

North Panola School District

2025-2026

Faculty/Staff Handbook



Dr. Wilner Bolden III, Superintendent

Mr. Trosiki Pettis, Deputy Superintendent

“Student Achievement is Our Number One Priority”



“Create Your Legacy”

TABLE OF CONTENTS

Description	Page(s)	Description	Page(s)
Superintendent's Message	4	Promotion/Retention Policy & Requisitions/Purchase Orders	29
NPSD Vision, Mission, and Value Statements	5	Multi-Tiered Systems of Support, School Property, Searches and Sexual Harassment	30
About the District, Board of Trustees, and Equal Opportunity Statement	6	Sick/Personal/Vacation Leave, Smoking Policy and Student Safety	31
2025-2026 Organizational Chart	7	Student Rewards and Student Transportation, Substitute Teachers, Suicide Prevention In-Service Training and Supervision	32
Central Office and Schools Directory	8		
2025-2026 School Calendar	10	Technology Work Orders, Title IX and Unlawful & Violent Acts	34
Accident Reports, Adjustment of Schedules, and Americans With Disabilities Act Nondiscrimination	11	Utilities, Visible Items, Visitors and Work Schedule	35
Announcements, Asbestos Management Plan, Assistant Teacher Duties, Attendance, and Student Bullying	12	APPENDIX A: Relevant Forms and Other Information Lists	36
Cafeteria, Cell Phone/Telephone, Child Abuse and Neglect, Classroom Repairs, Cleaning & Maintenance, Clocking In/Out, Code of Ethics, & Collegial Relationships	13	Staff/Visitor Accident Report	37
Corporal Punishment, Correspondence, Cumulative Records & Custodial Services	18	Student Accident Report	38
Discipline, Do Now Activities and Donations	19	Accident Investigation Report – Witness Statement	39
Dress Code	21	Field Trip/Activity Trip Request Form	40
Drug & Alcohol Testing Policy, Drug-Free Workplace and EEF Purchasing	21	District Vehicle Request	41
Emergency Drills, Evaluations and Observations, and Expense Reimbursements	23	Voucher for Reimbursement of Expenses	42
Faculty Meetings/PD, and FERPA	24	Bullying/Harassment Incident Form	44
Field Trips, Fixed Asset Procedures, Food & Beverage, Grades, and Grading System	24	APPENDIX B: Policies	45
Grievance Procedures, Guidelines for Handling Bus Discipline	26	APPENDIX C: Items for Reference	56
Hallway Behavior/Class Changes, Homework, Leaving School Campus, Lesson Plans, Line of Authority, Mailboxes	27	Handbook Receipt/Acknowledgement Form	59
Movies, Overtime Pay, Parties-Classroom, Personnel Records, Planning Times and Progress reports	28		



NORTH PANOLA SCHOOL DISTRICT

Dr. Wilner Bolden III, Superintendent

470 HWY 51 North

Sardis, MS 38666

Phone: (662) 487-2305

Fax: (662) 487-2050

Dear NPSD Faculty and Staff,

Welcome to a new school year in the North Panola School District, home of the Cougars! Whether you are returning or joining us for the first time, we are excited to have you as part of our dedicated team of professionals committed to the academic success and personal growth of every student we serve.

At NPSD, we believe that “*student achievement is our number one priority*,” and we understand that this can only be accomplished through the collective efforts of a strong, united team. Your role, whether in the classroom, on campus, or behind the scenes, is vital to creating a positive, supportive, and academically focused learning environment.

This **Employee Handbook** is designed to serve as a resource and guide for your daily work. Inside, you will find important information about district policies, expectations, procedures, and available support services. Please review it carefully and use it as a reference throughout the year.

As we focus on *Creating Our Legacy*, remember that each day is an opportunity to make a lasting impact in the lives of our students, colleagues, and community. Let us approach this year with purpose, professionalism, and a shared commitment to excellence.

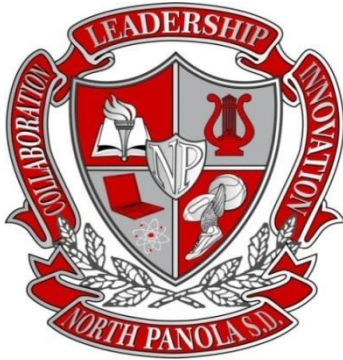
Thank you for choosing to be part of the North Panola family. Together, we are better, and together, we will achieve great things.

With Cougar Pride,

Dr. Wilner Bolden, III

NORTH PANOLA SCHOOL DISTRICT

Mission



North Panola School District will provide high-quality instruction, a safe supportive learning environment, and strong partnerships with families and the community to ensure every student is prepared to graduate college and career ready.

Vision

North Panola School District vision is to create an academic culture where every student graduates college and career ready.

Core Values

- **Leadership** – North Panola School District believes strong leadership yields great success. Leadership is extended from the district to the classroom. We believe in empowering leaders, teachers, and students. With effective leadership, our district performance will enhance and so thrive as institution of learning.
- **Collaboration** – North Panola School District believes through collaboration we multiply our contribution. Together, schools, parents and community members are stronger and can contribute more to the task of educating all students. Shared goals and mutual support lead to greater success than isolated work and individual focus.
- **Innovation** – North Panola School District believes in order to compete with a global society; we must find new ways to educate our children by adapting to the changes of our global community. It is our desire to consistently find new ways to apply enhanced solutions that meet new requirements, unarticulated needs, or existing educational needs accomplished through unique processes, services, and technology.

GOALS

Goal 1: Ensure district and schools maintain or increase an academic letter grade C or above.

Goal 2: Ensure all schools have a safe and orderly learning environment.

Goal 3: Cultivate strong partnerships with families and the community to support student success.

Goal 4: Increase workforce development opportunities for all students.

ABOUT THE DISTRICT...

The **North Panola School District** serves the municipalities of Sardis, Como, and Crenshaw as well as surrounding rural communities. The district is made up of five schools—**Como Primary School (grades PreK-2)**, **Green Hill Intermediate School (grades 3-5)**, **North Panola Middle School (grades 6-8)**, and **North Panola High School (grades 9-12)**. **North Panola Career and Technical Education Center** also provides 21st Century learning experiences for secondary students.

NORTH PANOLA SCHOOL DISTRICT

District website: www.northpanolaschools.org

Board of Trustees

Mrs. Jenette Jackson – President
Ms. Myesha Little – Vice-President
Mrs. Shari Smith - Secretary
Ms. Verna Hunter – Member
Mr. Adrian Kirkwood – Member

The Board of Trustees (School Board) is the governing body for the North Panola School District and its duties include making and interpreting policy, purchasing and approving of the district's budget, and serving as needed in due process issues. Persons desiring to meet with the Board should submit through certified mail – receipt requested – or hand carry written request to come before the board to the Office of the Superintendent at least five (5) working days prior to the next regularly scheduled Board meeting. (Policy BCBI) The board clerk is Mrs. Valarie Johnson, and her email address is vjohnson@northpanolaschools.org.

EQUAL OPPORTUNITY STATEMENT

The North Panola School District does not discriminate on the basis of race, creed, color, sex, religion, age, national origin, or disability. The following person has been designated to handle all inquiries and/or complaints regarding the non-discriminatory policy: **Mr. Trosiki Pettis, 470 Highway 51 North, Sardis, MS Phone: 662-487-2305.**

NPSD Organizational Chart SY 25-26



CENTRAL OFFICE DIRECTORY

District Office #1
470 U.S. Highway 51 North
Sardis, MS 38666
Phone: (662) 487-2305 Fax: (662) 487-2050

Dr. Wilner Bolden Superintendent
Trosiki Pettis Deputy Superintendent
Sharonda Windless School Business Manager
Kanisha Clark Assistant Business Manager
Erin Jones..... Accounts Payable Clerk
Towanda Mangrum SAM/MSIS Data Entry Clerk
Valarie Johnson..... Executive Administrative Assistant and Board Clerk

District Office #2
601 Railroad Avenue
Como, MS 38619
Phone: (662) 487-3029 Fax: (662) 487-2015

Coretta Miller Director of Academics & Student Support
Crystal Carter-Harrington.....Director of Special Services,
Gifted, and Section 504
Rose Wink.....Special Services Administrative Assistant
Pam George.....Director of Child Nutrition
Michael BrittDirector of District Operations
Kawanda BeamonDirector of Federal Programs
Carolyn Coleman..... Federal Programs Administrative Assistant
Bradford Fair Director of Technology
Nelson Finley..... Informational Technology Technician

Bus Shop
100 U.S. Highway 51 North
Sardis, MS 38666
Phone: (662) 487-2305

Mark GrossTransportation Supervisor

SCHOOL DIRECTORY

Como Primary School

Grades K-2
202 Lewers Street
Como, MS 38619
Phone: (662)526-0396
Fax: (662)526-5259

Green Hill Intermediate School

Grades 3-5
599 West Pearl Street
Sardis, MS 38666
Phone: (662)487-1074
Fax: (662)487-2057

North Panola Middle School

Grades 6-8
526 Compress Road
Como, MS 38619
Phone: (662)526-5938
Fax: (662)526-5990

North Panola High School

Grades 9-12
500 Highway 51 North
Sardis, MS 38666
Phone: (662)487-1070
Fax: (662)487-2052

North Panola Career & Tech. Center

601 Railroad Avenue
Como, MS 38619
Phone: (662)526-5804
Fax: (662)526-5868



North Panola School District 2025-2026

Academic School Calendar

Holidays and Observations

July 4, 2025	District Holiday
July 28- July 30, 2025	Professional Development (All Staff)
July 31, 2025	Students' First Day
September 1, 2025	Labor Day Holiday (No School)
September 10, 2025	Progress Reports Issued
September 20, 2025	Homecoming
October 6-10, 2025	Fall Break (No School)
October 13, 2025	Professional Development (No Students)
October 16, 2025	Report Card Pick Up
November 19, 2025	Progress Reports Issued
November 24-28, 2025	Thanksgiving Holiday (No School)
December 19, 2025	First Semester Ends (60% Day)
January 5, 2026	Professional Development (No Students)
January 8, 2026	Report Card Pick Up
January 19, 2026	MLK Holiday (No School)
February 11, 2026	Progress Reports Issued
February 16, 2026	Presidents' Day (No School)
March 9-13, 2026	Spring Break (No School)
March 16, 2026	Professional Development (No Students)
March 19, 2026	Report Card Pick Up
April 3, 2026	Good Friday (No School)
April 6, 2026	Easter Monday (No School)
April 9, 2026	Progress Reports Issued
May 22, 2026	Graduation
May 25, 2026	Memorial Day (No School)
May 26, 2026	Students' Last Day (60% Day)
May 27, 2026	Teachers' Last Day
June 2, 2026	Report Card Pick Up

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

● Student School Day ● Schools & Offices Closed ● Professional Development Day (no students) ● Students' Last Day (60% Dismissal) ● Academic Reports Issued ● Homecoming/ Graduation

ACCIDENT REPORTS – EMPLOYEES, STUDENTS, and VISITORS

Accident reports are required for any accident occurring on school property or at school activities. All accidents, illnesses, and/or injuries shall be reported immediately to the appropriate principal, manager, or supervisor who will complete and forward an incident/accident report to the North Panola School District Central Office. Any accident that occurs on the school premises should be reported immediately to the office.

Accident reports must be completely filled out by the classroom teacher and given to the principal or designee who will contact the parents. **At no time should you leave it to chance that a parent may not be told about these reports.** Document the time and date you called. The same report may be used to report incidents where hazards exist but where no injury or damage has occurred. The importance of maintaining a paper trail cannot be overemphasized. Accident reports involving employees should be filed in the Workers' Compensation office and accident reports involving students or visitors to campus should be filed in the Superintendent's Office.

The **Student Accident Report** form or the **Staff/Visitor Accident Report** form should be used to report accidents. **These forms must be completed in their entirety.** In addition, a **Witness Statement** form should be completed by any witness(es) and must be attached to the accident form when submitting it to the central office. **These forms should be faxed to the central office (662-487-2050) within 12 hours of the accident.** Please note that the form requires that your School Safety Team meet to discuss the accident and make recommendations to prevent recurrences. Because the central office needs this information within 24 hours of the accident, this section may not be complete at that time. However, the School Safety Team meeting should take place within a 3 day period and recommendations to prevent recurrences must be documented at that time. **Please reference the accident forms found in the appendices of this handbook and/or the district website.**

ADJUSTMENT OF WORK SCHEDULES

Supervisors may adjust schedules within a workweek to prevent the necessity of an employee working more than 40 hours in that workweek.

AMERICANS WITH DISABILITIES ACT NONDISCRIMINATION

The North Panola School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

The following person has been designated as the Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the North Panola School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability.

Name of Coordinator: Crystal Carter-Harrington, Section 504/ADA
School District Name: North Panola School District
Address: 601 Railroad Avenue, Como, MS 38619
Telephone: (662) 487-2622 Fax: (662) 487-2015

ANNOUNCEMENTS

Announcements will be made each morning prior to the beginning of the instructional day and/or possibly at the end of the day. Other intercom usage is restricted to the discretion of the principal.

ASBESTOS MANAGEMENT PLAN

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Response Act (AHERA) in 1989 the NPSD performed inspection of each of its school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file since that time.

The EPA requires that the NPSD perform re-inspection of the asbestos materials every three (3) years. A certified asbestos inspector performed these re-inspections, and the asbestos-containing material in our school remains in good condition. The NPSD will continue to manage it as recommended.

The results of the re-inspection and the Asbestos Management Plans are on file in each school administrator's office and at the District Office. Everyone is welcome to view these. The Asbestos Program Manager is our District's Director of Compliance, Mr. Michael Britt, and he is available to answer your questions. You may reach him at **662-487-3029**.

ASSISTANT TEACHER DUTIES/RESPONSIBILITIES (Policy IFBA)

Duties are assigned by the teacher and are set forth by job descriptions and district policy.

ATTENDANCE (Policy GBRB)

Your attendance is not only vital to the proper functioning and well-being of the entire school, but even more importantly, to your classroom.

- In the event of an emergency, have an unplanned absence or tardy, please notify the principal or assistant principal as soon as possible. The earlier your call is received, the more easily a substitute can be found. All other leave must be approved by the principal in advance.
- Half-day workdays either begin or end at 11:30. Working a half-day means you may either come in at 11:30 or leave at 11:30.
- No employee is to leave the campus during the school day without notifying the principal or assistant principal.

BULLYING (STUDENTS)/HARASSMENT PROHIBITED (Policy JAA, JDDA, JDDA-P)

This school district does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures, written, electronic, or verbal communications, or any physical act or any threatening communication, etc. Bullying or harassing behavior will not be condoned when it takes place on school property, at any school-sponsored function, on a school bus, or when it takes place off of school property when such conduct, in the determination of the superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school.

Further, the school district prohibits sexual harassment of or by any student. This policy applies to conduct during and related to school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Note: Any and all “bullying and/or harassment” complaints must be taken seriously and reported to the proper authorities immediately. The NPSD Report of Bullying/Harassment Form must be completed immediately and forwarded to the school administration. The form can be found in the “Relevant Forms” section of the appendix of this handbook.

CAFETERIA

Our students benefit from food services provided through Child Nutrition funded by the federal government and must adhere to federal guidelines. Recently, our district benefits from participation in the National School Lunch and School Breakfast programs under the Community Eligibility Provision (CEP). “Smart Snacks” (as mandated by USDA) regulations must be implemented for all foods and beverages sold in schools.

Competitive foods may not be consumed in the cafeteria. All food/beverage labels must be removed prior to entering the cafeteria. Food served in the cafeteria is not to be taken out. Also, staff members are not to consume food or beverage items from students’ trays. The policy regarding Adult Consumption Exclusion reads, “The site must implement safeguards against consumption of share table items by adults (both program and non-program adults)”.

In addition, State Board of Education (SBE) Policy 2002 states **no food items** will be sold on the school campus for one (1) hour before the start of any meal services period, including breakfast if offered.

CELL PHONE/TELEPHONE—STAFF & STUDENTS

The telephone is located in the office. Staff members should use it for emergency purposes only. **Specifically prohibited is the use of cell phones by teachers during class time. Failure to abide by this policy will result in a written reprimand to the employee(s) which shall become a part of the personnel file. Repeated violations may result in a non-renewal of an employee’s contract or dismissal. (Policy IFBB)**

Students will be allowed to use the office telephone only in cases of emergencies or illnesses. Students will not be allowed to use cellular phones or other communication devices during the school day or while engaging in extracurricular activities without prior approval of the principal.

CHAIN OF COMMAND

All staff members are directly responsible to their site administrator. The administrator’s instruction should be consistently implemented in a timely manner. Should a dispute arise, staff should first discuss the issue with the administrator in charge. Should the issue remain unresolved, staff members should appeal to the next level of administration and ultimately to the superintendent. For reference, please see the organizational chart located at the beginning of this handbook.

CHILD ABUSE and NEGLECT (Policy JGF)

When any employee has reasonable cause to believe that a child has been subjected to abuse or neglect, he/she shall report such incident to the proper law enforcement agency—**Department of Human Services (DHS), 662-487-2098** and written documentation to the school principal.

CLASSROOM REPAIRS

Complete a work order form via the district's website (help ticket). It will then be submitted to the Director of District Operations/Maintenance Supervisor.

CLEANING AND MAINTENANCE

A clean classroom is conducive to learning. Classrooms should be neat, clean, and orderly at all times. All teachers are expected to leave their room in an orderly manner each day, such as blinds adjusted, chairs/desks straightened, lights turned off, air conditioning/heating turned off, computers turned off, etc.

CLOCKING IN/OUT

All staff will clock in and out to document time worked. All classified staff members are required to have an uninterrupted thirty-minute break away from the area of daily job assignments. This includes teacher assistants. Work hours are school-specific but cannot exceed 40 hours a week, unless prior authorization is given by the principal and superintendent. Otherwise, adjustments will be made.

CODE OF ETHICS

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:
 - a. Encouraging and supporting colleagues in developing and maintaining high standards
 - b. Respecting fellow educators and participating in the development of a professional teaching environment
 - c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
 - d. Providing professional education services in a nondiscriminatory manner
 - e. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
 - f. 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:
 - a. Harassment of colleagues
 - b. Misuse or mismanagement of tests or test materials
 - c. Inappropriate language on school grounds or any school related activity
 - d. Physical altercations
 - e. 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:
 - a. Properly representing facts concerning an educational matter in direct or indirect public expression
 - b. Advocating for fair and equitable opportunities for all children
 - c. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.
- 2.2. Unethical conduct includes, but is not limited to, the following:
 - a. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
 1. employment history, professional qualifications, criminal history, certification/recertification
 2. information submitted to local, state, federal, and/or other governmental agencies
 3. information regarding the evaluation of students and/or personnel
 4. reasons for absences or leave
 5. information submitted in the course of an official inquiry or investigation
 - b. 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 Relationships

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

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

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

Standard 5: Educator/Collegial Relationships

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

5. Unethical conduct includes but is not limited to the following:
 - a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
 - b. Harming others by knowingly making false statements about a colleague or the school system
 - c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
 - d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
 - e. 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:
 - a. 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:
 - a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
 - b. 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.
 - c. 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:
 - a. Maximizing the positive effect of school funds through judicious use of said funds

- b. Modeling for students and colleagues the responsible use of public property.

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

- a. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
- b. Failing to account for funds collected from students, parents or any school-related function
- c. Submitting fraudulent requests for reimbursement of expenses or for pay
- d. Co-mingling public or school-related funds with personal funds or checking accounts
- e. Using school property without the approval of the 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:

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

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

- a. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body
- b. Tutoring students assigned to the educator for remuneration unless approved by the local school board
- c. 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
- a. 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:

- a. 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
- b. Maintaining diligently the security of standardized test supplies and resources.

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

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

CORPORAL PUNISHMENT (Policy JDB)

Corporal punishment is allowable but should be used as a last resort. **It MUST be administered by the principal or assistant principal in the presence of another certified staff person. It cannot be administered in the presence of any other student(s). At no time should the number of strokes administered exceed three (3) strokes.** Before taking this action, make sure that the student can actually be corporally punished. The office staff of each school is responsible for generating a list of students who cannot receive corporal punishment and ensure the indication is accurately marked in SAM. Please reference this list prior to administering corporal punishment. **Failure to do so is negligence on the part of the school employee.**

- School personnel is prohibited from using corporal punishment on any student with a disability. A student with a disability is any student who has an IEP or Section 504 plan.
- Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances.
- Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age and condition of the student, the type of instrument to be used, and the amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment.
- When corporal punishment is administered, it shall be done in the presence of another school employee.

CORRESPONDENCE

When sending notes or messages from the school into the community, industries, newspaper, parents, etc., be careful to use correct spelling and grammar. Sloppy or incorrect output reflects negatively upon all of us. **REMEMBER – If you write it, date it, sign it, and keep a copy. A copy of all school-related correspondence must be submitted to the Principal for approval prior to mailing.**

CUMULATIVE RECORDS

Cumulative records will be maintained in accordance with the current **Mississippi Public School Accountability Standards**. Please reference the Cumulative Folders and Permanent Records Manual.

According to the manual (extracted from the MDE website) regarding access to the folders, schools shall keep a current list of employees by name and position who are authorized to have access to cumulative folders. This list of current employees must be available for public inspection. Each school will keep a list of the names of

individuals granted access to the cumulative folder, date on which the person viewed the cumulative folder, and for what purpose.

CUSTODIAL SERVICES and MAINTENANCE CONCERNS

Teachers who need custodial and/or maintenance services during the school day should notify the office. Problems concerning custodial or maintenance issues should be brought to the attention of the building administrator. If areas of the building are not being properly maintained, the oversight should be reported in writing to the office.

DISCIPLINE (Policy JD)

The basic objectives of discipline within the school may be described as threefold:

- To establish conditions under which no student will be permitted to prevent any teacher from teaching or any student from learning.
- To establish and maintain study conditions conducive to learning.
- To develop, on the part of the student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own conduct.

Discipline should have the qualities of understanding, fairness, firmness, and consistency. Consideration should be given to the cause, nature, condition, and frequency of misconduct. Possible disciplinary measures may include warnings or verbal reprimands, parent contact (notes, phone calls, and conferences), withdrawal of privileges, in-school suspension, out-of-school suspension, and corporal punishment **with the consent of the parent or guardian**. Teachers should manage their own discipline problems if at all possible. **Each teacher is responsible for keeping some type of discipline log. Maintaining an accurate paper trail in all areas cannot be overemphasized.** Frequent office visits by the same children often signals to the administration and to the child a lack of good classroom management. **Discipline should be used by each teacher as a means of improving the fundamentals of self-control, good work habits, and sound citizenship in the student and the group.** Each infraction serious enough to be recognized one time should be recognized each time it occurs on the part of any student.

When a teacher sends a student to the principal's office for disciplinary reasons, the decision regarding punishing the child shall rest solely with the administration. **In no case shall the teacher tell the student that he/she is going to be paddled, suspended, or disciplined in other ways.** It shall be the administration's responsibility to determine appropriate disciplinary measures as outlined in the assertive discipline plan of the school district and in accordance with policies and procedures established by the Board of Trustees of the North Panola School District.

Note: In reference to suspension of special needs students, the case manager should always be aware of ODRs. In addition, it is important to understand that when a special needs students' cumulative suspension days reaches ten (10) days, the law requires that services must be provided for that student. The special education director must be contacted on or before the seventh (7th) cumulative day of suspension.

It is the responsibility of every teacher to help maintain a proper educational atmosphere at school.

What Teachers Should Do

- Be fair and consistent. Treat each student equally.

- Be thoroughly prepared for all classes and have ample work for all students each period. Students quickly figure out when you are unprepared.
- Correct any student or group of students engaged in any unacceptable activity or behavior. If you ignore bad language, bullying, shoving, etc. it is a sign that you accept inappropriate behavior and that is not the message we wish to convey to students.
- Be cheerful and orderly; let your classroom reflect these qualities.
- Be professional in demeanor and maintain a sense of humor.
- Expect students to be seated quietly when class begins and remain seated until YOU dismiss them.
- Admit your errors and apologize if you make the mistake of treating a student unjustly. Students have feelings too.
- Establish a minimum number of simple rules and consequences. Help students understand why they are necessary. If possible, allow the students to assist in creating classroom rules.
- Hold students accountable when they violate classroom rules, by enforcing the consequences.
- Correct students when needed to prevent minor problems before they escalate into larger ones.
- Do not leave students unattended. You are liable should something happen. Unsupervised students lead to chaotic situations.

What Teachers Should Not Do

- Punish the entire class for the misbehavior of a few (especially if you can identify the culprits).
- Argue with or embarrass a student. In many cases, they will retaliate.
- Compare students with one another.
- Become overly friendly and familiar with students. This can cause a loss of respect for you.
- Repeatedly show favoritism to certain students.
- Administer unusual punishments.
- Punish by leaving a student alone and unsupervised in a classroom or hall. Do not put students out of class. You are liable should something happen to them.
- Punish students by having them write lines, i.e. “I will not talk in class.”

DO NOW (BELL RINGER) ACTIVITIES

Prepare “Do Now” activities (also known as Bell Ringers, Early Bird Work, etc.) for each section entering your classroom. Do Now activities should be written on the board. They may also be written on chart stands if you have access to one. Do Now activities should last no longer than 10 minutes and should consist of skills previously covered in class. Stress to your students the importance of completing these activities that can also count for grades. Do Now activities must be in place each day.

DONATIONS

Efforts to fundraise to offset the costs of providing a high quality education are appreciated. However, protocol must be followed prior to soliciting donations or contributions. Please speak with your supervisor for details before advertising or sending correspondence to seek assistance, See policy DFK in the appendix for more details.

DRESS CODE

Professional educators and staff should dress appropriately to promote the educational mission of the school. Through conversation and action, we are to set examples for our students. We believe that proper dress inspires respect, credibility, and authority. Attire should provide a role model for students to dress appropriately in professional situations.

- No sweat pants, jogging suits, or wind suits.
- Any body art (tattoos) is expected to be covered.
- Undergarments should not be visible.
- Flip flops, shower shoes, or house shoes are not permitted.
- Hats are not to be worn inside.
- Traditional blue jeans may only be worn on Friday or at the advisement of building level administrators.
- Earrings worn in the ear should be the only visible piercing.
- No shorts for classroom teachers with the exception of P.E. or outside instructors.
- Skirts and dresses should be no more than three inches above the knee.
- Leggings may be worn with covering apparel that reaches the fingertips.
- No cleavage showing, appropriate necklines.
- Excessively tight or revealing clothing should not be worn.
- Shirt sleeves should extend to the edge of the shoulder (no spaghetti straps are allowed).

Any permission for exception must be granted by the building-level administrator.

In cases where a faculty or staff member's dress is not consistent with this policy, the building level administrator will ask that individual to adhere to the policy. This may require the faculty or staff member to return home to change into proper clothing.

Issues not addressed in this policy will be at the discretion of the superintendent.

Repeated offenses may result in formal documentation, a conference with administration, and a review of the dress code.

School uniform policy for faculty members is permissible.

DRUG and ALCOHOL TESTING POLICY (Policy GBRM-2)

The following is North Panola School District's Drug and Alcohol Testing Policy enacted pursuant to the MS Drug and Alcohol testing law, MS Code Annotated Sections 71-7-1 *et seq.* Supp. (1994). This policy is effective August 4, 1994. After this date, the district will begin testing personnel if it reasonably suspects that an employee is under the influence of illegal drugs or alcohol. In addition, the district will begin conduction random testing of all drivers, and pre-employment testing of all prospective drivers. This policy will be enforced uniformly with respect to all personnel. All of the district's personnel, including administrators, will be subject to testing.

The purposes of this policy are as follows:

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

DRUG FREE WORKPLACE (Policy GBRL)

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance.

“Workplace” includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Any employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction.

Any employee who violates the terms of this policy may be nonrenewed or his or her employment may be suspended or terminated, at the discretion of the board.

EDUCATIONAL ENHANCEMENT FUNDS (EEF) PURCHASING (Policy DJEAB)

Each school shall issue procurement cards provided by the Department of Finance and Administration under the provisions of Section 31-7-9-(1)(c) for the use of teachers and necessary support personnel in making instructional supply fund expenditures under this section, consistent with the regulations of the Mississippi Department of Finance and Administration pursuant to MS Code of 1972 Section 31-7-9.

On or before August 1 of each year, this school district shall determine and submit to the State Department of Education the number of teachers eligible to receive an allocation for the current year.

Classroom supply funds shall not be expended for administrative purposes. “Teacher” means any employee of the school board of a school district who is required by law to obtain a teacher’s license from the State Department of Education and who is assigned to an instructional area of work as defined by the department.

Procurement cards shall be issued at the beginning of the school year and shall be issued in equal amounts per teacher determined by the total number of qualifying personnel and the current state appropriation for classroom supplies with the EEF. Such cards will expire on a pre-determined date at the end of each school year. Staff hired after the beginning of the year will receive procurement cards based on availability.

All classroom teachers shall utilize these funds in a manner that addresses individual classroom needs and supports the overall goals of the school regarding supplies, instructional materials, equipment, computers or computer software under the provisions of this subparagraph, including the type, quantity, and quality of such supplies, materials and equipment.

Classroom supply funds allocated shall supplement, not replace, other local and state funds available for the same purposes.

All unexpended amounts will be carried forward, combined with the following year's allocation of EEF instructional supplies funds and reallocated for the following year.

Please note the receipts from all EEF purchases must be retained for five (5) years.

EMERGENCY DRILLS

Emergency drills are required by the Mississippi Department of Education. During all drills, staff and students are expected to behave as if it were an actual emergency. Failure to do so will only facilitate the same behavior in the case of an actual emergency. **Copies of the evacuation plan for fire, bomb, and tornado drill should be posted on the wall near your classroom door.** Each staff person will receive a copy of the NPSD School Occupational Safety and Crisis Response Plan, as well as the school addendum, at the beginning of the school year. Training will take place during the first month of school.

EVALUATIONS & OBSERVATIONS (Policy GBI)

Staff within the North Panola School District will be evaluated according to the Mississippi Professional Growth Model in addition to other methods for determining job performance.

Certified employees will be evaluated formally once each semester. Informal evaluations will be ongoing throughout the year. Non-certified employees will be evaluated formally once per year. Informal evaluations will be ongoing throughout the year to ensure optimal job performance continues.

EXPENSE REIMBURSEMENTS/TRAVEL

Professional Development requests must be completed to initiate the process for requesting professional leave. If given permission, the requestor registers for the professional development.

Teachers who have first been properly authorized to travel in the performance of their duties shall be reimbursed their expenses by the school district for travel as described below:

- All official travel must be approved by the superintendent and/or principal or director of the school site.
- Each mile traveled in the employee's automobile will be reimbursed at the state-approved rate by the school district. When possible, employees should use a school vehicle. If a school vehicle is used a request must be made using the Vehicle Request Form. This form should be submitted to the immediate supervisor for approval and forwarded to the district office for approval by the superintendent. It will then be forwarded to the transportation director for the assignment of a trip permit.
- Employees are expected to carpool where two or more employees are traveling to the same destination. One travel expense allowance at the authorized rate per mile shall be allowed for any one trip.
- When travel occurs by a public carrier other than an automobile, the actual fare or other expenses incurred will be reimbursed.
- **Prior to the trip**, a purchase requisition must be completed for any expenses (mileage, food, hotel accommodations, registration fees, etc.) to be incurred during the trip. You should use the state rate for

mileage and meals when completing the requisition. **Please note that reimbursement for meals can only be made if the trip requires overnight stay. The completed Voucher for Reimbursement of Expenses form must be submitted upon return from the trip along with evidence of attendance (name badge, agenda, notes, or other documentation that verifies attendance).**

- Standard room rate for accommodations, actual registration fees, and incidental expenses such as gratuities and parking will be reimbursed.
- Upon return, the employee shall complete the district travel voucher to receive reimbursement for all allowable expenses as soon as possible, preferably within one week of the travel being taken.

Please see the Voucher for Reimbursement of Expenses within the appendix of this handbook or the district website for a fillable form.

FACULTY MEETINGS/PROFESSIONAL DEVELOPMENT **(Policy GBRD)**

Faculty meetings will be scheduled by the site administrator as needed. Each faculty member is responsible for the information given at faculty meetings. Each school will designate one afternoon each week as the faculty/staff development day. Staff persons should be prepared to stay later on that day.

FERPA (Family Educational Rights and Privacy Act)/HIPAA

The Family Educational Rights and Privacy Act or FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) provides certain rights for parents regarding their children's education records. FERPA protects "education records," which are generally defined as records that are directly related to a student and maintained by a school district, a public elementary or secondary school, or an institution of postsecondary education such as a college or university. All receiving federal funding are required to comply with FERPA guidelines. To help to ensure compliance with this regulation, staff must participate in training annually and parents are to be notified of their rights annually.

HIPAA is the Health Insurance Portability and Accountability Act, and it allows providers to share information for treatment purposes. However, HIPAA protects access to medical records.

Staff must be careful to adhere to these privacy regulations. The most common FERPA violations include:

- Releasing student information without consent
- Not securing student records properly
- Denying authorized access
- Failing to inform parents of their rights

FIELD TRIPS (Policy JGFB, JGFB-E)

It is the teacher's responsibility to make arrangements for field trips. If possible, schedule trips within the normal hours of the school day. Out-of-state or overnight trips must have board approval.

Prior to the trip:

- 1) All Activity/Field Trips should be requested using the district Field Trip Request Form and must be signed by the building administrator and forwarded to the central office for the approval of the

superintendent. A copy will then be forwarded to the transportation director for assignment of the permit. A copy of the permit will be returned to the school and/or given to the bus driver.

- 2) In order for trip requests to be processed in a timely manner, all necessary forms must be completed in their entirety and submitted to the central office two (2) weeks prior to the date of the trip. Failure to do so may result in the forms being returned to you which may lead to the request ultimately being denied due to time constraints.
- 3) Be sure to state the purpose of the trip and how it relates to the instructional program. Once a permit is assigned, a copy will be returned to the school and/or given to the assigned bus driver.
- 4) If you have a preference for who you want to drive, please list that drivers name on the request. Otherwise, the transportation director will assign a driver for the trip.
- 5) All requests must list the names (not the number) of the chaperones. **Reminder: Due to liability insurance restrictions, only persons who are district employees, board approved volunteers, or current students are allowed to ride our buses. If parents want to serve as chaperones they must accompany the bus in their personal vehicle. NO EXCEPTIONS!**
- 6) Remember that you must submit requisitions to the central office for the cost of mileage (\$1.25/mile) and the cost of the driver(s) (\$80.41; \$65.00 for the driver and \$15.41 for fringe benefits) prior to the actual trip. **NOTE: Any trip which requires the driver to be away for more than six (6) hours will pay \$65.00 for first six (6) hours + \$7.25 for each additional hour + fringe benefits (23.71%).**

Example: A field trip which totals 9.75 hours (9 hours and 45 minutes) would be calculated as follows:

• First six (6) hours	\$65.00
• Remaining time (3.75 hours x \$7.25/hour)	\$27.19
• <u>Fringe Benefits at 23.71% (.2371)</u>	<u>\$21.86</u>
• Total Pay	\$114.05

- 7) Be sure to file a passenger list in the school office prior to departure on the trip. Also, make a list of students who will be assigned to each chaperone for supervision. These lists must remain with the chaperone(s) throughout the trip and should be checked periodically to ensure that all assigned students are accounted for.
- 8) Make sure that all chaperones have the use of a cell phone with emergency contact information while on the field trip.

During the trip:

- 1) All students and staff on a field trip must carry identification on and off the bus.
- 2) Students with medical problems participating in a field trip should have record of medical treatment needed.
- 3) All students must be under the supervision of an adult chaperone at all times. Each chaperone should check their list of assigned students periodically to ensure that all students are accounted for. Supervision and safety are top priority.
- 4) After boarding the bus for the return trip, a head count must be conducted and a roll call of all persons attending the trip (students and chaperones) must be made. Every person attending the field trip must be accounted for prior to beginning the return trip.

After the trip:

- 1) A completed bus permit must be returned to the Transportation Director for verification of mileage and actual assessment of fees. Payment for all applicable fees (mileage and driver) must be made to the central office within five (5) days after the trip. Failure to submit all applicable fees to the central office

within this time frame may create problems with timely payments to the driver(s) for the trip. **(Please do not make payment to the district prior to receiving the Field Trip Fee Assessment form from the Transportation Director.)**

- 2) If there were any problems encountered while on the trip relative to transportation please submit them to the Transportation Director in writing upon return from the trip.

Please reference the Field Trip Request Form within the appendix of this handbook.

FIXED ASSETS PROCEDURES (Policy DM)

The North Panola School District holds the teacher/employee responsible for the items listed on inventory (furnishing, computers and/or technological equipment, printers, etc.) in the room or office to which they are assigned. **Please note that furnishings, computers, and other fixed asset items are assigned to classrooms and not to teachers. In the case that a staff person is relocated to another classroom, these items are to remain in the assigned room. If there is a need for such items to be relocated to another location, a Transfer Form for Fixed Assets must be completed and approved by the building administrator prior to moving the item(s).** The building administrator may designate someone to assist with fixed assets, but ultimately, it is the administrator who is responsible for enforcing this policy and maintaining accuracy of the inventory of their school.

FOOD & BEVERAGES

During instructional time, teachers are not to consume food and beverages.

GRADES

Teachers are to keep accurate, up-to-date records of the students' grades in the student database (SAM).

- Progress reports and report cards are to be completed on time and distributed according to the date set by the district.
- Grades must reflect some combination of the areas listed below:
 - Classwork
 - Homework
 - Test Scores
 - Participation
 - Projects

Grades must not solely be based upon tests/quizzes and must follow the grading system as indicated in Policy IHA and reflected in the Parent/Student Handbook.

GRIEVANCE PROCEDURES (Policy GAE-P and GAER)

A grievance is a complaint of an individual based upon an alleged violation of his or her rights under state or federal law, board policy, or a breach of professionalism. Please reference the school board policies listed above prior to filing a grievance. At no time will an employee be allowed to circumvent the chain of command when filing a grievance complaint. All grievances must be presented to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal or immediate supervisor

and grievant will attempt to resolve the matter informally. If a resolution is not reached at this level then it would proceed to Level Two and possibly to Level Three, but must adhere to the procedures outlined in board policy which is included in the appendix of the handbook.

The following office has been designated to handle inquiries and complaints regarding the non-discriminatory policy:

Name of Coordinator: Mr. Trosiki Pettis
Address: 470 Highway 51 North, Sardis, MS 38666
Telephone: (662) 487-2305

GUIDELINES FOR HANDLING BUS DISCIPLINE

In an effort to create a uniform system for handling bus discipline within the North Panola School District, please adhere to the following:

1. Bus discipline should be handled by a certified administrator on each campus. However, he/she may designate someone to handle minor incidents which only require a student conference with parental notification.
2. Bus conduct reports which are turned in by a driver must be handled within a 24 hour period.
Exception: The time frame for handling cases which require additional information and/or inquiry should not exceed 48 hours.
3. In reference to the Bus Conduct Report, please complete the part of the form which references action taken and/or recommendations prior to giving it to the students and/or parent. Also, please note the punishment for a subsequent offense. (See copy attached.)
4. A copy should be given to the student (white), to the parent (canary) and to the central office (pink). The goldenrod copy should be retained by the principal and should become a part of the students' disciplinary file. Also, please make a copy of the form and give to the bus driver so he/she will know what action has been taken (especially if the action involves removing the student from the bus for a specified number of days).
5. Please designate someone on your campus (parent liaison, secretary, ISS monitor, etc.) to be responsible for inputting bus conduct information into the computer system and for contacting parent or guardian to communicate the offense and the action taken. Also, please communicate to the parent what disciplinary action will be taken on the next offense. Please log this contact for future reference.
6. In the event that a major infraction happens on a P.M. route, the building administrator has the authority to remove student(s) from the bus and deny riding privileges for the following A.M. route. *In this case, contact with the student's parent or guardian must be made in order to communicate this information.*

HALLWAY BEHAVIOR/CLASS CHANGES

You are required to monitor students as they change classes by standing in the center of the hallway by your door. Your presence minimizes hallway altercations among students. After leaving your classroom and entering the hallway, noise should be kept to a minimum.

HOMEWORK

Homework is an extension of the school day. Whenever homework is given, it should supplement, compliment, reinforce, and relate to the mastery of a subject. Homework is a vital part of the learning process. Students

must assume responsibility for their class work just as they will assume job responsibility in the future. Students should be able to complete homework assignments within 15-20 minutes per subject area.

LEAVING SCHOOL CAMPUS

Staff members who leave the campus for any reason **MUST** have prior approval of the principal or assistant principal. In addition, staff persons shall sign out prior to departure and sign back in upon their return to the building.

LESSON PLANS

Lesson plans are completed and submitted at the direction and schedule of each individual principal. Lesson plans will be checked each week by the administration. Be as specific as possible when writing your plans. Lesson plans should be easily understood by any staff member entering your classroom. A copy should also be visible on your desk at all times. Lesson plans must include the district/state competencies and objectives, Bell Ringer activities, teaching strategies, assessment methods, and remediation and enrichment activities. Successful instruction does not just happen but is the result of time spent assessing the needs of students, selecting the strategies necessary to satisfy these needs, and always assessing the success or failure of strategies and providing feedback to students and parents. Remember, good instruction is the result of good planning. Lesson plans must be shared with inclusion teachers.

MAILBOXES (Physical and Electronic)

Mailboxes for teachers and paraprofessionals are provided in the office area of each school. Please check it each day. Correspondence is also shared via email, and all staff members are expected to regularly check and respond to email.

MOVIES

Movies will be shown only with prior approval of the principal. These should be educational and be referenced to a competency in the district curriculum. PG-13 & R-rated movies will not be shown to students.

OVERTIME PAY

For those classified employees working 2 or more jobs for the District, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked calculated by dividing the total hours worked in that work week. The employee shall be paid at a rate of 1.5 times the blended hourly rate times the number of hours worked over 40. Overtime must be approved by the superintendent.

PARTIES-CLASSROOM

Parties may be held only with prior approval of the principal.

PERSONNEL RECORDS

A confidential personnel folder for each faculty and staff member will be maintained in the principal's office. These folders will contain evaluations, observations, and anecdotal records. **A teacher has the right to examine his/her personnel folder upon request.**

PLANNING TIMES

Every teacher is required to have planning time each day or week. This time must be used for instructional purposes only. Instructional planning time for elementary teachers is no less than 150 minutes per week, exclusive of the lunch period. The instructional planning time for secondary teachers is a minimum of 225 minutes per week, excluding the lunch period. Teachers may be required to spend a portion of their planning time in Professional Learning Communities (PLCs) each week. See instructional schedule at each school site for designated times.

PROGRESS REPORTS

A progress report will be sent home midway each nine-weeks grading period for the purpose of informing the parents of the child's progress in school. Parent-Teacher conferences should be scheduled if the child is not doing acceptable work. Progress reports are to be kept each nine weeks and are an integral part of the students' portfolios. Progress reports and/or IEP service goal sheets will be sent out by special education teachers including Language/Speech.

PROMOTION/RETENTION POLICY (Policy IHE)

Promotion and retention shall be based upon the mastery of objectives and the requirements as outlined in the Parent and Student Handbook.

Special Education Students

The Mississippi Department of Education shall establish goals for the performance of children with disabilities that will promote the purpose of IDEA and are consistent, to the maximum extent appropriate, with other goals and standards for children established by the State Department of Education. Performance indicators used to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, drop-out rates, and graduation rates shall be developed. Every two years, the progress toward meeting the established performance goals shall be reported to the public. Senate Bill 2506 (1999 Legislative Session) and ' 37-23-1 (1999)

For information on the awarding of a special diploma or an occupational diploma, please refer to MS Code 37-16-11.

1. According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant children who are otherwise passing, the district must afford the child procedural due process. (Attorney General

Opinion, Carter, 1-9-98) (#183) (97-0817)

2. Please refer to the current edition of Mississippi Public School Accountability Standards for information on Performance Standards and Graduation Requirements. (14.3 & 14.4)

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies IB - Instructional Goals

IH - Student Achievement Improvement Act of 1999

IHF - Graduation Requirements

REQUISITIONS/PURCHASE ORDERS

Requisitions must be filled out by the teacher and approved by the building principal. Requisitions are then forwarded to the central office for district level approval and printing of the actual purchase order. Purchase orders will be returned to the building principal who will forward them to the proper teacher. In some cases, central office staff will fax the actual purchase order to the vendor. In these instances, a notation will be made on the purchase order copy prior to being returned to the building principal. **Absolutely no purchase can be made until a purchase order has been issued.** There are no exceptions to this process. **Please reference the Purchase Requisition within the appendix of this handbook.**

MULTI-TIERED SYSTEM of SUPPORTS (MTSS)

This term is used to describe a process utilized in providing assistance to teachers in improving the academic and behavioral performance of students at risk. The team's purpose is to empower the classroom teacher to become more effective through analysis and alignment of resources. **MTSS is not for the referral of students to Special Education. It is designed to help students remain in the regular education classroom.**

It is the responsibility of the classroom teacher to request a MTSS packet on a student when he/she fails to meet the minimal academic requirements during any grading period.

SCHOOL PROPERTY

It is imperative that all staff persons within our schools assist in creating a culture that respects school property and the property of others. Desks, furnishings, books, blinds, and/or other items must be properly maintained to ensure that a positive climate and culture exists within our schools. It is recommended that students not be allowed to adjust blinds on windows in the classrooms at any time. In addition, students are expected to exercise the same care for seats on school buses. Stress the importance of protecting school property. Report any vandalism of school property to the office.

SEARCHES (Policy JCDA)

All searches must be pre-approved by the Superintendent, principal, assistant principal or acting principal. No other district employee may authorize a search except where an emergency situation exists.

At least two district employees must be present while a search is conducted. If, in the discretion of the administrator or employee conducting the search, the search is particularly intrusive, the person conducting the search and the witnesses, or at least one of them, should be the same sex as the student.

No student other than the student who is the subject of the search may be present during the search. All searches must be reasonable in scope.

SEXUAL HARASSMENT (Policy GACN and GBR)

Employees in the North Panola School District are protected from sexual discrimination, including sexual harassment. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances; request for sexual favors, and other verbal or physical conduct of sexual nature amounting to or constituting harassment are prohibited. The complaint procedure shall provide a process for filing, processing, and resolving complaints on such matters. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the board.

Within 5 (five) days from the time a complaint becomes known, the offended party must complete and submit a written report to Dr. Wilner Bolden. The report must state the respondent's name, the nature and date of the alleged violation, the names of any witness to such alleged violation, and requested action. Refer to the appendix of this handbook to view the policy in its entirety.

SICK/PERSONAL/VACATION LEAVE

At the beginning of the school year, each 187-day employee shall be credited with a personal leave allowance of 2 personal days and 7 sick leave days. In addition, all 240-day (year-round) employees are also granted 10 vacation leave days. **A Uniform Leave Form should be completed and turned in to the office for all leave days.** These forms are reported each month to the superintendent on a form provided by the district. Any unused portion of the total sick leave allowance up to five (5) days shall be carried over to the next school year and credited to such certificated employee if the certificated employee remains employed in the same school district. In the event any public school certificated employee transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such certificated employee shall be credited to such certificated employee in the computation of unused leave for retirement purpose under 23-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.

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

Unused personal leave days will be carried over but you can not accrue more than five (5) at any time. However, unused personal leave days in excess of five (5) will convert to sick leave days.

NOTE: Use of personal leave on the first day of school, last day of school, on a day previous to a holiday or a day after a holiday, is not allowed except for certain extenuating circumstances. Please reference Board Policy GBRI Section 3 (a) and 3 (b) concerning allowable extenuating circumstances. This is also mandated in state law 37-7-307 Mississippi Code of 1972.

SMOKING POLICY (Policy GBRM)

Smoking is prohibited inside and outside all the public school facilities, on school grounds, and on all school vehicles by all persons at all times.

STUDENT & STAFF SAFETY

Staff and student safety is a top priority for the North Panola School District. Every staff person will receive a copy of their School Occupational and Crisis Response Plan as well as the school addendum. Training on the contents of that plan will be provided during the first month of school by the district safety director. All staff persons are expected to adhere to the information contained in the plan and to report any unsafe practices to his/her building principal or director. All doors are to be egress only.

With the exception of the main entrance to each school, at no time should exterior doors be left open or unsecured. Each classroom has an emergency egress window for use in the case of a fire. **It is imperative that furnishings or other items not be placed in front of that window. This area must be easily accessible in the event of a fire.** Also, windows are to remain closed. **Because there are a limited number of electrical outlets per classroom, extension cords and/or power strips may be used. However, at no time can an extension cord and/or power strip be plugged into another extension cord and/or power strip creating a continuous circuit. This is a major safety issue and absolutely will not be allowed.** Please reference your School Crisis Management Plan which includes school safety policies and procedures.

STUDENT REWARDS

You are strongly encouraged to provide rewards for your students for good behavior, grades, etc. However, using food items as rewards is strongly discouraged because of possible food allergies. If used, food must be in line with the district's wellness policy.

SUBSTITUTE TEACHER INFORMATION & EMERGENCY FOLDERS **(Policy GBRJ-R)**

Teachers are asked to request substitutes as far in advance as possible by completing a uniform leave request form. In the event you are absent, the following items must be made available for substitute teachers:

- An emergency folder/notebook containing work that students should be able to easily complete must be on file in the office
- A copy of your daily schedule to include any duty to which you are assigned
- A copy of your homeroom roll and class rolls by period for departmentalized teachers
- An attendance form
- **Detailed lessons which will keep students engaged for the duration of the class**
- Any other pertinent information that you deem necessary

SUICIDE PREVENTION EDUCATION IN-SERVICE TRAINING **(Policy GADAC)**

Suicide is the third leading cause of death in youth between the ages of 10-19. Eleven percent of high school students have made at least one suicide attempt, while 4 percent have indicated serious suicidal thoughts. Schools are in a unique position to teach/reinforce resiliency skills, identify at-risk students/adults, and provide appropriate intervention and postvention strategies. **As a result, the North Panola School District has developed policy and procedures to address this area of concern. Its purpose is to protect the health and well-being of all NPSD students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide.** The procedure guideline covers actions that take place in the districts' schools, on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and at school sponsored out-of-school events where school staff is present. This procedure guideline applies to the entire school community, including NPSD educators, school and district staff, students, parents/guardians, and volunteers. This procedure guideline will also cover appropriate school responses to suicidal or high risk behaviors that take place outside of the school environment.

The district has designated our school nurse as the district suicide prevention coordinator. The nurse will be responsible for planning and coordinating implementation of the policy for the district. In addition, **each school principal can designate a school-level coordinator** to act as a point of contact in each school for issues relating to suicide prevention and policy implementation.

In compliance with **Mississippi House Bill 263**, the NPSD trained all district employees in suicide prevention and the 2017-2018 school year. New employees of the district will be trained annually thereafter unless state regulations mandate otherwise.



The National Suicide Prevention Lifeline (NSPL) is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. NSPL is committed to improving crisis services and advancing suicide prevention by empowering individuals, advancing professional best practices, and building awareness.

SUPERVISION

Aside from the instructional responsibilities of the teacher, supervision is of the utmost importance. Teachers are responsible for the proper supervision of all students entrusted to them during the school day. Teachers are required to remain with students in the area for which they are responsible. This includes instances when there are guest speakers or outside presentations. Students need direction and must be provided that ongoing guidance and support. For everyone's protection, staff are asked to "go the extra mile" when it comes to supervision. Staff can never be "too cautious". It is never a good policy to allow students to go unsupervised, even for the shortest period of time. Negligence is a serious offense that can have serious consequences.

TECHNOLOGY WORKORDERS

Technology work orders must be submitted using the on-line system found on the North Panola School District website at <http://www.northpanolaschools.org>.

Title IX

It is the policy of the North Panola School District that no person in said school district shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under educational programs or activity sponsored or administered by North Panola Schools. This policy is in compliance with Title IX. The North Panola School District Title IX Coordinator is **Mr. Trosiki Pettis: Phone: 662-487-2305**.

UNLAWFUL OR VIOLENT ACTS (Policy JDE)

Any unlawful or violent act is absolutely prohibited on school property or during school-related activities.

Disciplinary Action

A student shall be subject to automatic suspension and recommendation of expulsion by the superintendent or principal when there exists reasonable grounds to believe that a student has committed an unlawful or violent act on school property, during school-related activities or otherwise when the commission of the unlawful or violent act has or threatens a disruptive effect on the educational process or threatens the safety of the student or others. Such suspension pending expulsion shall take effect immediately subject to the procedures of due process stated in **Policy JDE - Expulsion**.

Any student who possesses any controlled substance, a knife, handgun, other firearm or any other instrument considered being dangerous and capable of causing bodily harm or who commits a violent act on school property shall be subject to automatic expulsion by the superintendent or principal of the school in which the student is enrolled. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

Reporting

All school employees shall report unlawful activities and violent acts in accordance with **Policies JCBF and JCBF-P**.

Definitions

An "unlawful activity" means any of the following:

1. Possession or use of a deadly weapon;
2. Possession, sale or use of any controlled substance;
3. Aggravated assault;
4. Simple assault upon any school employee;
5. Rape;
6. Sexual battery;
7. Murder;
8. Kidnapping;
9. Fondling, touching, handling, etc. of a child for lustful purposes;
10. Any violent act.

A “violent act” is one, which results in or is an attempt to cause death or physical harm of another person.

“School property” includes any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by the District.

UTILITIES

Be as conservative as possible with the use of heat, air conditioning, and lighting. Please turn off heaters, air conditioners, and lights at the end of the school day.

VISIBLE ITEMS

The following items are to always be visible on a teacher’s desk—copy of current week’s lesson plans, curriculum binder, and School Crisis Management Plan.

VISITORS

Visitors to your classroom require prior approval from the building administrator. Visitors will be identified with passes issued at the office.

WORK SCHEDULE

Each employee is expected to work a certain number of days. Please see the Work Schedule for the current year’s board-approved Employee Work schedule included in the appendix of this handbook.

APPENDIX A

Relevant Forms

Staff/Visitor Accident Report **
Student Accident Report **
Accident Investigation Report – Witness Statement **
Field Trip Request **
Purchase Requisition **
Voucher for Reimbursement of Expenses **
Report of Bullying/Harassment Incident Form **

****These forms may be accessed online at www.northpanolaschools.org**

North Panola School District
STAFF/VISITOR ACCIDENT REPORT
 (To be completed the same day or no later than the following morning)

	Date received at Central Office:
Site:	Site Address/Phone Number:
Injured Party Name:	Address/Phone Number:
Where did the accident occur? (Be specific)	Date and Time:
How did the accident occur?	
Nature of injury (Be specific):	
First aid applied? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom?
Disposition of injured party (return to work, home, doctor, hospital):	Who was contacted and when? (Relatives, neighbors, etc.)
Does the injured have insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Insurance Company:
Was any school safety rule/policy violated? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain:
Recommendations from Safety Committee to Prevent Recurrence:	
Name and phone number of witness(es) present at time of accident: <u>Attach Statement(s)</u>	
Signature and Title of person completing this form: Date:	

North Panola School District

STUDENT ACCIDENT REPORT

Name of Student	Sex	Grade	School
Date of Accident	Time of Day	Location on Campus of Accident	
School Insurance:		Other Insurance:	
Description of Accident/Activity at Time of Accident:			
Supervising Adult(s): <u>Attach Statements</u>		Witness(es): <u>Attach Statements</u>	
Nature of Injury and Action Taken:			
Type of First Aid Rendered:		Name/Address Person Administering First Aid:	
Safety Committee Suggestions for Preventing a Similar Accident:			
Name of Parent/Relative Contacted:	Address/Phone of Parent/Relative	Action taken: Sent Home: _____ Not sent home: _____	
Additional Information:			

Signature of Supervising Adult:		<small>Date</small>
Signature of Principal:		

(If necessary, please continue on back of form.)

Permit # _____

**North Panola School District
Office of Student Transportation**

FIELD TRIP/ACTIVITY TRIP REQUEST FORM
(Must be forwarded to the Superintendent for approval)

Name of Teacher/Coach/Director	Date	School	Grade	Subject

Place to be visited	Location
Purpose of the trip and how it relates to the instructional program	

Date of Trip:	
Funding Source:	
Departure Time:	
Return Time:	
Number of Students:	
Names of Chaperones:	
Method of Transportation:	
Number of Buses Requested	
Driver(s) Assigned / Bus Number, if applicable	

*** A Bus Permit from the Transportation Director is required for use of district buses.**

Teacher/Coach/Director Signature Date _____
Principal/Administrator Signature Date

Superintendent/Designee Signature Date

* Signature indicates approval

☐ Request Denied – Reason _____

NORTH PANOLA SCHOOL DISTRICT

"Leadership Collaboration Innovation"
Dr. Wilner Bolden III, Superintendent



VEHICLE REQUEST FORM

The following information is provided to ensure timely planning, maximum use, prompt maintenance, and chain-of-custody of district vehicles.

- Vehicles will be released on a first-come, first-served basis, with the exception that farthest trip warrants newest/most capable vehicle.
- Please keep vehicle interior clean and remove all personal belongings before returning.
- Report any problems with the vehicle or mishaps experienced during the trip.

Name: _____ Destination: _____

Dates vehicle requested from _____ to _____

Purpose of trip: _____

Date of pickup: _____ Time of return: _____ A.M. / P.M.

Date of return: _____ Time of return: _____ A.M. / P.M.

State-required workshop/training: YES NO Number of Passengers: _____

Signature of requestor: _____ Date: _____

Phone number where you can be reached for verification: _____

Phone number where you can be reached during the trip: _____

Signature of principal/supervisor: _____ Date: _____

Administrative use only

Request: ☐ **Approved**
☐ **Denied**

MVR on file: ☐ **Yes**
☐ **No**

Reason for denial: _____

For all transportation information or verification, contact **Mark Gross**, Transportation Supervisor at (662) 710-7037 or mgross@northpanolaschools.org

NORTH PANOLA CONSOLIDATED SCHOOL DISTRICT

Voucher for Reimbursement of Expenses

Official Travel Outside of the District

*A Uniform Leave Form must be approved by the superintendent and/or designee before travel reimbursement is granted.

Fund or Project	School/Area of Duty
Name	Official Duty

Date(s) Expenses Incurred:

Amount Claimed		Amount Due (As per office verification)	
For	Amount	For	Amount
Subsistence	\$0.00		
Travel (By Automobile)	\$0.00		
Travel (By Public Carrier)	\$0.00		
Other Expenses	\$0.00		
Total	\$0.00	Amount Verified	

Subject to any difference determined by verification, I certify that the above amount claimed by me for travel expenses for the period indicated is true and just in all respects, and that payment for any part thereof has not been received.

Signature of Payee _____

Approved for Payment _____ Title/Date _____

Verified By _____ Title/Date _____

RECORD OF PAYMENT (OFFICE USE ONLY)

DATE		PURCHASE ORDER NUMBER		CHECK NUMBER		FUND	

PENALTY FOR PRESENTING FRAUDULENT CLAIM: Fine of not more than \$25,000; civilly liable for full amount received illegally; removal from the office or position held by the person presenting such claim. (See section 10 of H.B. 223, Mississippi Laws)

STATEMENT OF COSTS OF MEALS AND LODGING				OTHER EXPENSES	
Day	Total Meals (List per day)	Hotel Room	Daily Total	Items	Amount
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
			\$0.00		
Total	\$0.00	\$0.00	\$0.00		

STATEMENT OF TRAVEL BY PUBLIC CARRIER

DATE	STARTING POINT	ENDING POINT	AMOUNT
TOTAL			\$0.00

STATEMENT OF TRAVEL BY PRIVATELY OWNED AUTOMOBILE

DATE	STARTING POINT	ENDING POINT	MILES TRAVELED	RATE PER MILE	AMOUNT
				0.545	\$0.00
				0.545	\$0.00
				0.545	\$0.00
				0.545	\$0.00
				0.545	\$0.00
				0.545	\$0.00
				0.545	\$0.00
				0.545	\$0.00
				0.545	\$0.00
				0.545	\$0.00
TOTAL				XXXXX	\$0.00

NOTE: Receipts for amounts paid for meals, lodging, and travel must accompany this voucher.



NORTH PANOLA SCHOOL DISTRICT

"Leadership Collaboration Innovation"

Dr. Wilner Bolden III, Superintendent

REPORT OF BULLYING/HARASSMENT INCIDENT FORM

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or threatening communications, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristics that (a) place a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

Name: _____ Grade: _____ Date of Report: _____

If you fear that you or another student is in IMMEDIATE danger, contact your building principal immediately. Please answer the questions below honestly and specifically. Please provide details about the incident.

What happened? _____

Where did it happen? _____

Who was involved? _____

Where were any witnesses? _____ If so, who were they? _____

Have you spoken to anyone about this incident? _____ If so, whom? _____

Has this happened before? _____ If yes, please describe any previous incidents. _____

Submit this completed form to your principal or trusted staff person. The investigation of this report will begin promptly. This matter will be handled as confidentially as possible.

APPENDIX B

Relevant Policies

DFK - Gifts & Bequests to School District (Donated Assets)

GAE-P Grievance Procedures

GBR Sexual Harassment

Policy:

GIFTS AND BEQUESTS TO SCHOOL DISTRICT/DONATED ASSETS

Gifts and donations offered to the North Panola School District will become the property of the district and shall be subject to the same controls and regulations which govern the use or disposal of all district-owned property. All gifts in an amount of \$500 or more or any gift of real property (land) shall be formally submitted to the Board by the Superintendent for acknowledgement and acceptance.

The principal shall have the authority to accept and acknowledge all donations and contributions (monies and personal property) to their school valued at less than \$500 on the date of donation. Any such donations and contributions shall be ratified by the Board at the next regular board meeting and all monies shall be receipted into the school's activity fund and deposited in that bank account.

Any school principal considering acceptance of a gift on behalf of the district shall follow district policies and procedures involving gifts to individual schools. The principal shall obtain the Superintendent's approval of a gift prior to proceeding with any binding commitments or contract initiation. Any cost related to installation shall be borne by the donor. Approval of the gift by the Superintendent must be in writing and must be received by the principal before any action is taken to indicate acceptance of the gift by the district and/or the individual school.

All gifts or donations that would obligate the school system to future operating or upkeep costs must be approved by the Board of Education. Any monies donated shall be deposited into the appropriate fund and the minutes shall reflect the contributor, amount, and purpose for the donation, if any. The donation must be used for the intent according to the donors request and within the school year of the donation. The Board reserves the right to reject any contribution to the district which does not serve to enhance or extend the work of the schools.

All other gifts or donations may be approved in accordance with the following provisions:

1. It must be compatible with the district's goals, objectives, and standards.
2. It must have a legitimate school use.
3. It must not create an imbalance in educational programming for the school level intended.
4. It must not incur a district responsibility to replace when lost, stolen, or outmoded unless the loss of the item(s) results in a negative quantity of the item for that school when compared to the district standard for the school level involved.
5. It must be paid for in full by the donor with no outstanding liens.
6. It must be assessed for fixed assets as explained below.

Generally Accepted Accounting Principles (GAAP) requires fixed assets to be recorded at historical cost or estimated historical costs. Historical cost is the actual cost of assets. Assets acquired through contribution or donation must be recorded at fair market value on the date

donated. The school board must acknowledge in its official minutes who will maintain the title of ownership to the donated assets. The district will comply with all standards established by the State Auditor's Office for the verification and auditing of fixed assets. MS Code 37-17-6

In accepting any donations of items or services to the athletic programs of the school or school system, a valuation of the donation shall first be established. The valuation may come from the donor or an accounting of actual costs incurred regarding the donation. The Superintendent may also set a valuation for donations to other programs as appropriate or required for accounting purposes.

Crowdfunding Projects:

"Crowdfunding" is defined as an internet-based request for resources from individuals and organizations to support activities or projects that enhance an educational program.

It is the preference of the district that employees utilize sites funding supplies or equipment rather than monetary donations. When the district is receiving non-monetary resources, such as classroom supplies, through a crowdfunding platform, the following provisions apply:

PRE-APPROVED CROWDFUNDING SERVICES

The Superintendent or designee shall identify approved crowdfunding sites for use by eligible staff. All approved crowdfunding services must comply with district policies and procedures and all state and federal laws.

Eligible staff may pursue crowdfunding classroom projects using approved sites/services without pre-approval for each project.

The pre-approved crowdfunding sites for the district are:

1. DonorsChoose
2. AdoptaClassroom
3. Good 360

NON-APPROVED CROWDFUNDING SERVICES

Staff must seek prior approval from the Superintendent for each classroom project using a non-approved crowdfunding source. All non-approved services must comply with board policy and procedures and all state and federal laws.

CROWDFUNDING RESPONSIBILITIES OF ELIGIBLE STAFF

1. Eligible staff are teachers and front-line educators currently employed by the public school district.

2. The purpose of this crowdfunding policy is to support a teacher's efforts to enhance the district or school's educational programming. Any posting which negatively reflects upon the District, its programs and services, its staff, or its students is prohibited.
3. When making requests for crowdfunding support, teachers/employees must comply with student privacy and other requirements set out in the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and all other applicable laws and regulations.
4. Any student images, names, and/or descriptions which would cause students to be identifiable or would allow logical deductions about disabilities or other factors deemed to be within the student sphere of privacy must not be used on such websites or elsewhere unless written, parental permission is secured in advance.
5. Eligible staff posting projects must consult with appropriate district personnel to ensure desired technologies align with the district or school's technology plan and requirements.
6. The school principal or district administrators are not required to pre-approve classroom projects posted by eligible staff to approved sites meeting the requirements of this policy.
7. The school principal or designated district administrators are required to pre-approve classroom projects posted by eligible staff to non-approved sites in accordance with this policy.

All items received/purchased through crowdfunding projects are the property of the district and all inventory procedures apply. It is the intention of the District to ensure that items purchased through such fundraising endeavors remain with the teacher/employee, unless the teacher/employee leaves the district, school, grade level, or the program for which the items were purchased. Should the employee leave the district, school, grade level, or program the building administrator will disperse the equipment or funds based on similar needs reflected in the original project.

A file is to be maintained at the school for any crowdfunding request. This file should include: the Crowdfunding Fundraising Project form and any documentation (receipts, packing slips, e-mails, invoices, etc.) pertinent to the project. No school banking information should ever be given out.

Employees should be aware that some sites are tax deductible and some are not. It is the employee and donor's responsibility to determine if the donation is tax deductible. The district will not provide a Form 990 for these donations.

Section: G Personnel

Policy Code: GAEP Grievance Procedures -- Licensed Personnel Appraisal

Policy:

GRIEVANCE PROCEDURES -- LICENSED PERSONNEL APPRAISAL

PURPOSE

The purpose of this grievance procedure is to provide the licensed employee an equitable solution to a grievance filed in connection with a personnel appraisal.

DEFINITIONS

The following definitions shall apply in this grievance procedure:

1. "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."
2. 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 related to the personnel appraisal process for that individual.
3. A "grievant" is a person or persons making the complaint.
4. The term "days" shall mean working school days and shall exclude weekends, holidays, and vacation days.

PROCEDURE FOR PROCESSING GRIEVANCES

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 of the grievant within five (5) days of the act or omission complained of, and the principal 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 his principal the grievant shall, within five (5) days after meeting with his principal, file a written statement with his principal setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his principal a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by

his principal.

4. Within five (5) days after receiving the grievant's signed statement the principal shall send to the superintendent a copy of the grievant's statement along with a statement from the principal setting forth his response to the grievant and/or his decisions, as is applicable. At the same time, the principal shall also provide a copy of his 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 his principal, the superintendent shall notify the grievant in writing within five (5) 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 ten (10) days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his principal.
2. The written statement submitted by the grievant to his principal 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 his behalf which he desires to the superintendent not later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.
3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his failure to attend shall be deemed as an acceptance of the written decision rendered by his principal at LEVEL ONE.
4. The superintendent shall render a written decision to the grievant within five (5) 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 (5) 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 (5) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.
3. Within five (5) 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 its decision within seven (7) days of the hearing.

Complaint and/or Grievance Form			
Complainant(s)			Date
Home Address		City	State
Home Phone		Date Grievance Submitted	
<p>The grievance is submitted because the complainant(s) believes that an injustice has been done because of:</p> <p>(Circle one of the following)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 35%;"> <p>1. a lack of a policy</p> <p>2. a policy is unfair</p> <p>3. a deviation/misapplication from a policy</p> <p>4. interpretation of a policy</p> <p>5. non-compliance with state or federal law.</p> </div> <div style="width: 60%;"> <p>(Policies dictated by law are not included in this application)</p> </div> </div>			
Where and when did the incident/grievance occur?			
Describe details of the incident/grievance as clearly as possible. Attach additional pages as necessary.			
Did anyone witness the incident/grievance?	Yes	No	If yes, name the witness(es):
What was your reaction to the grievance?			
How should this grievance be resolved?			
I assert that all of the information presented is accurate and true to the best of my knowledge. _____ <i>Signature of complainant</i>			Date:

Policy GBR: Sexual Harassment

Status:
ADOPTED

Original Adopted Date: 11/01/1999 | **Last Revised Date:** 07/18/2024

SEXUAL HARASSMENT

Title IX of the Education Amendments of 1972 is an anti-discrimination law that states no person in the United States, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The policy of this board forbids discrimination against any employee or applicant for employment on the basis of sex. The board of education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

The North Panola School District has appointed the Deputy Superintendent to serve as the Title IX Coordinator for the district. This person is authorized to coordinate the district's compliance efforts under this law. Because this policy is not amended each time the Title IX Coordinator changes, please contact the superintendent, the federal programs director, or any principal to request the name and contact information of the current Title IX Coordinator. The Title IX Coordinator is also identified with specificity in the district's student handbook, faculty handbook, and on the district website.

DEFINITIONS

"Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or to any employee of the school district. All employees of the district are mandatory reporters under Title IX.

The **"complainant"** is the person who is alleged to be the victim of sexual harassment.

"Deliberate indifference" is when a district's response is clearly unreasonable in light of known circumstances.

An **“educational program or activity”** includes any location, event, or circumstance over which the educational institution exhibits substantial control over both the alleged harasser and the context in which the harassment occurred. This includes programs or activities which occur on-campus or off-campus and can involve the use of email, social media, or other technologies. 34 C.F.R. § 106.44(a)

A **“formal complaint”** of sexual harassment is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegations.

The **“respondent”** is the individual who has been reported to be the perpetrator of the sexual harassment.

“Sexual harassment” is defined as conduct on the basis of sex that meets one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit or service of the educational institution on an individual's participation in unwelcome sexual conduct (quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or
3. Conduct on the basis of sex that meets one or more of the following: “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30)

“Supportive measures” are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or a respondent before or after the filing of a formal complaint or where a complaint has not been filed. Supportive measures should be designed to restore or preserve equal access to the educational program or activity without unreasonable burdening the other party. Examples of supportive measures include, but are not limited to:

1. Counseling
2. Course Modification
3. Schedule Changes
4. Increased Monitoring or Supervision

If the district does not offer supportive measures, the records should document why the response was not clearly unreasonable under the known circumstances.

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all students and employees of North Panola School District, and third parties, persons hired to provide contracted services, and persons volunteering at school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student) or suspension or termination of employment (if any employee), and in egregious situations, law enforcement officials will be notified as required by law.

REPORTING

Any person may report sex discrimination or sexual harassment regardless of whether the person is the alleged victim. These reports may be made in person, by mail, by telephone, or email to the Title IX Coordinator, or by any other means that results in receipt by the Title IX Coordinator. For K-12 educational institutions, actual notice of sexual harassment is notice of sexual harassment or allegations of sexual harassment made to any employee.

Consistent with Title IX, a school must respond when:

1. The school has actual knowledge of sexual harassment;
2. That occurred within the school's education program or activity;
3. Against a person in the United States.

Nothing in this policy or any other policy impedes or precludes a student, the student's parents, a school employee, or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law or any applicable laws.

It is prohibited to knowingly make a false discrimination, harassment, or retaliation report or provide false information in an investigation. Individuals who knowingly file a false or misleading complaint alleging harassment, discrimination or retaliation or provide false information in an investigation are subject to appropriate disciplinary actions.

RETALIATION

The North Panola School District encourages reporting all incidents of discrimination or harassment. Retaliation is prohibited against any person for the purpose of interfering with Title IX rights or because the person participated, or refused to participate, in any manner in a proceeding under Title IX regulations. The district must keep confidential the identity of a person who complains of or reports sexual harassment, including parties and witnesses, except as permitted by law to carry out the purpose of the regulations. 34 C.F.R. § 106.71

Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject an individual to disciplinary action.

RECORDS

Any records related to reports of sexual harassment must be kept for a minimum of seven (7) years, including:

1. Investigative Records
2. Disciplinary Records
3. Remedies
4. Appeals
5. Records of action taken including supportive measures

The district must also retain for seven (7) years any materials used to train Title IX Coordinators, investigators, decision-makers, and any employee designated to facilitate an informal process.

Training materials will also be posted on the district website.

APPENDIX C

Items for Reference

Employee Work Schedule

Payroll Period Dates

2025-2026 Employee Work Schedule

2025-2026 Employee Work Schedule			
# of Days	Positions	Start Date	End Date
180 Days	Bus Drivers	Thursday, July 31, 2025	Tuesday, May 26, 2026
	Bus Monitors	Thursday, July 31, 2025	Tuesday, May 26, 2026
182 Days	Cafeteria Managers	Wednesday, July 30, 2025	Wednesday, May 27, 2026
	Cafeteria Staff	Wednesday, July 30, 2025	Wednesday, May 27, 2026
187 Days	Teachers	Monday, July 28, 2025	Wednesday, May 27, 2026
	Speech Pathologists	Monday, July 28, 2025	Wednesday, May 27, 2026
	Psychometrist	Monday, July 28, 2025	Wednesday, May 27, 2026
	Librarian/Media Specialists	Monday, July 28, 2025	Wednesday, May 27, 2026
	Teacher Assistants	Monday, July 28, 2025	Wednesday, May 27, 2026
	School Nurses	Monday, July 28, 2025	Wednesday, May 27, 2026
	Caregiver/Teacher Assistants	Monday, July 28, 2025	Wednesday, May 27, 2026
190 Days	Teachers - CTC at location 90	Monday, July 28, 2025	Tuesday, June 2, 2026
200 Days	Graduation Coach/Teacher	Thursday, July 17, 2025	Friday, June 5, 2026
210 Days	Educator-In-Residence	Thursday, July 10, 2025	Friday, June 12, 2026
	Professional School Counselors	Thursday, July 10, 2025	Friday, June 12, 2026
	Technology Integration Specialist	Thursday, July 10, 2025	Friday, June 12, 2026
	Teacher Instructional Coach	Thursday, July 10, 2025	Friday, June 12, 2026
	Teacher/Athletic Director	Thursday, July 10, 2025	Friday, June 12, 2026
215 Days	Teacher/Assistant Football Coach	Thursday, July 10, 2025	Friday, June 19, 2026
218 Days	Assistant Principals	Thursday, July 10, 2025	Wednesday, June 24, 2026
220 Days	Teacher/Head Football Coach	Tuesday, July 8, 2025	Wednesday, June 24, 2026
229	District Administrators	Tuesday, July 1, 2025	Tuesday, June 30, 2026
	School Principals	Tuesday, July 1, 2025	Tuesday, June 30, 2026
	JROTC Instructor	Tuesday, July 1, 2025	Tuesday, June 30, 2026
	Director of Transportation	Tuesday, July 1, 2025	Tuesday, June 30, 2026
	Director of Maintenance	Tuesday, July 1, 2025	Tuesday, June 30, 2026
	Food Service Director	Tuesday, July 1, 2025	Tuesday, June 30, 2026
	Computer Technicians	Tuesday, July 1, 2025	Tuesday, June 30, 2026
	Central Office Clerical	Tuesday, July 1, 2025	Tuesday, June 30, 2026
	School Secretaries	Tuesday, July 1, 2025	Tuesday, June 30, 2026
	Maintenance	Tuesday, July 1, 2025	Tuesday, June 30, 2026
	Mechanics	Tuesday, July 1, 2025	Tuesday, June 30, 2026
	Custodians	Tuesday, July 1, 2025	Tuesday, June 30, 2026
July 30 2025 - Professional Development for Bus Drivers & Bus Monitors for 1st Semester & January 5, 2026 - Professional Development for Bus Drivers & Bus Aides for 2nd Semester			

NORTH PANOLA SCHOOL DISTRICT

Payroll Period Dates

2025-2026 School Year

Please see below the cut-off dates for payroll for the FY 2025-2026 school term.

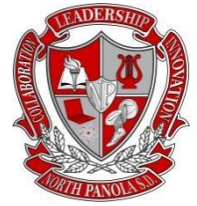
NOTE: It is imperative that your payroll including leave is turned in weekly (every Monday by noon). The last week all payroll information including leave should be turned in by noon on dates highlighted below:

- Any and all pay adjustment will be adjusted on the following month payroll
- All time sheets must be signed by the Administrator for approval
- Overtime must have prior approval
- You are required to clock in and out for lunch
- You may clock in 7 minutes prior to the start of your shift without penalty
- Un-resolved missed punches without a leave form will result in docked wages

Payroll Begins	Cut-Off Date	Turn In TO Business Office	Pay Date	Number of Days
June 16, 2025	July 11, 2025	July 16, 2025	July 31, 2025	20
July 14, 2025	August 8, 2025	August 12, 2025	August 29, 2025	20
August 11, 2025	September 5, 2025	September 9, 2025	September 30, 2025	19
September 8, 2025	October 3, 2025	October 7, 2025	October 31, 2025	20
October 6, 2025	October 31, 2025	November 4, 2025	November 21, 2025	15
November 3, 2025	December 5, 2025	December 9, 2025	December 19, 2025	20
December 8, 2025	January 16, 2026	January 20, 2026	January 30, 2026	20
January 19, 2026	February 13, 2026	February 17, 2026	February 27, 2026	19
February 16, 2026	March 20, 2026	March 24, 2026	March 31, 2026	19
March 23, 2026	April 17, 2026	April 21, 2026	April 30, 2026	18
April 20, 2026	May 15, 2026	May 19, 2026	May 27, 2026	20
May 18, 2026	June 12, 2026	June 16, 2026	June 30, 2026	20

NORTH PANOLA SCHOOL DISTRICT

"Leadership Collaboration Innovation"
Wilner Bolden III, Superintendent



EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGEMENTS

I, _____ (printed name) acknowledge that I have had access to a copy of the 2025-2026 North Panola School District Faculty and Staff Handbook. I further acknowledge that I am responsible for understanding and adhering to the content of this handbook, including but not limited to the NPSD's Board of Trustees adopted policies. Failure to abide by board policies, I do understand, could subject me to disciplinary action up to and including dismissal.

District Vision, Mission, and Belief Statements

____ *I have received a copy of the district's vision, mission, and belief statements. I understand that I am responsible for having read them and for adhering to the information contained therein.*

Drug-Free Workplace Policy

____ *I have received a copy of the district's drug-free workplace policy and am aware of actions that may be taken against me for the unlawful manufacture, possession, use, distribution, or dispensing of a controlled substance at my workplace. I agree to abide by the policy terms as a condition of my employment with the school district.*

MS Educator Code of Ethics and Standards of Conduct

____ *I have received a copy of the Mississippi Code of Ethics and Standards of Conduct. I understand that I am responsible for reading and following the information contained therein. I understand that failure to follow these and other policies and procedures of the district is grounds for non-renewal or termination.*

If I have any questions about any policy in this handbook, I understand I may talk to my primary supervisor, the Deputy Superintendent/Personnel director, or the Superintendent. I understand that this document will be placed in my in-house and/or central office personnel file.

Check where applicable: _____ *At-Will Employee* _____ *Licensed Employee*

Signed: _____ Date: _____

Position: _____

School/Department Assignment: _____