YAZOO CITY MUNICIPAL SCHOOL DISTRICT

Staff Handbook

2026-2027

Motto:
One Vision, One Mission, One Voice, Accountability for All

Dr. Earl Watkins,
Interim Superintendent

Dr. Sametra Brown, Assistant Superintendent/Federal Programs

Chief Business Officer

Dr. Deanne Austin, Executive Director of Operations

Chief Cedric Brown, Executive Director of Campus Police/Transportation

Table of Contents

Superintendent's Message *5*

Forward *6*

Compliance Statement *7*

Vision *8*

Mission *8*

Core Values *8*

Strategic Goals *8*

Mantra *8*

DISTRICT DIVISIONS *9*

Office of the Interim Superintendent **9**

Office of the Assistant Superintendent **9**

Operations **11**

Campus Police & Transportation **11**

Finance and Business Affairs **11**

Schools and Academic Centers *11*

Yazoo City Municipal School District Calendar *12*

ACCIDENTS *13*

ACCIDENT PROCEDURES (YCMSD Policy GBRHC and GBRHC-E1) **14**

ANTI-RETALIATION PROCEDURE (YCMSD Policy GBR) **15**

ARREST OF EMPLOYEE **15**

ASSISTANT TEACHER EVALUATION (YCMSD Policy GDI) **16**

APPENDIX *56*

Yazoo City Municipal School District's *65*

EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGEMENT 76

ACCEPTABLE USE POLICY STAFF AGREEMENT **77**

HEALTH INSURANCE MARKETPLACE COVERAGE NOTICE **78**

Mississippi Educator Code of Ethics Acknowledgement **79**

TABLE OF CONTENTS

SUPERINTENDENT'S MESSAGE	4
FORWARD	5
COMPLIANCE STATEMENT	6
VISION STATEMENT	7
DISTRICT DIRECTORY & CONTACT LIST	8
SCHOOLS	10
2026-2027 YAZOO CITY MUNICIPAL SCHOOL DISTRICT CALENDAR	11
ACCIDENTS	13
ACCOUNTING PROCEDURE	13
ADDRESS/TELEPHONE	14
ANTI-HARASSMENT POLICY	14
ANTI-RETALIATION PROCEDURE	14
ARREST OF EMPLOYEE	14
ASSISTANT TEACHER	15
ASSISTANT TEACHER EVALUATION	15
ATTENDANCE	15
BOARD MEETINGS	18
CARE OF CLASSROOM	18
CELL PHONES	19
CODE OF ETHICS	19
COMMUNITY RESOURCES	20
CONDUCT AND BEHAVIOR POLICY	20
CONFERENCES	21
CONFIDENTIAL INFORMATION	21
CUMULATIVE RECORDS: PREPARATION AND USAGE	22
DISCIPLINE GUIDE	23
DRUG FREE WORKPLACE	24
DEMEANOR AND PERSONAL APPEARANCE	24
DUTIES/RESPONSIBILITIES OF TEACHERS	24
EEF FUNDS	26
ELECTRONIC COMMUNICATION	26
EMERGENCIES	26
EMPLOYEE BACKGROUND CHECK	27

LEAVE RELATED POLICIES 28
FIELD TRIPS 40
GRADEBOOK 41
GRIEVANCE PROCEDURE (PERSONNEL) 41
HOMEBOUND INSTRUCTION 42
HOMEWORK 42
ILLNESS (STUDENT) 43
INSURANCE 43
MEDICATION 43
NEPOTISM 43
OUTSIDE EMPLOYMENT 44
PARTIES 44
PAYROLL INFORMATION 44
PERSONAL IDENTIFIABLE INFORMATION 44
PROFESSIONAL DEVELOPMENT 44
PROPERTY/EQUIPMENT 45
PURCHASING 46
RECORDS RETENTION GUIDELINES 46
RELATIONSHIPS 46
RESIGNATION 48
RETIREMENT 48
SAFETY 48
SEGREGATION OF DUTIES POLICY 49
SOCIAL NETWORKING POLICY 49
SMOKING POLICY 50
STATEMENTS OF COMPLIANCE 50
STUDENT TEACHERS 50
TEACHER APPRAISAL AND SUPPORT STAFF 52
TEACHER SUPPORT TEAMS/MTSS 52
TEXTBOOKS 52
TRANSFERS 53
TRANSPORTATION 53
TRAVEL 53
TUTORING POLICY 54

UNLAWFUL ACTIVITY 54
VISITORS 54
WITHDRAWAL PROCEDURES 54
WORKERS' COMPENSATION 54
APPENDIX 56
APPENDIX (A).....Overtime and Compensatory Pay 56
APPENDIX (B).....Health Insurance Marketplace Coverage 58
APPENDIX (C).....MDE Code of Ethics/Standards of Conduct 60
APPENDIX (D).....Maintenance Staff Safety Measures 63
APPENDIX (E).....The Notice of Title IX Non Discrimination 65
EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGMENT 76
ACCEPTABLE USE POLICY STAFF AGREEMENT 77
HEALTH INSURANCE MARKETPLACE COVERAGE NOTICE 78
MISSISSIPPI EDUCATOR CODE OF ETHICS ACKNOWLEDGEMENT 79

Superintendent's Message

Dear YCMSD Colleague:

It takes a special kind of person to work in a school district.
We are called to show patience, even when others are not patient with us. We are called to lead with kindness, even when kindness is not returned. We must continue to give our best effort, even when it feels like we're doing it alone. This work cannot be sustained by financial motivation alone—it requires something deeper. It requires purpose. It requires a *why*.

So I ask you: **What is your why?**
What will ground you when the work becomes challenging? What will keep you going when the resources seem out of reach? I encourage you to reflect on that question. Let it settle in your heart and guide your steps. You'll need it. Because this is the nature of the work we do in education—it's not easy, but it is essential.

When I was appointed by the Mississippi State Board of Education to lead the school district, I was asked why I accepted this role—and why *this* district. I answered:

"Communities like those served by the district face many complex challenges. There is no single solution that will bring sustainable change overnight. Improving student outcomes demands passion, commitment, an understanding of the community, and community buy-in. I am deeply committed to this work because I know firsthand how strong partnerships between schools and communities can transform lives."

This document outlines the expectations and responsibilities of all employees within the Yazoo City Municipal School District. It is a necessary tool to ensure we understand our procedural, legal, and fiduciary duties. Please take time to study it thoroughly and refer to it often.

We need each other to succeed. No one can do this work alone. I am committed to supporting you each day, and I expect your supervisors to do the same. Together, as we strive to provide every student with a world-class education, we will move forward with:

One Vision. One Mission. One Voice. Accountability for All.

Sincerely,
Earl Watkins, Ph.D.
Interim Superintendent

Forward

Welcome to Yazoo City Municipal School District (YCMSD). It is our belief that the contribution of your skills, knowledge, and positive attitude are essential components to the success and growth of the District. Our success is also dependent on clear policies and procedures to guide and govern our work. Therefore, this YCMSD Staff Handbook has been designed for this very purpose.

Please review and familiarize yourself with this staff handbook which has been prepared as a general guide to provide you with information regarding YCMSD policies, personnel procedures, benefits, responsibilities, and employee expectations. Nothing in this handbook shall be interpreted as establishing a contract of employment between the YCMSD and the employee. The District reserves the right to make revisions based on need and/or the desirability for change at any time. Thus, any policy, procedure, benefit, responsibility, and/or expectations outlined in this handbook may be modified with or without advance notice.

If you have additional questions, please contact your immediate supervisor or personnel in the Office of Talent and Human Capital at 662-746-2125 or by email at mcowan@yazoocity.k12.ms.us.

Compliance Statement

It is the policy of Yazoo City Municipal 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 of the Rehabilitation Act of 1983, and IDEA.

The school district 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 district applies to all applicants for employment in this school system, present employees, and to students. Any inquiries regarding compliance should be directed to:

Melinda Cowan
Director of Human Capital and Talent Management/Title IX Coordinator Yazoo City Municipal School District
1133 Calhoun Ave
Yazoo City, Mississippi 39194 662-746-2125
mcowan@yazoocity.k12.ms.us

Dr. Jason Hamilton
Director of Special Education/Section 504 Coordinator
1133 Calhoun Ave
Yazoo City, Mississippi 39194 662-746-2125
jhamilton@yazoocity.k12.ms.us

Vision

The vision of the YCMSD is to make each scholar a success story.

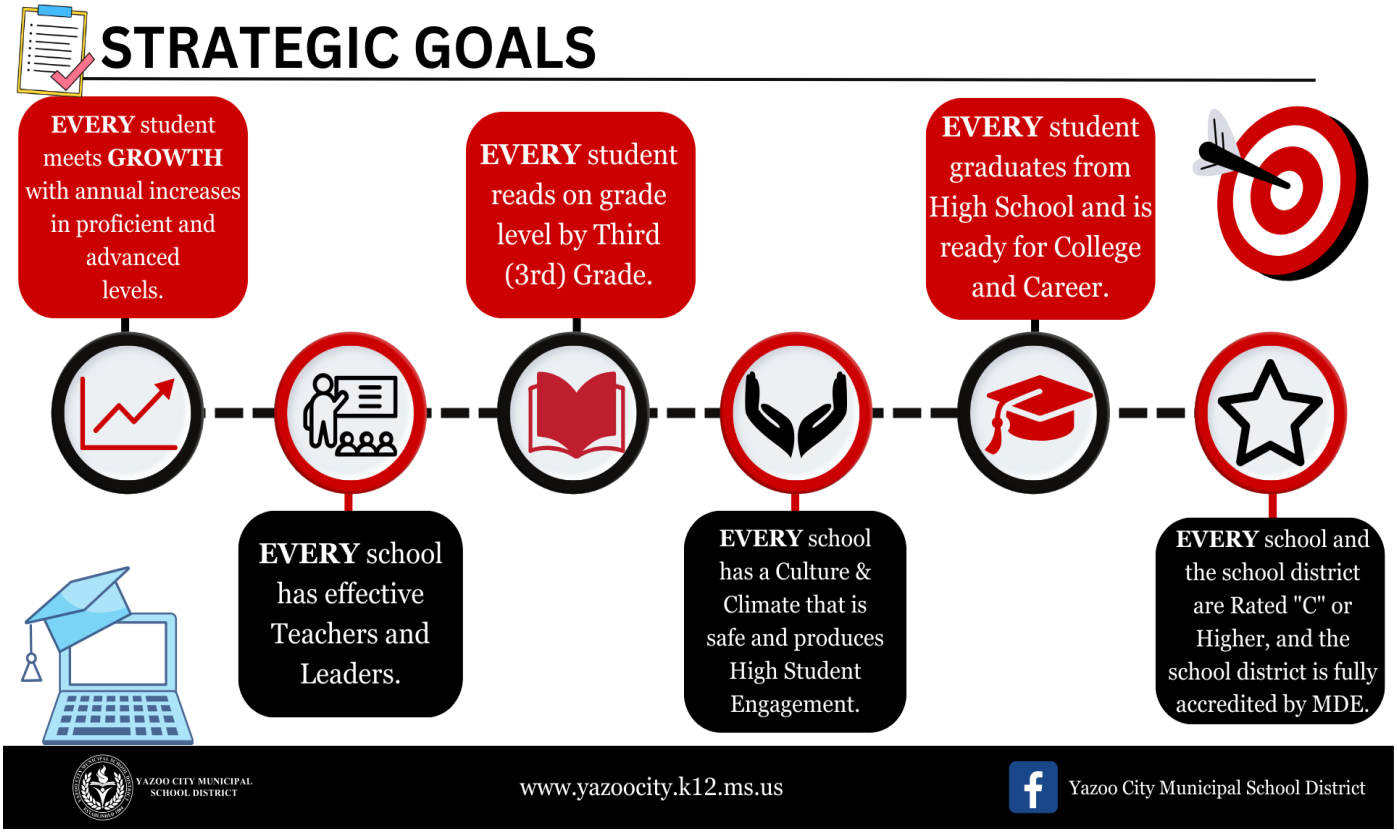
Mission

The mission of the YCMSD is to provide scholars a rigorous, culturally responsive, world-class education that supports their social emotional development and prepares them for college and career opportunities.

Core Values

Accountability Commitment Compassion Equity Integrity Respect Teamwork

Strategic Goals



Mantra

ONE VISION, ONE MISSION, ONE VOICE, ACCOUNTABILITY FOR ALL

DISTRICT DIVISIONS

Office of the Interim Superintendent

Interim Superintendent 662.746.2125
Dr. Earl Watkins, Interim Superintendent
BreAnna Coates, Executive Assistant & Project Coordinator

Office of the Assistant Superintendent

Assistant Superintendent/Federal Programs 662.746.2125
Dr. Sametra D. Brown, Assistant Superintendent/Federal Programs
Stacey Langston-Ross, Executive Assistant/Bookkeeper

Accreditation and Accountability 662.746.2125
Romeka Mack, Director of Accreditation and Accountability

Curriculum and Instruction 662.746.2125
Tommisha Johnson, Director of Curriculum & Instruction/MTSS

Human Capital & Talent Management 662.746.2125
Melinda Cowan, Director of Human Capital & Talent Management

Professional Learning/PGS/Instructional Technology, ... 662.746.2125
Dr. Ebonee Brown, Coordinator of Professional Learning, Growth Management, and Instructional Technology

Special Education 662.746.2125
Dr. Jason Hamilton, Director of Special Education
Jasmine Coleman, Child Find & Case Management/Homebound Teacher
, Behavior Specialist

Student Health Services 662.746.2125
Zina Allen, Director
Pamela Smith, Licensed Practical Nurse

Technology, Student Information, and Fixed Assets 662.746.2125
Nathaniel Dixon, Director of Technology, Information Systems, and Fixed Assets
Probartic Byest, Fixed Assets
Tony Christopher, Field Technician Coordinator
Samuel Reed, Field Technician Coordinator

Operations

Office of Operations..... 662.746.2125
Dr. Deanne Austin, Executive Director of Operations

Athletics 662.746.2125
Anthony Woolfolk, Athletic Director

Technology, Student Information, and Fixed Assets 662.746.2125
Aldena Snow, Director of Child Nutrition
Terry Williams, Child Nutrition Coordinator
Leslie Nicholson, Secretary
Azizi Clark, Secretary/Bookkeeper

Campus Police & Transportation

Campus Police & Transportation..... 662.746.2125
Cedric Brown, Chief of Campus Police & Executive Director of Transportation
Genette Haggie-Coleman, School Attendance Counselor/Assistant Director of Transportation
LT. Deonte Woodland

Finance and Business Affairs

Chief Business Officer 662.746.2125
Chief Business Officer
Bernita Washington, Payroll Accountant
Cathe Greene, Accounts Payable accountant
Valeria Lynn Brown, Financial Bookkeeper

Schools and Academic Centers

McCoy Elementary School
1835 School Drive
Yazoo City, MS 39194
Phone: 662-746-5800
Bridgett Wheaton, Principal

Bettie E. Woolfolk Middle School
209 West 5th Street
Yazoo City, MS 39194
Phone: 662-746-2904
Dr. Tulawna Belcher, Principal

Yazoo City High School
1825 Dr. Martin Luther King Dr.
Yazoo City, MS 39194
Phone: 662-746-2378
Shawn Terrell, Principal

Larry Summer CTE Center
1825 Dr. Martin Luther King Dr.
Yazoo City, MS 39194
Phone: 662-746-7642
Yolanda Strong, Director

YCMSD Alternative Learning Center
215 E. 5th Street
Yazoo City, MS 39194
Phone: 662-746-0985
Dr. Sharon Brown, Director

Yazoo City Municipal School District Calendar

July 31,2026	First Day for Teachers & Teacher Assistants Convocation
July 31-August 4, 2026	Professional Development Days
August 5, 2026	**First Day of School for Students**
September 7, 2026	Labor Day Holiday (All Schools and Offices Closed)
October 15-16, 2026	Fall Break (All Schools and Offices Closed)
November 23-27, 2026	Thanksgiving Holiday (All Schools and Offices Closed)
December 21, 2026 January 1, 2027	Winter Break (All Schools and Offices Closed)
January 4, 2027	**Staff/Students Return**
January 4, 2027	**Students Return**
January 18, 2027	Dr. Martin Luther King, Jr. Holiday (All Schools and Offices Closed)
February 15, 2027	President's Day Holiday (All Schools and Offices Closed)
March 8-12, 2027	Spring Break (All Schools and Offices Closed)
March 26, 2027	Good Friday (All Schools and Offices Closed)
March 29, 2027	Easter Monday (All Schools and Offices Closed)
May 21, 2027	Yazoo City High School Graduation

May 21, 2027	Students' Last Day of School

May 31, 2027	Memorial Day Holiday (All Schools and Offices Closed)
May 24-26, 2027	Teachers' Last Day of School
June 18, 2027	Juneteenth District Observation (All Schools and Offices Closed)

Accidents

Any injury to a student must be given immediate attention. No procedure can be pre-formulated and completely applicable in all situations. The following are general guidelines 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 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.
- Immediately submit a written report to the school's main office when an accident occurs.

Accident Procedures (YCMSD Policy GBRHC and GBRHC-E1)

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

1. Any necessary first-aid treatment should be administered.
2. When physically able, the employee shall immediately report the injury or illness to his or her supervisor.
3. Employee completes a written statement. Any employee who witnesses the incident must also provide a written statement. Anyone who refuses to complete the written statement may be viewed as insubordinate and may be subject to disciplinary action up to and including termination.
    - The supervisor or a designee contacts Campus Police.
4. Campus Police will interview the employee and witness/s (if applicable) and complete the report of the injury to be delivered to the Supervisor.
5. The Supervisor forwards the written statement/s and report of the incident to the Executive Director of Human Capital and Talent Management then to file.
6. If necessary, the investigative report will be used to file a worker's compensation claim.

Accounting Procedure

The principal is responsible for all funds collected at the school level. For this reason, no collection of funds or purchases of any kind may be made without written documented approval of the principal, department head and/or division head, and the superintendent.

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

a. Any collection of money must receive prior written and documented approval of the principal, department head and/or division head and the superintendent.
b. Receipt all money collected when it is collected.
c. Keep all money collected in a secure place.
d. Before you leave school each day, turn in the money and a copy of the receipt to the school secretary/bookkeeper. The money and receipts must reconcile. The secretary/bookkeeper will write you a receipt and return it to you.
e. Consult your secretary/bookkeeper for accounting procedures and guidelines specific to your school.

f. All fundraisers must be approved by the superintendent.

Address/Telephone

a. Students- A current address, telephone number, and the name and telephone number of an emergency contact for each student should be kept on file in the school office. Changes should be reported to the school secretary within two days.
b. Teachers- Name and address changes should be reported within two days to the school office and to the Department of Human Capital and Talent Management.
c. All Staff- should have emergency numbers on file in the school office or division office.

Anti-Harassment Policy (YCMSD Policy GBR)

The YCMSD 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 sex, race, color, national origin, religion, disability, or any other legally protected characteristic will not be tolerated.

It is the intent of YCMSD 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 district policy for any employee to use sexual harassment or harassment in any form toward any other employee or student. Although the District will investigate all formal and informal, verbal and written complaints of harassment, employees should provide a formal, written account of any harassment claim to their immediate supervisor or to the Executive Director of Human Capital and Talent Management (if the direct supervisor is the subject of the employee's harassment), to ensure harassment claims are officially documented which will guarantee an investigation. Any employee who is found to have harassed any employee or student will be disciplined accordingly.

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

Anti-Retaliation Procedure (YCMSD Policy GBR)

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, with disability or any other protected civil right. Employees can raise concerns, make reports, request accommodations, and participate in investigations without fear of reprisal.

Arrest of Employee

Employees arrested for any reason must notify their supervisor within 24 hours. Supervisors will immediately inform Melinda Cowan (Director of Human Capital and Talent management) who will notify the Superintendent

Assistant Teachers (YCMSD Policy IFBA, GC)

Assistant teachers are paraprofessionals who work under the supervision of the classroom teacher to whom they are assigned. All teacher assistants and paraprofessionals must be at least 18 years of age or older. All assistant teachers are required to have (1) Hold an associate degree or higher **OR** (2) Two Years or 48 College Credit Hours **OR** (3) High School Diploma/GED **AND** Verification of WorkKeys Scores

Assistant teachers are ultimately responsible to the school principal. In no case shall the assistant teacher discharge duties assigned by the classroom teacher which are in conflict with administrative policies and procedures.

ASSISTANT TEACHER EVALUATION (YCMSD Policy GDI)

Duties and responsibilities are reviewed at the beginning of each year with ALL assistants. Assistants new to the District will receive in-service training. Assistant teachers are evaluated by the teacher and principal at mid-point and close of the school year using the District evaluation instrument for assistant teachers.

ATTENDANCE (YCMSD Policy GBRI, GBRIA, GBRID)

Employees are expected to be prompt and consistent in attendance every day of the employee's contract or work schedule. 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 discuss your regular working hours with you prior to your first day of employment.

a. All employees are to report as scheduled and directed by their direct supervisor and clock in immediately.
b. If you are going to be absent due to illness, you must notify the principal/supervisor or designee as soon as possible AND submit the appropriate leave form.
c. If you are late for any reason, contact the principal/supervisor so arrangements can be made to cover your job until you arrive.
d. School employees are not to leave campus during duty hours without prior approval from his/her supervisor.

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 congestion, personal issues, and "normal" weather conditions are not acceptable reasons for tardiness.

The general progressive discipline matrix will be used for tardiness infractions.

An employee's attendance record may be considered unacceptable under the following circumstances:

e. a pattern of absence(s), tardiness or early departures which adversely impacts district operations and/or an employee performance, as determined by the employee's immediate supervisor;

f. an employee has a history of not following established school or departmental procedures for reporting absence(s) and/or tardies;
g. an employee has exhausted his/her paid time off balance and continues to be absent without authorized approval;
h. an employee is using sick leave for purposes not allowed.

Unacceptable attendance records may result in disciplinary actions or possible termination. Any employee who fails to report to work without prior authorization will be investigated for possible disciplinary action which may include a recommendation for (a) Letter of Reprimand, (b) Suspension, or (c) Termination.

ATTENDANCE REQUIREMENT FOR STUDENTS (YCMSD Policy JBB)

Attendance requirements for students are the same for virtual and in-person learning. In the event that attendance requirements change due to an unforeseen circumstance, this section will be updated.

REPORTING ATTENDANCE IF VIRTUAL (YCMSD Policy JBDE)

Attendance shall be collected daily and reported in accordance with the requirements outlined in Miss. Code Ann. §§ 37-13-91 and 37-151-5(j) and Miss. Admin. Code 7-3: 30.2, State Board of Education Chapter 30, Rule 30.2, and Policy 2.1 of the current edition of the Mississippi Public School Accountability Standards. LEAs are required to maintain daily schedules that document the amount of instruction a student or group of students is scheduled to receive on a given day. The schedule shall detail the amount and type of instruction being provided that the LEA has approved for the purpose of recording attendance in accordance with Miss. Code Ann. §§ 37-13-91 and 37- 151-5(j).

Teachers will take attendance daily. In the event it becomes necessary to shift to virtual learning, the following is to be used as a guide for taking attendance in a virtual setting. Virtual learning attendance is more about participation/engagement than physical presence.

- **Active Time Spent in LMS** – This indicates the time a student is active in a class that is logged and recorded by the teacher in SAM Spectra and is used as a method to track participation in the course.
- **Student Submissions in an LMS** – This indicates required classwork submissions by a student in a class that is logged and recorded by a learning management system (LMS) and is used as a method to track participation in the course.
- **Other Indicators in an LMS** – This indicates specific feature(s) that are logged and recorded by a learning management system (LMS) and is used as a method to track participation in the class.
- **Teacher and Student Communication** – This indicates academic-based communication between a student and the subject area teacher or the teacher and parent/guardian and is logged by the teacher and is used as a method to track participation in the class.
- **Other Indicators Tracked by the Teacher** – This is a description of student participation activities that are logged and recorded by the subject area teacher and is used as a method to track participation in the class.

TEACHERS AND PARENTS MAY USE THE FOLLOWING AS A GUIDE:

Elementary

- ***Synchronous Online*** - Students attending school virtually will login to the LMS during homeroom. Teachers will record attendance for the scholars and submit them to the office for input into the scholar information system by the record clerk.

- ***Asynchronous Online*** - Attendance will be captured daily through engagement with the LMS. Student engagement is measured daily, and attendance is assigned based on the student's completion of that day's engagement measure. Students who do not complete the daily measure of engagement are to be counted absent for that day, and that absence cannot be changed to present if the student completes the engagement measure on a later date.

- ***Asynchronous Offline (Print Assignments)*** - Attendance will be captured weekly through engagement with the LMS and/or submission of weekly assignments. District staff will make one- on-one contact with students via telephone daily to authenticate attendance. Assignments will be delivered and collected twice per week. Families without access to transportation will pick up and submit assignments via the district's bus routes.

- Students participating in in-person and remote instruction will have to successfully complete the same instructional requirements to be considered for progression to the next grade level.

Secondary

- ***Synchronous Online*** – Students attending school virtually will login to the LMS during homeroom. Attendance will be taken in the student information system during that time by the teacher.

- ***Asynchronous Online*** - Attendance will be captured daily through engagement/participation with the LMS. Student engagement is measured daily, and attendance is assigned based on the student's completion of that day's engagement measure. Students who do not complete the daily measure of engagement are to be counted absent for that day, and that absence cannot be changed to present if the student completes the engagement measure on a later date.

- ***Asynchronous Offline*** - Attendance will be captured weekly through engagement with the LMS and/or submission of weekly assignments. Teacher and/or Record Clerk will make one-on-one contact with students via telephone daily to authenticate attendance. Assignments will be delivered and collected once per week. Families without access to transportation will pick up and submit assignments via the district's scheduled regular bus routes.

- Students participating in in-person and remote instruction will have to successfully complete the same instructional requirements to be considered for progression to the next grade level or graduation.

HOW ATTENDANCE PARTICIPATION MAY LOOK IN A VIRTUAL SETTING:

- Attending video conference sessions
- Participating in threaded discussions
- Completing and submitting assignments (Note: students without a device or connectivity will submit paper-based assignments)
- Taking an assessment online and/or paper/pencil
- Uploading a video

- 1:1 communication via phone/email/Canvas or Google Classroom

At-home, parent-led instructional time will not count towards overall minute requirements under the synchronous online (remote) instruction method. Under the synchronous online instruction method, two-way, real-time, face-to-face, or virtual remote interaction between teachers and students is required to meet the instructional minute requirements. This may also include student-to-student sessions if supervised by a teacher who is facilitating the session live.

Students participating in-person and remote instruction will have to successfully complete the same instructional requirements to be considered for progression to the next grade level or graduation.

Elementary and secondary schools will use the learning management system and SAM for tracking scholar engagement/participation and academic progress. All students are expected to have contact with their classroom teacher daily, and if that is not possible, the district will develop other means to check on families or students who do not regularly check in with their child's teacher. The district will consider safe, welfare checks that maintain social distance to deliver supplies and transfer paper-based assignments. The district may involve attendance officers and court action if attendance is not documented within five school days.

COMPULSORY SCHOOL ATTENDANCE (TRUANCY) LAWS (YCMSD Policy JBA)

Truancy laws will apply to students who fail to attend school based on the LEA's option of traditional, hybrid, or virtual scheduling, or any combination thereof. The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law Miss. Code Ann. § 37-13-91, and Process Standard 10 of the current edition of the Mississippi Public School Accountability Standards related to Compulsory School Attendance.

BOARD MEETINGS (YCMSD Policy BCAB, BCAC, BCAD, BCBA)

Dates and times for the district's monthly board meetings are published on the district's webpage (www.yazoocity.k12.ms.us). Due to COVID-19 safety precautions, meetings are currently held virtually. Should the meeting format change, communication will be sent to all stakeholders. These monthly meetings are specifically designed for parents, guardians, community members, government officials, district employees, students, etc.

CARE OF CLASSROOM

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

i. Are the surroundings cheerful and attractive?
j. Does the appearance of the room stimulate the imagination and interest of the students?
k. Are meaningful student work, pictures, drawings, collections, and other items of interest displayed?
l. Are students surrounded by a variety of books, magazines, pamphlets, models, specimens, and materials for work?
m. Are desktops kept clean and free of marks?

n. Is all trash in the wastebasket?
o. Are white boards clean?
p. Are students sitting too close to walls or white boards?
q. Do students assume some of the responsibilities of the care of the room?
r. Are floors cleared of paper, books, pencils, etc.?

CELL PHONES (YCMSD Policy IFBB, IFBC, JRAB)

Cell phones are to be silenced during instructional time. Under absolutely no circumstances should any teacher/staff member 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/staff member via their personal cell phone or social media sites, the teacher/staff member must immediately report this contact to their principal or supervisor.

It is the duty of all teachers, coaches, extra-curricular sponsors, and staff members (all referred to generally as "Personnel" for the purposes of this policy) to maintain only appropriate communications with students at all times. The YCMSD recognizes that with advances in communication technology, there are more opportunities for out-of-school and non-school related communications between personnel and students. The increased opportunity for such communication also increases the risk that personnel may engage in inappropriate contact with students.

Further, the YCMSD recognizes that there are many convenient and efficient means of communication available to those who need to contact groups of students. Personnel are encouraged to be proactive in the delivery of verbal messages in group settings during scheduled practices or events. The YCMSD understands that group messaging in certain conditions is justifiable. However, the use of text messaging, instant messaging, chat rooms, email, giving or accepting invitations to personal social networking sites such as Facebook, Twitter, etc., or calling/accepting calls from individual students is a dangerous practice for the supervising adult, especially when these activities take place outside the normal school day or away from school activities. These communications could easily be misconstrued to be inappropriate contact with students and could lead to dismissal and/or criminal charges.
Communication with individual students by personnel through the use of these technologies is not permitted and will be viewed as evidence of inappropriate conduct towards students. Please be reminded that any discussion during and after school hours of school related issues through Facebook, Twitter, Instagram, or other social media may be in direct violation of the Family Educational Rights and Privacy Act (FERPA). Each instance will be dealt with on an individual basis. E-mail communication or texting with your class or teams must be managed through a district provided communication system. This group email and group text messaging must be conducted during appropriate hours of the day. As advances in communication technology are made, this policy should be interpreted to cover new developments in technology and new methods of written communication. Infractions with regard to communication methods will be addressed by school and district administrators in accordance with district policy.

CODE OF ETHICS (YCMSD Policy GAA)

All employees of YCMSD, both classified and non-classified, are expected to conform to high standards of ethical behavior in the performance of their duties. The 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. **See Appendix for the Code of Ethics/Standards of Conduct.**

YCMSD Statement of Ethics for All School Personnel

s. District personnel should abide by federal, state, and local laws as well as the policies of the YCMSD.
t. District personnel should maintain an appropriate relationship with students at all times, both in and outside the classroom.
u. District personnel should make the well-being of students their primary consideration in decision-making and actions.
v. District personnel should report any concerns to their supervisor or a district administrator in a timely manner and seek advice on resolution.
w. District personnel should exemplify honesty and integrity in the fulfillment of their duties and responsibilities.
x. 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.
y. District personnel should not use their positions in the school district for personal gain.
z. 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.
aa. District personnel should comply with state and federal laws and the policies of the YCMSD regarding the confidentiality of student records, unless disclosure is required and permitted by law.
bb. District employees should fulfill all the terms and obligations of their employment contract with the YCMSD for the duration of the contract unless there is a prior release from the contract by the YCMSD.
cc. District personnel should exhibit conduct that follows accepted standards of behavior for the community.
dd. 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.

COMMUNITY RESOURCES

Well-planned use of community resource personnel makes a valuable contribution to the educational program. Teachers are encouraged to use community resources to present appropriate topics to their students. Your principal must approve all community resource personnel and topics prior to your extending an invitation.

CONDUCT AND BEHAVIOR POLICY (YCMSD Policy GAB)

ee. No person may possess or use tobacco products on school property. No person may possess, use, or be under the influence of 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. **(YCMSD Policy GBRL, GBRM, GBRM-2)**

ff. 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 prohibit the person from entering school property or attending school events for a period of time. **(YCMSD Policy GAEA)**

CONFERENCES

Three major categories of conferences should occur in District schools:

gg. **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 on an acceptable form of documentation.**

hh. **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 and notes.

ii. **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.

At the discretion of the principal, school administration and/or appropriate personnel may be invited to conferences. Documentation of all correspondence is required.

CONFIDENTIAL INFORMATION (YCMSD Policy JRAB, JR, GAA)

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 and records, 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 unauthorized employee or outside party.

Unauthorized picture taking, voice recording, video recording (includes inappropriate use of picture cell phones) of conversations or district material at work, duplicating confidential information without consent/approval is prohibited.

Employees who improperly use or disclose district or confidential information may be subject to disciplinary action, up to and including termination. Additionally, an employee's salary is confidential and should be held in strict confidence by the employee and the district.

CUMULATIVE RECORDS: PREPARATION AND USAGE (YCMSD Policy JR)

- 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), stepfather, stepmother, 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.
- 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 YCMSD, then a dash and the name of the school.
  - Transfers – With the district, repeat above except YCMSD 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.
- 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.
- 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 YCMSD 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.

- 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).
- Cumulative Records – Cumulative records are not to be taken home or left unsecured overnight. Cumulative records will be stored only in the designated area. Teachers may only work on cumulative records in areas designated by the principal.
- Record Usage- A record of all cumulative record usage is to be maintained in the school office.
- 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 by 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
- ensure full compliance with state and federal laws related to disciplining students with disabilities

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 show favoritism to certain students
- challenge students to repeat an undesirable act or get yourself in a position of “do it or else”
- 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 (only administrators administer corporal punishment)

DRUG FREE SCHOOLS AND WORKPLACE (YCMSD Policy GBRL)

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

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

As a condition of employment, employees shall notify their supervisor of any conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 24 hours after such conviction.

All YCMSD employees shall abide by the terms of the school district policy respecting a drug-free workplace. An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated.

The offense will be reported to the Mississippi Department of Education, which may suspend or revoke the certificate of a certificated employee. Miss. Code Ann. § 37-3-2.

Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with state statutes.

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 a determination to the appropriateness of employee appearance and will do so in a non-discriminatory manner.

DUTIES/RESPONSIBILITIES OF TEACHERS (YCMSD Policy GBBA, GAA, GBRE, GBRD, GBRI, GBRIA, GBRID,)

The teacher is legally responsible to act in a reasonable and prudent manner at all times. Specifically, the teacher must do the following:

- Never leave students unsupervised.
- 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.
- Report any unsafe condition in the school plan or on campus to the principal so that it may be corrected.
- Strictly adhere to all policies of the District and the individual school.
- To plan, organize, and conduct a program of instruction in the subjects or grades to which assigned.
- Take precautions that will ensure the students' safety and general welfare.
- 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 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.
- No teacher shall be released from a signed contract without approval from the superintendent.
- 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 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.
- 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.
- Do not engage in any type of inappropriate contact with students.
- Do not text students.
- Do not exchange cell phone numbers or communicate with students through any channels not provided by the District.

EEF FUNDS (YCMSD Policy DJEAB)

Each non-federally funded teacher will receive an Educational Enhancement Funding (EEF) card after the start of school. Teachers are to spend these dollars with the highest level of fiduciary responsibility and efficiency as possible. The teacher should make a photocopy of any and all receipts and maintain these records for three years. Any materials or assets purchased with EEF funds are to remain in the classroom and/or with YCMSD.

ELECTRONIC COMMUNICATION (YCMSD Policy IJ-R)

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 employees. 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 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.

The District, or its authorized designees, 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 (YCMSD Policy EBBAD, EBBC-R)

It is essential that staff be knowledgeable of the school's emergency 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 YCMSD website, Twitter and Facebook accounts; in addition to notification through the local media outlets and the District's phone notification system.

<u>Fire Drill</u>
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.

<u>Inclement Weather</u>

- 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 the weather bulletin.

  Students will remain in classrooms unless notified by office personnel, who will continuously monitor the situation.

- Tornado Watch – weather conditions are such that a tornado may develop.
- Tornado Warning – a tornado has formed, 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 a personal emergency, the teacher should notify the office immediately.

EMPLOYEE BACKGROUND CHECK (YCMSD Policy GBDAA)

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 $37.00 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 Miss. Code Ann. 37-19-17 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. It is the policy of the District that pursuant to Miss. Code Ann. Section 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. Section 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 discretion, grant waivers if s/he 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.

LEAVE RELATED POLICIES

Policy GBRI: Absence from Duty

Number of Leave Days

Days	Sick	Vacation	Personal
183	5	0	2
184	8	0	2
187	8	0	2
205	8	0	2
230	10	10	3
252	10	10	3

ABSENCE FROM DUTY

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

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

   a. Each licensed employee and teacher assistant, at the beginning of each school year,shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year

   a. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee and teacher assistant if the licensed employee or teacher assistant remains employed in the same school district. In the event any public school licensed employee or teacher assistant transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.

   b. No deduction from the pay of such licensed employee or teacher assistant may be made because of absence of such licensed employee or teacher assistant caused by illness or physical disability of the

licensed employee or teacher assistant until after all sick leave allowance credited to such licensed employee or teacher assistant has been used.

c. For the first ten (10) days of absence of the licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there shall be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in that local school district, necessitated because of the absence of the licensed employee as a result of illness or physical disability. In lieu of deducting the established substitute amount from the pay of such licensed employee, the policy may allow the licensed employee to receive full pay for the first ten (10) days of absence because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee. Thereafter, the regular pay of such absent licensed employee shall be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

3. PERSONAL LEAVE ALLOWANCE

Each licensed employee at the beginning of each school year shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. Except as otherwise listed below, such personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday, a day after a holiday, or absent emergency circumstances, on the day of or the day before state testing. Notwithstanding the restrictions listed above on the use of personal leave, a licensed employee may use personal leave as follows:

a. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday, or on the day of or before state testing if, on the applicable day, an immediate family member of the employee is being deployed for military service.

b. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday, or on the day of or before state testing if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.

c. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday, or on the day of or before state testing if, on the applicable day, an immediate family member of the employee dies or funeral services are held. Any personal leave days taken shall be taken as described in Section 37-7-307 of the Mississippi Code. No additional bereavement leave is created by Section 37-7-307.

Personal leave may be used for professional purposes, including absences caused by attendance of such licensed employee at a seminar, class, training program, professional association or other functions designed for educators. No deduction from the pay of such employee may be made because of absence of such licensed employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. However, the superintendent of a school district, in his discretion, may allow a licensed employee personal leave in addition to any minimum personal leave allowance, under the condition that there shall be deducted from the salary of such

licensed employee the actual amount of any compensation paid to any person as a substitute, necessitated because of the absence of the licensed employee. Any unused portion of the total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains employed in the school district.

4. **PROFESSIONAL LEAVE ALLOWANCE**

Each licensed employee shall be credited with a professional leave allowance, with pay, for each day of absence caused by reason of such employee's statutorily required membership and attendance at a regular or special meeting held within the State of Mississippi of the State Board of Education, the Commission on Teacher and Administrator Education, Certification and Licensure and Development, the Commission on School Accreditation, the Mississippi Authority for Educational Television and the meetings of the state textbook rating committees or other meetings authorized by local school board policy.

5. **RETIREMENT**

Upon retirement from employment, each licensed and nonlicensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for nonlicensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Section 25-11-103 (e). Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a licensed or nonlicensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

6. **RULES AND REGULATIONS**

The school board may adopt rules and regulations which will reasonably aid to implement the policy of sick and personal leave, including, but not limited to, rules and regulations having the following general effect:

a. Requiring the absent employee to furnish the certificate of a physician or dentist or other medical practitioner as to the illness of the absent employee, where the absence is for four (4) or more consecutive school days, or for two (2) consecutive school days immediately preceding or following a non-school day;

b. Providing penalties, by way of full deduction from salary, or entry on the work record of the employee, or other appropriate penalties, for any materially false statement by the employee as to the cause of absence;

c. Forfeiture of accumulated or future sick leave, if the absence of the employee is caused by optional dental or medical treatment or surgery which could, without medical risk, have been provided, furnished or performed at a time when school was not in session;

d. Enlarging, increasing or providing greater sick or personal leave allowances than the minimum standards established by this section in the discretion of the school board of each school district.

7. PAYMENT OF SUBSTITUTE EMPLOYEES

School boards may include in their budgets provisions for the payment of substitute employees, necessitated because of the absence of regular licensed employees. All such substitute employees shall be paid wholly from district funds, except as otherwise provided for long-term substitute teachers in Section 37-19-20. Such school boards, in their discretion, also may pay, from district funds other than adequate education program funds, the whole or any part of the salaries of all employees granted leaves for the purpose of special studies or training.

8. NONLICENSED AND HOURLY PAID SCHOOL EMPLOYEES

The district may further adopt rules and regulations which will reasonably implement such leave policies for all other nonlicensed and hourly paid school employees as the superintendent deems appropriate.

9. VACATION AND PERSONAL LEAVE

Vacation leave granted to either licensed or nonlicensed employees shall be synonymous with personal leave, and both require a minimum of twenty-four hours' notice, except in emergency situations, with prior written approval by the employees' immediate supervisor. Unused vacation or personal leave accumulated by licensed employees in excess of the maximum five (5) days which may be carried over from one (1) year to the next may be converted to sick leave. The annual conversion of unused vacation or personal leave to sick days for licensed or unlicensed employees shall not exceed the allowable number of personal leave days as provided in Section 25-3-93. The annual total number of converted unused vacation and/or personal days added to the annual unused sick days for any employee shall not exceed the combined allowable number of days per year provided in Sections 25-3-93 and 25-3-95. Local school board policies that provide for vacation, personal and sick leave for employees shall not exceed the provisions for leave as provided in Sections 25-3-93 and 25-3-95. Any personal or vacation leave previously converted to sick leave under a lawfully adopted policy before May 1, 2004, or such personal or vacation leave accumulated and available for use prior to May 1, 2004, under a lawfully adopted policy but converted to sick leave after May 1, 2004, shall be recognized as accrued leave by the local school district and available for use by the employee. The leave converted under a lawfully adopted policy prior to May 1, 2004, or such personal and vacation leave accumulated and available for use as of May 1, 2004, which was subsequently converted to sick leave may be certified to the Public Employees' Retirement System upon termination of employment and any such leave previously converted and certified to the Public Employees' Retirement System shall be recognized.

When the Superintendent of the Yazoo City Municipal School District transfers an employee from one district within the YCMSD to another district within the YCMSD, the employee's leave balance at the time of the transfer will follow the employee to the new district and will be available for use. No additional days will be added to the employee's leave balance as a result of the transfer. The employee will not receive any additional leave days until the beginning of the next school year.

If an employee of the Yazoo City Municipal School District requests to be transferred to another school district within the Yazoo City Municipal School District and has unused leave days, the leave days will be certified to the Public Employees' Retirement System, as required.

10. DEFINITIONS

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

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

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 school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

1. The employee donating the leave (the donor employee) shall designate the employee who is to receive the leave (the recipient employee) and the amount of unused accumulated personal leave and sick leave that is to be donated and shall notify the school district superintendent or his designee of his or her designation.

2. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.

3. An employee must have exhausted all of his or her available leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.

4. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

5. Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic with the meaning of this section.

6. **If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.**

7. **Donated leave shall not be used in lieu of disability retirement. 37-7-307**

11. **JURY DUTY / OTHER LEAVE**
This district shall provide leave for employees who serve on juries and/or serve as a witness under subpoena. The school board cannot recover jury fees from employees who serve on juries. (Attorney General Opinion, *Middleton*, 1991)

12. **LEAVE DUE TO DECLARED EMERGENCY CLOSURES**
The superintendent may, in its discretion, provide additional administrative leave with pay for all employees (professional, certified, and classified) in the event of declared emergency closures.

CROSS REF.: Policies GBRIA Family and Medical Leave Act
GBRID Military Leave

Policy GBRIA: Family and Medical Leave Act

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

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

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

Also, you must provide an employee who has given you notice of the need for FMLA leave a notice of your specific expectations and employee obligations. Such notice must detail all consequences for

failing to meet these obligations. This notice must include the following information as is appropriate to the leave request being considered:

1. Whether the district will require a medical certificate of a serious health condition or recertification and what will happen if the employee fails to do so;

2. Whether the district will require the employee to furnish, prior to being restored to employment, a fitness for duty certificate;

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

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

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

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

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

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

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

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

I. GENERAL
1. Definition

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

have worked 1250 hours.

1. "Employee's spouse" as defined by Mississippi Law.

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

3. "Employee's parent" means biological parent or an individual who stood (or now stands) in loco parentis to an employee when the employee was a child (not to include parents- in-law).

4. "Employee's immediate family member" means spouse, son or daughter or parent as defined hereinabove.

5. For the purposes of FMLA, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves either in-patient care (overnight stay) in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

2. Leave Provisions

a.An eligible employee is entitled to 12 unpaid work weeks of leave during any 12 month period for any one or more of the following reasons:

1. The birth of a son or daughter, and to care for the newborn child (within 12 months of the birth).

2. The placement of a child with the employee for adoption or foster care (within 12 months of the placement).

3. To care for the employee's spouse, son, daughter, or parent with a serious health condition (not parent "in-law").

4. Because of the employee's own serious health condition which makes the employee unable to perform the function of his/her job.

5. Service Member Exigency Leave: For absences caused by an active duty exigency when the employee’s spouse, child, or parent is a service member.

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

1. Spouses have a 12 week aggregate leave limit except for personal illness or the illness of a child or the other spouse; that is, if each spouse took 6 weeks of leave for the birth

of a child, each could later use an additional 6 weeks due to personal illness or to care for a sick child.

2. Brother and sister employees would have an aggregate limit of 12 weeks to care for their parent.
3. Special rules apply to this school district which allow it to require eligible instructional personnel only to take FMLA leave on an intermittent or reduced leave schedule, or to take leave near the end of a semester. Instructional employees are only those employees whose principal function is to teach and instruct students in a class, small group or individual setting. Instructional employees include teachers, teacher aides and assistant teachers who actually teach, coaches, driver's ed instructors and special ed assistants such as signers. All other eligible employees may request intermittent leave or leave on a reduced leave schedule to care for a family member or for the employee's own serious health condition.

3. Notice Requirement

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

2. Due to lack of knowledge or a medical emergency, notice must be given as soon as is practicable, which means as soon as both practical and possible or at least verbally within 1 or 2 working days when the need for leave becomes known to the employee (followed by written notice).
4. Leave Requirement- Calendar Year Eligibility-an employee who meets the requirement listed above is eligible for twelve (12) work weeks for FMLA leafing during the year, meaning twelve (12) work weeks per twelve 912) month period. The twelve (12) month period is a calendar year which runs from January 1 to December 31 of the same year. Each time an employee uses FMLA leave,

II. REQUIRED CERTIFICATION

1. Eligible employees shall provide the superintendent certification of a serious health condition for his/her own serious health condition or that of a family member. The certification, to be signed by the health care provider, shall be attached to the required written notice or submitted in a timely manner which shall be no more than five (5) working days after providing written notice. No leave period may begin without the approval of the Office of Human Capital and Talent Management. No approval shall be granted by the Office of Human Capital and Talent Management without the required written notice and certificate.

2. The certification is to include the following:

1. The date on which the serious health condition in question began.

2. The probable duration of the condition.

3. Appropriate medical facts regarding the condition.

4. A statement that the employee is needed to care for a spouse, parent or child (along with estimate of the time required) or that the employee is unable to perform his/her functions, and, in the case of intermittent leave, the duration of treatment to be given.

5. Signature of health care provider.

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

4. The school district may require subsequent written recertification on a reasonable basis.

III. EMPLOYMENT BENEFITS PROTECTION

1. An employee who completes a period of leave and has complied fully with the terms of this policy shall be returned either to the same position he/she had before the taking of leave or to a position which is genuinely equivalent (as compared to a comparable or similar job) in pay, benefits, and other terms and conditions of employment.

2. Taking of leave shall not result in the loss of any previously accrued seniority or employment benefits. Except for health benefits, no other benefits will accrue during the leave period.

3. The school district may exempt from the restoration requirement above a key employee who is in the highest paid 10 percent of this district's workforce within a 75 mile radius of the school facility if restoring the key employee would cause substantial and grievous injury to the classroom and instructional program.

4. The school district shall notify the key employee of its intent not to restore him/her at the time of the request for leave or when the determination is made. If the leave has begun, the key employee shall have the option of deciding whether or not to return to work after receiving the notice. An employee who is not restored shall be considered to be on leave for the duration of his/her leave period.

5. Health benefits shall continue through an employee's leave period, even for key employees who have been notified that reinstatement will be denied. The school district shall recover health coverage premiums paid for an employee who fails to return from leave except as follows:

1. No recovery will be made from a key employee who has chosen to take or continue leave after receiving notice of nonreinstatement.

2. No recovery will be made from an employee who fails to return from leave if the reason is the continuation, recurrence, or onset of a serious health condition, or something else beyond the employee's control, all of which is subject to the certification requirement in Section II, above.

IV. PROHIBITED ACTS

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

eligible for leave.
LEGAL REF.: Family and Medical Leave Act of 1993 CROSS REF.: Policies GBRI - Absence from Duty
GBRID - Military Leave

Family Medical Leave Act Checklist

Please Note: Principals and Directors must notify the Office of Human Capital and Talent Management once any employee reaches 5 consecutive days of absence due to an illness. The District must initiate the process for leave under the FMLA.

- □ Employee notifies his/her school administrator or designee that he/she:
  - will be absent from work for five consecutive days due to an illness;
  - is seeking leave under the FMLA; or
  - the school administrator or designee acquires knowledge that an employee leave may be for an FMLA-qualifying reason.
- □ FMLA forms (Certification of Provider) must be completed and returned to the Office of Human Capital and Talent Management within 30 days of the scheduled leave (unless an emergency).
- □ The Office of Human Capital and Talent Management will respond within five business days of eligibility.
- □ If and when FMLA is granted, administrators, supervisors, and employee will be notified in writing with beginning and ending dates.
- □ Absences should continue to be reported and FMLA may be noted at this time.
- □ Employees should contact their immediate supervisor and the Office of Human Capital and Talent Management every two weeks via email or phone call to keep the District abreast of the employee's recovery and intent to return to work.
- □ Please make note an employee will be paid according to the number of available compensable days in the employee management system.
- □ Upon the employee's return to work, he/she must provide documentation from the doctor stating it is acceptable for him/her to return to work without restrictions. If there are restrictions or reasonable accommodations necessary, please contact Human Capital and Talent Management.

An employee failing to return to work after the expiration of leave under the FMLA may be subject to disciplinary action, up to and including termination. This is a final decision that must be made by Dr. Watkins. The District will always consider reasonable accommodations in accordance with the law.

Policy GADF: Donating Leave to Another Employee

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

1. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.

2. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.

3. An employee must have exhausted all of his or her available leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.

4. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

5. Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic within the meaning of this section.

6. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.

7. Donated leave shall not be used in lieu of disability retirement.

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

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

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

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

LEGAL REF.: MS CODE Section 37-7-307
CROSS REF.: Policy GBRI Absence from Duty

FIELD TRIPS AND ALL ACTIVITIES INVOLVING STUDENT TRANSPORTATION OFF CAMPUS (YCMSD Policy JGFB)

Teachers must submit a request for a field trip to the school principal. All trips should be educational, related to a sanctioned district activity, recreational on a limited basis, and well planned. Timelines, set by the principal or activity sponsor, 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.

Planning the field trip/activity and arranging the details are the teacher's/sponsor's responsibility. All field trips must be approved by the Principal or supervising administrator and ***must be submitted for a bus permit two weeks prior to the trip.*** This includes any and all events pertaining to athletics or academic events.

Field trips should not occur during statewide testing.
The following field trip guidelines should be followed:

1. Field trips and excursions are trips which involve no overnight stays.
2. The principal must approve all field trips and excursions and shall assign an appropriate number of staff members to have adequate supervision of the students.
3. After approval by the principal, written information pertaining to each specific field trip must be disseminated to the parents of involved students at least three school days prior to the date of the trip.
4. School buses or commercial buses must be used to transport students to and from school functions. Students cannot be transported by private vehicles.
5. Student attendance must be accounted for at all times. To take care of emergencies when parents have to be contacted, a list of all students who will be traveling and their home telephone numbers or other emergency numbers, will be submitted to the principal prior to departure.
6. Prior to departure all students must submit a signed Parent consent form to the staff member who is to be in charge of the trip. These forms must be kept on file in the principal's office.

In case of any emergency involving an accident or the health of the student, the staff member in charge shall take whatever steps necessary to provide for the needs of the students. In all cases, the parents of the student are to be contacted and apprised of the circumstances of the problem. If required, medical assistance will be sought as soon as possible pursuant to the authorization from the parent(s) on the Parent Consent form.

GRADEBOOK

- Teachers are to keep accurate, up-to-date records 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.
- Report cards are completed with no inaccurate or incomplete information provided.
  No superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central staff shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher. (MS Code Ann. Section 37-11-64 (2013)

NINE-WEEK PERIODS

Period	Begins	Ends	Progress Reports	Mid-Term Exams	9 Weeks Exams	Report Cards
First Period	August 5, 2026	October 9, 2026	Sept. 16	Sept. 7-11	Sept. 28-Oct.2	Oct. 14
Second Period	October 12, 2026	December 18, 2026	Nov. 11	Nov. 2-6	Dec. 7-18	Jan. 13
Third Period	January 4, 2027	March 19, 2027	Feb. 10	Feb. 1-5	Mar. 1-7	Mar. 24
Fourth Period	March 22, 2027	May 21, 2027	Apr. 14		May 10-24	Mailed

GRIEVANCE PROCEDURE (PERSONNEL) (YCMSD Policy GAE, GAER)

Level 1:

1. All grievances must be submitted in writing. The grievant's statement should include the date, time, place, nature of the alleged act or omission, the names of persons involved and witnesses as well as any documents supporting the grievance, and the District policy, state law, or federal law violated. The statement must be given to the grievant's principal or supervisor within 5 working days of the alleged act or omission. If the grievance is against the grievant's principal or supervisor, the grievant should give the statement to the Director of Human Capital and Talent Management within 5 working days of the alleged act or omission.
2. The principal/supervisor or the Human Capital and Talent Management Director, as the case manager, will investigate and attempt to resolve the grievance informally. Any resolution must be documented and returned to the grievant within 10 working days from receipt of the statement by the principal/supervisor or the Human Capital and Talent Management Director.
3. If the grievant is not satisfied with the resolution at Level 1, the grievant is responsible for submitting to the Human Capital and Talent Management Director, a written

statement with the intention to appeal the decision of the principal/supervisor or Human Capital and Talent Management Director.

4. Failure of the grievant to submit, within 5 working days from receipt of the recommended resolution, written statement of intention to appeal, shall be deemed acceptance by grievant of the decision by the principal, supervisor, or Human Capital and Talent Management Director.

Level 2:

1. The Human Capital and Talent Management Director or the appropriate Division Head will serve as the Case Manager and will conduct the investigation and afford the grievant an opportunity to tell his or her side of the grievance and to explain why the recommended resolution is not satisfactory.
2. Within 20 working days of receipt of the Level 2 appeal, the Case Manager will render a decision on the appeal and notify the grievant in writing.

Level 3:

1. If the grievant is not satisfied with the resolution recommended by the Level 2 Case Manager, the grievant may file a written statement with the Human Capital and Talent Management Director. The written statement must include copies of both the Level 1 and Level 2 statements with the recommended resolutions.
2. Failure by the grievant to give the Human Capital and Talent Management Director a written statement within 5 working days of receipt by the grievant of the Level 2 resolution shall be deemed acceptance by the grievant of the decision at Level 2.
3. Upon receipt of the Level 3 statement with recommended resolution (with Level 1 and Level 2 statements with recommended resolutions attached), the Human Capital and Talent Management Director must forward the Level 3 grievance to the Superintendent.
4. During the meeting with the Superintendent, the grievant shall be given a certain limited time period to explain why the resolution recommended at Level 2 should not be affirmed by the Superintendent and what action the Superintendent should take with respect to the grievance.
5. Within 5 working days of considering the grievant' s Level 3 appeal, the Superintendent shall render a decision in writing to the grievant. The superintendent's decision is final.

HOMEBOUND INSTRUCTION (YCMSD Policy IDDFAA)

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

HOMEWORK (YCMSD Policy ID)

- Teachers may assign a reasonable amount of meaningful homework.
- All homework will be checked by the teacher.
- 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 emergency 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 may be at the expense of the parent/guardian.

If a student becomes ill while in class, 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 (YCMSD Policy EG, EGA)

- 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 and the Superintendent. The District's 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.

MEDICATION (YCMSD Policy JGCD-R)

Parents/guardians may come to the school and administer medication to their students. Medication shall be provided or administered to a student by designated school personnel/school nurses, ONLY with the written request and consent of the student's parent/guardian, and by the following the Medication Administration policy outlined in the student handbook.

NEPOTISM (YCMSD Policy CGD)

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 family 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 YCMSD reserves the right to make exceptions to this policy if it is in the best interest of the district.

OUTSIDE EMPLOYMENT (YCMSD Policy GBRG)

Employees choosing to work outside YCMSD 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/supervisor.

PAYROLL INFORMATION (YCMSD Policy DJC)

Senate Bill 2761 mandates that all school districts shall process a single monthly payroll with electronic settlement of payroll checks secured through direct deposits of net pay for all school district employees.

PERSONAL IDENTIFIABLE INFORMATION (YCMSD Policy GAR, CN, CN-R)

Personal identifiable information means any information that could reasonably be used to identify a person. This includes names, addresses, on-line access as in passwords, usernames, e-mail addresses, Social Security numbers, birth dates, bank account information, credit card information, or any combination of such information that could be used for identification purposes.
The YCMSD strives to protect privacy and personal identifiable information to the maximum extent possible. However, because some such information that the District receives is subject to Public Records Laws, absolute privacy cannot be ensured. Information provided to the District may be made available to members of the public under the Public Records Law.

The District's policy is to retain online emails for seven (7) years. After seven years, emails are permanently deleted. E-Rate documents are retained for ten (10) years, as required by the E-Rate guidelines.

PROFESSIONAL DEVELOPMENT (YCMSD Policy GAD)

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. Teachers are required to attend and participate in all designated professional development days.

Certification of Instructional Personnel

Certification of instructional personnel is handled through the Office of Talent Management and Human Capital. A valid Mississippi educator license is required under Mississippi law for all teachers and administrators. Each instructional employee is responsible for the obtainment and renewal of their certification as follows:

Class A License

- must earn 10 CEU's in content or job/skill related area or
- 3 semester hours in content or job/skill related area and 5 CEU's in job/skill related area or
- 6 semester hours in content or job/skill related area or
- completion of the National Board of Professional Teaching Standards process

Class AA, AAA, or AAAA License

- 3 semester hours in content or job/skill related area or
- 5 CEU's in job/skill related area or
- completion of the National Board of Professional Teaching Standards process

Standard Career Administrator

- 70 School Executive Management Institute (SEMI) credits or
- 6 hours of coursework or
- 35 SEMI credits and 3 hours of coursework
- Completion of a specialist or doctoral degree in educational administration/leadership.

Instructional staff must upgrade the class of their certification with the Mississippi Department of Education and submit their new licensure upgrade to the Office of Human Capital and Talent Management during first semester no later than November 30, and second semester between January 1 and January 31, for a contractual revision.

PROPERTY/EQUIPMENT (YCMSD Policy DM)

- Employees 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.

- Employees 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.

- Employees are responsible for fixed asset devices checked out to them. Damage incurred due to negligence or beyond normal wear is subject to a $50 fine for first infractions. Continued neglect may result in additional fines and possible denial of access to equipment. All equipment and

accompanying accessories (charger, cord, stylus, case etc.) checked out to employees is expected to be returned in good condition with normal wear. Employees will be financially responsible for any missing/damaged accessories.

PURCHASING (YCMSD Policy DJE)

An employee must first obtain a signed purchase order AND abide by the district's posted procurement procedures before they can obligate the district for any purchases or services. Any purchase or authorization to expense made without a purchase order may be paid by the employee who made the purchase. All items purchased or services incurred must have a direct correlation to the educational program. The District's Purchasing Handbook and Federal Procurement Manuals must be followed and can be found on the District's website.

RECORDS RETENTION GUIDELINES (YCMSD Policy CN, CNB)

The departments of Federal Programs and Finance will maintain records to archive the history of procurements, contract selections, and rationales for purchases. The district will keep records relating to grant funds, compliance, results, and project experiences. The transmission and storage of grant awards must be open. As required by Electronic Data Gathering, Analysis and Retrieval (EDGAR) all records pertaining to federal awards, including financial records, supporting documents, and statistical records must be retained for a period of three (3) years from the date of the submission of the quarterly and annual financial reports. The General Education Provisions Act has a five-year statute of limitation on audits of education grants; therefore, the Office of Federal Programs will maintain records for five (5) years after a grant expires. Thus, records will be retained for a total of seven (7) years (the grant years of performance plus five additional years). The maintenance of documentation is critical to compliance.

RELATIONSHIPS (YCMSD Policy GAAA)

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

REPORTING ABUSE OR NEGLECT (YCMSD Policy JGCA)

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.
- 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.

How do you report child abuse?

Anyone suspecting that a child has been abused, neglected, or exploited should immediately notify the Mississippi Department of Child Protective Services.

- Call: 1-800-222-8000 (24-hour hotline).
- Report online: Visit www.mdcps.ms.gov and click on the "how do I report child abuse/neglect" link.

Be prepared to provide (as known):

- Victim's name, address or location, school information, approximate age, race and sex.
- Description of the situation and marks or bruises that may be present.

- Person responsible for victim's care, alleged perpetrator name(s), and witnesses to the situation.
- Other relevant information that would expedite an investigation such as; manufacturing of drugs in the home, possession of weapons, domestic violence, etc.

  Call local law enforcement agencies or 911 if the situation is a life-threatening emergency.

  A situation where a child is at immediate risk of abuse/neglect that could result in death or serious harm is considered an emergency.

- Ensure a counselor is informed of the report.

RESIGNATION (YCMSD Policy GBO, GBOA)

Employees who wish to resign from YCMSD must submit a letter of resignation with an intended final effective date of employment. The resignation letter with an original signature must be submitted to the principal or immediate supervisor to be forwarded to the Office of Talent Management and Human Capital for review then to the Superintendent for approval. Any certified contractual employee who remains under contract at the time of the intended resignation must request to be released from their contract through the Superintendent's approval.

RETIREMENT (YCMSD Policy GBQ)

Any employee who plans to retire should contact the Office of Human Capital and Talent Management to inform them of their intent to retire. A retirement letter with an original signature must be submitted to the Office of Talent Management for the Superintendent's review. Employees will need to request a PERS retirement packet. PERS suggests a 90-day advanced notice for the pre-application to be processed. This should be a 90-day period prior to the employee's last working day. However, PERS will provide an audit of an employee's service upon written request, 18-24 months prior to the intended retirement date.

SAFETY (YCMSD Policy EBB, EBBA)

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 the expectation of YCMSD 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.

Should an accident occur, please refer to the "Worker's Compensation" section of this handbook.

SEGREGATION OF DUTIES POLICY (YCMSD Policy DIAB, DI)

State and federal policies require that accounting transactions be authorized according to sound management practices. Segregation of duties is critical because it ensures separation of different functions and defines authority and responsibility over transactions. Segregation of duties is critical to effective internal control; it reduces the risk of both erroneous and inappropriate actions.

The fundamental premise of segregated duties is that an individual should not be in a position to initiate, approve, and review the same action. Also, the accounting/reconciling function, and the asset (e.g., money, inventory) custody function should be separated among employees.

Responsible administrators must consider the principle of segregation of duties when designing and defining job duties. They must implement processes and control procedures that, to the extent feasible, segregate duties among employees and that include effective oversight of activities and transactions.

Maintaining segregation of duties is especially challenging for units with small numbers of employees. When these functions cannot be separated, more reliance must be placed on administrative oversight. A detailed supervisory review of activities involving finances, inventory, and other assets is required as a compensating control activity.

SOCIAL NETWORKING POLICY (YCMSD Policy GABBA)

The District recognizes the importance of social media for its employees and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, any employee of the district who participates in social networking websites such as Snapchat, Instagram, Twitter, Facebook, LinkedIn and YouTube shall not post any data, information, documents, photographs, or any other items that are inappropriate and that interfere with the work of the school district, may disrupt the school environment or the educational process, impair the employee's ability to perform his/her duties with the District, is used to harass coworkers or other members of the school community, creates a hostile or intimidating work environment, breaches the employee's confidentiality obligations, or harms the goodwill and reputation of the school district. The Superintendent or his designee will periodically conduct Internet searches to determine whether information and items posted on the internet are inappropriate.

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 District may use text messaging, e-mail or other social media to socialize with or fraternize with students. **Employees should use only District approved communication resources to communicate with students and then, only about school matters.**

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

SMOKING POLICY (YCMSD Policy EBAB)

The District requires a smoke-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.

STATEMENTS OF COMPLIANCE (YCMSD Policy JB)

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 if 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:

Melinda Cowan, Human Capital & Talent Management Director
1133 Calhoun Avenue
Yazoo City, MS 39194 662.746.2125
mcowan@yazoocity.k12.ms.us

The following person is designated as the Section 504/American with Disabilities Act Coordinator and will handle any inquiries:
Dr. Jason Hamilton, Special Education Director
Yazoo City Municipal School District
1133 Calhoun Avenue
Yazoo City, MS 39194 662.746.2125
jhamilton@yazoocity.k12.ms.us

STUDENT TEACHERS (YCMSD Policy MFB, MA)

Recognizing the contribution that student teachers can make to the schools, the district's administration will 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 superintendent approval.

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.

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 certified teacher, principal, or other administrator shall have the protection of the laws afforded to the certified 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 certified personnel. Miss. Code Ann. Section 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:

- Placement shall be made by the central administrative office.
- Student teachers shall be assigned to the school rather than to individual teachers.
- The principal shall determine a schedule and make assignments within each school.
- Student teachers will be assigned to a team of teachers, whenever possible, and will work under the leadership of the team members.
- First year teachers shall not be assigned student teachers.
- Teachers shall be responsible for the following:
  - o. Pupil discipline
  - o. Pupil evaluation
  - o. Pupil assignments (length and quality)
  - o. Proper delegation of student teaching time.
- 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.
- The teacher is responsible for everything that takes place in the classroom, whether or not he/she has a student teacher.
- Administrators may deem it necessary and beneficial to student teachers to involve them in activities other than instructional.
- The following timetable is recommended in determining student teachers' actual teaching time and classroom management:
  - Phase No. 1-3 weeks: observation, orientation and assisted instruction.
  - Phase No. 2-3: observation and supervised participation
  - Phase No. 3-3: supervised participation, planning, and introductory instruction.
  - Phase No. 4-3: continued supervised, orientation and assisted 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 AND SUPPORT STAFF (YCMSD Policy GDI, GBI)

The District utilizes both formative and summative evaluation of its licensed and non-licensed employees. Formative evaluations may be viewed as growth-oriented supervision and are designed to help all personnel improve . Its purpose is primarily developmental. Summative evaluations, on the other hand, assesses competency and are used for accountability purposes.

Using the MS Growth Rubric, teachers will be formally evaluated at least once per semester. Evaluation will be based on observation both inside and outside the classroom.

After a teacher has been observed twice (formally or informally) 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 or termination of contract.

In order to provide additional feedback to teachers, the state of Mississippi has implemented use of the MS Growth Rubric.

All classified and other non-licensed staff (to include assistant teachers, clerical staff, maintenance, and food service employees) can expect to receive a minimum of one performance appraisal per year by the building level principal or immediate supervisor. Employees that receive a poor evaluation or observation may be subject to additional performance appraisals for job targets and or termination.
Supervisors may initiate informal job reviews at any time for the purpose of employee development. Any employee who wishes to review their personnel file must give a 24-hour notice to the Human Capital and Talent Management Department and an appointment time will be set.

TEACHER SUPPORT TEAMS/MTSS (YCMSD Policy ID, IB)

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 MTSS chairperson at their school or the principal for more information regarding referral of a student.

TEXTBOOKS (YCMSD Policy ICFA)

Textbooks and other curricular materials are made available to each student on a yearly basis based on the instructional program and direction of the YCMSD.

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 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.

TRANSFERS (YCMSD Policy GBE)

The Superintendent or his designee shall be the final authority involving assignment and transfer of teachers within the school district. 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 or his designee 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 or his designee the transfer of any employee. Please refer to your administrator or the Office of Human Capital and Talent Management regarding deadlines for transfer requests.

A teacher's contract is with the district. The contract is not for a particular school, particular grade or specific subject.

TRANSPORTATION (YCMSD Policy EDAA, EDAB, EDAE)

District employees are allowed to transport students in District-owned buses, provided they have obtained written permission from the student's parent/guardian and have notified and obtained permission from their supervisor. Campus Police may transport for emergency purposes.

TRAVEL (YCMSD Policy GBRF)

<u>Out-of-State</u>
Teachers requesting permission to travel out-of-state to attend workshops or to take students on out- of-state field trips must first obtain superintendent approval. Requests should be made in writing to the principal using approved district forms. Upon approval he/she will forward the request to the appropriate Central Office personnel who will process it for placement on the Business Meeting agenda. Reimbursement must be requested within one month of returning from travel. The Travel Policy Rules and Regulations must be followed and can be found on the District's website.

<u>In-State</u>
In-state travel also requires superintendent approval. Reimbursement must be requested within 45 days of returning from travel. In district (around town) monthly travel reimbursements should be submitted monthly.

<u>Travel Advances</u>

The district will process requests for:

- in-state lodging
- out-of-state lodging and airfare
- 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
- all travel advances shall be settled within five days after the employee returns from the trip

TUTORING POLICY (YCMSD Policy GBRGB)

The District will permit on-site tutoring by our teachers provided that the following conditions are met:

- Teachers are not receiving compensation to tutor students that they currently teach.
- Tutoring does not begin until after the teacher's normal school day ends.
- Teachers must fill out the proper form and submit it to their principal for approval. The form will contain the following information:
  - Name of student/students being tutored
  - Subject tutoring
  - Day/days tutoring
  - Location of tutoring
  - Cost per student per hour
  - Number of students being tutored per hour session
  - How are students being transported home after tutoring session ends
- The principal must sign off on the request and keep a record on file in the school office.

UNLAWFUL ACTIVITY (YCMSD Policy GAE, JCBF, JCBF-P)

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

VISITORS (YCMSD Policy BBBCB, EBB)

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 (YCMSD Policy JBCD)

Any student withdrawing from school must have a parent/legal guardian 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 (YCMSD Policy EG)

The District's goal is 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 immediately report any injury or illness, no matter how minor it may seem, to their supervisor. The

supervisor must report the incident to the Director of Human Capital and Talent Management. 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:

1. Any necessary first-aid treatment should be administered.
2. When physically able, the employee shall immediately report the injury or illness to his or her supervisor.
3. Employee completes a written statement. Any employee who witnesses the incident must also provide a written statement. Anyone who refuses to complete the written statement may be viewed as insubordinate and may be subject to disciplinary action up to and including termination.

3a. The supervisor or a designee contacts Campus Police.

4. Campus Police will interview the employee and witness/s (if applicable) and complete the report of the injury to be delivered to the Supervisor.
5. The Supervisor forwards the written statement/s and report of the incident to the Director of Human Capital and Talent Management then to file.
6. If necessary, the investigative report will be used to file a worker's compensation claim.

APPENDIX

OVERTIME AND COMPENSATORY PAY FOR EMPLOYEES SUBJECT TO THE FAIR LABOR STANDARDS ACT (Appendix A)

Purpose
The purpose of this policy is to ensure that the Yazoo City Municipal School District complies with the minimum wage, overtime pay, compensatory pay, and record keeping requirements of the Fair Labor Standards Act (FLSA) of the United States. The FLSA requires that overtime be paid to non-exempt employees either in the form of monetary compensation or compensatory time at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in *excess of 40 hours per week*. A special compensation rate applies for employees who work two different jobs as explained below.

Exempt Employees
Certain employees are exempt from coverage under the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative, and professional employees such as teachers, counselors, supervisors, and administrators. Employees or supervisors who are unsure of an employee is exempt from coverage shall consult with the District's Superintendent or the Director of Finance.

Covered Employees
All employees in the job classifications listed below are non-exempt employees and are therefore covered under the FLSA:

- Assistant Teachers
- Bookkeepers
- Clerks
- Custodians
- Data Entry Operators
- Food Service Workers
- Maintenance Personnel
- Receptionists
- Secretaries

Some employees who work in the above areas may be exempt from coverage if they have supervisory responsibilities or if they are otherwise exempt under the FLSA.

Employment Relationships

An employment relationship is not created between student teachers or students and the District.

An employment relationship is not created between the District and individuals who volunteer or donate their services to the District as a public service without contemplation of pay.

The hiring of off-duty policemen or deputies on a part-time basis by the District for crowd control or for security purposes does not create a joint employment relationship between the District and the employer of the policemen or deputy. The District is separate and distinct and acts entirely independent of other governmental entities.

A joint-employee relationship does not exist between the District and any entity contracted to provide transportation services, security services or other services.

Hours Worked
The workweek for the District begins on Sunday and ends on Saturday. Each employee subject to the FLSA shall be paid for all hours worked. Compensable time includes all time that an employee is **REQUIRED** to be on duty.

Hours worked shall be accurately recorded by each employee in the manner provided by the District. Employees shall record the exact time of arrival and departure from work. Employees are expected to arrive and depart at or about the time specified by the District unless requested to work overtime by his or her immediate supervisor. All overtime shall be recorded by each employee by time clock.

Employees who are not assigned to one site will sign in at the first site where they begin working and sign out at the end of the day at the last site where they are working. They will also sign out for meal periods and other instances in which they are not working. The supervisors and building-level principals will review, approve, and submit to the payroll office each Monday time reports for these employees for the preceding week. All time shall cover seven days beginning Sunday and ending Saturday.

Breaks and Meal Periods
The District is not obligated or required to provide breaks or meal periods.

Meal periods in which employees are not relieved of duty are compensable. Those employees with bona fide meal periods shall be completely relieved of duty for the purpose of eating a regular meal and shall be free to leave the worksite during this period. Employees having bona fide meal periods may eat in a school cafeteria or in a break area at a worksite; however, the employee shall not engage in any work for the District during this period except for a rare and infrequent emergency.

Basic Monetary Requirements
Employees subject to FLSA shall be paid not less than the current minimum wage.

Generally, employees subject to FLSA shall be paid not less than 1.5 times his or her regular rate of pay for all hours worked over 40 in a work week. For those employees working two or more jobs for the District, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked calculated by dividing the total amount of remuneration received in a workweek by the total hours worked in that work week. The employee shall be paid one-half of the blended hourly rate times the number of hours worked over 40.

The supervisor and employee must have a written agreement or understanding that the employee will receive compensatory time before the work is performed. The employee may accumulate a maximum of 40 compensatory time hours. The employee must take the compensatory time when it is agreeable with the supervisor and within the next pay period, if possible.

Regular Rate of Pay
Any overtime pay will be based on the employee's regular rate which will include all remuneration for employment. For those employees paid a simple hourly rate the overtime will be based on that hourly rate. For those employees paid on a salary basis, the monthly salary will be reduced to its hourly rate equivalent.

Authorization for Overtime Work Required
Each District employee responsible for the supervision of employees subject to the FLSA shall, prior to permitting any overtime work, receive authorization from the respective Division Chief (i.e. Chief of Schools, Chief of Administrative Services, Executive Director of Finance).

Non-exempt employees who work overtime/compensatory time without prior approval must be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature, it should be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the hours worked must be paid to the employee, but disciplinary action must be taken for failure to follow established policy. Failure to comply with established policy may result in termination.

Recordkeeping
The Superintendent shall require all records on wages, hours, and other items listed in the recordkeeping regulations (29 CFR Part 615) to be kept by the business office for the time specified by the FLSA.

The Superintendent or his or her designee shall secure a sufficient quantity of the minimum wage posters. One poster shall be displayed in each District work site.

Enforcement
Failure to clock in and clock out will result in the employee's pay being docked an amount equal to the employee's daily rate. Employees who fail to comply with the time clock policy will be terminated. District employees shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site for the following reasons:

1. to investigate and gather data concerning wages, hours, and other employment practices;
2. to enter and inspect premises and records;
3. to question employees to determine whether any person has violated any provision of the FSLA.

District employees responsible for supervising employees subject to the FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the District.

HEALTH INSURANCE MARKETPLACE COVERAGE (Appendix B)

Included in this staff handbook is information regarding the Health Insurance Marketplace designed to ensure we have appropriate and affordable health insurance.

Please note that the State and School Employees' Health Insurance Plan does meet the minimum value standard of the new laws and the cost of this coverage (based on employee only premiums) is affordable. It is a federal requirement that we notify you of the Health Insurance Marketplace.

Options and Your Health Coverage
When key parts of the health care law took effect in 2014, there became a new way to buy health insurance: The Health Insurance Marketplace. To assist you as you evaluate options for you and your

family, this notice provides some basic information about the new Marketplace and employment- based health coverage offered by your employer.

What is the Health Insurance Marketplace?
The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2020for coverage starting as early as January 2021.

Can I Save Money on my Health Insurance Premiums in the Marketplace?
You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?
Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.[1]

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage - is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?
For more information about your coverage offered by your employer, please check your summary plan description or contact personnel in the Division of Finance and Business Affairs.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

MDE EDUCATOR CODE OF CONDUCT (Appendix C)

https://www.mdek12.org/sites/default/files/documents/code-of-ethics_final.pdf

ACCEPTABLE USE POLICY (YCMSD Policy IJ-R)

The Yazoo City Municipal School District recognizes the value of computers 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 YCMSD provides Intranet (internal) and Internet (external) connections for staff, students, and faculty. YCMSD 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 YCMSD 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 YCMSD network is guided by policy or policies set forth by the Yazoo City Municipal School 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 the YCMSD.

MONITORING OF NETWORK USE

All data transferred and /or transmitted over the YCMSD 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 email, 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 the YCMSD.

Any person placed on administrative leave by the school and/or District can expect temporary suspension of access to district technologies including but not limited to email, SAM, Marathon, and computer use. Any fixed asset devices must be returned to your administrator immediately.

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 YCMSD 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 are 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

The Yazoo City Municipal School District 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, the YCMSD 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,*
- *Theft, loss or damage to personal electronic devices,*
- *Any actions or obligations of a student or staff member while accessing the Internet outside the public-school system for any purpose.*

While the YCMSD 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

The Yazoo City Municipal School District uses an aggressive Content Filter, SPAM filter. The YCMSD complies with the regulations of CIPA, the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], 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, the Yazoo City Municipal School Districts 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, the YCMSD 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.

All district employee emails will be archived for a minimum of three years.

All district employees will be issued a district email account. Any official communications, e.g. teacher to parent, teacher to student, student to teacher, staff to staff, must be via the district's email system.

This includes, but is not limited to teachers who guide extracurricular activities such as Clubs, choirs, bands, athletics, etc.

District staff, 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 YCMSD. Software, files, and/or licenses owned by the YCMSD 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 YCMSD Superintendent
- 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 established and set forth by YCMSD 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 YCMSD is prohibited. Any sanctioned activity must be hosted on the District website. All web publications will abide by the Family Education Rights and Privacy Act (FERPA) for the dissemination of student information.

Websites operating outside the YCMSD's website must have a statement of disclaimer posted on 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 Yazoo City Municipal School District's 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 rests 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 YCMSD, 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 Yazoo City Municipal School District does not endorse this web site for school, academic, business, or any other purposes."

Personal electronic devices used on the district network should have antivirus and spyware software installed when applicable.

MAINTENANCE STAFF GENERAL SAFETY MEASURES (Appendix D)

Floor Maintenance Do:

- Wear proper non-slip footwear
- Wear rubber gloves when handling chemicals
- Advise staff in the building of possible slip and fall areas
- Use wet floor signs around all work areas especially stairwells
- Ensure all work areas are well lit
- Have someone assist you when lifting heavy equipment

Don't:

- Use equipment with frayed cords or attachments that are in poor condition
- Leave objects unattended on stairs
- Remove wet floor signs before floors are completely dry

Window Cleaning Do:

- Ensure that all containers are properly labeled

- Secure ladder properly prior to use
- Ensure all ladders are in good working condition
- Seek assistance when moving heavy or odd shaped objects

Don't:

- Leave equipment in open areas where it can pose a tripping hazard
- Leave cleaning materials unattended
- Leave doors unsecured while working outside
- Allow students on or near ladders or cleaning supplies

Lighting Do:

- Wear proper safety glasses
- Ensure ladders are in good repair

Don't:

- Use ladders that will conduct electricity
- Store loose lights in janitor's closets (they should be kept in a storage box at all times)
- Change lights that are over 10 feet without the proper procedures in use
- Allow students on or near ladders

General Cleaning Do:

- Ensure that all equipment and chemicals are properly labeled
- Know where all fire exits, and extinguishers are located
- Use well maintained equipment
- Wear the proper gloves when using harsh chemicals
- Keep electrical cords out of areas where they could pose trip hazards
- Seek assistance when moving heavy or odd shaped objects

Don't:

- Leave janitor's closets untidy and disorganized
- Leave chemicals in washrooms or janitor's closets when mixed with other chemicals
- Remove wet floor signs before floors are completely dry
- Allow students to clean up any bodily fluids
- Allow students near harsh chemicals
- Leave objects unattended in high traffic areas
- Leave doors unsecured when working inside or outside of the building

Interpersonal Skills Do:

- Be friendly and courteous to all students, staff, and visitors
- Maintain a professional relationship with students, staff, and visitors

Don't:

- Ask or exchange telephone numbers with students
- "Friend request" or "Friend" students on social media outlets including Instagram, Facebook, or Snapchat

Yazoo City Municipal School District's Notice Regarding Title IX's Amended Regulations (Appendix E)

YCMSD prohibits all forms of sexual misconduct in its community and does not discriminate on the basis of sex in the education program or activity that it operates. This requirement to not discriminate applies to all students, employees and applicants for employment. As provided by Title IX, as amended, "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial assistance." 20 U.S.C. Section 1681(a). This Policy is to be utilized as a grievance procedure in the event a complaint is made by any person alleging sexual misconduct, including harassment, has taken place during a YCMSD education program or activity.

YCMSD maintains the following policy on sex discrimination and sexual harassment in compliance with Title IX of the Education Amendments of 1972 and the Title IX regulations in 34 CFR Part 106. YCMSD provides notice of this policy to applicants for employment, students and employees to the extent required by law. This notice explains the process for reporting or filing a formal complaint of allegations of sexual harassment, investigating a formal complaint and outlines the decision making and appeal procedures.

Definitions

The following definitions apply for the purpose of this policy:

Actual Knowledge is notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient, or to any employee of an elementary or secondary school. Any employee with actual knowledge of sexual harassment or allegations of sexual harassment is required to make a report to the Title IX Coordinator.

Complainant is any individual who is alleged to be the victim of conduct that could constitute sexual harassment. A person may be a complainant even when no report is filed, or grievance is pending. At the time of filing, the complainant must be participating in or attempting to participate in the education program or activity of the district.

Decision Maker is the individual that is tasked with making determinations of responsibility (also may be referred to as the "initial decision maker" considering it is the first decision made. This person should not be confused with the Appeals Official, who may be referred to as the "appeal decision maker" with the responsibility of deciding an appeal.

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

Determination regarding responsibility is the formal conclusion of the initial Decision Maker on each allegation of sexual harassment as to whether the respondent did or did not engage in the alleged conduct constituting sexual harassment.

Education program or activity includes any location, event or circumstance over which the district exhibits substantial control over both the respondent and the context in which the harassment occurred. This can involve the use of email, social media and other technologies.

Formal Complaint is a document or electronic submission filed by a complainant or signed by a Title IX Coordinator, alleging sexual harassment, against a respondent, and requesting that the district investigate the allegation of sexual harassment.

Party is either the complainant or respondent.

Parties are all complainants and respondents with respect to a complaint of sexual harassment or with respect to multiple formal complaints that have been consolidated.

Respondent is the individual who is reported to be the perpetrator of the conduct that could constitute sexual harassment. A person may be a respondent even when no report is filed and no grievance is pending.

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

(1) An employee of YCMSD conditioning the provision of an aid, benefit or service of YCMSD on an individual's participation in unwelcome sexual conduct (quid pro quo sexual harassment);

(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or

(3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

(a) Sexual assault means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

(b) Dating violence means violence committed by a person –

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; (3) the frequency of interaction between the persons involved in the relationship.

(c) Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's act under the domestic or family laws of that jurisdiction.

(d) Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

(A) fear for his or her safety or the safety of others; or

(B) suffer substantial emotional distress.

Supportive Measures are individualized services reasonably available to the complainant or respondent that are non-punitive, non-disciplinary, and not unreasonably burdensome, which are designed to ensure equal educational access, protect safety, or deter sexual harassment. Supportive measures may include, but not be limited to: (1) counseling; (2) extensions of deadlines or other course-related adjustments; (3) modifications of work or class schedules; (4) campus escort services; (5) mutual restrictions on contact between the parties; (6) changes or modifications to student schedules; (7) increased security and monitoring of certain areas of campus; (8) academic support services, such as free tutoring; and (9) other similar measures.

Scope of Title IX Policy

In accordance with Title IX, as amended, any allegations of sexual harassment that occurs outside the education program, outside the United States or outside of the definition of sexual harassment do not fall within the scope of this policy. However, an administrator, campus principal or designee, may address student issues and impose discipline and/or sanctions through a separate Student Code of Conduct provision if any student acts are found to fall outside the scope of YCMSD's Title IX policy.

Title IX Coordinator & Responsibilities

YCMSD is required to treat complainants and respondents equitably by offering supportive measures to a complainant and following a grievance process before imposing any disciplinary sanctions on a respondent. YCMSD has designated and authorized the following individual(s) to coordinate its efforts to comply with its policies to prevent sexual harassment and discrimination:

Melinda Cowan, Human Capital & Talent Management Director 1133 Calhoun Avenue
Yazoo City, MS 39194 662.746.2125
Email: mcowan@yazoocity.k12.ms.us

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

Dr. Jason Hamilton, Special Education Director Yazoo City Municipal School District
1133 Calhoun Avenue Yazoo City, MS 39194 662.746.2125
Email: jhamilton@yazoocity.k12.ms.us

The Title IX Coordinator is the person authorized by YCMSD to coordinate the district's Title IC compliance program. The Title IX Coordinator manages the process with investigative and decision-making authority allocated to others. The Title IX Coordinator is also responsible for coordinating a response on behalf of YCMSD that is prompt and reasonable in light of the known circumstances.

Additionally, the Title IX Coordinator is required to promptly contact the complainant confidentially (even if a formal complaint has not been filed) to: (1) Discuss the availability of supportive measures, which may include counseling, course modifications, schedule changes, increased monitoring or supervision, etc. ;
(2) Consider the complainant's wishes regarding supportive measures; (3) Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and (4) Explain the process for filing a formal complaint. The Title IX Coordinator's response to the respondent will also protect the respondent's due process rights so as to not impact the respondent's access to the education program or activity prior to the grievance process and a determination regarding responsibility. However, Title IX, as amended, permits the district to immediately remove a respondent, if necessary. See the Emergency Removal from YCMSD below.

Reporting

Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person who may be the victim of conduct being reported. A report may be made either in person to the Title IX Coordinator during the normal business hours, or at any time during or outside normal business hours by mail, telephone, or email, by using the contact information provided above for our Title IX Coordinator.

Any YCMSD employee who knows or learns information concerning conduct related to sex discrimination, including sexual harassment, should immediately notify the Title IX Coordinator. An employee may report in any of the methods as described above. Inquiries about the application of Title IX to YCMSD may be directed to the Title IX Coordinator or to the Assistant Secretary of Education at the United States Department of Education, or both.

Confidentiality

YCMSD must keep confidential the identity of a person who complains of or reports sexual harassment, including parties and witnesses, except as permitted by law to carry out the purpose of Title IX, as amended, with regard to conducting an investigation into a formal complaint.

Emergency Removal from YCMSD - 34 C.F.R. § 106.44(c)

YCMSD will place a non-student employee respondent on administrative leave during the pendency of the grievance procedure. YCMSD may remove any respondent from YCMSD's education program or activity on an emergency basis if: (1) YCMSD conducts an individualized safety and risk analysis; (2) YCMSD determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the respondent as a result of the analysis; and
(3) YCMSD provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

This provision for administrative leave or emergency removal does not modify a respondent's rights under IDEA, Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Process for Formal Complaints

Grievance Procedure - 34 C.F.R. § 106.45

The following are all basic elements of YCMSD's grievance procedure:

1. Treat complainants and respondents equitably by providing remedies to a Complaint where a determination of responsibility for sexual harassment has been made against the respondent.
2. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance procedure.
3. Follow this grievance procedure before the imposition of any disciplinary sanction or other actions against the respondent that are not supportive measures.
4. Provide any party whose participation is invited or expected with written notification of the date, time, location, participants and purpose of all hearings, investigative interviews or other meetings with sufficient time for the party to prepare to participate.
5. Provide any party with an equal opportunity to present facts and evidence that is relevant.
6. Objectively evaluate all relevant evidence, both inculpatory and exculpatory, and ensure protection of any legally recognized privilege from being pierced during the grievance process.
7. Send both parties the recipient's investigative report summarizing the relevant evidence, prior to reaching a determination regarding responsibility.
8. Operate in a manner that is reasonable, yet prompt, throughout the grievance process.
9. Design remedies to restore or preserve equal access to YCMSD's education program or activity. Remedies may include the same individualized services described as supportive measures. However, remedies need not be non-disciplinary or non-punitive and need not to avoid burdening the respondent.
10. Require all persons who serve as the Title IX Coordinator, Investigator, Decision Maker, Appeals Official or Facilitator to not have a conflict of interest or bias for or against complaints and respondents generally or an individual complainant or respondent in a case in which they are involved.
11. Ensure that the Title IX Coordinator, Investigator, Decision Maker, Appeals Official and Facilitator receive appropriate training to conduct their respective roles, which includes training on serving impartially and avoiding prejudgment of facts, conflicts of interest and bias.
12. Apply the *preponderance of the evidence* standard in making determinations with respect to all formal complaints, whether against students, faculty or non-faculty employees.

Written Notice - 34 C.F.R. § 106.45(b)(2)

YCMSD will provide to all known parties written notification upon receipt of a formal complaint that includes at least the following:

1. Notice of YCMSD's grievance procedure, including any informal resolution process.

2. Notice of the allegations which may constitute sexual harassment, including sufficient details known at the time. Sufficient details include the identities of the parties involved in the incident, if know, the conduct alleged to constitute sexual harassment and the date, time and location of the alleged incident, if known.
3. Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance procedure.
4. Notice that the parties may have an advisor of their choice, who may be, but is not required to be an attorney.
5. Notice that the parties may inspect and review the evidence.
6. Notice that the YCMSD's code of conduct prohibits any student or employee from knowingly making false statements or knowingly submitting false information during the grievance procedure.

If, during the course of an investigation, YCMSD decides to investigate allegations about either the complainant or respondent that were not included in the initial notice, YCMSD will provide supplemental notice of the additional allegations to those Parties whose identities are known at the time.

Informal Resolution - 34 C.F.R. § 106.45(b)(9)

YCMSD may facilitate an informal resolution process, such as mediation or restorative justice, before a determination of responsibility is determined at any time after a formal complaint has been filed. YCMSD must obtain the parties' voluntary, written consent to proceed with an informal resolution process. The formal procedures for resolving a formal complaint will normally be suspended during the informal resolution process. The grievance procedure shall end, and no investigation or hearing shall occur, if the informal process produces a resolution that is agreed upon by the Parties in writing. YCMSD may not: (1) require any person to waive the right to an investigation and adjudication of a formal complaint as a condition of enjoyment of any right, including the continuance of education or employment; (2) require the parties to participate in an informal resolution process; (3) offer an informal resolution process unless a formal complaint has been filed; and (4) offer or facilitate an informal resolution process to resolve allegations that an employee engaged in sexual harassment against a student. At any point prior to agreeing to an informal final resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

Consolidating Formal Complaints - 34 C.F.R. § 106.45(b)(4)

YCMSD may decide to consolidate formal complaints (1) as to allegations of sexual harassment against more than one respondent; (2) by more than one complaint against one or more respondent; and (3) by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Dismissing a Formal Complaint - 34 C.F.R. § 106.45(b)(3)

YCMSD is mandated to dismiss a formal complaint in the event of any of the following:

1. The alleged conduct does not meet the definition of sexual harassment for purposes of Title IX;
2. The alleged conduct does not occur in a YCMSD education program or activity; or

3. The alleged conduct does not occur against a person in the United States.

YCMSD has discretion to dismiss all or part of a formal complaint in the event of any of the following:

1. The complainant notifies the Title IX Coordinator, at any time, that he/she wishes to withdraw the complaint;
2. The respondent's enrollment or employment ends with YCMSD; and
3. Specific circumstances prevent YCMSD from gathering evidence.

If YCMSD exercises its mandatory or discretionary dismissal authority, it will be sure to provide notice of dismissal to both parties to include the reasons for such dismissal. Additionally, YCMSD may separately address allegations of misconduct through its Student Code of Conduct, if it is not addressed through the grievance procedure for Title IX purposes.

Advisors

Parties may designate an advisor of their choice, and the advisor may or may not be an attorney. YCMSD will not limit the choice or presence of an advisor for either a complainant or respondent in any meeting or grievance proceeding. YCMSD may appoint an advisor for any party who does not have one. YCMSD appointed advisors serve at no cost to a party. However, parties are encouraged to designate an advisor of choice. In the event a party changes advisors, there is a requirement that the advisor's contact is information is provided to the Title IX Coordinator.

Except in the event of a hearing, the role of the advisor is limited to providing support, guidance and advice to the party throughout the grievance procedure. It is imperative to note the following applicable limitations:

1. An advisor is not permitted to answer questions posed directly to any party or witness, nor otherwise interfere with the questions asked by the Investigator.
2. An advisor may request reasonable opportunities to confer with the party being advised.
3. An advisor may take quietly with a party during meetings; however, interruptions are not permitted.
4. An advisor does not have the right to question witnesses except in a hearing.
5. An advisor shall not disclose any confidential information to other persons which is disclosed to the advisor in the course of the grievance procedure.
6. An advisor must act in a respectful manner at all times; bullying, yelling and/or other abusive or disrespectful behavior will not be tolerated.
7. An advisor must comply with the instructions and directions as provided by the Decision Maker.

YCMSD may require a party to designate a different advisor if a party's advisor refuses to comply with the aforementioned.

Investigating Formal Complaints - 34 C.F.R. § 106.45(b)(5)

YCMSD will designate one or more investigators to investigate the allegations in the formal complaint. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on YCMSD – not the parties. YCMSD shall not require, allow, rely upon, or otherwise use

questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived it. Credibility determinations made by any investigator shall not be based upon a person's status as a complainant, respondent or witness.

Both parties have an equal opportunity to present witnesses, including fact and expert, and other inculpatory and exculpatory evidence. YCMSD does not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

Additionally, the Investigator will provide each party and the party's advisor any and all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint before the investigative report is completed. The evidence will be subject to inspection and review by both parties and may be provided in an electronic format, hardcopy or a combination of both. Each party is permitted at least ten (10) days to submit a written response to the evidence. The written response shall be the party's final opportunity to identify and present additional witnesses and other relevant evidence, inculpatory or exculpatory. The investigator will provide the new evidence to both parties and permit an additional ten (10) days for each party if the investigator determines that a party has provided new evidence, including witnesses, directly related to the allegations.

The investigator will draft an Investigative Report that fairly summarizes all of the relevant evidence gathered in the course of the investigation after the time for a party's written response to the evidence has expired. The investigator will also send each party and the party's advisor a copy of the Investigative Report at least ten (10) days prior to a hearing, if one is scheduled to be conducted. A party or the party's advisor may make a written response to the Investigative Report by providing a copy to the Investigator and the Title IX Coordinator no later than (**specify time frame)** before the hearing. A copy of the Investigative Report and all written responses by the parties will be provided to the Decision-Maker.

Hearings and Written Questions - 34 C.F.R. § 106.45(b)(6)

No hearing is required in K-12 educational institutions. YCMSD may determine that hearings will be held in certain circumstances. With or without a hearing, after YCMSD has sent the investigative report to the parties and before reaching a determination of responsibility, the Decision Maker must provide each party the opportunity to submit written questions that are relevant that the party wants asked of the other party or a witness, provide each party with the answers and provide for limited follow-up questions. There are certain restrictions as to the type of questions that may be asked of the complainant. The Decision Maker is required to be trained in order to address these restrictions.

Determination of Responsibility - 34 C.F.R. § 106.45(b)(7)

The Decision Maker shall determine whether the respondent is responsible for each allegation in the formal complaint that could constitute sexual harassment. The Decision Maker shall reach these decisions by applying the preponderance of the evidence standard. In making the determination, the Decision Maker shall: (1) make an objective evaluation of all relevant evidence, including both inculpatory and exculpatory; (2) not make credibility determinations based on a person's status as a Complaint, respondent or witness; (3) not rely on any statement of a party or witness who does not submit to cross-

examination at the hearing, in the event that a hearing took place; (4) not draw an inference about responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions; (5) rely upon evidence or information that is protected under a legally recognized privilege unless the person holding the privilege has waived it; (6) issue a written determination stating the respondent's responsibility for the alleged misconduct; and (7) exercise independent and unbiased judgment.

YCMSD will provide the written determination regarding responsibility to the parties simultaneously. The determination will become final on the date on which an appeal would no longer be considered timely, if neither party appeals. In the event a party appeals, the determination will become effective on the date YCMSD provides the parties with the written determination of the appeal unless the appeal decision requires further action or proceedings.

YCMSD has designated the Title IX Coordinator for ensuring that any sanctions or remedies are effectively implemented as outlined in any written determination.

Sanctions

YCMSD can impose a range of disciplinary sanctions and remedies with respect to any misconduct, including sexual harassment, for which a respondent has been determined to be responsible. Possible disciplinary sanctions and remedies include all, but not limited to, the following:

1. **Suspension**
2. **Expulsion**
3. **Counseling or training**
4. **Demotion**
5. **Written Warning**
6. **Termination**

Appeals - 34 C.F.R. § 106.45(b)(8)

Both parties may appeal from a determination regarding responsibility, or from YCMSD's dismissal of all or any part of a formal complaint. The appeal procedures shall apply equally to both parties. Any of the following is an appropriate basis for appeal:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made; or
3. There was a conflict of interest or bias for or against the complainant or respondent generally or individually on part of the Title IX Coordinator, Investigator or Decision Maker.

A party must file a written Notice of Appeal challenging the initial outcome that is received by the Title IX Coordinator within ten (10) days after the written determination was issued in order to effectively file an appeal. The Notice of Appeal should include, at least, all of the following: (1) every basis for the appeal;
(2) a complete statement of the facts and evidence that support each basis for the appeal; and (3) the relief requested as a result of the appeal.

YCMSD will promptly notify both parties in writing, simultaneously, that an appeal has been filed and provide a copy of that Notice of Appeal. The non-appealing party shall have ten (10) days from the date of such notice to submit to the Title IX Coordinator a written statement in support of the initial outcome or in opposition to the appeal. A copy of any such written statement shall be provided to the appealing party. The appeal shall be considered and decided by an Appeals Official (also referred to as Appeals Decision Maker), who shall not be the same person as the Title IX Coordinator, the Investigator or the initial Decision Maker.

The Appeals Official shall review the Notice of Appeal, the response provided by the non-appealing party and may review the record, written or live, as necessary to reach a conclusion on the appeal. The Appeals Official shall be bound by the same rules and considerations which apply to the Decision Maker as described in this grievance procedure. The Appeals Official shall also issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall, insofar as applicable, provide the same type of information required to be included in the initial written determination. The decision on appeal shall be appropriate to the basis or bases for appeal and may adopt one or more of the following: (1) affirm the initial written determination; (2) change any part of the written decision, including a change to any finding of responsibility or no responsibility; (3) increase or decrease in the sanctions; (4) required additional investigation, particularly in the event of new evidence that could have impacted the outcome if presented; or (5) order a new hearing, if one was conducted. The written decision on the appeal shall be provided to both parties simultaneously.

Record Keeping - 34 C.F.R. § 106.45(b)(10)

YCMSD must keep records related to reports of sexual harassment for a minimum of seven (7) years, including investigation records, disciplinary sanctions, remedies, appeals and records of any action taken, including supportive measures. These records should reflect that the district's response was not deliberately indifferent and that measures were taken to restore or preserve equal access to the education program or activity.

YCMSD must also document the reasons why a complainant was not provided with supportive measures to reflect that its response was not clearly unreasonable in light of the known circumstances.

Furthermore, YCMSD must retain any materials used to train Title IX Coordinators, Investigators, Decision Makers and any employee designated to facilitate an informal process for seven (7) years.

Retaliation - 34 C.F.R. § 106.71

YCMSD prohibits retaliation against any person because he or she has made a report or complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing under this grievance procedure. Any person who believes that he or she has experienced retaliation may file a report or formal complaint with the Title IX Coordinator.

Retaliation includes:

1. Conduct intended to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 CFR Part 106, or this grievance procedure; and

2. Discipline incorporated against an individual for a code of conduct violation that does not involve sex discrimination, including sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, including sexual harassment, or a report or formal complaint, for the purpose of interfering with any right or privilege secured by Title IX, as amended, or this grievance procedure.

For more information regarding filing a complaint with OCR, please visit the Office of Civil Rights OCR provides an online complaint filing system at OCR Complaint Assessment System

OCR can also be contacted through the Dallas regional office at:

U.S. Department of Education 1999 Bryan Street, Suite 1620
Dallas, TX 75201-6810
Telephone: (214) 661-9600
Facsimile: (214) 661-9587 Email: OCR.Dallas@ed.gov

EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGEMENT

I, _____have read Yazoo City Municipal 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 Human Capital and Talent Management, or the Superintendent.

Check Applicable: _____"At-Will" Employee_____Licensed Employee

Signed: _____

Date:_____

Cc: Office of Talent Management and Human Capital file

ACCEPTABLE USE POLICY 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 Yazoo City Municipal 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.

USERNAME: _____
(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.

HEALTH INSURANCE MARKETPLACE COVERAGE NOTICE

I, _____acknowledge that I have read the Health Insurance Marketplace Coverage Notice.

Mississippi Educator Code of Ethics Acknowledgement

I acknowledge that I have received a copy of, read and understand the Mississippi Educator Code of Ethics and Standards of Conduct expected by the State of Mississippi and the Yazoo City Municipal School District. I agree to act in accordance with the Standards of Conduct as a condition of my employment with the Yazoo City Municipal School District.

I understand that if I have questions or concerns at any time about the Standards of Conduct, I will consult my Principal, Assistant Principal, or Human Capital and Talent Management staff for clarification.

I understand the special nature of the standards, and if I violate any of the Standards, it could lead to **dismissal** of my position with the Yazoo City Municipal School District.

Printed Name:

_____

Signature:

_____

Date:_____