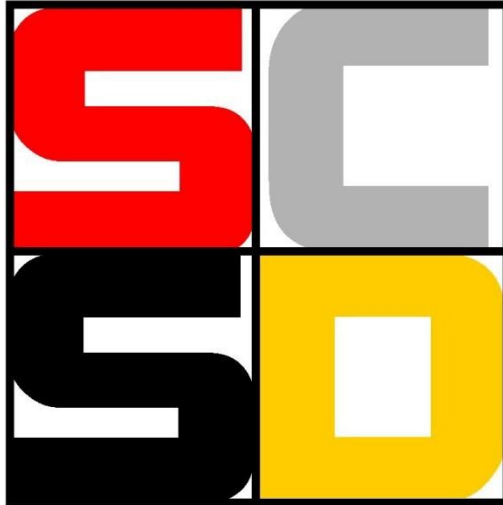


***Simpson County
School District***



Achieving Excellence in Education

***CERTIFIED AND CLASSIFIED
EMPLOYEE HANDBOOK***

REVISION

2015 – 2016

SIMPSON COUNTY SCHOOL BOARD

Linda Curlee
Dale Shotts

Stacey Herrin
Larry Clark, Board Attorney

Doris Perkins
Sammy Welch

SIMPSON COUNTY SCHOOL DISTRICT ADMINISTRATIVE OFFICES

Phone: 601-847-8000

Superintendent.....	Greg Paes
Administrative Assistant to Superintendent	Fran Bridges
Deputy Superintendent/Curriculum.....	Debbie Davis
Associate Superintendent/Data and Research.....	Dr. Tom Duncan
Associate Superintendent/Support Services.....	Jeanie Pigg
Associate Superintendent/Federal Programs	Misty Hanna
Associate Superintendent/Career-Technical Education.....	Dr. George Huffman
Director of Finance.....	Duane Fewell
Director of Human Resources... ..	Elizabeth Christian
District Accountant.....	Joanna Maddox
Director of Child Nutrition.....	Susan Warren
Network Administrator.....	Elton Travis
Director of Simpson Steps (Carol White PEP Grant).....	Michelle Walters
Director of Transportation/Maintenance/Safety	Allen Maddox
Transportation Supervisor.....	Wayne Magee.....601-847-3871
Maintenance Supervisor.....	Anthony Maddox.....601-849-6139

SIMPSON COUNTY SCHOOL DISTRICT SCHOOL SITES

Magee High School.....	601-849-2263
Pete Howell, Principal	Dr. Antoinette Harvey-Woodall, Asst. Principal
Magee Middle School.....	601-849-3334
Dr. Rasheda Bell, Principal	Tony Boone, Asst. Principal
Magee Elementary.....	601-849-3601
Dr. Paul Lawrence, Principal	Jamie Jones, Dedra Clark-Allen Asst. Principals
Mendenhall High School.....	601-847-2411
Robert Sanders, Principal	Romonica Feazell, Asst. Principal
Mendenhall Jr. High.....	601-847-2296
Kirby Craft, Principal	vacant, Asst. Principal
Mendenhall Elementary.....	601-847-2621
Rhonda Berry, Principal	Sherry Fortenberry, Asst. Principal
Simpson Central School.....	601-847-2630
Dr. Roma Morris, Principal	Joe Hanna, Asst. Principal
Simpson County Achievement Center.....	601-849-6135
vacant, Principal	
Simpson County Technical Center.....	601-847-4000
Dr. George Huffman, Director	

SIMPSON COUNTY SCHOOL DISTRICT SUPPORT PERSONNEL

Compulsory Attendance Office..Carey Bass, Patrick Flagg.. Attendance Officers...601-847-8149

SIMPSON COUNTY SCHOOL DISTRICT

OUR VISION
Achieving Excellence in Education

OUR MISSION

Simpson County School District seeks to create a challenging learning environment that encourages high expectations for success through instruction that allows for individual differences and learning styles. Our schools promote a safe, orderly, caring and supportive environment. We strive to have our parents, teachers, and community leaders actively involved in our students' learning with the goal of reaching their

DESTINATION: GRADUATION.

The Simpson County School District is committed to upholding and implementing the requirements of the No Child Left Behind Act.

The Simpson County School District does not discriminate on the basis of race, color, national origin, sex, disability, marital status or age in admission or access to, or treatment of employment in, its programs or activities. It is the intent of the Simpson County School District to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by the Simpson County School District. Inquiries regarding grievance procedures or the application of policies of nondiscrimination can be obtained by contacting the principal at the school site. Inquiries may also be directed to the Superintendent at the Simpson County School District Administrative Offices at 111 Education Lane, Mendenhall, MS, 39114 or by calling 601-847-8000.

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I. GENERAL FOUNDATION

CODE OF ETHICS FOR TEACHERS/PERSONNEL

1. Cooperate in the development of school policies.
2. Deal with other members of the profession in the same manner as he/she wishes to be treated.
3. Support other teachers/personnel in their ethical performance.
4. Seek to maintain professional growth by such procedures as study, research, travel, and attending educational conferences.
5. Utilize approved staff development plan to enhance personal and professional growth.
6. Conduct professional business through the proper channels.
7. Refrain from discussing confidential information with unauthorized persons.
8. Work with administrators to establish instructional improvement as a major priority.
9. Provide appropriate instructional programs for each student.
10. Utilize available resources effectively.
11. Provide adequate guided practice for students.
12. Maintain an atmosphere conducive to learning in the classroom.
13. Utilize positive reinforcement to encourage positive behavior.
14. Utilize district curriculum guides in the planning of data driven instruction.
15. Use different methods for diagnosing student needs accurately and appropriately.
16. Be able to state an appropriate instructional objective for each activity in the classroom.

TECHNOLOGY/NETWORK AND INTERNET PERSONNEL USAGE POLICY

1. All computers, servers, software programs, network cabling and any related resources are school property, and as such are intended for business use only. They are valuable resources when properly used. Wasting of resources, (i.e. – storing material for personal, non-work related use on computer's hard disk, or printing of such material on a school-owned printer), is prohibited.
2. All internet access, email accounts, and the like are school property. The internet should be accessed for business purposes only. Casual browsing is only permitted when doing so is toward the accomplishment of a work-related task.
3. All computers, servers, software programs, network cabling and any related resources are not to be used for personal gain in any form. Email solicitations, or solicitations in any form for the transaction of business for personal gain, is strictly prohibited.
4. Game-Playing is not allowed during working hours.
5. No unauthorized software may be installed on any computer.
6. The District reserves the right to monitor any and/or all data and/or communications created using the District's network resources to ensure adherence to established policies.
7. The District reserves the right to monitor any and/or all employee usage of network and computer resources, including the right to access any and/or all user files without user's prior knowledge or consent.
8. Each user is responsible for protecting his/her user name and password(s). Any user caught logging into the network with anything other than his/her assigned user name and password will be subject to disciplinary action, to be determined by the District on a case-by-case basis.
9. Any viewing, transmission, retrieval, storage, or downloading of obscene, discriminatory, or harassing messages, photographs, or other such objectionable material is strictly prohibited. Should you find you have entered a site on the internet containing such material, (by accident), immediately click your browser's "BACK" button to leave the site. Do not click on links on the page in an attempt to leave the site. Such links could lead to other such objectionable sites. We realize

that you may encounter such sites from time to time by accident, but it is your responsibility to leave such sites immediately.

10. There will be zero-tolerance for "HACKING". Any and/or all attempts to gain unauthorized access to programs, data, communications, or any other areas the user does not have explicit access permission to, is considered "hacking". All attempts at "hacking" will result in disciplinary action, to be determined by the District, on a case-by-case basis.
11. Approved surge protectors must be used with all computers and peripherals. The equipment must be plugged into the protector and the protector must be turned on. Do not use surge protectors as an "ON-OFF" switch. Over time, this can cause damage to the sensitive circuits in a computer. Use the windows shutdown function to turn off the pc. If it does not work; report it to your school's help desk representative. The same is true for the monitor and any other peripherals attached to the computer.
12. Any storage media, such as floppy disk and Zip Drive disks, which are used on computers not owned by the schools, must be scanned for viruses each time they are brought to the school for use with a school computer.
13. All computers and peripherals, when not in use for more than an hour, must be covered with a dust protector. Dust severely shortens the useful life expectancy of computers.
14. A Teacher or other school personnel must be present at all times during which students have access to the internet.
15. All personnel must sign an acknowledgement stating that they have read and understand this policy, and that they agree to abide by the terms of this policy for the duration of their employment with Simpson County Schools.
16. By providing access to the District network, we hope to enable all personnel to fulfill their tasks in a more timely and efficient manner. Through internet access, we hope to provide information and materials that would otherwise not be available to the District's personnel. Through proper usage of the network and proper care and maintenance of the equipment used to access it, we can achieve these goals. Please remember that your actions could possibly affect all users of the network.
17. Improper use of the network may result in termination from employment. Use proper diligence and care when utilizing resources. And when in doubt, call someone and ask for help!
 - * Surge Protector Specifications:
 - Must have a 15 amp circuit breaker (or better), not a fuse that protects once or twice and then becomes an extension cord.
 - At least 490 joules of surge energy
 - Instantaneous surge response
 - Protection working LED (If circuit breaker is bad, this won't light up letting you know the surge protector is no longer good).

TECHNOLOGY USE POLICY

Acceptable Use Purpose

The intent of this policy is to ensure that all uses of school technology are consistent with the district's mission statement, strategic plan, and Simpson County School District's Curriculum Design. This policy does not attempt to define all required or prohibited behavior by users, but rather an operating framework for the user to follow. Each user must exercise good judgment and appropriate conduct.

The Opportunities and Risks of Technology Use

The Simpson County School District believes that value of the information and the interaction and benefits that technology use offers far outweighs the potential hazards of its use. The district believes

that more would be lost by not providing students, faculty, and staff public access to this technology and information. An inherent risk of making these global network resources available, however, is that some users might encounter sources that some consider controversial or inappropriate.

Because global information resources are transitory and uncontrolled at present, the Simpson County School District cannot predict or totally control what users may or may not locate. The Simpson County School District has chosen, on a “best effort” basis, to limit access only to educationally appropriate resources. This “best effort” basis would include, but not be limited to, the following: staff supervision, security software, and user training.

Our district does not support or condone access to educationally inappropriate resources. Users must utilize good judgment when accessing global information resources and be wary of the integrity and content of the information resources. No technology is guaranteed to be error-free and totally dependable; therefore, the Simpson County School District cannot be held liable for unforeseen difficulties that may arise. The Simpson County School District cannot be held accountable for information that is retrieved through the use of technology.

User Conduct and Responsibilities

Guidelines for technology use within this document apply to all students, faculty, and staff. These guidelines are not all inclusive. A user who commits any act of misconduct not specified may also be subject to disciplinary action. Disciplinary actions are consistent with district policies governing such behavior, such as the Simpson County School District policy on student behavior, staff contracts, and state/federal laws.

Technology use is a privilege that carries with it responsibilities. ALL users of technology are expected to abide by district policies and rules of behavior. These guidelines are provided here to make users aware of the responsibilities that the use of technology places upon them.

Users have the opportunity to access technology for educational purposes only. Exercising that privilege requires that the user accept the responsibility for all material they access, view, download, and/or produce. It is necessary for users to evaluate the validity of the information they access via technology use and acknowledge the source of the information when appropriate.

ALL users of technology are acting as representatives of the Simpson County School District and should act accordingly.

Guidelines for acceptable use include, but are not limited to, the following. Users will:

- Use appropriate language.
- Avoid offensive and inflammatory dialogue.
- Adhere to copyright rules and assume that any software that they did not create is copyrighted (unless it is labeled “freeware” or “public domain”).
- Not reveal any personal information, i.e., address, telephone number, etc. for themselves or others.
- Note that email is not guaranteed to be private. People who operate the school information systems do have authorized access to mail; others may have access if authorization has been provided by appropriate school personnel.
- Use technology only for legal activities.
- Be responsible at all times for proper use of their access privileges and avoid impersonation, anonymity, or unauthorized sharing of security measures and/or their account(s).

- Take responsibility for any technology related activities that they borrow or are used under their account or password.
- Maintain the integrity of technology resources from viruses, physical abuse, potentially damaging messages, etc.
- Respect the rights of others to utilize technological equipment by not utilizing it for non-school purposes.
- Abide by any and all policies and procedures of networks, systems, and information resources linked by and through school technology.

Examples of technology misuse that will result in disciplinary action include, but are not limited to, the following:

- Use of obscenities or inflammatory dialog,
- Harassing other users,
- Using other users' accounts,
- Violating the rights of others or their privacy,
- Accessing, viewing, downloading, or creating pornography,
- Using technology resources for personal business or financial gain,
- Vandalizing data, programs, networks, or information resources,
- Degrading or disrupting systems or equipment,
- Damaging technology hardware or software,
- Spreading computer viruses,
- Gaining unauthorized access to resources or entities,
- Violating copyright laws, and
- Using technology resources for illegal activities.

Violations of these guidelines and/or district policy will be dealt with seriously. Consequences may include, but are not limited to, loss of access to technology. Users are subject to additional consequences as described in the district's policies and regulations. Illegal activities may also result in referral to law enforcement officials.

Disciplinary Actions

Failure to comply with this policy and/or the regulations governing technology use will result in disciplinary action. The Simpson County School District reserves the right to deny individual users access to specific technology as a consequences of misuse.

Actions may include, but are not restricted to: legal action, staff/user conference, reprimand, or termination.

Additional actions, as deemed appropriate:

- Staff/parent contact for student misuse,
- Referral to administration for student discipline,
- Loss of access to specific technology and/or designated area for a minimum of three (3) days to two (2) weeks (Multiple infractions may result in extended or permanent loss of technology privileges.),
- Confiscation of inappropriate items,
- Restitution/restoration, and
- Administrative and/or Board of Education action, including suspension and expulsion.

Email and Electronic Document Retention:

All emails and electronic documents created and shared with others inside or outside the district in conducting district business will be archived to the district server. Archives may be saved as long as server storage is available and it is manageable, even after an employee resigns, retires, or is terminated from the district.

Use of Outside Email Clients and Stipulations for Using District Email Client as District Representative:

Use of internet mail by students, staff, and faculty such as Yahoo! Mail, Gmail, and POP3 accounts provided by their "home" internet service providers is allowed at this time.

The district does not block use of internet mail accounts, but any "OFFICIAL" communications, e.g., Teacher to Parent, Teacher to Student, Staff to Staff, must be via the district's simpson.k12.ms.us email system. This includes, but is not limited to teachers who guide extracurricular activities such as Clubs, Choirs, Bands, Athletics, and the like. Any communications/correspondence you conduct as a representative of the Simpson County School District must be done using the Simpson email system, and, all email will be archived to the district email server.

Stipulations for Web Site as District Representatives:

Use of Non-District web sites to present information, classrooms, clubs, or any other officially sponsored activities of the Simpson County School District is prohibited. Any sanctioned activity must be hosted on either the District's web site, or any school web site.

Additional Rules and Actions

The Superintendent reserves the right to establish additional rules and take appropriate actions to implement this policy. The Simpson County School District is in compliance with Children's Online Privacy Protection Act (COPPA) and Children's Internet Protection Act (CIPA) requirements.

Compliance Agreement

After reading the Simpson County School District Technology Use Policy, potential users will be asked to fill out the appropriate portions of the Agreement/Applications for Simpson County School District Internet Account Contract completely and legibly and submit to the appropriate site designee. This agreement is to be considered a legal and binding document.

MISSISSIPPI CODE 97-37-17 PREVENTION OF SCHOOL VIOLENCE ACT

"COMPLETE LAW IS DULY POSTED IN ALL SCHOOLS"

The 1994 Mississippi Legislature enacted certain legislation and amended other current laws. Students and their parents/guardians should be knowledgeable of these changes. It is a felony for any person to bring guns or dangerous weapons onto any school property and a misdemeanor for bringing certain other weapons onto any school property. Any school employee who has knowledge of any unlawful activity or violent acts, which occurred or may have occurred on educational property or during a school-related activity, regardless of location, is appropriate law enforcement officials. The Superintendent is also required to notify the youth court and local law enforcement agencies, by affidavit, of any such unlawful activity.

Any student expelled for possession of a weapon or other felonious conduct is barred from being assigned to an alternative school program. The Youth Court is forbidden from placing a child in another school district after expulsion from a district for the commission of a violent act and from ordering the

enrollment or re-enrollment of a student suspended or expelled for possession of a weapon on school grounds or for an offense involving a threat to the safety of other persons.

Parents, guardians or custodians are responsible for any criminal fines levied against students for unlawful activity occurring on school grounds. The fine for refusal to perform duties imposed is \$3,500.00. Parents, guardians or custodians of children under age thirteen (13) may be civilly liable for any criminal acts of their children.

DRUG FREE AND SMOKE-FREE WORKPLACE POLICY

In accordance with the Drug-Free Place Act of 1988, it shall be the policy of Simpson County Schools to maintain a drug-free workplace.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in any workplace at Simpson County Schools. Employees may be suspended without pay up to 30 days or dismissed for the first occurrence of any of the above acts. Each employee will be notified of this policy.

Each employee of Simpson County Schools must sign a statement acknowledging that the employee received a copy of this policy and is aware of actions that will be taken against the employee for violation of such prohibition. Each employee is herein notified that as a condition of employment with Simpson County Schools, he or she will abide by the terms of this policy statement and notify the District of any criminal drug statue conviction for a violation occurring in the workplace no later than 5 days after such conviction.

It shall be the policy of the Simpson County School Board that all campuses, belonging to Simpson County School District, shall be smoke-free beginning with the School Year 199091.

CONTROLLED SUBSTANCES-DRUGS AND ALCOHOL IN THE WORKPLACE

All applicants recommended for employment by the school district will be required to submit to a urinalysis and other approved drug-testing procedures, and to a background check as a condition of pre-employment .Initial cost of drug test and background check are the responsibility of the employee, not the employer.

TITLE IX – PROHIBITION OF SEX DISCRIMINATION a. Notification of Policy

Pursuant to Title IX and the requirements therein for the dissemination of policy, notice is hereby given that the Simpson County School District does not discriminate on the basis of sex in the educational programs and activities operated by the District. This policy extends to admissions and to employment of personnel by the District.

Designated employee

The responsible designated employee to coordinate the District's efforts to comply with Title IX requirements shall be:

Dr. Tom Duncan, Title IX Coordinator
Simpson County School District 111 Education Lane
Mendenhall, MS 39114
Telephone: 847-8000

The following personnel will serve as Title IX contact persons and/or monitors:

- Simpson County Achievement Center – Behavioral Specialist Phone: 601-849-6135
- Magee High School – Guidance Counselor Phone: 601-849-2263
- Magee Middle School – Guidance Counselor Phone: 601-849-3334
- Magee Elementary School – Guidance Counselor Phone: 601-849-3601
- Mendenhall High School – Guidance Counselor Phone: 601-847-2411
- Mendenhall Jr. High School – Guidance Counselor Phone: 601-847-2296
- Mendenhall Elementary School – Guidance Counselor Phone: 601-847-2621
- Simpson Central School – Guidance Counselor Phone: 601-847-2638
- Simpson County Technical Center – Guidance Counselor Phone: 601-847-4000

All students and employees are hereby notified of the above designated employees.

POLICY ON AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME)

The purpose of this Policy is to address a National health problem and to assist students or employees with Acquired Immune Deficiency Syndrome (AIDS) or AIDS Related Complex (ARC) in continuing to attend school or work, with the interests of other students and employees being considered as well. All medical research indicates that AIDS has not and cannot be transmitted in a normal school setting.

We seriously accept our responsibilities in protecting the health of your children while they are in our care. While we have undertaken many staff and parent workshops while developing this policy, we are willing to periodically schedule additional seminars at the request of parents or staff.

SECTION 1

GENERAL PROCEDURES

It is generally the intent of the Board of Education that:

- A. Each case of AIDS is handled on an individual basis, with compassion toward the person with AIDS; uppermost during the diagnosis, evaluation, treatment, and administrative process.
- B. Absence from school or work should be minimized; most persons with AIDS can continue in school.
- C. The use of sick leave and other benefits in connection with AIDS is permitted on the same basis as any other employee illness.
- D. The confidentiality interest of the student or employee having AIDS or ARC is protected to the extent consistent with efforts to minimize the health risks to other students and staff.

SECTION 2

STUDENTS

- A. If a student has AIDS, the parent or guardian of the student will be contacted to discuss the student's education program.
- B. After a medical review conducted in cooperation with the student's physician, the school nurse and a physician selected, and paid for, by the School District, the review and student's records shall be evaluated by a district committee composed of a medical expert in the epidemiology of AIDS, a district administrator, a school based administrator, the student's teacher or a teacher from the grade level the student will be placed in. This committee will determine whether or not a regular school setting is proper. While in most cases the student can continue in class, alternative education will be offered if the disease advances to the point where the student is too ill to remain in a regular class setting or when the student cannot control his/her behavior towards others.

- C. When a student with AIDS is permitted to remain in school, the principal shall inform those employees with direct responsibilities of the student's condition and take appropriate measures to protect the student and those people with whom he/she would come in contact. Appropriate counseling shall be made available to students and staff. Appropriate materials will be made available for cleanup of bodily spills (this will be done for all schools as a general practice).
- D. The school staff shall regularly monitor the condition of any student with AIDS who is permitted to attend school and request re-evaluation when they deem it necessary.
- E. A student with AIDS who has been permitted to attend school may be moved to a more restrictive environment, after following the above procedures. If it is learned that he/she is too ill to continue in a regular class or poses a health threat to his/her peers and staff or him. This can happen when there are open sores or the child is too weak to sustain the rigor of school activities.
- F. The decision, including any conditions established for attendance, may be appealed by the parent or guardian to the Superintendent and then to the Board of Education. The appeal shall be processed as quickly as possible and with the strictest possible confidentiality.

SECTION 3

STAFF

- A. There is almost no reason for a staff member with AIDS to be barred from school.
- B. A staff member with AIDS should also be covered by the general procedures outlined above.
- C. If a staff member becomes too ill to work and doesn't take advantage of sick leave and other benefits, the Administration may request a medical evaluation pursuant to collective bargaining agreements, state or local law, or by order of the Board of Education if the above regulations do not exist.
- D. If a staff member is not too ill to work but too ill to maintain the rigor of a daily classroom routine, he/she shall be reassigned to an office assignment after a medical evaluation by the school district's physician.

SECTION 4

EDUCATIONAL ACTIVITIES

The Superintendent shall periodically continue to provide educational activities and information for students and employees with respect to AIDS, including hygienic practices for handling bodily fluids, such as blood, semen and waster products.

II. STAFF RESPONSIBILITIES AND DUTIES

CERTIFIED STAFF RESPONSIBILITIES AND DUTIES

Staff members are expected to maintain the highest professional standards, to fulfill all responsibilities assigned to them and to follow procedures and regulations developed by the administration in accordance with policies established and approved by the Simpson County Board of Education.

Staff members should miss no more than five (5) days per school year for school activities. Any exception to this rule must be approved by the Superintendent of Education.

CHANGE OF ADDRESS

If, at any time during the year, a change in your address or telephone number is made, please notify the building secretary.

PERSONAL DATA

It shall be the responsibility of all employees to keep their address, telephone number, name changes, and any other pertinent information current with the Human Resources Office and the Payroll Department. Any request for change on the number of dependents on the W4 forms should be made eight (8) working days before payroll is due.

DUTY

You are reminded that bus, hall, campus, lunchroom or any other duty that involves supervision of students is an important and vital part of our school program. On days that faculty personnel have staff development, no student activities should be scheduled, such as football practice, cheerleader practice, etc. This task, therefore, must be undertaken with a serious attitude. It is your task while on duty to do the following in compliance with District Policy.

1. Watch for unsafe acts or situations and correct them.
2. Do not allow improper display of affection by students.
3. Do not allow students to use abusive language.
4. Ask all visitors to report to the office.
5. Keep alert and report any unusual behavior.
6. Report any sign of smoking, dipping or chewing tobacco, or alcohol or drugs.
7. Do not allow any student to be mistreated or abused.
8. Only release students through the office.
9. Compliance with rules and regulations in Student Handbook.

EXTRA DUTY

Staff members may be assigned extra responsibilities* as deemed necessary to carry out the program of the Simpson County School District. Teachers/personnel will be expected to attend parent/teacher organization meetings and other school functions as they affect their building and the school or district.

Some of the duties you may be called upon to help with are as follows, but not limited to:

1. Sponsoring of a homeroom,
2. Sponsoring of a club,
3. Supervising a part of the campus before/after school, at recess or break, noon lunch periods, as students are loading and unloading the buses, and halls of schools,
4. Ball game duty,

5. Student Advisors (Advisor/Advisee).
 - * Completion of extra responsibilities is tied to employee evaluation.

BUS DRIVER REQUIREMENTS, TRAINING, AND RESPONSIBILITIES (Certified and Classified)

Each bus driver employed by the Simpson County School District must have a commercial driver's license as required by state law. The amount of expenses will be deducted from the last paycheck of any employee who leaves within a year of the reimbursement. The employee has the responsibility to possess a valid operator's license before operating a school-owned vehicle. It is also an employee's responsibility to notify his/her immediate supervisor upon return to work after his/her vehicle operator's license is expired, revoked, suspended, or voided for any reason. It is also the responsibility of the employee to report any charge or conviction (including DUI) that might result in classification as a high-risk driver. Each employee must sign a statement to the effect that he/she understands that operating a school-owned vehicle while his/her license is expired, revoked, suspended, or voided could result in severe disciplinary action, including termination. The district transportation department will verify the vehicle operator's license of each employee who operates school-owned vehicles annually. The transportation director will maintain a record of these annual verifications.

DUTIES/RESPONSIBILITIES

- a. The driver shall be required to perform his/her duties faithfully as a driver as provided in these rules and regulations and the regulations of State Board of Education.
- b. Each driver shall observe and obey all local and state school bus transportation laws.
- c. All drivers shall be responsible for the safety of each child who used his/her bus.
- d. Bus drivers will not charge a child a fee to ride a bus on a school-sponsored field trip.
- e. No bus driver shall change his/her bus route or bus stops unless authorized by the Transportation Director/Supervisor.
- f. Turn two way radios on and up at the beginning of the route. Radios are to be turned off at the end of route.*Use of cell phones and radios, if not for emergency, is not permitted.
- g. The driver shall not permit any person to ride the bus at any time who is not officially enrolled in the school district, unless prior approval has been granted.
- h. It is the responsibility of the driver to keep fuel cards in a safe place at all times.
- i. Items (i.e. screw drivers, utility knives, pipes, sticks, etc.) should not be left on the bus by the driver.

REPORTING AND RECORD KEEPING

- a. Each driver shall keep all transportation records and reports as may be required.
- b. Each driver shall be in charge of his/her bus and shall report in writing all misconduct on the parts of students to the principal of the school that the student attends.
- c. All accidents are to be reported to the Transportation Supervisor in writing without delay.

USE AND MAINTENANCE OF EQUIPMENT

- a. Each driver shall operate his/her bus in such a manner as to maintain his/her bus to assure safety of pupils on the bus, and protect the bus from abuse.
- b. Buses should be checked before and after each route.
- c. Drivers are to turn off everything and secure the bus before leaving it.
- d. Reverse gear is not to be used on any campus and is only to be used in other incidents only when a flagman is present.
- e. Two way radios are for school use only. Courtesy should be used when radios are in use. Do not "cut in" when information is being obtained and/or delivered.
- f. Each driver shall be responsible for keeping his/her bus clean at all times and will be swept at least once per day.

- g. Each driver shall cooperate with the transportation director/supervisor in reporting defective equipment, needed repairs, flat tires, and other irregularities. Drivers are to complete a checklist for repairs to be turned in daily to the Bus Barn for any needed attention. ONLY EMERGENCY REPAIRS SHOULD BE REPORTED TO THE BUS BARN BY TWO-WAY RADIO.
- h. The driver shall park the bus at night and on weekends at a designated place
- i. The driver shall permit no one except the state-approved substitute driver to drive his/her bus.
- j. It is a violation of state law for a driver to use a district-owned bus for his/her own personal transportation for convenience at any time.

SPECIAL ROUTES AND/OR TRIPS

- a. Each trip other than on the regular school bus route shall be made on written instructions from the Superintendent or designee as provided in the rules and regulations of the State Board of Education governing the use and operation of school buses owned by school districts for the purpose of transporting children to and from school programs as authorized by House Bill 6 of the Laws of Mississippi, Extraordinary Session of 1953.
- b. Trips shall not be made unless the driver has in his/her possession (and on the bus) the written instructions from the Superintendent for the specific trip being made.

DISTRICT SAFETY MEETINGS

- a. Each driver shall attend all transportation safety meetings upon request of the Transportation Director/Supervisor.
- b. All district safety meetings shall be called two weeks in advance. Anyone not present should submit a written request to be absent to the Transportation Director/Supervisor, who is solely responsible for excusing drivers.

SUBSTITUTE BUS DRIVERS

Substitute bus drivers shall possess the same qualifications as the regular driver and shall be governed by the same rules, regulations and laws.

RESPONSIBILITIES FOR TEACHERS (Certified)

ROOM RESPONSIBILITIES

Before the bell rings to end each class have students pick up paper and trash around their desks. This will insure a clean room for the next class, as each will have cleaned their own litter. This will aid our school ensuring a safe, orderly climate conducive for learning in our schools and our custodian and maids can do a much better job. Before you leave your room for the day please assume the following responsibilities as they apply to your room:

(relevant to school sites)

1. Turn out all lights
2. Close and lock all windows
3. Check and adjust all blinds
4. Turn off air conditioner
5. Turn down heat thermostat to 60 degrees
6. Turn off all monitors and computers using the shutdown function
7. Check inventory of fixed assets
8. Close door

LESSON PLANS (Certified)

Lesson plans should be completed and submitted as specified by the principal.

LEAVING SCHOOL (Certified)

Do not give a student permission to leave school without checking through the office. If a student becomes ill at school, he must be checked out through the office before leaving. If possible, someone will be contacted to come for the student. If no one can be contacted to come for the student, some alternative will be worked out.

If a teacher must leave the campus, he/she should contact the principal or his designee. Every courtesy will be extended to those who need to leave, but the administration reserves the right to refuse permission for frivolous reasons.

SUBSTITUTE TEACHERS (Certified)

If you must be absent from school for any reason, you are to contact your principal and arrange for a substitute teacher. You will be expected to provide materials and instructions necessary for the substitute to carry on in your absence. A good lesson plan is an absolute necessity for a substitute teacher. Include information in your plans that will be meaningful to someone that is not familiar with what you are doing, so that a substitute may carry on with your work and not merely “baby-sit.” Be sure and leave a time schedule and special schedules for students who go to special education, speech, band, music, or to the library.

TEACHERS ARE NOT TO CALL THEIR OWN SUBSTITUTES! Substitute teachers are to leave a report for the full-time teacher regarding class productivity.

LUNCHROOM SCHEDULE (Certified)

We will have closed lunch. A time schedule will be placed in each teacher’s hands at a later date. Assigned teachers/personnel will supervise students during the lunch schedule. Once the eating periods have been established, please be punctual so that others will not have to wait for you to finish.

STUDENTS WHO DO NOT BRING LUNCH MONEY (Certified)

Credit for lunch cannot be issued to students who do not bring their lunch money. These children should be sent to the cafeteria manager for assistance in resolving this situation.

PROFESSIONAL ORGANIZATIONS (Certified)

Teachers are professionals. It is our recommendation that all professionals take membership in the professional organization related to their particular discipline and to become active in other organizations related to their profession.

STAFF DEVELOPMENT & PROFESSIONAL GROWTH (Certified)

Teachers/personnel are professionals and as such, should seek to keep abreast of teaching methods, materials, innovations, etc., that will enable them to become as effective as possible. Our faculty will participate in a planned Staff Development program during this year that will be tailored to individual needs, special request, etc. Staff Development is necessary for renewal of certification – no exceptions. It is the responsibility of personnel to complete requirements necessary for license renewal. Personnel are strongly encouraged to participate in activities that will not disrupt the normally scheduled school day to complete these requirements.

PURCHASING (Certified)

No school personnel shall purchase in the name of the school except by permission of the principal. A purchase order or purchase requisition must be made out and signed by the principal or business manager before purchases are made. Personnel failing to comply with this procedure will be responsible for payment of the acquired bill.

HANDLING OF MONEY (Certified)

ALL MONEY FOR SCHOOL ACTIVITIES – annual, organizations, school pictures, fees, fines, workbooks, field trips, insurance, etc., – is to be turned in to your building secretary and a written receipt will be given. Please try to turn in any monies by noon each day. DO NOT LEAVE MONEY OR VALUABLES IN CLASSROOMS OVERNIGHT. Personnel may be responsible for any loss of funds. No school personnel may handle funds for school support groups (PTA, PTO, Band Boosters, Etc.).

FUND RAISING (Certified)

Teachers/personnel must secure written permission from your principal, through the School Board, for any fund raising project. All monies must be turned into the office and a detailed record will be maintained.

Fundraisers are limited to three (3) per club or group including all boosters clubs per school year. All fundraisers must be approved by the Superintendent of Education and School Board prior to beginning of event.

Proper forms will be provided for efficient and accurate records of all fund raising purchases, income, expenditures, and profits. These funds are part of the required audit and sponsors may be held responsible for any discrepancies.

USE OF SCHOOL ACTIVITIES – MONIES (Certified)

Monies collected by and belonging to various schools organizations must be spent for group activities and not for individuals for gifts, etc. All projects designed to raise money must receive clearance from the principal's office. A written statement giving details (including estimated profit) and signed by the sponsor is required. Monies raised by various groups will be theirs to spend, so long as the expenditure is legitimate and approved.

PURCHASES MADE THROUGH STUDENT ACTIVITY FUND (Certified)

No purchases are to be made through the Student Activity Fund without the approval of the principal. The school will not be responsible for purchases made without the principal's approval. The following steps are to be followed when purchasing items through the school.

1. Submit your requisition to your building principal, who will determine the feasibility of the request.
2. A Purchase Order will be written for approved request(s).
3. When an item is received in the school office, proper verification will be completed. The invoice will be signed and returned to the Secretary/Bookkeeper.

Do not spend your money and request reimbursement from the school unless you have prior approval and a receipt for the purchase.

WORKBOOK & SUPPLY MONEY (Certified)

Please list workbook and supply money separately when you send it to the office. Please do not spend any money for supplies until you have made out a purchase order. Please keep accurate records as to the amount you spend on supplies, and keep up with all of your receipts. This makes it easier for the secretaries and it is requested by the Audit Department.

Each grade level/course has a list of supplies. Parents should check with their child periodically to see if he/she has all necessary supplies and replace supplies as they are needed. Some elective classes require a fee which must be paid prior to student participation.

HANDLING OF MATERIALS AND FIXED ASSETS (Certified and Classified)

Teachers and other personnel employed by the district are responsible for care, maintenance and accounting of all materials, textbooks, fixed assets and supplies assigned to their area of responsibility. Materials, textbook, supplies and equipment are maintained on an inventory in the school office. Persons responsible for care, maintenance, and accounting will be held responsible by the school administrator.

DISCIPLINE (Certified)

The part discipline plays in the school is very important. It is the duty of the teacher to instill in the student a proper respect for authority and a desire on the part of the student to control his actions to the point that he/she may become a good citizen in school, as well as, in his community and nation.

Discipline in the classroom is the responsibility of the individual teacher. Proper preparation for teaching and motivation in the classroom will solve the majority of problems; however, recognition by the teacher of each student as an individual with his own capabilities, limitations, and special problems has a direct relation to securing the cooperation of the student in the classroom.

If it becomes necessary to send a student from the room for disciplinary reasons, the student or students are to be sent directly to the office. Report of Misconduct Forms will be made available to the teacher for reporting the case in detail. Such written information will serve as a basis for action by the principal. Do not send a student to the office without a written discipline slip; staff should transmit discipline slips to the office. If the discipline slip is sent with a student escort, it cannot be at the same time as the student receiving discipline. Refer to the Simpson County Schools' Discipline Policy K-12.

REPRIMANDING OF STUDENTS (Certified)

In reprimanding a child, please use good judgment. REFRAIN FROM USING SARCASM OR DEROGATORY LANGUAGE WHEN SPEAKING TO STUDENTS. Do not use a method that you would not want used on your own child. Do not use methods that are cruel and unusual or that waste time, such a repetitive writing or standing in the hall. Do not let students take names.

CLASS DECORUM (Certified)

All teachers/personnel are to consider the importance of student respect and should establish principles to serve as guides for proper classroom behavior (tardiness to class, student movement within the room, personal matters, respect for property, etc.) The teacher's personal example is most critical in this area.

PUPILS NOT TO BE LEFT UNATTENDED IN CLASSES OR PLAYGROUND (Certified)

Teachers/personnel are instructed not to leave pupils unattended in classes. If it should become necessary to leave a class, please inform the office. TEACHERS/PERSONNEL LEAVING STUDENTS UNATTENDED IN THE CLASSROOM OR ON THE PLAYGROUND ARE PLACING THEMSELVES IN A POSITION OF NEGLIGENCE AND OPENING THE DOOR FOR A LAWSUIT. Teachers/personnel who are on duty should be at the assigned location.

HALL PASSES (Certified)

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass in their possession. Please do not violate this rule by giving a student permission to be out of class without a pass. This creates a stressful situation between the student, teacher and administration. The students cannot understand how he/she can be punished for something that they have permission to do and the teacher or administrator that checks for the hall pass does not know if the student really has permission to be out of class. Students found in the hall without a pass should be carried to the office.

GRADING SYSTEM (Certified)

Refer to Uniform Grading System K-4, 5-8, or Uniform Grading system 9-12.

FIELD TRIPS (Certified)

A class may take a trip as a group on certain occasions when approved by proper school officials. When doing so, the group involved must assume the cost of transportation. Students will be assessed a fee to cover cost of trip and bus driver's fee. All monies received from students for field trips must be turned in to the office. Teachers/personnel who are employed full-time and who drive buses on field trips during the instructional day will not receive additional compensation.

A class should not plan more than one field trip per year unless this is incorporated into the curricula. Classes planning field trips are encouraged to plan the trips early in the school year. Due to the number of request and the number of spring sports, trips planned for the last part of the year may not be approved. The principal must approve all trips in advance. Pleasure trips will not be approved. All trips must be justified on the basis of an educational value and the educational objectives presented in writing at the time of the request.

PARTIES (Certified)

There are to be no parties in school unless they are approved by the principal.

USE OF THE TELEPHONE (Certified and Classified)

Teachers/personnel are requested to not use the office phones unless it is an emergency. Due to the tremendous amount of incoming and outgoing calls, please limit all calls to a minimum. LONG DISTANCE CALLS MUST BE CLEARED THROUGH THE OFFICE AND RECORDED ON A TELEPHONE LOG. PLEASE INFORM STUDENTS THAT THEY ARE NOT TO MAKE LONG DISTANCE CALLS ON THE OFFICE PHONE. Long distance calls that are not cleared prior to being made will be charged to the person making the calls. PERSONAL CELL PHONES ARE TO BE TURNED OFF DURING THE SCHOOL DAY UNLESS THE PRINCIPAL GIVES PERMISSION BASED ON EMERGENCY NEEDS OF AN INDIVIDUAL EMPLOYEE. THE SCHOOL DAY IS DEFINED AS YOUR REPORT TIME (TYPICALLY 7:30 AM UNTIL 3:30 PM).

III. GENERAL SCHOOL OPERATION (Certified)

WORK DAY

The Principal of each school site will set workdays. Teachers/personnel will be required to sign in. Teachers/personnel are to be at their assigned duty post no later than 7:30 A.M. Teachers who arrive after 7:30 A.M. are to obtain a LATE TO WORK FORM from the school office.

ATTENDANCE

Employees shall be at their post of duty in accordance with the time regulations set forth by the supervisors and approved by the Superintendent. All departments and schools shall maintain time sheets showing the hours worked by the employees.

All time sheets must be submitted to the District Business Office on Monday following a payroll period ending on Friday.

FACULTY MEETINGS

Building Principals will call meetings of faculty as the need arises.

EMPLOYEE DRESS CODE GENERAL CONSIDERATIONS (Certified and Classified)

Each employee has the responsibility to dress appropriately for the school environment. Wearing apparel, hair, and general appearance shall not disrupt the classroom atmosphere, shall not be unusually provocative, or shall not violate health and safety rules of the school. The guidelines for dress and grooming are provided to assist employees as they choose their clothing. Employee dress and grooming shall be neat, clean, and follow the general guidelines below.

1. Shirts are to be worn tucked into pants or skirts unless the garment is designed to be worn on the outside.
2. The length of the skirts and jumpers shall come to at least the top of the kneecap.
3. The construction shall be of uniform quality, wash-n-wear or permanent press fabric
4. Employees are prohibited from wearing additional "patches," pins, tattoos, ornate or cumbersome earrings or jewelry, or any other item that may be considered lewd, profane, obscene, suggestive, vulgar, non-school group affiliated or distracting which may harass, threaten, intimidate, or demean other groups; or which display illegal merchandise or contraband; or any item which may distract from the educational process. Earrings are acceptable for females (but no more than two earrings per ear are allowed). Males are not allowed to wear earrings. Other visible body piercing is not allowed.
5. Employees may not wear sweaters, vests, jackets or coats around the waist, neck, shoulders, etc.
6. All clothing is to fit appropriately. Oversized and extremely tight fitting clothing is prohibited. Professional dress and/or business casual guidelines should be followed for all employees. Employees are to be in compliance with the guidelines before entering the building and at ALL times on campus, from arrival through departure. Additionally, employees are to be groomed and dressed neatly. The principal will determine what constitutes distracting influences in matters of dress and grooming and reserves the right to make modifications as needed. If a style of dress or appearance is, in the opinion of the administration, disruptive to the educational process, constitutes a potential threat to the safety or health of the employee or other persons, or contradicts the intent of the policy, it shall not be permitted.

ENROLLMENT AND WITHDRAWAL

No student is to be enrolled or dropped from any roll by a teacher. This procedure must originate in the office. All students must have parental permission to enroll or withdraw. The office staff will investigate the validity of all requests and issue the proper forms to complete the process. The enrollment or withdrawal is not complete until the student has conferred with each teacher and returned the forms to the office for final disposition.

STUDENT INSURANCE

Each homeroom teacher must turn in a list of the students in their room who take the Student Insurance offered through the school. If no one takes it, write "None" on the "List of Insured." Each teacher must return the list whether anyone takes it or not.

FREE LUNCH FORMS

Before you send your students' free lunch forms to the cafeteria manager, be sure that they are filled out completely and signed. Especially important is that they have their social security numbers or food stamp number on them. Be sure the school name, your name and the student's grade are on them. If any information is left blank, they will be sent back to you. Encourage students to get them in the first week of school. They will be allowed to eat free or reduced (if they did last year in Simpson County) for two weeks until the new forms can be processed.

VISITORS ON CAMPUS

During the instructional day, no visitors are permitted on campus or in classrooms without confirmation through the Principal's office by note. Teachers/personnel should notify office personnel if someone is on campus without a permit.

SCHOOL SAFETY

Each Principal shall provide detailed written instruction on procedures for carrying out all emergencies. These procedures shall be carefully explained to each class and drills conducted when appropriate to ensure proper preparedness in case of an emergency of either type. Employee injuries of any type should be reported immediately and proper documentation filed in the school office. (See School Safety Plan)

TEACHERS/PERSONNEL LEAVING CAMPUS

The administration realizes that an important situation may occur which would warrant a request to leave campus. These will be dealt with in a fair manner.

A teacher leaving early will be charged with a minimum of ½-day absence. If leaving over ½-day, a whole day will be charged. Make doctor and dental appointments after school hours, so that you will not need to ask to leave.

TEXTBOOKS

Be sure that all textbooks are numbered before issuing. Fill out book cards and/or book sheets and file in office. Teachers are directly responsible for textbooks, so be alert to them being treated with care.

MAIL

Each staff member has an individual mailbox. All communication, except that of an emergency nature, will be placed in mailboxes daily. Personnel are responsible for complying with all memorandums and all other communication through this medium. Mailboxes should be checked each morning before going to classes and each afternoon before leaving school.

MEDICATION

School personnel shall not exceed the usual practice of competent first aid in emergency procedures when required. Only designated personnel shall administer medication of any kind through the Principal's office. The Principal shall be notified immediately in the event of an emergency. (See emergency procedures)

STUDENT CONDUCT AND DISCIPLINE

It is the duty and responsibility of each teacher/personnel to up-hold and enforce each policy of the administration of the Simpson County Schools and the Board of Education. Teachers/personnel should not turn their backs on discipline problems. Teachers/personnel always apply the policies fairly and impartially to each and every student.

Teachers/personnel are always expected to be a good example to the students in the Simpson County Schools.

STUDENT/PARENT HANDBOOK

Teachers/personnel are expected to make sure that the students have a copy of the Student Handbook and have been properly advised of the contents and its importance. Teachers are expected to secure the signed student/parent statements to indicate that students/parents have read the student/parent handbook within a week of registration.

The teacher is asked to devote enough time to cover the entire handbook with the students. Items concerning absences, tardiness and make-up work should be thoroughly discussed as well as the rules governing conduct and punishment that may be anticipated for the offenses.

Teachers/personnel are expected to know the contents of and help enforce the Student/Parent Handbook fairly and impartially to all students.

CORPORAL PUNISHMENT

Corporal punishment, when administered, must be with the approval of and in the presence of the building Principal or designee. A witness is required. This is for your own protection.

TEACHERS/PERSONNEL SENDING FOR PUPILS

Teachers/personnel should not send for pupils out of other teacher's classes. If it becomes necessary for a teacher to see a pupil, the student should come to the class during a break. Students are not to be dismissed from a teacher's class for any reason without first obtaining permission from the Principal. A note signed by the Principal will be necessary before any student can be dismissed from a class.

USE OF CUSTODIANS

Request for custodians are to be sent to the Principal's Office.

TRAVEL (Certified and Classified)

There is a request for travel form, which must be filled out and approved for anyone who is to receive reimbursement for travel, meals, etc. Timelines for submission and approval must be followed. These forms are in the Principal's Office. When forms are completed, please return form to the office.

IV. PERSONNEL POLICIES AND EMPLOYMENT PROCEDURES

AVAILABILITY OF PERSONNEL POLICIES (Certified and Classified)

This handbook presents in compact form selected personnel policies and administrative regulations governing certified and classified employees. Any employee who desires to review the complete policy manual may request a copy from his/her supervisor or the Human Resources Office to review the district policy handbook.

PERSONNEL PROCEDURES

It is the policy of the Simpson County Public School District to hire, retain and promote as employees, those persons best qualified to fulfill the needs of the school without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job related handicap or any other legally protected status. Further, it is the policy of the Simpson County Public School District to follow employment procedures, which are clear, objective and non-discriminatory. Employment decisions will be based upon specific objective standards, which bear a direct relationship to the skills required by the position. To that end, all vacancies will be advertised publicly for at least three (3) weeks before the closing date for applications. Vacancy notices, including a job description, eligibility standards, terms of employment, and names and phone numbers of persons to contact for information will be posted at each school in the county. Also, at least three (3) weeks before the closing date for any application, each vacancy will be registered with the State Employment Office and announced in newspapers, and/or radio stations, as well as, one or more newspapers that serve primarily the black community. Teacher placement bureaus of colleges and universities, along with educators in surrounding school districts, will also be notified.

Each month, a list of current vacancies will be posted at schools and other locations, describing each vacant position, relevant application procedures, and names and phone numbers of persons to contact for further information.

Special recruitment efforts will be made to find qualified black applicants for positions in administration, counseling, coaches, and teaching of the gifted and talented. The most qualified applicant, without regard to protected classification, will then fill all positions. All applicants must have an application for employment on file in the Human Resources Office before they can be interviewed for employment in the School District.

All application forms will be accepted only at the Human Resources Office, where files on each applicant and employment decision will be maintained.

All active applications will be considered on a county-wide basis. Applications will be considered active for a year after being filed, unless the applicant either withdraws or renews the application.

All employment recommendations will be made using rating forms showing numerical scores for each factor considered in making selection decisions for the position in question. The applicant with the highest overall score will be selected. After the interviews with the applicants, the supervisor or

principal shall determine the best-qualified applicant to recommend for the position. If that applicant declines an offer of employment, the applicant with the next highest overall score, shall be selected, and so on.

No person will be hired, transferred, or promoted under emergency certification provisions until a vacancy has been fully advertised and all applicants have been found unqualified. When this occurs, an emergency certificate will be sought on behalf of the applicant who most nearly satisfies the criteria for selection.

Any demonstration, dismissal or non-renewal decision involving a certified employee will be based on specific, objective evidence that the employee is not fulfilling his or her duties satisfactorily. The reasons for any adverse personnel action against a certified and classified employee will be carefully documented in writing, all relevant evidence will be preserved, and the employee will be offered a reasonable hearing prior to final action by the Board of Education.

LENGTH OF CONTRACT (Certified)

Certified staff is under contract for 187, 200, 205, 220, or 240 days. The district reserves the right to request teachers/personnel to report before the first official instructional day and to retain them after the last day of school until all official work has been completed, as required by the school district.

WORKING HOURS AND ATTENDANCE (Classified)

The working time per week for a full-time employee shall not exceed forty (40) hours with special provisions made in departments that require additional hours to meet existing conditions or emergencies. Any work that exceeds forty (40) hours per week must have prior written approval by the Supervisor.

Employees shall be at their post of duty in accordance with the time regulations set forth by the Supervisors and approved by the Superintendent. All departments and schools shall maintain time sheets showing the hours worked by the employees.

All time sheets must be submitted to the District Business Office on Monday following a payroll period ending in Friday.

PAY ADMINISTRATION (Classified)

Salaried employees will receive their paychecks on the last working day of each month. No employee will pay a substitute. All substitutes will be paid through the Central Office. Each employee shall be advanced on the pay scale when approved by the Board and upon the recommendation of the supervisor provided the employee has fulfilled the required number of days within the contract year to move to the next step. In no case shall an employee be advanced more than one step a year in the same job classification unless approved by the Salary Committee and the Superintendent of Schools.

The Business Manager and the Human Resources Director will administer all changes in pay or grades at the beginning of each fiscal year. Each employee will be paid in accordance to The Simpson County School Salary Guide. The Simpson County School Salary Guide is approved annually by the Simpson County School Board.

RETIREMENT

All regular full-time classified employees must participate in the Mississippi State Retirement System. Employees desiring specific information concerning their retirement should contact the finance office or the Mississippi State Retirement System.

PAYROLL DEDUCTIONS

Payroll deductions consist of both required deductions and optional deductions

1. Required Deductions:
 - Withholding Tax (Federal and State)
 - Mississippi Public Employees Retirement System
 - Social Security
 - FICA & Medicare
2. Optional Deductions
 - Board approved Health Insurance (Temporary, part-time, substitute employees are Tax-sheltered annuities)
3. Health Insurance
 - Life Care
 - Dental
 - Deferred Compensation

EMPLOYEE BENEFITS (Certified)

As a certified staff member of the District, you are entitled to the following:

1. The salary schedule for certified employees of the district for the current year, consisting of 187 days, is available upon request.
2. Full health insurance is available for all employees. Any employee, who has never worked for the State of Mississippi with PERS membership, (hired after January 1, 2006, who select coverage), will be charged a fee of 18.00 per month.
3. All certified full-time employees shall be allowed two (2) personal days and seven (7) sick leave days per year without loss of pay. Sick leave shall mean an absence from duty caused by the personal illness of the employee or a member of his/her immediate family; or an absence due to a job related injury. Each certified 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.
4. Personal days not used in a calendar year may accumulate up to seven (7) days. All over seven (7) will roll over as sick leave. Certified personnel can accumulate unlimited sick leave days, which can be used toward retirement.
5. All certified part-time employees shall be allowed sick leave equivalent to that portion of seven (7) sick leave days equal to the portion of their hours of part-time employment to the total regular employment hours per school year.

SICK LEAVE (Certified and Classified)

Sick leave is provided for all employees except part-time as needed, substitutes and temporary employees. Sick leave shall mean an absence from duty caused by the personal illness of the employee or a member of his/her immediate family; or an absence due to a job related injury.

New employees who begin work after the date specified for that job shall be credited with the number of sick leave days equal to one-half (½) day per month or major fraction thereof remaining in the contract period. The minimum sick leave, which may be taken, is one-half (½) day in any given workday.

The District reserves the right for the supervisor to request a doctor's statement for verification of illness at any time regardless of the length of absence, including an absence of one (1) day. Full time employees shall be credited at the beginning of the school year with two (2) personal days. (Unused personal days over seven (7) will roll over as sick days at fiscal year-end)

The employee shall be credited at the beginning of the school year with leave days, dependent upon his contract/employment period.

- a. 187 Day Employees 7 Days
- b. 200 Day/205 8 Days
- c. 220 Day 9 Days
- d. 240 Day 10 Days

UNUSED LEAVE (Certified)

Any unused shall be carried over to the next school year and credited to such employees if the certificated employee remains employed in the same school district. In the event any public school employee transfers from one (1) public school district in Mississippi to another, any unused leave - to such certificated employee shall be credited – in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972.

TRANSFER OF UNUSED LEAVE (Certified and Classified)

The Simpson County School District complies with Mississippi Code 37-7-307(9) regarding donations of leave to employees with a catastrophic injury or illness to self or immediate family. To qualify for this provision, an employee must also be eligible for Family Medical Leave criteria. The Simpson County School District adopts the definitions found in 37-7-307(g). Leave request forms are available at all school sites.

To receive leave from another employee, the recipient employee must provide to the personnel office a physician's statement that states 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. The recipient employee must have exhausted all of his or her leave to be eligible to receive leave.

The maximum amount of leave a donor can obtain will be limited to thirty (30) days (for any one illness or incident). The donor employee must notify the personnel office in writing of the recipient and the amount of leave to be donated. In addition, the donor's supervisor must cosign this request. The maximum amount of unused leave that an employee may donate may not leave the donor employee with less than seven (7) days remaining nor may the donor employee donate more than fifty percent (50%) of his or her leave balance. Unused donated leave shall be returned to donors on a pro-rata basis. Donated leave shall not be used in lieu of disability retirement. Donated leave cannot be used over two (2) school years (i.e. end of one school year and beginning of another). All information must be received in the personnel office by the fifth working day of a month in order to be included on that month's payroll. LEGAL REF: 37-7-307

EXTENDED LEAVE

Extended leave (10 days) must have board approval. Employee must submit request for extended leave to the board through their supervisor and the superintendent. Extended Leave follows the same requirements as the Family Medical Leave but does not require a full year of employment with the district. Any misuse of sick leave may result in forfeiture of a full day's pay. After all accumulated sick leave has been utilized for illness or physical disability (for a period of ten (10) days only), the amount paid a substitute may be deducted from the employee's salary. Once the accumulated sick leave and the ten (10) days have been used, the regular pay of the absent employee may be withheld in its entirety for any period of absence due to illness or physical disability.

FAMILY & MEDICAL LEAVE

Any teacher/personnel who should require more than five (5) consecutive days of sick leave during one school term should apply to the Simpson County Board of Education for a Family Medical Leave.

Simpson County School District hereby expresses its intent to comply with the provisions of the Family and Medical Leave Act of 1993. In compliance with specific requirements of the Act, the district will follow the policies provided below.

1. Entitlement to leave: subject to the provisions set forth herein, employees shall be entitled to a total of 12 work weeks of leave during any 12 month period for one or more of the following:
 - a. because of the birth of a son or daughter or the employee and in order to care for such son or daughter;
 - b. because of the placement of a son or daughter with the employee for adoption or foster care;
 - c. in order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent of the employee has a serious health condition;
 - d. because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
2. Expiration of entitlement; the entitlement to leave under the provisions of subparagraphs (a) and (b) of paragraph (1) for a birth or placement of a son or daughter shall expire at the end of the 12 month period beginning on the date of such birth or placement.
3. Eligibility: this policy shall cover employees who have worked for Simpson County School District for at least one (1) school term.
4. Alternative Position: For an employee who takes intermittent leave or reduced leave schedule for planned medical treatment, the district reserves the right to require the employee to transfer temporarily to an available alternative position for which the employee is qualified, provided the position has equivalent pay and benefits and better accommodates the school's needs.
5. Accrual of leave: the total amount of leave permitted under this policy shall be twelve (12) weeks in any school year and/or twelve (12) month period of time. In determining said twelve (12) weeks, the employee shall be required to apply any vacation, sick leave and/or personal leave which may have been accrued. An employee shall be compensated for such vacation, sick leave and/or personal leave as provided elsewhere in these policies and procedures. Any remaining leave taken by employees pursuant to this policy shall be unpaid.
6. Employer notice: the employee who wishes to take leave provided under this policy shall be required to give thirty (30) days' notice when the leave is foreseeable. In the event thirty (30) days' notice is not possible, the employee shall provide such notice as is practical. In the event that leave to be taken under subparagraph (c) or (d) of paragraph (1) is foreseeable, based on planned medical treatment, the employee shall make a reasonable effort to schedule treatment

so as not to disrupt unduly the operation of the district, subject to the approval of the health care provider of the patient.

7. Certification: the employee who wishes to take leave provided under this policy shall provide certification issued by the health care provider of the patient. The information contained in this form is confidential and protected under HIPPA regulations. Such certification shall contain the following:
 - a. The medical condition of the employee or the employee's child, spouse, or parent as may be applicable.
 - b. The date on which the serious health condition began.
 - c. The probate duration of the condition and other appropriate medical facts.
 - d. A statement that the employee is needed to care for the child, spouse or parent and an estimate of the amount of time the employee is needed.
 - e. If the employee is ill, a statement that the employee is unable to perform his/her job.
 - f. When certification is for intermittent leave or reduced leave schedule for planned medical treatment, it should include the date on which the treatment is expected to be given, the duration of the treatment and a schedule for such leave.
 - g. In the case of intermittent leave or reduced leave schedule, a statement of the medical necessity for such leave or reduced leave schedule shall be required.
8. Benefits: the leave of absence under this policy shall not cause the loss of any employment benefits accrued before the leave began. No benefits of leave shall accrue while taking leave under this policy. Employees on Family Medical Leave provision will be responsible for payment of their health insurance and life insurance, if applicable, after the twelve (12) week period has expired.
9. Periodic reports: an employee on leave under the provisions of this policy shall provide the district with periodic reports on the status and intention of the employee to return to work.

BEREAVEMENT POLICY

Simpson County School District provides time off work to employees when eligible family members pass away. The time off will be paid leave. Employees may be granted up to three (3) days bereavement leave for an immediate family member. The bereavement leave policy defines "**current immediate family**" as the employee's or spouse's family whose title contains any of the following:

- Husband
- Wife
- Mother
- Father
- Son
- Daughter
- Brother
- Sister
- Grandparents

Two days leave will be granted in the event of a:

- Grandson
- Granddaughter

Documentation is required

VACATION (Certified and Classified)

Vacation leave shall be allowed an employee who assumes a twelve (12) month position. Beginning with the first month of employment in a twelve (12) month job, an employee will begin to earn vacation days at the rate of one day per month for the remainder of that fiscal year.

When an employee begins his second year in a twelve (12) month job, he/she will begin to accumulate vacation days on July 1 of that year and accumulate one (1) day each month throughout the year for a maximum of ten (10) working days.

This policy is for all twelve (12) month employees, certified and classified. The vacation time listed herein does not include Spring Break or Christmas Break.

HOLIDAYS (Certified and Classified)

Official holidays declared by the Simpson County Board of Education for employees of the Simpson County Public Schools are as follows:

Twelve (12 Month Employees)

New Year’s Day	1 day
Dr. Martin Luther King Day	1 day
Good Friday	1 day
Memorial Day	1 day
July 4th	1 day
Labor Day	1 day
Thanksgiving Day	2 days
<u>Christmas</u>	<u>2 days</u>
Total	10 days

Each full-time employee will be excused on the specified days without loss of pay. When the noted holiday falls on Saturday, the preceding Friday will be a holiday. When the noted holiday falls on Sunday, the following Monday will be a holiday. Employees who are required to work on a holiday will be given comparable time off.

When an official holiday occurs on a scheduled workday of a permanent part-time employee, such employee shall be entitled to the holiday and shall receive pay for the number of hours he/she normally would have worked.

An employee who is absent without approval on the working day immediately preceding or following a holiday shall lose pay for the holiday.

Any certificated school employee who terminates employment with Simpson County Schools shall have any portion or all unused leave certified to PERS for use as service credit toward retirement. The law now includes provisions for payment of unused leave at retirement.

V. SUPERVISION AND EVALUATION (Certified and Classified)

All certified and classified personnel will participate in the supervision/evaluation of their performance. The goal of the supervision and evaluation process is to get the employee to reflect and analyze his/her performance in terms of its effectiveness, efficiency and relevancy.

EMPLOYEE EVALUATION

An evaluation procedure is established for appraising an employee's performance. The employee's supervisor or principal will do this evaluation or appraisal. The evaluation serves as a means of establishing a communication/link between the employee and his/her supervisor. After the probationary period has been successfully completed, evaluations are made on an annual basis and the supervisor or principal will arrive at a rating by comparing the employee's performance against the performance standards.

The evaluation process will be thoroughly explained to each new employee by the Office of Personnel and their supervisor at the time of employment.

Type of Evaluation

1. Probationary
Each new regular employee will have his performance evaluated by his immediate supervisor or principal during the first ninety (90) working days.
2. Special Evaluation
A supervisor or principal may initiate an additional evaluation anytime an employee's overall performance is found to be unsatisfactory.
3. Primary (Classified)
Each classified employee will have his/her performance evaluated at least once a year prior to March

Evaluation ratings are the responsibilities of the immediate supervisor are subject to review by the Supervisor in line.

Appeals from Evaluation

Should an employee disagree with the supervisor or principal's evaluation of his work performance, he may appeal through the complaint procedure.

VI. REQUEST FOR REASSIGNMENT

REASSIGNMENT OF PERSONNEL WITHIN THE DISTRICT

All school personnel who are interested in reassignment from one position within the school to another position within the same school (non-lateral) or from one school to another school within the district shall make such request in writing to their immediate supervisor and to the Human Resources Director.

Prior to advertising for a position, the names, qualifications, years of experience and other pertinent information on current employees who are qualified for the position and are interested in reassignment will be forwarded to the principal/supervisor for consideration.

Principals and administrators shall make intra-school (lateral) reassignments and inform the Human Resources Office of such reassignments.

VII. GRIEVANCE PROCESS (Certified)

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.
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 do 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.

VIII. COMPLAINT POLICY (Classified)

DEFINITION

A complaint is a claim by a full-time, non-supervisory, employee that there has been an action that has unjustly caused a loss of some employment benefits or has imposed an unjustified burden as a result of a misinterpretation or misapplication of Section EC of the Simpson County School District's Policy Handbook. A complaint may also arise as a result of a written reprimand of any employee or as a result of dismissal of a non-certified employee.

ADMINISTRATION

Administration of this complaint procedure shall be the responsibility of the Office of Human Resources.

PROCEDURES

Step One:

Within five (5) days of the time a complaint becomes known, the employee will present the complaint orally to his immediate supervisor with the objective of resolving the matter informally. Within five (5) days after the oral presentation of the complaint, the immediate supervisor shall give his response orally to the employee.

If the complaint is not resolved informally, the employee may within five (5) days of the immediate supervisor's oral response, submit to the immediate supervisor a signed, written "Complaint Form". The immediate supervisor shall give the complainant a written response not later than five (5) days after receipt of the written complaint

Step Two:

Within five (5) days of receipt written response of Step One, the complainant may appeal this decision by submitting the “Complaint Form” to the Office of Human Resources. The Director of Human Resources shall chair a committee consisting of Administrative Management Team of the employee’s respective division. All other administrators in line of authority will be consulted as necessary.

The committee will initially determine whether the complaint on its face merits further consideration. If this determination is negative, the committee shall respond to the complaint in writing with statements supporting its decision. Otherwise, the committee will proceed, as it deems necessary to obtain sufficient information with which to reach a decision. The committee will prepare a written summary of all relevant facts, being careful to state such facts fairly and objectively. The committee will then express its findings and conclusions. The summary of facts, findings, and conclusions will then provide the basis for subsequent review in the event of further appeal by a complaint.

Step Three:

Within five (5) days of review of the response of Step Two, the complainant may appeal this decision by submitting the “Complaint Form” to the Superintendent of Schools. The Superintendent will review the written summary of the Step Two reviewing committee within ten (10) days of receipt of the Step Two appeal and render his/her written decision with five (5) days following the review.

Step Four:

Within five (5) days of review of the response of Step Three, the complaint may appeal this decision by submitting the “Complaint Form” to the Board of Education. The Board shall review the written summary of Step Two reviewing committee and the written decision of the Superintendent within thirty (30) days of receipt of the Step Three appeal. The Board’s decision shall not be rendered no later than the conclusion of its next regularly scheduled board meeting. The decision shall be final.

IX. EMPLOYEE CLASSIFICATION (Classified)

All personnel employed in the classified area in the Simpson County School District fall under the heading of one of the employee categories listed below:

PROBATIONARY EMPLOYEES

A new employee appointed to a regular full-time position is required to successfully serve a probationary period of ninety (90) working days.

REGULAR FULL-TIME EMPLOYEES

A full-time employee is an employee appointed to a regular full-time position who has satisfactorily completed the probationary period. Employees working in this category are entitled to holidays, sick leave, vacation, and personal leave prorated according to the number of hours worked. All full-time employees are required to participate in the Mississippi State Retirement System. A workday will be eight (8) hours per day/forty (40) hours per week.

PERMANENT PART-TIME EMPLOYEES

A part-time employee is any employee who, on a regular basis, works less than one-half (1/2) the time of a regular full-time employee. This employee is entitled to holidays, insurance and other benefits on a prorated basis according to the number of hours worked. This employee is not exempt from the State Retirement System.

PART-TIME AS NEEDED EMPLOYEES

This employee is hired on an "as needed" basis. No benefits accrue to these employees. This employee is exempt from the State Retirement System. However, if this employee works more than eighty (80) hours per month they may be subject to participation in the State Retirement System.

SUBSTITUTE EMPLOYEES

A substitute employee is an employee working in the place of a regular employee who is absent. No benefits accrue.

TEMPORARY EMPLOYEES

A temporary employee is an employee appointed for a specific period of time. No benefits accrue.

X. PROBATIONARY PERIOD (Classified)

AFFECTED PERSONNEL

A new employee appointed to a regular classified position is required to successfully serve a probationary period of ninety (90) working days.

PURPOSE

The probationary period shall be utilized by the supervisor for observing closely the employee's work performance. Continued employment of a new employee is dependent upon satisfactory evaluation at the end of the probationary period.

TERMINATION OF PROBATIONARY EMPLOYEES

A probationary employee may be subject to dismissal at any time during the probationary period when, the judgment of the supervisor, the quality of work does not warrant continuation of employment.

Separation of an employee during the probation period does not require two (2) week notice. However, no employee will be separated during the probationary period without reasonable warning.

XI. TERMINATION OF EMPLOYMENT (Certified and Classified)

RESIGNATIONS

Staff members who wish to resign should notify the office of personnel, in writing, as soon as possible. Resignations only become effective by recommendation of the superintendent and by approval of the Simpson County Board of Education. To be released from a contract will depend upon the availability of a suitable replacement.

DISMISSAL

Procedures for the dismissal of certified employees are governed by state law, all actions of the school district and the board, as well as, the rights and privileges of employees, are clearly identified in the statutes and the Simpson County School District Policy.

REDUCTION IN FORCE

1. No reduction in force shall occur until competent evidence has been presented demonstrating that a change of circumstances has occurred necessitating a reduction in force.
2. Any alleged change of circumstances must be specifically related to the teacher/personnel or teachers/personnel training to be performed.
3. No employee shall be terminated for reason of a reduction in force unless it is found that there are no other vacancies on the staff for which the employee to be reduced is qualified by endorsement or by professional training to be performed.
4. Any employee whose contract has been terminated because of reduction of force shall have preferred rights to reemployment for a period of twenty-four (24) months commencing at the end of the contract year and the employee shall be recalled on the basis of length of service to the school to any position for which he or she is qualified by endorsement.

Reduction in force will be based on the following factors: Seniority, Performance, Certification, and Staff Development.

1. After combining scores derived from each of the four components, all staff members in teaching areas designated for reduction will be rand-ordered based on the compilation of RIF points. Persons with the lowest scores will be notified in accordance with the requirement and rights extended by the School Employment Procedures Act of 1977.
2. Persons on approved leaves of absence shall be entitled to reemployment according to policy provisions under which leave was granted. Upon return to the school district, existing reduction in force procedures shall apply.
3. Persons re-assigned to teaching positions shall be governed by existing reduction in force procedures after returning to a teaching assignment.

XII. MISCELLANEOUS

REST PERIOD

Classified employees may take two (2) FIFTEEN (15) minute rest periods each work day, one (1) in the morning and one (1) in the afternoon. SUCH REST PERIOD SHALL BE CONSIDERED A PRIVILEGE, AND NOT A RIGHT, AND SHALL NEVER INTERFERE WITH PROPER PERFORMANCE OF THE WORK RESPONSIBILITIES.