

Ocean Springs School  
District  
Employee Handbook  
2018-2019



Forward

**Employee Handbook Purpose/Interpretation**

Welcome to Ocean Springs School District (referred to as “OSSD” 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 the District. You are a valued employee of OSSD 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 OSSD 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. This handbook outlines the District’s expectations, policies, and programs, serving as a resource throughout employment. This handbook or any other documents (such as benefits, statements, performance evaluations, or any other written or verbal communications) should not be interpreted as an employment agreement (either expressed or implied). OSSD Board policy supersedes all documented material published or unpublished. The OSSD Staff Handbook is not intended to be all-inclusive and it will not 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 try to give employees advance notice of any change, the District reserves the absolute right to alter these policies/procedures at any time, and from time to time without advance notice.

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## COMPLIANCE STATEMENT

Educational Amendments: 1964, 1972, Others

It is the policy of Ocean Springs School District to comply with all provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and the Carl Perkins Act of 1984, Section 504 or the Rehabilitation Act of 1983, and IDEA.

The school board directs that no person shall, on the basis of race, color, national origin, sex, disability, age, or religion, be discriminated against, or excluded from, or denied the benefits of, any program or any opportunity or activity provided by this educational agency.

This action of the school board applies to all applicants for employment in this school system, present employees, and to students. Any inquiries regarding compliance should be directed to:

Catherine Melchi, Title IX Coordinator

Ocean Springs School District

2300 Government St

or

Director of the Office of Civil Rights

Dept. of Health, Education and Welfare

Washington, D. C.

**VISION**

It is the vision of Ocean Springs School District to educate and inspire all students to their highest levels of achievement.

**MISSION**

The mission of Ocean Springs School District is to teach our students essential content and strategies, which will enable them to apply knowledge beyond their school experience and to have a positive impact on society.

**Ocean Springs School District Board of Trustees**

<b>Kacee T. Waters, President</b>	<b>kaceecpa@aol.com</b>
<b>Eric Camp, Secretary</b>	<b>ecamp@osdms.org</b>
<b>Joe Cloyd</b>	<b>jcloyd@osdms.org</b>
<b>Brad Patano</b>	<b>bpatano@osdms.org</b>
<b>Jim Smith</b>	<b>jssjr@osdms.org</b>

**Betty O'Brien – Board Secretary**

**228-875-7706**

**bobrien@osdms.org**

## **Administrative Staff**

Dr. Bonita Coleman, Superintendent

Dr. Christopher J. Williams, Sr., Assistant Superintendent Curriculum and Instruction

Mary T. Gill, Chief Financial Officer

Grant Dickinson, Director of Student Services

Gayle Schultz, Director of Child Nutrition

Brooks McKay, Director of Operations

Mark Hubbard, Director of Athletics

Cindy Wilson, Director of Technology

Catherine Melchi, Director Human Resources



## **Campus Administrators**

### **Ocean Springs High School**

Dr. Vickie Tiblier, Principal

6701 Old Spanish Trail

Ocean Springs, MS 39564

PH: 875-0333 FAX: 875-7404

[vtiblier@ossdms.org](mailto:vtiblier@ossdms.org)

### **Ocean Springs Middle School**

Adelle Register, Principal

3600 Hanshaw Road

Ocean Springs, MS 39564

PH: 872-6210 FAX: 872-9850

[aregister@ossdms.org](mailto:aregister@ossdms.org)

### **Keys Alternative Education Center**

Mrs. Stephanie Allison, Director

2404 School Street

Ocean Springs, MS 39564

PH: 872-0031 FAX: 875-7745

[sallison@ossdms.org](mailto:sallison@ossdms.org)

### **Career & Technical Education Center**

Tiffany Hodge, Director

6701 Old Spanish Trail

Ocean Springs, MS 39564

PH: 872-3411 FAX: 872-7865

[thodge@ossdms.org](mailto:thodge@ossdms.org)

**Oak Park Elementary School**

Dr. Jennifer Pope, Principal

2230 Government Street

Ocean Springs, MS 39564

PH: 875-5847 FAX: 875-3496

[jpope@osdms.org](mailto:jpope@osdms.org)

**Magnolia Park Elementary School**

Mrs. Alison Block, Principal

3500 Government Street

Ocean Springs, MS 39564

PH: 875-4263 FAX: 872-0017

[ablock@osdms.org](mailto:ablock@osdms.org)

**Pecan Park Elementary School**

Mr. Chris LeBatard, Principal

504 Hanley Road

Ocean Springs, MS 39564

PH: 875-2851 FAX: 875-0547

[clebatard@osdms.org](mailto:clebatard@osdms.org)

**Ocean Springs Upper Elementary School**

Mrs. Susan Dollar, Principal

2320 Government Street

Ocean Springs, MS 39564

PH: 875-4367 FAX: 872-5048

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**Chief Financial Officer**

Mary Gill

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**Department of Operations**

Mr. Brooks McKay, Director

[bmckay@ossdms.org](mailto:bmckay@ossdms.org)

Mr. Tim Weimer

Transportation Supervisor

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1005 Hanley Road

Ocean Springs, MS 39564

PH: 872-3604/875-1095 FAX: 872-5049

**Department of Child Nutrition**

Mrs. Gayle Schultz, Director

2300 Government Street

Ocean Springs, MS 39564

PH: 872-2880 FAX: 872-0013

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**Department of Student Services**

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## Ocean Springs District Academic Calendar

2018-2019

### First Semester

Wednesday July 4 Independence Day Holiday

Tuesday July 10 School Board Meeting – 6:00 p.m.

Wednesday August 1 Teacher Work Day/Professional Development Day #1

Thursday August 2 Teacher Work Day/Professional Development Day #2

Friday August 3 Teacher Work Day/Professional Development Day #3

Monday August 6 Teacher Work Day/Professional Development Day #4

Tuesday August 7 First Day of School for Students 1st Quarter Begins (Day #1)

Tuesday August 14 School Board Meeting – 6:00 p.m.

Wednesday August 22 60% School Day

Monday September 3 Labor Day Holiday

Tuesday September 11 School Board Meeting – 6:00 p.m. Progress Reports

Tuesday October 9 1st Quarter Ends (Day #45) School Board Meeting – 6:00 p.m.

Wednesday October 10 2nd Quarter Begins (Day #46)

Monday October 15 Fall Holiday for Students/Staff/Weather Makeup Day

Tuesday October 23 Report Cards

Thursday October 25 60% School Day

Tuesday November 13 School Board Meeting – 6:00 p.m. Progress Reports

Mon.-Tue. Nov. 19-21 Thanksgiving Holidays / Weather Makeup Days

Wed.-Fri. Nov. 22-23 Thanksgiving Holidays

Tuesday December 11 School Board Meeting – 6:00 p.m.

Wednesday December 19 60% Day for students/ Professional Development Day 2nd Quarter Ends (Day #90)

Weds-Weds Dec. 20-Jan. 4 Christmas Holidays

## Second Semester

Friday January 4 Student Holiday Teacher Work Day/Professional Development Day #5

Monday January 7 3rd Quarter Begins (Day #91)

Tuesday January 8 School Board Meeting – 6:00 p.m.

Monday January 21 Dr. Martin Luther King Jr. Day / Weather Makeup Day

Tuesday January 22 Report Cards

Tuesday February 5 Progress Reports 3rd Quarter

Tuesday February 12 School Board Meeting – 6:00 p.m.

Tuesday February 19 60% School Day

Mon.-Weds March 4-6 Mardi Gras Holidays/March 6 Weather Makeup Day

Tuesday March 12 School Board Meeting – 6:00 p.m.

Thursday March 14 3rd Quarter Ends (Day #135)

Wednesday March 15 4th Quarter Begins (Day #136)

Tuesday March 26 Report Cards Tuesday April 9 School Board Meeting – 6:00 p.m.

Tuesday April 16 Progress Reports

Friday April 19 Good Friday Holiday/Weather Makeup Day

Mon-Fri April 22-26 Spring Break

Tuesday May 14 School Board Meeting – 6:00 p.m.

Friday May 24 4th Quarter Ends (Day #180) Last Day for Students – Report Cards (Elementary) 60% Day / Professional Development Day

Monday May 27 Memorial Day Holiday

Tuesday May 28 Graduation Professional Development Day #6

Wednesday May 29 Professional Development Day #7

Tuesday June 11 Public Hearing on FY16 Budget – 5:00 p.m.

Tuesday June 11 School Board Meeting – 6:00 p.m. Report Cards (Secondary)

Thursday June 27 Special Called School Board Meeting – 5:00 p.m.

\*Note 60% days for Professional Development have not been set

## ACCIDENTS

### **Student Accidents**

When students are injured, it is very important that they receive prompt medical attention from the school nurse at the facility where the injury occurs. The supervising adult (teacher, etc.) will immediately notify their administrator and the school nurse of the injury, and ensure that the child is seen. Under no circumstances should any OSSD employee personally transport a child to a hospital. The employee supervising the student will need to complete a paper accident form and give it to the school nurse to attach to her SNAP report.

Teachers are responsible for the safety of all students under their supervision. An injury to anyone on campus or at a school event must be reported immediately. Any injury to a student 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 crisis plan for your school.

Remain calm and promptly decide what needs to be done to prevent the situation from worsening.

Act decisively and take charge.

If an 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.

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 crisis 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.

. 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**

#### Receipting:

Teachers will be issued a pre-numbered set of receipts and should receipt all money collected from students. The following is a general guideline:

- All money will be receipted as soon as it is collected
- Money and receipt books will be turned in to the school bookkeeper daily.
- The school bookkeeper will issue a receipt to the teacher for all funds collected each day.

The principal is responsible for all funds collected at their location. No collection of funds or purchasing of any kind should be made without the principal's knowledge and approval.

#### Purchasing:

All purchases should be made using the Purchase Order system. Any items, services, etc. ordered without a proper Purchase Order in place will become the financial responsibility of the employee placing the order. Please see your school or department bookkeeper for more information.

## **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.

Under no circumstances should an employee of the District contact a student by text message or call a student's cell phone.

## **ANTI-HARASSMENT POLICY**

The Ocean Springs 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, bullying, 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 Ocean Springs School District to maintain an environment free from harassment of any kind, including sexual harassment and bullying. Therefore, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and bullying of any nature, are prohibited. It shall be a violation of School Board policy for any employee to use sexual harassment or harassment in any form toward any other employee or student. The District will investigate all formal and informal, verbal and written complaints of such harassment. Any employee who is found to have harassed 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.

Please refer to OSSD Policy GAEA: Staff Protection

### **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 an 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 within 24 hours. Supervisors will immediately 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 prescribe 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.

### **ASSISTANT TEACHER EVALUATION**

Duties and responsibilities are reviewed at the beginning of each year with returning assistants. Assistants new to the District 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 District evaluation instrument.

### **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.
- 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.

\*After four (4) consecutive absences, **or two consecutive days missed before or after a non-work day**, a physician's note is required and the absence will be reported to the Personnel and Business Office by the principal.

- If you are late for any reason, contact the principal's office so arrangements can be

made until you arrive.

- Employees who 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 will be considered to have voluntarily terminated employment, effective at 5:00 p.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 re-apply 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.

Reference OSSD Policy GBRI Absence from Duty

Note: **Licensed school employees; use of personal leave near holiday 37-7-307(3)(b)(i-iii)**

- Creates an exception to the prohibition against licensed employees of a school district using personal leave the day before or after a holiday for educators having 10 years or more in experience or 30 days of unused accumulated leave earned in that district
- Authorizes a licensed school employee to use personal leave on the first and last day of the school term and the day before and after a holiday if employee is summoned to appear for jury duty or as a witness in court on those days

### **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 white boards clean?

Are students sitting too close to walls or white boards?

Do students assume some of the responsibilities of the care of the room?

Are floors cleared of paper, books, pencils, etc.?

### **CELL PHONES**

It is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited. Specifically prohibited is the use of cell telephones by teachers during class time, unless such cell telephone calls are directly related to the academic performance of the student or to safety concerns.

Under absolutely no circumstances should a teacher exchange cell phone numbers with a student or contact a student through any channels other than those provided by the District. Should a student contact a teacher via the teacher's personal cell phone or social media sites, the teacher must immediately report this contact to their principal.

### **CODE OF ETHICS**

All employees of OSSD, 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 the Mississippi Department of Education, 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.

Reference the Mississippi Educator Code of Ethics/Standards of Conduct

OSSD Statement of Ethics for All School Personnel

- District personnel should abide by federal, state, and local laws as well as the policies of the OSSD Board of Trustees.
- District personnel should maintain an appropriate relationship with students at all times, both in and outside the classroom.

- District personnel should make the well-being of students their primary consideration in decision-making and actions.
- District personnel should report any concerns to their supervisor or a District administrator in a timely manner and seek advice on resolution.
- District personnel should exemplify honesty and integrity in the fulfillment of their duties and responsibilities.
- 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.
- District personnel should not use their positions in the school district for personal gain.
- 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.
- District personnel should comply with state and federal laws and the policies of the OSSD Board of Trustees regarding the confidentiality of student records, unless disclosure is required and permitted by law.
- District employees should fulfill all the terms and obligations of their employment contract with the OSSD Board of Trustees for the duration of the contract unless there is a prior release from the contract by OSSD Board of Trustees.
- 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.

Reference Policy GAA Professional Educator Code of Conduct

## **COMPETITIVE FOOD RULE**

### **Competitive Food**

#### **Mississippi State Code 2002**

To ensure that children are in a position of having to decide between non-nutritious foods immediately before or during the meal service period:

- No food items will be sold on the school campus for one (1) hour before the start of any meal services period.
- The school food service staff shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served.
- With the exception of water and milk products, a student may purchase individual components of the meal only if the full meal unit is being purchased.

Students who bring their lunch from home may purchase water and milk products.

## **CONDUCT AND BEHAVIOR POLICY**

No person may possess or use tobacco products on school property. No person may possess or use alcohol or illegal drugs on school property. The District may remove any person in violation of this policy from school property and may, in its discretion, prohibit the person from entering school property and attending school events for a stated period of time.

No person may threaten, bully or harass any District employee or student. If any person engages in such threatening or harassing conduct toward a District employee or student, the District may remove the person from school property and may, in its discretion depending on the person's offensive behavior, prohibit the person from entering school property or attending school events for a period of time.

## **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 use 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 the District.

## **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 if you make a mistake or treat a student unjustly
- establish a minimum number of simple rules and help students understand why they are necessary



- 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 one student with one another
- become overly friendly and familiar with students (this can cause loss of respect for you)
- repeatedly display 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
- engage in any type of inappropriate contact with students
- text students
- exchange cell phone numbers or communicate with students through any channels not provided by the District

#### **DRUG ABUSE POLICY FOR EMPLOYEES**

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

Pursuant to OSSD Policy GBRL, all OSSD employees must notify the Superintendent of Education if any employee is *convicted for violation of any criminal drug statutes should said violation occur in the workplace*, no later than five (5) days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the school district.

### **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. As a general rule, employees should adhere to the OSSD policy GAHA Instructional and Support Staff Dress Code.

Administrators reserve the right to make a determination 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 students assigned to their care and to take precautions that will ensure the students' 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 students and all other students 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 principal's 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 students to practice, good housekeeping by forbidding litter; by storing books, work materials, supplies and equipment in a neat and orderly manner; 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

Teachers will receive an EEF procurement card that will be preloaded with an amount of funds determined by the MS Department of Education (MDE). The funds shall be used for the purchase of instructional materials. All purchases must be completed by March 31<sup>st</sup> and teachers are required to maintain all purchasing records for 5 years. Teachers will be required to sign an agreement prior to receiving the card and are expected to follow MDE prescribed guidelines outlined in the agreement.

## ELECTRONIC COMMUNICATION

Employees of the District 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, mobile devices, 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 use software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate for the workplace.

## EMERGENCIES

It is essential that staff be knowledgeable of the school's **emergency crisis manual** procedures. Remain calm during emergencies; and always refer first to your school safety plan for details on how to handle an emergency on your campus. In the case of an emergency, updates will be posted on the OSSD website, Twitter and Facebook accounts; in addition to notification through the local media outlets and the District's phone notification system.

### 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.

### Severe 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.

### 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**

By state statute, all newly hired licensed and non-licensed employees must have a criminal records check performed by the FBI and the State CIC center. Fingerprints must be taken and submitted as part of the background check. The cost to conduct the background check is \$35.00 per applicant.

### **Criminal Records/Child Abuse Registry Check**

The Superintendent shall require that current criminal records background checks and current child abuse registry checks are obtained and such information is kept on file for any new hires applying for employment as either a licensed or non-licensed employee who was not employed by the District before July 1, 2000. All applicants shall be fingerprinted for such background checks. The Superintendent shall be responsible for seeing that the District complies with the requirements of Mississippi Department of Education, and state and federal laws regarding such background checks.

If for any reason background check information is not provided before an employment contract is signed or at-will employment begins and the background check discloses information making the employee ineligible for employment, the Superintendent may immediately revoke any contract and terminate any employment relationship. If the Superintendent revokes a contract for these reasons, he/she shall inform the Board of Education for its approval of the revocation. It is the policy of the District that pursuant to Miss. Code Ann., 37-19-17, no waivers will be granted to new hires or to any person who has already been granted an employment contract or who has begun employment before the required background checks disclosures have been provided to the District if such information discloses a felony conviction, guilty plea, or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, burglary, rape, sexual battery, a sex offense listed in Miss. Code Ann 45-33-23 (g), child abuse, arson, grand larceny, gratification of lust, or aggravated assault which has not been reversed on appeal or for which a pardon has not been granted. The Superintendent may in his/her discretion, grant waivers if he/she finds mitigating circumstances for possession of drugs or for any felony or misdemeanor other than those listed in the paragraph above that are disclosed on such background checks. If the Superintendent decides to grant such a waiver, he/she will disclose the waiver to the Board of Trustees before the Board considers the applicant for employment by the District. If the background check information is not provided until after employment has begun, the Superintendent shall inform the Board of his/her grant of a waiver and present it to the Board of Trustees for approval and ratification.

### **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 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 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, including bullying
- 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 or any District policies and procedures
- 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.
- inappropriate contact with students via texting, social media, etc.
- failure to notify immediate supervisor or district administrator in a timely manner of serious matters involving students or district employees
- transporting students in personal vehicles

Certified 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/her 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

### **FMLA**

If eligible, the Family Medical Leave Act (FMLA) entitles employees to take job protected leave of absence as a result of birth or caring for a newborn, adoption of a child, placement of a child with an employee for foster care, absence to care for an immediate family member with a serious health condition, absence to care for their own serious health condition, or in the event that there is an urgency resulting from a family member's active duty or care for a family service member's recovery from a serious injury or illness.

To be considered for FMLA, employees must complete an FMLA packet in its entirety.

**Packet Procedure:** An FMLA Packet contains the following items: authorization procedure information, an employee information sheet, an authorization form, a pregnancy statement, a WH380 or certification of health care provider form, a checklist, the OSSD FMLA policy, and the federal FMLA mandates. Each form must be completed in full, if applicable. When an employee is in need of FMLA leave, they will receive a packet, which can also be found on the OSSD website (under Business Office Forms, Miscellaneous). They will begin their process of applying for leave by submitting a written request to their direct supervisor (administrator); the supervisor will indicate approval by signing and dating the request. They will also ask their supervisor to sign the authorization form. The written request and authorization form will be turned in to the Business Office. It is up to the employee to submit the additional required documents. The employee information sheet is used to collect the employees mailing address. Employees will only complete a pregnancy statement if they are requesting maternity leave for a routine pregnancy. In the event that a pregnancy becomes high-risk, or if an employee will be taking leave for surgery or a catastrophic illness, they must receive certification from their physician, who must sign the WH380 form.

When all documents have been received by the Business Office, a determination can be made. Sick, personal, and dock sub leave must be used during FMLA leave.



### **Donated Leave**

If an employee is suffering from a catastrophic illness or injury, and they do not have enough sick, personal and dock sub time to receive compensation for the duration of their FMLA protected leave, they may be eligible for donated leave. To request donated leave an employee must submit an FMLA WH380 form as well as a written request for donated leave to their supervisor. The request will be forwarded to the Business Office for the FMLA committee to determine if the employee is eligible for donated leave. The employee and the supervisor will be notified of the determination. If approved, the supervisor will inform coworkers that leave may be donated to the eligible employee.

Donated leave can only be used up to 90 days.

Employees are instructed to refer to the School Board policy GBRIA: Family and Medical Leave Act

### **FIELD TRIPS**

Teachers must submit a request for a field trip to the school principal. The forms can be found online. All trips should be educational and well planned. Timelines, set by the Director, must be followed. 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.

Planning the field trip and arranging the details are the teacher's responsibility. All field trips must be approved by the principal, and must be submitted for a bus permit two weeks prior to the trip.

Teachers should notify the school nurse and child nutrition two weeks prior if lunches or medications are needed. This includes any and all events pertaining to athletics or academic events.

### **Fixed Assets**

Fixed assets are pieces of equipment that the State mandates we track for accountability purposes.

Fixed assets are easily recognized because they are numerically tagged with either a green, red, or white "Property of Ocean Springs School District" sticker.

Employees are responsible for the fixed assets that are assigned to them. This includes reimbursing the District if a tagged asset is lost.

**Transferring an asset:** If you no longer use an asset, please see the fixed asset clerk at your location and complete transfer paper work, giving responsibility for the item to the current user.

**Asset Disposal:** If an asset is obsolete, or no longer works, please see the fixed asset clerk at your location and complete disposal paperwork. The items disposal must be board approved. Once this process is complete, the sticker will be removed and returned to the Business Office. The asset can then be thrown away. **NOTE:** All technology related items must have Technology Department approval before being disposed.

**Hand Receipts:** If an employee needs to take an asset off the property or if an asset is sent out for repair, an OSSD Hand Receipt form must be completed. Once the item is returned and verified to be in working order; the paperwork is marked returned and filed with current year asset paperwork. Examples are iPads, laptops, cellular devices, etc.

**Laptop Carts:** Carts should be kept in a secure location and locked when not in use.

Laptop carts can be checked out by an employee. The administrator is then financially responsible for a lost item.

Laptop carts can be assigned to a team or department. A check out system should be established by having the department head take charge of the asset and then have each employee check out as needed. In the event a laptop is lost, it is the responsibility of the department/team members to share in the cost of replacing the item.

## **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 a timely manner after grading.

Progress reports are completed on time.

Reports cards are completed with no inaccurate or incomplete information provided.

Reference OSSD Policy IHAD Policy Statement on Grading—Elementary and Secondary Schools

### **GRIEVANCE PROCEDURE (PERSONNEL)**

Refer to OSSD Policies CD: Line and Staff Relations and GAE: Licensed Staff Complaints and Grievance.

### **GRIEVANCE PROCEDURE (Licensed Personnel Appraisal)**

Licensed employees are provided an equitable solution to a grievance filed in connection with a personnel appraisal. Please follow the procedures set forth in OSSD policy GAE-P.

### **HOMEBOUND INSTRUCTION**

Students with documented long-term illness or injury, which prohibits school attendance, may be provided homebound instruction with approval of the principal and substantiated approval from the family physician. Teachers will be asked to provide materials for the homebound instructor to provide educational services as needed. The homebound instructor will provide to the home school teacher the work completed for each week.

Homebound instruction will be made available in the core academic subject areas. A request for homebound instruction in other areas will be given consideration, depending upon the circumstances and the availability of certified staff members who teach in the subject area.

### **HOMEWORK**

Teachers may assign a reasonable amount of meaningful homework.

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 during a school-sponsored activity so that the parent/guardian may reassume control over the student. In the event of serious illness or injury and a parent/guardian cannot be contacted, school authorities shall seek immediate professional medical care. Such care shall be at the expense of 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**

The only insurance deduction to be made on payroll will be group insurance approved by the insurance committee, the Superintendent, and the OSSD Board of Trustees. 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 Board of Trustees policy GBRI.

### **LEGAL FEES**

Employees shall not contact OSSD Attorney concerning OSSD matters unless directed to by Central Office Administration. Any attorney fees due to contact without prior approval of Central Office Administration shall be the responsibility of the employee.

## **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 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 the Medication Administration policies outlined in the student handbook-Policy JGCD-Student Health Services--Medicines, JGCDA-Self Administration of Asthma, and Anaphylaxis Medicine and JGCDB-Self Administered Prescription Medicines.

## **OUTSIDE EMPLOYMENT**

Employees choosing to work outside OSSD 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.

Reference OSSD policy GBRG

## **PAYROLL INFORMATION**

Ocean Springs School District processes a single monthly payroll with electronic settlement of payroll checks secured through direct deposits of net pay for all school district employees. Direct deposits are made on the last working day of each month.

## **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](http://www.mde.k12.ms.us/ed_licensure/index.html).

## 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. Interactions and relationships should be maintained on a professional level and manner.

**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.

**Administrative Staff – Assistant Superintendent, Superintendent:** Immediately report any concerns, evidence of abuse, suspected abuse, or any inappropriate activity to an Assistant Superintendent or the Superintendent. Follow-up with written confirmation to an Assistant Superintendent or the Superintendent.

## REPORTING ABUSE OR NEGLECT

### THE LAW

Mississippi law requires the following persons 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 to have absolute proof before reporting. It is the responsibility of Child Protective Services to make its own investigation.

### STEPS TO FOLLOW AFTER SUSPECTING ABUSE.

- Notify the Child Protection Services at 1-800-222-8000 or at <https://www.mdcps.ms.gov/>
- 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.)

#### REPORTING WITHIN THE SCHOOL SYSTEM

- Staff members may Inform the principal of your findings.
- The principal will immediately notify the Superintendent or designee.

#### 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 birth 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 OSSD 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 OSSD 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 workplace, 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.
- Do not transport students without parental permission, notification of supervisor and only in a District-owned vehicle.

### **School Board Meeting and Agenda**

The Ocean Springs School District Board of Trustees meets the second Tuesday of every month at 6:00 p.m. in the Central Office Boardroom 2300 Government Street, Ocean Springs, MS 39564. Deadline for submission of agenda items is noon on the Wednesday the week prior to the next scheduled meeting. This deadline is firm. Agenda items should be addressed to:

Ocean Springs School District Board of Trustees

Attn: Betty O'Brien

2300 Government Street

### **SOCIAL NETWORKING POLICY**

No employee of the District who participates in social networking websites may use the websites to fraternize or socialize with students; or to post inappropriate comments about students. No employee of the OSSD District may use text messaging, e-mail or other social media to socialize with or fraternize with students. Employees should use only OSSD District approved websites to communicate with students and then only about school matters.

No employee of the OSSD District may access his/her social networking website for personal use during school hours.

Any violation of the Social Networking Policy may result in disciplinary action, up to and including termination.

Reference OSSD policy GABB

### **TOBACCO POLICY**

The District requires a tobacco-free environment. Smoking and all other uses of tobacco by 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.

Reference OSSD policy GBRM—Smoking and Other Uses of Tobacco

### **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 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:

Mrs. Catherine Melchi, Ocean Springs School District

2300 Government ST

Ocean Springs, MS 39564

228-875-7706

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

Mr. Grant Dickinson

2300 Government ST

Ocean Springs, MS 39564

228-875-7706

### **STUDENT TEACHERS**

The District's Board of Trustees, 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. 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. The principal shall determine a schedule and make assignments within each school.
3. First year teachers shall not be assigned student teachers.
4. 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.
5. 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.
6. The teacher is responsible for everything that takes place in the classroom, whether or not he/she has a student teacher.
7. Administrators may deem it necessary and beneficial to student teachers to involve them in

activities other than instructional.

8. 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.

### **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 OSSD 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.

Teacher employment decisions will be made as outlined in the Education Employment Procedure Law. Teachers who have not accrued two continuous years of employment in a Mississippi public school district and/or teachers in their first year of employment with a school district are not entitled to the protections of this law.

In order to provide additional feedback to teachers, the state of Mississippi has implemented use of the Teacher Growth Rubric. This rubric contains 4 domains including: Lesson Design, Student Understanding, Culture and Learning Environment, and Professional Responsibilities. OSSD utilizes this rubric for teacher and staff appraisal.

Any employee who wishes to review their personnel file must give a 24 hour notice to the Human Resources Department and an appointment time will be set.

### **TEACHER SUPPORT TEAMS**

The 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.

### **TESTING**

#### SB 2258

Section 37-16-4, Mississippi Code of 1972, is amended as follows: 37-16-4. (1) It is unlawful for anyone knowingly and willfully to do any of the following acts regarding mandatory uniform tests administered to students as required by the State Department of Education: (a) Give examinees access to test questions prior to testing; (b) Copy or reproduce all or any portion of any secure test booklet; (c) Coach examinees during testing or alter or interfere with examinees' responses in any way; (d) Make answer keys available to examinees; (e) Fail to account for all secure test materials before, during and after testing; (f) Participate in, direct, aid, counsel, assist in, encourage or fail to report any of the acts prohibited in this section. (2) Any person violating any provisions of subsection (1) of this section is guilty of a misdemeanor and upon conviction shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned for not more than ninety (90) days, or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.

(3) Any person submitting a false certification to the State Department of Education that each statewide test in a school was administered in strict accordance with the Requirements of the Mississippi Statewide Assessment System as adopted by the State Board of Education, and with willful intent, is guilty of a felony and upon conviction thereof shall be fined not more than Fifteen Thousand Dollars (\$15,000.00), or be imprisoned for not more than three (3) years, or both. Upon

conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.

### **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.

Student 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 contact 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.

### **TIME CLOCK PROCEDURES**

Each classified employee is to use the biometric timekeeping system and follow these guidelines:

1. Employees are required to clock in at the start of their assigned duties and must clock out when going off duty.
2. Employees must have prior written approval from their supervisor for all over-time over 30 minutes. The request for overtime approval should include an estimate of over-time hours needed.
3. Time correction edits must be entered by the employee and approved by their supervisor. Excessive time correction edits will result in disciplinary action.
4. Employees that do not work their scheduled hours must apply for leave. If no leave is available, unpaid leave should be applied.

Violations of these procedures may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination.

## **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 is encouraged to 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 Board of Trustees of the OSSD District. The contract is not for a particular school, particular grade or specific subject.

## **TRANSPORTATION**

District employees are allowed to transport students in District-owned vehicles, provided they have obtained written permission from the student's parent/guardian, and have notified and obtained permission from their supervisor.

## **TRAVEL**

All travel requires prior approval through page one of the Travel Expense Voucher (TEV), which is available on the OSSD District website. In-state travel requires approval from the immediate supervisor. Out-of-state travel requires approval by the Superintendent.



No registration for workshops, hotels, or airline tickets should be completed until prior approval is received.

Lodging and airline tickets shall be secured by the school bookkeeper through the use of the OSSD Districts' travel card. Mileage and per diem shall be reimbursed to the employee after the trip has taken place and page 2 of the Travel Expense Voucher (TEV) has been received in the Business Office.

### **TUTORING POLICY**

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he may have a conflict of interest, teachers shall receive no money from parents for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to make.

Further, no tutoring for which a teacher receives a fee will be carried on in the school building.

No teacher shall use his/her official position to obtain pecuniary benefit for himself/herself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he/she is association. 25-4-105 (1) (1994)

Reference OSSD Policy GBRGB

Teachers may provide tutorial to students through the BOT approved remediation program.

Teachers must be BOT approved and must submit monthly timesheets approved by the building administrator. Timesheets must be submitted to the Business Office within one week of the close of each month.

### **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 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**

The parent/guardian must send a written request or come to the school at least one (1) day before the student can be withdrawn from school. Official withdrawal papers must be completed. If the record is not clear in the office, the student may encounter difficulties enrolling in another school. The record is not clear until all library books have been returned, textbooks have been checked in, and all fees/fines have been paid.

#### **WORKERS' COMPENSATION**

The District's goal is to provide a safe work environment. Each employee shall comply with all occupational safety, health policies and standards.

If an employee is injured at work, it is up to OSSD to resolve the matter in such a way that the employee is treated, and can return to work in a timely manner. In the event of an injury, an employee is required to notify their supervisor immediately, regardless of the severity of the accident. The payment of medical bills and compensation payments will be in accordance with all applicable workers' compensation laws.

ACKNOWLEDGMENT OF RECEIPT  
OF  
OSSD EMPLOYEE HANDBOOK

The OSSD Employee Handbook contains important information about Ocean Springs School District, and I understand that I should consult my building level administrator regarding any questions not answered in the handbook. I have entered into my employment relationship with the Ocean Springs School District voluntarily and will abide by all of the rules, policies and regulations of the Ocean Springs School District and the State of Mississippi.

Since the information, policies, procedures and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees of the Ocean Springs School District has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Ocean Springs School District following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy or read the internet version of the OSSD Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the building level administrator of my facility. I understand that this form will be retained in my personnel file.

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Signature of Employee	Date
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Employee's Name - Printed

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OSSD Representative	Date
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