personnel shall have a job description and shall understand what is expected in terms of work activities. Personnel will be evaluated on the basis of their job description and may be required to render a report of achievement of work assignments.

All teachers and administrators are encouraged to attend PTA and Booster Club meetings. All teachers and administrators shall be required to maintain their certification requirements, including staff development activities, and to comply with all rules and regulations required by the Mississippi Department of Education.

## **PERSONNEL EVALUATION (SB Policy GBI)**

This school district shall implement a formal personnel appraisal system for all staff which includes an annual assessment of employees' on-the-job performance. The Teacher Growth Rubric from the Mississippi Professional Growth System will be used to evaluate certified teachers, and the Administrator Growth Rubric will be used to evaluate administrators.

## **NON-SCHOOL EMPLOYMENT**

No employee shall engage in any non-school employment that will conflict or cause him/her to be absent from the assigned school duties.

## **NEW EMPLOYEE ORIENTATION (SB Policy GBF)**

All employees (certified and classified) who are new to the LMSD will be advised by their Supervisor/Administrator or news media when to report to the Central Office for an orientation session. At that time benefits will be explained and assistance will be given with the completion of necessary forms.

## **CRIMINAL RECORDS BACKGROUND CHECK/CHILD ABUSE REGISTRY CHECK FOR NEW EMPLOYEES (SB Policy GCD)**

All new certified and classified employees hired after July 1, 2000, must have a state child abuse registry check and criminal records background check via fingerprinting card at the expense of the employee. A fee of \$40.00 is charged for this service. If the school district has hired an applicant contingent upon a background check and derogatory information is obtained, that applicant's contract is voided at the time of the report. The Board of Trustees may, at its discretion, waive any convictions and hire an applicant with a criminal record based on certain circumstances. In the event an applicant wishes to contest a conviction based on erroneous information, the applicant shall appeal information to the Department of Public Safety.

## **STAFF INSURANCE PROGRAM**

The school district shall provide opportunities for employees to enroll in insurance programs. Employees may apply for health/major medical insurance and the State Life Insurance plan within thirty-one (31) days of employment. Accident, salary protection, dental, cancer and other similar insurance programs are offered during the annual enrollment period shortly after the beginning of school.

The district will deduct applicable premiums from employees' wages. Signed authorizations for payroll deductions must be on file in the Central Office before any deductions for premiums begin. It is the responsibility of the employee to notify the Payroll Department in writing of any changes that will affect his/her tax deductions.

The district shall deduct and withhold from wages of all employees:

- Federal Income Tax required by federal law
- Social Security Tax required by federal law
- Contributions to Public Employees Retirement System as required by the State of Mississippi
- State Income Tax amount required by the State of Mississippi
- Amount of other deductions (such as insurance and annuities) as long as the employee has adequate gross earnings to offset the deduction

## **RETIREMENT**

As a condition of employment, all regular employees working more than twenty (20) hours per week shall become members of the retirement system (PERS) provided such persons are under the age of sixty (60) years at the time of employment.

## **WORKERS' COMPENSATION**

All employees are covered for medical expenses and loss of income due to accidental injury on the job through Workers' Compensation. On the job injuries must be reported to the Principal or Supervisor immediately so the proper forms may be processed. Administrators/Supervisors must report the injury immediately to the Central Office. Workers should call the Employee Injury Call Center at 1-833-202-6254 to get the process started.

## **CHAIN OF COMMAND**

Lines of direct authority shall be those approved by the Board of Trustees and shown on the district organization chart. Personnel shall refer matters requiring administrative action to the administrator to whom he/she is responsible, and that administrator shall refer such matters to the next higher administrator when appropriate.

Personnel shall have the right to appeal any decisions made by an administrator through grievance procedures established by district policy.

The established lines of authority represent the direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

## **APPOINTMENTS WITH THE SUPERINTENDENT**

If a teacher would like an appointment with the superintendent on school-related matters, the teacher should go through the principal for this request. Everyone, however, has the right to make an appointment with the superintendent himself/herself if the principal refuses or neglects to respond. No one shall go directly to the Board of Trustees without informing the superintendent.

## **VOLUNTARY TRANSFER WITHIN THE DISTRICT**

If a teacher or assistant teacher wishes to make a transfer from one school to another within the district, he/she must first seek the approval of the two principals involved. If both principals agree, a recommendation will be sent to the superintendent for his approval.



## **REDUCTION-IN-FORCE OF CERTIFIED PROFESSIONAL PERSONNEL**

The Board of Trustees has the responsibility for providing and maintaining quality schools in the district. In order to carry out its responsibility the board may abolish or combine job positions, reduce the length of the work year with a concomitant reduction salary, the same to be in no event less the 187 days per contract year, salary of employees, and/or reduce the number of employees. When doing so, the board will consider the following reasons for reduction in force: enrollment, educational programs, and human, material and financial resources.

The primary objective of the board when reducing the work force will be the maintenance of a fair and balanced educational program consistent with the needs of the students and the functions and responsibilities of the school district. The board will consider the following factors, not necessarily in the order listed:

1. Criticality of the position to the mission, goals, and objectives of the school district.
2. Area(s) and level(s) of competence indicated by certification.
3. Experience, professional training and length of service within the district and the work assignment.
4. Quality of performance including character, teaching capacity and/or executive ability.
5. Skills in areas where the district has instructional and/or supervisory needs.

## **CERTIFIED PERSONNEL RECALL**

Notice of recall will be sent to the employee by certified mail to the last address given in the Central Office by that person. If the employee fails to respond by certified mail within ten (10) days after receipt of this notice of recall, he/she will be deemed to have refused the position and will forfeit all rights in the recall process.

## **STRIKES**

A strike in Mississippi by teachers is illegal, unprotected, and contrary to public policy of the state. A strike includes any effort to interfere with the full, faithful and proper performance of the duties of employment, any slowing down of work, any willful absence, or a stoppage of work in whole or in part.

No teacher, group of teachers, or teacher organization shall promote, encourage, or participate in any strike against a public-school district, the State of Mississippi, or an agency thereof. No person exercising authority, supervision, or direction may approve, authorize, or consent to a strike. No school board or person in authority shall attempt to close or curtail school operations to avert the full force and effect of the law.

In the event of a strike, the school board shall continue to have school as long as practicable to ascertain the name of teachers on strike and to submit the list to the Attorney General. If a strike occurs or the threat of a strike is a clear, real and present danger, the school board involved shall file suit to enjoin the strike in either Chancery Court of the First Judicial District of Hinds County or the Chancery Court having proper jurisdiction. If the court injunction is not complied with, upon application of the complainant, the court shall initiate charges against those who are in contempt.

A teacher organization found to be in contempt of violating the injunction against a strike shall be fined \$20,000 for each such day. The fines shall accrue to the school district and shall be used to replace services denied to the public as a result of the strike.

If a teacher is found to be in violation of the prohibition against strikes, then the court shall order the termination of that teacher's employment with the school district. Furthermore, that teacher cannot be employed by any school district in the state unless a court rules there is a public necessity to employ the teacher. The provisions of the law apply to all public employees and employers.

## **STAFF RESIGNATIONS (SB Policy GBO)**

Resignations from employment in the Louisville Municipal School District must be made in writing and submitted to the employee's immediate supervisor. The administrator or supervisor will then submit the resignation to the superintendent. The original resignation will be placed in the employee's personnel file.

If a person terminates employment without providing a written resignation, the administrator/supervisor will immediately notify the superintendent and the payroll department. According to MS Code 37-3-2(8), a teacher's license can be revoked for one calendar year if they abandon their contract during the school year.

## **DISMISSAL OF A TEACHER OR ADMINISTRATOR DURING CONTRACTUAL PERIOD (SB Policy GBOA)**

State law authorized "dismissal or suspension of an administrator or teacher for breach of contract or abandonment of duty and for incompetence, neglect of duty, immoral conduct, brutal treatment of a pupil or other good cause".

Further, as stated in 37-9-57 of Mississippi's School Law, the license or certificate of such administrator or teacher shall be suspended for a period of one (1) year in the event of arbitrary or willful breach of contract upon written recommendation to the Mississippi Department of Education by the majority of the members of the Board of Trustees.

## **PROFESSIONAL PERSONNEL RE-EMPLOYMENT (SB Policy GBN)**

The superintendent shall recommend renewal or non-renewal of Principals to the Board of Trustees by February 15. The board must act upon the recommendations by March 1.

On or before April 1, the principal shall (or shall not) recommend re-employment of teachers under his/her supervision. If re-employment is not recommended, the teacher shall be notified within seven (7) days of that decision and no later than April 15.

All notifications of non-renewals must be hand-delivered or sent by certified mail with a return receipt requested.

## **STAFF COMPLAINTS AND GRIEVANCES (SB Policy GAEP)**

The Board of Trustees believes it is most important to settle differences that may arise among employees, between employees and administrators, and between the public and teachers as promptly and equitably as possible. Resolution of problems should take place at the lowest possible administrative level and in a manner that assures employees review of complaints and grievances will be handled without fear of reprisals. Grievances shall be processed in accordance with the following procedures:

### **LEVEL ONE**

1. All grievances must be presented orally to the principal or immediate supervisor of the grievant within ten (10) days of the act or omission complained of, and the principal or immediate supervisor and the grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his/her principal or immediate supervisor the grievant shall, within ten (10) days after meeting with his principal or immediate supervisor, file a written statement with his principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the

above, the time, place and nature of the alleged act or omission and the state or federal law or district policy allegedly violated. The statement must be signed by the grievant.

3. In the event that the grievant does not submit to his principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by his/her principal or immediate supervisor.
4. After receipt of the written statement setting forth how the grievant was allegedly discriminated against, the principal or immediate supervisor shall hold a hearing and render a decision in writing to the grievant within ten (10) days.
5. The written decision of the principal or immediate supervisor shall be deemed to be accepted by the grievant unless the grievant notifies the superintendent in writing within ten (10) days of the date of the written decision of the grievant's intention to appeal the written decision of the principal or immediate supervisor.

#### **LEVEL TWO**

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his principal or immediate supervisor, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date and time when the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than thirty (30) days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his principal or immediate supervisor.
2. The written statement submitted by the grievant to the principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit any and all additional information on his/her behalf, which he/she desires to the superintendent in writing no later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.
3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his/her failure to attend shall be deemed as an acceptance of the written decision rendered by his principal or immediate supervisor at Level One.
4. The superintendent shall render a written decision to the grievant within ten (10) days of the date upon which the matter was heard.

#### **LEVEL THREE**

1. If the grievance is not resolved to the satisfaction of the grievant at step two, or if the superintendent does not render a decision within ten (10) days, the grievant may file the grievance with the secretary of the board.
2. If the grievance is not filed with the secretary of the board within ten (10) days of the hearing at Level Two, the grievance shall be considered resolved.
3. Within ten (10) days after receipt of the grievance, the board secretary in concert with the board president and superintendent, shall schedule a hearing before the board on the grievance.
4. The board shall render its decision within fifteen (15) days of the hearing.

## **APPEAL PROCEDURE (FOR NON-RENEWAL OF CONTRACT) (SB Policy GAEP)**

Any non-reemployment decision of this school district shall be rationally related to legitimate educational interest and not arbitrary and capricious or based upon some constitutionally impermissible reason such as race, sex, religion, handicap or exercise of First Amendment rights.

A certificated educator receiving written notice under the provisions of the policy shall, upon written request, be entitled to:

- A written notice of the reasons for non-reemployment together with a summary of the factual basis. The school district shall give this notice to the certificated educator at least five (5) days prior to any hearing.
- An opportunity for a hearing at which to present matters relevant to the reasons given for the non-employment decision. A request for a hearing by the certificated educator must be received by this school district within seven (7) days of the date the educator receives his/her written notice of non-renewal.
- The right to receive a fair and impartial hearing before the Board of Trustees or hearing officer selected by the Board of Trustees and to be represented by legal counsel at his/her own expense.

If the employee does not request a hearing, the decision of the Board of Trustees with regard to the reemployment of the employee shall be final.

Any and all hearings shall be conducted pursuant to the "Rules of Procedure Under the School Employment Procedures Law of 1977" (Policy GBN-R) adopted by the Board of Trustees of the Louisville Municipal School District. All proceedings under this policy are and shall be governed by the School Employment Procedures Law of 1977 where applicable.

## **PERSONNEL RECORDS**

All employees must have the following records on file in the Central Office:

- A complete application which includes correct name, present address, home phone number, social security number and other relevant information,
- Withholding information and tax status,
- A consent form for payroll deductions.

It is the responsibility of the employee to keep his/her address, telephone number, name change, bank account changes, and other pertinent information current with the Payroll Department. All change requests must be made in writing on the Public Retirement System (PERS) 1C form and turned in to the Payroll Department. Requests for change in the number of exemptions on the W-4 forms must be made no later than ten (10) working days before payroll is due.

## **RENEWAL OF CERTIFIED TEACHER/ADMINISTRATOR LICENSE**

An educator's license must be renewed online at the Mississippi Department of Education's (MDE) Licensure homepage ([mdek12.org/OEL](http://mdek12.org/OEL)) through the Mississippi Educator Career Continuum Archive System (MECCA). It is the educator's responsibility to send the verification of CEU units or SEMI credits to MDE. A copy of the license should be sent to the Central Office.

## **SUBSTITUTE TEACHERS**

A master list of substitute teachers to be used in the school district shall be maintained in the Central Office and provided to principals. Principals shall select substitutes from the approved list.

Any substitute teacher must:

- Have forty-eight (48) semester hours or above of college credit through accredited junior or senior colleges; **OR**
- Have passed the ACT WorkKeys Assessment in reading, mathematics, and writing; **AND**
- Have completed a LMSD Substitute Teacher Orientation.

There will be two orientations scheduled per school year. Applicants will receive a letter from the Central Office confirming the dates of the orientations.

Substitute teachers for certified teachers will be paid \$75.00 per day. After substituting ten (10) full consecutive days for the same teacher, the rate will increase to \$125.00 per day. After this period of time, the rate of pay for a substitute who is certified in the area in which he/she is substituting will be paid based on the certification level and experience of the substitute. However, the rate of pay of a substitute cannot exceed the daily pay of the regular teacher in that position.

Substitute teachers should adhere to the following rules:

- Upon arrival at school, obtain from the principal's office a copy of the teacher's lesson plans and any materials left by the teacher.
- Conduct classes in as normal a manner as possible.
- Assume all duties of a regularly employed teacher.
- Follow all rules and policies of the school.

Substitute teachers for noncertified staff will be paid \$58.00 per day.

## **STUDENT TEACHERS (SB Policy MFB)**

The placement of student teachers from colleges/universities in the schools will be coordinated by central office administrators. They are subject to the following guidelines:

- They will be assigned to the teachers by the principal.
- They must be placed with certified teachers with a minimum of three (3) years teaching experience who will gradually add responsibilities and duties that will provide adequate teacher preparation.
- They must honor the school rules and regulations of the district.
- The cooperating teacher and school principal will honor reasonable guidelines, rules, and regulations of the sending institution.
- The school district reserves the right to interview, accept, or reject any student teacher.

## **DRESS CODE**

School personnel shall dress professionally and appropriately at all times. Staff members shall not wear articles of clothing or jewelry unacceptable for students according to the dress code of this district.

## **TIME SCHEDULES**

Principals are expected to be on duty from 7:00 a.m. to 4:00 p.m. Principals must notify the superintendent, assistant superintendent, or designee if they must be absent from school or away from the school for an extended period of time.

The principal of each school will determine the beginning and ending of each school day. Principals may change arrival and dismissal times for individual employees to accommodate duty schedules. Students must not be left without supervision at any time.

Special activities and services may make additional demands on the teacher's workday. Teachers are, therefore, expected to assume reasonable duties over and above their regular teaching responsibilities. They should adhere to the hours set by the principal.

Students will not be allowed on the school premises unless they are under the direct supervision of a principal, teacher, or other authorized, responsible adult.

## **TIMEKEEPING AND ATTENDANCE**

Accurately recording time worked is the responsibility of every employee. Federal and state law requires school districts to keep an accurate record of time worked. Time worked is all the time actually spent on the job performing assigned duties.

Certified teachers will be required to sign in at the beginning of the day and to sign out in the office if he/she leaves the campus during the school day.

Classified employees are required to clock in at the beginning of their workday. They are required to clock out when they take their lunch breaks and clock back in once the break is completed, as well as clock out at the end of each day. Lunch and break schedules will be determined by the employee's work location and schedule, as assigned by their immediate supervisor. For record keeping purposes, classified employees are required to clock out if they are leaving before the end of their scheduled workday.

All leave reports are due to the Central Office according to the calendar set at the beginning of each school year. Time sheets will be submitted to the Central Office once a week for all classified employees.

## **GRADE RECORDING**

Since parents are expected to join Active Parent, it is imperative that teachers keep up-to-date grade books. Teachers are required to update SAMs grade book at least once a week. As a means to consistently provide parents and students academic information, a minimum of 2 daily grades per week, and a minimum of 4 test grades per 9 weeks will be required by each certified teacher.

## **PARENTAL CONTACT**

Teachers will be required to reach out to parents/guardians routinely using some mode of communication that provides documentation.

## **INSTRUCTIONAL TIME (SB Policy AF)**

- The school year will consist of a minimum of 180 teaching days.
- The opening date of the school year for students is scheduled no earlier than August 1 and the closing date no later than June 15.
- The teaching day must provide at least 330 minutes of instruction per day or 27.5 hours per five-day week. The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered.
- Two of the 180 days may be 60% days provided that there are 198 minutes of actual instruction or testing and the remainder of each day is used for staff development or other activities related to instruction.
- The school district must schedule preparation for graduation ceremonies in such a manner that graduating seniors are absent from classes for no more than three days prior to the end of the school year (177 days).
- The superintendent may close any school because of an emergency prevailing in the school district. All such schools so closed shall operate for the required full time after being reopened during the scholastic year.
- Each secondary classroom teacher, excluding vocational teachers whose class periods exceed 50 minutes, has an unencumbered period of time during the teaching day to be used for individual or departmental planning. If the school utilizes a traditional six-period or seven-period day schedule, the instructional planning time provided for secondary teachers is a minimum of 225 minutes per week exclusive of lunch period. If the school utilizes any form of a modular/block schedule, the instructional planning time provided is a minimum of either 225 minutes per week or an average of 225 minutes per week per instructional cycle, exclusive of lunch period.
- Instructional planning time for the elementary school teacher is no less than 150 minutes per week, exclusive of lunch period.
- Teachers in grades 7-12 will be limited to three course preparations per day. Four preparations may be approved if the four are in the same discipline area.
- A minimum of 60% of classroom instructional time in the kindergarten program must be spent in learning center activities.

## **SCHOOL CLOSINGS (SB Policy AFC)**

The superintendent may close any school because of an emergency situation. However, all such schools closed shall operate for the required full time after being reopened during the scholastic year. During inclement weather or other emergencies, personnel should listen to the local radio station (WLSM-FM 107.1) and local television stations concerning school closings or delayed starts. Schools will also send out a message on the automated calling system (AIM) to inform parents of school closings or delays.

## **BUDGET PLANNING**

Staff members are encouraged to provide input into the district budget. They should make their needs known to their immediate supervisor and/or building principal. The building principals and supervisors will present the requests to the superintendent who will recommend a district budget to the Board of Trustees for approval.

## **PERMANENT RECORDS**

A Mississippi cumulative folder will be kept for each student enrolled. Active permanent records will be housed in the school office and kept in a fire-resistant storage unit. They will be available to school district personnel involved in planning, implementing and reviewing the students' instructional programs. Guidelines must specify those individuals who have access to student records and procedures for reviewing student records in compliance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. A student's permanent record will not be destroyed at any time.

It is extremely important that permanent records be kept accurately. The inside sheet is as important as the outside folder because all parts of the folder should be kept up-to-date. Grades are to be posted on the folders at the end of each semester.

The Louisville Municipal School District will not release the educational records of students to any third party without the written consent of the parents. The following officials/agencies are exceptions to this rule:

- School officials, including teachers, who have legitimate educational interest in the student.
- Officials of other schools, after a pupil has transferred, upon the condition that the student's parents are notified and have an opportunity to challenge the content of the record.
- State or federal officials for audit purposes or report information required by state statute.
- Financial aid officials in connection with a student's application for aid.
- Educational agencies for the purpose of developing or validating predictive tests, if such information does not identify individual pupils.
- Accreditation agencies for the purpose of gathering statistical data to carry out their function.
- Parents of dependent students who have attained eighteen (18) years of age.
- Persons who need information to protect the health or safety of students in cases of emergency.

## **ACTIVITY RULE**

The district or volunteering school will not permit any student in grades K-6 to participate in an inter-school competitive sports program of a varsity pattern with scheduled games and championship. Furthermore, the district or school will not allow the school's name to be used by another agency in designating the identity of such a team.

## **FIELD TRIPS**

A field trip is a school-sponsored, school-chaperoned activity that allows students to investigate or participate in life experiences away from the classroom. A well-planned field trip can be a worthwhile educational experience. These trips must, however, be specifically related to instructional objectives and/or extracurricular activities. All field trips must be of educational value to the students.

All field trips away from the school must be under the supervision of a teacher or responsible staff member. Field trips must be approved by the principal and superintendent. Requests for field trips must be submitted for approval to the superintendent at least seven (7) days prior to the date of the field trip. Parental permission must be obtained for every student going on a field trip.



The sponsor must make a list of the participating students and give a copy to the school office. Roll must be called upon departure and return of students to the bus. If students are not returning to the campus on the bus, the sponsor must receive written notification from the parent concerning other means of transportation.

The sponsor is responsible for the discipline of students at all times. Students on field trips are not allowed to visit shopping malls or retail stores except in food court areas. After the trip, the sponsor and bus driver must make sure the bus is free from litter.

### **TOBACCO FREE ENVIRONMENT (SB Policy GBRM)**

- Employees are prohibited from using or displaying tobacco products (including smokeless tobacco products) while they are on property owned by the school district or under the district's control.
- This prohibition includes, but is not limited to, all school-sponsored functions and extracurricular activities.
- Tobacco use, including smokeless tobacco products, is banned from all school system vehicles and all school system buildings.

### **DRUG ABUSE (SB Policy GBRL)**

No employee of the Louisville Municipal School District shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined in schedules I –V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.00 – 1300.15.

### **DRUG AND ALCOHOL TESTING POLICY (SB Policy GBRM-2) \_FOR NON-TRANSPORTATION EMPLOYEES**

The following is Louisville Municipal School District's Drug and Alcohol Testing Policy for Non-Transportation Employees enacted pursuant to the MS Drug and Alcohol testing law, MS Code Annotated Sections 71-7-1 *et seq.* Supp. (1994). This policy will be enforced uniformly with respect to all personnel. All of the district's personnel, including administrators, will be subject to testing.

The purposes of this policy are as follows.

1. to maintain a safe, healthy working environment for all employees;
2. to maintain the highest quality educational program for our students by insuring that no personnel of the district are users of illegal drugs or under the influence of drugs or alcohol;
3. to reduce the number of accidental injuries to person or property; and
4. to reduce absenteeism and tardiness and improve the quality of educational services.

### **SUBSTANCE ABUSE**

The following are rules representing the district's policy concerning substance abuse.

1. All employees are prohibited from being under the influence of drugs or alcohol while on duty or on district premises. All employees are prohibited from using illegal drugs, or prescription medication for which they do not have a proper prescription.
2. The sale, possession, transfer, or purchase of illegal drugs on district property or while performing district business is strictly prohibited. Such action will be reported to appropriate law enforcement officials.
3. The use, sale, or possession of an illegal or non-prescription drug or controlled substance while on duty is cause for immediate termination.
4. No alcoholic beverage will be brought or consumed on district premises.

5. No prescription drug will be brought on district premises by any person other than the person for whom the drug is prescribed. Prescription drugs will be used only in the manner, combination, and quantity prescribed.
6. Any employee whose off-duty use of alcohol, illegal, or non-prescription drugs results in excessive absenteeism, tardiness, poor work, or an accident will be subject to discipline, up to and including termination.

### **DRUG AND ALCOHOL TESTING**

1. Effective September 12, 2015, the Louisville Municipal School District will begin conducting reasonable suspicion testing of personnel.
2. An employee will be allowed to provide notice to the Louisville Municipal School District of currently or recently used prescription or non-prescription drugs prior to the time of the test.
3. (a.) Reasonable suspicion is defined under this policy as the belief that an employee is using or has used drugs or alcohol in violation of the Louisville Municipal School District's policy. Reasonable suspicion may be based upon, among other things:
  - i. Observable phenomena, such as direct observation of drug/alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol;
  - ii. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
  - iii. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
  - iv. Evidence that an individual has tampered with a drug and alcohol test during his employment with the current employer;
  - v. Information that an employee has caused or contributed to an accident while at work; and
  - vi. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment.
- (b). If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of the Louisville Municipal School District's policy, that employee will be required to submit to a drug and/or alcohol test. The superintendent (or in his or her absence an appointed replacement) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of the Louisville Municipal School District's drug and alcohol policy, the employee will be subject to immediate termination of his or her employment with the district.
4. Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.
5. The following are drugs for which the district may test: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, and cocaine.

6. An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the superintendent. An employee, at his or her own cost, also may request that the specimen be retested at a certified laboratory of his or her own choosing.
7. An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.

### **DISTRICT VEHICLES**

The Louisville Municipal School District has certain vehicles under its control and possession. These vehicles are designated for use as school buses, maintenance vehicles, transportation vehicles and school vehicles for all the individual schools.

Vehicles utilized by employees of the Transportation and Maintenance Departments shall be used only during duty hours. At no time shall non-employees, family members, etc., be allowed to ride in any district vehicles without prior approval of the superintendent. District vehicles may only be used during duty hours and only for work-related purposes. Any employee utilizing a vehicle for anything other than a work-related purpose shall be subject to discipline.

The Superintendent, the Supervisor of Transportation and the Supervisor of Maintenance shall be allowed to take their vehicles home during the evening hours. However, these supervisors will be totally responsible for these vehicles and will ensure that they are utilized only for work-related purposes.

### **OPERATING AN ELECTRONIC DEVICE WHILE DRIVING ON DISTRICT BUSINESS (SB Policy ECIA)**

No employee or volunteer driver of the Louisville Municipal School District shall operate any district motor vehicle or operate a personal motor vehicle in the course of their responsibilities and duties with the district while writing, sending, or reading a text message and from accessing, reading or posting to a social networking site using a hand-held mobile telephone.

### **TRANSPORTING STUDENTS (SB Policy EDDAA)**

School employees are not to use privately owned vehicles for transporting students on behalf of the school. Students are to be transported in school buses that meet federal and state regulations.

In some situations, administrators or their designee may need to transport students during the school day in a school owned vehicle. In this case, at least two (2) staff members must accompany the student.

### **SEXUAL HARASSMENT POLICY (SB Policy GACN)**

Employees and students are protected from sexual harassment by Title IX of the Education Amendment of 1972. This amendment to the 1964 Civil Rights Act prohibits sexual discrimination and sexual harassment in educational institutions that receive federal assistance.

Complaints concerning violation of this policy may be made to the Title IX Coordinator in the Central Office without fear of reprisal. If the complaints are proven to be legitimate, the offending employee shall be subject to disciplinary action, including termination of employment.

## **CARE OF SCHOOL PROPERTY**

Teachers shall take care of all fixtures, furniture, etc. in their classroom and in the school building. They should be careful not to deface the walls with tacks, staples, glue, etc. They should, at all times, do their part to help keep the rooms neat and clean. Any defacement to school property should be reported immediately to the school principal, who will assess and try to correct the damage. Teachers should also report individuals responsible for defacement of school property.

Teachers and students are expected to help keep the school grounds free of litter. Teachers should discuss this issue with students at regular intervals. Care and respect for the school should be taught in all classes.

## **SOLICITATIONS AND FUNDRAISING**

No individuals including employees may use the school premises to sell articles or services to students or school employees. Employees selling merchandise to students for personal gain on campuses or school buses is strictly forbidden.

No outside agency may conduct a fundraising event on school campuses. School organizations are restricted to one (1) fundraising activity per semester that involves student solicitation. If unforeseen circumstances arise in which additional fundraising is needed for students to compete in state or national competition, then such needs must be explained in writing to the principal and superintendent.

Sponsors of school organizations are required to submit to the principal a financial report at the end of each fiscal year showing all revenues and expenditures for the year. A copy of the report is to be forwarded by the principal to the district business manager.

## **GIFTS AND REQUESTS TO SCHOOL DISTRICT**

The Louisville Municipal School District requires any person or association who desires to donate assets to the school district to have school board approval. The Louisville Municipal School District will maintain title of ownership to donated assets unless prior agreement has been reached with the party at the advice of the board attorney.

The school board shall acknowledge in its official minutes the fair market value, date of donation, and who will maintain title or ownership to any and all donated assets.

## **ABSENCES FROM WORK**

If an employee must be absent, he/she should notify the principal or his/her immediate supervisor as soon as possible but no later than 6:30 a.m. on that day. Employees are required to complete leave electronically through Active Resources.

An employee's attendance record may be considered unacceptable under the following circumstances:

- a pattern of absence(s), tardiness or early departures which adversely impacts District operations and/or an employee's performance, as determined by an employee's immediate supervisor;
- an employee has a history of not following established school or departmental procedures for reporting absence(s);
- an employee has exhausted his/her paid time off balance and continues to be absent without authorized approval;
- an employee is using sick leave for purposes not allowed.

Unacceptable attendance records may result in disciplinary actions or possible termination. Any employee who fails to report to work without notice for two consecutive days will be considered to have voluntary terminated employment, effective at 5:00 p.m. on the second day of unreported absence. Job positions will not be held for employees who have unpaid, unprotected leave of absence. These employees will be considered for reemployment and may reapply through the application process once they are able to return to the District. See your school's employee handbook (if applicable) for other instructions on attendance and duty. Any employee that misses more than the allotted 2 personal and 7 sick days (total of 9 days) during the course of the school year is subject to be a considerable reason for non-renewal or termination of any employee missing excessive days. The following exemptions will be considered as permissible but not limited to:

- Any physician documented illness that causes extended leave time
- Death of a family member
- Pregnancy
- Natural disaster

**LEAVE POLICY (SB Policy GBRI)**

Leave will be defined as half of a workday or a full workday during which an employee is absent from work.

1. Personnel shall be given a sick leave allowance at full pay for absences because of personal illness or illness or death in the immediate family. Illness in the immediate family is limited to husband, wife, son, daughter, father, mother, brother, or sister. Death in the immediate family is limited to husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, or grandparent. Employees will be granted sick leave days at the following rate:

9 Month Employees	7 days	11 Month Employees	9 days
10 Month Employees	8 days	12 Month Employees	10 days
2. Leave will be credited to each employee in the amount above per fiscal year and pro-rated if the employee begins work after the normal date of employment for that position.
3. No deduction from the pay of said employee shall be made because of an absence due to illness or a death in the immediate family until all sick leave allowance has been used.
4. Unused portions of sick leave in any one school year shall be cumulative for an employee. The total accumulation of sick leave shall be unlimited, and unused sick leave allowance may be applied to retirement.
5. For ten (10) days absence because of illness or a death in the family (as identified in the first item) in excess of accumulated sick leave, only the amount of compensation set in the substitute pay scale may be deducted from the absent employee's salary.
6. After use of accumulated leave and an additional ten (10) days (as set forth in Item 4 above), regular pay of the absent employee shall be withheld, in its entirety for any period of absence from illness or a death in the family (as identified in the first item).
7. When an employee is absent for a reason other than those permitted by Item 1, regular pay of the absent employee shall be withheld except for those reasons considered valid by the employee's immediate supervisor. For these exceptions, the deduction will be at regular substitute pay.
8. Employees may be required to provide a certificate from a physician or a dentist or other medical practitioner for absences of four (4) or more consecutive days.
9. Penalty for any materially-false statement by an employee regarding the cause of absence shall be full deduction from salary.
10. All accumulated leave shall terminate upon the expiration of employment in the Louisville Municipal School District and shall not be restored if the employee later re-enters the service of the system.
11. Illness during pregnancy comes under the same stipulations as other illnesses.
12. In the event any public-school employee transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance shall be credited to such individual in the computation

of unused leave for retirement purposes under Section 25-11-109 of the Mississippi Code of 1972, as amended. Accumulation of sick leave allowed under this section shall be unlimited.

### **PERSONAL LEAVE (SB Policy GBRI)**

The following employees of the Louisville Municipal School District shall be credited with two (2) days of personal leave at full pay: all certified employees, supervisors, assistant teachers, teacher aides, and twelve-month office personnel. It will be credited at the beginning of each school year.

Personal leave is not accumulative at any time. However, any personal leave not used by the above-named personnel will be transferred to sick leave at the end of any fiscal year. Personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday, or a day after a holiday.

Personal leave must be requested through Active Resources at least five (5) workdays prior to the date(s) to be taken. Requests must be made in writing to the principal or supervisor on the appropriate form. No more than ten percent (10%) of the staff eligible for personal leave at any school may be granted personal leave on any school day.

### **PERSONNEL VACATIONS (SB Policy GBRI)**

Anyone designated as a full-time twelve-month employee shall be granted two weeks (10 working days) paid vacation beginning after the first full year of employment in the school district. Vacation days that are not used by the end of June following the year the days are earned will be transferred to sick leave.

### **MATERNITY LEAVE (SB Policy GBRIA)**

An employee who becomes pregnant may continue to work as long as health permits the employee to satisfactorily perform the regular duties of her job. The employee on maternity leave shall receive pay, insurance and other benefits to the same extent and on the basis as if she were on sick leave. All requests for maternity leave must be received in writing and in accord with the guidelines established in the Family Medical Leave Act.

### **FAMILY MEDICAL LEAVE ACT (SB Policy GBRIA)**

#### **Definitions**

- 1) An **“eligible employee”** is an employee of a covered employer who: (a) has been employed for at least 12 months and (b) has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of leave, and (c) is employed at a worksite at which the employer employs at least 50 employees within 75 miles of the worksite.
- 2) **“Employee’s spouse”** means husband or wife as defined by Mississippi Law.
- 3) **“Employee’s son or daughter”** mean biological child, adopted child or foster child, a step child, legal ward or the child for whom the employee is standing in loco parentis, who is either under the age of 18 or age 18 or older and incapable of self-care because of a mental or physical disability.
- 4) **“Employee’s parent”** means biological parent, adoptive, step or foster father or mother, or any other individual who stood (or now stands) in loco parentis to an employee when the employee was a child (not to include parents-in-law).
- 5) **“Employee’s immediate family member”** means spouse, son or daughter, grandchild or parent as defined hereinabove.

- 6) For the purpose of FMLA “**serious health condition**” means an illness, injury, impairment or physical or mental condition that involves either inpatient care (overnight stay) in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider.
- 7) “**Health care provider**” means a licensed medical physician, nurse practitioner, dentist, psychologist, and chiropractor.

### **Leave Provisions**

An eligible employee is entitled to 12 unpaid work weeks (60 work days) during any 12-month period for any one or more of the following reasons:

- 1) The birth of a son or daughter, and to care for the newborn child (within 12 months of birth).
- 2) The placement of a child with the employee for adoption or foster care (within 12 months of the placement).
- 3) To care for the employee’s spouse, son, daughter, or parent with a serious health condition (not “parent-in-law”)
- 4) The employee’s own serious health condition which makes the employee unable to perform the function of his/her job.
- 5) The district encourages any person taking FMLA leave to utilize all paid benefits as part of the 12 weeks of leave. This use of paid leave does not extend the 12 weeks of FMLA leave.
- 6) The 12-month period is defined as a “rolling” year, that is, that the 12-month eligibility period begins on the date leave is first taken.

### **Notice Requirements**

Employees must provide the district at least thirty (30) days advance notice before FMLA leave is to begin if the need for the leave is foreseeable.

Due to lack of knowledge or a medical emergency, notice must be given as soon as practicable.

Failure to give 30 days’ notice for foreseeable leave may result in the denial of the taking of FMLA leave until at least 30 days after the date the employee provides notice.

### **Required Certification**

Eligible employees shall provide the district certification of a serious health condition for himself/herself or a family member. The certification, to be signed by the health care provider, shall be attached to the required written notice or submitted in a timely manner which shall be no more than fifteen (15) working days after providing written notice.

### **The Certification Is to Include the Following**

- 1) The date on which the serious health condition in question began.
- 2) The probable duration of the condition.
- 3) Appropriate medical facts regarding the condition.
- 4) A statement that the employee is needed to care for spouse, parent or child (along with an estimate of time required) or that the employee is unable to perform his/her functions, and in the case of intermittent leave, the duration of treatment to be given.
- 5) Signature (not stamped) of a health care provider.
- 6) The district may require that a second opinion be obtained at the district’s expense.

## Employment Benefits Protection

- 1) An employee who completes a period of leave and has complied with the terms of this policy shall be returned either to the same position he/she had before the taking of leave or to a position which is genuinely equivalent.
- 2) Take of leave shall not result in the loss of any previously accrued seniority or employment benefits. Except for health benefits, no other benefits will accrue during the leave period.
- 3) Health benefits shall continue through an employee's 12-week leave period.

## Military Family Leave

- 1) A **"covered military member"** means the employee's spouse, son, daughter, or parent on active duty or call to active-duty status.
- 2) A **"son or daughter on active duty or call to active-duty status"** means the employee's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, who is on active duty or call to active-duty status, and who is of any age.
- 3) **"Active duty or call to active-duty status"** means duty under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation pursuant to Section 688 of Title X or the United State Code or any other provisions of law during a war or during a national emergency declared by the President or Congress so long as it is in support of a contingency operation.
- 4) A **"serious injury or illness"** means an injury or illness incurred by a covered servicemember in the line of duty or active duty that may render the servicemember medically unfit to perform the duties on his/her office, grade, rank or rating.
- 5) **"Outpatient status"** with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatient. In order to care for a covered servicemember, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered servicemember.
- 6) A **"son or daughter of a covered servicemember"** means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember in loco parentis, and who is of any age.
- 7) A **"parent of a covered servicemember"** means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law".
- 8) The **"Next of kin of a covered servicemember"** is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter.

Employees are eligible to take FMLA leave because of a qualifying need when the covered military member is on active duty or called to active-duty status in support of a contingency operation pursuant to one of the provisions of law identified above. An employee whose family member is on active duty or called to active-duty status in support of a contingency operation as a member of the Regular Armed Forces is not eligible to take leave because of a qualifying need.

A call to active duty for purposes of leave taken because of a qualifying need refers to a federal call to active duty. State calls to active duty are not covered unless under order of the President of the United States pursuant to one of the provisions of law identified in support of a contingency operation.

An eligible employee is entitled to 26 workweeks of leave to care for a covered servicemember with a serious injury or illness during a "single 12-month period."



The “single 12-month period” described above begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. If an eligible employee does not take all of his/her 26 workweeks of leave entitlement to care for a covered servicemember during this “single 12-month period”, the remaining part of his/her 26 workweeks of leave entitlement to care for the covered servicemember is forfeited.

A husband and wife who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of 26 workweeks of leave during the “single 12-month period” if the leave is taken for birth of the employee’s son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, to care for the employee’s parent with a serious health condition, or to care for a covered servicemember with a serious injury or illness.

**MS Code 37-7-307**

### **DONATING LEAVE TO ANOTHER EMPLOYEE (SB Policy GADF)**

#### **MS Code Ann. 37-7-307**

Any school district employee may denote a portion of his/her unused accumulated sick leave to another employee from this district who is suffering from a catastrophic injury or illness or who has a member of his/her immediate family suffering from a catastrophic injury or illness.

The law defines both catastrophic injury/illness and immediate family.

**“Catastrophic injury or illness” (MS Code Ann. 25-3-91)** means a severe condition or combination of conditions affecting the mental or physical health of an employee or a member of an employee’s immediate family that requires the services of a licensed physician for an extended period of time and that forces the employee to exhaust all leave time accumulated by that employee, thereby resulting in the loss of compensation from the school district for the employee.

**“Immediate family”** means spouse, parent, stepparent, sibling, child, or stepchild.

The donor employee shall notify the superintendent (or designee) and designate the employee who is to receive the leave and the amount of unused leave to be donated. Requests must be made by completing the appropriate form accompanied by the signed “Catastrophic Injury or Illness Physician’s Statement” form.

Before an employee may receive any donated leave, he/she must provide the superintendent (or designee) with a “Catastrophic Injury or Illness Physician’s Statement” that states the beginning date of the injury or illness, a description of the injury or illness, a prognosis for recovery, and the anticipated date the employee will be able to return to work. If the amount of leave that is donated is not used by the employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees. The donation of leave will not be carried over fiscal years (July 1<sup>st</sup> – June 30<sup>th</sup>).

**(REF: Mississippi Code, Section 37-7-307)**

Before an employee may receive donated leave, the superintendent of education shall appoint a review committee to approve or disapprove the said donation of leave, including the determination that the illness is catastrophic.

Donated leave shall not be used in lieu of disability retirement.

The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.

An employee must have exhausted all of his/her accumulated sick leave and personal leave before eligible to receive any donated leave. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor. The donation of leave should be made within ten (10) days of the employee's return to work.

### **JURY DUTY (SB Policy GBRI)**

LMSD encourages its employees to fulfill his/her civic responsibilities by serving jury duty when required. Leave shall be provided with pay for full-time employees who serve as jurors.

The employee is expected to provide his/her principal or supervisor with a copy of the jury duty summons as soon as possible so that arrangements may be made to accommodate the possible absence from work. Employees must obtain documentation from the court clerk stating the dates he/she reported to jury duty and/or served as juror. Employees are expected to report to work any time they are released from jury duty during their regularly scheduled hours.

Eligible employees will be compensated at his/her base rate of pay for the number of hours he/she normally is scheduled to work that day.

Fees from employees who serve on juries will not be recovered by the school district (**MS Code 25-11-109**). Expenses for meals, lodging and travel will not be reimbursed by the District.

### **MILITARY DUTY**

Employees of the Louisville Municipal School District (LMSD) will be granted leave of absence for service in the uniformed services, provided that:

- The employee provides written notice of said military service as soon as practicable, unless precluded by military necessity or impracticability, and;
- The employee's total length of military service does not exceed five years, and;
- The employee satisfactorily completes his/her military services, and;
- The employee remains qualified for employment with the Louisville Municipal School District; and
- The employee provides written notice to the Louisville Municipal School District that he/she intends to continue employment with the district within 90 days of the end of his/her military service.

During the time that an employee of LMSD is on leave for military service him or her:

- Will continue to be paid at his/her current rate of pay for the first fifteen days of military service, these fifteen days are accrued annually and must be used on an annual basis in conjunction with the employee's contract or work year (July 1<sup>st</sup> – June 30<sup>th</sup>). Unused days do not accumulate from year to year.
- Will continue to accrue seniority and leave during his/her military service;
- May choose to use his/her accumulated leave time at the beginning of military service, but is not and may not be required to do so;
- May keep his/her medical insurance provided by LMSD to the same extent as other on-leave employees, for a period of up to two years from the beginning of military service or until he/she elects not to return to employment with LMSD, whichever occurs first;

- Will be treated for the purposes of retirement as having no break in his/her employment with LMSD.

Upon having completed military service, an employee of LMSD will be reemployed using the Employment Procedures on Page 18.

The Louisville Municipal School District will provide notice to its employees of their rights under Mississippi and federal law, as required by law.

**Miss. Code Ann. (1972) §33-1-21, 38 U.S.C. 4312 et seq.**

### **RETIREMENT CREDIT FOR UNUSED LEAVE (SB Policy GBRI)**

Upon retirement from employment, each certified employee shall be paid, at the option of the employee, for all unused accumulated leave earned while employed by the Louisville Municipal School District. Such payment shall be made by the school district at a rate equal to the amount paid to substitute teachers for up to thirty (30) days leave in a lump sum payment. Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave.

For non-licensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage.

### **PROFESSIONAL LEARNING COMMUNITIES (PLC)**

All certified teachers are required to participate in a Professional Learning Community at their individual school. A Professional Learning Community is a collaboration of teachers and administrators, who work together to seek out best practices, test them in the classroom, continuously improve processes, and focus on results. PLCs operate under the assumption that the key to improved learning for all students is continuous, job embedded learning for educators. PLC's may include subject area meetings, grade level meetings as well as school-wide meetings when necessary. The PLC Mission is to provide high levels of learning for all students.

Three Commitments for PLC's:

- Learning by all
- Collaboration
- Focus on Results

### **PURCHASING (SB Policies DJE; DJEA; DJEG)**

No purchase shall be made and charged to the school without prior approval by the principal. All purchases must be made with an approved purchase order or they will not be paid. All activity fund accounts must be audited through the central office.

## **TEACHER PROCUREMENT CARD (SB Policy DJEAB)**

Teachers who receive procurement cards must sign a cardholder agreement in order to access Education Enhancement Funds (EEF) that will be utilized to make financial commitments on behalf of the school district.

ALL purchases must be made on items used for or by the students in the classroom setting. Teachers should be conscious of these purchases and know that if audited, he/she will have to explain how the purchase was used for students. The cardholder must keep all receipts for purchases for at least five years. Please see the Teacher Cardholder Agreement for a complete explanation of the terms and conditions. All cards will be inactivated on March 31 of each year and should be turned in to the principal at each school. If teachers have any questions regarding purchases, they may call the Business Manager at the Central Office.

## **TRAVEL REIMBURSEMENTS (SB Policy GBRF)**

Personnel who have first been authorized by the superintendent to travel in the performance of their duties shall be reimbursed their expenses by the school district for such travel as indicated below:

- Reimbursement for each mile traveled in the employee's automobile or other private motor vehicle will be at the state and federal travel amount.
- When such travel is by a public carrier or other means not involving a private motor vehicle, the employee shall receive the actual fare or other expenses incurred in such travel.
- Reimbursement for meals for an employee whose travel involves overnight lodging is based on the Department of Finance reimbursement rate.

## **TEACHER TELEPHONES**

Only emergency telephone calls may be received during class time. Messages will be taken so that other calls can be returned. Use of cellular phones is prohibited by staff during instructional time and while testing when students are present. Cell phones are to be on silent during the school day. No communicational devices are allowed during state assessments.

## **LESSON PLANS**

Teachers shall write weekly lesson plans that include objectives from the MS Framework or College and Career Readiness State Standards. Principals will check lesson plans. Proper planning is the most effective way to eliminate discipline problems. Lesson plans should be available for substitutes when teachers are absent from school.

## **FLAG AND PATRIOTISM**

The Flag of the United States of America is to be displayed in each classroom, and the Oath of Allegiance is to be recited at the beginning of the first hour of each school day. (MS Code 37-13-6) Citizenship, patriotism and Americanism are to be taught.

## **POLITICAL ACTIVITIES**

The Board of Trustees recognizes and encourages the right of its employees, as citizens, to engage in activities that exemplify good citizenship. However, the Board recognizes that the primary purpose of the school is to educate its students.

All political activity shall be governed by the following:

- No political materials may be handed out or political speeches made on school property.
- Any employee may run for political office, but it cannot interfere with job responsibilities.

- Employees may not engage in political activity during school hours or on property owned by the Louisville Municipal School District except during elections as governed by Law.

This policy shall not prevent the following:

- The dissemination of information concerning school tax and/or bond elections.
- The discussion and study of political issues when they are appropriate to lessons in social studies, current events, or political science.
- The conducting and campaigning in student elections.
- The conducting and campaigning of elections associated with teacher education associations.

## **RELIGION**

Teachers shall not be permitted to introduce religious sectarian views into the school. Controversial subjects should be avoided unless a discussion on the subject is a part of the curriculum.

## **SUPERVISION RESPONSIBILITIES**

Teachers should not leave class except in cases of emergency. If an emergency occurs, the teacher must notify the nearest teacher and the office of the situation and the approximate time of return.

Students will be scheduled under teacher supervision all day. Teachers must know where their students are at all times. Students must not be allowed to wander the campus at their own will.

No teacher shall permit a student to leave school for any reason without first getting the approval of the principal. Furthermore, no teacher may leave campus during the school day without checking out in the school office.

## **DISMISSAL OF STUDENTS**

Classes should be ready for dismissal when the bell rings. Teachers should dismiss classes in an orderly manner and stand in the doorway. Each teacher should report immediately to the next place of duty. Some teachers may need to walk students to the bus, outside the building, etc.

## **ACCEPTABLE USE POLICY (School Board Policy IJB)**

The Louisville Municipal School District (LMSD) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. The District is committed to helping students develop progressive technology and communication skills.

LMSD is committed to providing educational opportunities for all students and maintaining compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, the District provides the privilege of access to technologies for student and staff use.

This Acceptable Use Policy (AUP) outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on school property, including:

- The LMSD network is intended for educational purposes.
- All activity over the network or use of District technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with District policies and procedures and federal regulations, such as the Children's Internet Protection Act (CIPA).

- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- [Using an Internet filter and other technologies] The District makes a reasonable effort to ensure students' safety and security online, but it will not be held accountable for any harm or damages resulting or arising from use of LMSD technologies.
- Users of the District network or other technologies are expected to alert technology staff immediately of any concerns for safety or security.
- Users have no expectation of privacy.

## Technologies Covered

LMSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Accounts will be created for students in K-5 to access instructional programs.

This Acceptable Use Policy applies to both District-owned technology equipment utilizing the LMSD network, the LMSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. This AUP also applies to privately-owned devices accessing the LMSD network, the LMSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. LMSD policies outlined in this document cover all available technologies now and, in the future, not just those specifically listed or currently available.

## Usage Policies

All technologies provided by the District are intended for education purposes. All users are expected to use good judgment by following the LMSD student code of conduct and Student Use of Personal Electronic Devices policy. Users should be safe, appropriate, careful, and kind; should not try to disable or get around technological protection measures; use good common sense; and ask if they don't know.

## Internet Access

LMSD provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely. **Users shall not access the Internet by any means other than the network connectivity provided by the district. Accessing the Internet on campus via the usage of cellular wireless air cards or other means which bypass district filtering and monitoring is strictly prohibited.**

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the LMSD Technology Help Desk or restricted access screen.

## **Email**

LMSD provides faculty, staff and students in grades 6-12 with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Users provided with email accounts should use these accounts with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people as allowed by District policy or the teacher or administrator.

Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

## **EMAIL AND ELECTRONIC DOCUMENT RETENTION**

All emails and electronic documents created and shared with others inside or outside the District in conducting District business should be saved in user-designated folders on the user's computer. All District employee email will be archived for a minimum of one year.

All District employees and students in Grades 6-12 will be issued a District email account. Any official communications, e.g., teacher to parent, teacher to student, student to teacher, staff to staff, must be via the District's email system. This includes, but is not limited to, teachers who guide extracurricular activities such as clubs, choirs, bands, athletic teams, etc. District employees, who generate newsletters, memoranda, slide shows, graphics, etc. with their workstations, laptops, or other district equipment, should organize their computer's workspace (storage) using folders to store electronic documentation.

Use of "Internet Mail" by students and employees, such as Yahoo mail, Gmail, and POP3 accounts provided by their "home" Internet service providers are allowed at this time.

## **Policy**

In some cases, a separate network may be provided for personally-owned devices. Please remember, this Acceptable Use Policy applies to privately owned devices accessing the LMSD network, the LMSD Internet connection, and private networks/Internet connections while on school property.

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the LMSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or laptop they are using might be infected with a virus, they should alert technology staff.

Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

## **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

## **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the Internet should be appropriately cited, giving credit to the original author.

## **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school, parent if using the device at home).

## **Cyberbullying**

Cyberbullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that online activities may be monitored.

All students will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyberbullying awareness and response.

## **Examples of Responsible Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use District technologies at appropriate times, in approved places, for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using District technologies. You can also visit [www.commonsemmedia.org](http://www.commonsemmedia.org) for further information.



## **Limitation of Liability**

LMSD will **not** be responsible for damage or harm to persons, files, data, or hardware.

While LMSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

LMSD will not be responsible or liable for, financially or otherwise, for unauthorized transactions conducted over the LMSD network.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges;
- Employment disciplinary action up to and including termination of employment;
- Legal action and/or prosecution.

Employees, students, and parents/guardians shall be required to sign the District's Acceptable Use Policy annually before Internet or network access shall be allowed.

## **ACCEPTABLE USE POLICY AND PROCEDURES**

The District recognizes the value of computer and other electronic resources to improve student learning, teaching, instruction, research and communication to enhance the administration and operation of its schools. To this end, the LMSD provides Intranet (internal) and Internet (external) connections for staff, students, and faculty. LMSD encourages the responsible use of computers, computer networks, including the Internet, e-mail, and other electronic resources in support of the mission and goals of the LMSD and its schools.

In order to access District services such as the Intranet and Internet via the District Network, each user must sign a Statement of Assurance (SOA) to acknowledge agreement with this Acceptable Use Policy (AUP) stating that he/she has read and acknowledges agreement with all the sections below.

The operation of the LMSD network is guided by policy or policies set forth by the Board of Education of Louisville Municipal School District, District administration, the Mississippi Department of Education, and/or all applicable local, state and federal Laws. This AUP does not list every applicable policy or law, but sets forth some specific policies particular to LMSD.

## **MONITORING OF NETWORK USE**

All data transferred and /or transmitted over the LMSD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on District-owned equipment may be archived and preserved by the District for an indefinite period. Such data includes, but is not limited, to email, text documents, digital photographs, music and other digital or electronic files.

## **SCHOOL DISTRICT OWNERSHIP**

All data transferred over the District network or stored on any District-owned equipment/media is the property of LMSD.

## **CONSEQUENCES OF POLICY VIOLATION(S)**

The use of the District Network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Any student or District employee, including contract services (outside parties), who violate any policy, regulation, or law regarding use of the District Network will be identified and corrective and /or punitive actions will be taken.

All users of the LMSD network are charged with reporting violations or misconduct to their teachers, supervisors, or the Network administrator. Users who fail to report violations are subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but are not limited to, loss of access privileges, disciplinary action by the District, and / or involvement of law enforcement authorities.

## **DISCLAIMER OF LIABILITY**

LMSD disclaims all liability for the content of materials to which a student or employee may have access on the Internet and for any harm or damages suffered as a result of the student or employee member's Internet use. Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to employees and students is impossible to control. Therefore, LMSD shall not be responsible for:

- Any damages a student or employee may suffer, including, but not limited to, loss of data or interruption of services,
- For the accuracy or quality of information obtained from or stored on any of its network or client systems,
- Financial obligations arising through the unauthorized use of the systems,
- Theft, loss or damage to personal electronic devices,
- Any actions or obligations of a student or employee while accessing the Internet outside the public-school system for any purpose.

While LMSD takes steps to protect users from inappropriate material, to intercept unlawful and malicious actions from affection users, to safeguard users, no system is perfect. Those risks must be recognized and accepted by users who sign the Acceptable Use Policy's Statement of Assurance.

## **FILTERING**

LMSD uses an aggressive Content Filter and SPAM filter. LMSD complies with the regulations of CIPA, the Children's Internet Protection Act, [Pub. L. No. 106-554 and 47 USC 254(h)], to provide Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide 100% protection. Therefore, LMSD provides no guarantees but will attempt to protect employees and students from accessing such objectionable Internet sites. In the event that inappropriate material is accessible, LMSD will not be held liable.

## **PROHIBITED ACTIONS**

The following actions on the District Network are specifically prohibited, and this list is not all inclusive but by way of example:

- Installing software, software application, utility, plug-in or other such operations without the approval of the Technology office;
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material;
- Inserting, using, or attaching non-approved disks, CD-ROMs, or other media storage devices into or with computers;
- Using obscene, profane, or vulgar language;
- Harassing, insulting, intimidating, or attacking others;
- Giving out personal information about another person such as home address or phone number;
- Engaging in any practice(s) that threaten the network and other technological tools;
- Violating copyright laws;
- Downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to

freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the LMSD. Software, files, and/or licenses owned by LMSD cannot be transferred to staff or student personal or home computers.

- Using the password of others to access the network or any other electronic information or telecommunication services;
- Accessing the documents, files, folders, or directories of others without permission from the owner of the files;
- Using the network and telecommunication services for commercial promotion, product endorsement, or advertisement not previously approved by the LMSD School Board
- Using the network, electronic information, computer-driven software and telecommunication services for personal gain or convenience;
- Conducting business other than that deemed academic in nature over the network;
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment and supplies;
- Promoting causes that are religious in nature, with no apparent educational or instructional value; and/or
- Violating this or other procedures and guidelines established and set forth by LMSD Technology Office.
- Attempt to bypass network controls and filters.

## **The Family Education Rights and Privacy Act**

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

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

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

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I, \_\_\_\_\_ have received this Employee Handbook for the Louisville Municipal School District. I acknowledge my responsibility to familiarize myself with the contents of this employee handbook and I agree to comply with all the described policies and procedures.

\_\_\_\_\_ I acknowledge my receipt of the Mississippi Educator Code of Ethics which is included in the Employee Handbook and I agree to comply with the stated standards concerning personal and professional conduct.

\_\_\_\_\_ I acknowledge my receipt of the Acceptable Use Policy (IJB) which is included in the Employee Handbook and I agree to comply with the guidelines and behaviors that all users are expected to follow when using school technologies or personally-owned devices on school property.

### **Licensed Employees**

I understand I am a “licensed” employee; I understand the policies described in this handbook do not explain every employment situation. I understand that District management may make exceptions and clarify these policies and procedures. Further, I acknowledge that the District may add, change, or delete any policy and procedure with or without notice.

### **Classified Employees**

I understand and agree that I am an “at-will” employee. I understand my employment is for an unspecified period of time, and that either the District or I may terminate employment at any time, with or without reason or notice. I understand the policies and procedures described in this handbook do not explain every employment situation. Further, I acknowledge the employee handbook is NOT an employment contract, nor is it intended to create any contractual rights, obligations, or guarantees of my future employment with the District. In addition, I understand no one has the right to alter the employment-at-will relationship other than the Superintendent.

If I have any questions about the policies and procedures in this handbook, I understand I may speak with my primary supervisor or contact the Central Office.

This employee handbook has been compiled for information purposes only.

Signed: \_\_\_\_\_

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

Check Applicable: \_\_\_\_\_ “At-Will” Employee \_\_\_\_\_ Licensed Employee

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