

EMPLOYEE HANDBOOK 2023-2024



#TheException

Dr. Miskia Davis
Superintendent of Schools

Sunflower County Consolidated School District is an Equal
Rights and Opportunities Public School District.



SUNFLOWER COUNTY CONSOLIDATED SCHOOL DISTRICT 2023 - 2024 District Calendar

Dr. Miskia Davis, Superintendent
"United for Excellence"

July 2023	
Monday - Friday, 3rd - 7th	Fourth of July Break (Schools and District Closed)
Friday, 28th - Monday, 31st	New Teacher Orientation
August 2023	
Tuesday, 1st	District Convocation
Wednesday - Thursday, 2nd - 3rd	Teacher Professional Development
Friday, 4th	Student's First Day
Thursday, 31st	20 days for students/ 23 days for teachers
September 2023	
Monday, 4th	Labor Day (Schools and District Closed)
Tuesday, 5th	Classes Resume
Tuesday - Friday, 6th - 9th	Progress Reports Issued
Friday, 29th	End of 1st Attendance Period (20 days) 20 days for students/ 20 days for teachers
October 2023	
Monday - Friday, 2nd - 6th	1st Nine Weeks Assessments
Friday - Monday, 13th - 16th	Fall Break (Teachers)
Friday - Tuesday, 13th - 17th	Fall Break (Students)
Wednesday, 18th	Classes Resume
Monday - Friday, 23rd - 27th	Report Cards Issued
Tuesday, 31st	End of 2nd Attendance Period (19 days) 19 days for students/ 20 days for teachers
November 2023	
Monday - Friday, 6th - 10th	Progress Reports Issued
Monday - Friday, 20th - 24th	Thanksgiving Break (Schools and District Closed)
Monday, 27th	Classes Resume
Thursday, 30th	End of 3rd Attendance Period (17 days) 17 days for students/ 17 days for teachers
December 2023	
Thursday - Thursday, 14th - 21st	2nd Nine Weeks Assessments

Friday, 22nd	Last Day of the Semester (1:00 pm dismissal) End of 4th Attendance Period (16 days) 16 days for students/ 16 days for teachers
Saturday - Sunday, December 23rd- January 7th	Winter Break

January 2024

Monday, 8th	Staff Return/ Teacher Work Day
Tuesday, 9th	Students Return/ Classes Resume
Monday, 15th	MLK Holiday (Schools and District Closed)
Tuesday, 16th	Classes Resume
Tuesday - Friday, 16th - 19th	Report Cards Issued
Wednesday, 31st	End of 5th Attendance Period (16 days) 16 days for students/ 17 days for teachers

February 2024

Monday - Friday, 5th - 9th	Progress Reports Issued
Monday, 19th	President's Day (Schools and District Closed)
Tuesday, 20th	Classes Resume
Thursday, 29th	End of 6th Attendance Period (20 days) 20 days for students/ 20 days for teachers

March 2024

Monday - Friday, 4th - 8th	3rd Nine Weeks Assessments
Monday - Friday, 11th - 15th	Spring Break (Schools and District Closed)
Monday, 18th	Teacher Work Day
Tuesday, 19th	Students Return/ Classes Resume
Monday - Friday, 25th - 29th	Report Cards Issued
Thursday, 28th	End of the 7th Attendance Period (14 days) 14 days for students/ 15 days for teachers
Friday, 29th	Good Friday (Schools and District Closed)

April 2024

Monday, 1st	Easter Monday (Schools and District Closed)
Tuesday, 2nd	Students and Teachers Return/ Classes Resume

Monday - Friday, 15th - 19th	Progress Reports Issued
Tuesday, 30th	End of 8th Attendance Period (21 days) 21 days for students/ 21 days for teachers
May 2024	
Thursday - Wednesday, 16th - 22nd	4th Nine Weeks Assessments
Thursday, 23rd	Last Day of the Semester/ Students Last Day (1:00 pm dismissal) End of 9th Attendance Period (17 days) 17 days for students/ 18 days for teachers
Friday, 24th	Teacher's Last Day Gentry High School Graduation
Saturday, 25th	Thomas E. Edwards, Sr. High School Graduation
Monday, 27th	Memorial Day (Schools and District Closed)
Students - 180 days; Teachers - 187 days; Central Office - 234 days	Inclement Weather Days: President's Day, Good Friday, Easter Monday
June 2024	
Monday - Friday, June 3rd - 7th	Report Cards Mailed Home
Wednesday, 19th	Juneteenth (Schools and District Closed)

Sunflower County Consolidated School District Board of Education

Edward Thomas, District Area 2..... President
Emma Golden, District Area 1 Vice-President
Melanie Townsend-Blackmon, District Area 5..... Secretary
Debra Johnson, District Area 3..... Board Member
Evelyn Woods, District Area 4 Board Member
Dr. Miskia Davis Superintendent

The Board of Education meets on the second Tuesday of each month at 6:00 P.M. unless otherwise noted and posted.

FOREWORD

On behalf of the teachers, staff and administration, we sincerely welcome you to the Sunflower County Consolidated School District (SCCSD). Whether this is your first year in our school district or your last, we know that the knowledge and experience you gain as a student will be both valuable and memorable.

This handbook is designed to offer information about all schools in the Sunflower County Consolidated School District. We hope it will assist new students in adjusting to their designated school and serve as a reminder of the school district's policies and procedures.

The goal of our school district is excellence, and striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents and community. We solicit your cooperation in this venture and assure you that the result will be well worth the effort.

VISION STATEMENT

To become a model district that attracts and retains highly qualified staff that graduate students who are college, career, and community ready.

MISSION STATEMENT

E³: Empower Staff, Engage Communities, Educate Students

NON-DISCRIMINATION POLICY

(IDDH Section 504 – Americans with Disabilities Act – Non Discrimination)

The SCCSD is an educational institution that admits students without regard to sex, age, race, color, creed, national/ethnic origin, or handicap, to all rights, privileges, and opportunities generally available to students. SCCSD does not discriminate on the basis of sex, age, race, color, creed, national/ethnic origin, or handicap in administration of any of its educational policies or programs including admissions, financial-aid, and athletics. This district is also an equal opportunities/affirmative- action employer and complies with all applicable laws and regulations including Title IX of the Educational Amendments of 1972, regarding nondiscrimination. The SCCSD operates in compliance with provisions of the Family Education Rights and Privacy Act of 1974, as amended.

This school district is committed to providing all of its students, faculty, staff and visitors with equal access to its programs, events, and facilities. In compliance with Section 504 of the Rehabilitation Act of 1973, SCCSD has made reasonable modifications to its buildings and grounds which allow students and faculty, including those with limited visual or hearing impairments, equal access to the regular program objectives offered by the Sunflower County Consolidated Schools. Persons wishing additional information about this policy or for assistance to accommodate individual needs or lodging any complaints or grievances should contact:

William Murphy, Title IX Coordinator
Sunflower County Consolidated Schools
196 MLK Dr., Hwy 49
Indianola, MS 38751 (Physical Address)
662.887.4919 Ext. 102 (Office)
662.207.6157 (Cell)
wmurphy@sunflowerk12.org (Email)

Title IX Investigators are SCCSD Counselors and Social Workers.

If you believe that you have been discriminated against because of sex, or if you have observed a Title IX violation, please contact the Title IX Coordinator listed above. The Title IX Grievance Process can be accessed under the Students, Parents, Community, and Employees tabs on the district's website (www.sunflower.k12.ms.us).

District Staff At A Glance

Sunflower County Consolidated School District
 196 MLK Drive, Hwy 49
 Indianola, MS 38751

662.887.4919 Central Office

Fax 662.887.5501

<p>Miskia Davis, Superintendent mdavis@sunflowerk12.org</p> <p>Sandra Gray, Administrative Asst. to Supt. sgray@sunflowerk12.org Ext. 110</p>	<p>Federal Programs Dylan Jones, Director, Data and Instructional Technology djones@sunflowerk12.org Ext. 104 Sandra Jackson, Bookkeeper sjackson@sunflowerk12.org Ext. 103</p>
<p>Business Lillie Robey, Business Manager lrobey@sunflowerk12.org Ext. 107 Calandra Murry, Asst. Business Manager cmurry@sunflowerk12.org Ext. 105 Vilinda Farrow, Accountant vmitchell@sunflowerk12.org Ext. 114 Dorothy Hughes, Accounts Payable dhughes@sunflowerk12.org Ext. 115 LaQuitta Jones, Payroll Clerk ljones@sunflowerk12.org Ext. 119 Vilinda Dixon, Payroll Clerk vdixon@sunflowerk12.org Ext. 118 Veronica Burchfield, Fixed Assets/Maintenance Clerk vburchfield@sunflowerk12.org Ext. 117</p>	<p>Personnel/Human Resources/Student Affairs/Athletics William Murphy, Director wmurphy@sunflowerk12.org Ext. 102 Vilinda Dixon, Personnel Administrative Assistant vdixon@sunflowerk12.org Ext. 118</p>
<p>Technology Sylvester Washington, Supervisor sylwashington@sunflowerk12.org Ext. 106</p>	<p>Maintenance Garland Moody, Maintenance Supervisor gmoody@sunflowerk12.org 662.207-4520</p>
<p>Front Desk Ephraim Hodges, Receptionist ehodges@sunflowerk12.org Ext. 116</p>	<p>Transportation James Wilson, Transportation Supervisor jameswilson@sunflowerk12.org 662.887.1502 Jamelda Parker-Wade, Admin. Assistant jparker1@sunflowerk12.org</p>
<p>Child Nutrition Eric Ball, Director eball@sunflowerk12.org Ext. 172 Shavia Johnson, Asst. Director @sunflowerk12.org Ext. 171</p>	<p>Child Nutrition Lashonda McKenzie, Admin. Assistant lmckenzie@sunflowerk12.org Ext. 170</p>

Sunflower County Consolidated School District
 D.B. Floyd Administrative Building
 196 MLK Drive, Hwy 49
 Indianola, MS 38751

662.884.1250

<p>Exceptional Education Kenya Procter-Davis, Exceptional Education Director kprocter@sunflowerk12.org Ext. 127</p> <p>Helen Cobb, Case Manager hcobb@sunflowerk12.org Ext. 128</p> <p>Dawn Tatum, Psychometrist dtatum@sunflowerk12.org Ext. 126</p> <p>Felicia Longmire, Bookkeeper frlongmire@sunflowerk12.org Ext. 130</p>	<p>Curriculum Shamethria Beaman, Curriculum Coordinator sbeaman@sunflowerk12.org Ext. 143</p> <p>Li'Thesia Kent, District Test Coordinator lkent@sunflowerk12.org Ext. 131</p>
<p>District Nurses Kakawonda Hibbler, Nurse khibbler@sunflowerk12.org Ext. 146</p> <p>Tawanda Wilson, Nurse twilson@sunflowerk12.org Ext. 147</p> <p>Amanda Cole, Nurse acole@sunflowerk12.org</p> <p>Monika Tucker, Nurse mtucker@sunflowerk12.org</p>	<p>Early Childhood Learning Leigh Ann Reynolds, Director lreynolds@sunflowerk12.org Ext. 145</p>

School Leadership Directory

<p>A.W. James Elementary Barbara Akon, Principal bakon@sunflowerk12.org</p> <p>Avis Brown, Academic Coach abrown@sunflowerk12.org</p>	<p>Carver Elementary Robert Moore, Principal romoore@sunflowerk12.org</p> <p>Latousha Johnson, Asst. Principal lajohnson@sunflowerk12.org</p> <p>Lawanda Berdin, Academic Coach lberdin@sunflowerk12.org</p>	<p>Gentry High School Edmond Williams, Principal edwilliams@sunflowerk12.org</p> <p>Monroe Golden, Asst. Principal mgolden@sunflowerk12.org</p>
<p>Indianola Academic Achievement Center Khalilah Ransom, Principal kransom@sunflowerk12.org</p>	<p>Indianola Career and Technical Center Rosalind Johnson, Principal rjohnson@sunflowerk12.org</p>	<p>Moorhead Central Glenn Newson, Principal gnewson@sunflower.k12.ms.us</p> <p>Timothy Holmes, Academic Coach tholmes@sunflower.k12.ms.us</p>
<p>Lockard Elementary Reginald Stanley, Principal rstanley@sunflowerk12.org</p> <p>Lutryca Phillips, Asst. Principal luphillips@sunflowerk12.org</p> <p>Tambria Shaw-Conrod, Academic Coach tshaw@sunflowerk12.org</p>	<p>Ruleville Central Elementary Sawanda Washington, Principal sawashington@sunflowerk12.org</p> <p>Angela Aldridge, Academic Coach aaldrige@sunflowerk12.org</p>	<p>Drew Hunter Middle Tina Steele, Principal tsteele@sunflowerk12.org</p> <p>Marena Watson, Academic Coach mwatson@sunflowerk12.org</p>
<p>R.L. Merritt Jr. High Deberah Collins, Principal dcollins@sunflowerk12.org</p> <p>Rodney Adams, Asst. Principal radams@sunflowerk12.org</p> <p>Julia Harrington, Academic Coach jharrington@sunflowerk12.org</p>	<p>Ruleville Middle Earnest Nelson, Principal enelson@sunflowerk12.org</p> <p>Keyna Benford, Academic Coach kbenford@sunflowerk12.org</p>	<p>Thomas Edwards Sr. High Errick Lakes, Principal elakes@sunflowerk12.org</p> <p>Julia Johnson, Asst. Principal jjohnson@sunflowerk12.org</p> <p>Chiquita Bracey, Academic Coach cbracey@sunflowerk12.org</p>
	<p>Rosser Early Learning Center Daisey Hawkins, Principal dhawkins@sunflowerk12.org</p>	

Quick Help Guide 2023-2024

- **Activity Fund Reports** – Calandra Murry
- **Alternative School** – William Murphy
- **Assessments** – Li’Thesia Kent or Dylan Jones
- **Athletics** – Earl Liddell, William Murphy
- **Board Requests** – Li’Thesia Kent, Dylan Jones, Shamethria Beaman
- **Bus Permits** – James Wilson
- **Bus Routes** – James Wilson
- **Cell Phones (Employees)** – Sylvester Washington
- **Check Stubs** – Calandra Murry
- **Child Nutrition** – Eric Ball, Lashonda McKenzie
- **Counselors** – TBD
- **Instructional Programs (iReady, etc.)** – Shamethria Beaman , Dylan Jones
- **Community Relations** – William Murphy
- **Contracts/TalentEd/PowerSchool** – William Murphy
- **Direct Deposit** – Calandra Murry
- **District Vehicle Request** – Jamelda Parker-Wade
- **Drop Out Prevention** – LiThesia Kent
- **Drug Tests** – Vilinda Dixon, William Murphy
- **Dual Enrollment** – LiThesia Kent
- **Early Childhood Education**- Leigh Ann Reynolds
- **Email Accounts**- Sylvester Washington, Dylan Jones, Kim Weeks
- **Employee Identification**- William Murphy, Vilinda Dixon
- **Employee Leave** – Vilinda Dixon and LaQuitta Jones
- **Employment Applications** – William Murphy, Vilinda Dixon
- **Employment Verification** – Calandra Murry, William Murphy, Vilinda Dixon
- **Extended School** – Lithesia Kent
- **Facility Rental** – Dorothy Hughes
- **Federal Programs** – Dylan Jones
- **Fingerprinting** – Velma Hall, Calandra Murry, William Murphy
- **Fixed Assets** – Vilinda Farrow (RLM and CES), Dorothy Hughes (LES and GHS), Veronica Burchfield (all other schools/buildings)
- **FMLA** – LaQuitta Jones
- **Fundraising Requests** – Calandra Murry
- **Grievances** – William Murphy
- **Health and Wellness**- Nurse Kakawonda Hibbler
- **Hotel Checks** – Dorothy Hughes
- **Homeless Liaison** – Dylan Jones
- **Insurance (Voluntary Deduction)** – Vilinda Dixon and LaQuitta Jones
- **Insurance (Life/Health/Blue Cross/Blue Shield)** – Calandra Murry
- **Integrity/School Connect** – Lillie Robey
- **Licensure** – William Murphy
- **Mail** – Catherine McCree
- **Maintenance Requests** – Veronica Burchfield, Garland Moody
- **Media Releases** – William Murphy
- **MPGS (Educator Evaluation)** – Dylan Jones
- **MSIS** – Li’Thesia Kent, Sandra Gray

- **MTSS** – Shamethria Beaman (Regular Education); Kenya Procter-Davis (Exceptional Education)
- **MS Department of Employment of Security (MDES)**- William Murphy
- **Pacing Guides** – Shamethria Beaman , Dylan Jones
- **Parent Grievances** – William Murphy
- **Parental Involvement** –
- **Pay Checks** – Vilinda Dixon and LaQuitta Jones
- **Payroll Changes** – Vilinda Dixon and LaQuitta Jones
- **Personnel** – William Murphy, Vilinda Dixon
- **Policies** – Sandra Gray
- **Priority Schools** – Dylan Jones
- **Process Standards** – Sandra Gray
- **Purchase Orders** – Vilinda Farrow
- **Requisitions** – Vilinda Farrow
- **Resolutions (in case of death)** – Kim Weeks
- **Retirement** – LaQuitta Jones
- **Safety** – Sherry Gates-Myers
- **SAM7** – Li’Thesia Kent, Sandra Gray
- **Sixteenth Section** – James Wilson
- **SPED** – Kenya Procter-Davis, Helen Cobb
- **Student Teachers** – William Murphy, Shamethria Beaman
- **Substitute Information** – William Murphy
- **Tax Forms** – Vilinda Dixon and LaQuitta Jones
- **Text Books** – Shamethria Beaman
- **Time Clock** – Sylvester Washington
- **Time Sheets (Moorhead/Ruleville/Drew/Food Services)** – Vilinda Dixon
- **Time Sheets (Sunflower, Inverness, Indianola)** – Laquitta Jones
- **Time Sheets (Central Offices, Maintenance, Transportation)** – Laquitta Jones
- **Transcripts** – Individual Schools
- **Travel Reimbursement** – Dorothy Hughes
- **Volunteers** – William Murphy
- **W-2 Forms** – Vilinda Dixon and LaQuitta Jones
- **Website Updates** – Kim Weeks
- **Worker’s Compensation** – Vilinda Dixon
- **Youth Court** – William Murphy

Central Office (Hwy 49) 662.887.4919
Administration Building (Hwy 82) 662.884.1200
Maintenance Shop 662.887.1502
Child Nutrition Office 662.884.1261

The District

The Sunflower County Consolidated School District seeks to create a work environment free of unlawful harassment or discrimination. (*Policy GAAA*)

At no time will we permit discrimination toward an employee because of age, sex, race, color, religion, national origin, disability, or for any other unlawful reason. We believe that both the Sunflower County Consolidated School District and its individual employees should be first-class citizens. We seek to fulfill our obligations toward our students and toward the community in which we work. We encourage our employees to play a positive role whether in school or community endeavors.

The Sunflower County Consolidated School District must always use its best effort and judgment. If employees use their best effort and judgment, we believe that the District can achieve a level of performance that will provide students with a solid educational background and a sense of pride.

EVERY STUDENT SUCCEEDS ACT

In 2015, Congress passed the Every Student Succeeds Act (ESSA), a reauthorization of the Elementary and Secondary Education Act of 1965. The federal education law primarily focused on historically disadvantaged students. ESSA replaced No Child Left Behind (NCLB).

The Mississippi Department of Education (MDE) has formed an ESSA study group to review the law and how it impacts the work of the agency. We are developing a plan to invite stakeholder participation in the development of a state plan that must be submitted to the U.S. Department of Education.

All ESSA requirements, except those pertaining to accountability, go into effect in the 2016-17 school year. New accountability systems must be in place by 2017-18.

ORGANIZATION AND ADMINISTRATION

ESSA includes provisions that will help to ensure success for students and schools. Below are just a few. The law:

- Advances equity by upholding critical protections for America's disadvantaged and high-need students.
- Requires—for the first time—that all students in America be taught to high academic standards that will prepare them to succeed in college and careers.
- Ensures that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students' progress toward those high standards.
- Helps to support and grow local innovations—including evidence-based and place-based interventions developed by local leaders and educators—consistent with our [Investing in Innovation](#) and [Promise Neighborhoods](#)
- Sustains and expands this administration's historic investments in increasing access to high-quality [preschool](#).
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

Code of Ethics and Standards of Conduct

STATE BOARD POLICY

Revised January 20, 2011

Mississippi Educator Code of Ethics and Standards of Conduct

(Policy GAA)

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

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

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

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

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

Code of Ethics Standards

Standard 1: Professional Conduct

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

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

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

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

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

Standard 2. Trustworthiness

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

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

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

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

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

Standard 3. Unlawful Acts

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

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

Standard 4. Educator/Student Relationship

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

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

- 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
- Nurturing the intellectual, physical, emotional, social and civic potential of all students
- Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
- Creating, supporting, and maintaining a challenging learning environment for all students

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

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

- Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.

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

- sexual jokes
- sexual remarks
- sexual kidding or teasing
- sexual innuendo
- pressure for dates or sexual favors
- inappropriate touching, fondling, kissing or grabbing
- rape
- threats of physical harm
- sexual assault
- electronic communication such as texting
- invitation to social networking
- remarks about a student's body
- consensual sex

Standard 5. Educator Collegial Relationships

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

Unethical conduct includes but is not limited to the following:

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

Standard 6. Alcohol, Drug and Tobacco Use or Possession

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

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

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

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

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

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

Standard 7. Public Funds and Property

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

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

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

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

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

Standard 8. Remunerative Conduct

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

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

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

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

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

Standard 9. Maintenance of Confidentiality

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

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

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

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

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

Standard 10. Breach of Contract or Abandonment of Employment

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

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

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

I. Personnel Assignment, Evaluation and Professional Development

Personnel Assignments (Policy CGL)

The Superintendent of schools shall have the power and authority to make assignments to the various schools in the district of licensed, non-instructional and non-licensed employees, as provided in Sections 37-9-15 and 37-9-17, and to make reassignments of such employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the State Department of Education. Upon request from any licensed employee transferred, such assignment shall be subject to review by the school board. '37-9-14 (s) 1999

Staff Performance Appraisal (Policy GBI)

The purpose of staff performance appraisal is to improve services delivered to and for students and all corresponding outcomes. Licensed and contracted staff's performance shall be appraised twice per year, not later than the last working days of November and February. Administrators will use the Professional Growth System to conduct the formal observations. Each teacher's performance will also be appraised by conducting informal observations. *School level administrators will be expected to visit classrooms on a regular basis with a minimum of five documented walk-throughs and informal observations each per teacher per semester.*

All certified employees shall be evaluated using the Professional Growth System. This instrument is an evaluation process designed to improve the professional performance of all educators. This rubric provides a reliable and valid system of performance assessments based on common standards used to gauge teacher effectiveness, help track educational progress, identify areas of need, and improve performance throughout a teacher's career.

Goals

- Provide formative assessment information about the performance of individual teachers to help highlight areas of strength and identify areas for growth
- Serve as a guide for teachers as they reflect upon their own practices
- Provide shared understanding regarding priorities, goals, and expectations of quality practice
- Serve as a tool to help structure principal instructional leadership and feedback

TGR includes multiple methods of evaluation in order to appraise every teacher on all standards. Measures include:

- A minimal of 2 informal classroom observations
- A minimal of 1 Formal Classroom observation
- Post-observation conferences
- Informal "walkthrough" observations

Teacher Performance Levels – A teacher's performance on each standard will be appraised in accordance with a four-level rating scale.

- Level 4 indicates that the teacher's performance consistently exceeds expectations.
- Level 3 indicates that the teacher's performance meets expectations.
- Level 2 indicates that the teacher's performance inconsistently meets expectations.
- Level 1 indicates that the teacher's performance does not meet expectations (Mississippi Department of Education).

When it is determined that the employee is not performing at minimum job standard, the supervisor will prescribe an **Individualized Plan of Assistance (IPA)** for the employee to follow. **The Plan of Assistance** must be written as soon as it is determined that assistance is needed. **The Plan of Assistance** will be separate from the

Professional Growth System assessment process and must be written as soon as it is determined that assistance is needed. Included in the plan shall be **remediation for noted deficiencies and checkpoints for improvement**. The employee **must** demonstrate improvement in all areas of concerns prior to being recommended for continued employment. It is crucial that quality job performance in all areas take place daily. Every effort will be made to provide the employee the assistance to improve. The employee's responsibility is to make a good faith effort to overcome the observed deficiencies. Failure to improve may lead to dismissal.

Classified employees' performance shall be appraised by the end of December and the end of May.

Principals/Directors (Policy CGI)

All principals/directors shall be evaluated using the Administrator Growth Rubric. This instrument is an evaluation process designed to improve the professional performance of all educators. The Mississippi Department of Education believes that effective school principals are leaders who help ensure that all students reach ambitious targets of performance. That is, principals of traditional or alternative schools and directors of career and technical education (CTE) centers-collectively referred to as "principals" in this document-must ensure a high level of academic success for every student by fostering school and community climates that value effective teaching and student learning. The Mississippi Administrator Growth Rubric is designed to fulfill federal requirements and conform to the *Mississippi Standards for School Leaders*, endorsed by the Mississippi Board of Education.

The guiding principles upon which the Mississippi Administrator Growth Rubric is based are clustered into five domains.

- Shared vision, school culture, and family engagement
- Teaching and learning
- Staff development
- Strategic planning and systems
- Personal leadership and growth

All non-certified employees shall be evaluated once each year/semester in the manner prescribed by the school board.

Professional Development (Policy GAD)

It is the responsibility of the district to submit a professional development plan to the school board for approval. Employees are required to attend designated professional development sessions.

Needs Assessments

Each year, goals for staff development are based on needs identified by district personnel and on requirements directed by the Commission on School Accreditation. Teachers provide input for needs assessment at the end of each school year.

Prioritized needs may direct the management of the delivery system as well as the contents of sessions. Teacher involvement is critical to an effective staff development program which improves performance.

Record-keeping

Each participant is responsible for signing the attendance sheet at each session. Participants will complete the assigned follow through activity.

II. Employee Records

New Employee Record Check (Policy GBD)

State law (37-9-17) (2) mandates, as of July 1, 2000, that “all new hire licensed and non-licensed employees have a state child abuse registry check and criminal records background check via fingerprint card.” Applicants may be hired and work, “contingent upon the successful completion of the criminal background check.” Applicants are ineligible for employment if checks disclose a guilty plea, conviction or nolo contendere plea to a felony conviction for:

- Possession or sale of drugs.
- Murder, manslaughter, armed robbery.
- Rape, sexual battery, or sex offense as listed in Section 45-31-3 (1).
- Child abuse, arson, grand larceny, burglary.
- Gratification of lust, or aggravated assault.

If the district has hired an applicant contingent upon a background check and derogatory information is obtained that applicant’s contract is voidable at the time of the report and the applicant’s contract should so state.

The school board may, at its discretion, waive any convictions and hire an applicant with a criminal record based on:

1. Age at commission of the crime
2. Circumstances surrounding the crime
3. Length of time and criminal history since the crime
4. Work history and current employment and character
5. Other evidence demonstrating the ability of the person to perform the job and does not pose a threat to the health or safety of the school children.

No school district or employee may be held liable in an employment discrimination suit involving this statute.
'37-9-17

Professional Personnel Records (Policy GAR)

A file of personnel records shall be maintained in the superintendent’s office for each employee of this school district. A file shall be kept for all resigned or retired licensed employees, including such essential information as deemed appropriate by the superintendent (or designee) as specified by state and federal laws.

Confidentiality

Personnel information concerning district employees is generally confidential and may be reviewed only on a “need to know” basis under conditions which guarantee the administration’s right of access to information necessary to make judgments and the protection of employees against unnecessary invasion of privacy. Personnel information that is “public record” may be released to any person upon request.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher. Files containing medical information regarding an employee will be kept separate from other personnel files.

The superintendent shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical, or similar files, if the superintendent reasonably believes disclosure would invade the employee's privacy. The records will be disclosed unless written objection is received from the licensed employee within seven (7) business days from receipt by the employee.

Types of Information

It shall be the responsibility of each licensed employee to ensure that the school district receives record of any prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from service must be furnished to the school district. The licensed employee is responsible for ensuring that the information that will maintain the employee's personnel file on a complete and up-to-date basis is provided to the superintendent's office.

The records shall contain the following:

1. The correct name, current address, and home telephone number of the employee;
2. An accurate record of the employee's work experience;
3. Current data on education completed, including transcripts of academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials;
6. Any current data requested by the superintendent concerning the employee's health and/or medical examinations;
7. Records of assignment;
8. Evaluations of performance;
9. Letters of commendation, reprimand, or omission of duty;
10. Other materials mutually agreed upon between the principal and the teacher.

Use of Personnel Records

All the contents of the personnel file, with the exception of evaluations, comments, or recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected to the school district, shall be available for inspection by the employee concerned. The district reserves the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The Superintendent shall promptly notify in writing a teacher against whom a complaint has been placed in that teacher's personnel file. The teacher shall have the right to respond to all materials contained in the personnel file and to have any materials to be placed in the file in the future. Responses shall become part of the file.

Each employee of the school district is to have on file in the Central Office the following:

- Certified Personnel: A current and valid Mississippi Educator License with appropriate endorsement code (s) according to assignment. A complete and up-to date transcript(s).

- Assistant Teacher/Paraprofessional- Either of the following: valid copy of associate's degree or higher; transcript documenting at least 2 years of study (48 semester hours) at an institution of higher education; or valid documentation of having met a rigorous standard of quality as determined by a formal assessment. Mississippi uses ACT Work Keys.
- All Personnel: complete application; current and correct name; home address; withholding information; tax status; phone number; and other needed information; tax status; phone number; and other needed information. All changes should be reported.
- Consent form(s) for optional deductions.

III. Employee Discipline and Conduct in the Workplace

Code of Conduct (Policy GAA)

All employees are expected to practice self-control and orderly conduct in the work environment. Adhering to the District's policies exemplifies the desire to be a team player and accomplish the District's goals. This **Code of Conduct** sets forth the guidelines for disciplinary action (a penalty invoked against an employee who fails to meet established standards) against an employee.

The guidelines below are for guidance only. The District reserves the absolute right to add to or delete from the offenses listed below in its sole discretion at any time, for any reason. The list below is meant to be illustrative, and not exhaustive, and does not alter any at-will employment relationship.

Guidelines for Disciplinary Action (Policy GAB)

The offenses below will generally be handled as follows:

- **First Offense (Written Warning)**
- **Second Offense (Suspension w/o Pay)**
- **Third Offense (Recommendation for Termination)**
- Negligence in the performance of duties
- Failure to sign in or out upon arrival or departure
- Unauthorized absence from job (late to work, leaving without notification)
- Inefficiency in the performance of job
- Unauthorized Cell Phone usage
- Falsifying time information
- Sleeping on job
- Failure to report to work without notification one day or two days in a row
- Insubordination

Offenses Requiring Immediate Discharge (See the Mississippi Educator Code of Ethics & Standards of Conduct for additional information.)

1. Fighting on the job
2. Reporting to work under the influence of alcohol and/or illegal substances
3. Sexual harassment
4. Theft
5. Falsifying time information or tampering with time recorder (fingerprint reader)
6. Failure to report to work three days in a row without notification
7. Unlawful conduct
8. Sexual misconduct with a student/inappropriate contact with a student(including but not limited to, communicating by way of phone calls, text messaging, Twitter, Face Book, and all other electronic forms of communication).

Licensed Employees Only – Licensed employees who are specifically covered by *Mississippi Code Annotated* §101, et.seq. may appeal discipline decisions pursuant to that statute. Employees who are not specifically covered by that statute may not avail themselves of any right or process in that statute. To appeal a disciplinary action, the licensed employee may follow the Grievance Procedures guidelines. All disciplinary problems will be handled consistent with Mississippi law, “Education Employment Procedures Law of 2013”. (***Policy GAB, GAE, GAE-P***)

Classified Employees – *There is no grievance procedure.*

Harassment (Policy GAEA, GBR)

Harassment of any employee in the workplace based on a person's race, color, sex, religion, national origin, age, or disability, is unlawful. We fully support equal employment opportunity and will not tolerate discriminatory harassment of employees. Discriminatory conduct which is sufficiently severe or pervasive as to alter the conditions of employment and which creates an intimidating, hostile or abusive work environment will be considered harassment pursuant to this policy.

No employee shall create a hostile, sexually harassing environment for a fellow employee. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually degrading or suggestive communications or statements, and other verbal, visual or physical conduct of a sexual nature. No supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will affect the employee's employment, evaluation, wages, advancement, assigned duties or any other term or condition of employment or career development.

Any employee who feels that she/he or someone else is a victim of harassment, including but not limited to any of the conduct listed above, by any employee, student or any other person in connection with her or his employment should report the concern immediately to the immediate supervisor, any director or the Superintendent. If the employee's immediate supervisor is the alleged harasser, the employee should report the alleged misconduct to any other director, or the Superintendent. All complaints will be investigated promptly, in as confidential a manner as possible, and appropriate corrective or disciplinary action will be taken, where warranted. Any employee who is determined, after investigation, to have engaged in harassment in violation of this policy will be subject to immediate disciplinary action, up to and including discharge. Sexual harassment will not be tolerated. Each District employee has a responsibility to maintain a work place and educational environment free from harassment.

No employee shall be subjected to adverse employment action in retaliation for any good faith report of harassment or participating in an investigation about harassment under this policy. If, after appropriate investigation, evidence is found that the policy has been violated, prompt corrective disciplinary action will be taken.

False allegations of sexual or racial harassment or discrimination can have devastating effects on the wrongly accused individual. With this fact in mind, the Sunflower County Consolidated School District requires employees to use this policy as mature adults and not for any improper purpose.

Drug-Free Workplace (Policy GBRL)

Mississippi Code §37-3-2 prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, except as authorized by law from the prescription of a physician, within this District. Violators will be referred to law enforcement officers and terminated.

Any employee who works in a federal program in this District shall notify school officials within five days of any criminal statute conviction. The District shall comply with all state statutes and federal guidelines.

Drug and Alcohol Testing (Policy GBRM & GBRM-2)

The Sunflower County Consolidated School District conducts pre-employment testing, reasonable suspicion testing of all personnel and random testing of bus drivers. An employee will be allowed to provide notice to the district of currently used prescription or non-prescription drugs prior to the time of the test.

Random testing of bus drivers will be implemented using a neutral selection basis. Sunflower County Consolidated School District will not waive the selection of any employee chosen pursuant to the random selection procedures.

Violence in the Workplace (Policy GAEA & GBR)

At no time is an employee to engage in violence in the workplace. No switchblade, razors, firearms of any kind, explosive device, or weapon of any kind is to be carried on or in any District property. Under Mississippi law, an assault upon a superintendent, principal, teacher or other instructional personnel, school attendance officers, or school bus drivers may be either a felony or a misdemeanor. If a felony, the assault may be punishable by a fine not to exceed \$5,000 or imprisonment for not more than 30 years, or both. §97-3-7 as amended, Mississippi Code 1972 (effective April 13, 1993). It is unlawful for any person to carry any firearm or explosive on school property and the act of so doing is punishable by a \$5,000 and up to imprisonment up to 3 years. §97-37-17 as amended, Mississippi Code 1972 (effective July 1, 1995).

Sexual intercourse between a teacher and student is a crime punishable by imprisonment and a fine. §97-29-3 as amended, Mississippi Code 1972 (effective May 20, 1980).

Any employee who possesses any controlled substance, or is involved in a simple or aggravated assault, sexual misconduct or the sexual or physical abuse of a child, or any other criminal activity that necessitates the removal of that employee from any involvement with or proximity to children, will be so removed. While under investigation, the employee may be suspended with or without pay. If the school determines that the employee has engaged in improper conduct with or toward any child, that employee will be disciplined, up to and including termination, regardless of whether the employee is convicted of any criminal offense.

Employees who have knowledge of any unlawful activity on District property are required to report such activity to the Superintendent. §37-11-20 as amended, Mississippi Code 1972 (effective July 1, 1996).

Termination of Employment (Policy GBK)

If a licensed employee desires separation from the District after an employment contract has been signed, a replacement must be found prior to releasing that employee from the contract. The same procedure applies should a licensed employee desire to separate during the school year, August through the end of May. Our students' opportunities to achieve are always our primary concerns.

If retirement is planned, notice should be given at least ***three months*** in advance to the Public Employees Retirement System (PERS) and to the supervisor. Complete a Form 9A in the payroll office. When the form is received by PERS, they will forward you a retirement package to complete. The Business Office will complete its designated sections of the retirement papers.

The other method of termination is dismissal. Employees who are subject to the *Mississippi School Employment Procedures Law of 2013 and 37-9-59* will be disciplined or discharged in accordance with the Act. To the extent that any employee or any conduct by an employee is not subject to the Mississippi School Employment Procedures Act, that employee, generally **classified, is an employee at-will and may be discharged for a good reason, a bad reason, or no reason at all.** Only those **certified** employees who are specifically covered by the *Mississippi School Employment Procedures of 2013* will be given the rights and privileges contained in the Act. At times, reduction in force is also necessary. The employee will be notified as early as possible of the impending reduction.

If it is the employee's intent to resign from non-teaching employment, two weeks' notice should be provided to the supervisor. The supervisor will need to make arrangements to cover the vacancy created.

Breach of Contract (Policy GBA,GBOA)

If any licensed employee in any public school of this state shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided in Section 37-9-55, the contract of such licensed employee shall be null and void. In addition thereto the license of such licensed employee shall be null and void. In addition thereto the license of such licensed employee may be suspended by the State Board of Education for a period of one (1) year as provided in Section 37-3-2 (8) upon written recommendation of the majority of the members of this school board. '37-9-57

Reasons for Dismissal or Suspension (Policy GBK)

For incompetence, neglect of duty, immoral conduct, intemperance, brutal treatment of a pupil or other good cause the superintendent of this school district may dismiss or suspend any licensed employee. Before being so removed or suspended any licensed employee shall be notified of the charges against him and he shall be advised that he is entitled to a public hearing upon said charges. Provided, however, that a school superintendent whose employment has been terminated under this section shall not have the right to request a hearing before the school board or a hearing officer.

Immediate Release (Policy GBK)

In the event the continued presence of said employee on school premises poses a potential threat or danger to the health, safety or general welfare of the students, or in the discretion of the superintendent, may interfere with or cause a disruption of normal school operations, the superintendent may immediately release said employee of all duties pending a hearing if one is requested by the employee. In the event a licensed employee is arrested, indicted or otherwise charged with a felony by a recognized law enforcement official, the continued presence of the licensed employee on school premises shall be deemed to constitute a disruption of normal school operations.

Hearing (Policy GBK)

This school board, upon a request for a hearing by the person so suspended or removed shall set a date, time and place for such hearing which shall be not sooner than five (5) days nor later than thirty (30) days from the date of the request. The procedure for such hearing shall be as prescribed for hearings before this board or hearing officer in Section 37-9-111. From the decision made at said hearing, any licensed employee shall be allowed an appeal to the chancery court in the same manner as appeals are authorized in Section 37-9-113.

This section shall not be applicable to a superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board.

Bringing Child(ren) to Work

Employees are not permitted to bring their child(ren) to work for any portion of the work day. Arrangements must be made with childcare providers to care for children.

IV. Licensure

Licensed Employees (Policy GADA)

All professional educators are approved for licensure by the Mississippi Department of Education. Renewal of a standard license is accomplished by completion of the required continuing educational units (CEU's) and/or college credits.

It is the total responsibility of the licensed employee to complete requirements during the valid five-year licensure period. Licensed employees are to complete an online application to renew their licenses, apply for licenses, manage professional development, and other certification areas in the state's licensure portal, MECCA (www.licensure.mdek12.org). Once these steps are completed and the application has been submitted, the applicant should notify the Personnel Department upon receipt of renewed license. Special license holders must meet the renewal requirements for that special license.

Educator License Renewal (Policy GBBA)

Current requirements for Renewal of a five-year standard license:

Class A:

- Ten (10) continuing education units (CEUs) in content or job/skill related area

OR

- Three (3) semester hours in content or job/skill related area AND Five (5) continuing education units (CEUs) in content or job/skill related area

OR

- Six (6) semester hours in content or job/skill related area

OR

- Completion of the National Board of Professional Teaching Standards process

Class AA, AAA or AAAA

- Three (3) semester hours in content or job/skill related area

OR

- Five (5) continuing education units (CEUs) in content or job/skill related area

OR

- Completion of the National Board of Professional Teaching Standards process

Standard Career Administrator:

- Seventy (70) School Executive Management Institute (SEMI) credits

OR

- Six (6) hours of coursework

OR

- 35 SEMI and three (3) hours coursework

OR

- Completion of a specialist or doctoral degree in educational administration/leadership

Reinstatement of an Expired License (Policy GBBA)

An expired five-year standard license may be reinstated with one of the following options:

- Six hours of college coursework
- Valid out-of-state license
- Documentation from PERS for retired educators
- CEUs (Mississippi Department of Education)

Employees hired in August on a contingency basis will have to become certified by October 15th to receive full retroactive teacher pay. If the employee becomes certified after October 15th, they will begin being paid as a teacher starting on that date. Employees who graduate college in December and are hired in January will have to become certified by February 15th to receive retroactive teacher pay back to December. Employees becoming certified after February 15th will begin being paid as teacher starting on that date.

Advanced Degrees (*Policy GBA*)

Employees must receive an advanced degree on or before October 15 to receive pay for the degree within that fiscal year.

V. On The Job Site

Employees with Disabilities (Policy GAAA)

The Americans with Disabilities Act (ADA) of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other terms and conditions of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities, as defined by the Act, with appropriate reasonable accommodation, if such accommodation does not impose an undue hardship.

If an employee believes that she/he has been discriminated against based upon a disability, immediate contact should be made to the appropriate supervisor, director or the Superintendent. If the employee has a medically certified, qualifying disability which requires some reasonable accommodation, the immediate supervisor, responsible director or any other director or the Superintendent should be contacted. If the individual who allegedly discriminated against an employee because of a disability is that employee's immediate supervisor, that employee should inform the Superintendent.

Introductory Period

Classified Employees – There is a 90-day introductory period for all new employees and employees who accept a transfer to a new job. All employees, regardless of status or duration of employment, are required to meet and maintain District standards for job performance and behavior. If the employee has a supplemental/at-will agreement, the employee or the District may end the employment relationship, **supplemental/at-will agreement, at any time with or without reason or advance notice.** Completion of the introductory period does not guarantee employment for any specific period of time. If the employee is on an improvement plan or receives three or more misconduct reports during the probationary period, the employee will be terminated.

Lines of Communication and Authority (Policy CD)

Sunflower County Consolidated School District employees are responsible to the Board of Trustees through the Superintendent. At the work site, concerns should be referred to the site supervisor. If the situation is not resolved at the site level, the administrator will refer the problem to the next higher level of authority. The employee may refer the problem to the next higher level, if necessary. If at any time the employee feels that problems are not being addressed, the responsible director or the Superintendent may be contacted. See the Grievance Section for more complete details of procedures.

Hours of Work (Policy GCRAA)

Licensed Employees Work Day -The normal work day for the licensed employee consists of the time required for accomplishment of instructional goals. Licensed employees' work day consists of eight hours. Normal hours of business and lunch periods are set by each school and/or department. No one may leave her/his designated station during the hours of operation without prior approval of the supervisor.

Classified Employees Work Day – The normal work day consists of eight hours, excluding lunch periods. Normal hours of operation and lunch schedules are set by each school/department. No one may leave his/her designated station during the hours of operation without prior approval of the supervisor.

Work Schedules - Work schedules and reporting times will be established based upon individual school/department needs and objectives.

Overtime/Compensatory Time - Occasionally, fluctuations in work volume will necessitate an employee's working additional hours beyond the regularly scheduled work day. *All overtime work must receive written approval in advance by the immediate supervisor, and finally, the Superintendent (except in extreme*

emergencies). **Employees who work overtime without written approval will be disciplined, up to and including termination.** Supervisors who allow overtime work without specific written approval will also be disciplined, up to and including termination.

It is the responsibility of the supervisor to attach the Overtime Approval form when overtime is indicated by a classified employee's timesheet. If overtime has not been approved and overtime is indicated, the Overtime Disciplinary form should be attached to the classified employee's timesheet.

Classified employees are paid one and one-half times their base rate for all hours in excess of 40 hours worked per week. Compensation for additional hours worked may, at times, be in the form of time that can be accumulated at the rate of 1.5 hours for each hour worked.

Staff Meetings (Policy GBRD)

All employees must attend all staff scheduled and called meetings. All outside appointments are to be made at a time other than the scheduled time of staff meetings.

Attendance (Policy GBRI)

Employees are essential members of our team and teamwork is the heart of our District. It is important that employees be prompt and regular in attendance for the benefit of maximum opportunities for student achievement and the work site. If unable to report to work because of circumstances beyond one's control, the supervisor should be notified as soon as possible. If it is known in advance when an absence will occur, the supervisor must be notified as soon as possible in order that a substitute can be secured for the position, if applicable.

Absences (Policy GBRI)

The success of the District is dependent on everyone doing her/his job. If one needs to be away from work, the supervisor must be given advance notice so the vacancy can be filled with a minimum of inconvenience to the operation of the school/department and to students. Please call the supervisor **by 6:30 a.m.** on the day of absence or as soon as you know an absence is pending. Failure to notify supervisors will result in disciplinary action.

When the absence will be longer than one day, the supervisor must be given an expected date of return. Should this date change, the supervisor should be notified immediately. **The District requires medical certification for any absences of three days or more.** When returning to work after an illness of three days or more, a written medical release from the doctor will be required. If a conditional medical release is given, the doctor must state what the conditions of the partial release and specify any job limitations. Failure to produce a medical certification of illness could result in loss of pay.

In cases of serious personal illness or other situations in which advance notice is impossible, it is imperative that the supervisor be notified as soon as possible. A member of the immediate family may, if necessary, fulfill this obligation. (See FMLA guidelines).

Tardiness or absenteeism which is considered by the District to be excessive may result in disciplinary action, up to and including termination. An absence for a period of three consecutive work days without contacting the supervisor to request a leave of absence will be considered *voluntary termination of employment*.

At no time is an employee to leave the job site without permission of the supervisor. The employee will not be paid for time off the job. **The teacher planning period is not free time to leave campus at will.**

Leaves and Absences (Policy GBRI, GBRIA)

Jury Duty

The Sunflower County Consolidated School District recognizes jury duty as a civic responsibility. When summoned for jury duty, the employee is granted leave to perform duty as a juror. *If excused from jury duty during regular work hours, the employee is to report to work promptly.*

Leave of Absence

For an unpaid leave of absence, written application must be made on a *Leave of Absence Request Form*. The school/department supervisor must approve the leave prior to submitting the request to the Superintendent for final approval.

Family and Medical Leave: The Sunflower County Consolidated School District will comply with The Family and Medical Leave Act (FMLA) of 1993 (effective August 6, 1993) by providing up to 12 weeks of leave in a 12-month period. Family or medical leave may be taken to care for a newborn or newly adopted child, for personal illness, or to care for an immediate family member who is seriously ill. To be eligible, the employee must be employed for at least 12 months, and have provided 1,250 hours of service during the 12 months before the leave is requested. No more than 12 weeks of Family or Medical Leave may be taken within a 12-month period, measuring from the beginning of the first date of leave taken during the school year from July 1 to June 30. *(Policy GBRIA)*

If an employee's illness qualifies for FMLA Leave, the employee is required to take FMLA Leave and simultaneously exhaust all sick or other earned leave. After non-FMLA Leave is exhausted, if the employee still needs leave and has not exhausted the 12 weeks of FMLA leave, the remainder of the leave will be classified as FMLA Leave, and will be unpaid. **(Exception: the employee may have leave donated)** In no case will an employee receive more than 12 weeks of FMLA Leave which will include donated days.

Employees who may qualify for FMLA Leave will be required to seek FMLA certification from a physician or other appropriate health care provider. Medical insurance and benefits will be treated exactly the same for employees on FMLA Leave as if the employee were not on FMLA Leave – in other words, employees on FMLA Leave will be required to pay any portion of health or other benefits that the employee was required to pay when she/he was not on FMLA Leave. After the expiration of FMLA Leave, if the employee has still not returned to work, the employee will be required to pay entirely for own benefits, if the employee chooses to maintain such benefits. **At the expiration of all FMLA, the district is not required and will not maintain its contractual agreement with the employee.**

Maternity Leave of Absence: Maternity leave will be given in compliance with FMLA. Employees who have accrued paid leave, and who need maternity leave will be required to use simultaneously the accrued paid leave as maternity leave, and then exhaust any remaining unpaid FMLA Leave for any additional required maternity leave.

National Guard: For military leave issues, the District will comply with the Uniform Services Employment Rights Act.

Bereavement: In the event of bereavement, accumulated leave time must be used.

Absence for Occupational Disabilities: Employees who are injured on the job may qualify for workers' compensation benefits and/or leave under FMLA, or for school-granted leave. Employees who are injured away

from work may qualify for leave under FMLA or school- granted leave. Employees who exhaust all FMLA or other leave may petition the District for additional unpaid leave. If the District decides to grant this additional leave request, the leave will be unpaid and medical and other benefits will likewise be unpaid. The decision whether to grant any excess or additional leave lies solely within the discretion of the District.

Personal Leave of Absence Without Pay: The District may make provisions for a personal leave of absence without pay for an employee who needs more than one month's time off from work for a valid reason other than those covered by the previous listed leaves. The maximum leave that may be granted is one academic year.

When an unpaid personal leave of absence is granted, it is given on an individual basis and at the discretion of the Superintendent, taking into consideration the purpose of the leave, the employee's work record, and the needs of the District at that particular time. An employee must exhaust all earned unused leave prior to requesting additional personal leave.

An employee must be classified as a regular full-time employee and have completed a nine-month academic year of continuous service prior to the effective date of the unpaid personal leave. A *Leave of Absence Form* must be completed and approved by the employee's supervisor before submitting it to the Superintendent.

The District cannot guarantee reinstatement to the former position or to a position with like status and pay for all employees who return from leave. However, an attempt will be made in this effort.

Employees who take any leave guaranteed by law will be required, during that period of leave, to pay for any and all benefits, or any portion of any benefit payment, the employee was required to pay prior to taking the leave. When all legally mandated leave is exhausted, employees who wish to maintain health insurance or other benefits will be required to pay the full portion of such benefits, or risk losing them.

Sunflower County Consolidated School District Board Policy for Leave

The Board of Trustees established the following leave policy for its employees. Annual Entitlement of Leave is based upon the employee's job position and is awarded in July of each new school year. (*Policy GBRI*)

Types of Leave	Administrator / 234 EIR	Certified Employee (234 day)	12 Month Classified Employee	9 &10 Month Classified Employee
Illness	7	7	7	7
Vacation*	10	10	10	0
Personal	4; accumulate up to 5	4; accumulate up to 5	4; accumulate up to 5	4; accumulate up to 5

***Vacation leave is awarded in July after completing a full fiscal year of employment for 12 month employees.**

Non-Certified Employee Vacation

Twelve month employees are allowed an annual ten days paid vacation. If an employee is employed after the fiscal year is in progress (July 1), the employee will be awarded leave on a prorated basis. The proration will be calculated by dividing the actual number of days to be worked by the employee, by the number of days the employee would have worked had he/she been employed for the full year, multiplied by the number of leave days awarded had the employee been employed for the full year. The result would be rounded up by ½ day intervals.

Employment which coincides with the regular school year does not include vacation privileges. Vacation periods shall be approved and/or designated by the Superintendent. Vacation leave balances as of July 1 of each fiscal year will be converted to sick leave which will be carried forward with unlimited accumulation as authorized by Senate Bill 2297 (2004) and Senate Bill 2247 (2005). All employees who are employed with a work agreement stating twelve (12) months employment will receive the following paid holidays:

Holiday	Month
New Year's Day	January (1 st Day)
Dr. Martin Luther King Jr.'s Birthday	January (3 rd Monday)
Presidents' Day	February (3 rd Monday)
Good Friday	March or April (Friday before Easter Sunday)
*Memorial Day	May (Last Monday)
Juneteenth	June 19 th (or the Monday after if June 19 th falls on a weekend)
Independence Day	July 4 th (or the Monday after if July 4 th falls on a weekend)
Labor Day	September (1 st Monday)
Thanksgiving Day	November (4 th Thursday)
Christmas Eve	December 24 th (or the Monday after if December 24 th falls on a weekend)
Christmas Day	December 25 th (or the Monday after if December 25 th falls on a weekend)

*Can be used for days missed due to inclement weather. All other faculty/staff will receive holidays as stipulated in their work agreement.

Types of Leave

A. LEAVE FOR ILLNESS (Personal illness and family illness): regular leave of absence without any deduction from pay. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to the employee. No deduction from the pay of the employee may be made until all credited sick leave allowance has been used.

In accordance with law, the regular pay of the teacher or other licensed or contracted employee shall be suspended and withheld in its entirety for each day of absence under this category in excess of the regular and special entitlements stipulated herein. Any unused portion of the total sick leave for illness allowance under this section shall be carried over to the next school year and credited to the licensed or contracted employee.

In the event any public school teacher or licensed employee transfers from one public school district in Mississippi to this District, any unused portion of the total sick leave allowance credited to such teacher shall be credited to the teacher in the computation of unused leave for retirement purpose, under Section 25-11-109, Mississippi Code of 1972.

Accumulated sick leave days can count toward one's retirement in the following manner; the accumulation of:

15 - 77 days = 1/4 year;

78 - 140 days = 1/2 year;

141 - 203 days = 3/4 year;

204 or more days = 1 year;

B. VACATION: Employees employed for 234 days or more will earn 10 vacation days after being employed for one full fiscal year. Employees who begin work after a school year begins, but who are 12 month employees, will earn the number of vacation days appropriated for the period of time employed (work year begins July 1). Use of vacation days is limited to a maximum of 5 days consecutively. The Superintendent may grant approval for vacation time beyond 5 consecutive days on a case by case basis. Any unused vacation days will convert to sick leave days on August 1st of each year. All vacation must be taken by July 15th of each year. (*Policy CGPH*)

All vacation days MUST be approved in advance by the Superintendent.

C. PERSONAL LEAVE: In accordance with restriction imposed under law, personal leave may be used for absences caused by personal reasons during the school year but shall not be taken on *the first day of a school term, on the last day of a school term, during examination days nor on a school day immediately before or following a school holiday. Employees are requested to please refrain from asking for personal leave on Mondays, Fridays and during State Testing*, if at all possible.

No exceptions are made for allowance of personal leave days in excess of that stated herein. Absences in excess of those allowed will result in full deductions of the regular salary of the employee, as provided under law. *Personal leave must be approved by the principal/supervisor at least two days prior to desired leave.*

D. In regard to LEAVE FOR ILLNESS, when an employee is absent for three or more consecutive days, or for one school day *immediately prior to or after a holiday*, the employee shall furnish his or her immediate supervisor a certificate from a physician or dentist or other medical practitioner describing the illness of the absent teacher, in accordance with law. Failure to produce medical certification will result in loss of pay for all days absent above three days, or for the one day prior to or after a holiday.

E. In accordance with law, employees who make materially false statements as to the cause of any absence shall be liable for full deduction from their regular pay and appropriate entry shall be made on the work record of the employee. If the absence of the teacher is caused by **OPTIONAL** dental or medical treatment or surgery which could, without medical risk, have been **provided, furnished, or performed at a time when school was not in session**, the employee shall forfeit future leave in an amount equivalent to the period taken under accumulated sick leave. §35-7-307

Professional Leave Allowance

A professional staff member may be allowed leave to attend professional meetings (such as workshops, conferences, or institutes that contribute to increased student achievement and teacher knowledge and pedagogy; or assist personnel in maintaining accreditation standards for the district). The principal and superintendent must approve all requests for any professional leave time **BEFORE** such leave is taken. If a staff member fails to submit their documentation in a timely manner and attends professional meetings without approval, daily rate of pay will be deducted from their regular salary.

Professional Development (Policy GADA)

Professional development activities are scheduled during the summer months, at the beginning of the school year and at other times during the school year. Site administrators will be notified of District-scheduled professional development activities.

Retirement (Policy GBQ)

Upon retirement from employment, each licensed and non-licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for non-licensed employees, the payment shall be made by the district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in §25-11-103(e). Any

Remaining lawfully credited unused leave, for which payment has not been made, shall be credited to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused leave may be made to either a licensed or non-licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

Workers Compensation (Policy GBRHD)

Pursuant to state law, school districts are required to provide worker's compensation insurance coverage.

Workers Compensation is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment in exchange for mandatory relinquishment of the employee's right to sue his or her employer for the tort of negligence.

An employee who is absent as the result of a qualifying worker's compensation event shall be counted absent for the days missed.

Coordination of Benefits (GBRHD)

It is the policy of Sunflower County Consolidated School District to prohibit employees injured at work from combining workers compensation benefits with accrued leave that would result in compensation in excess of 100% of their wages. If an employee is taken off duty by a doctor for a work-related injury more than five days and therefore eligible to receive workers compensation loss time benefits, then they may not use accrued leave in order to receive compensation in excess of the compensation they would have received if they had been on the job. The employee shall use a proportional share of accrued leave to receive full (100%) compensation for the days off work, until their accrued leave has been exhausted.

Reporting Workers' Compensation Injuries (Policy GBRHD)

Accident Reporting: On the accident report form provided by the district, the principal of each school shall report injuries to students and employees which require medical attention or which keep the student or employee from school or from work one-half day or more. This report is submitted to Dr. Valerie Simpson, Personnel/Director of Special Projects.

Non-Emergency:

Follow these steps if you are involved in a new work-related injury or illness anywhere in Mississippi which is not an emergency, or life threatening.

1. Report the injury to your supervisor as soon as it occur, complete a First Report of Injury Form. The school administrator/secretary should contact the district nurse.
2. If you require treatment, inform your immediate supervisor and Vilinda Dixon with details of the medical provider who will be treating your injury.
3. Have a representative from the medical facility contact Vilinda Dixon at 662.887.4919 ext. 118.
4. Keep all medical treatment appointments
5. Employee must keep in contact with both their immediate supervisor and Ahmad as to their health status and estimated return to work information from the physician

Emergency

- Follow these steps if you are involved in a work-related injury anywhere in Mississippi which is serious (excessive bleeding, extreme pain or head injury) and requires immediate emergency treatment:
 - Contact your immediate supervisor if possible
 - Go to the nearest medical facility which offers emergency care or call 911 emergency services
 - Have a representative from the medical facility contact Vilinda Dixon, Personnel Administrative Assistant/Payroll at 662.887.4919 ext. 118
 - When the emergency is over, report the injury to your supervisor if not reported already; complete a First Report of Injury form, then follow steps 2-5 above.

Donation of Sick Leave (*Policy GADF*)

For the purpose of this subsection, the following words and phrases have the meaning ascribed in this paragraph unless the context requires otherwise:

- "Catastrophic injury or illness" means a **life-threatening injury or illness** of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery that result in intermittent absences from work and that are long-term in nature and requiring long recuperation periods may be considered catastrophic. (FMLA still applies)
- "Immediate family" means spouse, mother, father, siblings, children, grandparents or grandchildren, step/foster parents/children, and coordinating in-laws.

Any District employee may donate a portion of his/her unused accumulated sick, personal or vacation leave to another employee of the District who is suffering from a physician certified catastrophic injury or illness or who has a member of her/his immediate family suffering from a catastrophic injury or illness in accordance with the following:

- The "donor employee" shall designate the "recipient employee" and the amount of unused, accumulated sick, personal or vacation leave that is to be donated, and shall notify the Superintendent, on the appropriate form, of the amount of donated leave.
- The maximum amount of unused, accumulated sick, personal or vacation leave that an employee may donate to another employee may not exceed 50 percent of the total accumulated, unused sick, personal or vacation leave of the donor employee. **An employee may not donate extended sick or funeral leave.**

- An employee must have exhausted all of his/her accumulated sick, personal or vacation leave before he/she will be eligible to receive any leave donated by another employee, **including the 10 days at substitute pay rate**. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.
- Before an employee may receive donated leave, he/she must provide the supervisor with a physician's certification that states the beginning date of the catastrophic illness or injury, a description of the illness or injury, a prognosis for recovery, and the anticipated date that the recipient employee will be able to return to work. Documentation must be received within **10 calendar days** after the return to work.
- If the total amount of leave that is donated to any employee is not used by the recipient 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.
- Donated leave shall not be used in lieu of disability retirement.

Reference: *Donation of Leave*, §37-7-307

Procedures for Donating and Receiving Donated Leave (Policy GADF)

The provisions of MS Code Section 37-7-307 allows any school district employee to donate a portion of his/her unused accumulated personal or sick leave to another employee of the same or another school district when the employee or a member of the employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic. **Immediate family** is defined as spouse, parent, stepparent, sibling, child, or stepchild.

Information Regarding the Donor Employee

- The maximum amount of unused personal leave that an employee may donate to another employee may not exceed the number of days that would leave the donor with fewer than seven (7) days of personal leave.
- The donated days may not exceed 50% of the unused accumulated sick leave of the donor employee.
- Unused vacation days may not be donated.
- Leave being donated must come from unused leave accumulated from previous years, not the current year's allotted leave.
- Leave must be donated at the time the illness or injury occurs. It may not be given retroactively.

Information Regarding the Recipient Employee

- To receive leave, the employee must have used all of his/her accumulated leave from previous years and the current year's allotment.
- The recipient must furnish the school district with a physician's statement giving the beginning date and description of the illness or injury, the prognosis for recovery, and the anticipated date the employee will be able to return to work.
- Donated days may only be used during the period covered by the physician's statement.

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

Return of Unused Donated Leave

If the total amount of donated leave is not used by the recipient, whole days of donated leave shall be returned to the donor employee(s) on a prorate basis. This is based on the ration of the number of days of leave donated by each donor employee to the total number of leave days given by all donors.

FORM FOR DONATION OF UNUSED LEAVE TO ANOTHER EMPLOYEE

IF THE DONOR AND RECIPIENT EACH MEET THE CRITERIA ABOVE, YOU MAY DONATE DAYS BY COMPLETING THE ATTACHED FORM AND SENDING IT TO THE BUSINESS MANAGER IN THE CENTRAL OFFICE.

Donor's Name _____ Recipient's Name _____

I wish to donate _____ days of my unused accumulated leave to
_____, an employee of the _____

School district _____

(Signature of donor employee) Last 4 digits of SS# Date

FOR CENTRAL OFFICE USE

DONOR EMPLOYEE _____ LOCATION _____

Number of days donated _____

RECIPIENT EMPLOYEE _____ LOCATION _____

Total days donated to recipient by all employees _____

Number of donated days actually used by recipient _____

Number of donated days not used by recipient _____

Ration of donor's days to total days donated _____

Number of donated days returned to donor _____

Date donated days returned to donor's leave balance _____

(Signature/Payroll) Date

Energy Conservation and Security

Energy conservation and security are serious cost factors to the District. For cost containment, employees are requested to observe the following:

- Turn off lights and other electrical equipment when not needed
- Close windows and doors to contain air condition in the facilities
- Close and secure all windows and doors
- Set alarm systems as instructed by the building administrator/supervisor

Employee Identification Badges (Policy EBBAA)

All employees are required to wear official school district employee identification badges when entering any school campus in the district. Official identification badges will bear the employee's name, department/school, and picture. Any individual identified on a school campus in this school district not wearing an employee identification badge shall be reported to the school office and/or to security.

The badge is to be worn during working hours in an easily observed location on the blouse, coat, shirt, or uniform. Stickers or decals are not allowed to be attached to the identification badge.

Badges that are lost or stolen may be replaced for a \$5.00 fee to cover the cost of replacement materials.

Coaching Assignment Policy (Policy GBRCA)

All coaches, equipment managers, athletic assistants and/or others who have athletic responsibilities shall be assigned duties by the principal with the approval of the superintendent. All such persons shall be employed by the board on an at-will basis with respect to such athletic duties.

The superintendent, with the assistance of the principal and the approval of the Board, shall determine the duties and number of days per year to be worked by athletic personnel. Such determination shall be based on considerations of needs of the individual sports and of the time necessary to coach the activities or sports assigned.

All coaches shall work together to promote all sports. All coaches not directly responsible for the sport in season, shall assist the responsible coach upon request and within limits established by the superintendent.

Athletic-related duties are non-instructional and supplementary to the teaching contract. Therefore, athletic related positions are not subject to the School Employment Procedures Act.

External Communication (Policy KB)

The Superintendent or her designee is the spokesperson for the District/schools and is the informational channel for news media. At the school level, all written communications to parents and/or the community should be reviewed/approved by the principal prior to distribution.

Media/Public Information (Policy KB)

The Office of the Superintendent supports and contributes to the overall educational process by facilitating a climate of teamwork among teachers, parents, administrators, students, and the general public. Promoting the accomplishments and needs of the district is the responsibility of all. However, only the superintendent or her designee may serve as spokesperson for the district. The public relations supervisor (William Murphy) will coordinate all public relations activities.

Events suitable for consideration include the following:

- Important calendar events
- Announcements of change
- Student and/or faculty honors and awards
- Ideas for human interest stories and pictures

VI. Classroom/School Operations

Planning

The teacher's planning period is not a free period. This scheduled period is to be utilized to plan instruction and interventions to improve student achievement. During the scheduled period, the teacher will:

- Plan lessons that demonstrate knowledge of content and pedagogy;
- Plan lessons that meet the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs;
- Select instructional goals that incorporate higher level learning for all students;
- Plan units of instruction that align with Mississippi College and Career Readiness State Standards or, when applicable, the Mississippi Curriculum Frameworks;
- Design benchmark assessments, minor tests, major exams, "Do Now" activities, etc. to mirror State exams.

Plans will be submitted weekly to the principal or his/ her designee via **CANVAS**.

Substitute Teacher Guidelines *(Policy GBRJ)*

The Board of Trustees of the Sunflower County Consolidated School District authorizes the Superintendent to hire substitute teachers to staff classrooms in the absence of teachers. Building principals have the responsibility of securing substitute teachers to fill daily vacancies created by teacher absences.

All substitute teachers for the District are required to complete the application process. The complete application process includes the general application; presentation of a social security card and a picture identification, both of which are photocopied and filed in the applicant's folder. Each applicant must be a minimum of 21 years old. A criminal background check will be performed on each substitute applicant as well as finger printing as required by state law (§37-9-17) (2). The applicant is responsible for the cost of the background check and finger printing. Substitute teachers must attend substitute training before serving as a substitute teacher.

All substitute teachers are to be evaluated by the teacher and the principal. The substitute teacher is also to complete an evaluation based on each substitute experience.

Substitute teachers will be called by the designated site administrator in a timely manner to staff the absent teacher's position. Substitute teachers are under the supervision of the building principal and must perform duties and follow the same rules and regulations as does the regular teacher. Substitute teachers who do not perform up to standards will be deleted from the substitute teacher list. Principals are to notify the Business Office to remove the substitute teacher's name from the master list.

Class Time *(Policy AF)*

Protection of class time is essential for optimal learning to take place; interruptions are to be kept to a bare minimum. Students are to be engaged in learning activities from the beginning to the end of the class period. An agenda should be displayed in each classroom.

Evaluation of Students and Progress Reports *(Policy IHA)*

Students' progress in skills and conduct will be evaluated each nine-week grading period. Failing grades must be supported through documented interventions for that student. Progress reports of all students SHALL be sent to parents during each nine-week grading period.

Nine-week averages are computed by counting daily work as 25%, major work as 50%, and nine-week exams as 25% of the nine-week average for a minimum of 17 grades (Self-Contained Classrooms must meet minimum grade expectations in ELA and Math).

Examples of **daily work** are quizzes, workbook pages, worksheets, homework, not requiring extensive time and research, and other work approved by the principal.

Examples of **major work** include unit tests, weekly tests, mastery tests, research papers, themes, compositions, book reports, science projects, other work approved by the principal. Student grades and conduct are reported according to the following scale:

New 10 Point Scale (Board approved July 28, 2014) Grades K-12 (Policy IHA)

Academic Grade (1 st – 2 nd)	Academic Grade (3 rd – 12 th)	*Regular Class Unit Value	*AP Class Unit Value	Conduct
A 90-100	A 90-100	4	5	E Excellent
B 80-89	B 80-89	3	4	G Good
C 75- 79	C 70-79	2	3	F Fair
D 70-74	D 65-69	1	2	P Poor
F 69 and below (Failure)	F 64 and below (Failure)	0	0	
I Incomplete	I Incomplete	0	0	

*** Note: Regular Class and AP Class unit values were approved by the School Board July 28, 2014.**

Students who fail to meet the requirements specified for promotions shall be retained in the same grade for the next school term.

Students shall not be retained for the purposes of extra-curricular activities.

Academic Honor Roll Classification:

To qualify for academic honors in the Sunflower County Consolidated School District, students must achieve grades in the categories as listed:

Superintendent’s List: All A’s (90-100) in all academic subjects in grades 1-12.

Principal’s List: All A’s (90-100) and B’s (80-89) in all academic subjects in grades 1-12.

Honor Roll: All A’s (90-100), B’s (80-89), and one (1) ‘C’ (70-79) in grades 1-12. **The student cannot have D’s or F’s in any subject area.**

Report of Child Abuse or Neglect (Policy GAA)

The State of Mississippi requires “a public school employee to report suspected child abuse or neglect to the State Department of Human Services. The public school employee who makes this required report or participates in the subsequent judicial proceedings is granted immunity from any liability.” ***Also see the Mississippi Educator Code of Ethics and Standards of Conduct.***

Tobacco/Smoke-Free Facilities (Policy GBRM)

In accordance with federal and state law, the District is a tobacco/smoke-free environment. Employees, students and visitors are not allowed to smoke on school property at any time. Individuals who violate this law will be prosecuted. All District employees are prohibited from smoking or using any tobacco products at any school-related function, whether on a District campus or not.

Solicitation and Distribution (Policy KJ)

Out of respect for our students, our employees and our desire to receive the full benefit of the employee's productivity, non-employees (except commercial sales people, with written permission, calling on the District) may not come onto the property at any time to solicit for any cause or to distribute material of any kind for any purpose without permission.

Employees may not engage in solicitation or in the distribution of materials of any type for any purpose during working time on District property, except for that which is necessary to carry out their assigned job duties. No exceptions will be made.

Building Maintenance

Both students and staff are responsible for general maintenance of the grounds and buildings. In the Sunflower County Consolidated School District, we all share the goal of keeping the campus, offices and classrooms as safe, neat, clean and attractive as possible. Please encourage students to develop pride in their schools and to cooperate in every way to help with the upkeep of facilities.

Makeup Activities

In case of absences, the teacher is responsible for contacting the principal and the appropriate facilitator for assignments or makeup activities.

Out of district professional development shall be approved by the immediate supervisor. A Request to Travel Form shall be completed and submitted to the superintendent for approval.

Mentors/Tutors (Policy KJA)

The District will make every effort to secure mentors and tutors for our students. Individual schools and employees are encouraged to make the same effort. All adults who work with our children will be required to have a background check performed. Mentors and tutors who have previously worked with our students will not have to meet this requirement.

District Resources, Services and Procedures

Teachers are requested to work with their principals in using the following district-level services and resources:

- Multi-Tiered System of Support
- Exceptional Education
- Curriculum Development
- Federal Programs
- Media/Public Information

- Food Services
- Transportation
- Buildings and Grounds
- Technology

Multi-Tiered Systems of Support (MTSS)

Teacher involvement is of primary importance in planning, implementing, and evaluating intervention for students. Emphasis is placed on the student as a learner with consideration given to individual differences and special needs. Interventions may consist of direct work with students and parents, consultation with teachers and school persons, or coordination with other agencies.

The Three Tier Instructional Model was adopted by the State Board of Education (SBE Policy 41.1) on January 21, 2005 and revised on August 18, 2016. It is designed to meet the needs of every student and consists of three tiers of instruction:

Tier 1: Quality classroom instruction based on MS College and Career Readiness Standards/ MS Curriculum Frameworks.

Tier 2: Focused supplemental instruction.

Tier 3: Intensive interventions specifically designed to meet the individual needs of students.

If strategies at Tiers 1 & 2 are unsuccessful, students must be referred to the Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team implemented in accordance with the process developed by the Mississippi Department of Education.

Exceptional Education (*Policy IDDH*)

Exceptional Services develop and maintain effective educational programs for all children with disabilities, ages 3 – 21. Our mission is to empower all students with disabilities to function at their highest levels and to become contributing members of society. To accomplish our mission, we work closely with parents, general educators, community, and health professionals to coordinate services that enhance personal capability and quality of life.

The purpose of exceptional education is to meet the exceptional needs of children, which are the result of a disability, and to ensure that students with disabilities receive all needed aids and services. The instruction and related services are specially designed to meet the unique needs of an eligible student with a disability or a specific need that is necessary to allow the student with a disability to access the general curriculum.

Exceptional education laws and regulations are meant to protect students with disabilities and ensure that they get the services necessary to make effective progress. The Individuals with Disabilities Education Improvement Act (IDEA) of 2004, nation's exceptional education law, serves approximately 6.8 million children and youth with disabilities.

Curriculum Development

The school system continually seeks to improve and upgrade its curriculum. The district will include the Mississippi College and Career Standards into the curriculum for all grade levels.

Suggestions for curriculum updates or revisions must be in writing. The following procedure will be utilized: any individual, team, department, or school which identifies a need for curriculum revision should prepare in writing the need and recommended changes.

The written need and recommendation shall then be submitted to the principal or principals, if involving more than one school. The principal shall review the recommendations and make his/her opinion known to the group submitting the recommendations. The principal's approval will be necessary before the recommendations leave the school. The approved written need and recommendation shall then be forwarded to the Superintendent for further action.

Federal Programs (*Policy GABE*)

Title I

Title I is the largest federal education-funding program. It provides funding for high poverty schools to help students who are failing or at risk of failing. Schools enrolling at least 40 percent of students from poor families are eligible to use Title I funds for schoolwide programs that serve all children in the school.

Title II (Teacher and Principal Training and Recruiting)

Title II, Part A, funds are used to increase student academic achievement through strategies such as improving teacher and principal quality and increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools.

This program combines the former Eisenhower Professional Development Program and the former Class-Size Reduction Initiative into one funding program. These funds must target schools that have the lowest proportion of highly qualified teachers, have the largest average class size, or are identified for school improvement.

Title VI (Rural and Low-Income School Program)

The funds from Title VI are focused on meeting specific educational goals and objectives related to increased student achievement and decreased student dropout rates. Funds may be used for teacher recruitment and retention; professional development; educational technology; parental involvement activities; activities authorized under Safe and Drug-Free Schools; activities authorized under Part A of Title I; and activities authorized under Title III.

Homeless Education (Policy JQN)

In accordance with the McKinney-Vento Homeless Assistance Act, the Sunflower County Consolidated School District identifies children and youth in homeless situations and provide them with appropriate services to ensure educational continuity. The district provides immediate enrollment in school, even when students lack paperwork normally required for enrollment, such as school records, proof of guardianship, a birth certificate, immunization or other health records, and proof of residence.

English Language Learners (Policy IK)

The Sunflower County Consolidated School District administers a home language survey in English and translates the survey in other languages to identify its English Language Learner (ELL) students. The district annually assesses ELL students' language proficiency. The results are used to assist in the placement of ELL students in an appropriate language instruction program. Evaluation of the program's effectiveness is done annually to monitor the progress of ELL students.

Parental Notice (Policy GAR)

If the school district receives Title I funds, the district shall provide parents with notice that they may request information about the professional qualifications of classroom teachers, as required by the Every Student Succeeds Act (ESSA). The notice to parents must include the following:

- Whether the teacher has met state qualifications for the grade level and subject areas taught;
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree held by the teacher, and the subject area(s) of the certification degree; and
- Whether the child is provided services by para-professionals, and, if so, their qualifications.

If a parent requests the above-listed information, the school district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught for four or more weeks, the school district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

Corporal Punishment (Policy JDB)

The Sunflower County Consolidated School District does engage in corporal punishment; however, it must be done in accordance with school board policy and in the Principal's Office with a witness present. If a parent does not want corporal punishment administered to her/his child, there must be a signed statement in the Principal's Office to that effect. School leaders determine if it is to be used on their campus.

School Personnel Immunity (Policy AAA & ABA)

State statute 37-11-57 grants immunity to school personnel from liability for carrying out action in enforcing rules regarding control, discipline, suspension and expulsion of students. "Except in the case of excessive force or cruel and unusual punishment, a teacher or other member of the instructional staff, a principal or his designated representative, or a bus driver shall not be civilly liable for any action carried out in conformity with state law and district school board rules regarding the control, discipline, suspension and expulsion of students. The local school board may provide any necessary legal defense to a teacher or other member of the instructional staff, a principal or his designated representative or a bus driver in any action which may be filed against such school personnel."

VII. Safety and Supervision

SAFETY IN THE WORKPLACE (Policy EBBAD)

Safety

The safety of our employees is of utmost concern, and we make every reasonable effort to provide a safe place to work. We want all employees to be safe on and off the job. Employees who think “**safety**” make things safe for themselves and fellow employees. If an accident occurs on the job, the supervisor must be notified immediately. Accident Report forms must be completed and given to the supervisor as soon as possible, but in any case, within 24 hours. If immediate medical assistance is required and the supervisor or the School Resource Officer cannot be reached, call 911 and then the Safety Coordinator.

Unsafe conditions or employee conduct which jeopardizes one’s safety should be reported immediately to the supervisor or the Safety Coordinator. Such reports will be investigated and appropriate action will be taken, including disciplinary action, where appropriate.

In Case of Injury

If an employee is injured on the job in the normal course of employment, the injury must be reported to the supervisor, the Safety Coordinator and the district worker’s compensation carrier immediately. Medical attention should be sought only after calling Corvel’s Employee Injury Call Center, 877-764-3574. In a life or limb threatening emergency, call 911; and then notify the supervisor immediately. The employee’s supervisor should then ensure that Corvel’s Employee Injury Call Center is contacted. All job site injuries must be reported within 24 hours. If on the day of the work-related injury, in the opinion of the supervisor, the employee is unable to work the remainder of the day, the employee will be compensated through sick leave. Consult with the supervisor for information on reporting accidents and obtaining medical assistance at each specific location.

Security Procedures

Each site has its own set of security procedures. Ask the supervisor for specific information. School Resource/Safety Officers are consultants for secure measures of each campus and will periodically monitor campuses to determine security needs.

Whenever the office fire alarm sounds or there is a bomb threat, everyone in the building is to calmly proceed to the nearest exit and vacate the building. Exit procedures must be posted in each classroom, office, and in all other building sites.

When leaving work areas, carry along personal wallets and purses for security reasons. Each supervisor is to check her/his area to ensure that all students and personnel have evacuated.

Emergency Situations (Policy EBBC)

All emergency situations will be announced by the site administrator. Employees will follow emergency procedures to increase student safety.

Bad Weather Drills

The Civil Defense will notify the Superintendent of any imminent danger of bad weather. When the site administrator alerts the staff, teachers are to direct students to proceed to the hallways where they will sit - away from windows - and bend heads for added protection. All school staff will follow the same procedures.

Fire Drills

§37-11-5 as amended Mississippi Code 1972 (effective May 9, 1980) mandates instruction in fire drills: “It shall be the duty of the principals and teachers in all public school buildings to instruct the pupils in the methods of fire drills and to practice fire drills until all pupils in the school are familiar with the methods of escape, and such fire drills shall be conducted often enough to keep such pupils well drilled; and to instruct pupils in all programs of civil defense as may be designated by the state department of education.”

Practice fire drills are to be held each month. Teachers are to instruct students to exit the room and building according to the posted evacuation route and to stand away from the building. They are also to account for all students after reaching designated area and returning to the classroom.

A log of fire drills must be maintained in the Principal’s Office.

Bomb Threat

If a bomb threat is received, the evacuation route for fire drills is to be followed. Each site has a designated safe place for students and staff until the all clear signal is received for the return to the building. The safety of students is always the primary concern.

Inclement Weather Procedures (Policy EBBD)

Employees should tune in to radio stations (94.3 FM, 105.5 FM, 1380 AM, 1680 AM)/television stations (WLBT, Channel 8 or WABG, Channel 6) or call their supervisor to learn if the site will be closed when the weather is bad. Employees will also be notified through the District’s calling system. Some employees may be requested to come in to assist in securing the work site.

Field Trips (Policy EDDA)

All trips away from the school must be supervised by a teacher or staff member. Field trip permission forms must be completed and approved at the site-level first and then by the superintendent. If District transportation is desired, all requests must be entered in School Dude and submitted to the Transportation Supervisor two weeks in advance of the planned trip. Upon approval by the superintendent, a requisition must be submitted to the Central Office five (5) working days prior to the scheduled field trip. The Child Nutrition Supervisor must also receive a list of the students attending the field trips and be notified of any food requests. Due to the shortage of buses, trips have to be completed prior to the end of the school day. If the trip is out-of-state, Board approval is necessary 60 days prior to the trip.

Bus Driver’s Responsibilities

- Secure approved Purchase Order
- Review responsibilities
- Confer with sponsor as to what time to leave, where to eat, and where to park bus
- Check bus for oil, water, gas, etc. before leaving school and before returning to school
- Before leaving school, explain emergency evacuation of bus
- In case of breakdown, instruct students about what to do
- Assist sponsor as necessary
- Submit bus permit is turned in with all information completed
- Review any problems with the bus supervisor or principal

Sponsor’s Responsibilities

- Review responsibilities of sponsor, driver, and students
- Obtain parental permission

- Obtain one adult per 15 students (One may be driver)
- Confer with the driver as to what time to leave, where to eat, and where to park the bus
- Allow extra time for emergencies
- Students are not to cross roads
- Park bus for safe access
- Explain student's rules of conduct
- Be familiar with emergency evacuation of bus
- Have a list of students for sponsor, each chaperon, and the school office
- Call roll before leaving school and any time students get back on the bus
- Have students to return on bus (Check with principal for exceptions, if there are any)
- Maintain discipline at all time on the bus
- Have all trash picked up on the bus
- Report any problems to the principal upon return

Remember:

- School board approval is required for all out of state field trips.
- The person requesting the special trip will submit the request through School Dude two weeks in advance to secure a bus driver for the trip.
- The bus for special trips will cost the sponsoring organization \$1.50 per mile.
- Check with the payroll office regarding payment for the bus driver.
- You must have a purchase order prior to leaving the school.

Drivers who are regular employees of the school district cannot be paid for a field trip during school hours.

Transportation (Policy EDC)

Bus Supervisor's Responsibilities

- Inspect bus before leaving for damages and again when returning (Note any damages)
- Review rules and regulations with driver and sponsor
- Review any problems reported by driver and sponsor
- File completed checklist

Bus Driver's Responsibilities

It is the responsibility of the school bus driver to operate the school bus in a safe and efficient manner and to abide by all state traffic laws, SBE regulations and local school board regulations.

Student Accidents and First Aid (Policy JGFG)

The following procedures are to be followed in caring for injured students:

1. The teacher who is with the group when the injury occurs or the first staff member to reach the injured student will take charge of the situation. An administrator must be notified. The administrator should then consult with one of the district nurses.
2. If this staff member is not qualified in or does not know first-aid procedures, a teacher who is qualified, such as a coach, a physical education teacher, the principal or an assistant principal, must be summoned.

Building principals should publicize, at the start of the school year, staff members who are qualified first-aid providers. The names of trained first-aid providers should be posted in every classroom, office, auditorium, gymnasium, and cafeteria.

3. All basic principles of first-aid will be observed and only first-aid supplies will be used. Depending on the nature and severity of the injury, the student may be taken to the office as soon as possible.
4. **No medication will be administered by a teacher.**
5. The office will be notified of the injury and its extent. The school office will attempt to locate and inform the parents - using the medical consent forms filed in the Principal's Office - of the student's injury.
6. If a parent cannot be located, judgment will be exercised as to the necessity of taking the student to the hospital emergency room.
7. An accident/incident report should be completed and submitted to the principal.

VIII. Employee Relations/Human Resources

Prohibited Action (Policy CGM)

This school board is prohibited from denying employment or reemployment to any person as licensed employee, as defined in Section 37-19-1, for the single reason that any eligible child of each person does not attend the school system in which such licensed employee is employed. '37-9-59

Transfers (Policy GBE)

Requests for transfers will be considered within the District when there is a vacancy at another site. At times, an employee will be transferred involuntarily when the transfer will benefit the department. Supervisors will inform employees of transfer procedures. It must be noted that a transfer will not be automatically granted because a vacancy exists at another site. The Sunflower County Consolidated School District reserves the right, at its discretion, to place employees in jobs for which they are best suited.

JOB OPPORTUNITIES

In an attempt to advise employees of job opportunities within the District, each site is to post job vacancy notices at its specific location. If the employee meets the minimum qualifications and would like to be considered for a posted job, contact the District Personnel Office for further information. (*Policy GBCA*)

An employee must be in a position for nine months before asking to be considered for a new job. The employee must not be on a performance Plan of Assistance or in the midst of disciplinary action in order to be considered for the new position.

Jobs posted are not necessarily reserved or held exclusively for current employees. The District reserves the right to hire the candidate that it determines, at its discretion, is best suited for the job.

Bulletin Boards

To keep employees informed, each site provides bulletin boards. The District periodically sends out job vacancy notices which are to be placed on the bulletin boards and only removed as jobs are filled.

Suggestions (Policy KL-R)

The exchange of ideas within our District is considered to be an asset and is strongly encouraged. Thoughts concerning ways of increasing productivity, student achievement and performance or about improving the quality of our work, our projects, safety, and other related matters are welcome. Address suggestions to department directors/supervisor or the Superintendent.

EMPLOYEE RELATIONS POLICY

We hope that the work experience will be rewarding for all employees. The District provides equal opportunity to all applicants and employees regardless of race, color, religion, national origin, sex, age, or disability. Professionalism is the key in all relations.

Problems: How to Solve Them

Most employee grievances can be solved informally. However, the Sunflower County Consolidated School District realizes that some grievances cannot be worked out informally and has the following policy in place for grievances that cannot be resolved informally. This grievance process and procedure in no way alters any employee's at-will employment status. This general grievance procedure for employees to use does not constitute any mandatory, progressive discipline system, nor does it create any contract of employment.

Licensed Staff Complaints and Grievances/Licensed Personnel Appraisal (Policy GAE)

Purpose

The purpose of this grievance procedure is to secure, at the first possible administrative level, an equitable solution to any grievance.

Definitions

The following definitions shall apply in this grievance procedure:

- A “grievance” is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or Board policy.
- A “grievant” is a person or persons making the complaint.
- “Personnel appraisal” refers to the system of annual performance evaluation of all licensed staff, as is mandated by state law. This grievance procedure has been approved by the school board for use in this District as part of its “Personnel Appraisal System.”
- The term “days” shall mean working school days and shall exclude weekends, holidays and vacation days.

Procedure for Processing Grievances (Policy GAEP)

Grievance forms can be located under the “Employee Tab” of the district website (www.sunflower.k12.ms.us). Grievances shall be processed in accordance with the following procedure:

• **LEVEL ONE**

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievance within **five** days of the act or omission complained of, and the principal or immediate supervisor and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by the principal or immediate supervisor, the grievant should file a written statement (within **five** days) with the principal or immediate supervisor setting forth the problem in detail. 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 Board policy violated. The statement must be signed by the grievant.

3. In the event the grievant does not submit to the principal or immediate supervisor a written statement as required, the failure to do so shall be deemed as an acceptance of the informal decision rendered by the principal or immediate supervisor.
4. Within **five** days after receiving the grievant's signed statement, the principal or immediate supervisor shall send to the Superintendent a copy of the grievant's statement, along with a statement from the principal or immediate supervisor setting forth the response to the grievant and/or the decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of the written statement to the grievant.

- **LEVEL TWO**

1. Upon receipt by the Superintendent of the written notice that the grievant intends to appeal the decision of the principal or immediate supervisor, the Superintendent shall notify the grievant in writing within **five** days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the Superintendent. The Superintendent shall schedule a hearing on the matter no later than **10** days from the date of receipt of the grievant's written notice of intention to appeal the written decision of the 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 in writing any and all additional information on her/his behalf which she/he desires to the Superintendent not later than **five** 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, failure to attend shall be deemed as an acceptance of the written decision rendered by the principal or immediate supervisor at LEVEL ONE.
4. The Superintendent shall render a written decision to the grievant within **five** 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 LEVEL TWO, or if the Superintendent does not render a decision within **five** days, the grievant may file the grievance with the secretary of the School Board.
2. If the grievance is not filed with the secretary of the School Board within **five** days of the hearing at LEVEL TWO, the grievance shall be considered resolved.
3. Within **five** days after receipt of the grievance, the Board secretary, in concert with the Board chairman and Superintendent, shall schedule a hearing before the School Board on the grievance.
4. The Board shall render in writing its decision within **seven** days of the hearing.

IX. Pay/Benefits, Purchases, Travel

PAY AND BENEFITS

Time Cards

All *district* employees **must clock in** upon arrival and out when they depart from the work place.

Employees must record any vacation or *any absence of any kind* on a Request for Leave Form. Forms are located in the offices of site supervisors. All pay will come as a result of documented work time from time reports.

Pay Periods (Policy DJC)

Pay days are the last business day of each month except December for all employees. Employees will be paid in December on the last working day. Only one payroll will be processed monthly with electronic settlement of pay secured through direct deposit. Employees hired after the beginning of the school year will be informed by the payroll department of scheduled pay times.

Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this section shall be construed to entitle any employee to payment of salary or wages when no work has been performed. '37-9-39

Benefits and Services

All full-time employees have an opportunity to participate in the District's benefit program. A summary of the District's benefit plan is set forth in the Overview of Employee Benefits at the end of this Handbook.

Recognized Holidays

Refer to the District Calendar for the current year. Twelve-month employees also receive Memorial Day and the Fourth of July holidays.

Business Mileage Reimbursement (Policy DJD)

Employees will be compensated for mileage on the use of their personal vehicle for District business at the current rate allowed by the District. Carpooling is essential. If an employee wishes to drive his/her vehicle when a District vehicle is available or when there is space in an employee-owned vehicle that is traveling to the same destination, that individual must pay his/her mileage cost. Supervisors and the Business Office have special forms for this purpose.

Business Travel (Policy DJD)

If out-of-town travel is required to conduct school business, the District will pay for per diem necessary expenditures as allowed by the State of Mississippi. Supervisors will inform employees of the appropriate procedures for business travel. Employees who travel without written approval from the superintendent will travel at their own expense. Employees will also be deducted their daily rate of pay for the absence.

School District Purchases (Policy DJE)

Purchases for all educational supplies, materials, or equipment must be pre-approved, prior to purchasing or ordering, by the school principal, the appropriate coordinator, supervisor, or director, and then, the Superintendent. Any purchase made without the noted approval (as evidenced by a **Purchase Order**) will be paid by the employee who made the purchase. All items purchased must have a direct correlation to the educational program.

Pay For Lost Time Due to Inclement Weather (Policy AFC)

If the site is open for business as usual, employees who cannot report to work due to results of inclement weather must use personal leave or vacation time, where applicable, to be paid for the time off or take the time off without pay. At no time are employees expected to report to work under severe weather conditions.

OVERVIEW OF EMPLOYEE BENEFITS

This is just a summary of the employee benefits. See official plan documents for more detailed information.

Leave

- Employees earn 7 sick leave days per year with unlimited accumulation. Accrual begins day of hire.
- Employees earn two personal leave days per year with a maximum of five accumulative days. All days over five roll over to sick leave. Accrual begins day of hire.
- Certified staff earn 10 additional extended sick leave days. Extended sick leave days are non-accumulative and begin after regular entitlement is exhausted. Only the minimum daily rate of substitute teacher pay is deducted.
- Employees can get up to 12 weeks during a 12-month period of Family Medical Leave. FMLA begins after the employee has been employed for 12 months.
- Employees receive a limited number of professional leave days for professional development. Some professional leave training is held during the summer.
- Employees earn 3 bereavement days for the death of an immediate family member. There is no accumulation of bereavement days.

Health Insurance

All full-time employees may elect to participate in the Public School Employees' Health Insurance Plan. The State pays 100% of the active employee premium for employees enrolled in Base Coverage.

All employees enrolled in Select Coverage pay a portion of their active employee premium.

Horizon Employees pay \$38 per month for employee only coverage.

Legacy Employees pay \$20 per month for employee only coverage.

Family coverage is available through payroll deduction.

New employees who apply are effective first date of employment. Existing employees may apply for benefits during open enrollment (October 1st – October 31st each year) with a January 1st effective date. For more information about the insurance and to obtain a plan document, visit www.dfa.state.ms.us.

Group Life Insurance

All full-time employees may elect to participate in the State Life Insurance Plan. The plan has a minimum of \$30,000.00 coverage and a maximum of \$100,000.00 coverage. The cost of the insurance is 18 cents per \$1,000.00 of coverage shared equally by employee and the state.

New employees can enroll when hired. Any employee who previously waived the insurance can apply for the life insurance, but the effective date will be set after an approval process by the insurance company.

For more information about the life insurance plan, visit www.dfa.state.ms.us.

Cafeteria Plan

A cafeteria plan, a separate written plan maintained by the employer for employees meets the specific requirements of and regulations of Section 125 of the Internal Revenue Code. It provides participants an opportunity to receive certain benefits on a pretax basis. Participants in a cafeteria plan must be permitted to choose among at least one taxable benefit (such as cash) and one qualified benefit.

A qualified benefit is a benefit that does not defer compensation and is excludable from an employee's gross income under a specific provision of the Code without being subject to the principles of constructive receipt. Qualified benefits include the following:

- Accident and health benefits
- Disability income insurance
- Dependent care assistance
- Cancer Coverage; Dental/Vision insurance
- Group-term life insurance coverage
- Health savings accounts

Retirement Benefits

The Sunflower County Consolidated School District staff participates in the Public Employees Retirement Systems (PERS). Each pay period, the employee contributes 9 percent of gross earnings to his/her individual account. The District contributes 15.75 percent of gross earnings which are placed in reserve and invested until time of retirement. For more information about the plan, visit www.pers.ms.gov.

Travel Guidelines (Policy DJD)

Pre-Travel

Complete a Pre-Authorization Travel Request Form (Form-Travel 1). Once approval is granted by the Superintendent the following steps are completed:

- Enter a requisition in Integrity for Conference Registration. Submit the requisition with the Conference Registration Confirmation, conference proposed agenda/registration or notification of the conference attached.
- Enter a requisition in Integrity for your Hotel Reservation. Submit the requisition with the Hotel Reservation Confirmation attached. The attachment must include the confirmation number and a detail of the stay listing per night rate and a total amount for the stay. Also attach a copy of the meeting agenda to the requisition.
- Enter a requisition in the name of the employee for transportation costs, meals and incidentals if applicable. Attach a MapQuest printout for mileage verification from place of work to conference site and home to conference site. The employee will be reimbursed for the shorter distance. Attach a copy of the approved Pre-Authorization Travel Request Form to the requisition. Also submit a Request for Leave Form along with the requisition.
- Copies of the Purchase Orders will be submitted back to the schools/sites, authorizing travel.
- Approved travel requisitions are processed by the Accountant and must have an appropriate expenditure code on paperwork to be processed.

Post-Travel

Complete an invoice for Reimbursement for Travel Expenses (Form-Travel 2). The following must be attached to the invoice:

- Yellow copy of PO signed by the employee
- Conference Agenda
- Hotel bill with \$0 balance
- Out of District Professional Development Feedback Form (Form-Travel 3)
- Any other travel supporting documents, i.e. Incidental Receipts

A separate PO will be issued to the Conference Vendor and Hotel. These costs will be paid and mailed prior to travel when timely requests are made and approved. If requests are untimely made and approved, and a check was printed prior to travel, the employee will need to pick these checks up from Accounts Payable. If requests are untimely made and approved, but a check was not printed prior to travel, the employee will have to pay for these expenses and be reimbursed with proper documentation, after the travel.

It is the responsibility of each employee to make sure their travel is approved and has a PO **BEFORE** they travel. **Travel made without a PO will not be reimbursed.**

X. Professionalism

OTHER THINGS YOU NEED TO KNOW (*Policy GBF*)

Appearance and Attire

Our public image is directly dependent on our staff, individually and collectively. Students, parents and the community are inclined to judge schools by the people who represent them. The personal appearance, quality of service, and positive attitude of all of our employees are essential to creating and maintaining a favorable public image.

Attire must be conservative, in good taste, and promote a *professional* attitude and image in keeping with your specific job. The best "rule of thumb" is to dress for the position filled and the students served. The District reserves the right to insist that employees who serve our students and various publics (parents and others who come into our schools) dress appropriately, at all school and school-related events, including District and non-District meetings. Sites that have a uniform policy must follow the guidelines that have been approved for those sites.

Each site specifies certain days as casual dress days; however, even on casual days, attire must be in good taste. Supervisors will inform employees of these special days in advance. The following is established board policy regarding faculty and staff dress and it **WILL BE** enforced:

Males

- Dress shirts or sport shirts with collars, polo shirts, sweaters, and slacks are to be worn.
- All shirt tails must be tucked in unless designed to be worn outside of the pants.
- Shoes must be worn with socks.
- Sandals are allowed but must be closed in (no slip-ons).
- Earrings (including nose rings, eyebrow, tongue or noticeable body piercing) and body piercing ornamentation are prohibited.
- Large and/or vulgar tattoos are to be covered.
- Hair should be neatly groomed.
- Appropriate undergarments should be worn and not visible or revealed.
- Appropriately fitting jeans are allowed on casual days or dress-out days at the discretion of the building administrator.

Females

- Slacks, skirts, dresses, skorts, jumpers at knee length or below, sweaters, are allowed.
- Shirts/blouses or tops without collars and polo-type shirts are acceptable as long as they complement other attire being worn.
- Shirts, blouses, or tops must be long enough to cover midriff.
- Sleeveless tops/spaghetti straps are allowed but must be covered with a jacket.
- Nose rings, eyebrow, tongue or noticeable body piercings and body piercing ornamentation are prohibited.
- Large and/or vulgar tattoos are to be covered.
- Hair should be neatly groomed.
- Appropriate undergarments should be worn and not visible or revealed.
- Appropriately fitting jeans are allowed on casual days or dress-out days at the discretion of the building administrator.

Inappropriate Dress

- Scrubs (unless specific to job requirements)
- T-shirts (unless specified by principal)
- Clothes or accessories with slogans that are suggestive of drugs, alcohol, sex, or obscenities.
- Cotton sweat suits; wind suits (except on casual days or as part of a uniform for activity)
- Provocative clothing (thin straps, tube tops, low necklines, strapless clothing, too tight tops, pants and dresses, too short, and midriff revealed).

Consequences for failure to abide by dress code:

First Offense: Oral Warning

Second Offense: Written reprimand

Third Offense: Suspension without pay

Continuous failure to abide by the district dress code may result in termination for failure to adhere to rules/regulations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1994- ANNUAL NOTICE

(Policy JRAB Compliance with FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that SCCSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, SCCSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the SCCSD to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information- names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want SCCSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 31, 2021. SCCSD has designated the following information as directory information:

Student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, and participation in officially recognized activities and sport, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Internet Safety Policy (Policy IJB)

CHILDREN'S INTERNET PROTECTION ACT (CIPA) POLICY

It is the belief of the Sunflower County Consolidated School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It is the policy of Sunflower County Consolidated School District to:

- a. prevent user access over its computer network to, or transmission of, inappropriate material via Internet and World Wide Web, electronic mail, or other forms of direct electronic communications;
- b. prevent unauthorized access and other unlawful online activity;
- c. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d. comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The superintendent shall ensure that the school district computers and other technology resources with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent or designee shall develop procedures for compliance with this policy.

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Sunflower County Consolidated School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Sunflower County Consolidated School District staff to educate, supervise and monitor appropriate usage of minors using the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or designee.

The superintendent or designee will provide age- appropriate training for students who use the district’s Internet facilities. The training provided will be designed to promote the district’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in the district’s Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms;
 - iii. and cyber bullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training and will follow the provisions of the District's acceptable use policies.

Legal References:

Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Protecting Children in the 21st Century Act

INTERNET ACCESS (Policy IJ-R)

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Internet access is now available to students and teachers in the Sunflower County Consolidated School District (SCCSD). We are very pleased to bring this access to SCCSD and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our schools by facilitating resource sharing, innovation and communication. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

Internet access is coordinated through a complex association of government agencies and regional state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and the President signed into law, the Children's Internet Protection Act (CIPA).

CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet Safety policies. These Internet safety policies must include a technology protection measure for blocking access to visual depictions of obscene material, child pornography, and material that is harmful to minors when minors are accessing the computer. CIPA also requires that the Internet safety policy include monitoring of all online activities of minors.

Additionally, the policy must address all of the following: (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called hacking, and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors access to materials harmful to minors.

NETWORK RULES:

Sunflower County Consolidated School District provides adequate Wi-Fi on all campuses. This includes a wireless access point in every classroom and academic area. Students and Employees are required to use Wi-Fi provided by the district when using devices owned by SCCSD. The use of Wireless Hotspots is prohibited on all SCCSD campuses. These include but are not limited to Cell Phones and Mi-Fi devices that can be used as personal Wireless Access Points.

Sunflower County Consolidated School District provides an Ethernet network to every classroom and academic area. These Ethernet ports are put in place to connect SCCSD owned desktop computers, printers, etc. to the SCCSD network. Students and Employees are prohibited from plugging any device not owned by SCCSD into Ethernet ports. These include, but are not limited to laptops, desktops, printers, media players (i.e. Apple TV, Amazon Fire, Roku) and gaming consoles.

Sunflower County Consolidated School District provides content filtering to comply with CIPA requirements for safe Internet browsing of minors. Any attempt to bypass this content filter with the use of proxies or any other method is a direct violation of this agreement.

ACCEPTABLE/UNACCEPTABLE USES OF TECHNOLOGY:

Sunflower County Consolidated School District technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals.

Students are prohibited from installing ANY software on district owned computers or mobile devices. Employees are allowed to install software that has been approved by the District Technology Department.

Improper use of any computer, mobile device, or the network is prohibited.

This includes but is not limited to the following:

- Accessing, transmitting or retransmitting:
- Any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi, local government, or Mississippi State Department laws, policies or regulations
- Copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or other material that is inappropriate to minors
- Any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or any similar materials
- Language that may be considered offensive, defamatory, abusive or any forms of cyber bullying
- Information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks
- Information that harasses another person or causes distress to another person
- Using the network in such a way that would disrupt the use of the network by other users
- Participating in chat sessions outside of classroom activities
- Installing software not approved by Technology Department
- Downloading files from the Internet that do not relate to classroom activities or administrative tasks

- Purchasing or selling goods and/or services via the Internet
- Disclosing, using, disseminating or divulging personal and/or private information about himself/herself, minors or any others including personal identification information
- Attempting to bypass the SCCSD Content Filter
- Attempting to “hack” network resources including, but not limited to servers, switches, access points, routers, computers, mobile devices, and printers

EMAIL:

Sunflower County Consolidated School District provides a Google Apps for Education (@sunflower.k12.ms.us) account for student and employee email services. SCCSD creates and manages account information (Login/Password). Employees and Students are responsible for maintaining the information inside their account (Emails/Contacts).

Students receive their official SCCSD email once the student is fully registered and has been placed on the master schedule. Employees receive their official SCCSD email once their employment status has been approved by the SCCSD School Board of Education.

At the end of each academic year, all student email accounts will be deactivated until the start of the next school year. In addition, a student email will be deactivated once the student is no longer registered in SCCSD. An employee email will be deactivated on the last day of employment in SCCSD. If needed, the Superintendent has the authority to deactivate email access to any student or employee email address at any time.

Sunflower County Consolidated School District allows outside email (i.e. Yahoo, Outlook, etc.) to be used on the network, but official Teacher to Parent, Teacher to Student, or Staff to Staff email must be communicated using sunflower.k12.ms.us email account.

SCCSD does maintain the right to access employee or student email if deemed necessary, with Superintendent permission only.

SECURITY:

Sunflower County Consolidated School District has measures in place to protect end users on our network through the use of Firewalls, Content Filters, and Malware/Antivirus software. These measures are not always 100% effective and users should take reasonable safeguards against security threats over the SCCSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should not share personal information over the SCCSD network.

In the event a user feels their device has been compromised or infected, they should immediately notify the Technology Department. Employees and Staff are never to attempt to remove a virus or malware on their own. This includes deleting files, downloading Malware/Virus removal tools, or installing Antivirus software.

MONITORING:

Sunflower County Consolidated School District has the ability to monitor data transmitted over the SCCSD network at any time. Data transferred can be tracked and identified and users held liable if their use of the

network violates established policies, regulations, or laws. The content filter used at SCCSD has the ability to flag and notify the Technology Department if a user searches for or accesses sites that contain certain keywords. Computers that continue to be flagged for inappropriate sites can be remotely monitored and screen captured or recorded. Data stored on devices owned by SCCSD are the property of SCCSD. This data includes, but is not limited to email, text documents, images, music, and other digital or electronic files.

LIMITATION OF LIABILITY:

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a good faith effort to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

The Sunflower County Consolidated School District makes no warranties of any kind, whether expressed or implied, for the service it provides. The SCCSD will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. SCCSD specifically disclaims any responsibility for the accuracy of information obtained through its services.

Sunflower County Consolidated School District will not disclose personal information about Students on websites - such as their full name, addresses, telephone number, or social Security Number.