



# **KOSCIUSKO SCHOOL DISTRICT**

## **PERSONNEL HANDBOOK 2023-2024**



Whippet Nation,

Welcome back KSD! You are the backbone of our incredible district and I want to express my sincere appreciation that you are a part of this team! KSD continues to leverage community, legacy, and values as we set the standard of Greatness for future generations.

We look forward to an amazing 2023-2024 school year as we hope to build on the unprecedented academic achievement of last year. Last year, through the work of our teacher teams, we leveraged our greatest asset-Community. This year we hope to "Keep Chopping" as we enter a new year with new opportunities, new relationships, and a deeper sense of purpose.

Our theme for this year is "A Journey to Greatness." We chose this theme for many reasons. First, Michael Jordan once said, Greatness is not a destination but a journey. We believe that. Or, to put it differently, we want to make it our mission to pursue Greatness with everyone in KSD. John Maxwell says it best, "you don't have to be great to start, but you do have to start to be great." This sentiment is the perfect inspiration for our outlook into the new year.

But, Greatness does not stop there. We hope that this year we can build on our Pathways to Greatness system. This system personalizes our students' educational paths based on their career trajectory which kick starts at Kosciusko Junior High School. Through our Pathways system, we have lined up over 150 students to interact with over 80 business leaders in our first year.

We also want to continue our Journey to Greatness through athletics and arts. This past year we unveiled our brand new athletic turf which now gets the addition of performance lighting and a brand new Health and PE Facility to further the elite experience of our athletes. Furthermore, our arts had the opportunity to open up our multi-million dollar Skipworth Performing Arts Center. Upgrades like these continue to place our district at the forefront of innovation and experience.

Our district will also experience a modernization upgrade to the learning environment with our partnership with Schneider Electric. This is where we will be reinvesting our savings into building upgrades like a new roof at the Junior High, LED lighting in every school, and climate control systems including new boilers and chillers.

Lastly, I want to thank our incredible team of educational professionals. We were able to create unprecedented academic gains in 2022-2023 because of every member of our team. This includes our bus drivers, nutritional workers, custodial services, teachers, assistant teachers, office staff, and leaders. Great job!

Now, let's pursue Greatness! Join the Journey; Keep Chopping!

God bless,



Dr. Zach Bost, #JourneyToGreatness



## **Mission Statement**

The Kosciusko School District, in partnership with families and community, will build relationships and provide a quality education to empower students to become productive citizens.

## **PREFACE**

The purpose of this handbook is to convey information to employees regarding their jobs. Hopefully, many of the important questions which are of interest to employees will be answered herein. It is the belief of the administration of this school district that an informed faculty is the key to the solution of many school problems. This handbook is one important step in keeping faculty informed.

It should be noted, however, that this handbook does not and cannot address every question or problem which will arise over the course of a school year. Questions and perhaps misunderstandings will arise regarding some of the procedures described herein. This is to be expected. If and when those questions arise, address them to your principal.

Situations will arise which call for exceptions to these policies and procedures. Exceptions may be granted by the superintendent when the facts warrant such action. Should you believe that a given set of facts warrant an exception, discuss the situation with your principal before action is taken.

The policies and procedures contained herein are intended to clarify and simplify the job of teaching. If everyone does their part, this can be accomplished. Unauthorized deviation from these standards will be dealt with in a timely and appropriate manner. All policies, procedures, and practices of the Kosciusko School District are in accordance with state and federal regulations governing the operation of public schools. Any statutory or policy change affecting the operation of public schools will be reflected in modifications of the District Policies and Procedures Manual located in the Superintendent's office and in each Principal's office.

# **KOSCIUSKO SCHOOL DISTRICT EMPLOYEE HANDBOOK**

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# District Administration Personnel

## 2023-2024

Superintendent	Dr. Zachary Bost
Business Manager	Sandy McBride
Accounts Payable/MSIS	Leslie Browning
Payroll/Personnel	Beth Kyle
Secretary/Purchase Order	Wanda Turnbo
Director of Federal Programs/Dist. Test Coordinator	Josh Dodd
Federal Programs Secretary	Nicole Witzel
Parent Center Coordinator	Amy Terrell
Director of Sec.(6-12) Curr./Title IX Coord./Prof. Devel.	Jerrelyn Veasley
Director of Child Nutrition	Laura Carraway
Director of Counseling/Dist. Behavior Specialist	Semone Olive
Director of Technology	Jeffrey Mitchell
IT Technician	Jennifer Blount
IT Technician	David Crosby
Director of Maintenance	Stacy Davis
Maintenance	Fred Moyer
Maintenance	Daniel Rosamond
Director of Transportation	Tara Davis
Bus Maintenance	Terry Cauthen
Bus Maintenance	Paul Tanksley
School Nurse	Sharon Carter
School Nurse	Pam Robertson

# Exceptional Services Department Staff 2023-2024

Exceptional Services Director-----	Lindsay Dickerson
Asst. Exceptional Services Director-----	Kayla Briscoe
Occupational Therapist-----	Sophie Black
Administrative Assistant-----	Marie Chipley
Occupational Therapist-----	Lindsey Dew
Case Manager-----	Kimberly Dodd
School Psychologist-----	Alisha Johnson
Project SEARCH Instructor-----	Dawn McLellan
Case Manager/SLP-----	Whitney Pettit
Transition Specialist-----	Kelly Quick

## Kosciusko/Attala County SUCCESS School Staff 2023-2024

Principal-----	Glenn Stevens
Positive Behavior Specialist-----	Rebecca Austin
Teacher Assistant-----	David Casteel
Secretary-----	Linda Ellis
Teacher-----	Phillip Smith



**Kosciusko School  
Information 2022-2023**

<b><u>School</u></b>	<b><u>Phone</u></b>	<b><u>Fax</u></b>
<b>Lower Elementary</b> Michelle Nowell, Principal Tracy Risher, Counselor	662-289-3364  662-289-1870	662-289-3364
<b>Middle Elementary</b> Sara Williams, Principal Kristel Thrash, Counselor	662-289-4653  662-289-1176	662-289-4653
<b>Upper Elementary</b> Logan Cheek, Principal Jodi Gibson, Counselor	662-289-2264  662-289-3373	662-289-2264
<b>Kosciusko Jr. High School</b> Eli Dew, Principal Monica Harris, Asst. Principal Anthony Palokas, Asst. Principal Pacey Regan, Counselor	662-289-3737   662-289-2691 662-289-6615	662-289-5388
<b>Kosciusko High School</b> Henry Coats, Principal Macy Wilbanks, Asst. Principal Billie Jamison, Counselor (9 <sup>th</sup> , 10 <sup>th</sup> ) Barbara Hutchinson, Counselor ( 11 <sup>th</sup> , 12 <sup>th</sup> )	662-289-2424   662-289-3619 662-289-6145	662-289-8767
<b>Success School</b> Glenn Stevens, Principal	662-289-1188	662-289-2726

## **CONTRACT**

Teachers will be recommended by the principal to the Superintendent for reemployment in March. The Superintendent will in turn recommend teachers to the Board of Trustees on or before the April meeting. Teachers who are approved for employment will be offered contracts for the following year. Teachers have ten (10) days to accept or reject their contract. Any contract not signed and returned to the principal after ten days will be considered void.

Contracts are for the protection of both the teacher and the Board of Trustees. It is the intent of the Board to abide by the terms therein and it is expected that the teacher do likewise.

The Kosciusko Board of Trustees reserves the right to make attachments to the standard employee contract which are considered a part of that contract. Attachments are designed to inform the affected employee of circumstances which could jeopardize the continued employment of that individual. Hopefully, through proper attention to the conditions specified in the attachment, employment can be maintained. Carefully review your contract before signing. Contact your principal should you have questions regarding the contract.

After contracts have been signed, resignations of teachers will be accepted only when satisfactory replacement can be found, except in the case of mental or physical disability verified by a doctor's certificate. Resignations to the Board of Trustees must be in writing and the teacher will be notified of the decision of the Board in accepting or rejecting the resignation.

## **Equal Employment Opportunities**

Every employee of Kosciusko School District will have equal employment opportunities regardless of race, color, creed, sex, handicap, religion, or marital status.

## **Family Education Rights and Privacy Act of (FERPA)**

Kosciusko School District follows the Family Educational Rights and Privacy Act as outline in this document. The document is a part of the Kosciusko School District Personnel Handbook in which all personnel are required to sign a statement indicating they have read this document. In addition, the Federal Programs Director conducts annual training concerning FERPA. Kosciusko School District will only disclose personal identifiable information to agencies as specified by federal, state or local statutes or guidelines.

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

### **TITLE IX EDUCATION AMENDMENT OF 1972**

Kosciusko School District will also adhere to all provisions of Title IX of the Education Acts of 1972. Title IX prohibits discrimination on basis of sex. If you have questions regarding Title IX or feel you have been discriminated against because of your sex, please contact: .

Jerrelyn Jackson-Veasley  
 Title IX Coordinator  
 229 West Washington Street  
 Kosciusko, MS 39090  
 Telephone 662-289-4771

Kosciusko School District subscribes to the standards of educational opportunity mandated by IDEA. Every effort will be made to meet the educational needs of the district's students. It is the policy of Kosciusko School District that all terms and conditions of employment be in compliance with the Civil Rights Act 10 1964 as amended in 1972. In keeping with this policy discrimination according to one race, color, creed, national origin, or handicapping condition is prohibited

## **CODE OF ETHICS**

### **Mississippi Educator Code of Ethics and Standards of Conduct**

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators. Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues. Unethical conduct is any conduct that impairs the license holder's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues.

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

### **Code of Ethics Standards**

#### **Standard 1: Professional Conduct**

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

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

- 1 Encouraging and supporting colleagues in developing and maintaining high standards
- 2 Respecting fellow educators and participating in the development of a professional teaching environment
- 3 Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
- 4 Providing professional education services in a nondiscriminatory manner
- 5 Maintaining competence regarding skills, knowledge, and dispositions relating to his/her

- organizational position, subject matter and pedagogical practices
- 6 Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children

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

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

**Standard 2. Trustworthiness**

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

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

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

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

1. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
  1. employment history, professional qualifications, criminal history, certification/recertification
  2. information submitted to local, state, federal, and/or other governmental agencies
  3. information regarding the evaluation of students and/or personnel
  4. reasons for absences or leave
  5. information submitted in the course of an official inquiry or investigation
  6. 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.*

**3.1 Unethical conduct includes, but is not limited to, the following:**

1. The commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

**Standard 4. Educator/Student Relationship**

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

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

1. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students.
2. Nurturing the intellectual, physical, emotional, social and civic potential of all students.
3. Providing an environment at does not needlessly expose students to unnecessary embarrassment or disparagement.
4. Creating, supporting, and maintaining a challenging learning environment for all students

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

1. Committing any act of child abuse
2. Committing any act of cruelty to children or any act of child endangerment
3. Committing or soliciting any unlawful sexual act
4. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
5. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
6. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.

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

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

**Standard 5. Educator Collegial Relationships**

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

**5. 1 Unethical conduct includes but is not limited to the following:**

1. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
2. Harming others by knowingly making false statements about a colleague or the school system
3. Interfering with a colleague's exercise of political, professional, or citizenship rights and

responsibilities

4. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
5. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

#### **Standard 6. Alcohol, Drug and Tobacco Use or Possession**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Standard 9. Maintenance of Confidentiality**

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

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

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

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

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

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

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

**10.1 Unethical conduct includes, but is not limited to, the following:**



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

## **Mississippi Educator Professional Growth System**

### **Teacher Growth Rubric Domains and Standards**

The Teacher Growth Rubric has four domains and nine standards.

**DOMAIN I: LESSON DESIGN** - Teachers must be skilled in planning instruction that is appropriate for their students, fully aligned to state standards and reflect teaching to high standards of student learning.

1. Lessons are aligned to standards and represent a coherent sequence of learning.
2. Lessons have high levels of learning for all students.

**DOMAIN II: STUDENT UNDERSTANDING** - Teachers build the classroom to develop students' competence and confidence. This includes a wide range of inputs and processes such as modeling, collaborative and cooperative learning experiences, and assessments.

3. The teacher assists students in taking responsibility for learning and monitors student learning.
4. The teacher provides multiple ways for students to make meaning of content.

#### **DOMAIN STANDARD INDICATORS 12**

**DOMAIN III: CULTURE AND LEARNING ENVIRONMENT** - Teachers build a learning environment that is

predictable with established routines and procedures, one in which they know their students as people and as learners, and one in which students thrive.

5. The teacher manages a learning-focused classroom community.
6. The teacher manages classroom space, time, and resources (including technology when appropriate) effectively for student learning.
7. The teacher creates and maintains a classroom of respect for all students.

**DOMAIN IV: PROFESSIONAL RESPONSIBILITIES** - Teachers engage with the professional community both

within the school and beyond, demonstrate a commitment to ongoing learning, collaborate productively with colleagues and contribute to the life of the school.

8. The teacher engages in professional learning.
9. The teacher establishes and maintains effective communication with families/guardians.

### **Teacher Performance Levels**

A teacher's practice on each standard will be evaluated in accordance with a four-level rating scale:

- **Level 4 Practice:** This teacher demonstrates advanced instructional practices, particularly those that foster student ownership of learning and the environment. In Level 4 teaching, a community of learners has been

created in which students assume a large part of the responsibility for the success of a lesson and their own learning. Level 4 practice goes above and beyond the expectations for an effective teacher. This practice exceeds Level 3 practice.

- **Level 3 Practice:** This teacher demonstrates effective instructional practices. Level 3 teaching is characterized by “teacher-directed success” while Level 4 teaching is characterized by “student-directed success.” Level 3 practices are expected of all effective teachers.
- **Level 2 Practice:** A teacher demonstrating Level 2 practices is making attempts, but does not demonstrate effectiveness. This teacher has the potential to become effective, but requires clear, specific, and actionable feedback to improve his/her practice. A teacher whose practice is at Level 2 is a high potential teacher. High-quality feedback is essential in improving his/her practice.
- **Level 1 Practice:** This teacher should receive immediate and comprehensive professional learning and support designed to address the identified area(s) for growth.

## **QUALIFICATIONS**

All teachers employed for the first time must possess a college degree from an institution accredited by the National Council for Accreditation of Teacher Education (NCATE), and hold at least a Class 'A' Certificate in their field. However, if a properly qualified and certified teacher is not available the superintendent may recommend, on an emergency basis, a teacher holding a class 'A' permit with the understanding that the teacher so employed will meet Class "A" certificate requirements as soon as possible.

The following credentials are necessary for appointment of a candidate and must be on file in the superintendent's office before a contract can be issued:

1. An application properly completed and filed.
2. A valid teaching certificate from the State of Mississippi.
3. A complete transcript of college credits.
4. A verification of prior teaching experiences.
5. Any other documents required by state laws and/or school board regulations.

## **PROFESSIONAL DEVELOPMENT**

Professional Development activities are provided *in* accordance with Section 37-17-8 of the Mississippi Code.. These activities are designed to enhance the delivery of instruction and to maximize student benefit from that instruction as measured by standardized achievement tests.

Professional Development activities can include a review of the teacher effectiveness criteria included in the observation form and curriculum refinement activities; it may include other topics of teaching which relate to effective teaching, student mastery, or effective schools.

Time for in-service activities has been built into the school calendar. These activities are considered mandatory. The nature and time of these activities will be provided well in advance of their occurrence.

The ADA prohibits discrimination against “qualified individuals with disabilities”. A qualified individual with a disability is one who can perform the essential functions of the job without without reasonable accommodation. Kosciusko School District will reasonably accommodate qualified applicants and employees with disabilities unless making accommodations places an undue hardship on the district. Employees requiring accommodation should communicate with their immediate supervisor in an attempt to resolve issues related to disabilities.

### **SUBSTITUTE TEACHER**

All Substitute teachers shall be paid \$58.00 per day with the exception of a certified teacher or retired teacher shall be paid \$70.00 per day.

### **TEACHER COMPLAINTS AND GRIEVANCES**

The Kosciusko School District is committed to resolving complaints, grievances or other forms of conflict through a formal process when appropriate or otherwise required by law or regulations.

**District:** Kosciusko School District

**Section:** G - Personnel

**Policy Code:** GAEP - Grievance Procedures -- Licensed Personnel Appraisal

### **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,

**Adopted Date:** 11/10/2003

**Approved/Revised Date:** 5/14/2018

### **SECTION III: COMPENSATION**

#### **GARNISHMENT OR LEVY**

Each school system employee is expected to attend to his own personal business affairs. When a garnishment or levy is received in the superintendent's office, the employee will be notified. A release should then be secured prior to the issuance of the next pay check. In the absence of a properly signed release, twenty-five percent (25%) of the employee's net monthly salary will be withheld until the garnishment and court costs are satisfied. Such garnishments or levies are attached to the release and remain in the personnel file of that teacher. A fee of \$25 will be assessed for processing garnishments.

#### **SECTION IV: EMPLOYEE BENEFITS** **RETIREMENT SYSTEM**

By state law, teachers are required to become members of the Public Employees Retirement System. All information about retirement is available through the system at 429 Mississippi Street Jackson, MS 39201-1005 - Phone: 1-800-444-7377, 601-359-3589 or visit the PERS website [www.pers.ms.gov](http://www.pers.ms.gov)

#### **MISSISSIPPI DEFERRED COMPENSATION**

Mississippi Deferred Compensation is a supplemental defined contribution retirement savings plan made available to anyone covered under a PERS plan. Address: 111 East Capitol Street, Suite 260 Jackson, MS 39201, Phone: 1800-846-4551

### **SECTION V: PAID LEAVE**

#### **EMERGENCY AND PERSONAL LEAVE PROCEDURES**

The principal will be notified as far in advance as is possible of any emergency or personal leave needs. In case of pregnancy, prolonged illness or major surgery, employees must give the day the leave is to begin and the day it is to terminate, so a suitable substitute may be contacted.

Staff members' consistent ability to perform in a professional capacity in the best interest of the instructional program of the students involved will be the determining factor in making the judgment as to continuance in a regular program. If the incapacity is in excess of thirty (30) school days, the principal will recommend for the approval of the Superintendent whether the employee should resign or go on leave (See substitute teachers). The following steps are required for approval of emergency leave: as soon as the need for major surgery is established, pregnancy determined, or lengthy illness is diagnosed, the teacher will advise, in writing, the

principal of the intent to request leave, along with a letter from the physician verifying (1) the need for emergency leave, (2) the time the leave should begin, (3) the date the teacher can return to full duty and (4) fitness to continue performance in the teaching assignment until the leave is to begin. All personal leave will be assessed in full-day increments. FMLA is excluded.

All forms of leave not specifically covered under the emergency leave or personal leave provisions of this handbook are not eligible for reimbursement. In these instances, teachers will be charged an amount equal to their daily contractual salary.

In the event of a materially false statement by a teacher as to the cause of absence, penalties may include a full deduction to pay or other appropriate penalties. Accumulated or future sick leave may be forfeited if a teacher's absence is caused by optional dental or medical treatment which could have been provided without medical risk at a time when school was not in session.

Teachers requesting substitutes at their own expense, or for unapproved absence, will on their return from the absence deposit with the principal a check in payment for the total time missed. At the discretion of the school principal, the teacher may be charged the entire pay for any unapproved absence. (See Substitute Teachers for rate of pay.) A leave record for each teacher will be kept by each principal

#### **ABSENCE FROM DUTY**

District: Kosciusko School District  
Section: G - Personnel  
Policy Code: GBRI - Absence From Duty

#### **PERSONAL LEAVE ALLOWANCE**

Beginning with the school year 1983-84, each licensed employee at the beginning of each school year shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. Such personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday, on state testing days unless on such days an immediate family member of the employee is being deployed for military service. Personal leave may be used for professional purposes, including absences caused by attendance of such licensed employee at a seminar, class, training program, professional association or other functions designed for educators. No deduction from the pay of such employee may be made because of absence of such licensed employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. However, the superintendent of a school district, in his discretion, may allow a licensed employee personal leave in addition to any minimum personal leave allowance, under the condition that there shall be deducted from the salary of such licensed employee the actual amount of any compensation paid to any person as a substitute, necessitated because of the absence of the licensed employee. Any unused portion of the total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains employed in the school district.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

District: Kosciusko School District  
Section: G - Personnel  
Policy Code: GBRIA - Family and Medical Leave Act

### **IMPORTANT NOTICE**

Due to the complexity of the Family Medical Leave Act (FMLA) and because it involves consideration of your district's leaves and absences policy and your practices, along with the Americans with Disabilities Act (ADA), the Fair Labor Standards Act (FLSA), the Consolidated Omnibus Budget Reconciliation Act (COBRA) and parts of the Internal Revenue Code relating to group health plans and cafeteria plans, all federal anti-discrimination laws and applicable state laws, it is not practical to attempt development of a detailed policy for the administration of the FMLA. Each request for leave must be evaluated individually due to myriad combinations of circumstances and medical conditions one may have to consider. It is strongly recommended that the school district purchase a competent analysis of the rules, regulations and guidelines of the FMLA to review while evaluating individual requests for leave under FMLA. The school district's attorney should always be consulted when there is uncertainty.

Of particular importance are the posting and notice requirements of the Act. You must conspicuously post and keep posted in all schools and offices where employees are employed and where applications for employment are taken a notice explaining the Act's provisions and providing information concerning the procedures for filing complaints of violations of the Act with the Wage and Hour Division. Copies of the required notice may be obtained from any local Wage and Hour Division Office. No reproductions of the notice may be any smaller than 8 x 11 inches and the text must be fully legible. Failure to post the required notice prohibits you from taking any adverse action against an employee as well as liability for payment of fines to the Department of Labor (DOL).

Information concerning FMLA entitlements and employee obligations must be included in any employee handbook or other documents providing written guidance explaining all the obligations and rights of an eligible employee whenever that employee requests leave under FMLA. A fact sheet is available from the nearest Wage and Hour Division Office that will provide this guidance.

Also, you must provide an employee who has given you notice of the need for FMLA leave a notice of your specific expectations and employee obligations. Such notice must detail all consequences for failing to meet these obligations. This notice must include the following information as is appropriate to the leave request being considered: Whether the district will require a medical certificate of a serious health condition or recertification and what will happen if the employee fails to do so;  
Whether the district will require the employee to furnish, prior to being restored to employment, a fitness for duty certificate;

That the taking of this leave will count against the employee's annual FMLA leave entitlement;

That the employee has a right to substitute paid leave (sick leave, vacation, personal days) for FMLA leave or whether the district will require the substitution of paid leave and any conditions related to substitution;

Whether the employee is a "key employee" and that restoration might possibly be denied after taking FMLA leave, explaining the condition required for you to deny restoration;

Whether the employee will be required to pay any health insurance premiums to maintain benefits while on leave and the arrangements for making the payments;

That if the employee fails to return to work after taking unpaid FMLA leave, he is potentially liable for payment of health insurance premiums paid by the school district;

That the employee has a right to restoration to the same or equivalent job\* upon return from leave.  
The school district is also expected to act in good faith in answering questions from employees about their rights and responsibilities under the FMLA.

FMLA provides that the school district shall make, keep and preserve records pertaining to its obligations under the Act in accordance with the record keeping requirements of section 11 C of the Fair Labor Standards Act (FLSA) and the FMLA. No particular order or form of records is required. No requirement exists that requires the school district to revise its computerized payroll or personnel records to comply; however, some items are required.

Leaves and Absences and The Family Medical Leave Act of 1993 (P.L. 103-3)

## **I. GENERAL**

### **Definition**

**a.** "Eligible employee" means one who is employed at a school facility where at least 50 persons are employed, either there or within a 75 mile radius of that school facility as measured by road miles by the shortest route possible; and who has been employed for at least 12 months by the school district as of the date leave commences, and who has also provided at least 1250 hours of service during that 12 month period. Fifty-two (52) weeks of casual, intermittent or occasional employment qualifies as "at least 12 months". School district employees exempt from FLSA requirements are presumed to have worked 1250 hours.

**b.** "Employee's spouse" means spouse as defined by Mississippi Law.

**c.** "Employee's son or daughter" means biological child, adopted child or foster child, legal ward or the child for whom the employee is standing in loco parentis who is either under the age of 18 or above the age of 18 and incapable of self-care because of a mental or physical disability.



- d. "Employee's parent" means biological parent or an individual who stood (or now stands) in loco parentis to an employee when the employee was a child (not to include parents-in-law).
- e. "Employee's immediate family member" means spouse, son or daughter or parent as defined hereinabove.
- f. For the purposes of FMLA, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves either in-patient care (overnight stay) in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.\*

## **2. Leave Provisions**

- 1. An eligible employee is entitled to 12 unpaid work weeks of leave during any 12 month period for any one or more of the following reasons:
  - 2. The birth of a son or daughter, and to care for the newborn child (within 12 months of the birth).
  - 3. The placement of a child with the employee for adoption or foster care (within 12 months of the placement).
  - 4. To care for the employee's spouse, son, daughter, or parent with a serious health condition (not parent "in-law").
  - 5. Because of the employee's own serious health condition which makes the employee unable to perform the function of his/her job.
  - 6. Service Member Exigency Leave: For absences caused by an active duty exigency when the employee's spouse, child, or parent is a service member.

Military Caregiver Leave: To care for the employee's spouse, child, parent, or next of kin (if the employee is the nearest blood relative) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

**IMPORTANT NOTE:** The school district must choose any one of the following methods of determining the "12 month period". Once chosen, that method must be used consistently and changed only upon 60 days written notice to all employees.

### **The calendar year;**

Any fixed 12 month "leave year", that is, a fiscal year a year required by state law a year starting on the employee's employment anniversary date the 12 month period measured forward from the beginning date of the employee's FMLA leave a rolling 12 month period measured backward from the date the employee uses FMLA leave (may not extend back before August 5, 1993).\*

- a. When both spouses are employed in the district, have a 12 week aggregate leave limit except for personal illness or the illness of a child or the other spouse; that is, if each spouse took 6 weeks of leave for the birth of a child, each could later use an additional 6 weeks due to personal illness or to care for a sick child.
- b. Brother and sister employees would have an aggregate limit of 12 weeks to care for their parent.

c. Special rules apply to this school district which allow it to require eligible instructional personnel only to take FMLA leave on an intermittent or reduced leave schedule, or to take leave near the end of a semester. Instructional employees are only those employees whose principal function is to teach and instruct students in a class, small group or individual setting. Instructional employees include teachers, teacher aides and assistant teachers who actually teach, coaches, driver's ed instructors and special ed assistants such as signers. All other eligible employees may request intermittent leave or leave on a reduced leave schedule to care for a family member or for the employee's own serious health condition.\*

### **3. Notice Requirement**

School district employees must provide this district at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care or planned medical treatment for a serious health condition of the employee or family member.

a. Due to lack of knowledge or a medical emergency, notice must be given as soon as is practicable, which means as soon as both practical and possible or at least verbally within 1 or 2 working days when the need for leave becomes known to the employee (followed by written notice).\*

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

## **II. REQUIRED CERTIFICATION**

1. Eligible employees shall provide the superintendent certification of a serious health condition for his/her own serious health condition or that of a family member. The certification, to be signed by the health care provider,\* shall be attached to the required written notice or submitted in a timely manner which shall be no more than three (3) working days after providing written notice. No leave period may begin without the approval of the superintendent. No approval shall be granted by the superintendent without the required written notice and certificate.

2. The certification is to include the following:

- a. The date on which the serious health condition in question began.
- b. The probable duration of the condition.
- c. Appropriate medical facts regarding the condition.
- d. A statement that the employee is needed to care for a spouse, parent or child (along with estimate of the time required) or that the employee is unable to perform his/her functions, and, in the case of intermittent leave, the duration of treatment to be given.
- e. Signature of health care provider.

3. The school district may require that a second opinion be obtained at the school district's expense. The second opinion may not be provided by a health care provider employed by this school district. In the event of conflicting opinions, the school district may pay for a third and final provider to offer a binding decision.
4. The school district may require subsequent written recertification on a reasonable basis.

### **III. EMPLOYMENT BENEFITS PROTECTION**

1. An employee who completes a period of leave and has complied fully with the terms of this policy shall be returned either to the same position he/she had before the taking of leave or to a position which is genuinely equivalent (as compared to a comparable or similar job) in pay, benefits, and other terms and conditions of employment.
2. Taking of leave shall not result in the loss of any previously accrued seniority or employment benefits. Except for health benefits, no other benefits will accrue during the leave period.
3. The school district may exempt from the restoration requirement in paragraph A above a key employee who is in the highest paid 10 percent of this district's workforce within a 75 mile radius of the school facility if restoring the key employee would cause substantial and grievous injury to the classroom and instructional program.
4. The school district shall notify the key employee of its intent not to restore him/her at the time of the request for leave or when the determination is made. If the leave has begun, the key employee shall have the option of deciding whether or not to return to work after receiving the notice. An employee who is not restored shall be considered to be on leave for the duration of his/her leave period.\*
5. Health benefits shall continue through an employee's leave period, even for key employees who have been notified that reinstatement will be denied. The school district shall recover health coverage premiums paid for an employee who fails to return from leave except as follows:
  - a. No recovery will be made from a key employee who has chosen to take or continue leave after receiving notice of non-reinstatement.
  - b. No recovery will be made from an employee who fails to return from leave if the reason is the continuation, recurrence, or onset of a serious health condition, or something else beyond the employee's control, all of which is subject to the certification requirement in Section II, above.

#### **IV. PROHIBITED ACTS**

Kosciusko school district shall not interfere with or restrain an eligible employee's right to exercise the provisions of this policy.\* This policy shall take effect and be in force from and after August 5, 1993. An employee's service prior to this effective date shall be counted in determining whether the employee is eligible for leave.

LEGAL REF.: Family and Medical Leave Act of 1993

CROSS REF.: Policies GBRI - Absence from Duty  
GBRID - Military Leave

GBRIA Family Medical Leave Act FMLA 08 2013.pdf

Adopted Date: 11/10/2003

Approved/Revised Date: 1/11/2016

#### **DONATED LEAVE**

**District:** Kosciusko School District  
**Section:** G - Personnel  
**Policy Code:** GADF - Donated Leave

#### **DONATING LEAVE TO ANOTHER EMPLOYEE**

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

1. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.
2. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.

3. An employee must have exhausted all of his or her available leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.
4. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
5. Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic within the meaning of this section.
6. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
7. Donated leave shall not be used in lieu of disability retirement.

For the purpose of this policy:

1. "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the local school district for the employee.

Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

2. "Immediate family" means spouse, parent, stepparent, sibling, child or stepchild, grandparent, stepbrother, or stepsister.

The superintendent or designee shall establish procedures to support this policy.

LEGAL REF.: MS CODE Section 37-7-307

CROSS REF.: Policy GBRI Absence from Duty

**Adopted Date:** 7/15/2019

**Approved/Revised Date:** 7/15/2019

## **LEAVING SCHOOL**

Teachers are expected to conduct personal business during non-school hours. It is very poor practice to be about town during school hours; therefore, please refrain from asking your principal for permission except in extreme cases of emergency. Teachers are never to leave campus during working hours without knowledge and/or permission of their building principal.

### **1. LICENSED EMPLOYEE**

The term licensed employee means any employee of a public school district required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development. 37-7-307

### **2. SICK LEAVE ALLOWANCE**

The school board of this district shall establish by rules and regulations a policy of sick leave with pay for licensed employees and teacher assistants employed in the school district, and such policy shall include the following minimum provisions for sick emergency leave with pay:

- a. Each licensed employee and teacher assistant, at the beginning of each school year, shall be credited with a minimum sick leave allowance, with pay, of seven (7) days and (2) personal days for absences caused by illness or physical disability of the employee during that school year.
- b. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee and teacher assistant if the licensed employee or teacher assistant remains employed in the same school district. In the event any public school licensed employee or teacher assistant transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.
- c. No deduction from the pay of such licensed employee or teacher assistant may be made because of absence of such licensed employee or teacher assistant caused by illness or physical disability of the licensed employee or teacher assistant until after all sick leave allowance credited to such licensed employee or teacher assistant has been used.
- d. For the first ten (10) days of absence of the licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there shall be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in that local school district, necessitated because of the absence of the licensed employee as a result of illness or physical disability. In lieu of deducting the established substitute amount from the pay of such licensed employee, the policy may allow the licensed employee to receive full pay for the first ten (10) days of absence because of illness or physical disability, in any school year, in excess of the sick leave

allowance credited to such licensed employee. Thereafter, the regular pay of such absent licensed employee shall be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

## **PAY SCHEDULE**

Teachers will be paid on a basis of 187 teaching days per year, and the salary will be prorated on a 12 month basis. Each pay period ends on the last working day of each month.

Deduction of Federal and State income taxes, Social Security and State retirement as required by law will be made from paychecks. Federal Income tax W-2. This information can be located online @ [www.kosciuskoschools.com](http://www.kosciuskoschools.com) through Active Resources.

Prior to September 1, each and every employee will file a State income tax exemption certificate Form M-4-EC, and a Federal income tax exemption certificate Form W-4. No changes in this authorization will be allowed during the school year except those resulting from birth, death, or unusual circumstances.

## **SECTION VI: ADDITIONAL POLICIES AND PROCEDURES**

### **TELEPHONE CALLS/CELL PHONES**

Personal long distance calls will not be made. Long distance calls will be recorded in the Principal's office. Calls of an emergency nature only will be accepted for teachers. The school telephone is a business phone, and will be used only as such.

Teachers should refrain from the use of cell phones during instruction. The best practice is to turn them off during instruction.

### **CORPORAL PUNISHMENT**

Corporal punishment may be administered by the principal of each school or those designated by him only. Another certified employee must be present when punishment is administered.

Corporal punishment shall be reasonable and administered with a paddle which will not bruise or abuse the student. Under no conditions is corporal punishment to be used as a primary means to discipline. Whenever corporal punishment is administered, a discipline report *must* be completed and signed by the teacher and witness. Discipline reports should be submitted daily to the principal. Any student refusing corporal punishment shall be assigned alternative punishment which may include suspension. Once a student is brought to the principal, the teacher loses the right to determine discipline.

\*\*\*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.

## **DISCIPLINE OF STUDENTS**

Discipline is for the protection of the educational program and of the students who present themselves for an education. Any misbehavior or action affecting that program or the rights of others shall be corrected by the best means.

Teachers in authority are expected to handle routine discipline problems. The administration will handle severe and/or chronic cases. **DO NOT SEND DISCIPLINE CASES TO THE LIBRARY, STUDY HALL, AND COUNSELOR'S OFFICE OR PLACE THEM IN THE HALL.**

The authority of the school extends throughout including time between home and school, and at school sponsored events out of school hours and off school property. Any misconduct which affects or relates to the efficiency of the school is within the scope of and the Board of Trustees

The Board will support teachers and administration in efforts to maintain proper decorum among students. The Board authorizes principals to use such reasonable disciplinary or punitive measures as deem necessary to insure a properly functioning school organization.

## **DISMISSAL OF STUDENTS FROM CAMPUS**

School campuses are closed during the school day. Under no circumstances should any teacher give permission to any student to leave campus unless the principal is consulted and permission granted.

Visitors are allowed at the discretion of the principal. Any person on campus without proper authority or who is distracting normal school operation should be reported to the principal. Trespassers will be prosecuted.

## **DRESS AND APPEARANCE**

Teachers should be conservative in dress and appearance. Teachers are expected to set examples consistent with dress and appearance regulations required of students. Blue jeans are not considered appropriate dress. Board policy prohibits teachers from wearing shorts to school.

## **COPYING OF MATERIALS**

### **Paperwork Reduction**

It shall be the policy of the Kosciusko School District that paperwork required of teachers and staff be limited to that which is directly related to the instructional program and shall contribute to the effectiveness of the instructional program in the district. Reports required by the state or federal government may be required. All other reports and paperwork requirements shall be reviewed and appropriate action taken to eliminate or reduce



those which are not essential. The district board and administration will continue to improve the ability of the district to manage instruction and fiscal requirements by electronic means.

### **EXTRACURRICULAR ACTIVITIES AND DUTY SCHEDULES**

Activities which further or enhance student experiences outside of regular classroom sessions are classified as an "extracurricular" activity. NO PERSON IS TO SCHEDULE ANY ACTIVITY INVOLVING STUDENTS NOR DISTRIBUTE ANY NOTICE WITHOUT PRIOR APPROVAL OF THE PRINCIPAL. All decisions and activities will be in support of the school philosophy of furthering the learning experiences of students. A roster of sponsors will be furnished to teachers at the beginning of the school year. Modifications will be made if the need arises. A roster will also be furnished for the supervision of the auditorium, halls, school grounds, and cafeteria during school hours when the students are not in class. Duty assignments will be treated as all other aspects of teacher responsibility

### **FACULTY MEETINGS**

All teachers shall attend all meetings called by the principal or superintendent before, during, or after school unless excused by the person calling the meeting prior to the time of that meeting. Properly called meetings are official and vital school events. Failure of an employee to attend shall result in a charge of one day against that teacher's personal or sick leave. Members excused are responsible for information and procedures given during the meeting.

### **ILLNESS OF PUPILS**

Pupils who complain of illness to their teacher should be sent to the principal's office and not permitted to disrupt or delay instruction. All students' medication must be brought to the principal's office at the beginning of the school day and will be dispensed as prescribed.

### **INSTRUCTIONAL SUPPORT SERVICES**

Instructional support services include guidance and counseling services, psychometric services, educational-occupational planning and referral services. These services are designed to support the instructional staff through cooperative efforts with teachers which promote the optimum educational development of each student.

### **JANITORIAL SERVICES**

A request should be filed in the principal's office for maintenance, repair and installation work. Do not contact janitors personally. In an emergency, contact the Principal. Teachers are expected to maintain neat and orderly classrooms and assist the janitors by placing desks in an orderly fashion, having paper removed from desks and floors, adjusting shades and closing windows.

## **LOUNGE**

A soft drink machine is provided for exclusive faculty use. Lounges are strictly for faculty use and are off limits to students and other personnel.

## **MAIL BOXES AND BULLETIN BOARD**

Each teacher's private and professional correspondence and materials will be placed in a labeled box in a central and convenient place. Students are not allowed in the areas, and will not be permitted to remove materials from a teacher's box. Notices of a personal or professional interest to teachers may be posted on a teacher's bulletin board nearby, but should be removed after a reasonable length of time. Classroom bulletin boards are expected to be timely, colorful and always relevant to instruction.

## **PLANNING**

Each teacher is to have time for instructional preparation. Teachers should use this time for lesson preparation, paper grading, parent conferences, or other related activities

## **REPORT CARDS**

Report Cards will be issued to each student every 9 week period. Report cards will be issued on the date of the school year calendar following each 9 week term and must be returned within 5 days, signed by one of the parents or guardian of the pupil, to the teacher (K-12).

An exam will be given during the ninth week of each nine week grading period and included in the student's average grade entered on his report card. Exceptions may be made by the District during state testing and prior to semester and final exams.

In addition to a report card, each teacher must complete or print an additional grade sheet for their class. The subject grade sheet will be returned to the principal's office prior to the issuance of report cards. Final grades should be turned in to the principal after all student's final examination.

All grades on report cards will be in number grades 1st-12th. Grades are: A-90-100, B-80-89, C-70-79, D-65-69, F-below 65.

## **SALESMEN, SOLICITORS, AND VISITORS**

Visitation is restricted to those persons who have been cleared through the principal's office first.

## **SCHOOL YEAR**

Teachers will be notified by the superintendent of the time to report for professional development before the beginning of school usually three days prior to student registration.

The school calendar is prepared by the superintendent with approval of the Board of Trustees, and a copy will be given to each teacher for his/her information.

Teachers are required to be present until records and check-out procedures are completed following the close of the school year.

## **SMOKING**

Smoking and/or the use of tobacco products shall not be permitted within any indoor facility owned by the Kosciusko School District.

## **STUDENT PERFORMANCE STANDARDS**

Local districts are required to assess student performance and achievement in each school. Performance standards have been established which define the essential subject matter contained in each course. A student must demonstrate mastery of this essential content to be promoted. State regulations require that remediation be provided should a student fail to initially master an essential skill. This remediation must be documented.

## **TRAVEL**

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

1. For each mile actually and necessarily traveled in the employee's automobile or other private motor vehicle, the employee will be reimbursed at the rate of .655 cents per mile. Employees are expected by the board to car pool where two (2) or more employees are traveling to the same destination. In such an event, only one (1) travel expense allowance at the authorized rate per mile shall be allowed for any one (1) trip.
2. When such travel is done by means of a public carrier of other means not involving a private motor vehicle, the employee shall receive as travel expense the actual fare or other expenses incurred in such travel. Travel by airline shall be the tourist rate unless such space was unavailable. The employee shall certify that tourist accommodations were not available if travel is performed in first class airline accommodations.
3. Employees shall be reimbursed for other actual expenses such as meals, lodging, and other necessary expenses incurred in the course of such travel, subject to limitations placed on meals for intrastate and

interstate official travel by the state Fiscal Management Board and rules and regulations adopted by the State Department of Audit.

**Current reimbursements are as follows:**

- 1) single standard room rate for accommodations .
- 2) maximum reimbursement of \$ 41.00 per day for meals for in state travel; high cost areas will be according to state rate
- 4) actual registration fees
- 5) cents per mile driven in private vehicle
- 6) actual fare or other expenses incurred in travel by public carrier
- 7) incidental expenses-reasonable gratuities, parking, etc.

The superintendent shall comply with the rules and regulations of the State Department Audit regarding itemized expense accounts upon return of the employee.

**INTERNET ACCEPTABLE USE POLICY**

**Introduction:**

Electronic information resources are available to qualifying students in the Kosciusko School District. These resources include access to the Internet and other network files or accounts. Our goal in providing electronic services to students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Our goal also includes the following:

- The education of minors about appropriate online behavior, including interacting with other individuals on social networking Sites and in chat rooms
- Cyberbullying awareness and response

**Scope:**

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. To this end, Congress has passed and the President signed into law, the Children's Internet Protection Act (CIPA). CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of Elementary and Secondary Education Act, put into place Internet Safety policies. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials. Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

Congress has also passed and the President signed into law, Deleting Online Predators Act of 2006 (DOPA). The Congress finds that (a) sexual predators approach minors on the Internet using chat rooms and social networking websites, and, according to the United States Attorney General, one in five children has been approached sexually on the Internet. (b) Sexual predators can use these chat rooms and websites to locate, learn about, befriend, and eventually prey on children by engaging them in sexually explicit conversations, asking for photographs, and attempting to lure children into a face to face meeting; and (c) with the explosive growth of trendy chat rooms and social networking websites, it is becoming more and more difficult to monitor and protect minors from those with devious intentions, particularly when children are away from parental supervision.

To amend the communications Act of 1934 to require recipients of universal service support for schools and libraries to protect minors from commercial social networking websites and chat rooms.

These guidelines are provided so that you, the user and/or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Kosciusko School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

Users, who access, publish or attempt to access or publish inappropriate material or illegal Internet sites, will be subject to discipline; which may include the possibility of suspension or expulsion. The smooth operation of the network is dependent upon the proper conduct of the users who must adhere to strict guidelines, rules and regulations. Such are provided so that student users are aware of the responsibilities they are about to accept. In general, their responsibilities necessitate acceptable, ethical, and appropriate utilization of the electronic network resources.

**Terms and Conditions of this Acceptable Use Policy:**

There will be consequences for any user who fails to follow Kosciusko School District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of the Kosciusko School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

When the user is using the Kosciusko School District system, it may seem as though these policies could be easily broken and that the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists. The use of electronic information resources is a privilege, not a right.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who

signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Network Etiquette:**

Each student is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following:

- Be polite. Never send or encourage others to send abusive messages.
- Use appropriate language. (Whatever is written, sent, or received on isolated servers has the potential to be viewed globally.)
- Use electronic mail appropriately, no sales, advertisements or solicitations, etc. E-mail is not guaranteed to be private. Everyone on the system has potential access to mail. Messages relating to or in support of illegal activities or inappropriate activities, as pertaining to this Acceptable Use Policy, must be reported to the Principal, teacher, or a systems administrator.

### **Unacceptable Network Use:**

Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene material; the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; hate speech, limit social network, sexting, sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; and inappropriate language. Illegal or inappropriate activities, including games, use of the network in any way that would disrupt network use by others, or activities of any kind that do not conform to the rules, regulations and policies of the Kosciusko School District, are forbidden.

### **Cyberbullying:**

Mississippi has a bullying law, S.B. 2015, which includes cyberbullying on school campuses. The new law defines bullying or harassing behavior as follows:

“any pattern of gestures or written, electronic or verbal communication, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, or at any school-sponsored function, or on a school bus.”

The new law requires students and teachers with knowledge of bullying to report it to a school official.

“Mississippi cyberstalking laws make it a felony to use the internet or cell phones to threaten bodily harm or to communicate repeatedly in order to threaten, terrify or harass a person,” In fact, a conviction can lead to a maximum fine of \$5,000 and up to two years in prison.

Three key things to remember if your child is a victim of cyberbullying:

1. Strongly encourage your child not to respond to the cyberbullying.
2. Do not erase the messages or pictures. Save them as evidence. Take a photo of the evidence.
3. Contact the Cyber Crime Unit of the Attorney General’s Office (601-359-3880) or [msago5@ago.state.ms.us](mailto:msago5@ago.state.ms.us) and your child’s school.

### **Security:**

Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log onto the system as the systems administrator. Any security concern must be reported to the principal, teacher, or systems administrator. **Please note: Passwords are confidential. All students are responsible for his/her passwords; therefore; all students are responsible for the activity that transpires under his/her individual accounts.**

### **Privacy:**

It is advised that students not reveal personal information, such as: home address, phone numbers,

password, credit card numbers or social security number, etc.; this also applies to others' personal information.

**Service Disclaimer:**

The Kosciusko School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Kosciusko School District will not be responsible for any damages the student may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by student error or omission. Use of any information obtained via the information system is at the student's own risk. Kosciusko School District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

**Adoption:**

This revised Internet Appropriate Use Policy was adopted by the Board of Kosciusko School District at a public meeting, following normal public notice, on February 13, 2012. This adoption will replace the previous policy dated November 8, 2004.



# Kosciusko School District

## INTERNET ACCEPTABLE USE POLICY AGREEMENT

SCHOOL YEAR: 2023-2024

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ :

I understand and will abide by the Terms and Conditions for Internet use as stated in the Acceptable Use Policy. I further understand that violation of the Terms and Conditions is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action instituted.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Kosciusko School District**  
**Employee Handbook 2023-2024**

I understand the KSD Employee handbook is available online. I further understand the KSD Employee Handbook is a Summary of KSD school board policies and contains the Mississippi Code of Ethics which can be accessed at [www.kosciuskoschools.com](http://www.kosciuskoschools.com) at any time.

I agree to abide by the policies established by the school board and those outlined in the KSD Employee Handbook. I understand that the KSD Employee Handbook is not a contract of employment and may be updated with or without notice. I further understand that violations of the KSD Employee Handbook may result in disciplinary action up to and including termination.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**KOSCIUSKO SCHOOL DISTRICT**

**[www.kosciuskoschools.com](http://www.kosciuskoschools.com)**