

NATCHEZ- ADAMS SCHOOL DISTRICT CLASSIFIED EMPLOYEE HANDBOOK



2018 -2019

NATCHEZ-ADAMS SCHOOL DISTRICT

P.O. BOX 1188

NATCHEZ, MS 39121

(601) 445- 2800

Natchez-Adams School District

Vision Statement

The vision of the Natchez-Adams School District is “Great Students, Great Schools, Great Community”.

Mission Statement

The mission of the Natchez-Adams School District is to educate all students to succeed in the 21st Century.

Goals

- ***Increased student achievement***
 - ***Safe school climate***
- ***Positive educational experience***
 - ***Sound financial balance***

Foreword

The Natchez-Adams School District sets high standards for its faculty and staff. Through its personnel policies, the district wishes to establish conditions that will attract the highest qualified personnel for all positions, and retain staff members who are self-motivated to do a satisfactory job and abide by stated procedures and policies of the district. In accordance with these goals, the following handbook has been developed.

“To the extent that there is any conflict or inconsistencies among the provisions in this handbook or manual and any policies of the board, the policies of the board shall control.”

Nothing in this handbook shall be interpreted as establishing a contract of employment between the Natchez-Adams School District and the employee. Either the employee or the school district is free to terminate the employment relationship at any time and without cause.

Policy on Non-Discrimination

The Natchez-Adams School District (NASD), Natchez, Mississippi, adheres to a policy of non-discrimination in educational programs/activities and employment, and strives affirmatively to provide equal opportunity for students and staff. Employees, parents, students or others may challenge any practice thought to be in violation of this policy by notifying building-level principals or the superintendent in writing of their allegation that such specific actions are in violation of this policy. The Board of Trustees will act as final source of appeal in cases where the Superintendent has been unable to satisfy the challenge.

The following federal legislation is referenced:

- TITLE VI and TITLE VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, religion, or national origin.
- The Occupational Safety and Health Act (**OSHA of 1970**), as amended, which provides specific regulations regarding a safe working and learning environment.
- Age Discrimination Act, as amended, which prohibits discrimination on the basis of age between 40 and 70.
- TITLE IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of gender.
- §504 of the Vocational Rehabilitation Act of 1973, as amended, which prohibits discrimination against the handicapped.
- PL93-380 -- Family Education Rights and Privacy Act of 1974 (**FERPA**), as amended, which provides protection regarding student records and release of information from said records.
- The Civil Rights Restoration Act of 1988, which provides that four federal civil rights statutes (§504 of the Rehabilitation Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964) apply to an entire institution if any part of it receives federal financial assistance.
- PL105-95 -- Individuals with Disabilities Act of 1997 (replaces PL94-142) (**IDEA**) which provides regulations for screening, placement, and services to handicapped students.
- PL101-645 -- McKinney-Vento Homeless Assistance Amendments of 1990, as amended.
- §35.130 of the American with Disabilities Act of 1990 (**ADA**), built upon the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1973, which provides "a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities."

The following offices have been designated to handle inquiries and complaints regarding the non-discrimination policies of Natchez-Adams School District:

Susan G. Brice
Natchez Adams School District
Human Resources Supervisor
Office of Human Resources and Staff Services
10 Homochitto Street
Natchez, Mississippi 39120
601-445-2824

Zandra McDonald
Natchez Adams School District
Deputy Superintendent
Office of the Deputy Superintendent
10 Homochitto Street
Natchez, Mississippi 39120
601-445-2836

The Natchez-Adams School District adheres to a policy of nondiscrimination in educational programs/activities and employment, and strives affirmatively to provide equal opportunity for students and staff. Specifically, the district provides employment and educational opportunity without discrimination and without regard to sex/gender, race/ethnicity, national origin, age, religion, disability, or any other legally protected status.

<p style="text-align: center;"><u>Title IX</u></p> <p style="text-align: center;">Susan Brice Human Resources Manager 10 Homochitto Street Natchez, MS 39120 601-442-2105</p>	<p style="text-align: center;"><u>504/Americans with Disability Act(ADA)</u></p> <p style="text-align: center;">Doris Malone 10 Homochitto Street Natchez, MS 39120 601-445-4973</p>	<p style="text-align: center;"><u>Hate Crimes</u></p> <p style="text-align: center;">Robert Laird Director of Safe Schools 359 Northwest Street Jackson, MS 39205 601-359-1028</p>
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INTRODUCTION

This handbook has been prepared to provide you with information regarding district policies and personnel procedures that affect you. We hope you will familiarize yourself with this handbook since it contains important information pertaining to your employment.

Some policies in this edition of the Classified Employee Handbook are paraphrased versions of those contained in Section G (Personnel Policies) of the Policy Handbook. We hope this will provide a clear explanation of some of the provisions of your employment and assist you in finding answers to questions you may have concerning the policies of the Board of Trustees.

As you review these pages, you may wish to review the policy from the original text or discuss particular policies in more detail. If you have questions, you may call the Office of Human Resources at 601-445-2824.

Nothing in this handbook shall be interpreted as establishing a contract of employment between the Natchez-Adams School District and the employee. Either the employee or the school district is free to terminate the employment relationship at any time and without cause.

Natchez-Adams School District provides equal employment opportunities without regard to race, color, religion, sex, age, handicap, or national origin.

DISTRICT ADMINISTRATION

The Natchez-Adams School District Board of Trustees hereafter referred to as the Board of Trustees or the Board has adopted policies, and the administrative staff has developed regulations relating to all aspects of the operation of the school district. These policies and regulations are included in this handbook.

Natchez-Adams School District Board of Trustees

Amos D. James, Jr., President

Phillip C. West, Vice President

Thelma S. Newsome, Secretary

Brenda Robinson, Assistant Secretary

Dr. Renee' Davis-Wall, Member of the Board

Mr. Fred T. Butcher
Superintendent of Schools

Zandra R. McDonald
Deputy Superintendent

BRADEN ADMINISTRATION TEAM

Monica Anderson – Business Manager	Delilah Mitchell – School Improvement Coordinator
Dr. Ruby As’Sabor - Special Services Director	Alice Morrison- Curriculum Director
Susan G. Brice – Human Resources Supervisor	Ernest Fields – Interim Public Relations Coordinator
Aquetta Butler – Accountability/ Assessment Coordinator	Shantoura Spears – Child Nutrition Supervisor
Ray Brown – Safety and Security Supervisor	Cassandra Tennessee –Human Resources Assistant Supervisor
YaMika Thomas – Federal Programs Director	Tarvis Tennessee – Lead Technician
Beatrice Collins – HR Staffing/Athletics Supervisor	Kelly Thomas – Dropout Prevention
Larnell Ford – Operations Manager	Doris Malone-Interim 504 Specialist

Natchez-Adams School District Schools

West Elementary School

161 Lewis Drive
Natchez, MS 39120
601-445-2891

Jessica Rankin ----- Principal
Shamekia Isaac ----- Assistant Principal

Frazier Elementary School

1445 George F. West Sr. Boulevard
Natchez, MS 39120
601-445-2885

Orisha Mims----- Principal
Carmella Wallace-----Assistant Principal

McLaurin Elementary School

170 Seargent Prentiss Drive
Natchez, MS 39120
601-445-2953

Britaney Cheatham----- Principal
Toni Martin-----Interim Assistant Principal
Carol Williams ----- Assistant Principal

Robert Lewis Magnet School

1221 Martin Luther King, Jr. Road
Natchez, MS 39120
601-445-2927

LaTanya Davis-----Principal
Angela Reynolds-----Interim Assistant Principal
Tukiiya Stephens-----Assistant Principal

Morgantown Middle School

101 Cottage Home Drive
Natchez, MS 39120
601-445-2917

Shemekia Rankin-----Principal
Michael Brown-----Assistant Principal
LaToya Scott-Hammett-----Assistant Principal

Freshman Academy

208 Lynda Lee Drive
Natchez, MS 39120
601-445-2941

Larry Hooper----- Principal
Leslie Gaines-----Interim Assistant Principal

Natchez High School

319 Seargent Prentiss Drive

Natchez, MS 39120

601-445-2864

Eric Jackson----- Interim Principal

Perry Revels----- Assistant Principal

Rachael Simmons ----- Assistant Principal

Natchez Early College Academy

319 Seargent Prentiss Drive

Natchez, MS 39120

601-445-2864

Kesha Broady-Campbell-----Principal

Fallin Career & Technology Center

315 Seargent Prentiss Drive

Natchez, MS 39120

601-442-2163

Cleveland Moore, Jr.-----Interim Director

Ombudsman

1221 Martin Luther King, Jr. Road

Natchez, MS 39120

601-897-0390

Allison L. Jowers-----Principal

District Personnel Emergency Numbers Emergency Telephone Numbers

Department	Phone Number	Department	Phone Number
Sheriff's Office	601-442-2752	Police Department	601-445-5564
Fire Department	601-442-3684	Civil Defense	601-442-7021
Merit Health-Natchez	601-443-2100	Metro Ambulance	601-442-4259
AirMed Care	800-793-0010	Atoms Energy	601-442-4831
AMR Ambulance	601-442-4259	Entergy	800-968-8243

Position	Name	Home	Cell	Office
Superintendent	Fred T. Butcher	N/A	601-443-3768	601-445-4329
Deputy Superintendent	Zandra McDonald	N/A	601-443-3692	601-445-3285
Curriculum Director	Alice Morrison	N/A	601-597-1181	601-442-7749
Human Resources Supervisor	Susan G. Brice	N/A	601-597-6711	601-445-2824
Operations Manager	Larnell Ford	601-442-6678	601-443-7838	601-445-3211
Safety and Security Supervisor	Ray Brown	601-445-8198	601-597-3682	601-445-2810
Technology Coordinator	Tarvis Tennessee	N/A	601-597-1415	601-445-2937
Natchez High School Interim Principal	Eric Jackson	N/A	601-443-3263	601-445-2863
Interim Vocational Director	Cleveland Moore, Jr.	601-446-2163	N/A	601-446-2163
Natchez Early College Academy Principal	Kesha Broady- Campbell	601-415-7750	601-443-8036	601-446-1152
Freshman Academy Principal	Larry Hooper	N/A	601-392-3896	601-445-2964
Morgantown Middle School Principal	Shemekia L. Rankin	601-870-7247	601-443-8121	601-445-2915
Ombudsman Principal	Allison Jowers	N/A	601-443-1441	601-897-0390
Robert Lewis Magnet School	LaTanya Davis	N/A	601-260-6020	601-445-2929
McLaurin Elementary School Principal	Britaney Cheatham	N/A	601-443-8055	601-445-2953
Frazier Elementary School Principal	Orisha Mims	601-392-9490	601-597-1086	601-445-2886
West Elementary School Principal	Jessica Rankin	N/A	601-443-1658	601-445-2891

SECTION A

Reference District Policies on District Website

CLASSIFIED STAFF

EMPLOYMENT PROCEDURES

Recruiting

Although the Office of Human Resources has the major responsibility of recruiting personnel, attracting new employees is everyone's responsibility. All employees are encouraged to inform others about employment opportunities with the Natchez-Adams School District and refer them to the Office of Human Resources. Open positions will be posted in the Office of Human Resources and on other official bulletin boards.

Posting Job Openings

When an opening occurs and job specifications have been identified, the open position will be posted on the central office bulletin board and on an online Talent Ed Management System for a period of no less than five (5) working days. In addition, positions will be posted in schools and other district work sites. External advertising and recruiting will be done, as necessary, to insure an adequate pool of applicants. We also email job openings district-wide.

Application Process

Persons interested in securing employment with the school district shall complete an application and provide all necessary informational forms before employment is finalized. The applicant who can best fill the requirements of the position will be recommended for employment. District employees may submit letters of interest and complete an internal job application.

Selection Process

The selection of personnel shall be based upon the qualifications and employment history verification of the applicant and the performance responsibilities of the position for which he/she is applying. Teacher Assistants and paraprofessionals must meet the highly qualified status as defined by the No Child Left Behind Act.

Applicants must possess all established educational requirements when applicable. The Office of Human Resources will administer any proficiency and/or aptitude test(s) as required by the district or the state relevant to the position for which application is being made. The applicant must achieve a passing score on the required test(s) prior to becoming a full-time employee.

Appointments

When a vacancy occurs in any position in the classified area, the supervisor or principal may review a list of names of applicants who have completed the screening and pre-employment process and who appear to be qualified to fill the vacancy. After interviews with the applicants, the supervisor or principal shall determine the best-qualified applicant to recommend for the position.

Before a qualified applicant will be placed on the payroll, he/she shall have the following items on file in the Office of Human Resources.

1. Complete application
2. Tax forms - State and Federal
3. Retirement Enrollment Form & Beneficiary Nomination Form
4. Recommendation
5. Employment Eligibility Verification (I-9 Form)
6. Background Check Verification
7. Drug Test Results (if applicable)
8. Health Insurance Application
9. Work History Verification

Upon notification of initial employment, employees will receive the following information from the Office of Human Resources or their supervisor: orientation to school district policies; information on fringe benefits and salary data; and, explanation of job description and evaluation procedures.

Termination

Employees terminated for any reason are charged with the responsibility of returning any and all property in their possession belonging to the district. Failure to comply with this responsibility will result in the district's retaining the final payroll check until such property has been returned. The district's approved exit procedure will be followed for all employees leaving the district.

Personal Data

It shall be the responsibility of the employee to keep his/her address, telephone number, name change, and other pertinent information current with the Office of Human Resources. All change requests must be made in writing and turned in to the Office of Human Resources. Requests for change in the number of exemptions on the W-4 forms must be made no later than eight working days before payroll is due.

Reemployment

Former employees with good records are eligible for rehire and consideration will be given to rehiring such applicants. A former employee who is rehired begins as any other new employee with no vested seniority or benefit (sick leave, vacation, personal leave) status. A former employee of the Natchez-Adams School District who is reemployed into *the same or a similar position*, within a year's time, shall be placed on the same salary step he or she was on at the time he/she left the district. The employee must complete a background check before being rehired.

EMPLOYEE CLASSIFICATIONS

All personnel employed in the classified area in the Natchez-Adams School District come under the heading of one of the employee categories listed below.

Probationary Employee

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

Regular Full-Time Employee

A full-time employee is an employee appointed to a regular full-time position who has satisfactorily completed the probationary period. Employees working in this category are entitled to holidays, sick leave, vacation, and personal leave prorated according to the work period. Participation in the Public Employees' Retirement System of Mississippi is required.

Part-Time As Needed Employee

A "part-time as needed" employee is hired subject to call on an "as needed" basis. No benefits accrue to these employees.

Substitute Employee

A substitute employee is an employee working in the place of a regular employee who is absent. No benefits accrue to substitute employees, and participation in the state retirement system is not required.

NEW EMPLOYEE ORIENTATION

New employees will be advised by the Office of Human Resources when to report for a brief orientation session. At that time benefits will be explained and assistance will be given with the completion of necessary forms.

It shall be the responsibility of the supervisor to give a brief orientation on the policies and procedures referred to in this handbook to persons they employ. Copies of this handbook should be secured from the District's website for this purpose. Supervisors should then make a copy of this handbook for each full-time, classified employee. In addition, each new employee should attend the class on policies and procedures offered through the Office of Professional Development.

TERMS OF EMPLOYMENT AND EMPLOYEE DISMISSAL

Terms of Employment

New classified personnel will be employed on a 90 day probationary basis. At the end of the 90 days an evaluation will be made by the supervisor relative to continued employment. The classified employee becomes eligible for district fringe benefits upon employment.

Employee Dismissal

Reference District Policies on District Website – www.natchez.k12.ms.us

STANDARDS OF CONDUCT AND BEHAVIOR

In the interest of good discipline, a supervisor may recommend to the superintendent that an employee be placed on probation, suspension and/or dismissal. Causes for employee suspension, probation, or dismissal shall include, but not be limited to, the following:

- Improper conduct or inferior job performance
- Unexcused and/or extended absences
- Excessive tardiness and absences without acceptable excuses
- Evidence or admission of dishonest or improper conduct on the job
- Deliberate damage or destruction of school property
- Continued carelessness or recklessness
- Striking, fighting, or attempting to injure another employee
- Unauthorized possession of a firearm on school properties
- Unauthorized use of school equipment
- Possession of alcohol or drugs on school grounds
- Insubordination
- Repeated failure to notify supervisor when unable to report to work
- Reporting to work or being on duty under the influence of alcohol or other prohibited substances
- Any action adversely affecting the well-being of employees and students
- The use of tobacco on school campus, in district's vehicles, or school events
- Striking, fighting, threatening, or attempting to injure another employee or any other person

UNEMPLOYMENT COMPENSATION

Employees are not eligible for unemployment benefits in the summer months between school terms. An employee hired during the school term that has reasonable assurance of employment for the same or similar work for the coming term will be denied unemployment benefits.

Board of Trustees policy states that it shall be grounds for dismissal for any employee to make a false statement or representation knowing it to be false, or to willfully fail to disclose a material fact for the purpose of obtaining or increasing any benefit under the Mississippi Employment Security Law.

ABANDONMENT OF JOB §37-9-55 & §37-3-2(Q) & §37-9-57

An employee who is absent from his employment and who has not informed his/her supervisor shall, after four (4) consecutive days of such unauthorized absence, be considered to have abandoned the position and will be deemed to have resigned, unless it is shown by the employee that special circumstances prevented him/her from reporting to the place of work.

Employee Code of Conduct

Successful schools must have policies and procedures to govern the conduct of its employees who may choose to deviate from their professional expectations. No school can operate properly where individuals are without a standard of conduct and behavior. Natchez-Adams School District is no exception. In addition to the Code of Ethics for Educators, Natchez-Adams School District has a standard of conduct so that employees know what is expected of them.

Therefore, the administration of each school throughout the district expects its employees to fully comply with the Mississippi Department of Education Code of Ethics for Educators, policies and procedures outlined in the Faculty and Staff

Handbook, Natchez-Adams School District Board Policies and any other expectations that may be subsequently adopted by your school's administration, the Board of Education, Mississippi Department of Education, federal and state laws.

Employee Discipline Matrix

This discipline matrix is to serve as a guide for administrators when making decisions regarding employee interactions. Before any final decisions are made, administrators will adhere to the following procedures to insure due process of each employee:

- Employees will have the opportunity to provide a written statement of events.
- Witnesses will have the opportunity to provide a written statement of events.
- Physical and/or verbal evidence related to the offense will be examined.
- Proper documentation from the school administrator will support final decisions.

A-1 Safety (Verbal & Physical Combat)

Caused, attempted to cause, or threatened to cause physical injury to another person.

A-Safety	1st Offense	2nd Offense	3rd Offense
Verbal Altercation	<u>Administrative Action:</u> Teacher conference with all involved parties and/ or recommendation for suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 3-5 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension or termination, pending investigation
Verbal Altercation: with use of profanity	<u>Administrative Action</u> Recommendation for 1-3 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension or termination, pending investigation	
Verbal Altercation: threatening bodily harm	<u>Administrative Action:</u> Recommendation for 5-10 day suspension or termination, pending investigation		
Fighting: pushing, shoving (minor scuffle)	<u>Administrative Action:</u> Recommendation for 5-10 day suspension or termination, pending investigation		
Fighting: Mutual combat	<u>Administrative Action:</u> Recommendation for termination, pending investigation		
Assault/Battery on an employee or parent	<u>Administrative Action:</u> Recommendation for termination, pending investigation		
Fighting or Assault on a Student	<u>Administrative Action</u> Recommendation for termination, pending investigation		

B- Safety (Weapons)

Possessed, sold, or otherwise furnished any firearm, knife, or other object that can be used as a weapon

B-Safety	1st Offense	2nd Offense	3rd Offense
Possession of a dangerous object with reasonable suspicion of committing harm to oneself or others	<u>Administrative Action:</u> Recommendation for 5-10 day suspension, or termination, pending investigation	<u>Administrative Action</u> Recommendation for termination, pending investigation	
Possession of or brandishing a gun in or around campus	<u>Administrative Action</u> Recommendation for termination, pending investigation		
Possession of explosive device (not used for instruction)	<u>Administrative Action:</u> Recommendation for termination, pending investigation, pending investigation		
Furnished or gave access to a weapon or firearm for the purpose of harm (to another employee, parent, or student)	<u>Administrative Action</u> Recommendation for termination, pending investigation		

C- Safety (Substance Abuse, Use, & Sells)

Possessed, used, sold, transferred, or otherwise furnished; or been under the influence of any controlled substance, alcohol or intoxicant.

C-Safety	1st Offense	2nd Offense	3rd Offense
Use of tobacco and/ or tobacco products	<u>Administrative Action</u> Recommendation for suspension for 2 days, pending investigation	<u>Administrative Action</u> Recommendation for suspension for 5 days, pending investigation	<u>Administrative Action</u> Recommendation for suspension for 10 days, pending investigation
Possession of drugs, alcohol, or any controlled substance	<u>Administrative Action</u> Recommendation for termination, pending investigation		
Under the influence of drugs, alcohol, or any controlled substance	<u>Administrative Action</u> Recommendation for termination, pending investigation		
Possession of drugs for sale	<u>Administrative Action</u> Recommendation for termination, pending investigation		

D- Non Safety (Non Compliance & Neglect of Professional Duties)

Displayed actions of non-compliance towards students, employees, parents, or general assigned duties

D-Non-Safety	1st Offense	2nd Offense	3rd Offense	4th Offense
Leaving students unsupervised;	<u>Administrative Action:</u> Written warning	<u>Administrative Action:</u> Written reprimand/ Plan of improvement	<u>Administrative Action:</u> Recommendation for 3-5 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension or termination, pending investigation
Excessive absenteeism or tardiness;	<u>Administrative Action:</u> Written warning (3)	<u>Administrative Action:</u> Written reprimand/ Plan of improvement (5)	<u>Administrative Action:</u> Recommendation for 1-3 day suspension, pending investigation (7)	<u>Administrative Action:</u> Recommendation for 5-10 day suspension, or termination, pending investigation (10)
Sleeping on the job.	<u>Administrative Action:</u> Written warning	<u>Administrative Action:</u> Written reprimand/ Plan of improvement	<u>Administrative Action:</u> Recommendation for 1-3 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension, or termination, pending investigation
Unsatisfactory work performance or neglect of assigned duties;	<u>Administrative Action:</u> Written warning	<u>Administrative Action:</u> Written reprimand/ Plan of improvement	<u>Administrative Action:</u> Recommendation for 1-3 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension, or termination, pending investigation
Use of personal cell phones during instructional periods.	<u>Administrative Action:</u> Written warning	<u>Administrative Action:</u> Written reprimand/ Plan of improvement	<u>Administrative Action:</u> Recommendation for 1-3 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension, or termination, pending investigation
Use of profanity	<u>Administrative Action:</u> Written warning	<u>Administrative Action:</u> Written reprimand/ Plan of improvement	<u>Administrative Action:</u> Recommendation for 1-3 day suspension, pending investigation	<u>Administrative Action:</u> Recommendation for 5-10 day suspension, or termination, pending investigation

Employee Conduct Referral

2017-2018

Name:	Position:	Date:	Time:
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Offense: ___ 1st ___ 2nd ___ 3rd ___ 4th ___ 5th

Incident Location: <ul style="list-style-type: none"> • Playground • Classroom • Cafeteria • Restroom • Gymnasium • Office Area • Hallway • Exterior of building • Other: _____ 	Others Involved: <ul style="list-style-type: none"> • Teacher: _____ • Staff Member: _____ • Substitute: _____ • Administrator: _____ • Parent: _____ • Student(s): _____ • Other/Unknown: _____
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Incident Type:

Detailed Incident:

- A: Safety (Verbal/Physical Combat)- _____
- B: Safety (Weapons)- _____
- C: Safety (Substance abuse, use, etc.)- _____
- D: Non-Safety (Non-Compliance)- _____

Specific Description of the Incident:

Action Taken By Administrator:

- Warning
- Employee Conference- Date: _____
- Reteach/discuss expectations-Date: _____
- Growth Target/Plan of Improvement
- Recommendation for suspension: with pay without pay
- Recommendation for termination

Employee Signature/Date:	Administrator Signature/Date:
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SECTION B Reference District Policies on District Website – www.natchez.k12.ms.us

EMPLOYMENT REQUIREMENTS-EQUAL EMPLOYMENT OPPORTUNITY/ADA

The Natchez-Adams School District (**NASD**), Natchez, Mississippi, adheres to a policy of non-discrimination in educational programs/activities and employment, and strives affirmatively to provide equal opportunity for students and staff. Employees, parents, students or others may challenge any practice thought to be in violation of this policy by notifying building-level principals or the superintendent in writing of their allegation that such specific actions are in violation of this policy. The Board of Trustees will act as final source of appeal in cases where the Superintendent has been unable to satisfy the challenge.

EMPLOYEES/VISITORS WITH DISABILITIES SECTION 504 PROCEDURES

Any person who believes that he/she or any class of individuals have been subjected to discrimination as prohibited by Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of handicapped persons as a class. All persons are encouraged to file grievances to resolve any disputes arising under these laws. One's filing of a complaint will not subject him/her to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

Within five school days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the school principal or to the district's Section 504/ADA coordinator. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The Section 504/ADA coordinator, shall within five school days of receipt of the complaint, conduct or cause to conduct a thorough investigation including questioning of all parties involved in the complaint. All parties shall make a written record of the statements involved. After the investigation is complete, the Section 504 coordinator shall meet with the complaining party and give a report of the findings.

If the grievance or complaint is not satisfactorily resolved with the Section 1 report, the complainant shall have five school days to appeal the Section 1 findings to the superintendent. The complainant shall present his/her complaint in writing, describing the reasons for his/her dissatisfaction with the results of the Section 1 report. The superintendent or his/her designee shall review all aspects of the complaint and complete an additional investigation if necessary. The superintendent or his/her designee shall respond to the complainant in writing within five school days of receipt of the written appeal.

If the complainant is not satisfied with the results of Section 2, the complaining party shall have five schooldays from receipt of the superintendent's decision to appeal the complaint to the Board of Trustees for the Natchez Adams School District. The appeal shall be in writing, describing the reasons for the complainant's dissatisfaction with the results of Sections 1 and 2. The complainant shall have the opportunity to present an oral statement to the Natchez-Adams School District Board of Trustees before the board makes its decision. The board's decision shall be rendered within five school days after receipt of the appeal.

EMPLOYMENT ELIGIBILITY VERIFICATION DOCUMENT

All new employees of the Natchez-Adams School District must complete an I-9 INS form with the Office of Human Resources prior to employment. Supporting documentation must be provided within three business days.

CHILD ABUSE MANDATORY REPORTING

Where there is “reasonable cause” to suspect a child has been abused and/or neglected or threatened with abuse [as defined in §43-23-3 (h) (i) and §93-21-3 (a) (i) (ii) (iii) Mississippi Code] school personnel, **as mandated reporters**, will act in accordance with the state laws and report incidents to the Mississippi State Department of Human Services (1-800-222-8000) or its successors, or other such duly constituted authorities.

Reports of child abuse or neglect—including the name and address of the child, family, mandated reporter, or any other identifying information in the report—shall remain confidential and will not be public information. As provided in state law, any mandated reporter making a report or participating in judicial proceedings will be presumed to be acting in good faith and will be immune from any liability, civil or criminal, that might be incurred or imposed. The reporting of an abused person will not constitute a breach of confidentiality. When students elect to confide in an employee, the employee should say, “I cannot keep what you tell me in confidence if it leads me to believe that someone is in danger or a law has been broken.”

CRIMINAL BACKGROUND SCREENING §37-9-17

After July 1, 2000, all new hire and non-licensed employees must have a state child abuse registry check and criminal records background check via fingerprint card. Applicants are ineligible for employment if checks disclose a guilty plea, conviction, or nolo contendere plea to a felony conviction for:

- a. Possession or sale of drugs
- b. Murder, manslaughter, or armed robbery
- c. Rape, sexual battery, or sex offense as listed in MS Code Section §45-31-3(1)
- d. Child abuse, arson, grand larceny, or burglary
- e. Gratification of lust or aggravated assault

Failure to disclose in writing pending charges, an arrest, or conviction for the felonies reference above shall be considered grounds for immediate dismissal.

SEXUAL HARASSMENT

Reference District Policies on District Website – www.natchez.k12.ms.us

SECTION C

Reference District Policies on District Website – www.natchez.k12.ms.us

SALARY AND BENEFITS

Fair Labor Standards Act

The Natchez-Adams School District complies fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will pay all non-exempt employees at least the federal minimum wage and time and a half for all hours worked which exceed 40 hours per week, or permit compensatory time off at the rate of one and a half hours for each overtime hour worked. All overtime hours must be approved in advance.

Working Hours

The working time per week for full-time employees shall not exceed forty (40) hours with special provisions made in departments that require additional hours to meet existing conditions or emergencies. The hours during which the offices and departments shall be open for business shall be determined by the superintendent or designee.

Attendance

Employees shall be at their post of duty in accordance with the time regulations set forth by the supervisor and approved by the superintendent or his designee. All departments and schools shall maintain attendance records showing the hours worked by his/her employees. Each employee is responsible for completion of his/her own attendance document.

Pay Administration

Classified staff shall be paid their contract in twelve (12) equal payments, on the last working day of each month until the contract has been fulfilled or the employee is terminated. Mississippi Code Annotated Section §37-9-39 provides that professional and certified school employees may request their salary payment in twelve equal installments.

During summer breaks, paychecks or direct deposit slips will be picked up at the Braden Building.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of accumulated leave. If you have a question regarding your payroll statements, please contact the Payroll Department. The Director Human Resources shall administer all changes in pay or grades (at the beginning of each fiscal year, July 1).

Automatic Payroll Deposit

Beginning, July, 2012, all employees **must** have their paycheck electronically deposited into an account at the banking institution or credit union of their choice. With automatic deposit, an employee's pay is immediately available on the pay date. Contact the Payroll Clerk for more information about the automatic payroll deposit service.

Promotions

Whenever possible, position openings are filled by promotions of staff employees above their current positions. When an employee has held a staff position for at least six (6) continuous months, he/she may apply for promotional consideration in a vacant position.

Transfer §37-915 & §37-9-17

A staff employee is eligible for consideration for a lateral transfer or reassignment to another location within the school district after serving in a staff position for a period of not less than one (1) year.

LEAVES AND FRINGE BENEFITS

It is the desire of the Natchez-Adams School District to provide the maximum possible benefits for all its regular employees in order to attract conscientious and long-term employees. The following benefits are provided for all full-time employees of the Natchez-Adams School District.

Who May Earn Accrued Personal Leave

Full pay shall be allowed to an employee while absent from duty for personal business for two days for each fiscal year. These days shall be in addition to the days allowed for sick leave. Beginning of the fiscal year, any days in excess of five accrued personal leave days will roll over to sick leave.

Reference District Policies on District Website – www.natchez.k12.ms.us

Insurance

Full-time employees are eligible for state-paid group health insurance. New employees must sign up for the insurance within thirty (30) days of their date of hire without having to specify preexisting conditions. If an employee does not wish to be covered by the group health insurance, that employee must sign the line on the application waiving the insurance.

Health Plan Coverage

Consolidated Budget Reconciliation Act Requirements (COBRA)

Any employee who participates in the Health Plan will be offered continued health benefits coverage if the employee is terminated or put on reduced hours (except when termination is for misconduct); also, dependents of the employee may receive continued coverage, although not at district expense if the employee dies, divorces, or is terminated. Spouses and children of employees are eligible for up to 36 months of continued coverage if one of the following events occurs:

1. Death of covered employee
2. Divorce or legal separation
3. Entitlement of the employee to Medicare benefits
4. A dependent child reaching the maximum age of coverage

In addition, spouses, children, and the employee are eligible for 18 months of continued coverage if the employee is terminated for reasons other than gross misconduct or if there is a reduction in the hours of employment that would cause coverage to cease. Continued coverage will stop before the end of the applicable period upon the occurrence of any of the following events:

1. Failure to pay the premium
2. Initiation of coverage under another group health plan
3. Entitlement of the qualified beneficiary to Medicare benefits
4. Remarriage of a former spouse and coverage under another group plan
5. Termination of the employer's group health plan

The employer may charge a premium for continued coverage of 102 percent (100% premium plus 2% administrative costs).

Tax-Sheltered Annuities, Mutual Funds, Deferred Compensation

These savings plans are designed to supplement retirement income while reducing taxes and may be purchased through payroll deduction. For further information contact the Office of Human Resources.

Cafeteria Plan

The Cafeteria Plan is a pre-tax, employee spending account plan made available under Section 125 of the Internal Revenue Tax Code. The plan allows employees to pay for certain expenses using before tax income. Dollars may be set aside from the employee's pay before state, federal, and FICA taxes are deducted. The employee may authorize an automatic, before tax, payroll deduction for any of the following qualified expenses:

1. Group medical insurance
2. Dental insurance
3. Cancer/Intensive care insurance
4. Term life insurance

For tax purposes, the plan is treated as a nontaxable benefit paid for by the employer. The plan is flexible. The employee decides whether or not to participate and selects which benefits and the amounts to set aside. Social Security benefits do not accrue on funds set aside for the Cafeteria Plan.

Payroll Deductions

Payroll deductions consist of both required deductions and optional deductions.

Required Deductions

1. Withholding tax (Federal and State)
2. Mississippi Public Employees' Retirement System
3. Social Security

Optional Deductions (temporary and substitute employees not eligible)

- a. Board approved insurance (Life, Health, etc.)
- b. Tax-sheltered annuities
3. United Way Pledges
4. Credit Union

SECTION D **Reference District Policies on District Website – www.natchez.k12.ms.us**

HEALTH AND SAFETY

The Natchez Adams School District Board of Trustees believes that its schools and facilities should be safe, orderly places of learning. The board hereby directs the superintendent to establish procedures and safeguards for crisis management and response, building and ground security and Maintenance and code of conduct for students, staff, and patrons that promote the safety and well being of all concerned.

Safety Statement

It is the belief of the Natchez Adams School district that every employee is entitled to work under the safest possible conditions. Every reasonable effort will be made to provide and maintain a safe and healthy work place. The Natchez Adams School District will maintain safe equipment and will insist upon safe work practices at all times. All safety rules and regulations are to be considered directive in nature and applicable to all school employees. Employees are obligated to observe the rules of conduct and to properly use the safety equipment provided. Our employees are our most important assets and their overall safety and health is our top priority.

Contagious and Communicable Diseases

Communicable diseases may occur with both students and teachers. Teachers should be aware of the types of diseases that students may contract and be on the alert for symptoms. Each staff member has the responsibility to observe students and notify the principal of any suspected infectious or contagious disease.

The law provides the school district with the power to exclude from school any student suffering from contagious or infectious diseases.

List of contagious and communicable diseases on following pages. This list does not contain all contagious and communicable diseases

Disease	Mode of Transmission	Return to School
Chicken pox	Airborne droplets of nose and throat secretions coughed into the air or direct contact with articles freshly soiled with discharge.	6-8 days after lesions first appear or until rash is dry.
Fifth disease	Person-to-person spread by direct contact with nose and throat secretions of an infected person.	May continue school attendance since by the time the rash begins they are no longer contagious.
Influenza (flu)	Direct contact with nose and throat secretions or airborne spread by these secretions coughed into the air.	May return to school when free of fever and feeling well.
Head lice	Direct contact with an infected person's hair or direct contact with their personal belongings, especially shared clothing and headgear. (Head lice do NOT jump or fly from one person to another.)	As soon as the first treatment has been given. Proof of treatment is required. (A physician's release is not necessary. The child does not have to be free of all nits.)
Hepatitis A	Spread in restroom situations when a person does not practice good hygiene, especially good hand washing.	One week after onset of jaundice.
Hepatitis B	Common method is through sexual intercourse or shared needles in drug use; can be transmitted when infected blood enters the body through cuts, scrapes, or other breaks in the skin. No risk of transmission in a normal classroom setting unless a hepatitis B infected person is bleeding. No evidence that HIV or hepatitis B is transmitted through tears, perspiration, urine, or saliva unless these body fluids contain <u>visible</u> blood.	No cases of transmission in school have been reported; current data does not justify excluding from school or isolating them in school. Because blood exposures from fights, injuries, nosebleeds, shed teeth, menstruation, and other causes may occur at school, personnel should handle blood and blood-containing fluids using principles of "universal precautions." Participation by AIDS/HIV infected students in some contact sports is not advised; evaluate on a case-by-case basis.
Impetigo	Skin-to-skin contact with (pus) sores. Lesions still oozing should be covered.	Twenty-four (24) hours after beginning treatment.

Measles	Direct contact with nose and throat secretions; airborne droplets coughed into the air; droplets may be suspended in the air for two or more hours; spreads easily.	Return to school when free of fever and the rash is fading (four days after onset).
Mononucleosis (Infectious)	Person-to-person spread by direct contact with saliva of infected person, e.g., kissing, drinking out of the same container, etc.	Need not be excluded from class unless requested for medical reasons; may return when feeling well enough; children should share neither food nor utensils.
Mumps	Person-to-person by direct contact with saliva of an infected person.	Nine (9) days after the beginning of the salivary gland swelling.
“Pink eye” (Conjunctivitis)	Contact with discharge from eye, nose, or throat of an infected person. Also from contact with fingers, clothing, and other articles such as shared eye make-up applicators.	Return to school after seeing a physician; redness/discharge is improving.
Ringworm	Direct skin-to-skin contact or indirect contact (e.g., toilet articles such as combs or hairbrushes, used towels, clothing and hats contaminated with hair from infected person. Ringworm is a fungus, not a worm.	After treatment has started (which usually lasts several weeks). Prolonged absence from class is unnecessary.
Scabies	Direct skin-to-skin contact with an infected person, itching around webs of fingers, wrists, elbows, under arms and beltline. Requires treatment by prescription drugs.	Release from physician and treatment has been administered. (The itching may continue for several days.)
“Strep Throat” (Streptococcal pharyngitis)	Direct or indirect contact (e.g., contaminated hands, drinking glasses, straws) with throat secretions of an infected person. Prescription medicine required.	Twenty-four (24) hours after treatment has been started if free of fever.
Tuberculosis (TB)	Airborne droplets of respiratory secretions coughed or sneezed into the air by active TB carrier.	Persons diagnosed with active TB will need written permission from the Mississippi Department of Health and Tuberculosis Control to return to school.
Whooping Cough (Pertussis)	Direct or indirect contact (contaminated articles) with nose and throat secretions of an infected person. Airborne by droplets of those secretions coughed into the air. Prescribed antibodies required.	Five (5) days after treatment has begun.

Drug and Weapon Free Workplace

Reference District Policies on District Website – www.natchez.k12.ms.us

It is the policy of the Natchez-Adams School District to maintain drug and alcohol-free schools and workplaces. No employee engaged in work in connection with that Natchez-Adams School District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any controlled substance, as defined in schedule I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15

Tobacco Free Workplace

Reference District Policies on District Website – www.natchez.k12.ms.us

Smoking and other uses of tobacco by district employees and visitors in school buildings, on school grounds and property, and on or in district vehicles, including school buses, is prohibited. Employees assigned the responsibility for supervising students at school or at school-sponsored activities, regardless of where the activities are conducted, will not use tobacco in any form while in attendance or on duty. Any employee found to be in violation of the policy on smoking or other uses of tobacco would be subject to disciplinary action up to and including dismissal.

Safety Responsibilities of School Personnel

- The Superintendent will demonstrate a commitment to safety by endorsing the district safety and emergency management plan and enlisting school board approval.
- Provide resources for purchasing personal protective equipment and training employees to use safe behaviors.
- Delegate the responsibility and authority for the program to each site administrator and the manager of operations/designee.

The superintendent's designee advises the superintendent, staff, principals and supervisors who are responsible for the district's safety plan. The designee monitors the implementation of the safety plan and tract's measurable improvements. General responsibilities are as follow:

- Appoint a district-wide safety committee.
- Develop, oversee and implement a district-wide safety program.
- Establish a structure and process for administering a district-wide safety plan.
- Advise the superintendent, safety committees and school principals.
- Assist principals in establishing a school safety committee.
- Monitor accident reports and record and make recommendations for corrective action.
- Provide timely reports to the superintendent and the district safety committee.

- Establish routine, periodic inspections to monitor the district and each school's safety program effectiveness.
- Ensure that school employees receive the necessary training to conduct their job safely.
- Conduct site safety assessment and provide timely reports to the school board concerning school safety.

Safety/Security Supervisor

- Review incident investigation reports for content.
- Assist in the investigation process.
- Assist in developing an appropriate corrective action plan as indicated by the incident investigation.
- Attend incident investigations as required. Formulate safety policies and recommend approval by school board.
- Review unsafe conditions and practices as reported by school or department safety
- Review corrective action plans and make recommendations as appropriate.
- Review school/department safety plan.
- Conducts investigations of all accidents.

Site Administrator -while the district is accountable for the success of the safety plan, it is the responsibility of site administrator to implement the program at his or her location. The site administrator is the most knowledgeable about the employee's attitudes, work habits, and equipment use. The site administrator as the safety director at the school level will serve the school in an advisory capacity and monitor the application of the safety plan. The site administrator will conduct a safety inspection of his/her site by the last working day of the month. A copy of the inspection will be submitted to the Manager of Operations/designee by 5:00 p.m. on the first working day of the month.

The site administrator will:

- Act as the facilitator for the school safety committee.
- Track incidents.
- Make recommendations to the district safety committee.
- Hold safety meetings.
- Develop safety objectives.

- Schedule training.
- Schedule safety/housekeeping inspections.

Ensure that all full-time and part-time employees, including substitute teachers receive a safety orientation prior to assuming the duties of the job

- Complete accident reports, workers' compensation reports, and accident investigation reports.
- Conduct site safety assessment.
- Maintain a list of first aid providers for his or her site.
- Ensure that the first aid providers obtain first aid training from a certified instructor such as the American Red Cross.
- Obtain an approved first aid/infection control kit.
- Ensure that ambulance and hospital emergency room telephone numbers are posted in an observable location.
- Maintain a hard copy of employee records and student records that identifies family members and next of kin.
- Maintain a (hard copy) student record that identifies family members and next of kin.
- Arrange for a faculty meeting during the first month of school for the purpose of reviewing the validity of the plan and update the staff regarding new procedures.
- Ensure that each room has a "Code Blue" Kit.

School Safety Committee, facilitated by the site administrator, assists in developing the school safety program and monitors the process. Representatives on the school safety committee include personnel from instruction, food service, custodial and support services. General functions of the school safety committee are as follows:

- Establish a safety plan at the school location.
- Inspect school equipment, school grounds and school buildings to determine safety needs.
- Identify hazards and take corrective action.
- Review incidents and accident investigation reports.
- Contact and provide encouragement to injured employees.
- Ensure that policies and procedures are in place for efficient handling of incidents.
- Implement recommendations from the district safety committee.

- Review and update safety and emergency procedures.
- Listen to employees and follow up on suggestions.

Employees are expected to, as a condition of employment, to work in a safe manner. He/she is also expected to exercise maximum responsibility for the prevention of accidents and the safe use of machinery and equipment entrusted to his or her care. Employee responsibilities include the following:

- Attend training sessions. Learn safe work procedures.
- Maintain good housekeeping in work area.
- Wear proper dress and use equipment as required by the job.
- Keep machine guards in place.
- Report unsafe conditions to supervisor.
- Report all accidents and injuries to immediate supervisor at once.
- Know fire prevention and emergency procedures designed for your area.
- Obey established rules of conduct and adhere to the safety plan.
- Be concerned about the safety of others. Refrain from horseplay or pranks on the job.

Safe-Work Procedures

It is the responsibility of each employee to perform work in accordance with sound safety practices. Safe-work regulations establish guidelines for safe practices and must be used at all times. Violation of any of the regulations will be considered proper cause for disciplinary action consisting of a warning, suspension without pay or termination of employment. Any person who believes he or she is working in an unsafe place is required to immediately report the condition to an immediate supervisor, administrator or the manager of operations/designee. Any person who believes he or she is subjected to perform an unsafe task or use unsafe tools must immediately report the unsafe condition to his or her supervisor, administrator or the manager of operations/designee. The task shall not be performed until the immediate administrator specifies and creates a safe task or provides safe tools.

Supervisors or administrators who receive a complaint alleging unsafe conditions shall immediately investigate and assure a safe condition for work to continue at the work site. Conditions that are unresolved or need attention shall be reported to the manager of operations/designee and the site safety committee.

The safety coordinator, site administrator, and the site safety committee will investigate each injury:

- To confer with the injured person to obtain a clear understanding of what caused the injury.
- Each involved employee has the opportunity to confer and obtain his or her version of the condition(s).
- To hold as many meetings as necessary with employees to obtain a clear understanding of

the facts surrounding the condition(s).

In all cases, the employees shall be informed of the general results of the investigation.

Safety Procedures

Inspection - The site safety committee, site administrator, safety coordinator and manager of operations/designee will conduct periodic inspections of school facilities to detect and correct unsafe conditions and practices before injuries occur.

The district safety director will review the result of safety and housekeeping inspections with school principals, to determine corrective follow-up action.

The site administrator will conduct a safety inspection for his/her site by last working day of the month. A copy of inspection will be submitted to the manager of operations/designee by 5:00 p.m. on the first working day of the month.

Each school or facility will develop a safety checklist for each work area. After each inspection, a copy of the safety checklist will be reviewed with the building principal, and corrective action, if necessary, will be taken to correct any hazards as identified.

Results of safety and housekeeping inspections, reports of unsafe act and safety policies and procedures will be communicated to the site safety committee, site administrators, manager of operations/designee, and the superintendent.

Techniques

Regular safety and housekeeping inspections will serve to encourage employees to inspect their own work areas.

The manager of operations/designee will determine the frequency for holding inspections, and will schedule at least three (3) annually.

The school safety committee will determine means of securing employee and student interest and encouraging cooperation in the school district safety program.

Procedures

Inspection procedures will vary in accordance with the type required. The responsibility of the district is to ensure that all inspectors are familiar with federal standards, state laws and local ordinances affecting the safety and health of workers.

Safety Inspections

The manager of operations/designee is authorized to enter, inspect, and investigate, at any time, any work site or establishment to insure that all safety rules and regulations are being followed.

Principals and department heads are expected to cooperate.

Regular site inspections are the responsibility of the site administrator. Inspections may vary in type and frequency. Inspections may be conducted on an area basis, or an entire facility basis, or on a specific operation basis. The site administrator or the manager of operations/designee may conduct them with or without advance notice.

Safety citations may be issued to principals, department heads, supervisors, or employees for unsafe acts or for allowing unsafe conditions to exist. Recipients of safety citations are subject to disciplinary action, which will be determined and assessed by the assistant superintendent.

The manager of operations/designee conducts scheduled inspections no less than three times yearly. Boilers and fire extinguishers will be inspected at required intervals as required by state law. Results should be submitted to the district safety committee. Personal protective equipment will be inspected constantly to make certain that it is in safe working condition. Intermittent inspections are conducted by site administrator or department supervisors and are held on irregular intervals. These inspections serve to determine the need for regularly scheduled inspections in a particular department or work area

Monitoring inspections are designed to observe equipment that is in continuous operation and are conducted by department supervisor.

Special inspections are held when new equipment is installed or during construction of new buildings or during the remodeling of old buildings, or because some change has created new hazards. Special inspections are the responsibility of the site administrator or the department supervisor.

Accident Investigation

The first step in preventing a recurrence of an accident is to investigate and analyze one that has happened and takes positive action to remove its causes. The injured employee's immediate supervisor, site safety committee, and the safety coordinator should investigate each accident. The findings should constitute a portion of the complete accident report. The investigator should:

- Determine the act or condition that triggered the accident.
- Cite any procedure or action that was not in accordance with standard safety policies.
- Indicate any corrective or disciplinary action that would prevent another accident of this type.

Accident Reports

Accident reports are required for any accident occurring on school property or at school activities. This report is to be completed and submitted to the site administrator within 24 hours of accident.

The same report may be used to report incidents where hazards exist but where no injury or damage has occurred. A copy of all accident reports involving employees should be filed with the insurance coordinator. A copy of all accident reports involving students should be filed with the safety coordinator and a copy placed in the student's record.

Reports and Investigation:

If an employee is injured in any way, it is the responsibility of the employee to immediately notify an administrator and fill out an employee statement of the accident. The site administrator will complete Workers Compensation - First Report of Injury or Illness Form and a Supervisor's Accident Investigation Report. The administrator will file the report with the insurance coordinator. If the employee seeks medical attention/services for workers' compensation claims must notify the site administrator. Violation of this requirement constitutes cause for termination of employment. The administrator responsible for the area of work where the incident occurred or suspected to have occurred, even if suspected and not reported, shall conduct an investigation of each incident. The site safety committee and the safety coordinator will also conduct an investigation.

Employee Orientation

The Natchez-Adams School District will seek to avoid or lower the rate of injury to its employees by providing each new employee with instruction regarding district safety methods and procedures. These instructions will include:

- An overall orientation program to familiarize the employee with the function of his/her job.
- A training period to ascertain the capabilities of the employee.
- An orientation period to familiarize the employee with safety practices and procedures.
- Testing and observing to ascertain the employee has mastered safety work habits.

First Aid

The responsibilities of the first aid providers will include the following:

- Provide for medical treatment of minor injuries.
- Obtain first aid training from a certified program such as the American Red Cross.

Safety Rules

The following are considered basic safety rules for all employees:

- Follow instructions. If you do not understand, ask for additional explanations or information
- Correct unsafe conditions and report them promptly.
- Keep your work area clean.
- Use the proper tools or equipment for each job.
- Operate only the equipment you are authorized and qualified to use.
- Immediately report all accidents.
- If injured even slightly, get prompt first aid.
- If personal protective equipment is required by your job, wear it.
- Avoid fighting, horseplay, or other situations that could cause injuries and distractions.
- Obey all safety rules and practices.
- Always walk when on school property.
- Never run even during emergencies.
- Always be safety conscious when on school grounds.
- Do not use defective tools.

Safety awareness and a proper attitude will save lives, prevent disabling injuries, increase job effectiveness, and reduce costs.

School Building Safety Rules

The following safety rules should be observed in the office and classroom:

- Desk and cabinet drawers should be kept closed.
- Tipping back on chairs can result in overbalancing.
- Office workers or instructional personnel should not move heavy furniture or cabinets nor carry heavy items from place to place. Trimming boards and paper cutters are dangerous. Blades should be locked down when not in use.

- Sharp pointed objects such as shears, knives, and pencils can cause injury if used incorrectly.
- Cleanliness and orderliness contribute to safety.
- Broken furniture and equipment should be removed and repaired promptly.
- Stairwells should be maintained with secure handrails and level, no-slip tread surfaces on the steps.
- Restrooms should be clean and well maintained.
- Wet floors must be posted with “Wet Floor” signs.
- Horseplay, running, and practical jokes are not permitted.
- The site administrator will assure that all containers of hazardous products are appropriately marked and labeled. The label should identify the product and provide appropriate information and warnings.
- The site administrator will ensure that all containers of hazardous products are appropriately stored out of the reach of students.
- Keep walkways and exits clear.

Face and Eye Protection - Face and eye protection will be used for any task where there is reasonable probability of injury. Employees assigned to perform tasks, which require eye protection, must wear the protector provided. The consequences of failure to use eye protection at appropriate times are so serious that no exception to this policy is permitted.

Face and eye protection will be used when performing the following procedures:

- Grinding, cutting, milling, or drilling.
- Using impact wrenches and compressed air tools.
- Chipping, scraping, sanding.
- Using punches, chisels.
- Cutting rivets.
- Cutting or breaking glass.
- Using power tools.
- Cleaning dust or dirt from vehicles or equipment.
- Using metal cutting lathe, drill presses, power hacksaws and other metal working tools.
- Using corrosive or reactive liquid and/or solid chemicals.
- Using power woodworking machinery.
- Operating in the vicinity of machinery where there is a danger of falling objects or dust.
- When working on any overhead surface or object this requires the face of the worker to be turned upward.
- Operating or while in the immediate vicinity of line trimmers.
- Riding on or operating a vehicle without the benefit of a windshield.
- Welding screens should be used to protect the eyes of others in the vicinity.
- Helpers and observers should also wear safety glasses or goggles with proper fitting lenses.

Lifting and Material Movement

- Lift, push or pull only reasonable amounts of weight.
- Do not lift more than 50 pounds without help.
- Lift correctly to prevent injury.
- Use back belts to prevent injury.

Hot Surfaces and Items

Exercise caution when working around hot surfaces or items. Use insulating protective equipment (gloves, aprons, etc.) to prevent burns.

Energized Electrical Equipment

- Do not touch or work on any equipment, which you suspect is energized (electrical shock hazard). De-energize first.
- Frames of electrical motors must be grounded.
- Extension cords may not be used as a substitute for fixed wiring.
- A maximum of one power strip per electrical receptacle.
- Flexible cord must be fastened so that there is no pull on joints or terminal screws.
- All splices in flexible cord should be brazed, soldered, or joined with splicing devices.
- 36" clearance must be maintained in front of all electrical panels.
- Qualified maintenance personnel should perform any electrical repairs beyond resetting or replacing fuses only.

Exposure to Blood Borne Pathogens/Body Fluids

- Report incident to office immediately.
- Wear rubber gloves and avoid physical contact with blood or other body fluids.
- When giving first aid, follow Universal Precautions.
- Keep students and workers away from exposure area.
- If exposed to blood borne pathogens/body fluids, wash affected area immediately with soap and water followed by betadine.
- Notify office/custodian to clean area.
- Always wash contaminated areas of building immediately with bleach water.
- Obtain assistance from a site administrator or school nurse for follow up report of exposure.
- Blood contaminated materials will be placed in leak-proof bags for washing or further disposition. The same procedures shall be followed in dealing with vomit, other body fluids, and fecal matter.
- Rubber gloves and leak-proof bags will be readily available.

Construction/Renovation Safety - All construction and renovations will be under the direction of the board appointed architect or maintenance supervisor. The architect or maintenance supervisor will supervise all construction and ensure that it complies with all safety standards.

Motor Vehicles and Mobile Equipment - The following safety rules will be followed when operating a motor vehicle or mobile equipment:

- An employee will immediately notify the police department and his or her supervisor any time a vehicle is involved in an accident.
- No motor vehicle should be operated if it is defective or in malfunctioning condition to an unsafe degree
- An employee operating vehicles or mobile equipment must have in his or her possession a valid operator's license of the appropriate class for the vehicle being operated.
- All persons driving or using vehicles or mobile equipment should wear seat belts or shoulder harnesses where provided.
- All operators should visually inspect the perimeter of his or her vehicle prior to putting the vehicle in motion in any direction. The driver walking around the vehicle to insure that the area in the rear, sides, and front are clear of hazard(s) or people before starting the vehicle should accomplish this.
- All drivers should give an audible warning (horn or backup alarm) and check mirrors before backward movement is made.
- All drivers should drive cautiously and always be on the alert for any unexpected event.
- Check the vehicle before driving - leaking fluids, low air pressure in tires, seats, windows, doors, lights, safety, safety exits, walkways, brakes, steering, etc.

Hazardous Materials and Chemicals - Site administrators shall assure that all containers of hazardous products are appropriately marked, labeled, and stored.

- Labels should identify the product.
- Provide appropriate information and warnings.
- List the name and address of manufacture or supplier.
- Use of gasoline to clean parts is prohibited.
- Cleaning solvents must be kept in metal safety cans.
- Gasoline used in small quantities should be handled and dispensed in UR approved containers.
- Hazardous Materials and Chemicals should be stored under lock and key.
- Site administrator should take immediate corrective action to eliminate any unsafe acts or conditions.

Equipment Usage - Employees are responsible for making sure that the tools and equipment are in a safe working order prior to using. All tools should have appropriate guards, shields, and attachments and be used in accordance with the recommendations by the manufacturers.

- Check to be sure equipment you are using is in safe condition.
- Ladders should be properly secured (i.e.,) use on level surface, tie off extension ladders).
- Dollies or hand-trucks should be used to move heavy loads-do not use makeshift equipment.

Report any unsafe condition immediately and notify an administrator as soon as possible.

- Remain on-site at the unsafe location if needed to prevent accidents, or barricade the area if necessary until corrective active action is taken.
- In an emergency, notify the director of operations, assistant superintendent, or superintendent as soon as possible by phone.
- If you think or suspect an unsafe condition or equipment may reasonable cause bodily injury, call your immediate supervisor or administrator. Do not perform any task that may cause personal harm. Be prudent. Think about the safe way to do a task before starting. Get help when needed. Do not improvise just to get the job done.

Managers/Supervisors - Managers and supervisors are personnel assigned responsibilities to assess and make decisions about safety. Failure to comply or perform in accordance with a manager's directive regarding safe practice constitutes cause for termination of employment. If a manager's judgment is questioned, an employee must (1) explain concerns to the manager, and (2) if a solution is not identified, request an immediate review by the manager's administrator or supervisor.

Steps in Reporting Accidents - Please follow the following steps in reporting accidents

- The worker involved in the accident will fill out the Employee Statement of the Accident form.
- The site administrator or his/her designee will complete the Workmen Compensation First Report of Injury of Illness form and submit it to the insurance coordinator, on the day of the accident.
- The site administrator or his/her designee will complete the Supervisor's Accident Investigation Report Form within two days (48 hours) of the accident.
- The site administrator will notify the safety coordinator and the insurance coordinator by telephone at the time of the accident.
- The safety coordinator will notify the manager of operations/designee by telephone at the time of the accident.
- The safety coordinator will interview the accident victim and witnesses and make the appropriate recommendation for corrective action and/or penalties.

- The site safety committee will conduct an investigation and make appropriate recommendations.

Please remember that the site administrator is responsible for reporting and investigating all accidents on his/her site. This means that the building principal must assume responsibility for all accidents including those involving cafeteria workers. When a cafeteria worker is involved in an accident, the food service supervisor will also be contacted and should receive a copy of the accident report. However, the building principal must assume responsibility for the accident.

Please note that all employee accident reports are to be sent to the insurance coordinator. The Insurance Coordinator will submit copies to the safety coordinator.

Penalties of Unsafe Work Practices - Unsafe work practices may result in:

- Warning
- Suspension without pay
- Termination of employment

A flagrant violation of a written regulation or a safety rule constitutes cause for immediate suspension or termination without a warning.

Penalties for Not Reporting Accidents - Violation of the accident reporting requirements will constitute cause for termination of employment.

Section E

Reference District Policies on District Website – www.natchez.k12.ms.us

BUSINESS SERVICES

Purchasing Procedures

All requests for purchases must be submitted to the Purchasing Department on an official district purchase requisition form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a purchase order. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use.

No employee, individual, or group, including booster club or support organization, may use the name, address, telephone number, tax identification number, or any other identification of the District, or its individual schools and departments, when purchasing for private or personal use.

No employee has the authority; individually or by right of his/her position, to enter into contracts, service agreements, and other similar documents, representing the District, unless such contracts are

first approved by the Board of Trustees. After obtaining Board approval, contracts will be overseen by and filed in the Business Office.

No employee, individual, or group, including booster club or support organization may use the name, address, telephone number, tax identification number, or any other identification of the District, or its individual schools and departments when contracting for private or personal use.

Travel Guidelines

Section §25-3-41, Mississippi Code of 1972, established guidelines for travel reimbursement of officers and employees of the State of Mississippi, or any department, institution, board or commission thereof. The provisions of Section §25-3-41, other relevant statutes, and rules and regulations adopted by the Natchez-Adams School District affects all areas of reimbursable District travel.

Reference District Policies on District Website – www.natchez.k12.ms.us

General Information

The Business Office publishes an OUT-OF DISTRICT TRAVEL packet of forms. It can be obtained from the Business Office or school bookkeepers. Directions for the forms are located on the first page of the packet. Any questions concerning travel or travel reimbursements should be directed to the Business Office. As changes to the forms are required, new forms are emailed from the Business Office to all employees.

SECTION F

PROPERTY MAINTENANCE AND REPAIR

Room Maintenance

All employees share the responsibility of instructing students in the proper care and protection of school property. If an employee should permit damage to property by gross negligence or willful neglect of duty, the person may be held financially responsible.

Employees should report any unsanitary conditions, damage to school property, or needed repair to the principal who will request needed repair and/or replacement of the equipment or facilities according to established administrative regulations and procedures.

SECTION G

MISCELLANEOUS POLICIES, PROCEDURES, GUIDELINES

Appearance and Dress

Each employee of the Natchez-Adams School District shall be expected to give proper attention to his/her personal appearance as required by work responsibilities. The Natchez-Adams School District recognizes that an appropriately dressed employee is seen as a more suitable role model. The Natchez-Adams School District further recognizes that personal appearance also has a bearing on the teaching authority, confidence, and self-esteem of teachers, administrators, and staff. A professional appropriate dress influences the way staff interacts with students and positively affects the general environment. Each employee of the Natchez-Adams School District will contribute to the formation of a positive, professional public image by maintaining high standards of personal appearance through appropriate dress and grooming regardless of job category.

General Guidelines

1. Employee identification tags are required to be worn and visible at all times.
2. Hair must be clean, neat and well groomed.
3. Foundation garments shall be worn and not visible with respect to color, style, and/or fabric. No see-through or sheer clothing shall be allowed, and no skin shall be visible between pants/trousers, skirts, and shirts/blouses at any time.
4. Patches, decorations, slogans, designs, symbols, tags, marks or advertisements of beer, alcohol, drugs, cigarettes, or similar items or displays and/or expressions of obscenities, sexual references, or similar references deemed detrimental and disruptive to the operation of the school, education, discipline, health or welfare of students are prohibited. Clothing that has any type of drawing or words that are vulgar, profane, suggestive, or advertising an affiliation with drugs, alcohol, violence or gang related activities is prohibited.
5. Employees who are furnished uniforms must wear them at all times while performing duties of the job assignment.

Pants

1. Pants/trousers must have a hem or cuff. No cut-offs, cutouts and/or ragged edges are permitted.
2. Pants must be sized appropriately. No hip-huggers that reveal flesh are allowed. Pants must not be excessively tight or sagging.
3. No jeans or overalls of any color or fabric are permitted, except on such days as designated by the principal.

Shirts/Blouses

1. Shirts/blouses shall not expose the midriff. Sleeveless shirts/blouses must fit the employee appropriately.
2. Casual tee shirts (faded, sheer, out of shape or inappropriately sized) are not allowed.
3. Tank tops and spaghetti strap garments are prohibited when worn as a single garment. These garments are permissible with a sleeved shirt/jacket layered on top. Camisoles, slips, and tee shirts that are intended to be worn as undergarments may not be worn as outer garments.
4. Shirts or blouses must be tucked in unless it is design to be worn outside or of an appropriate length so as not to expose the midriff at any time.

Skirts/Dresses

1. No miniskirts, halter tops, backless, strapless and/or cut-out/see-through dresses shall be permitted.

Shorts

1. Shorts and Skorts are not allowed.
2. Warm-ups/Jogging Suits, and Shorts
 - a. Warm-ups, jogging suits, wind suits and/or sweat suits, leggings, tights, and other athletic apparel are not permissible, except for physical education gym and dance teachers.

Shoes

1. Footwear must be worn at all times.
2. Shoes traditionally worn around the home (slippers, house shoes, or beach slippers) or to the beach (flip-flop/shower shoe design or thongs) are not permitted.
3. Gym shoes are only acceptable on Friday spirit days worn with a spirit shirt. Gym shoes worn daily must have an excuse from your medical provider.

Accessories

- a. Noisy, distracting jewelry/accessories that could cause a safety hazard may not be worn. In keeping with professional decorum, only female employees can wear earrings, and ears are the only exposed areas of the body on which pierced jewelry may be worn. Tattoos must be covered if at all possible.
- b. No hats are allowed in the building unless part of the employee's uniform or religious headgear required to be worn by the employee's religion.

Spirit Days

The principal may designate no more than one day per week as "school spirit" day on special days/events or circumstances such as Western Day, Red Ribbon Week, homecoming, and testing days.

Arrest of an Employee

An employee who is arrested or charged with a felony or misdemeanor is required to notify his/her immediate supervisor and the assistant superintendent as soon as possible but no longer than 24 hours after the arrest. Failure to do so may result in disciplinary action up to and including termination. If the arrest occurs on campus, the matter will be handled as discreetly as possible with the least disturbance to the educational process.

Cell Phone/Pager Use

School employees will not operate a personal cell phone or pager on duty unless the use of such device is required by the school district. No employee of the school district is to have personal cell phone or pager activated while on duty unless use of such device is required by the school district. Use of cellular telephones prohibited and may result in discipline up to and including dismissal.

Change of Name and Address

Employees should report to the appropriate office to change or request any of the following information:

1. Any changes in name, address/or telephone number. You may contact the Office of Human Resources.
2. Expected completion of degree or change in certification that will affect salary. Contact Office of Human Resources.
3. Request copy of license or contract. You may contact the Office of Human Resources.
4. Changes in number of dependents, using W-4 forms. You may contact the Business office.
5. Copies of W-2 forms, payroll forms or check stubs, contact the Business Office.
6. Any other information pertinent to keeping accurate and complete payroll and individual earning records. Contact Business Office.

Computer and Internet Usage

The Natchez-Adams School District provides students and employees' access to the district's computer network system, including internet access, to expand informational and communication resources, promote its educational excellence, enhance students' research capabilities, increase faculty and staff productivity, and result in better communication between the district and its patron.

Rules have been established for district use of technology. No software will be installed on the district's computers without the consent of the Office of Educational Technology. Use of the Internet is encouraged both for students and teachers, as appropriate, in the educational setting; however, certain types of websites will not be tolerated. These include websites dealing with pornography, hate groups, weapon making, etc.

Students are not allowed use of the Internet unless the "Internet User Agreement and Parent Permission Form" form has been completed by the parent/legal guardian, signed by both the student and parent, and submitted to the school. In addition, all administrators, faculty, and staff must sign the "Faculty and Staff Acceptable Use Policy" and return it to the office prior to accessing the Internet for the first time each school year.

Social Media Networking Websites

Reference District Policies on District Website – www.natchez.k12.ms.us

Acceptable Use

Use of the district's system, whether by students, faculty, or staff, must be in support of educational objectives of the district. The transmission or receipt of any material in violation of any United States or state law or regulation and the transmission or receipt of any material in inconsistency with the education objectives of the district is prohibited.

Copyright Laws

Teachers have access to copiers for non-copyrighted materials both at the local school and at Braden. Individual school copy machines are for small print orders only. Teacher use of the school copier will be set and regulated by the building-level principal. The school district maintains a print shop at Braden for bulk printing orders (more than 25 copies of the same form). Forms for using the print shop copier are available in the school office. Each form must have the principal's approval. The school district, recognizing the rights of authors and producers of materials concerning the works they create, is committed to the observance of PL 94-553, the federal copyright laws of the United States. The following guidelines have been developed to guide school personnel and to protect the Board of Trustees and school personnel from lawsuits. School personnel are required to comply with PL 94-553 in the use of any material, print and non-print, protected by copyright. All administrators, coordinators, supervisors, teachers, and staff are responsible for the implementation of the administrative guidelines:

1. Individual schools will not be permitted to negotiate and/or enter into written licensing agreements for copyrighted material; this is a district-level responsibility.
2. Each school is hereby directed not to use any material—print or non-print—for which the district does not have written permission from the copyright holder. The librarian/media specialist is directed to determine the use of said material and cost for copyright license.

Emergency Drills

Severe weather drills and fire drills are held regularly during the year. When severe weather occurs, students are moved to assigned areas for protection. The signal for severe weather is two (2) long rings on the bell system. Students should move to designate areas inside the building. The signal for a fire drill is three (3) short rings of the bell. For fire drills, students should leave the classroom in an orderly manner and report to designated areas on the school campus. A map, which indicates the evacuation route, should be posted on the wall to the right of the exit in each room of the building. Upon reaching the designated area, each teacher should check roll and immediately report any missing student/s to the principal. One continuous ring of the bell means that it is safe for students to return to class.

First Aid and Medication

No employee will distribute or administer medicine to students except under the direct supervision of the building-level principal. Employees will not give personal supplies of medicine (aspirin, Tylenol, etc.) to students under any circumstances. First aid supplies for minor injuries are located in the principal's office.

Fixed Assets

Items included in the school inventory must remain in the designated classroom unless the principal makes an equipment transfer request. Such fixed asset items are the responsibility of the teacher and must be maintained in a careful, protective manner. Fixed asset items should not be taken out of the school building without the express written permission of the building-level principal. Items found to be missing during an inventory conducted by the district or the state will be replaced by the teacher or other staff member on whose inventory they were listed.

Fund Raising

The superintendent or designee prior to any agreement entered into with a vendor must approve all fund raising activities. Under no circumstances may anyone conduct any kind of sale on school property for personal gain. Students selling anything for personal gain will be referred to principal for disciplinary action. The school district receives a dividend from companies for processing required paperwork, e.g., school day pictures, fund raisers, etc.

Gifts and Favors

Employee may not accept gifts or favors that could influence, or be construed to influence, the employee's assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher might reasonably tend to influence the selection of textbooks, which may result in the prosecution of a misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps, worksheets, that convey information.

Lines of Communication and Authority

Each employee of the Natchez-Adams School District is responsible to the Board of Trustees through the Superintendent. All personnel will refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises, e.g., building-level principal or supervisor.

Administrators will refer such matters to the next higher authority when necessary. All matters to be submitted to the board should first be brought before the superintendent for investigation. If these matters require board action, they will be present to the board by the superintendent or designee.

Parking--The building-level principal or designee will assign parking spaces for employees.

Professional Development

Professional Development is supported by the Mississippi Department of Education as a means of school improvement. The purpose of professional development is to improve instruction and ultimately improve student achievement. The state legislature has codified professional development: §37-17-8 specifies that each school district will develop an annual professional development plan, and §37-3-49(1) states that time must be specified in the professional development plan to work on the district's instructional management plan.

The district's professional development plan originates at the school level where unique needs of the school are addressed. At the district level, the focus is on major commitments. Many of the topics covered are mandated either by state or federal governmental or a continuation of the district's major focus over a three to five year period, or based on personnel appraisal.

Substitute Teachers

Substitute teachers may be secured by contacting the substitute specialist at 601-445-2823 in a timely manner or by contacting your building level principal's office no later than 6:30a.m.

The following items should be placed in a folder available to the substitute:

1. Copy of the class roll.
2. Daily programs and lesson plans.
3. Materials to be used in the day's work.
4. Attendance, lunch report, and supply forms.
5. Emergency drill signal with exit routes.
6. A schedule of the teacher's special duties.
7. Discipline plan with rewards and consequences.

Employee Negligence

Emphasis must be given to the issue of employee negligence and the legal implications that may arise due to negligence. The following are considered to be examples of employee negligence:

- Leaving classes and students unsupervised and/or unattended.
- Improper enforcement of policy on medication and first aid.
- Improper enforcement of policy on corporal punishment.
- Pupil injury due to employee carelessness, neglect, etc.
- Employee profanity and verbal abuse of students
- Improper enforcement of dress and grooming regulations.
- Improper release of students.
- Use of students for off-campus errands.
- Improper enforcement of search and seizure policy.
- Other just causes.

Telephone Use

Only under extreme emergencies will employees be allowed to answer the phone. Office personnel will take all messages and put them in the employee's mailbox. Use of the telephone in the office will be confined to necessary calls. Students should not be dismissed from class to use the office telephone except for illness or injury.

Searches

All searches must be pre-approved by the superintendent, principal, and assistant principal or acting principal. At least two district employees must be present while a search is conducted. All searches must be reasonable in scope.

Searches of persons, possessions, and/or lockers can be conducted if a district employee has reasonable suspicion that a student has violated or is violating a district policy, school rules or regulations, or the law, and that the search will result in discovery of evidence of such violation. Searches of desks and other school property may be conducted at any time, with or without reasonable suspicion of a violation.

Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal.

The district may, at any time, utilize canines to search vehicles, possessions not on the student's person, desks, lockers, and other school property, with or without reasonable suspicion of a violation. A canine response indicating the presence of contraband constitutes reasonable suspicion and a more intrusive search may be conducted at the direction of the principal.

Staff Protection

Reference District Policies on District Website – www.natchez.k12.ms.us

SECTION H

Reference District Policies on District Website – www.natchez.k12.ms.us

EVALUATION

PHILOSOPHY

Each classified employee is an integral part of the success and operation of the Natchez-Adams School District and should be recognized as such in the use of an evaluation process. Both employee and management will benefit from a fair, honest, and nondiscriminatory evaluation process developed cooperatively by staff and management and based on a positive and constructive approach. Finally, the evaluation process will improve the quality of work, thus enabling the district to better serve the needs of all children.

EVALUATION OF CLASSIFIED EMPLOYEES

An evaluation procedure is established for appraising an employee's performance. Evaluations will be done by the employee's supervisor or principal. The evaluations serve as means of establishing a communication link between the employee and supervisor.

Reference District Policies on District Website – www.natchez.k12.ms.us

Special Evaluation

A supervisor or principal may initiate an additional evaluation when an employee's overall performance is found to be unsatisfactory.

GENERAL PROCEDURES

Responsibility for Primary Evaluations

1. Clerical Employees in Schools — The building principal shall be responsible for completing the evaluation process for every clerical employee assigned to the building. Assistant principals may be utilized in these evaluations although ultimate responsibility is delegated to the principal.
2. Clerical Employees in Central Office Locations — It shall be the responsibility of the immediate supervisor to complete the evaluation process for those employees reporting directly to that individual for leadership and supervision.
3. Teacher Assistants — The building principal shall be responsible for completing the evaluation process for teacher assistants assigned to that building. Assistant principals or teachers may be utilized in the evaluation process although ultimate responsibility is delegated to the principal. (See "Evaluation Instrument for Teacher Assistants.")
4. Maintenance and Operations (Excluding Custodians) — The maintenance supervisor shall have the responsibility of completing the evaluation process. Copies of this information will be filed with the next supervisor in line of authority.

5. Custodians (School) — The building principal shall be responsible for completing the evaluation process for every employee whose major assignment is in that building. The assistant principal may be utilized in the evaluation although the ultimate responsibility is assigned to the principal.
6. Food Service Workers — It shall be the responsibility of the principal, in cooperation with the food service manager, to coordinate the evaluation process for food service workers. The principal may, if desired, delegate the complete process to the manager, but because the major portion of the worker's time is spent in the building, the ultimate responsibility rests with the principal.
7. Food Service Managers — It shall be the responsibility of the principal, working with the food service office, to coordinate the evaluation process of the food service manager. The principal may, if desired, delegate the complete process to the Food Service Coordinator, but because the major portion of the manager's time is spent in the building, the ultimate responsibility rests with the principal. The result is passed on to the Food Services Coordinator for review and filing.
8. Information Services (Network Analyst I, Operations Analyst II, Computer Operators) — It shall be the responsibility of the Technology Coordinator to complete the evaluation process for the employees in these categories.
9. School Nurses – It shall be the responsibility of the principal to complete the evaluation process for the school nurse.

Evaluation Records

A copy of the evaluation results shall be maintained by the supervisor, a copy shall be provided the employee, and a copy forwarded to the Office of Human Resources for the individual's personnel file. The employee shall be asked to sign the evaluation form as a means of indicating the completion of the evaluation conference. Signature does not indicate agreement or disagreement, but will indicate acknowledgment that the process has been carried out and discussed with the employee.

Timetable

The following shall apply in the implementation of the evaluation system:

1. All currently employed classified employees will be given orientation as to the methods of evaluation prior to official evaluation.
2. All new employees will be given orientation by the supervisor concerning the evaluation process upon initial employment.
3. Any overall rating of "Unsatisfactory" shall be put in writing, with a brief or extensive plan of assistance that will lead to improvement.
4. Administration of this procedure shall be the responsibility of the Office of Human Resources.

INSTRUCTIONS FOR USE OF THE EVALUATION INSTRUMENT

1. The evaluation instrument should be used at least twice each year to evaluate each classified employee. The first evaluation should be completed on or before December 15 and again by April 1.
2. Refer to "Definition of Ratings" for further clarification of the six (6) ratings assigned.
3. Overall rating of "Unsatisfactory" must be accompanied by a comment in the space provided - "Comments." (See "Sample Classified Employees Evaluation Report.")
4. Rating of "Excellent" may warrant comments as well. It is entirely appropriate to enter written commendations for exceptional performance observed.
5. Both supervisor and employee shall sign in the spaces provided following completion of the form. The employee's signature does not indicate agreement or disagreement, but indicates acknowledgment that the process has been carried out and that the results have been discussed with the employee.
6. The supervisor should ordinarily confine evaluations to those behaviors and characteristics represented by items on the instrument.
7. If an employee disagrees with the evaluation he/she may file a disclaimer discussing his/her concerns to the next supervisor in line.

CLASSIFIED EMPLOYEES' OBSERVATION GUIDE PERFORMANCE FACTORS

Quality of Work:	This factor appraises the employee's knowledge of job, neatness, accuracy, and excellence of work produced.
Quantity of Work:	This factor appraises the satisfactory output and work produced.
Work Habits and Attitudes:	This factor appraises dependability, punctuality, loyalty, performance under pressure, job interest, and disposition toward job.
Relationships/Cooperation:	This factor appraises the responsibility for effective handling of various physical, emotional, academic, and social situations.
Initiative:	This factor appraises the employee's amount of supervision required to complete work and ability to initiate own action.
Job Accomplishment:	This factor appraises the employee's ability to finish assigned work satisfactorily, quickly, and accurately.

Leadership Ability:	This factor appraises the employee in the areas of responsibility, leadership, planning, organization, decision-making, and consistency.
Professional Development:	This factor appraises the employee's total growth during rating period.
Care of Equipment:	This factor appraises the use and treatment of equipment and facilities.
Personal Appearance:	This factor appraises the employee's neatness and grooming when appropriate in his/her work surroundings.

DEFINITIONS — TERMS AND RATINGS

Evaluatee	One who is evaluated?
Evaluation	The process of making decisions concerning the performance of the classified employee.
Evaluator	One who evaluates.
Observation	The process of noting occurrences, gathering facts and documenting evidence of performance that will be utilized in the compilation of an evaluation report.
Performance Factors	Factors by which personnel may be evaluated.
Primary Evaluation	The formal evaluation procedure as administered by the immediate superior of the employee.
Special Evaluation	An evaluation taking place after an unsatisfactory rating.
Probationary Evaluation	An evaluation that must take place at the end of probationary period to determine future employment.

Definition of Ratings

Not Applicable	Does not apply to this position.
Unsatisfactory	Generally careless, work seldom acceptable.
Improvement Needed	Occasional error lacks pride in work.
Satisfactory	Quality of work meets requirements of job.
Excellent	Good quality of work, careful worker, takes extra pride in work.

TEACHER ASSISTANT EVALUATION INSTRUMENT

Philosophy

The primary focus of the Teacher Assistant Program is centered upon increasing the level of student performance in all basic skill areas. The classroom teacher and the teacher assistant must understand their respective roles and complement each other in providing instructional activities. Staff evaluation is a necessary component for improving performance. An effective evaluation process results from deliberate planning, training, application, and review. It should identify areas of strengths and weaknesses, improve communication, and develop priorities for improvement. Assistance for professional growth should be provided when necessary. The evaluation of staff is an administrative responsibility. Evaluation should improve the delivery of services to students. It should be a continuous, constructive, and cooperative endeavor.

Instructions for Use of Teacher Assistant Instrument

Teacher Assistants

Formative Phase At the beginning of the first term of the school year, the supervising teacher shall be responsible for initiating a conference with the teacher assistant to discuss performance areas and develop, with the teacher assistant, a plan of action. The Teacher Assistant Conference Form shall be used to record the outcomes of the teacher/assistant conference. The Teacher Assistant Conference Form shall be used as a basis for the formative evaluation. Formative evaluations should be kept on file at the school. A formative evaluation should be completed on each instructional assistant by the end of the first term of the school year.

Summative Phase The evaluator(s) (i.e., principal and/or assistant principal and supervising teacher) shall review all data obtained from formal and informal observations and the Teacher Assistant Conference Form. All evaluators and the evaluatee shall sign the summative evaluation document. However, the evaluatee's signature is only an indication that he/she has seen the document. A copy of the Summative Evaluation Form should be kept in the evaluatee's file at school. The original copy must be delivered to the Office of Human Resources before April 15.

**NATCHEZ-ADAMS SCHOOL DISTRICT
SUMMATIVE EVALUATION
TEACHER ASSISTANT**

NAME OF EVALUATEE _____

SCHOOL _____

DATE _____

PERFORMANCE ASSESSMENT

PERFORMANCE AREA I: INSTRUCTION

	Not	Unsatisfactoriil	Improvement Needed	Satisfactory	Excellent
A. Demonstrates knowledge of subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Maintains a high level of time-on-task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Produces work that has a high level of accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Communicates effectively with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Uses standard English when speaking and writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Uses a variety of techniques to reinforce appropriate student behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Plans with the teacher(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE AREA II: PERSONAL EFFECTIVENESS

A. Responds promptly and positively to supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Adheres to established working hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Performs job related tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE AREA III: INTERPERSONAL RELATIONSHIPS

A. Relates to all students in a fair, equitable, and positive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Interacts positively with staff, parents, and community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE AREA IV: PROFESSIONAL RESPONSIBILITIES

A. Supports school and district regulations and policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Assumes responsibilities outside the classrooms as they relate to school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Follows a plan of professional development and demonstrates evidence of growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee's Signature

Supervisor's Signature

Date

Signature does not indicate agreement or disagreement but that this evaluation has been discussed with the employee.

WHITE COPY – Office of Human Resources

YELLOW COPY – Employee

PINK COPY - Supervisor

NATCHEZ-ADAMS SCHOOL DISTRICT
TEACHER ASSISTANT CONFERENCE FORM

Teacher _____

Assistant _____

School _____

Date _____ Grade _____ Term _____

1. Performance Areas Addressed:

- a.
- b.
- c.
- d.
- e.
- f.
- g.

2. Plan of Action Reached:

- a.
- b.
- c.
- d.
- e.
- f.
- g.

3. Continuous Items:

- a.
- b.
- c.

Signatures of Participants:

Teacher _____

Assistant _____

WHITE COPY – Office of Human Resources

YELLOW COPY – Employee

PINK COPY - Supervisor

SCHOOL NURSE EVALUATION INSTRUMENT

Philosophy

The purpose of the performance evaluation is to document strengths and overall performance. For employees, evaluation is primarily a way to document growth in the performance of the job assigned.

Instructions for Use of the School Nurse Evaluation Instrument

The recommended administrative observation cycle is a minimum of two formal evaluations per year. One evaluation will be conducted by the building administrator. The first evaluation will be completed before the end of October. If performance standards are not being met, the employee may be placed on probation with a performance improvement plan.

The administrator conducting the evaluation will hold a post conference with the evaluatee following the formal evaluation.

**NATCHEZ-ADAMS SCHOOL DISTRICT
SUMMATIVE EVALUATION
SCHOOL NURSE**

NAME OF EVALUATEE _____

SCHOOL _____

DATE _____

ASSESSMENT	PERFORMANCE				
PERFORMANCE FACTORS	Not Applicable	Unsatisfactoril y	Improvement Needed	Satisfactory	Excell ent
PERFORMANCE AREA I: PROFESSIONAL COOPERATION					
A. Works cooperatively with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Complies with state mandated reporting requirements and administrative rules and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Exhibits cooperative relationship with parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Performs duties and assignments effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Participates in activities to promote general welfare of the school, the teaching and the health professions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Maintains professional appearance and demeanor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERFORMANCE AREA II: ATTENDANCE AND PUNCTUALITY					
G. Maintains regular attendance and conformity with rules and regulations of the district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Maintains punctuality in all matters pertaining to the professional role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERFORMANCE III: PROFESSIONAL GROWTH					
I. Engages in activities that contribute to one's performance in his/her professional role (e.g., participates in professional organizations, continuing education, responds to in-service and professional growth opportunities in terms of personal and student improvement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERFORMANCE IV: PERFORMANCE RESPONSIBILITIES					
J. Supports school and district regulations and policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Assumes responsibilities outside the classroom as they relate to the school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Responds to parent, student, and staff medical (including school illness/injury) needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Maintains health records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Maintains professional working relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. Recommends modification of school facilities and programs to maintain optimum health and safety of students and school personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. Maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q. Conducts required Medicaid screenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Completes documents for Medicaid billings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Completes supply orders and maintain daily supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Manages emergency situations effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee's Signature

Supervisor's Signature

Date

Signature does not indicate agreement or disagreement but that this evaluation has been discussed with the employee

WHITE COPY – Office of Human Resources

YELLOW COPY – Employee

PINK COPY – Supervisor

**NATCHEZ-ADAMS SCHOOL DISTRICT
PERFORMANCE IMPROVEMENT PLAN**

Name: _____

Position: _____

Performance/Work Habit Problems	Behavior or Results Desired by Mgmt	Action Mgmt will take to help employee	Action Employee will take to correct deficiencies	Status Review Date	Comments and follow-up action to be taken

I understand that Natchez-Adams School District is an at-will employer, meaning that my employment has no specified term and that the employment relationship may be terminated at any time at the will of either party on notice to the other. I also realize that Natchez-Adams School District is opting to provide me with an improvement plan and can terminate such plan at any time, solely at its own discretion and that completion of items contained on this individual improvement plan will not change my at-will employment status. I have received a copy of this notice; it has been discussed with me, and I have been advised to take time to consider it before I sign it. I have freely chosen to agree to it and I accept full responsibility for my actions.

By signing this, I commit to follow the District's standards of performance and conduct

EMPLOYEE: _____

DATE: _____

SUPERVISOR: _____

DATE: _____

White Copy – Office of Human Resources

Yellow Copy – Employee

Pink Copy – Supervisor

SECTION I

APPENDIX A

FMLA FAST FACTS

INFORMATION YOU NEED TO KNOW:

1. Eligible employees are entitled to 12 weeks of unpaid leave annually
2. For birth of a child and to care for a newborn of the employee
3. For placement with the employee of a son or daughter for adoption or foster care
4. To care for the employee's spouse, dependent child, or parent of the employee who has a serious health condition
5. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job
6. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty
7. To care for a covered service member with a serious injury or illness, if the employees spouse, son, daughter, parent, or is the next of kin of the services member.
8. Eligible employees are those who have been employed by the District for at least one year and have worked 1,250 hours during the 12 months preceding the leave.
9. You must notify your supervisor 30 days in advance when leave is foreseeable, or as soon as possible in situations of unusual circumstances.
10. If granted, all time accrued will be used concurrently with FMLA beginning with the first day of your absence, this paid time must be taken first and will be counted as a part of the 12-week FMLA entitlement before any unpaid time can be taken.

11. Written medical certification may be required for leave to care for the serious health condition of a child, spouse, parent, or yourself. In some instances, the District may require a second opinion from a health care provider it designates. The cost of the second opinion will be paid by the District. If there is a difference between the medical certification and the second opinion, the District may require a third opinion, with the opinion of the third health care provider, if necessary being binding.
12. The leave may be denied or delayed if you fail to provide this certification.
13. All medical certification and related information will be handled as confidential medical information and will be stored in a locked file separate from the personnel file.
14. During this leave, you will be responsible for paying your share of your insurance contributions to maintain coverage of your Medical, Dental, and Supplemental insurance Benefits plans. Failure to make payment within 30 days of the due date can result in a lapse of your insurance benefit package.
15. Within two weeks before leave ends, you must notify your department head or designee of your intent to return to work.
16. You are required to provide medical certification that you are fit to return to work from your FMLA leave if it was for your own serious health condition.
17. You will be entitled to return to either the same or equivalent position at the conclusion of this leave. In some infrequent circumstances, a professional “key employee” may not be able to be reinstated at the end of a leave. You will be informed if you are a “key employee”.
18. An employee who fails to return to work at the specified time is considered to have resigned from their employment. Unless there are extenuating circumstances that are beyond the employees’ control.
19. The intent of all leaves is to provide employees with an opportunity to take care of uncontrollable events that interfere with District employment. Employment elsewhere while on leave without the written approval of the Superintendent is prohibited and may subject you for immediate discharge.
20. Any employee may donate a portion of his/her unused accumulated personal or sick leave to another employee of this District if the Recipient is suffering from a catastrophic injury or illness or a member of his/her immediate family is suffering from a catastrophic injury or illness. To be eligible to receive donated leave, the employee must have used all of his/her available including their ten (10) days of extended leave, before donated leave can be excepted and/or utilized. A catastrophic illness must be certified and stated in writing by the physician.

OFFICE OF HUMAN RESOURCES
NATCHEZ-ADAMS SCHOOL DISTRICT
Employee Orientation/Mandated Notifications

Please complete both sides of this form-**PRINT**

Name _____ School/Department _____

I hereby acknowledge receipt of the Natchez-Adams School District Professional Staff Employee Handbook. I agree to read the handbook and abide by the standards, district policies, and procedures defined or referenced in this document.

I hereby acknowledge that nothing in this handbook shall be interpreted as establishing a contract of employment between the Natchez-Adams School District and the employee. Either the employee or the school district is free to terminate the employment relationship at any time and without cause.

I also understand that the information in this handbook and Board Policy Manual are subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that this handbook intends no modifications to contractual relationships or alterations of at-will relationships. I also accept responsibility for contacting my supervisor or the NASD Human Resources Department if I have questions or concerns or need further explanation.

Employee's Signature

Date

Form Received by Human Resources Designee

Date

OFFICE OF HUMAN RESOURCES
NATCHEZ-ADAMS SCHOOL DISTRICT
Employee Orientation/Mandated Notifications

Please complete both sides of this form-**PLEASE PRINT**

Name _____ School/Department _____

I hereby acknowledge receipt of the Natchez-Adams School District Professional Staff Employee Handbook. I agree to read the documents listed below and to abide by the standards, district policies, and procedures defined or referenced in these documents.

Please check to acknowledge that you have received and reviewed the following employee documents:

- Equal Employment Opportunity/ADA
- Child Abuse Reporting
- Sexual Harassment
- Drug and Alcohol Free Workplace
- Injuries
- Tobacco Free Environment
- Sick Leave/FMLA
- Donation of Leave Time

Your signature on this form certifies that you have received and understand all of the above pertinent information and that you agree to comply with all responsibilities of employment.

Employee's Signature

Date

Form Received by Human Resources Designee

Date

Natchez-Adams School District – Natchez, Mississippi
2017-2018 Staff Work Schedule – 03/24/2017

Special Note: Personal and Compensatory Leave cannot be used for unscheduled work time.

Fiscal Year	200 Day Employee (Elementary Professional Counselors, NECA Liaison, Parent Center Liaison)		205 Day Employee (Identified Staff)		210 Day Employee (Academic Coaches, Secondary Professional School Counselors, SPED Case Managers & Transition Specialist Testing Coordinators, Educators in Residence)	
Months	# Work Days	Holiday Schedule	# Work Days	Holiday Schedule	# Work Days	Holiday Schedule
July 2017	5	Return to work 07/25/2017	10	Return to work 7/18/2017	15	Return to work 07/11/2017
August 2017	23		23		23	
September 2017	20	09/04/2017 – Labor Day Holiday	20	09/04/2017 – Labor Day Holiday	20	09/04/2017 – Labor Day Holiday
October 2017	22		22		22	
November 2017	17	11/23/2017 – Thanksgiving Holiday 11/20-22, 24/2017 Days Off – Unpaid Holiday	17	11/23/2017 – Thanksgiving Holiday 11/20-22, 24/2017 Days Off – Unpaid Holiday	17	11/23/2017 – Thanksgiving Holiday 11/20-22, 24/2017 Days Off – Unpaid Holiday
December 2017	16	12/25/2017 – Christmas Holiday 12/26-29/2017 Days Off – Unpaid Holidays	16	12/25/2017 – Christmas Holiday 12/26-29/2017 Days Off – Unpaid Holidays	16	12/25/2017 – Christmas Holiday 12/26-29/2017 Days Off – Unpaid Holidays
January 2018	18	01/01/2018 – New Year's Holiday 01/05/2018 Return to work 01/15/2018 – MLK Holiday	18	01/01/2018 – New Year's Holiday 01/05/2018 Return to work 01/15/2018 – MLK Holiday	18	01/01/2018 – New Year's Holiday 01/05/2018 Return to work 01/15/2018 – MLK Holiday
February 2018	20	02/12-13/2018 – Mardi Gras Break Unpaid Days Off	20	02/12-13/2018 – Mardi Gras Break Unpaid Days Off	20	02/12-13/2018 – Mardi Gras Break Unpaid Days Off
March 2018	16	03/12-16/2018 Spring Break 03/30/2018 – Good Friday Holiday	16	03/12-16/2018 Spring Break 03/30/2018 – Good Friday Holiday	16	03/12-16/2018 Spring Break 03/30/2018 – Good Friday Holiday
April 2018	20	04/02/2018 – Easter Monday Holiday-Unpaid	20	04/02/2018 – Easter Monday Holiday-Unpaid	20	04/02/2018 – Easter Monday Holiday-Unpaid
May 2018	22	05/28/2018 – Memorial Day Holiday	22	05/28/2018 – Memorial Day Holiday	22	05/28/2018 – Memorial Day Holiday
June 2018	1	06/01/2018 Last Work Day	1	06/01/2018 Last Work Day	1	06/01/2018 Last Work Day

Natchez-Adams School District – Natchez, Mississippi
2017-2018 Staff Work Schedule – 03/24/2017

Special Note: Vacation, Personal, and Compensatory Leave cannot be used for unscheduled work time.

	220 Day Employee (AP, School Secretary/Clerical Staff)		230 Day Employee (Identified Staff)		240 Day Employee (Administrators, Principal, Braden Staff, Juvenile Detention Center Teacher/Case Manager, Dropout Prevention Coordinator)		247 Day Employee (Custodial/Maintenance)	
	# Work days	Holiday Schedule	# Work Days	Holiday Schedule	# Work Days	Holiday Schedule	# Work Days	Holiday Schedule
July 2017	16	Return to work 07/10/2017	19	Return to work 07/05/2017	20	Return to work 07/03/2017 07/04/16 Independence Day	20	Return to work 07/03/2017 07/04/16 Independence Day
August 2017	23		23		23		23	
September 2017	20	09/04/2017 – Labor Day Holiday	20	09/04/2017 – Labor Day Holiday	20	09/04/2017 – Labor Day Holiday	20	09/04/2017 – Labor Day Holiday
October 2017	22		22		22		22	
November 2017	17	11/23/2017 – Thanksgiving 11/20-22, 24/2017 Days Off – Unpaid Holiday	17	11/23/2017 – Thanksgiving 11/20-22, 24/2017 Days Off – Unpaid Holiday	19	Work days 11/20-22/2017 11/23/2017 – Thanksgiving Holiday 11/24/2017 Day Off – Unpaid	20	Work days 11/20-22/2017 11/23/2017 – Thanksgiving Holiday 11/24/2017 Day Off – Unpaid
December 2017	16	12/25/2017 – Christmas Holiday 12/26–29/2017 Days Off – Unpaid Holidays	16	12/25/2017 – Christmas Holiday 12/26--29/2017 Days Off – Unpaid Holidays	16	12/25/2017 – Christmas Holiday 12/26-29/2017 Days Off – Unpaid Holidays	19	12/25/2017 – Christmas Holiday 12/26/2017 – Day Off - Unpaid Holiday
January 2018	18	01/01/2018 – New Year's Holiday 01/05/2018 Return to work 01/15/2018 – MLK Holiday	18	01/01/2018 – New Year's Holiday 01/05/2018 Return to work 01/15/2018 – MLK Holiday	18	01/01/2018 – New Year's Holiday 01/05/2018 Return to work 01/15/2018 – MLK Holiday	21	01/01/2018 – New Year's Holiday 01/02/2018 Return to work 01/15/2018 – MLK Holiday
February 2018	18	02/27-28/2018 Mardi Gras Break Unpaid Days Off	20		20		20	
March 2018	16	03/12-16/2018 Spring Break 03/30/2018 – Good Friday Holiday	16	03/12-16/2018 Spring Break 03/30/2018 – Good Friday Holiday	19	03/15-16/2018 Spring Break 03/30/2018 – Good Friday Holiday	19	03/15-16/2018 Spring Break 03/30/2018 – Good Friday Holiday
April 2018	20	04/02/2018 – Easter Monday Holiday-Unpaid	20	04/02/2018 – Easter Monday Holiday-Unpaid	20	04/02/2018 – Easter Monday Holiday-Unpaid	20	04/02/2018 – Easter Monday Holiday-Unpaid
May 2018	22	05/28/2018 – Memorial Day Holiday	22	05/28/2018 – Memorial Day Holiday	22	05/28/2018 – Memorial Day Holiday	22	05/28/2018 – Memorial Day Holiday
June 2018	12	06/18/2018 Last Work Day	17	06/25/2018 Last Work Day	21	06/30/2018 Last Work Day	21	06/30/2018 Last Work Day
	220	7 Holidays	230	7 Holidays	240	8 Holidays	247	8 Holidays
	227 Day Work Schedule		237Day Work Schedule		248 Day Work Schedule		255 Day Work Schedule	