

**NEW ALBANY SCHOOLS  
CERTIFIED TEACHER  
HANDBOOK**

**2018-2019  
SCHOOL YEAR**

## DIRECTORY OF ADDRESSES AND PHONE NUMBERS

### **New Albany School District**

#### **Central Office**

301 Highway 15 North  
New Albany, MS 38652  
Mr. Lance, Superintendent  
Ms. Lecia Stubblefield, Director Professional and Support Services  
Ms. Suzanne Coffey, Director of Accounting Services  
Phone (662) 534-1800  
Fax (662) 534-3608  
[levans@nasd.ms](mailto:levans@nasd.ms)  
[scoffey@nasd.ms](mailto:scoffey@nasd.ms)  
[lstubblefield@nasd.ms](mailto:lstubblefield@nasd.ms)

#### **Special Services**

203 Highway 15 North  
New Albany, MS 38652  
Ms Margaret Floyd, Director Child Nutrition  
Mrs. Kristen Richey, Director Special Services  
Phone (662) 534-1802  
Fax (662) 534-1811  
[mfloyd@nasd.ms](mailto:mfloyd@nasd.ms)  
[krichey@nasd.ms](mailto:krichey@nasd.ms)

### **New Albany Elementary School**

874 Sam T. Barkley Drive  
New Albany, MS 38652  
Ms. Gwyn Russell, Principal  
Ms. Emily Speck, Assistant Principal  
Phone (662) 534-1840  
Fax (662) 534-1843  
[grussell@nasd.ms](mailto:grussell@nasd.ms)  
[especk@nasd.ms](mailto:especk@nasd.ms)

### **New Albany Middle School**

400 Apple Street  
New Albany, MS 38652  
Mr. Jamey Wright, Principal  
Ms. Anna Sloan, Assistant Principal  
Phone (662) 534-1820  
Fax (662) 534-1819  
[jwright@nasd.ms](mailto:jwright@nasd.ms)  
[alsoan@nasd.ms](mailto:alsoan@nasd.ms)

### **New Albany High School**

201 Highway 15 North  
New Albany, MS 38652  
Mr. John Ferrell, Principal  
Mr. Luke Tentoni, Assistant Principal  
Phone (662) 534-1805  
Fax (662) 534-1817  
[jferrell@nasd.ms](mailto:jferrell@nasd.ms)  
[ltentoni@nasd.ms](mailto:ltentoni@nasd.ms)

### **Career and Technical Center**

Mr. Rodney Spears, Director  
203 Highway 15 North  
New Albany MS 38652  
(662) 534-1810  
Fax (662) 534-1811  
[rspears@nasd.ms](mailto:rspears@nasd.ms)

### **New Albany, South Tippah, Union County (NASTUC) Behavioral Management Center**

915 Denmill Road  
New Albany, MS 38652  
Mr. Troy Trout, Director  
Phone (662) 538-4100  
Fax (662) 538-4102  
[ttrout@nasd.ms](mailto:ttrout@nasd.ms)

## **EQUAL OPPORTUNITY STATEMENT**

The New Albany School District does not discriminate on the basis of race, creed, color, sex, religion, age, national origin, or disability. The following office has been designated to handle all inquiries and/or complaints regarding the non-discriminatory policy: Office of Superintendent, 301 Hwy. 15 N., New Albany, MS 38652. 662-534-1800.

## **ANNUAL REPORT**

The Federal Environmental Protection Agency (EPA) requires that on an annual basis each school district notify parents and employees of the status of any asbestos in the school district. This report will serve as the annual notification by the New Albany School District. The NASD completed the required inspection report. The report met EPA standards. A copy of this report is on file in the Superintendent's Office and is available to the public.

## **CHILD ABUSE**

State law requires some very specific action from individuals who work directly with children; therefore, the Board of Trustees requires that all employees must immediately inform the Department of Human Services when there is reasonable cause to suspect that a child has been neglected or abused. The employee should notify the site administrator in a confidential manner.

## **TITLE IX**

It is the policy of New Albany Schools that no person in said school district shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under education program or activity sponsored or administered by New Albany Schools. This policy is in compliance with Title IX. The New Albany School Title IX Coordinator is **Ms. Lecia Stubblefield, Director of Professional and Support Services**; Phone - 534-1800

## **LINE OF AUTHORITY**

All staff members are directly responsible to their site administrator. The administrator's instruction should be consistently implemented in a timely fashion. Should a dispute arise, staff should first discuss the issue with the administrator in charge. Should the issue remain unresolved, staff members should appeal to the next level of administration and ultimately to the superintendent and the school board.

## **PARENTAL CONTACT**

All teachers and administrators are encouraged to contact parents regularly. Open communication between school officials and parents creates a more cooperative atmosphere for students. Each building principal may set a specific standard for parental contacts.

## **SCHOOL DAY**

Arrival and departure times for school employees are set at each school site by district policy. All employees will clock in and out following the District's procedure. Teachers leaving campus during school hours should obtain permission from the site administrator.

## **FACULTY MEETINGS**

Faculty meetings will be scheduled by the site administrator as needed. Each faculty member is responsible for the information given at faculty meetings.

## **IDENTIFICATION BADGES**

As a measure of security, identification badges are supplied to all faculty and staff in the New Albany Schools. These badges will be worn daily. If the badge is lost, one will be replaced free of charge for the first badge. After the first replacement badge is made free of charge, additional replacement badges will cost \$5.00. Presenting badges at home sporting events enables staff to be admitted free.

## **DIRECT DEPOSIT**

The New Albany School District pays all employees through direct deposit. Each employee will designate an account for deposit with a credit authorization form. The employee is responsible to notify New Albany School District of any changes to the account. The New Albany School District will provide a printout detailing gross amount of salary and all authorized deductions. Credit authorization forms will be kept on file in the payroll office.

## **CELL PHONE**

Cell phone usage by instructional staff is prohibited during instructional time and when students are present. Any exceptions must be cleared with the school administration

## **DRESS CODE ADMINISTRATORS, TEACHERS, TEACHER ASSISTANTS, OFFICE PERSONNEL**

Professional educators should dress appropriately to promote the educational mission of the school. Additionally, a professional appearance shows respect for our profession. All staff is encouraged to maintain a high standard of personal appearance.

Clothing that is too tight, clingy, see through, low cut (no visible cleavage), too short when sitting, standing, bending or stretching are unbecoming to the educational profession and should not be worn to school. Administrators, teachers, assistants and office personnel should dress professionally each school day.

The following items are considered inappropriate attire for administrators, teachers, assistants and office personnel and **should not be worn to school**:

- No tennis, basketball, running shoes, Croc clogs, flip flops (shower shoes)
- No five pocket jeans (all colors) are allowed.
- No low rise clothing
- No “t” shirts
- No shorts
- No athletic apparel, wind suits, sweat suits, yoga pants, or scrubs (except for nurses and speech therapists)
- No leggings worn as a substitute for pants, a skirt or a dress. These items would need to meet the dress code if they are worn with Leggings. Otherwise, leggings are inappropriate.

### **Minimal dress**

**Men:** Collared shirt, sweater, pressed khaki style pants, casual shoes

Male administrators are expected to wear a shirt and tie each day, except on the designated “spirit” days. Occasionally a combination of sports coat with turtleneck or open collared shirt is acceptable.

**Women:** Casual shoes, conservative blouse or dress tops. Capris are acceptable for teachers, assistants, and office personnel. Dresses or skirts should be within an inch of the knee. Casual capris and flip flops of any kind are inappropriate for administrators. Dress capris or capris that work in coordination with a suit are acceptable.

There is an understanding that staff may need to change their dress during the day. For instance, coaches will not be expected to dress in the gym or at the practice field the same way they may need to dress for class. Elementary school teachers may need to change shoes to supervise recess, or other outside activities.

On designated “spirit” days, often on Fridays, especially in the Fall, all staff should fully adhere to the dress code. Staff may not “pay” to violate the dress code. Occasionally, the principal may designate an activity day. Examples of such days are field days, Relay for Life, etc. On these days the principal may

work with the staff to determine the appropriate dress. When needed, exceptions to the dress code must be submitted in writing to the principal for local administrative approval. The approved request will be forwarded to the superintendent.

This dress code is for the 180 student days and other occasions, such as open house, that involve interaction with students and parents.

NOTE\* Almost all staff have emphasized the need for uniform and consistent enforcement of any policy adopted. Also, they have emphasized the importance of addressing the staff members individually when there is a problem. Further, staff have indicated that they want the staff member to “fix it or go home” when he/she violates the dress code for staff.

## **TEACHER REQUEST FOR TRANSFER**

## **(Board Policy GBEB)**

1. Upon inquiry from a certified staff member regarding a position at another school within the district, the principal shall inform the individual of the district transfer policy and notify the individuals' principal if the situation could go further.
2. Administrators shall not recruit, contact or interview an individual from another school within the district without permission from the affected principal and superintendent.
3. It is the preference of the district that coaches perform coaching duties in the same school as they teach.
4. Any certified staff desiring a transfer shall first make a request in writing to the Superintendent, stating the specific reason(s) for the request. The certified staff member shall send copies of the request to his/her principal and to the principal(s) of the requested school(s).
5. The request shall in no way negatively affect the certified staff member seeking transfer.
6. A move must not put undue burden on the school district, and both principals should concur on the change.
7. The principal of the school to which the certified staff member wishes to transfer shall evaluate the potential of said teacher.
8. If both principals desire the transfer, they shall give written notice signed by both principals to the Superintendent.
9. All parties concerned will be notified of the action taken.
10. Transfers should be requested and approved prior to **June 15**.
11. The district may transfer personnel whenever necessary to best serve the students in the New Albany School District.

## **POLITICAL ACTIVITY OF STAFF MEMBERS**

The board recognizes the right of its employees and encourages them as citizens to engage in activities which exemplify good citizenship. However, school property and school time shall not be used for political purposes.

## **ABSENCE FROM DUTY**

## **Board Policy GBRI**

### **Sick/Personal Leave Allowance**

1. Each certified, classified (excluding bus drivers) employee at the beginning of each school year shall be credited with 12 days. Leave may be used for personal illness or illness of immediate family members. Sick leave shall cover illness of the employee and his/her immediate family. Four of the 12 days may be used for personal leave upon advance approval of the employee's immediate supervisor. Any unused portion of the total personal leave allowance up to 5 days shall be carried over to the next school year and credited to such employee if the employee remains employed in the district. Employees may accumulate up to 5 personal days each school year.
2. Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years' experience as an employee of that school district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.

3. Any unused portion of the total sick and personal leave allowance shall be carried over to the next school year and credited to such employee if the employee remains employed in the same school district. Accumulation of sick leave allowed in the school district shall be unlimited.
4. No deduction from pay of the employee will be made until all sick/personal leave has been used.
5. When all sick/personal leave has been used, the school district will, for the first 10 days of absence due to illness or physical disability, deduct from the pay of the certified employee the established amount to be paid to a substitute teacher. After the first 10 days, the regular pay of the employee may be suspended or withheld in its entirety for any period of absence due to illness or physical disability. Anyone who exceeds their personal days and is not sick will be deducted for each personal day over at their daily rate.
6. Each bus driver will be credited with 3 days or 6 trips sick leave per year. One day or 2 trips may be used for personal leave.

#### **Rules and Regulations- Sick/Personnel Leave**

1. Personal leave cannot be taken during scheduled state testing dates
2. For sick leave the school district may require the absent employee to furnish the certificate of a physician or dentist or other medical practitioner as to the illness of the employee where the absence is for three consecutive school days, or for 2 consecutive days preceding or following a holiday.
- 3.FMLA- any employee who is absent 5 consecutive days due to the employee's illness or immediate family member, that employee should contact Suzanne Coffey in regard to the Family Medical Leave Act.
4. The school district has the right to provide penalties through the full deduction of salary or entry on the employee's work record for any materially false statement by the employee.
5. The school district encourages each employee to schedule dental and medical treatment, as well as surgery, during a time when school is not in session.
6. Immediate family refers to spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son or daughter in law, mother or father-in-law or brother or sister-in-law. Child means a biological, adopted or foster child, or a child for whom the individual stands or stood in loco parentis.
7. Any school district employee may donate a portion of unused accumulated personal/sick leave to another employee within the district for the purposes of \*catastrophic injury or illness. For the purposes of family members see #4 above.
8. A physician's statement must be provided to the superintendent before an employee may receive donated leave. The physician's statement must state the beginning date of the catastrophic injury or illness and the anticipated date that the recipient employee will be able to return to work. Upon proper documentation from the physician, the Catastrophic Medical Committee will meet to determine the amount of donated days. The Catastrophic Medical Committee will consist of one representative from the Elementary, Middle, and High Schools and one School Nurse. The committee will base its decision regarding donated days on the documentation provided. At least one Central Office Administrator will serve as ex officio.
9. The maximum amount of unused accumulated sick/personal leave that an employee may donate to another employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of sick/personal leave remaining and the maximum amount of unused accumulated sick/personal leave that an employee may donate to any other employee may not exceed 50% of the unused accumulated sick/personal leave of the donor employee.
10. An employee must be exhausted of all of his or her sick leave, personal leave, vacation days and 10 days at the District substitute rate before he or she is eligible to receive any leave donated by another employee.
11. If the total number of donated days is not used, the whole days shall be returned to the donor.
12. Donated leave shall not be used in lieu of disability retirement.

\* State Law 377307 defines catastrophic injury or illness as a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Routine pregnancy is not considered as a catastrophic illness or injury. For pregnancy to be considered catastrophic, mother and/or child would be considered high risk.

#### **Jury Duty**

This school board shall provide leave with pay for employees who are called for jury duty and/or witness under subpoena for school related business. The school board cannot recover jury fees from employees who serve on juries

### **Professional Leave Allowance**

1. Consideration will be given by the school district to allow employees to attend meetings that are required by the State Board of Education or similar organizations.
2. The New Albany School District encourages teachers to advance their professional careers through course work and participation in the National Certification Process for teachers. Teachers who participate in this process will be allowed 2 (two) contractual days to work on this project at the school district's expense. The superintendent and the principal will approve requests for these days. Teachers should not request these days prior to or after school holidays or during the time when state testing occurs or during nine weeks tests. Teachers should be actively involved in the completion of this process when requesting said days.
3. Certified personnel may be granted paid professional leave for approved days resulting from bad weather/hazardous conditions.

### **VACATIONS**

The school board endorses the concept of earned vacation for personnel on extended employment or contracts. Such vacation for twelve month staff shall be a maximum of two weeks per year. Vacation time will not be utilized during the 187 days teachers work without the written authorization of the Superintendent. Twelve month staff shall accrue 1 vacation day per month beginning with the month of August. Staff with less than 20 years of experience with New Albany School District may accrue up to 10 days of vacation. Any number of days accrued above 10 will be automatically tallied as sick leave. Staff members who have 20 or more years of experience will accrue 15 days. Any amount over 15 will be tallied as sick leave. In the year of separation the employee's contract will be amended to reflect the amount of applicable vacation time accrued. All vacation days must be approved in writing by the Superintendent prior to being used.

### **RETIREMENT**

Upon retirement, each licensed and non-licensed employee shall be paid for not more than 30 days of unused accumulated leave earned while employed by the school district. Payment for licensed employees shall be made at the rate equal to the amount that is paid to substitute teachers. Non-licensed employees shall be paid the amount equal to the federal minimum wage. Upon full re-employment, retired certified employees will be paid on the current salary scale at the certification level upon retirement. In the event of the death of an active employee, the accumulated leave payment will apply. (NOTE: This will change with employee retirements on or after July 1, 2017)

### **SEXUAL HARASSMENT**

Employees in the New Albany School District are protected from sexual discrimination, including sexual harassment. It is the intent of the Board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances; requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

The complaint procedure shall provide a process for filing, processing, and resolving complaints on such matters. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

#### **Procedure for Processing a Complaint**

Within 5 (five) days from the time a complaint becomes known, the offended party must complete and submit to the Title IX Coordinator a written "Title IX Report" form. The report must state the respondent's name, the nature and date of the alleged violation, the names of any witnesses to such alleged violation, and requested action. Forms shall be available from all principals' offices and from the **Title IX Coordinator, Ms Lecia Stubblefield.**

Within 2 (two) days from receipt of the written complaint, the Title IX Coordinator shall notify the person accused of the harassment, the respondent.

Within 5 (five) days, the accused party shall be required to respond in writing to the Title IX Coordinator by confirming or denying the facts as alleged, indicating acceptance or rejection of the offended party requested action, or outline alternative actions.

Within 5 (five) days from receipt of the accused party's response, the Title IX Coordinator shall provide an initial response to the offended party and the accused, stating initial conclusions of fact and proposed actions, if any.

Within 5 (five) days of receiving the initial response, the offended party or the accused request, in writing, a hearing on the matter.

Upon receipt of a written request for hearing, the Title IX Coordinator shall schedule a hearing to be held within 5-10 days before an unbiased panel of 3-5 District employees. The Title IX Coordinator shall give written notice of such hearing to the offended party, the accused, employee's supervisor, the superintendent, and to appropriate witnesses if applicable.

Within 5-10 days of the receipt of the written request for a hearing by the Title IX Coordinator, a hearing shall convene before an unbiased panel of 3-5 District employees – Title IX Hearing Panel. The Title IX Coordinator shall facilitate the hearing.

Within 5 (five) days after the hearing, the Title IX Hearing Panel shall issue a written decision, which shall include findings of fact and recommended action.

Upon receipt of the decision of the Title IX Hearing Panel, the Title IX Coordinator shall provide a copy of such decision to the offended party, the accused, the employers' supervisors, and the superintendent.

If the offended party or respondent is not satisfied with the decision, he/she may request a review by the superintendent. The request for such review must be made in writing to the Title IX Coordinator within 5 (five) days of receipt of the panel's decision.

Upon the receipt of a request for review by the superintendent, the Title IX Coordinator shall notify the superintendent of such request and submit to the superintendent the record of the hearing, the panel decision, and all related documents.

Within 10 (ten) days of notice of request for review, the superintendent shall review the record and panel decision and shall issue a decision. The superintendent may concur in the findings and recommendations. The superintendent shall have his/her decision provided to the Title IX Coordinator, offended party, the accused, and the employees' supervisor within the 10-day period.

Within 5 (five) days of the receipt of the superintendent's decision, if dissatisfied with the decision, the offended party or the accused must submit a written request for review by the school board to the Title IX Coordinator.

Upon the receipt of the request for review, the Title IX Coordinator must schedule a review before the governing School Board to be held at the Board's next regular or special meeting, but in no event more than 30 days from such request. The Title IX Coordinator shall provide the Board members with copies of the hearing record, all investigation reports, the panel decision, the superintendent's decision, and all related documents.

Within 30 days of the request for review, the Board shall review the hearing record, all investigation, all reports, the panel decision, the superintendent's decision, and all related records. The review is not a hearing and no party has the right to present further witness or other evidence or to examine any witness or party. However, the board may, in its discretion, permit statements of limited duration from the accused party or his representative. All usual rules of board procedure shall apply. The board may, in its discretion, require that the review be conducted in closed or executive session.

Within 10 (ten) days of the review, the board shall issue a final written decision. The board may concur in the findings of the superintendent and direct that the recommended actions be taken or may make alternative findings and direct appropriate actions be taken by the superintendent or other appropriate administrator. The decision of the board is final.

## **GRIEVANCE PROCEDURES**

A grievance is a complaint of an individual based upon an alleged violation of his or her rights under state or federal law, board policy, or a breach of professionalism. The following office has been designated to handle inquiries and complaints regarding the non-discriminatory policy: **Superintendent, 301 Hwy. 15 N., New Albany, MS 38652. 534-1800.**

### **Procedure for Processing Grievances**

#### **Level One**

1. All grievances must be presented orally to the principal of the person making the complaint within 5 (five) days of the act or omission complained of, and the principal and person making the complaint will attempt to resolve the matter informally.
2. If the person making the complaint is not satisfied with the action or explanation of the principal, the person within 5 (five) days of meeting with the principal may file a written statement with the principal setting forth how the person claims to have been wronged. This statement shall contain the time, place, and nature of the alleged act or omission. The person making the complaint must sign the statement.
3. Failure to submit such a statement shall be deemed as an acceptance of the informal decision rendered by his principal.
4. Within 5 (five) days after receiving the person's signed statement, the principal shall send a copy to the superintendent along with a statement from the principal setting forth his/her response to the person and/or

his/her decisions. At the same time, the principal shall also provide a copy of his/her written statement to the person making the complaint.

#### Level Two

1. Upon receipt of the information, the superintendent shall notify the person making the complaint in writing within 5 (five) days and shall advise the person of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than 10 (ten) days from the date of the receipt of the information.
2. The person making the complaint shall submit in writing any and all additional information on his/her behalf to the superintendent not later than 5 (five) days prior to the date upon which the matter is scheduled for hearing by the superintendent.
3. If the person making the complaint does not personally attend the hearing scheduled by the superintendent, his/her failure to attend shall be deemed as an acceptance of the written decision rendered by his/her principal at LEVEL ONE.
4. The superintendent shall render a written decision to the person making the complaint within 5 (five) days of the date upon which the matter was heard.

#### Level Three

If the grievance is not resolved to the satisfaction of the person making the complaint at LEVEL TWO, or if the superintendent does not render a decision within 5 (five) days, the person may file the grievance with the secretary of the school board. If the grievance is not filed with the secretary of the school board within 5 (five) days of the hearing at LEVEL TWO, the grievance shall be considered resolved. Within 5 (five) days after the receipt of the grievance, the board secretary, in concert with the board chairman and superintendent, shall schedule a hearing before the school board on the grievance. The board shall render its decision within 7(seven) days of the hearing.

### **MISSISSIPPI ADULT TOBACCO USE ON EDUCATIONAL PROPERTY HOUSE Bill NO. 641**

No person shall use any tobacco product on any education property. "Tobacco product" means any substance that contains tobacco including, but not limited to cigarettes, cigars, pipes, snuff, smoking tobacco, or smokeless tobacco. "Educational Property" means any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board.

Any adult who violates this section shall be subject to a fine and shall be liable as follows:

- (a) For a first conviction, a warning
- (b) For a second conviction, a fine of seventy five dollars (\$75.00)
- (c) For all subsequent convictions, a fine not to exceed one hundred fifty dollars (\$150.00) shall be imposed.

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced.

### **EXPENSE REIMBURSEMENTS**

Teachers who have first been properly authorized to travel in the performance of their duties shall be reimbursed their expenses by the school district for travel as below:

1. All official travel must be approved in advance by the superintendent and the principal/director of the school site.
2. Each mile traveled in the employee's automobile will be reimbursed at the rate set by board policy.
3. Upon return the employee shall complete the district travel form to receive reimbursement for all allowed travel expenses. Complete one form for each trip.
4. Employees are expected to car pool where two or more employees are traveling to the same destination.
5. One travel expense allowance at the authorized rate per mile shall be allowed for any one trip.
6. When travel occurs by public carrier other than an automobile, the actual fare or other expenses incurred will be reimbursed.
7. Meals, lodging, and other necessary expenses may be reimbursed according to board policy.

8. Single standard room rate for accommodations, actual registration fees, and incidental expenses such as gratuities and parking will be reimbursed.

9. All staff travel will be reimbursed through the district office.

### **HOLIDAYS**

The New Albany Schools shall observe the following holidays: Independence Day, Memorial Day, Labor Day, Thanksgiving, Christmas, New Year's, Good Friday, Martin Luther King Day, and Spring Holidays.

Full time (253 days) hourly employees are paid for the following holidays: Independence Day, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, and Good Friday.

### **SUBSTITUTE TEACHERS**

When the services of a substitute teacher are required, for whatever reason, the classroom teacher should notify the principal or designee at the earliest possible moment -- the day before if possible. Teachers are to call their principals or designees not later than 7:00 a.m. on the day of absence. The principal, or his/her designee, is responsible for obtaining substitute teachers. A teacher should have available for the substitute a class roll and an effective lesson plan in order that the substitute can more effectively take charge of the class. Whenever possible, a teacher should notify the principal the day before the expected return to class so that the substitute teacher can be notified.

### **GRADING**

There shall be four grading periods of nine weeks duration. An appropriate number of grades shall be recorded for each student in each academic course during each nine-week grading period unless a written exception is granted by the superintendent. Report cards shall be issued at the end of each nine-week period. Copies of student grade reports shall be kept on file in the school in which the student attends, and all teacher grade books shall be turned in to the principal at the end of each school year. Mid nine-week or progress reports shall be provided to parents of all students on the Friday of the fifth week of each nine-week grading period.

### **MIDTERM/FINAL EXAMINATIONS FOR GRADES 3 – 12**

Mid-term examinations count 20% of the first semester grade. Final examinations count 20% of the second semester grade. A nine weeks test counts 15% of the nine weeks grade.

### **DISTRICT PROMOTION/RETENTION POLICY**

Students in grades K-5 must receive a passing grade in English language arts and math to be promoted. Third grade students must pass the 3<sup>rd</sup> grade reading gate or be eligible for a good cause exemption in order to be promoted to the grade. Students in grades 6, 7, and 8 are required to pass math, science, English, and social studies to be promoted. Students who satisfactorily complete extended school year or summer school in grades 5-12 may be promoted. Upon satisfactory completion the student will earn a score of 66. Students in grades 9 through 12 are promoted based on the total number of Carnegie units earned. Sophomores must have a minimum of five (5) credits; and juniors, a minimum of eleven (11) credits; and seniors, a minimum of eighteen (18) credits. A student who passes the course, Algebra I, English II, Biology I, or U. S. History 1877 to Present, but fails the state exam will receive the Carnegie Unit, but will not be allowed to graduate until he/she meets state required exit assessments. A student who fails the course, but passes the state required exit assessment will be required to retake and pass the course prior to the awarding of a Carnegie Unit. A student must earn at least four (4) credits from New Albany High School to graduate from New Albany High School. Students must earn a minimum of 25 Carnegie Units to graduate from NAHS.

### **HOMEWORK**

A certain amount of homework is both good and necessary; however, teachers should be reasonable in making homework assignments. Most importantly, homework should be purposeful. In order for homework to be meaningful, some form of teacher evaluation is mandatory. Homework grades should not affect a nine-week grade more than two-letter grades.

## INSTRUCTIONAL PLANS

Lesson plans should be turned in to the building administrator weekly.

### FILMS, VIDEOS, TAPES, DVDs

It shall be the policy of this district to prohibit the use of X-rated, NC -17, and R rated videos, tapes, films, or DVDs in all of its facilities. Any video, tape, film, or DVD rated PG or PG 13 must have parent's permission before the student may view. Video programs from commercial television, cable television, public television, video stores, etc., carry special individual restrictions. Many absolutely prohibit recording and use, even in schools.

Videos, tapes, films, or DVDs should meet the following conditions prior to being shown.

1. They must be shown as a part of the instructional program and meet a specific objective.
2. They must be shown by students' instructors or guest lecturers.
3. They must be related to the unit of study.
4. They must be approved by the principal or his designee.
5. They must be shown as a legitimate copy and not violate copyright laws.

In order to comply with the copyright laws, it is deemed essential that the employees of the New Albany School District and all who use the equipment of the schools abide by the following regulations:

A television program may not be recorded at home from either a broadcast or cable transmission and used at school. Home taping must be for home use only.

A video tape/DVD rented from a video store and marked "For Home Use Only" may be shown only if it meets the previously listed requirements.

A purchased video tape/DVD may be used in the school only for instruction by an individual teacher and not for entertainment unless a public performance license has been obtained.

Before showing any video tape/DVD from an outside source, it must be approved by the principal and be a certified legal copy.

Off-air recordings can be made only at the written request of an individual teacher for classroom instructional purposes. The tape cannot be used by other teachers. This applies only to those programs that are provided to the public at no extra charge.

Under fair use guidelines the above recordings may be shown to students no more than two times within ten days of the broadcast date and the second showing may only be for instructional reinforcement. Most programs can be retained for a total of 45 days. After this allowable use, the tape must be erased. A request for permission to retain the tape for a longer period of time can be made by the teacher by writing to the production company.

Students are not allowed to record programs at home and bring them to school for viewing in the classroom.

Videotapes, films, or DVDs shown by substitute teachers must meet the same criteria, as that of regular teachers and compliance is the responsibility of the administration.

Teachers will be required to register the tape they are using at the time they check out video equipment from the media center. The tape must meet all the guidelines and must have been approved in the lesson plans by the principal.

Teachers who currently have a bank of videotapes at home and are considering showing them should make arrangements to get permission from the copyright holder before writing them into their lesson plans.

It is the responsibility of each employee, prior to showing any video, tape, film, or DVD to be aware of the rating restrictions of this policy and become personally responsible for any infringements of copyright laws through the use of video tapes/films.

### STUDENT DRESS CODE

Clothing and general appearances are to be appropriate for school. Cleanliness and good grooming are essential for appropriate appearance. Clothing and jewelry that could cause a disturbance or interfere with the instructional program will not be allowed. In addition, clothing or jewelry that could cause a safety or a health hazard will not be allowed. **School officials will determine the appropriateness or inappropriateness of clothing and cleanliness.** Each student's dress should be in keeping with the following principles:

1. Clothing is not to be revealing, suggestive, or indecent and must fit properly. Undergarments must not be visible. All clothing must be worn and fastened appropriately. **Skirt and shorts' length is set at no shorter than 3" to 5" above the knee (front, back and side) while standing.**
2. The following articles of clothing are **NOT** appropriate for school: see-through clothing, bare midriff blouses, halter tops, low-cut garments (no visible cleavage), vest or muscle T-shirts, tank tops, biking shorts, traditional sweat pants (bound at bottom with no pockets), or clothing with holes or tears. Students in K-5 may wear sweat suits.
3. Leggings are permitted to be worn with dresses, skirts or shorts as long as the outer garment meets the length requirement of the dress code.
4. Clothing with slogans or advertisements for drugs, alcohol, tobacco, wrestling, etc. or indecent or inappropriate slogans or pictures are not allowed.
5. Caps, hats, scarves, and other head coverings are not permitted to be worn inside buildings. Picks, combs, pencils, etc. are not to be worn in the hair. Cleats are not to be worn. Shoes must be tied and strapped properly. Sunglasses cannot be worn in the building. No sleeping attire is to be worn.
6. Any item of clothing or accessory that, according to police authorities identifies with a "gang" is prohibited.
7. Only female students will be allowed to wear earrings. No student will be allowed to wear body rings.
8. Tattoos with slogans or advertisements for drugs, alcohol, tobacco, wrestling, gang or secret fraternity identification, violence, or any other inappropriate words or designs will not be allowed. The administration reserves the right to determine the inappropriateness of any tattoo.
9. Hair must be neat, clean, and worn in a manner that does not interfere with vision or cause a disruption in the classroom.
10. Roller shoes are not allowed.

Students who violate the above rules will be required to change before entering class. Classes missed for any of the above reasons are unexcused absences.

### **CORPORAL PUNISHMENT**

Reasonable corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the board. The superintendent shall establish and enforce rules and regulations governing the administration of corporal punishment which are consistent with the following requirements:

Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age, and condition of the student, the type of instrument to be used, and the amount of force to be used and the part of the body to be struck shall be considered before administering any corporal punishment. No more than three licks should be administered for an infraction. Corporal punishment may be administered by the school principal, assistant principal, or a teacher. It is the decision of the building administrator as to who will administer corporal punishment. When corporal punishment is administered, it shall be done in the presence of another certified employee.

Except in the case of excessive force or cruel and unusual punishment, a teacher, principal, or assistant principal shall not be civilly or criminally liable for any action carried out in conformity with state or federal law or rules or regulations of the State Board of Education or the local school board regarding the control, discipline, suspension, and expulsion of students. The local school board shall provide any necessary legal defense to a teacher, principal, or assistant principal in any action which may be filed against such school personnel.

"Corporal punishment" means the reasonable use of physical contact by a teacher, principal, or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection, or for the protection of other students from disruptive students. Corporal punishment in the form of paddling shall be witnessed at all times by at least one (1) certified employee, and all other acts of corporal punishment as defined herein, shall be witnessed at all times, if possible, by a certified employee.

### **VISITORS TO SCHOOL**

\* All visitors should report directly to the office and sign in.

\*The principal has the right to deny visitation rights to any individual if, in the judgment of the principal, the visit might negatively affect the classroom procedures. The principal also has the right to contact the proper authorities if a problem with a visitor should arise.

\*Unauthorized personnel shall not be permitted in school buildings or on school grounds.

\*School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on school grounds. Such persons will be prosecuted to the full extent of the law.

\*No solicitation of teachers or pupils regarding personal matters by salesmen or agents is allowed on school premises.

\*Students are not allowed to have visitors accompany them as visiting guests in the classrooms.

## **FIELD TRIPS**

Field trips are to be planned with an instructional focus in relation to the curriculum. The teacher will complete a field trip request form that will include the instructional objective and submit it to the principal for approval. If the principal approves, a transportation form must be submitted to the transportation director for approval. Parental consent must be given prior to a field trip. Teachers will send a consent form for this purpose to parents. Signed consent forms are to be on file at the school site.

## **ATTENDANCE, TARDINESS, AND EXCUSES FOR STUDENTS**

Students should strive for perfect attendance. When possible, medical, dental, or other personal appointments should be scheduled after school hours. Parents are asked to notify the school of appointments, which are scheduled during school hours, prior to an absence.

When an absence occurs, a parent or guardian should call the school by 10:00 AM. Medical excuses for absences must be brought to school within two days of a student's return to school. If school officials do not receive a call on the first day of an absence, the absence will be unexcused unless a parent or guardian contacts the school by phone or in writing by the conclusion of the second day the student returns.

Excused Absences will include:

Sickness/medical appointments with proper documentation

Death in the immediate family as outlined by Mississippi law, with acceptable documentation

Absences approved in advance by the Principal

Mandated appearances in court, with proper documentation

Students participating in school activities are considered present.

Unexcused absences -District Policy:

No absence will be excused when it is due to suspension, expulsion, or other disciplinary actions.

## **CODE OF DISCIPLINE - GRADES K-12**

The Uniform Code of Discipline was developed to help establish a system that would facilitate an environment of good discipline in a fair and consistent manner. This code follows the guidelines established by the State of Mississippi.

### **Definitions:**

- **Community Service** – Student works on or off school property
- **Corporal Punishment** – Student receives a paddling of not more than three licks.
- **Detention** – Student loses free time – before, during, or after school hours
- **Home Suspension** – Student is not to return to school until a parent and/or guardian meets with the principal or a member of the school administration. If a parent meets with a school official prior to the next day, a student would not lose instructional time.
- **Saturday School** – Student is instructed to attend school on Saturday for a designated period of time.
- **School Suspension** – Student is out of school for a designated period of time. Students who are suspended are restricted from all school property and may not attend a school function on or off the property.
  
- **ISS – In School Suspension** – Student is assigned to an area away from the regular classroom. In some cases extra-curricular activities may be restricted or limited.
- **Disciplinary Hearing** - Refer to the end of the Code of Discipline for a complete description of a Disciplinary Hearing.
- **Expulsion** – Students' rights and privileges of attending school are suspended for a specified time

period. Expelled students may not go onto school property at any time. If they do they will be arrested and charged with trespassing.

For determining placement time at alternative school for evaluation of students who have been in an alternate educational setting, see section 37-13-92 of the Mississippi Code of 1972.

**Student Conduct:**

**Acts of Misconduct**

These acts of misconduct include those student behaviors that disrupt the orderly educational process in the classroom or on the school grounds including, but not limited to, the following:

**Level I**

- 1-1 Tardiness
- 1-2 Running and/or making excessive noise
- 1-3 Initiating or participating in any unacceptable/inappropriate physical displays of affection
- 1-4 In unauthorized area without pass
- 1-5 Dress code violation
- 1-6 Loitering in the halls, common areas, etc.
- 1-7 Disruptive behavior
- 1-8 Failure to do homework.

**Disciplinary Action**

**First Violation**

- Minimum: teacher and student conference, verbal reprimand, detention
- Maximum: teacher-student-parent conference, home suspension, ISS, detention, corporal punishment

**Repeated or Flagrant Violation**

- Minimum: teacher-student- administrator conference, home suspension, ISS
- Maximum: corporal punishment, detention, ISS, Saturday school, community service, or school suspension

**Level II**

- 2-1 Leaving school grounds without permission
- 2-2 Skipping class or school
- 2-3 Defiance, insubordination (refusal to comply to rules/instruction), disrespect or rudeness to staff or students, failure to serve detention.
- 2-4 Gambling
- 2-5 Exhibition of any hostile actions whether physical, verbal, or written
- 2-6 Violation of cell phone policy (See below)
- 2-7 Possession of any electronic equipment/devices, without prior approval of the administration (Cell phones are excluded.)
- 2-8 Clothing, apparel, or accessories that signify membership or affiliation with any gang or social club associated with criminal activity, as identified by law enforcement agencies are prohibited from being worn on school property or at school sponsored events.
- 2-9 Behavior that disrupts instruction
- 2-10 Dishonesty, lying
- 2-11 All vehicles must be parked in marked parking spaces only. Illegally parked vehicles are subject to
  - finances and/or loss of driving privileges (NAHS)
  - 1<sup>st</sup> Violation-Warning
  - 2<sup>nd</sup> Violation-Loss of driving privilege for 5 days
  - 3<sup>rd</sup> Violation-Loss of driving privilege for 10- days
  - 4<sup>th</sup> Violation-Loss of driving privilege for remainder of year

**Disciplinary Action**

**First Violation**

- Minimum: corporal punishment, home suspension, detention, community service, ISS, Saturday School
- Maximum: school suspension (1-2 days)

### **Repeated or Flagrant Violation**

Minimum: school suspension up to 3 days, ISS, corporal punishment, Saturday school  
Maximum: school suspension up to 4 days, and/or ISS for up to 10 days, Disciplinary hearing.

All placements at NASTUC are for a minimum of fifteen (15) school days for students in grades K-8 and for a minimum of thirty (30) school days for students in high school.

### **SPECIFIC DISCIPLINE FOR CELL PHONE VIOLATIONS**

Cell phones may be used at school under the direction of school personnel. Unauthorized use of the cell phone will result in the following disciplinary actions:

#### **Unauthorized Use of a Cell Phone**

First offense.....phone confiscated, one day ISS or paddling, phone returned to parents.

Second offense....phone confiscated, three days ISS or paddling, phone returned to parents

Third offense.....phone confiscated, four days ISS, School holds phone and returns phone to parents.

Fourth offense.....phone confiscated, five days ISS, School holds phone and returns phone to parents.

Fifth Offense.....phone confiscated, 1 day OSS, School holds phone and returns phone to parents.

Sixth Offense.....phone confiscated, 3 days OSS, School holds phone and returns phone to parents.  
Disciplinary hearing will be called.

### **Level III**

- 3-1 Fighting
- 3-2 Possession or use of tobacco/nicotine products including smokeless tobacco/electronic cigarettes (see discipline ladder p.22)
- 3-3 \*Theft of personal or school property
- 3-4 Acts which threaten the safety and/or well being of students and/or staff
- 3-5 Use of intimidation, coercion, force, or extortion
- 3-6 Academic dishonesty
- 3-7 \*Vandalism of personal and/or school property (above \$500.00 will be considered flagrant)
- 3-8 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and possession of obscene materials
- 3-9 Sexual Harassment/misconduct
- 3-10 Forgery of documents e.g. report cards, progress reports, teacher communications, money
- 3-11 Violation of state testing security
- 3-12 Written, or verbal threat on a student

### **Disciplinary Action**

#### **First Violation**

Minimum: ISS, corporal punishment, school suspension up to 3 days,  
Grade of "0" when academic dishonesty occurs on tests/exams,  
**\*Restitution shall be made**

Maximum: school suspension up to 5 days. Possible report to the police authorities, Disciplinary hearing. Hearing officer may recommend expulsion.

### **Repeated or Flagrant Violations**

Minimum: school suspension (3 days), ISS (up to 10 days)

Maximum: school suspension (up to 5 days) and disciplinary hearing, summon police  
**\*Restitution shall be made**

Students in grades six through twelve who fight will be suspended for no less than three days out of school. In the elementary school, alternatives short of a three day suspension as the minimum may be considered.

All placements at NASTUC are for a minimum of fifteen (15) school days for students in grades K-8 and for a minimum of thirty (30) school days for students in high school.

#### **Level IV**

- 4-1 Possession, use or under the influence of alcohol, illegal/synthetic drugs, narcotics, controlled substance(s), or paraphernalia
- 4-2 Sale or distribution or conspiring to sell illegal/synthetic drugs, alcohol, controlled substance
- 4-3 Physical attack on a student
- 4-4 Transmitting/Sharing/Posting inappropriate/obscene images or videos
- 4-5 Assault on a student

#### **Disciplinary Action**

Minimum: school suspension, (alcohol-3 days, drugs-5 days), disciplinary hearing, and summon police

Maximum: school suspension, (up to 5 days), disciplinary hearing, and summon police,

For any Level IV offense, a hearing committee/officer may recommend expulsion.

All placements at NASTUC are for a minimum of fifteen (15) school days for students in grades K-8 and for a minimum of thirty (30) school days for students in high school.

The New Albany School District may require any student to submit to a drug test at a facility designated by the district if there is a reasonable suspicion that the student has possession of or is under the influence of alcohol, illegal/synthetic drugs, narcotics, or controlled substances. Refusal by the student to a drug test will be deemed as a positive result by the New Albany School District.

#### **Level V**

- 5-1 Weapon(s) possession and/or use
- 5-2 Physical, written, or verbal threat or assault on an employee
- 5-3 Sexual Assault/Battery

#### **Disciplinary Action**

#### **Weapon other than a firearm**

Minimum: school suspension of 3 days, disciplinary hearing, notify and/or summon police

**Students in grades K-5 will have a minimum of ISS**

Maximum: school suspension up to 5 days, disciplinary hearing, and summon police.

\*A student may be expelled for up to a calendar year with re-entry through NASTUC.

#### **Disciplinary Action**

#### **Firearm**

Minimum: school suspension of 3 days, disciplinary hearing, summon police. The student will be assigned a minimum of thirty (30) school days in NASTUC Behavioral Management Center (alternative school). Students in grades K-5 have a minimum of a suspension and discipline hearing.

Maximum: school suspension of up to 5 days, disciplinary hearing, summon police

\*A student may be expelled for up to a calendar year with re-entry through NASTUC.

For a Level V offense, a hearing committee/officer may recommend expulsion.

All placements at NASTUC are for a minimum of fifteen (15) school days for students in grades K-8 and for a minimum of thirty (30) school days for students in high school.

## **DISCIPLINARY HEARINGS**

Central Office personnel or appointed committees conduct disciplinary hearings. The decision of a Hearing Officer is binding upon both the student and the school. The decision may be appealed by either the students or school to another Hearing Officer and ultimately to the New Albany School Board of Trustees. Decisions will be based upon the offense, the circumstances surrounding the offense, and appropriate precedent decisions. There will be an effort to maintain consistency during each school year. A Hearing Officer may assign penalties ranging from probation through expulsion. In addition to these penalties, provisions of the Mississippi Criminal Code are applicable to illegal behavior. Principals are required to report illegal activities to the police. Further, offenses that include violence, weapons, or drugs and/or alcohol will be reported to the police. The New Albany School Board of Trustees permits individual schools to adopt additional regulations governing actions not covered by the Code of Discipline. However, such additional regulations may neither substitute for nor negate any of the provisions or spirit or intent of the Code of Discipline. Students who are suspended or placed at NASTUC Behavioral Management Center

may not go on any New Albany School District property or attend any New Albany School function. If they do, they will be considered insubordinate and trespassing. They may be referred to the New Albany Police Department or the Union County Sheriff's Department and disciplined according to the New Albany Code of Discipline.

Please note:

By law, a parent or guardian of a compulsory-school-age child enrolled in the New Albany School District may be required to appear at school by an appropriate school official for a discipline conference regarding the acts of the child. A parent or guardian of a compulsory-school-age child enrolled in the New Albany School District shall be responsible financially for his or her minor child's destructive acts against school property or persons.

The New Albany School District complies with the Mississippi Policies and Procedures for Individuals with Disabilities. Discipline issues will be addressed on individual basis and will follow federal, state, and local policies.

### **DISTRICT DRUG AND ALCOHOL POLICY SCHOOL RULES APPLY TO ALL SCHOOL ACTIVITIES**

If the principal or his/her designee determines a student has used, consumed or possessed alcohol on school property, prior to or on the way to a school function or at a school function, the following steps will be taken, but not necessarily in this order:

- The police will be summoned.
- The parents will be notified.
- The student will be suspended for three days.
- A disciplinary hearing will be convened in approximately three days.

For a student's first alcohol related offense other than distribution, the minimum penalty is three weeks at NASTUC for students in grades K-8 and six weeks for high school students. For a second offense other than distribution or for a first distribution offense, the penalty includes the possibility of expulsion.

Note: Distribution of drugs is considered a felony and as such may result in expulsion for up to a calendar year. A student who has been expelled for drugs or alcohol will receive no credit for the courses being taken at the time of the expulsion. In addition, the student may be required to successfully complete a drug or alcohol treatment or counseling program prior to readmission to school.

### **USE OF TOBACCO PRODUCTS**

The use of tobacco/nicotine products is prohibited in all meetings held in District facilities or on District property.

The use of tobacco and nicotine products is prohibited in District vehicles and in private vehicles in District parking areas. At a school or work location, all areas shall be designated tobacco/nicotine product free.

#### **Discipline Ladder for Tobacco Use by Students**

These procedures are established to enhance the behavior of students in an effort to be fair, firm, and consistent while providing a tobacco free environment.

1. First offense: One-day school suspension, parent conference, and attend all sessions of Tobacco Education Group (nurses).
2. Second offense: Three-day school suspension, parent conference, and attend all sessions of Tobacco Education Group.
3. Third offense: Three-day suspension and disciplinary hearing.
4. Subsequent offenses: Three-day suspension and disciplinary hearing.

### **Mississippi Educator Code of Ethics and Standards of Conduct**

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics which sets forth to the education profession and the public it serves standards of

professional conduct and procedures for implementation. This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators. Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues. Unethical conduct is any conduct that impairs the license holder's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues. Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4). Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).

## **Code of Ethics Standards**

### **Standard 1: Professional Conduct**

An educator should demonstrate conduct that follows generally recognized professional standards.

1.1 Ethical conduct includes, but is not limited to, the following:

- Encouraging and supporting colleagues in developing and maintaining high standards
- Respecting fellow educators and participating in the development of a professional teaching environment.
- Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
- Providing professional education services in a nondiscriminatory manner
- Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
- Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children

1.2. Unethical conduct includes, but is not limited to, the following:

- Harassment of colleagues
- Misuse or mismanagement of tests or test materials
- Inappropriate language on school grounds or any school-related activity
- Physical altercations
- Failure to provide appropriate supervision of students and reasonable disciplinary actions

### **Standard 2. Trustworthiness**

An educator should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

2.1. Ethical conduct includes, but is not limited to, the following:

- Properly representing facts concerning an educational matter in direct or indirect public expression
- Advocating for fair and equitable opportunities for all children
- Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

2.2. Unethical conduct includes, but is not limited to, the following:

- Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
  - employment history, professional qualifications, criminal history, certification/recertification
  - information submitted to local, state, federal, and/or other governmental agencies
  - information regarding the evaluation of students and/or personnel reasons for absences or leave
  - information submitted in the course of an official inquiry or investigation
- Falsifying records or directing or coercing others to do so

### **Standard 3. Unlawful Acts**

An educator shall abide by federal, state, and local laws and statutes and local school board policies.

- 3.1 Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

## **Standard 4. Educator/Student Relationship**

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

- 4.1. Ethical conduct includes, but is not limited to, the following:
  - Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students
  - Nurturing the intellectual, physical, emotional, social and civic potential of all students
  - Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
  - Creating, supporting, and maintaining a challenging learning environment for all students
- 4.2. Unethical conduct includes, but is not limited to the following:
  - Committing any act of child abuse
  - Committing any act of cruelty to children or any act of child endangerment
  - Committing or soliciting any unlawful sexual act
  - Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
  - Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
  - Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.

Examples of these acts may include but not be limited to:

- sexual jokes
- sexual remarks
- sexual kidding or teasing
- sexual innuendo
- pressure for dates or sexual favors
- inappropriate touching, fondling, kissing or grabbing
- rape
- threats of physical harm
- sexual assault
- electronic communication such as texting
- invitation to social networking
- remarks about a student's body
- consensual sex

## **Standard 5. Educator Collegial Relationships**

An educator should always maintain a professional relationship with colleagues, both in and outside the classroom

- 5.1 Unethical conduct includes but is not limited to the following:
  - Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
  - Harming others by knowingly making false statements about a colleague or the school system
  - Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
  - Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
  - Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

## **Standard 6. Alcohol, Drug and Tobacco Use or Possession**

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs

- 6.1. Ethical conduct includes, but is not limited to, the following:
  - Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice
- 6.2. Unethical conduct includes, but is not limited to, the following:
  - Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs

- Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
- Being on school premises or at a school-related activity involving students while documented using tobacco.

### **Standard 7. Public Funds and Property**

An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

- 7.1. Ethical conduct includes, but is not limited to, the following:
  - Maximizing the positive effect of school funds through judicious use of said funds
  - Modeling for students and colleagues the responsible use of public property
- 7.2. Unethical conduct includes, but is not limited to, the following:
  - Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
  - Failing to account for funds collected from students, parents or any school-related function
  - Submitting fraudulent requests for reimbursement of expenses or for pay
  - Co-mingling public or school-related funds with personal funds or checking accounts
  - Using school property without the approval of the local board of education/governing body

### **Standard 8. Remunerative Conduct**

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

- 8.1. Ethical conduct includes, but is not limited to, the following:
  - Insuring that institutional privileges are not used for personal gain
  - Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization
- 8.2. Unethical conduct includes, but is not limited to, the following:
  - Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
  - Tutoring students assigned to the educator for remuneration unless approved by the local school board
  - The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service)

### **Standard 9. Maintenance of Confidentiality**

An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

- 9.1. Ethical conduct includes, but is not limited to, the following:
  - Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
  - Maintaining diligently the security of standardized test supplies and resources
- 9.2. Unethical conduct includes, but is not limited to, the following:
  - Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
  - Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
  - Violating other confidentiality agreements required by state or local policy

## **Standard 10. Breach of Contract or Abandonment of Employment**

An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.

10.1 Unethical conduct includes, but is not limited to, the following:

- Abandoning the contract for professional services without prior release from the contract by the school board
- Refusing to perform services required by the contract.

### **COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

In accordance with the policy of the New Albany Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

#### DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student: Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student: A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent: Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records: Any item of information or record (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
  - A. It was made as a personal memory aid;
  - B. It is in the sole possession of the individual who made it; or
  - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

Personal Identifier: Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

#### ANNUAL NOTIFICATION

Within the first month of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;

2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

#### STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

#### LOCATIONS OF EDUCATION RECORDS

<i>TYPES</i>	<i>LOCATION</i>
<i>CUSTODIAN</i>	

Cumulative School Records

Cumulative School Records  
(Former Students)

Health Records

School Transportation Records

Speech Therapy Records

Psychological Records

#### PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

#### FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records (except for those required by the FERPA) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

#### DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information." (*NOTE: A district may designate all, some, or none of this information as directory information.*)

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;

9. The student's electronic mail address;
10. The student's dates of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this school district.

Within the first month of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

#### USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who school officials are. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
  - A. Establish the student's eligibility for the aid,
  - B. Determine the amount of financial aid,
  - C. Establish the conditions for the receipt of the financial aid, or

D. Enforce the agreement between the provider and the receiver of financial aid;

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;

5. To accrediting organizations to carry out their accrediting functions;

6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision); or

7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or

8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;

2. The information is necessary and needed to meet the emergency;

3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or

4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;

2. The reasons for the disclosure;

3. The person, organization, or the class or organizations to whom the disclosure is to be made;

4. The parent's or eligible student's signature; and

5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be re-disclosed without the parent's or eligible student's prior written consent.

#### RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;

2. The interest the person or agency had in the information;

3. The date the person or agency made the request; and

4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

#### PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (*NOTE: under FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.*)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

##### First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

##### Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

#### Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

#### Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the

hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:

- A. The school district's decision that the record is correct and will not be changed;
- B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
- C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

**PLEASE SIGN, DATE AND RETURN TO PRINCIPAL/DIRECTOR**

I have read and understand the New Albany Schools Certified Teacher Handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_