

SUPERINTENDENT'S MESSAGE

Dear Employees,

Welcome to the Madison County School District, one of Mississippi's top-rated districts. In 2008, we will have 21 schools and construction is currently under way for an additional elementary and middle school. These are exciting times for the Madison County School District!

As stated above, our district is one of Mississippi's top-rated. I credit our success to the dedication and enthusiasm of our teachers who share a common goal - to do what is best and educationally sound for all students.

Some of you are new to the district and new to the profession of education. We implemented a mentoring program several years ago to help guide you through your first year in order to ensure your success in the field of education. I want you to know you made the right decision to join the educators of the Madison County School District and your employment with us is not one of happenstance. We selected you because we value your skills and talents and we look forward to watching you learn and grow professionally.

Then there are those of you who are our veteran teachers. We have cultivated and watched you grow into the talented educators that you are. Let me take this opportunity to tell you how much you are appreciated for your commitment to the students, parents, and communities of Madison County. You are truly valued by me and the district.

Starting a new year gives us the opportunity to make new plans, design new strategies, and implement new ideas. This year, let us not be satisfied with maintaining the status quo. Instead, let us concentrate on the processes that spur continuing advancement-evaluating what we do, why we do it, and always looking for ways to improve. Thank you for joining us in our efforts to help our students realize their own potential and achieve academic excellence.

**Michael D. Kent
Superintendent**

FORWARD

Employee Handbook Purpose/Interpretation

Welcome to the Madison County School District (hereinafter referred to as the “MCSD” or “the District”). It is our belief that the contribution of your skills, knowledge, and positive attitude are essential components to the continued success and growth of our school district. You are a valued employee of MCSD and therefore we encourage you to let your administrator/supervisor know about your accomplishments as well as problems and your ideas on solving them. We believe in you and your contributions and hope you will take pride in being a member of our educational team.

The information provided in the MCSD Staff Handbook has been assembled to guide you through the school year. Use the handbook as a reference in addition to the student handbook and your respective school handbook. It outlines the District’s expectations, policies, and programs, serving as a resource throughout your employment. You should not interpret this handbook or any other documents (such as benefits, statements, performance evaluations, or any other written or verbal communications) as an employment agreement (either expressed or implied). MCSD Board policy supersedes all documented material published or unpublished.

The MCSD Staff Handbook is not intended to be all-inclusive nor will it address every situation. If you find you are unsure about a specific entry, do not hesitate to ask for information from your administrator or direct supervisor. Discussion of policies and procedures found in this manual is welcomed by the administrative staff at each school and the central office. The policies and other information contained in the handbook are subject to change at any time due to organizational needs. While the District will normally provide employees with advance notice of any change, the District reserves the absolute right to alter these policies at any time, and from time to time without advance notice.

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Our Vision Statement

The Madison County School District, in collaboration with families and community, strives to promote a safe and caring learning environment that empowers students by providing diverse opportunities which emphasize academic excellence and encourage critical thinking skills.

Our goal is for students to develop into responsible, productive individuals who are equipped to make positive contributions to an ever changing global society.

Mission Statement

The School Board and staff of the District believe that all students can learn, and they accept the responsibility of ensuring that each student masters the basic and essential skills necessary for the success of each grade and of providing instructional experiences to motivate and assist students toward this goal.

MADISON COUNTY SCHOOL DISTRICT

117 South Fourth Street
PO Box 159
Flora, Mississippi 39071
Telephone: (601) 879-3000
Fax: (601) 879-3039
www.madison-schools.com

BOARD OF EDUCATION

Ken McCoy, Member
Representative - District 1

William Grissett, Member/President
Representative - District 2

Wayne Jimenez, Member
Representative - District 3

Rosemary McInnis, Member
Representative - District 4

Shirley Simmons, Member
Representative - District 5

ADMINISTRATIVE STAFF

Michael D. Kent, Superintendent
Dr. Ronnie McGehee, Deputy Superintendent
Dr. Pollia Griffin, Assistant Superintendent
Frankie Reed, Assistant Superintendent

Susan Adam, Director
Curriculum and Instruction

Sharon Thompson, Director
Child Nutrition

Charlotte Seals, Director
Personnel, Curriculum/Instruction

Mike Furr, Coordinator
Drugs/Violence, Security

Debbie Jones, Director
Financial Operations

Letitia Reeves, Manager
16th Section

Director
Technology

Lynn Slay, Director
Special Services

Betty Lou Pigg, Director
Student Assessment

Stephanie Permenter, Director
Curriculum and Student Services

MADISON COUNTY SCHOOL DISTRICT

Elementary Schools

East Flora

Enrollment: 352
Grades K – 5
Christi Hollingshead, Principal
PO Drawer J
Flora, MS 39071
(601) 879-8724
Fax: (601) 879-3158

Camden

Enrollment: 217
Grades K – 5
Principal
4784 Hwy 43 North
Camden, MS 39045
(662) 468-2833
Fax: (662) 468-3695

Highland Elementary

Enrollment: 561
Grades 3 – 5
Dr. Cheryl Stone, Principal
330 Brame Road
Ridgeland, MS 39157
(601) 853-8103
Fax: (601) 853-8109

Madison Avenue Upper

Enrollment: 556
Grades 3 – 5
Rick Ross, Principal
1209 Madison Avenue
Madison, MS 39110
(601) 856-6609
Fax: (601) 853-7679

Madison Crossing

Enrollment: 695
Grades K – 5
Dr. Martha D'Amico, Elementary Principal
300 Yandell Road
(601) 898-7710
Fax: (601) 898-7716

Luther Branson

Enrollment: 311
Grades K - 5
Marilyn Naron, Principal
3903 Hwy. 16 East
Canton, MS 39046
(601) 859-2743
Fax: (601) 859-0173

Ann Smith

Enrollment: 633
Grades K – 2
Kathy Rigsby, Principal
PO Box 807
Ridgeland, MS 39157
(601) 856-6621
Fax: (601) 853-2043

Madison Avenue

Enrollment: 573
Grades K – 2
Brenda Jones, Principal
1199 Madison Avenue
Madison, MS 39110
(601) 856-2951
Fax: (601) 853-2726

Madison Station

Enrollment: 1410
Grades K – 5
Beverly Johnston, Principal
459 Reunion Parkway
Madison, MS 39110
(601) 856-6246
Fax: (601) 856-5321

New Mannsdale

Grades K – 5
Opening Fall 2009
443 Mannsdale Road
Flora, MS 39071

Middle Schools

East Flora

Enrollment: 145
Grades 6 – 8
William White, Principal
PO Drawer J
Flora, MS 39071
(601) 879-8724
Fax: (601) 879-9165

Madison Middle

Enrollment: 1296
Grades 6 – 8
Ron Morrison, Principal
1365 Mannsdale Rd.
Madison, MS 39110
(601) 605-4171
Fax: (601) 853-2254

Madison Crossing

Grades 6 – 8: 313
Brad Peets, Attendance Center Principal
300 Yandell Road
Canton, MS 39046
(601) 898-7702
Fax: (601) 898-7709

Olde Towne

Enrollment: 648
Grades 6 – 8
Allen Lawrence, Principal
210 Sunnybrook Road
Ridgeland, MS 39157
(601) 898-8730
Fax: (601) 853-8108

Northeast Madison Middle

Enrollment: 250
Grades 6 – 8
Dr. Earnest Ward, Principal
820 Sulpher Springs Road
Canton, MS 39046
(601) 855-2406
Fax: (601) 859-7615

High Schools

Rosa Scott 9th Grade

Enrollment: 519
Grade 9
Ted Poore, Principal
200 Crawford Street
Madison, MS 39110
(601) 605-0054

Madison Central

Enrollment: 1434
Grades 9 – 12
Edith Mitchell, Principal
1417 Highland Colony Parkway
Madison, MS 39110
(601) 856-7121
Fax: (601) 853-2712

Velma Jackson

Enrollment: 372
Grades 9 - 12
Jeff Mumford, Principal
2000 A Loring Road
Camden, MS 39045
(662) 468-2531
Fax: (662) 468-2748

Ridgeland HS

Enrollment: 826
Grades 9 – 12
Lee Boozer, Principal
586 Sunnybrook Road
Ridgeland, MS 39157
(601) 898-5023
Fax: (601) 853-7822

Total Enrollment (May 2008): 11,175

Alternative School, Career & Technical Center

Alternative

Grades K – 12
Dr. Abby Webley, Principal
1633 West Peace Street
Canton, MS 39046
(601) 859-0367
Fax: (601) 859-0374

Career & Technical Center

Grades 9 – 12
Aimee Brown, Director
142 Calhoun Parkway
Madison, MS 39110
(601) 859-0368
Fax: (601) 859-0372

Madison County School District 2008-09 Calendar

New Teacher Orientation	Friday – August 1, 2008
Teachers Report	Monday - August 4
Professional Development	Monday, Tuesday, Wednesday - August 4, 5, 6
Students Report	Thursday - August 7
Labor Day	Monday - September 1
Professional Development	Monday - October 6
Thanksgiving	Monday-Friday, November 24-28
Christmas Holidays	Friday - December 19 (60%) <i>End 1st Semester – 90 days</i>

Classes Resume	Monday - January 5, 2009
King Holiday	Monday - January 19
Professional Development	Monday - February 16
Spring Break	Monday-Friday, - March 16 – 20
Easter	Friday – April 10
Classes End	Wednesday - May 20 (60%) <i>End 2nd Semester – 90 days</i>
Last Day for Teachers	Friday - May 22

Memorial Day	Monday – May 25
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Total Student Days	180
Total Teacher Days	187

Graduation (Tentative)	Monday - May 18 (RHS) Friday - May 22 (VJMHS) Saturday - May 23 (MCHS)
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School Year 2008-2009

Revised May 5, 2008

Mississippi Department of Education Statewide Testing Calendar

TESTING PROGRAM	DESCRIPTION	TEST DATE	*MAKE-UP
MS Career Planning & Assessment System, Second Edition (MS-CPAS2)	<ul style="list-style-type: none"> ■ Post-Secondary ■ Occupation-Specific Assessments ■ One-week testing window 	July 7-11, 2008 (Site may choose any two consecutive days to test.)	None
Subject Area Testing Program	<ul style="list-style-type: none"> ■ Multiple-Choice ■ Retest ■ Online for students who were first-time test takers prior to 2007-08 	Biology I Sept 22, 2008	Sep 26, 2008
		U.S. History Sept 23, 2008	
		Algebra I Sept 24, 2008	
	<ul style="list-style-type: none"> ■ Paper/Pencil for students who were first-time test takers in 2007-08 	English II Sept 25, 2008	
	<ul style="list-style-type: none"> ■ Paper/Pencil ■ Retesters only ■ Expository prompts 	English II Writing Sept 26, 2008	Sep 29, 2008
Subject Area Testing Program	<ul style="list-style-type: none"> ■ Paper/Pencil ■ First-time test takers 4x4 Fall Block only ■ Expository and/or position paper prompts 	English II Writing Oct 16, 2008	Oct 17, 2008
MS Career Planning & Assessment System, Second Edition (MS-CPAS2)	<ul style="list-style-type: none"> ■ Post-Secondary Occupation-Specific Assessments ■ Secondary 4x4 Block Only Occupation-Specific Completers ■ AEST ■ One-week testing window 	Nov 3-7, 2008 (Site may choose any two consecutive days to test.)	None
Subject Area Testing Program	<ul style="list-style-type: none"> ■ Multiple-Choice ■ Online for students who were first-time test takers prior to 2007-08 	Biology I Dec 1, 2008	<i>Dec 5, 2008</i>
		U.S. History Dec 2, 2008	
		Algebra I Dec 3, 2008	
	<ul style="list-style-type: none"> ■ Paper/Pencil for first-time test takers 4x4 Fall Block only and retesters who were first-time test takers in 2007-08 	English II Dec 4, 2008	
	<ul style="list-style-type: none"> ■ Retesters only from any prior administration except Oct 2008 ■ Expository prompts 	English II Writing Dec 5, 2008	Dec 8, 2008
National Assessment of Educational Progress (NAEP)	<ul style="list-style-type: none"> ■ Reading (grades 4 and 8) ■ Mathematics (grades 4 and 8) ■ Science (grades 4 and 8) (<i>Science to be determined</i>) ■ Selected schools (state and national) 	Jan 26-Mar 6, 2009	None
English Language Proficiency Test	<ul style="list-style-type: none"> ■ Stanford English Language Proficiency Test ■ Listening, Speaking, Reading, Writing, and Comprehension 	Feb 2-27, 2009	None
Elementary and Middle Grades Science Test	<ul style="list-style-type: none"> ■ Grade 5 and Grade 8 	Mar 4, 2009	Mar 5, 2009
Writing Assessment Program	<ul style="list-style-type: none"> ■ Grade 4 and Grade 7 	Mar 11, 2009	Mar 12, 2009
Subject Area Testing Program	<ul style="list-style-type: none"> ■ Paper/Pencil ■ First-time test takers and retesters from Oct 08 ■ Expository and/or position paper prompts except Oct 2008 ■ Retesters from any prior administration ■ Expository prompts 	English II Writing Mar 26, 2009	Mar 27, 2009

TESTING PROGRAM	DESCRIPTION	TEST DATE	*MAKE-UP
MS Career Planning & Assessment System, Second Edition (MS-CPAS2)	<ul style="list-style-type: none"> ■ Secondary and Post-Secondary ■ Occupation-Specific Assessments ■ Two-week testing window 	Mar 23 - Apr 9, 2009 (Site may choose any two consecutive days to test.)	None
Subject Area Testing Program	<ul style="list-style-type: none"> ■ Multiple-Choice ■ Online SENIORS WHO PLAN TO GRADUATE IN MAY 2009 LAST OPPORTUNITY and were first-time test takers prior to 2007-2008 ■ Retesters only who were first-time test takers prior to 2007-08 ■ Paper/Pencil for SENIORS WHO PLAN TO GRADUATE IN MAY 2009 LAST OPPORTUNITY and were first-time test takers in 2007-08 or December 2008 	Biology I	Mar 30, 2009
		U.S. History	Mar 31, 2009
		Algebra I	Apr 1, 2009
		English II	Apr 2, 2009
Subject Area Testing Program	<ul style="list-style-type: none"> ■ Multiple-Choice ■ Paper/Pencil ■ First time test-takers in 4x4 Spring Block or traditional schedules ■ Retesters who were first-time test takers in 2007-08 or December 2008 	Biology I	Apr 28, 2009
		U.S. History	Apr 29, 2009
		Algebra I	Apr 30, 2009
		English II	May 1, 2009
Mississippi Curriculum Test, Second Edition (MCT2)	<ul style="list-style-type: none"> ■ Grades 3-8 	<i>Language Arts: Reading</i>	<i>May 12, 2009</i>
		<i>Language Arts: Writing</i>	<i>May 13, 2009</i>
		<i>Mathematics</i>	<i>May 14, 2009</i>

Notes:

Mardi Gras is February 24, 2009

Good Friday is April 10, 2009

ACCIDENTS

Teachers are responsible for the safety of all students under their supervision. Any injury to a student while they are the responsibility of the school must be given immediate attention. No procedure can be pre-formulated and completely applicable in all situations. The following is a general guideline and may be modified as individual situations occur.

- Follow the emergency plan for your school.
- Remain calm and promptly decide what needs to be done to prevent the situation from worsening.
- Act decisively-take charge.
- If the accident is serious, send someone to the office or notify the office to ask for help.
- Resume normal activities as soon as possible.
- Prior to leaving school, submit a written report to the office.

A. The teacher is legally responsible to act in a reasonable and prudent manner at all times.

Specifically, the teacher must do the following:

1. Never leave students unsupervised.
2. Require students to conduct themselves in an orderly and safe manner, and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
3. Report any unsafe condition in the school plan or on campus to the principal so that it may be corrected.
4. Strictly adhere to all stated policies of the district and the individual school.

B. Failure by teachers to meet their responsibilities may have severe consequences, and teachers may be held legally liable for negligence in the performance of their duties.

ACCOUNTING PROCEDURE

When money is collected by a teacher, a receipt should be provided. Careful attention should be given to the collection and handling of these funds. The following guidelines should be followed.

- Any collection of money must receive prior approval of the principal.
- Receipt all money collected when it is collected.
- Keep receipted money in a secure place.
- Before you leave school each day, turn in the money and the copy of the receipts to the secretary. The money must agree with the receipts it covers. The secretary will write you a receipt and return it to you.

The principal is responsible for all funds collected in the school. For this reason, no collection of funds or purchases of any kind may be made without prior knowledge and approval of the principal.

ADDRESS/TELEPHONE

- Students- A current address, telephone number, and the name and telephone number of emergency contact for each student should be kept on file in the school office. Changes should be reported within two days.
- Teachers- Name and address changes should be reported within two days to the school office, and to the Personnel and Payroll divisions of the Central Office.
- All Staff- should have emergency numbers on file in the school office.

An employee of the District should contact a student for school business only.

ADOPT-A-SCHOOL PROGRAM (PARTNERS IN EDUCATION)

Business and industry of Madison County is given an opportunity to support and supplement public education in the county through Partners in Education (PIE) program sponsored by the Education Foundation of the Madison County Chamber of Commerce.

Goals of the programs are:

- Increase the self-esteem of students and teachers.
- Communicate understanding of the business world and community.
- Provide supplemental educational benefits.
- Offer community members opportunities to be involved in a worthwhile community-service project.
- Teach students the value of volunteering.
- Develop better understanding of the needs and responsibilities of the school systems by the community.

ANTI-HARASSMENT POLICY

The Madison County School District is committed to providing a work and school environment which is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's age, sex, race, color, national origin, religion, disability, or any other legally protected characteristic will not be tolerated.

It is the intent of Madison County Schools to maintain an environment free from sexual harassment of any kind. Therefore, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are prohibited. It shall

be a violation of School Board policy for any employee to use sexual harassment toward any other employee or student. The District will investigate all formal and informal, verbal and written complaints of sexual harassment. Any employee who is found to have used sexual harassment toward any employee or student will be disciplined.

Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

ANTI-RETALIATION PROCEDURE

The District prohibits retaliation against any individual engaged in a protected activity. Protected activities include making an honestly believed complaint of sexual or other forms of harassment; participating as a witness or otherwise in a harassment investigation; or requesting accommodations based on religion or disability. Thus, employees can raise concerns, make reports, request accommodations, and participate in investigations without fear of reprisal.

Retaliation conduct is seen as a adverse action that could dissuade a reasonable worker from making or supporting a charge of discrimination. This includes actions such as termination, demotion, refusal to promote, threats, unjustified negative references or increased surveillance. Retaliation will not be tolerated and will be cause for discipline.

ARREST OF EMPLOYEE

Employees arrested for any reason must notify their supervisor with 24 hours. Supervisors will inform the superintendent.

ASSISTANT TEACHERS

Assistant teachers are paraprofessionals who work under the supervision of the classroom teacher to whom they are assigned. However, assistant teachers are ultimately responsible to the school principal. In no case shall the assistant teachers discharge duties assigned by the classroom teacher, which are in conflict with the administrative policies, procedures, and requests.

Assistants are not to administer or prescribed punishment to students. Misbehavior should be reported to the teachers or principal.

Assistants are not responsible for planning a program of study for students. Assistants are to conform to the standards set for teachers in the areas of ethics, dress, etc.

Assistants should feel free to discuss any problem they might have in regard to their employment with their principal. See the employee handbook (if applicable) for further instructions regarding assistant teachers.

ASSISTANT TEACHER EVALUATION

Duties and responsibilities are reviewed at the beginning of each year with returning assistants. Assistants new to the system are to receive in-service training concerning duties and responsibilities. Assistant teachers are evaluated by the teacher and principal at the close of the school year using the Madison County School District evaluation instrument for assistant teachers.

ATTENDANCE

Employees are expected to be prompt and consistent in attendance. Personal appointments should be scheduled after normal workday hours, whenever possible. Schedules differ within the District according to job position, classification, and various business needs. Your administrator/supervisor will have discussed your regular working hours with you prior to your first day of employment.

- Teachers, and all other staff members, are to report as scheduled by the principal and sign in immediately.
- If you are going to be absent due to illness, you must notify the principal or person designated by him or her as soon as possible.
- If you are to late for any reason, contact the principal's office so arrangements can be made until you arrive.
- Employees who sign in after the scheduled time or have problems relative to timely arrival for scheduled duties shall, on that day, provide the office with a written, dated explanation of reason for failure to arrive on time.
- No employee is to leave campus during duty hours without permission of the principal.
- **All employees are expected to be present during statewide testing.**

Any employee who fails to report to work without notice for two consecutive days may be considered to have voluntary terminated employment, effective at 5:00p.m. on the second day of unreported absence.

Job positions will not be held for employees who have unpaid, unprotected leave of absence. These employees will be considered for reemployment and may reapply through the application process once they are able to return to the District. See your school's employee handbook (if applicable) for other instructions on attendance and duty.

ATTENDANCE EXPECTATIONS

Employees are expected to maintain an acceptable attendance record by reporting to work as scheduled and remaining at work until the end of the workday. Employees are expected to follow established departmental procedures for reporting absences, tardiness or early departure from work, requesting paid and unpaid time off, and returning to work upon authorization after approved leave of absence. For the purpose of determining tardiness, an employee is tardy if he/she reports to work any time after the designated start of the scheduled workday. In general, road construction, traffic congestions, personal issues, and “normal” weather conditions are not acceptable reasons for tardiness.

An employee’s attendance record may be considered unacceptable under the following circumstances: 1) a pattern of absence(s), tardiness or early departures which adversely impacts District operations and/or an employee’s performance, as determined by an employee’s immediate supervisor; 2) an employee has a history of not following established school or departmental procedures for reporting absence(s); 3) an employee has exhausted his/her paid time off balance and continues to be absent without authorized approval; 4) an employee is using sick leave for purposes not allowed. Unacceptable attendance records may result in disciplinary actions or possible termination.

CARE OF CLASSROOM

The classroom should be neat, colorful, interesting, and attractive. Old materials should be removed and discarded. Teachers might ask themselves:

- Are the surroundings cheerful and attractive?
- Does the appearance of the room stimulate the imagination and interest of the students?
- Are meaningful student work, pictures, drawings, collections, and other items of interest displayed?
- Are students surrounded by a variety of books, magazines, pamphlets, models, specimens, and materials for work?
- Are desk tops kept clean and free of marks?
- Is all trash in the wastebasket?
- Are wipe boards clean?
- Are students sitting too close to walls or wipe boards?
- Do students assume some of the responsibilities of the care of the room?
- Are floors cleared of paper, books, pencils, etc.?

CELL PHONES

Cell phones are to be turned off during instructional time.

CODE OF ETHICS

All employees of MCSD, both classified and non-classified, are expected to conform to high standards of ethical behavior in the performance of their duties. A code of ethics, developed by MCSD, is included in this staff handbook as a guide to ethical conduct. This code is designed to protect the health, safety, and general well-being of students and employees throughout the school district.

Statement of Ethics for All School Personnel

- School district personnel should abide by federal, state, and local laws as well as the policies of the Madison County School Board.
- School district personnel should maintain an appropriate relationship with students at all times, both in and outside the classroom.
- School district personnel should make the well-being of students their primary consideration in decision-making and actions.
- School district personnel should exemplify honesty and integrity in the fulfillment of their duties and responsibilities.
- School district personnel should refrain from the use of alcohol or illegal or unauthorized drugs while on school district property during school hours, or at any time while at any school-related activity involving students.
- School district personnel should not use their positions in the school district for personal gain.
- School district personnel entrusted with public funds and/or school district property should honor that trust with a high level of honesty, integrity, accuracy, responsibility, and accountability.
- School district personnel should comply with state and federal laws and the policies of the Madison County School Board regarding the confidentiality of student records, unless disclosure is required and permitted by law.
- School district employees should fulfill all the terms and obligations of their employment contract with the Madison County School District for the duration of the contract unless there is a prior release from the contract by the Madison County School Board.
- School district personnel should exhibit conduct that follows accepted standards of behavior for the community.
- Failure to interact courteously and tactfully with supervisors/administrators, co-workers, and students to the point that productivity or morale suffers may be grounds for discipline including termination.

CONFERENCES

Three major categories of conferences should occur in Madison County Schools.

- **Principal – Teacher**

Conferences will be held at the discretion of the principal or upon request of the teacher. The principal shall keep records of all Principal-Teacher conferences.

- **Teacher – Parent/Guardian**

Since it has been proven that frequent teacher-parent/guardian communication opens many doors and creates a well-rounded educational atmosphere, it is the teachers' responsibility to take the initiative in setting up a parent/guardian conference at the first sign of a students' deviation from the norm. The procedures and time for scheduling these conferences will be determined by the principal. Proper notice to the teacher will be given when possible. Records of all teacher-parent/guardian conferences will be kept by the teacher in the form of a telephone log.

- **Teacher-Student**

A teacher who has frequent and direct communication with his/her students will find the profits to be overwhelming in the areas of student behavior and progress. It is recommended that teachers keep records where problems exist.

With sufficient advanced notice, Principals/Assistant Principals may be invited attend Teacher-Parent/Guardian conferences when the teachers or parent/guardian requests it. Documentation of all correspondence is highly suggested to ensure contact (see your school handbook for specific instructions

CONFIDENTIAL INFORMATION

During the course of employment, employees will have access to confidential information. Confidential information may include, but is not limited to, compensation information, student information, financial information, and other related confidential information. This information is critical to the success of the District and must not be divulged. Employees must not discuss confidential matters or release confidential information to any outside party.

Unauthorized picture taking, voice recording, or video recording (includes inappropriate use of picture cell phones) of conversations or District material at work is prohibited.

Employees who improperly utilize or disclose district or confidential information may be subject to disciplinary action, up to and including termination. Any breach in confidentiality could result in disciplinary action including termination.

Additionally, an employee's salary is confidential and should be held in strict confidence by the employee and Madison County School District. Individual employee's salary/wages is not public information and therefore is encouraged to remain private. Confidentiality is required.

CUMULATIVE RECORDS: PREPARATION AND USAGE

A. Personal and Family Data

- Name- Should be written or printed clearly.
- Race- Record “W” for white; “B” for Black; “I” for Indian; “O” for other.
- Sex- Record “M” for Male, “F” for Female.
- Place of Birth- Record city or rural post office, county and state.
- Birth Certificate Number – Record and properly identify all numbers (such as State No., State File No., and Registrar No.) found on certificate. If a valid certificate is not numbered, specify and give any information on the certificate.
- Date of Birth –Record month, day, and year indicated on birth certificate in this sequence with verifying initials in the appropriate space provided.
- **Address and Phone – Pencil should be used to keep this section up to date. Check at the beginning of school and change each time the child moves during the school year.**
- Father, Mother, or Guardian – Give full name of father, mother (including maiden name), step-father, step-mother, or guardian. For pupils under legal guardianship, enter names of parents if considered helpful; indicate however, that the guardian is the person with whom the school has contact.

B. Entrance Record

- Date – Indicate month, day, and year in that order and with slanted lines for separation for entry date in your school.
- Grade – Indicate grade in which the pupil is placed.
- Name and Address of School – For pupils entering school for the first time, enter Madison County School District, then a dash and the name of the school.
- Transfers – With the district, repeat above except Madison County Schools entered by ditto marks. At the beginning of each year, do not duplicate these entries unless the pupil was permanently withdrawn prior to completion of the previous school year. In such cases, a record of permanent withdrawal would be indicated elsewhere on the cumulative record. If additional space is needed in the area, cut an unused record and stapled directly over this filled section.
- Birth certificate registration form must be completed.
- Transfer – Withdrawal Record- The appropriate date should be placed in the proper blank showing transferring, if known. It is mandatory that every effort be made to determine the next location of enrollment. Parents must provide this information.

C. Attendance Record

- At the end of the school year, record the pupil’s grade level, days present, days absent, and chief causes of absences.

- Any child who has been absent for one week without notification should be reported to the school office for further investigation. A child is carried on the school's rolls until verified information indicates his/her enrollment in another school, or until he/she is officially withdrawn.

D. School Progress

- Record the year, the grade and the subjects in which the child receives a mark.
- In grades one through twelve, use number and letter grades.
- If a child enters during the school session and for such a length of time as an evaluation can be made, a final grade should be given even if the child has not been in the school more than fifteen days. The final yearly grade will be determined by combining grades from previous schools and Madison County School District schools.
- Write the word "Yes" or "No" on the line to indicate "Promoted." If Transferred write in "Transferred."
- The last name of the teacher should be placed on the line to indicate the teacher of that particular grade and the name of the school entered on the line to indicate the school.
- The name of the school will be the school in attendance at the end of the school session.

E. Activities and Special Interest

- Record only major activities and interest, making sure that the date and grade level are indicated.
- Mere membership in a program is not considered sufficient to record.
- These activities and special interests may include out-of-school activities as well as school activities if such is of particular note (i.e., Scouting honors, Safety patrol).

F. Cumulative Records – Cumulative records are not to be taken home or left out overnight. Cumulative records will be stored only in the designated area. Teachers may only work on cumulative records in areas designated by the principal.

G. Record Usage- A record of all cumulative record usage is to be maintained in the school office.

H. Personal Access – Parents have the right to view their child's records.

DISCIPLINE GUIDE

What Teachers Should Do

- be fair and consistent--treat each student equally
- be empathetic and accentuate the positive, avoid the negative
- be thoroughly prepared for all classes and have ample work for all students each period
- be cheerful, attractive and orderly; let your classroom reflect these qualities
- be professional in demeanor and maintain a sense of humor
- admit your errors and apologize if you make a mistake of treating a student unjustly
- establish a minimum number of simple rules and help students understand why they are necessary--let the student assist in formulating the rules and in publicizing them
- correct students when needed to prevent minor problems from growing into larger ones--remember that you are on duty all the time you are on campus

What Teachers Should Not Do

- punish the entire class for the misbehavior of a few
- argue with a student
- embarrass a student
- refuse to consider mitigating circumstances
- compare students with one another
- become overly friendly and familiar with students (this can cause loss of respect for you)
- repeatedly show favoritism to certain students
- challenge students to repeat an undesirable act or get yourself in a position of "do it or else"
- administer unusual punishments
- punish by leaving a student alone and unsupervised in a classroom or hall
- punish by having a student write lines
- make physical contact in an attempt to discipline

DRUG ABUSE POLICY FOR EMPLOYEES

In accordance with Public Law 100-690, Public Law 101-647, the Drug-Free Schools and Community Act of 1986, and the Drug Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace of the Madison County School District (MCSD.) Pursuant to this law, all MCSD employees will notify the Superintendent of Education if convicted for violation of any criminal drug statutes should said violation occur in the workplace, no later than five (5) days after such conviction.

DEMEANOR AND PERSONAL APPEARANCE

Employees are expected to reflect favorably on the District through their demonstrated personal integrity, job demeanor and personal appearance, including their community relations and the avoidance of behavior which is offensive, or infringes on the rights of others.

All employees are expected to be neat and well-groomed at all times while at work. Immodest clothing is considered inappropriate attire and should not be worn. Administrators reserve the right to make determinations as to the appropriateness of employee appearance and will do so in a non-discriminatory manner. Administrators/supervisors may ask an inappropriately dressed employee to leave work and return with proper attire. Violation of this policy may subject an employee to discipline, up to and including termination.

DUTIES/RESPONSIBILITIES OF TEACHERS

- To plan, organize, and conduct a program of instruction in the subjects or grades to which assigned.
- To assume custody of the pupils assigned to their care and to take precautions that will ensure the pupil's safety and general welfare. Students should never be left unsupervised.
- To participate in all pre-school conferences and in-service training programs, unless assigned school duty conflicts.
- To perform extra-curricular duties assigned by the principal, such as room, hall, playground and similar essential duties.
- To attend all faculty meetings called by the principal, coordinators, supervisors, or superintendent, unless excused by the person calling the meeting.
- To keep classes in session each day during school hours and not dismiss them for any time without the prior consent of the principal.
- To be responsible for all school property and equipment entrusted to them.
- To be responsible for the behavior of their pupils and all other pupils with whom they have contact on campus.
- To prepare all records as directed by the rules and regulations or required by the principal, supervisor, or superintendent.
- To make any and all requests to the School Board through the principal and superintendent.
- To be strictly accountable to the principal and superintendent for the performance of their teaching duties.
- To keep lesson plans and/or outlines of class procedures. These will aid principals in performing their duties and will serve as guidelines for substitute teachers.

- In all cases where a teacher terminates employment during the school year, said teacher shall provide lesson plans for at least two weeks in advance to the replacement teacher.
- To practice, and to require the pupils to practice, good housekeeping by forbidding litter; by storing books, work materials, supplies and equipment in a neat and orderly manner; by keeping chalkboards and erasers functional; by having window shades properly hung; and by other practices designed to reflect good housekeeping.
- To notify the principal or his designee directly upon any anticipated absences, obtaining prior approval when required.
- To strive to interpret the work of the school fairly, honestly, and adequately to patrons at every opportunity.
- To avoid doctrinal sectarian, and denominational teaching.
- To keep up to date in their subject area.
- To strive at all times to maintain cordial relationships with the home and parent(s)/guardian, keeping the parent(s) guardian informed of the student's progress and holding conferences whenever necessary.
- To perform other duties as may be assigned by the principal or assistant principal.

EEF FUNDS

Each teacher receives a certain amount of money for purchase of instructional materials. See your principal for further details.

ELECTRONIC COMMUNICATION

Employees of MCSD have access to a variety of forms of electronic media and services, including computers, networks, electronic mail, fax machines, printers, and the internet. These services are made available to employees in order to help them perform their jobs as efficiently and effectively as possible and should not be misused.

All employees should remember that electronic media and services provided by the District are the property of the District and their purpose is to facilitate and support the District. No right of privacy exists in favor of any employee of the District with respect to information placed on the electronic media systems by such employee. All electronic media systems, including but not limited to desktop PCs, laptop PCs, networks, electronic mail, telephone and fax records, printed documents, Internet activity, computer disks and CDs stored in the District's offices are subject to review by the District. The District has the right to review, audit, interrupt, access and disclose messages created, received, or sent over the electronic media systems of the District.

Furthermore, the District has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

The District or its authorized designee reserves the right to review at any time, all information contained in these systems (even if previously deleted or archived). For a complete overview of the District's Acceptable Use Policy, see the appendix of this handbook.

EMERGENCIES

It is essential that the staff be knowledgeable of the school's emergency procedures. Remain calm during emergencies.

Fire Drill

In the case of fire, you should know the fire evacuation routes and procedures for your school. You should know the location of the nearest fire extinguisher and how to use it.

Bad Weather

- Severe Weather Watch – weather conditions are such that severe thunderstorms may develop.
- Severe Weather Warning – a severe thunderstorm has developed and will probably affect those areas stated in weather bulletin.
- Tornado Watch – weather conditions are such that a tornado may develop.
- Tornado Warning – a tornado has formed and been sighted and may affect those areas stated in the bulletin.

Actions:

- Severe Weather – Students will remain in classrooms unless notified by office personnel, who will continuously monitor the situation.
- Tornado Warning- A tornado warning will be announced by a series of short rings of the bells for 30 seconds. If electricity is not available, the notification to implement these tornado-warning procedures will be announced verbally by office personnel. Relocate all students from portable classrooms and outside area. Open the windows in exterior walls and corridor partitions of classrooms. Relocate students to areas offering the greatest tornado resistance. All doors and windows in both exterior and interior walls should be open. Teachers will supervise their students and will keep their roll books with them. When reaching the designated shelter areas, students and teachers will be seated with their backs to the walls knees drawn up and head between their knees. Coats and jackets, when available, could be used to cover head, arms, and legs so as to reduce injuries from flying particles of glass and other debris.

Earthquake

An earthquake warning will be announced verbally by office personnel.

Personal Emergency

In case of personal emergency, the teacher should notify the office immediately.

EMPLOYEE BACKGROUND CHECK

On May 22, 2000, the Governor signed Senate Bill 2658 into law. This bill requires all newly hired licensed and non-licensed employees to have a criminal records check performed by the FBQ and the State CIC center. This bill requires that fingerprint cards be taken and submitted as part of the background check. The cost to process these cards and conduct the background check is \$32.00 per applicant.

EMPLOYEE CONDUCT AND WORK RULES

To ensure safe and orderly operations in the school district and provide the best possible work environment, the District expects all employees to follow rules of conduct that will protect the interests and safety of everyone in the organization. It is not possible to list all the forms of behavior which are considered unacceptable in the workplace. Therefore, the following are examples of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- negligence towards or endangerment of students
- intentional damage to school property or equipment
- violation or inappropriate removal or possession of school district property
- falsification of records, including timekeeping records
- working under the influence of alcohol or illegal drugs while on duty, or while operating school-owned vehicles or equipment
- violation of safety or health rules
- sexual or other unlawful or unwelcome harassment
- possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- unauthorized absence from work station during the workday
- unauthorized use of telephone, mail system, or other employer-owned equipment
- failure to maintain classroom discipline or an appropriate educational environment
- violation of personnel policies
- unsatisfactory performance or conduct

- Failure to interact courteously and tactfully with supervisors/administrators, co-workers, students, and vendors to the point that productivity or morale suffers may be grounds for discipline and possible termination.

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

FAMILY AND MEDICAL LEAVE ACT

Employees are instructed to refer to the revised School Board policy on FAMILY AND MEDICAL LEAVE, which is located in the Appendix of this handbook.

FIELD TRIPS

Teachers must submit a request for a field trip to the principal of the school. All trips should be educational and well planned. Time lines, set by the principal, must be followed. (A minimum of 15 days prior to the trip) The number of trips will be limited due to the complexity of arranging and the legal liability involved.

Field trips should not occur during statewide testing. All field trips will be taken prior to May 1.

Planning the field trip and arranging the details are the teacher's responsibility. All field trips must be approved by the Principal.

GRADEBOOK

- Teachers are to keep accurate, up-to-date records of the students' grades.
- Tests are to be graded only by the teacher.
- Grades are averaged in accordance with approved averaging guidelines.
- Grades are posted in gradebook within three school days after grading.
- Progress reports are completed on time.
- Reports cards are completed with no inaccurate or incomplete information provided.

GRIEVANCE PROCEDURE (PERSONNEL)

A grievance is a complaint by an individual based upon an alleged violation of a person's rights under state or federal law or board policy. The following steps shall be used in processing such grievances:

LEVEL 1

- All grievances must be presented orally to the principal or immediate supervisor of the grievant within 10 days of the complaint. The principal or immediate supervisor will attempt to resolve the matter informally.
- If the grievant is not satisfied with the action taken or the explanation given by the principal or immediate supervisor, the grievant shall, within 10 days, file a written statement with the principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place and nature of the alleged act or omission and the state or federal law or board policy allegedly violated. The statement must be signed by the grievant.
- Failure to submit a written statement as outlined above shall be deemed as an acceptance of the informal decision rendered by the principal or immediate supervisor.
- After receipt of the written statement setting forth how the grievant was allegedly discriminated against, the principal or immediate supervisor shall hold a hearing and render a decision in writing to the grievant within 10 days.
- The written decision of the principal or immediate supervisor shall be deemed to be accepted by the grievant unless the superintendent is notified in writing within 10 days of the date of the written decision of the grievant's intention to appeal.

LEVEL 2

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

LEVEL 3

- If the grievance is not resolved to the satisfaction of the grievant at Level 2, or the superintendent does not render a decision within 10 days, the grievant may file the grievance with the school board.
- If the grievance is not filed with the board within 10 days of the hearing at Level 2, the grievance shall be considered resolved.
- Within 10 days after the receipt of the grievance, the board shall schedule a hearing on the grievance.
- The board shall render its decisions within 5 days of the hearing.
- Hearings will be recorded electronically or a written summary will be made. Requests for summaries must be made in writing, and a fee will be charged for such summaries.
- A full record of individual staff grievances will be kept in the individual's personnel file.

HOMEBOUND INSTRUCTION

Students with documented long-term illness or injury, which prohibits school attendance, may be provided homebound instruction, with approval of the principal. Teachers will be asked to assist the homebound instructor in providing educational services as needed.

HOMEWORK

- Teachers may assign a reasonable amount of meaningful homework.
- All homework will be checked by the teacher.
- No homework will be given during achievement tests, on weekends or holidays without special permission from the principal.
- Teachers are expected to provide assignments and other assistance to absent students as specified by the principal.

ILLNESS (STUDENT)

School district employees shall not render medical care to students except first aid. Parents/guardians shall be notified immediately by school authorities should a student become ill or injured at school or school-sponsored activity so parent/guardian may reassume control over the student. In the event of serious illness or injury and parent/guardian cannot be contacted, school authorities shall seek immediate professional medical care. Such care shall be at the expense of the the parent/guardian.

Send the student to the office with a pass. Have another student accompany him/her if

his/her condition so indicates. Even if you believe a student is feigning illness, it is still better practice to treat him/her as though he/she is sick. The office will assume responsibility for further action.

INSURANCE

- All school employees are covered by a blanket liability policy.
- The only insurance deduction to be made on payroll will be group insurance approved by the insurance committee, the Superintendent, and the School Board. Insurance must be taken during the enrollment period only in order to qualify for payroll deduction. A new employee has 30 days after the first day of employment to enroll.

LEAVE

Employees are instructed to refer to the revised School Board policy on SICK AND PERSONAL LEAVE, which is located in the Appendix of this handbook.

MEDICATION

(Administered to Students)

School personnel may not exceed the practice of first aid in dealing with pupil injuries and sickness, and only qualified personnel shall administer first aid to pupils.

Medication shall not be provided or administered by the school or its employees. Parents/guardians may come to the school and administer medication to their child.

-OR-

Medication shall be provided or administered to a student by school personnel ONLY with the written request and consent of the student's parent/custodian/legal guardian, and by the following Policy JGCD-F1.

NEPOTISM

It is well accepted that employment of relatives in the same area of an organization can cause serious conflicts and problems with favoritism and morale. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions concerning work assignments, transfer opportunities, demotions, disciplinary actions and discharge. In addition to claims of preferential treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. While the District has no prohibition against hiring relatives, the following general restriction has been established to help assure fair treatment of all employees.

In the placement of personnel, immediate family members cannot be placed on the same school campus that would result in one member supervising and/or recommending another family member.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred or discharged. If that decision is not made within 30 days, the Superintendent will decide.

In other cases where a conflict of interest or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

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

OUTSIDE EMPLOYMENT

Employees choosing to work outside MCSD may do so as long as it does not create a conflict of interest or interfere with their work schedule or job performance. Outside employment that affects an employee's attendance, work performance, productivity, or conduct, either directly or indirectly, or that creates a conflict of interest of any kind, is strictly prohibited.

PARTIES

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

PAYROLL INFORMATION

June and July checks will be mailed to the teachers (when applicable). All personnel paperwork must be completed prior to the first pay period.

PROFESSIONAL DEVELOPMENT **(Re-certification of License)**

License renewal is a personal responsibility. All licensed employees must renew their license by meeting specific requirements of the Mississippi Department of Education.

License renewal requirements can be found at:
www.mde.k12.ms.us/ed_licensure/index.html

Highly Qualified Status

The *No Child Left Behind Act of 2001* requires that all teachers of core academic subjects (English, Reading/Language Arts/ Mathematics, Science, Foreign Languages, History, Civics, Economics, Government, Geography and the Arts) be “highly qualified” (see appendix) by the end of school year 2005-2006. For more information, contact your principal or the district personnel office.

PROPERTY/EQUIPMENT

- Teachers are responsible for all school property and equipment and shall use public property with care and consideration. Any maintenance problem or malfunction of equipment should be reported to the principal promptly.
- Teachers should at all times require students to exercise care in use of school property and equipment. Any damages sustained to property or equipment must be assessed and paid for, no matter how minor. These occurrences must also be reported to the principal promptly.

RELATIONSHIPS

- Teacher-Principal: Exchanges of ideas in any area as curriculum, discipline, instruction, facilities, services, etc. are encouraged and appreciated. Democratic practices are the goal. The principal, through class visitation, assists the teacher in every possible way to ensure the most effective learning for each student. The teacher and principal continuously keep each other informed. In dealing with the office of the Superintendent, the proper channel is through the principal. This does not include personal calls you may wish to make to an office worker concerning your own personal data and actions related to it.
- Teacher-Student: Each student’s request or problem is important and should be treated with respect. The principal is the final authority in matters pertaining to students. For this reason, teachers are responsible for preliminary work in the realm of problem solving before the principal can act.

- Teacher-Parent/Guardian: Teachers have the responsibility and authority to discuss an individual student's problems directly with the student's parent(s)/guardian. This may be done directly, keeping the principal informed beforehand as to the problem, and afterward, as to the result. To know the parent/guardian is to know the child better. Consult the principal when you are not sure. Teachers shall not discuss the student's performance with anyone other than the student, his/her parents/guardian or with legitimate authorized personnel. Report all evidence of child abuse to proper authorities and to the principal.
- Teacher-Teacher: Teachers are encouraged and urged to cooperate directly on matters of mutual constructive nature. Keep the principal informed.
- Teacher-Administrative Staff: Deal directly with any member of the school's administrative staff. Bring problem areas in this regard to the principal's attention. The administrative staff coordinates, supports and supervises the entire operation of the school.

REPORTING ABUSE OR NEGLECT

1. THE LAW

- A. The Mississippi Code (1972 annotated) states: The following people are required by law to report suspected abuse or neglect:
 - Attorneys
 - Doctors
 - Dentists
 - Interns
 - Residents
 - Nurses
 - Psychologists
 - Teachers
 - Social Workers
 - School Principals
 - Child's Caregiver
 - Ministers
 - Law Enforcement Officers
 - Or any other person having reasonable cause to suspect a child has been neglected or abused.

- B. Immunity
 - Civil Liability – Persons making reports are protected by law from civil liability if they act in good faith.

- It is not necessary that you have absolute proof before reporting. It is the responsibility of Child Protective Services to make its own investigation.

II. STEPS TO FOLLOW AFTER SUSPECTING ABUSE.

- Take the child to a private place and let the child tell you about the above. **DO NOT** interrogate the child. Encourage the child to express his/her feelings about the abuse. Avoid leading questions. Ask open-end questions (i.e.: What happened next?)
- Try to remain calm and non-judgmental.
- Let the child know that you believe his or her story.
- Reassure the child he/she is not to blame for what happened.
- Respect the privacy of the child. **DO NOT** tell other people who do not need to know.
- Explain to the child what will happen next (i.e.: tell them you will call someone that will help them.)

III. REPORTING WITHIN THE SCHOOL SYSTEM

- Inform the principal of your findings. The principal will establish protocol for who/how social services is contacted.

IV. REPORTING TO SOCIAL SERVICES

- Name and address of child and parents or caretaker
- Date of Birth
- Nature of child's injury
- Identity and address of perpetrator, if known
- Any other information you believe social worker will find helpful
- Names and date of births of other children in the home.

RESOURCE PERSONS

Well-planned use of community resource persons makes a valuable contribution to the educational program. Teachers are encouraged to arrange for such persons to discuss appropriate topics with students. Your principal must approve all resource persons and topics prior to your extending an invitation.

SAFETY

The District is concerned with the safety of all its employees, students and guests. All employees must observe and abide by safety standards and be safety conscious at all times. It is policy of MCSD that every employee is entitled to work under the safest possible conditions. Every reasonable effort will be made to provide and maintain a

safe and healthy work place, safe equipment, proper materials, and to establish and insist upon safe methods and work practices at all times.

To prevent accidents or injuries, the following safety standards should be followed:

- All heavy objects should be lifted or moved by personnel trained in the use of the proper equipment and techniques for these tasks.
- Keep classrooms, work areas and floors free from clutter and spills.
- Do not obstruct doorways, hallways, or stairways in any manner.
- Know the location of the fire extinguishers and emergency exits in the building.
- Do not engage in horseplay. Practical jokes and horseplay can lead to accidents and are not considered appropriate on-the-job behavior.
- Use tools and equipment only if you have been properly trained in their use and only for the intended purpose of their use.

SCHOOL BOARD

The Madison County School Board meets the first Monday of every month at 5:00 p.m. at Madison Middle School, Mannsdale Road, Madison, Mississippi. Deadline for submission of agenda items is noon on the Wednesday before the next scheduled meeting. Agenda items should be addressed to:

**Office of the Superintendent
Attn: Ellen Aregood
Madison County School District
PO Box 159 - Flora, MS 39071**

**Phone # (601) 879-3010
Fax # (601) 879-3039
Email-earegood@madison-schools.com**

SMOKING POLICY

The Madison County School District promotes a smoke-free environment. Smoking and all other uses of tobacco by school district employees, students and visitors in school buildings, on school grounds and property, and on or in district buildings and vehicles, shall be prohibited at all times. This ban includes all employees, students, and patrons attending school sponsored athletic events and meetings.

STATEMENTS OF COMPLIANCE

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act, Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964, the Madison County School District does not illegally discriminate on the basis of race, color, national origin, gender, age, or disability, in the administration of its educational policies, programs, and activities, or in employment. Any inquiries regarding compliance with Title IX of the Education

Amendments of 1972, and Title VI of the Civil Rights Acts of 1964 should be directed to:

The Office of Superintendent
Madison County School District
PO Box 159
Flora, MS 39071
(601) 879-3009

The following person has been designated as the Section 504/American with Disabilities Act Coordinator and will handle any inquiries:

Lynn Slay
Madison County School District 504 Coordinator
210 Sunnybrook Road
Ridgeland, MS 39157
(601) 853-1326

STUDENT TEACHERS

The Madison County School District's Board of Education, recognizing both its responsibility to improve the quality of teacher training and the contribution that student teachers can make to the schools, encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the district's schools in all reasonable ways. All initial arrangements with colleges or other institutions shall be subject to board approval. 37-132-1

The importance of teacher-training to the future of education, and the need to assure a high quality of performance in our schools, demand that student teachers be placed only with the best teachers. Because teachers continue their primary responsibility, (the education of their students), their commitment is doubled. These teachers must have demonstrated a capacity and willingness to meet these additional demands. The teacher, in cooperation with the principal and the representative of the preparation institution, shall assign the student teacher or intern responsibilities and duties that will provide adequate preparation for teaching. 37-132-3

In all arrangements made with preparation institutions, the school system shall have the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

Any student teacher or intern under the supervision of a certificated teacher, principal, or other administrator shall have the protection of the laws accorded the certificated employees of the district. While acting as a student teacher or intern, he/she shall comply with all rules and regulations of the district and observe those duties assigned to certificated personnel. 37-132-5

Teacher-Student Teacher Relations

It shall be the duty of the central administrative office to determine the number of student teachers and the academic areas to be served each quarter or semester. This decision will be reached after consultation with the principal concerning such placement.

The following regulations shall apply:

1. Placement shall be made by the central administrative office.
2. Student teachers shall be assigned to the school rather than to individual teachers.
3. The principal shall determine a schedule and make assignments within each school.
4. Student teachers will be assigned to a team of teachers, whenever possible, and will work under the leadership of the team members.
5. First year teachers shall not be assigned student teachers.
6. Teachers shall be responsible for the following:
 - a. Pupil discipline
 - b. Pupil evaluation
 - c. Pupil assignments (length and quality)
 - d. Proper delegation of student teaching time.
7. Teachers must understand that student teachers may prove invaluable in the education of their classes, but by no means is it intended that student teachers replace the teacher in the classroom. It shall be considered mandatory that teachers do not desert student teachers in the classroom.
8. The teacher is responsible for everything that takes place in the classroom, whether or not he/she has a student teacher.
9. Administrators may deem it necessary and beneficial to student teachers to involve them in activities other than instructional.
10. The following time table is recommended in determining student teachers' actual teaching time and classroom management:
 - a. Phase No. 1-3 weeks: observation, orientation and assisted instruction
 - b. Phase No. 2-3 weeks: observation and supervised participation
 - c. Phase No. 3-3 weeks: supervised participation, planning, and introductory instruction.
 - d. Phase No. 4-3 weeks: continued supervised participation, planning, and instruction.

The classroom teacher is responsible for the implementation of the above timetable which shall be sufficiently flexible to meet the needs of the student teacher and pupils.

LEGAL REF.: MS CODE as cited

TEACHER APPRAISAL

The District utilizes both formative and summative evaluation of its licensed employees. Formative evaluations may be viewed as growth-oriented supervision and is designed to help teachers and other licensed personnel improve their instructional skills. Its purpose

is primarily developmental. Summative evaluations, on the other hand, assesses competency and are used for accountability purposes.

Using the Madison County School District Teacher Evaluation Instrument, teachers will be formally evaluated at least once per semester. Evaluation will be based on observation both inside and outside the classroom. All teachers receiving a U or B in any category may be placed on a Teacher Improvement Plan, and employment decisions will be made by April 15, as outlined in the Education Employment Procedure Law. Teachers who have not accrued two continuous years of employment in a Mississippi public school district are not entitled to the protections of this law.

After a teacher has been observed twice and the teaching performance is deemed unacceptable in the judgment of the principal, the teacher may be placed on an improvement plan. During this time, the teacher will have a conference with the principal and should expect frequent observations from the principal and designated district office staff. When, in the opinion of the principal, necessary adjustments have been made and teacher performance has become acceptable, the improvement plan shall be dismissed. In the event performance does not improve to an acceptable level, the principal may take necessary action to recommend to the Superintendent non-renewal of contract.

TEACHER SUPPORT TEAMS

The Madison County School District has implemented Teacher Support Teams in all elementary, middle, and high schools to assist teachers in determining instructional interventions for students with learning problems, which interfere with their participation or performance in the classroom and the school environment. These problems may be academic or behavioral. Teachers should contact the Teacher Support Team chairperson at their school or the principal for more information regarding referral of a student.

TEXTBOOKS

Teachers are to record book identification numbers, book title, and the student receiving the textbook.

When a child moves from his/her school, the books are turned in to the classroom teacher before records are released.

Students will be charged for books that are lost. The fee will be based on the four-year average textbook life. Minimum charge is 25% of the contract price. All such losses and collections shall be reported to the principal.

Teachers, principals, and assistant principals distributing books to pupils are authorized to collect for any damage or excessive wear of the textbooks. The amount collected should be determined by the extent such damage has impaired the future use of the book

and should be sufficient to impress upon parents and children the necessity for proper care and the use of the state-funded textbooks.

TRANSFERS

The superintendent shall be the final authority involving assignment and transfer of teachers within the school district. All such changes are subject to the approval of the School Board. Teachers who desire a transfer from their present teaching assignment must make such a request in writing to their principal. The sending principal, the receiving principal, and the Superintendent must approve transfers. All transfers will be considered on their own merits. The principal has the authority to determine the assignment of any employee within the school. The principal has the authority to recommend to the superintendent the transfer of any employee. Once a teacher has accepted his/her school assignment, the teacher will remain at that location for three years before being considered for transfer. Please refer to your administrator or the Office of Personnel regarding deadlines for transfer requests.

A teacher's contract is with the Madison County School Board. The contract is not for a particular school, particular grade or subject.

TRAVEL

Out-of-State

Teachers requesting permission to travel out-of-state to attend workshops or to take students on out- of-state field trips must first obtain School Board approval. Requests should be made in writing to the principal. Upon approval he/she will forward the request to the School Board.

In-State

In-state travel does not require Board approval.

Travel Advances are allowed for:

- in-state food and lodging
- out-of-state food and lodging
- students and their chaperones attending any in-state or out-of-state school related programs, conventions or seminars (this advance may only come from school activity funds)
- travel advances will not be made for personal automobile use
- travel advances of less than \$100.00 will not be made
- all travel advances shall be settled within two calendar weeks after the employee returns from the trip

UNLAWFUL ACTIVITY

Teachers who suspect or have direct knowledge of unlawful activity either by students or other district personnel should report their suspicions to their principal or immediate supervisor who will take appropriate action.

VISITORS

All visitors to the school shall report to the principal's office for clearance and obtain written authorization to enter the building. Teachers shall report any unauthorized visitors to the office immediately.

WITHDRAWAL PROCEDURES (STUDENTS)

Any student withdrawing from school must have a parent contact the school and sign a record form before withdrawal procedures will be initiated. Teachers are responsible for providing and accurately recording all necessary information for the withdrawal procedure.

WORKERS' COMPENSATION

It is the District's goal to provide a safe work environment. Each employee shall comply with all occupational safety, health policies and standards. Should an accident occur, the employee must report any injury or illness, no matter how minor it may seem, immediately to the Supervisor/Administrator. The supervisor must report the incident to the Workers' Compensation Coordinator. Failure to do so may jeopardize eligibility for workers' compensation.

All employees are covered for medical expenses and loss of income due to accidental injury on the job through Workers' Compensation. Employees are covered against certain loss of earnings due to injuries on the job by workers' compensation insurance policy furnished by the District. No compensation will be allowed for an injury, illness or death due to willful misconduct, intentional self-inflicted injury, intoxication, or willful failure or refusal to use safety devices or lack of compliance with prescribed safety procedures. The payment of medical bills and compensation payments will be in accordance with all applicable workers' compensation laws.

Should an employee suffer an occupational injury or illness, the following steps should be taken:

- Any necessary first-aid treatment should be administered.

- When physically able, the employee should immediately report the injury or illness to his or her Supervisor/Administrator.
- Both the employee and supervisor must complete a Report of Accident/Injury form within 24 hrs of the injury. These forms are available from the employees Supervisor. Both forms must be signed and dated by the supervisor and forwarded to the Workers' Compensation Coordinator in the Office of Personnel as soon as possible.

APPENDIX

- 1) Family and Medical Leave Policy
- 2) Sick and Personal Leave Policy
- 3) AUP Policy

FAMILY LEAVE ACT POLICY
[Amended July 28, 2004]

I. PURPOSE

To define the Madison County School District's policy and procedures with regard to family and medical leave.

II. GENERAL

Employees who have been employed for at least one (1) year, *and* for at least 1, 250 during the preceding 12-month period are eligible for family and medical leave. For employees not eligible for family and medical leave, the Madison County School District will review business considerations and the individual circumstances involved. Except for those employees designated as "highly compensated employees", employees will be returned to the same or to an equivalent position upon their return from leave.

Family or medical leave will be unpaid leave. If leave is requested for an employee's own serious health condition, the employee must use all of his or her accrued paid vacation leave, sick leave or personal leave. If leave is requested for any other reasons listed below, an employee must use all of his or her accrued paid vacation, personal leave and sick leave, to the extent allowed under Policy GDRHA. The remainder of the leave period will then consist of unpaid leave.

Available paid leave will be used concurrently with family and medical leave.

III. DEFINITIONS

1. "Eligible employee" – Any employee of the Madison County School District who has been employed for at least 12 months prior to the commencement of the leave (not necessarily 12 consecutive months) and has worked at least 1, 250 hours during the 12-month period prior to the leave. Based on this, employees of the Madison County School District that work less than the minimum daily hours shown on the following scale for the 12 period prior to the leave are not eligible for FMLA:

DAYS EMPLOYED	MINIMUM DAILY HOURS FOR ELIGIBILITY
180	6.94
182	6.87
183	6.83
187	6.68
197	6.34
200	6.25
207	6.03
221	5.95
240	5.21
250	5.00

2. “Spouse” – Eligible employee’s legal spouse. Does not include “common-law” spouses or unmarried domestic partner.
3. “Child”- A biological, adopted or foster child, a step child, legal ward, or a child of a person standing in place of the parent. The child must be under the age of 18 or incapable of self-care because of mental or physical disability. Includes any child for whom the employee is acting as parent.
4. “Parent”- The eligible employee’s biological parent or someone who stood in place of the parent to the employee. “Parent” does not refer to the parent of the employee’s spouse.
5. “Serious health condition”- Those that involve inpatient care or the continuous treatment or supervision of a health care provider. Examples includes, but are not limited to: heart attacks and conditions requiring surgery (ex: bypass or valve operations) most cancers, back conditions requiring extensive therapy or surgery strokes, severe nervous disorders, severe respiratory conditions, pregnancy, severe morning sickness, pre-natal care, childbirth, recovery from childbirth, appendicitis, pneumonia, emphysema, severe arthritis, injuries caused by serious accidents.

Short –term conditions requiring only brief treatment and recovery are not “serious health condition”. These types of conditions are covered under the regular employee sick leave policy (Policy GDRHA). Such conditions include the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraines, routine dental or orthodontia problems and periodontal disease, unless the condition meets the regulatory criteria for a serious health condition, e.g., an incapacity of more than three consecutive calendar days that also involves qualifying treatment. Also, voluntary or cosmetic treatments (e.g., treatments for acne or plastic surgery), which are not medically necessary, are not “serious health conditions” unless inpatient care is required or complications arise.

6. “Inpatient care”- At least one (1) day’s stay in a hospital, hospice or residential medical care facility, including any period of incapacity (defined as an inability to

work, attend school or perform other regular daily activities), or any subsequent treatment in connection with such inpatient care.

7. “Continuing treatment” – Includes the following: a) two or more visits to a health care provider; b) two or more treatments by a health care practitioner on referral from under direction of a health care provider; c) a single visit to a health care provider that results in continuing treatment under supervision of a health care provider.
8. “Health care provider” – Includes the following if authorized to practice by the State in which they practice: doctor of medicine or osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractors, nurse practitioner, nurse midwife, Christian Science practitioners listed with the First Church of Christ Scientist Boston.

IV. REASONS FOR LEAVE

All employees who meet the applicable time-of-service requirements may be granted a total of twelve (12) weeks of unpaid family leave and paid sick, vacation, personal leave combined (during any 12 month period) for the following reasons:

- 1) the birth of the employee’s child and in order to care for the child;
- 2) the placement of a child with the employee for adoption or foster care;
- 3) to care for a spouse, child or parent who has a serious health condition; or
- 4) a serious health condition that renders the employee incapable of performing the functions of his or her job.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement.

V. APPLICATION OF LEAVE

In cases, an employee requesting leave must complete the District “Application for Family Medical Leave” and return it to the payroll office. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

VI. NOTICE OF LEAVE

An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin. IF leave is to begin within

thirty (30) days, an employee must give notice to his or her principal, immediate supervisor and

VII. DESIGNATION OF LEAVE

It is the responsibility of the Madison County School District to designate leave, paid or unpaid as FMLA leave. Even if the employee does not request that an absence be counted as FMLA leave, the Madison County School District may so designate.

The Madison County School District payroll office will inform the employees, in writing, no later than the next regular payday (unless less than a week remains until the next payday).

If the Madison County School District payroll office has notice that the employee's leave qualifies as FMLA leave and does not designate the leave as FMLA leave, the Madison County School District may not designate the leave retroactively unless: (1) the employee has been out of work and the payroll office does not learn of the reason for leave until after the employee returns (in which case the payroll office must designate the leave upon the employee's return to work); or (2) the employer has provisionally designated leave as FLMA leave and is awaiting receipt of medical certification or their reasonable documentation. If the employee gives notice of the reason for the leave *later than two weeks* upon returning to work, the employee is not entitled to the protection of the FMLA.

If either party designated the leave as FMLA leave after the leave has begun (e.g., an employee requests and extension of paid leave with unpaid leave), the paid period may be retroactively counted as FMLA leave as long as it qualified for FMLA leave.

If an absence does not originally qualify for FMLA leave, but later develops into an FMLA qualified absence, the portion of the leave, which qualifies under FMLA may be counted as FMLA leave.

VIII. MEDICAL CERTIFICATION OF LEAVE

An application for leave based on the serious health condition of the employee or the employee's spouse, child or parent must also be accompanied by a "Medical Certification Statement" completed by the applicable health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

IF the employee is needed to care for a spouse, child or parent, the certification must so state along with an estimate of the amount of time the employee will be needed. IF the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

The school district may require that a second opinion be obtained at the employee's own expense. The district can select the health care provider provided that the provider

selected is not employed on a regular basis by the Madison County School District. In the event of conflicting opinions, the school district may pay for a third and final provider to offer a binding decision.

The school district may require subsequent written re-certification at “reasonable” intervals, but not more frequently than every thirty (30) days unless: (1) employee requests extension; (2) circumstances have changed (nature/duration of illness); (3) school district receives information casting doubt on validity or original certification; or (4) if employee fails to return to work because of serious health condition and need not repay any employer’s premium contributions paid during leave. Re-certification must be provided on forms provided by the Madison County School District.

Records relating to medical certifications, re-certification or medical histories of employees or family members shall be maintained in separate files/records and are to be treated as confidential, except as follows: (1) managers/supervisors may be informed about work restrictions and necessary accommodations; (2) first-aid/safety personnel may be informed if emergency treatment is required; (3) government officials checking for FMLA compliance shall be provided information upon request.

IX. BENEFITS COVERAGE DURING LEAVE

During a period of family or medical leave, an employee will be retained on the Madison County School District’s group health plan under the same conditions that applied before leave commenced. To continue other insurance coverage, including dependent coverage under the group health plan, the employee may continue to make any contributions that he or she made to the plan before taking leave. Failure of the employee to pay his or her share of the health insurance premium(s) may result in loss of coverage.

If the employee has accrued paid leave, the insurance premiums will be paid through the normal payroll deductions. After paid leave is exhausted, the employee will have to issue payment to the District for the insurance premiums to continue coverage.

An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the taking of leave. An employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

X. RESTORATION TO EMPLOYMENT

An employee eligible for family and medical leave---with the exception of those employees designated as “highly compensated employees”---will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The Madison County School District cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an “equivalent position” will be made by the Madison County School District.

XI. RETURN FROM LEAVE

An employee must complete a “Notice of Intention to Return from Family or Medical Leave” before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of a family or medical leave of absences, notification must be given to the employee’s principal or immediate supervisor at least five (5) working days prior to the employee’s planned return.

Employees can be denied restoration for the following reasons: (1) if the employee would have lost their job had they not been on leave (i.e., layoff); (2) if employee fraudulently obtains FMLA leave; (3) if the employee works elsewhere during FMLA leave; (4) an employee who is not restored shall be considered to be on leave for the duration of his/her leave period.

XII. FAILURE TO RETURN FROM LEAVE

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of family leave or medical leave due to the continuation, recurrence or onset of her or his serious health condition, or of the serious health condition of the employee’s spouse, child or parent, must submit a request for an extension, in writing, to the employee’s principal or immediate supervisor. All requests for extensions must be approved by the superintendent. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period.

XIII. INTERMITTENT LEAVE FOR “INSTRUCTIONAL EMPLOYEE”

Special rules apply if an employee employed “mainly in an instructional capacity” requests medical leave that is foreseeable based on a planned medical treatment and the employee would be gone for more than 20 percent of the working days during the period of leave. In such cases the Madison County School District may require the following:

- 1) take leave for periods of a particular duration not to exceed the duration of the planned medical treatment, or
- 2) transfer temporarily to another position offered by the Madison County School District for which the employee is qualified, as long as the new position has equivalent pay and benefits and better accommodates the recurring periods of leave.

An instructional employee who takes leave constituting less than 20 percent of the working days during the leave period would not be subject to transfer to an alternative position.

“Period of a particular duration” is defined as “a block, or blocks, or time beginning no earlier than the first day of which leave is needed and ending no later than the last day on which leave is needed, and may include one uninterrupted period of leave”.

If an instructional employee does not give 30 days notice of foreseeable FMLA leave to be taken intermittently, the Madison County School District may require the employee to take leave of a particular duration or to transfer temporarily to an alternative position. The Madison County School District also may require the employee to delay the taking of leave until the required notice is given.

Employees of the Madison County School District employed in an “instructional capacity” for this policy include teachers or other employees whose principal function is to directly provide educational services but not teaching assistants, cafeteria workers, counselors and other primarily non-instructional employees.

XIV. LEAVE REQUESTED NEAR THE END OF AN ACADEMIC TERM

Madison County School District may require an instructional employee who begins family or medical leave *more than* five weeks prior to the end of an academic term to continue his or her leave until the end of term if (1) the leave period is at least three weeks, and (2) the employee’s return to work would occur during the three-week period prior to the end of the term.

An “academic term” is defined as “the school semester” which typically ends near the end of the calendar year and the end of spring each school year. A school may not have more than two academic terms or semesters each year for the purpose of this policy.

If the leave is requested *within* five weeks of the end of the term, the instructional employee may be required to continue on leave until the end of the term if (1) the leave is longer than two weeks, and (2) the employee would return from the leave within two weeks of the end of the term.

An employee whose family or medical leave extends past five days and begins during the three-week period prior to the end of the term may be required to take leave until the end of the term. This provision does not apply to medical leave taken for the employee’s own serious health condition.

XV. REINSTATEMENT OF INSTRUCTIONAL EMPLOYEES

An instructional employee of the Madison County School District is provided the same protections for restoration as provided in FMLA for other restored employees. An instructional employee may not be restored to a position requiring additional licensing.

An instructional employee who is required to extend his or her leave until the end of the academic term shall be treated the same as any other employee on leave, with the same rights to employment and benefits protection contained in the FMLA’s general requirements.

XVI. SPOUSES EMPLOYED BY THE SAME EMPLOYER

Both spouses employed by Madison County School District are limited to a combined total of twelve (12) weeks of leave for the birth or adoption of a son or daughter or to care for a sick parent.

Leave requested for either the husband's or the wife's own serious health condition, or the serious health condition of the couple's son or daughter, the combined twelve (12) week limitation mentioned in the preceding paragraph does not apply.

XVII. WORKERS' COMPENSATION AND THE FMLA

Employees of the Madison County School District that qualify for job-protected FMLA leave may not be forced to return to work in a "light duty" position before the employee's FMLA leave entitlement has expired. An employee of the Madison County School District that is injured on the job, and the injury also qualifies as a "serious health condition", will qualify for both workers' compensation benefits and FMLA leave. The workers' compensation absences can be counted against the employee's FMLA leave entitlement if it is properly designated as FMLA leave by the Madison County School District.

XVIII. PROHIBITED ACTS

It is unlawful for the Madison County School District to interfere with, restrain, or deny the exercise of any right provided by this policy. It is also unlawful for the Madison County School District to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding under or relating to FMLA.

XIX. EMPLOYEE NOTIFICATION

Distribution of this policy will be deemed as adequately informing covered Madison County School District employees of their rights and responsibilities under FMLA and his policy, including giving information when an employee gives notices of FMLA leave on what is required of the employee and what might happen in certain circumstances, such as if the employee fails to return to work after FMLA leave.

XX. RECORDS, REPORTS, AND NOTICE POSTING

1). Records concerning compliance with the FMLA shall be kept in accordance with the Fair Labor Standard Act, which requires preserving records for three years. In

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addition to basic payroll data, Madison County School District's records shall: a) specifically designate the dates on which FMLA leave is taken; b) show that number of hours of leave where any leave is taken in increments of less than on day; c) includes copies of notices from and to employees; d) describe employee benefits and Madison County School District practices regarding paid and unpaid leave; e) state premiums paid

by employees for continuing benefits; f) include descriptions of may disputes as to designation of FMLA e; and g)keep medical certification in separate confidential files, although necessary disclosures can be made to supervisors concerning work accommodations, to first-aid and safety personnel, and to government officials.

2). Reports and records will be submitted to the Labor Department only upon request by the agency.

3). A Labor Department notice concerning the FMLA shall be posted at all applicable sites of the Madison County School District.

LEGAL REF.: Family and Medical Act (FMLA) of 1993 Policy GDRHA

SICK AND PERSONAL LEAVE POLICY

Provisions of this policy shall apply to all certified and non-certified employees of the Madison County School District as indicated herein.

I. DEFINITIONS

- A. Sick leave is defined as days or part of days during which an employee is absent from duty caused by personal illness or physical disability or because of the illness or physical disability or death of a member of the immediate family of the employee.
- B. Personal illness or physical disability shall include those incurred as a result of on-the-job injuries.
- C. The term certified employee shall mean teachers, assistant principals, principals program/department supervisors and administrators required to have a valid license issued by the State Department of Education for the position in which they are employed. "Teacher" shall mean classroom teacher, guidance counselor, media specialist and other instructional personnel required to have a valid license issued by the State Department of Education for the position in which they are employed.
- D. The term non-certificated employee shall mean teacher assistants, secretaries, clerical, custodians, maintenance, food service employees and nay other employee not required to have a valid license issued by the State Department of Education for the position in which they are employed. Part-time, temporary or substitute employees are not entitled to leave under this policy. For this purpose, a person is considered part-time if they work less than one-half (1/2) of an eight (8) hour day.
- E. The term "year of service" shall mean nine (9) or more months of actual teaching or administrative experience during a school year in a public or private school of this or some other state. This definition of "year of service" shall also be used when calculating experience for salary computations.
- F. A day of leave shall mean the employee's normally scheduled work day. For example, a day of leave for a teacher hired for four (4) periods per day shall be length of the four (4) period day.

II. PROVISIONS

Certified personnel shall be granted two (2) days of personal leave and annual sick leave as indicated below on the date subject employee assumes employment responsibilities.

<u>LENGTH OF EMPLOYMENT</u>	<u>ANNUAL GRANT</u>
187-200 DAYS	7 DAYS
201-207 DAYS	8 DAYS
208-221 DAYS	9 DAYS
222-240 DAYS	10 DAYS

Non-certified personnel shall be granted one (1) day of personal leave and annual sick leave as indicated below on the date subject employee assumes employment responsibilities.

<u>LENGTH OF EMPLOYMENT</u>	<u>ANNUAL GRANT</u>
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Accumulation of sick leave shall be unlimited. Unused personal leave shall accumulate up to five days. All unused sick leave may be used for retirement credit.

The covered employee must report to work for the entire first day of employment before the leave is advanced.

Any personal leave and all accumulated sick leave shall expire upon termination of employment with the Madison County School District and shall be restored should subject employee become reemployed by the school district.

Upon termination of employment the school district shall certify to the Public Employees Retirement System the number of days unused sick leave in order for the employee to receive creditable service as authorized by Section 25-11-103, Mississippi Code (1972). In the computation of unused leave for creditable service by the Public Employees Retirement System the following governs; twenty-one (21) days of unused leave shall constitute one (1) month of creditable service and in no case shall credit be allowed for any period of unused leave of less than fifteen (15) days. The number of months of unused leave shall determine the number of quarters of years of creditable service.

Employees who begin work after the normal date of employment for that shall be granted a pro-rata share of the sick leave grant. The grant shall be based on the following tables.

CERTIFIED PERSONNEL SCHEDULE OF SICK LEAVE PRORATION					
DATE HIRED		187-200 DAYS	201-207 DAYS	208-221 DAYS	222-240 DAYS
JULY 1 TO JULY 31		N/A	8	9	10
AUG 1 TO AUG 31		7	7	8	9
SEPT 1 TO SEPT 30		6	7	7	8
OCT 1 TO OCT 31		5	6	6	7
NOV 1 TO NOV 31		4	5	5	6
DEC 1 TO DEC 31		4	4	5	5
JAN 1 TO JAN 31		3	4	4	5
FEB 1 TO FEB 28		3	3	3	4
MAR 1 TO MAR 31		2	2	3	3
APR 1 TO APR 30		1	1	2	2
MAY 1 TO MAY 31		0	1	1	1
JUNE 1 TO JUNE 30		N/A	0	0	0

NON-CERTIFIED PERSONNEL SCHEDULE OF SICK LEAVE PRORATION					
DATE HIRED		187-200 DAYS	201-207 DAYS	208-221 DAYS	222-250 DAYS
JULY 1 TO JULY 31		N/A	8	9	10
AUG 1 TO AUG 31		7	7	8	9
SEPT 1 TO SEPT 30		6	7	7	8
OCT 1 TO OCT 31		5	6	6	7

NOV 1 TO NOV 31		4	5	5	6
DEC 1 TO DEC 31		4	4	5	5
JAN 1 TO JAN 31		3	4	4	5
FEB 1 TO FEB 28		3	3	3	4
MAR 1 TO MAR 31		2	2	3	3
APR 1 TO APR 30		1	1	2	2
MAY 1 TO MAY 31		0	1	1	1
JUNE 1 TO JUNE 30		N/A	0	0	0

Absences of an employee of two (2) hours or less shall be considered one-half day of leave. Absences of an employee of more than two (2) hours shall be considered a full day of leave.

(Regular or extended)

Upon retirement a certified employee may be paid for up to thirty (30) unused sick leave days at a rate equal to the established District regular substitute teacher rate in effect at the time of retirement. Non-certified employees may be paid for up to thirty (30) unused sick leave days at a rate equal to the minimum wage in effect at the time of retirement. Refer to Policy GDRHAB, Payment For Unused Leave, for more information.

III. TYPES OF ABSENCES

The principal/supervisor shall use his/her discretion concerning absences of employees of two (2) hours or less for bona fide emergencies.

Personal Illness

Employees shall be allowed to use all accumulated sick leave without loss of pay for absences caused by illnesses or physical disability of the employee.

For the first twenty (20) days of absence because of illness or physical disability of the certificated employee in any school year, in excess of the sick leave allowance credited to such certificated employee, (extended sick leave) there will only be deducted the established regular substitute amount paid by the Madison County School District; thereafter, the regular daily rate of such employee will be withheld in its entirety.

For the first five (5) days of absences because of illness or physical disability of the non-certificated employee in any school year, in excess of the sick leave allowance credited to such non-certificated employee, (extended sick leave) there will only be deducted ½ the regular daily rate of such employee; thereafter, the regular daily rate of such employee will be withheld in its entirety.

Extended sick leave can only be used for personal illness or physical disability of three (3) or more consecutive school days.

A medical leave of absence, without pay, shall be granted an employee, due to an extended illness or physical disability of the employee upon written request to the superintendent when supported by a written statement from the employee's physician, dentist, or other medical practitioner for any period not to exceed the number of days allowed under the Family Medical Leave Act less accumulated sick leave.

Employees absent beyond the number of days allowed under the Family Medical Leave Act may be terminated from employment with the Madison County School District unless just cause for the excess leave is provided by the employee and approved by the superintendent.

Refer to District Policy GBRI, Family and Medical Leave Act Policy, for more information regarding the Family and Medical Leave Act of 1994.

Family Illness or Death

Employees shall be allowed to use up to five (5) days of accumulated sick leave per school year, without loss of pay, for absences caused by illness or death in the employee's immediate family. Immediate family is limited to the employee's spouse, child, grandchild, mother, father, brother, sister, grandmother, grandfather, in-laws, surrogate parent, or any dependent living in the home of the employee for which the employee has legal custody.

After the five (5) days allowed for family illness or death have been used, an employee, due to catastrophic illness of an immediate family member, shall be allowed to use an additional five (5) days of his or her accumulated sick leave upon written request to the superintendent supported by a written statement from the catastrophically ill family member's physician, dentist, or other medical practitioner without loss of pay.

After the ten (10) days allowed above for family illness or death have been used, an employee, due to catastrophic illness of an immediate family member, shall be

allowed to use all or part of his/her accumulated sick leave upon written request to the superintendent supported by a written statement from the catastrophically ill family member's physician, dentist, or other medical practitioner with only the

established regular substitute rate of pay being deducted from the absent employee's salary.

Leave for family illness or death in excess of the accumulated sick leave days may be taken, without pay, under the Family and Medical Leave Act. Employees absent beyond the number of days allowed under the Family Medical Leave Act may be terminated from employment with the Madison County School District unless just cause for the excess leave is provided by the employee and approved by the superintendent.

Refer to District Policy GBRI, Family and Medical Leave Act Policy, for more information regarding the Family and Medical Leave Act of 1994.

Personal Leave

Certified employees shall be granted two (2) days of personal leave per year without loss of pay for absences caused by personal reasons. Non-certified employees shall be granted one (1) day of personal leave per year without loss of pay for absences caused by personal reasons.

Employees who begin work after the normal date of employment for that position shall be granted a pro-rata share of the personal leave grant. The grant shall be based on the following tables.

CERTIFIED PERSONNEL SCHEDULE OF PERSONAL LEAVE PROPRATION	
DATE HIRED	# OF DAYS
JULY 1 TO NOV 15	2
NOV 16 TO MAR 15	1
MAR 16 TO JUNE 30	0

NON-CERTIFIED PERSONNEL SCHEDULE OF PERSONAL LEAVE PRORATION	
DATE HIRED	# OF DAYS
JULY 1 TO DEC 31	1
JAN 1 TO JUNE 30	0

Absences of an employee of two (2) hours shall be considered one-half day of leave and if more than one-half day, the absence shall be considered a full day of leave.

Such personal leave shall not be taken on the first day of the school term, the last day of the school year, on a day previous to a holiday or vacation, on a day after training or workshops have been scheduled or a day after vacation, unless on such days an immediate family member of the employee is being deployed for military service.

Personal leave may be used for professional purposes, including absences caused by attendance of such employees at seminar, class, training programs, professional association or other function designed for educators.

Requests for personal leave shall be made in writing to the employee's principal or immediate supervisor at least two (2) days in advance of the day requested. If the principal or immediate supervisor can grant the request without detriment to his/her school program or department operations, he/she shall approve and forward the request to the superintendent for final approval.

Any unused portion of the total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such licensed or unlicensed employee if the employee remains employed in the same school district.

Vacation

All 12 month (240-250 day) employees of the Madison County School District shall be provided two (2) weeks or ten (10) days of paid vacation after having worked for the District for 12 months. Vacation must be earned and is not available at the start of the year like sick or personal leave.

After the first year of employment, employees will earn vacation at the rate of one (1) day per month employed not to exceed ten (10) days.

Vacation requests must be approved by the employee's supervisor and superintendent prior to the requested vacation dates.

Vacation days can only be taken in whole day increments.

Employees who begin work after the normal date of employment for that position shall be granted a pro-rata share of the vacation leave grant. The grant shall be based on the following table. Twelve (12) month employees hired after July 1 must work through June 30 to earn and use the vacation days indicated on the following table.

TWELVE MONTH EMPLOYEES SCHEDULE OF VACATION LEAVE PROPATION	
DATE HIRED	240-250 DAYS
JULY 1 TO JULY 31	10
AUG 1 TO AUG 31	9
SEPT 1 TO SEPT 30	8
OCT 1 TO OCT 31	7
NOV 1 TO NOV 30	6
DEC 1 TO DEC 31	5
JAN 1 TO JAN 31	4
FEB 1 TO FEB 28	3
MAR 1 TO MAR 31	2
APR 1 TO APR 30	2
MAY1 TO MAY 31	1
JUNE 1 TO JUNE 30	0

Vacation can only be scheduled for periods after May 31 after the first year of employment. If special circumstances exist where earned vacation must be used prior to May 31, approval of the employee’s supervisor and superintendent must be obtained **prior** to the time the requested vacation is scheduled.

Any vacation leave earned form July 1 to June 30 and not taken prior to June 30, will be converted to personal leave up to five days and the remainder to sick leave.

School Business

Employees who are absent on school business shall be allowed full pay when requested and approved in advance by the employee’s principal or immediate supervisor. Approval shall be forwarded to the superintendent’s office.

Court

Employees shall be excused without loss of pay for serving as a witness or juror in a court of law under subpoena. Proof of attendance is required.

Poll Workers

Employees may use their personal business day(s) to work at election polling places. Requests for personal leave for this purpose shall be made in writing to the employee’s principal or immediate supervisor at least two (2) days in advance of the day requested. If the principal or immediate supervisor can grant the request without

detriment to his/her school program of department operations, he/she shall approve and forward the request to the superintendent for final approval.

Armed Forces

Members of any of the reserve components of the armed forces of the United States, upon request, shall be entitled to leave of absence per calendar year from their respective duties in accordance with provisions of Section 33-1-21, Mississippi Code (1972) or as such Section may be hereafter amended.

Emergency Leave

The Superintendent may approve written requests for up to four (4) days leave, without pay, for bona fide emergency reasons other than those provided for in Section 37-7-307 (2), Mississippi Code (1972) if in his/her opinion such can be done without detriment to the school district.

Workers' Compensation Leave

Injuries received as a result of on-the-job accidents are considered personal illness or physical disability for the purposes of this policy.

IV. RESPONSIBILITIES OF THE EMPLOYEE

Employees are expected to plan and/or schedule absences whenever possible to cause a minimum of time away from duty.

Leave without pay is not earned time off or vacation. It may not legitimately or ethically be used for any purpose other than that intended.

All leave shall be requested and approved prior to or concurrent with the taking of such leave. There are no provisions in this policy for taking leave, which was not requested or approved.

When it becomes apparent to the employee that it will be necessary to request leave as outlined above, the employee shall, by direct personal contact, notify his/her principal/supervisor by the method the principal/supervisor has directed his/her employees to notify him/her stating the reasons for the absence and the expected length of absence.

Request for leave under the Family Medical Leave Act shall be made on forms provided by the District payroll office in accordance with District Policy GBRI, Family and Medical Leave Act Policy. No other forms will be accepted.

Employees shall provide a doctor's excuse for absences or more than four (4) consecutive school days or for more than two (2) consecutive school days immediately proceeding or following a non-school day. Failure to provide doctor's excuses will result in the employee being charged their contractual daily rate of pay for the days absent.

Employees returning to duty after being absent for medical reasons (such as surgery, pregnancy, etc.) shall furnish his/her principal or supervisor a statement from the attending physician certifying his/her fitness and ability to return to work before being allowed to resume his/her duties.

V. PENALTIES FOR ABUSE

Abuse of this leave policy endangers the continuance of its liberal provisions. Principals and directors shall immediately notify the superintendent in writing of any and all abuses of this leave policy. Any abuse may lead to the employee's dismissal.

The superintendent shall cause each abuse to be recorded in the subject employee's work record and on the annual evaluation.

Leave taken that was requested improperly or not requested and approved prior to or concurrent with the taking of such leave shall be unauthorized leave. One day's pay shall be deducted for each day of unauthorized leave.

Any employee giving a materially false statement as to the cause or reason for his/her absences shall have one day's pay deducted for each day absent under false pretense and shall forfeit all accumulated leave time and be subject to dismissal.

Any certified employee absent for optional dental or medical treatment or surgery which could, without medical risk to the employee or immediate family member, have been performed at a time when school was not in session shall have one (1) day's pay deducted for each absent and shall forfeit all accumulated leave and be subject to dismissal.

VI. DONATED LEAVE

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

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

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

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

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

3. *The employee donating the leave (the “donor employee”) shall designate the employee who is to receive the leave (the “recipient employee”) and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.*
4. *The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.*
5. *An employee must have exhausted all of his or her accumulated personal leave and sick leave before he or she will be eligible to receive any leave donated by another employee. For purposes of the section only, extended personal illness days shall not be considered leave. Eligibility for donated leave shall be based upon review and approval by the donor employee’s supervisor.*
6. *Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician’s statement that states 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.

7. *If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.*
8. *Donated leave shall not be used in lieu of disability retirement.*
37-7-307

LEGAL REF.: 37-7-307, Mississippi Code (1972)
25-11-103, Mississippi Code (1972)
25-11-109, Mississippi Code (1972)
33-1-21, Mississippi Code (1972)
Family Medical Leave Act of 1993
Madison County School District Policy GDRHAB
Madison County School District Policy GBRI

ACCEPTABLE USE POLICY AND PROCEDURES

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

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

The operation of the MCSD network is guided by policy or policies set forth by the Madison County School Board, district administration, the Mississippi Department of Education, and all applicable local, state and Federal Laws. This AUP does not list every applicable policy or law, but sets forth some specific policies particular to MCSD.

MONITORING OF NETWORK USE

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

SCHOOL DISTRICT OWNERSHIP

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

CONSEQUENCES OF POLICY VIOLATION(S)

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

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

Violations of these procedures may result in, but is not limited to, a loss of access privileges, disciplinary action by the school and /or district administration, and / or contact of law enforcement agencies.

DISCLAIMER OF LIABILITY

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

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

While MCSD takes steps to protect users from inappropriate material, to intercept unlawful and malicious actions from affection users, to safeguard users, no system is completely perfect. Those risks must be recognized and accepted by users who sign the AUP SOA.

FILTERING

MCSD uses an aggressive Content Filter and SPAM filter. MCSD complies with the regulations of CIPA, the *Children's Internet Protection Act H.R. 4577*, to provide Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% guarantee. Therefore, Madison County School District provides no guarantees but will diligently attempt to protect staff and students from accessing such objectionable Internet sites. In the event that inappropriate material is accessible, MCSD will not be held liable.

EMAIL AND ELECTRONIC DOCUMENT RETENTION

All emails and electronic documents created and shared with others inside or outside the district in conducting district business should be saved in user-designated folders on the user's computer.

Emails should be saved, or archived either on the user's computer or 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 fired from the district. Emails can contain attachments. Those should be saved as well.

Any official communications, e.g. Teacher to parent, Teacher to student, staff to staff, must be via the district's *madison-schools.com* email system. This includes, but is not limited to teachers who guide extracurricular activities such as Clubs, choirs, bands, athletics, etc.

District staffs, who generate newsletters, memoranda, slide shows, graphics, etc. with their workstations, laptops, or other district equipment, should organize their computer's workspace (storage) using folders to store electronic documentation.

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

PROHIBITED ACTIONS

The following actions on the District Network are specifically prohibited, but are not limited to:

- Installing software, software application, utility, plug-in or other such operations without the approval of the Technology office;
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including but not limited to pornographic or other sexually explicit material;
- Inserting, using, or attaching non-approved disks, CD-ROMs, or other media storage devices into or with computers;
- Using obscene, profane, or vulgar language;
- Harassing, insulting, intimidating, or attacking others;
- Giving out personal information about another person, including home address or phone number
- Engaging in any practice(s) that threaten the network and other technological tools;
- Violating copyright laws;
- Downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Madison County School District. Software, files, and/or licenses owned by Madison County School District cannot be transferred to staff or student personal or home computers.
- Using the password of others to access the network or any other electronic information or telecommunication services;
- Accessing the documents, files, folders, or directories of others without permission from the owner of the files;
- Using the network and telecommunication services for commercial promotion, product endorsement, or advertisement not previously approved by the MCSD School Board

- Using the network, electronic information, computer-driven software and telecommunication services for personal gain or convenience;
- Conducting business other than that deemed academic in nature over the network;
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment and supplies;
- Promoting causes that are religious in nature, with no apparent educational or instructional value; and/or
- Violating this or other procedures and guidelines establish and set forth by MCSD Technology Office.
- Attempt to bypass network controls and filters.

The above list is not all inclusive. The list will be amended from time to time

STIPULATIONS FOR WEBSITE USE AS DISTRICT REPRESENTATIVES

Use of Non-District web sites to present information, classrooms, clubs, or any other officially sponsored activities of the MCSD is prohibited. Any sanctioned activity must be hosted on the District website, (<http://www.madison-schools.com>). All web publications will abide by the *Family Education Rights and Privacy Act (FERPA)* for the dissemination of student information.

Current teacher or organization web sites operating outside the MCSD's website as of July 1, 2008, will be granted exception from this new procedure. However, a statement of disclaimer must be posted at the school's website and a section under the name of each teacher or organization that has an external web site.

The disclaimer must read, "DISCLAIMER; You are now leaving the Madison County School District Web Site. The district does not endorse and assumes no responsibility for content or control of the web site(s) to which you are about to proceed. The link provided at this page is a courtesy service. Responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of such web site(s) and not with the district."

At the external teacher or organization web site, another disclaimer should be posted, "As (a) representative(s) of the Madison County School District, responsibility of external web site control and content rest solely on the author(s) or manager(s) or webmaster(s) of this web site(s) and not with the district. The MCSD does not endorse this web site for school, academic, business, or any other purposes."

RESTRICTIONS ON USE OF PERSONAL COMPUTERS OR LAPTOPS WITHIN THE DISTRICT NETWORK

Any device that accesses the district network must be approved by the MCSD Technology Office, and meet minimum standards with regard to anti-virus and spyware protection prior to use. This includes, but is not limited to personal computers, notebooks/laptops, PDA's music players, Internet capable phones, and other devices.

MADISON COUNTY SCHOOL DISTRICT
Madison County School District Staff Agreement

User Agreement (Staff and/or Students)

I have read, understand, and will abide by the Acceptable Use Policy when using computers and other electronic resources owned, leased, or operated by the Madison County School District. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be initiated.

USER NAME (Please Print)

USER SIGNATURE

DATE SIGNED

NOTE: This agreement does not have to be signed to assign responsibility to staff and students for the policies contained in the AUP. The use of any and/or all electronic media documents shows the acceptance of responsibility for the AUP policies.

Employee Handbook Receipt and Acknowledgement

I, _____ have read Madison County School District’s Employee Handbook, and I agree to comply with the policies and procedures described in the handbook.

“At-Will” Employees

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

Licensed Employees

I understand I am a “licensed” employee. I understand the policies described in this handbook do not explain every employment situation. These are merely guidelines. I understand that district management, in accordance with legitimate district considerations, may make exceptions and clarifications to these policies. Further, I acknowledge that the District may add, change, or delete any policy in this policy handbook with or without notice.

If I have any questions about any policy in this handbook, I understand I may talk to my primary supervisor, the Office of Personnel, or the Superintendent.

Check Applicable: _____ “At-Will” Employee _____ Licensed Employee

Signed: _____

Date: _____

Cc: Office of Personnel file