

# **Employee Handbook**

**2018-2019**

**Clinton Public School District**

**WE  ARE  
ARROW NATION**

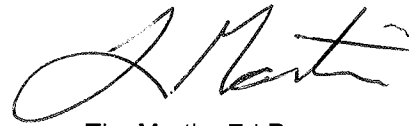
August 2018

Dear Faculty and Staff:

As an employee of the Clinton Public School District, you are among the best educators and support staff in the state dedicated to providing opportunities for academic excellence for all students. This monumental task is accomplished only through the combined efforts of all staff members. Each position in our district plays a critical role in the academic success of our students and professional accomplishments of all employees. Clinton schools have established a rich tradition of excellence by its employees taking pride in a job well done.

The purpose of this handbook is to provide a “quick reference” to the policies pertaining to the daily operations of the Clinton Public School District. This handbook contains information that will assist you in performing your job and informs you of district expectations. For additional information and a complete listing of the federal and state statutes and guidelines referred to in this handbook, consult the Clinton Public School District Board Policy Manual located online at [www.clintonpublicschools.com](http://www.clintonpublicschools.com).

Thank you for your commitment to the Clinton Public School District.

A handwritten signature in black ink, appearing to read 'Tim Martin', with a stylized flourish at the end.

Tim Martin, Ed.D.  
Superintendent of Schools

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**NOTICE OF NON-DISCRIMINATION**

*The Clinton Public School District complies with all federal and state laws and regulations and does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability, in employment or in the delivery of educational services. This applies to all educational programs and extracurricular activities. Inquires associated with Title VI, Title IX, and/or accommodations for disabled employees, the public and accessibility of facilities and programs should be directed to Dr. Tim Martin, Superintendent at 601-924-7533. Inquires regarding the application of Section 504 of the Rehabilitation Act (concerning students with disabilities who are not eligible for Special Education) / (Americans with Disability Act should be directed to Mr. Anthony Goins, Assistant Superintendent, at 601-924-7533. These individuals may be contacted at the district main office located at 201 Easthaven Drive. The mailing address is P.O. Box 300, Clinton, MS 39060.*

## *I. DISTRICT INFORMATION*

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Clinton Public School District  
P.O. Box 300  
Clinton, MS 39060  
Telephone: 601-924-7533  
Fax: 601-924-6345  
[www.clintonpublicschools.com](http://www.clintonpublicschools.com)

### **District Mission Statement**

*The mission of the Clinton Public School District is to produce successful individuals by guaranteeing challenging learning experiences in a unified, caring community committed to excellence.*

### **Clinton Public School District Board Members**

Dr. Matt Thomas- President  
Mrs. Paula DeYoung - Vice President  
Dr. Felicia Gavin - Secretary  
Mr. Kenny Lewis– Assistant Secretary  
Mr. Derek Holmes- Member

### **Central Office Administrative Staff**

Dr. Tim Martin – Superintendent  
Mr. Anthony Goins – Assistant Superintendent  
Mrs. Libby Callegan – Director of Finance  
Mr. James (Bo) Barksdale – Director of Buildings and Grounds  
Mrs. Chaffie Gibbs – Director of Special Education  
Mrs. Teresa Duke – Director of Tests / Federal Programs  
Mrs. Christell Hicks – Director of Food Service  
Mr. Donny Gray – Director of Transportation  
Mrs. Kim Griffin – Director of Technology  
Mr. Brian Fortenberry – Director of Athletics  
Mrs. Sandi Beason – Public Information Officer  
Mr. Kevin Welborn – Director of Bands

## Schools

Clinton Park Elementary (K-1)  
501 Arrow Drive  
601-924-5205  
Principal: Mrs. Kelli Pope [kpope@clintonpublicschools.com](mailto:kpope@clintonpublicschools.com)

Northside Elementary (2-3)  
453 Arrow Drive  
601-924-7531  
Principal: Mrs. Mandy Ambrose [aambrose@clintonpublicschools.com](mailto:aambrose@clintonpublicschools.com)

Eastside Elementary (4-5)  
451 Arrow Drive  
601-924-7261  
Principal: Ms. Cindy Hamil [chamil@clintonpublicschools.com](mailto:chamil@clintonpublicschools.com)

Lovett Elementary (6)  
2002 W. Northside Drive  
601-924-5664  
Principal: Dr. Michael Pope [mpope@clintonpublicschools.com](mailto:mpope@clintonpublicschools.com)

Clinton Junior High School (7-8)  
711 Lakeview Drive  
601-924-0619  
Principal: Mr. John Wallace [jwallace@clintonpublicschools.com](mailto:jwallace@clintonpublicschools.com)

Sumner Hill Junior High (9)  
400 W. Northside Drive  
601-924-5510  
Principal: Ms. Christie Claxton [cclaxton@clintonpublicschools.com](mailto:cclaxton@clintonpublicschools.com)

Clinton High School (10-12)  
401 Arrow Drive  
601-924-0247  
Principal: Mr. Brett Robinson [brobinson@clintonpublicschools.com](mailto:brobinson@clintonpublicschools.com)

Clinton Career Complex (10-12)  
715 Lakeview Drive  
Director: Dr. Bill Hardin [bhardin@clintonpublicschools.com](mailto:bhardin@clintonpublicschools.com)  
601-924-0247

Clinton Alternative School  
201 Easthaven Drive  
601-925-4027  
Principal: Mr. Kelly Heath [kheath@clintonpublicschools.com](mailto:kheath@clintonpublicschools.com)

### Contact Numbers

Employees are requested to work with their principals in using the following district-level services and resources. For questions about individual schools, please call the building principal. For additional assistance, phone Clinton Central Office 601-924-7533.

Services and Resources:	Contact
Activity Funds	Building Administrator
Athletics	601-924-0973
Discipline	Building Administrator
English Language Guidance	601-924-7533
Evaluation	Building Administrator and/or Superintendent
Field Trips	Building Administrator
Fixed Assets	601-924-7533
Food Services	601-924-4002
Gifted Services	601-924-7533
Homeless Resources	601-924-7533
Insurance	601-924-7533
Leave/Absences	601-924-7533
Maintenance	601-924-2100
National Board Certification	601-924-7533
Payroll	601-924-7533
Personnel	601-924-7533
Professional Development	Building Administrator or 601-924-7533
Publications	601-924-7533
Public Relations	601-924-7533
Purchasing/Accounts Payable	601-924-7533
Recruitment	601-924-7533
Retirement	601-924-7533
Section 504	Building Administrator
Special Education	601-924-7541
Student Teachers	601-924-7533
Teacher Certification	601-924-7533
Technology	601-925-4011
Textbooks	601-924-7533
Title Programs	601-924-7533
Testing	601-924-7533
Transportation	601-924-7219
Workers Compensation	601-924-7533

## District 2018-19 Calendar

### I. Teacher Planning Conferences (beginning of school year)

Orientation for new teachers..... July 31, 2018  
**First Day for Teachers/Staff** .....**August 1, 2018**  
 Professional Development / Work Days..... August 1-7, 2018

### II. First Day for Students.....August 8, 2018

### III. School Months

Month	Begins	Ends	Number of Days
First Month	August 8, 2018	September 28, 2018	37
Second Month	October 1, 2018	October 31, 2018	21
Third Month	November 1, 2018	November 30, 2018	17
Fourth Month	December 3, 2018	December 21, 2018	15
Fifth Month	January 8, 2019	January 31, 2019	17
Sixth Month	February 1, 2019	February 28, 2019	19
Seventh Month	March 1, 2019	March 29, 2019	16
Eighth Month	April 1, 2019	April 30, 2019	20
Ninth Month	May 1, 2019	May 24, 2019	18
TOTAL DAYS			180

### IV. Professional Development and Teacher Work Day Schedule

Date	Time	Place	Participants
July 31, 2018	8:00-3:30	Clinton Central Office	New Teacher Orientation
August 1, 2018	8:00 a.m.	Mississippi College	Teachers / Assistant Teachers
August 2-7, 2018	8:00-3:30	Home School	Teachers / Assistant Teachers
October 9, 2018	8:00-3:30	Home School	Teachers/Assistant Teachers
January 7, 2019	8:00-3:30	Home School	Teachers / Assistant Teachers

### V. Holidays

Holiday	Day Dismissed	Day(s) Missed	Date of Return
Labor Day	August 31, 2018	September 1, 2018	September 2, 2018
Thanksgiving	November 16, 2018	November 19-23, 2018	November 26, 2018
Christmas Break	December 21, 2018	December 24, 2018 – January 4, 2019	Staff-Jan. 7, 2019 Students-Jan. 8, 2019
Martin Luther King	January 18, 2019	January 21, 2019	January 22, 2019
Spring Break	March 8, 2019	March 11-15, 2019	March 18, 2019
Easter	April 18, 2019	April 19- 22, 2019	April 23, 2019
Independence Day	July 3, 2019	July 4, 2019	July 5, 2019



**VI. Nine-Week Periods – Elementary/Secondary Pupils**

<b>Period</b>	<b>Begins</b>	<b>Ends</b>	<b>Report Cards</b>
First	August 8, 2018	October 12, 2018	October 18, 2018
Second	October 15, 2018	December 21, 2018	January 10, 2019
Third	January 8, 2019	March 8, 2019	March 21, 2019
Fourth	March 18, 2019	May 24, 2019	May 24, 2019

**Last Day for Students:** Friday, May 24, 2019    **Total Student Days:** 180  
**Last Day for Teachers:** Friday, May 24, 2019    **Total Teacher Days:** 187  
**Graduation:** Friday, May 24, 2019

December 21, 2018 and May 24, 2019 will be 60% days (students only).

**VII. Attendance Reports – MSIS**

<b>Month</b>	<b>Ending Date</b>	<b>Days</b>
First	September 28, 2018	37
Second	October 31, 2018	21
Third	November 30, 2018	17
Fourth	December 21, 2018	15
Fifth	January 31, 2019	17
Sixth	February 28, 2019	19
Seventh	March 29, 2019	16
Eighth	April 30, 2019	20
Ninth	May 24, 2019	18

## ***II. EMPLOYEE BENEFITS***

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The Clinton Public School District, in an effort to attract and retain the most effective personnel to serve the children of the Clinton community, offers a wide range of benefits to eligible personnel. Programs such as social security, workers' compensation, state retirement, and unemployment insurance cover all eligible employees in the manner prescribed by law. Benefits eligibility is dependent upon employee classification and other factors. Details of many of the programs can be found within this handbook.

The following benefit programs are available to eligible employees:

- Cafeteria Plan
- Public Employment Retirement System
- Direct Deposit
- Holidays
- Insurance
- Medical Leave
- Personal Leave
- Sick Leave
- Vacation Leave (12 month employees)

Some benefit programs require contributions from employees, but others are fully paid by the district. The benefit package for full-time employees represents an additional cost to the Clinton Public School District.

### **BENEFITS CONTINUATION (COBRA)**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue insurance coverage under the Clinton Public School District's health plan when a "qualifying condition" would normally result in the loss of eligibility. Such conditions include resignation, termination of employment, a reduction in the employee's hours, a leave of absence, an employee's divorce or legal separation, a dependent child no longer meeting eligibility requirements, or death of an employee.

Under COBRA the employee or beneficiary pays the full cost of coverage.

### **CAFETERIA PLAN**

Clinton Public School District participates in the Section 125 Flexible Benefit Plan. Many insurance premiums paid through payroll deduction are exempt from social security, federal, and state income taxes when sheltered.

### **DIRECT DEPOSIT AND SALARY**

State law mandates that all school districts process a single monthly payroll with electronic settlement of payroll checks secured through direct deposits of net pay for all school district employees. It is the employee's responsibility to notify payroll of any changes to their direct deposit accounts. Direct deposit statements can be accessed through Employee Connect.

## HOLIDAYS

The Clinton Public School District will observe the holidays listed below.

- Labor Day
- Columbus Day
- Thanksgiving Holidays
- Christmas Holidays
- Dr. Martin Luther King Day
- President's Day
- Spring Holidays
- Easter Holidays (inclement weather days, if needed)
- Independence Day

Each cafeteria, maintenance, clerical and technology assistant staff who is eligible for sick leave shall be given the following holidays with pay if they physically work the school day before and the school day after the holiday:

- New Year's Day
- Dr. Martin Luther King Day
- Independence Day (Only if regularly scheduled to work)
- Labor Day
- Thanksgiving Day
- Christmas Day

Employees should refer to policy GCRII in the *Clinton Public School District Board Manual*.

## INSURANCE

The Clinton Public School District participates in the state health insurance plan for school employees. Health insurance is provided for all full-time employees and bus drivers of the district. A full-time employee is defined as one who works 20 hours per week or more.

Eligible employees may participate in other insurance plans subject to all terms and agreement between the Clinton Public School District and the insurance carriers. Information on all available insurance types and plans may be obtained from the Insurance Specialist at the District Administrative Office. Additional insurance will be deducted from the employee's salary.

All employees are eligible to participate in voluntary deduction of tax shelter annuities.

## LEAVE

### **Approved School Business Leave**

Leave for approved school business is at the discretion of an administrator. Leave for approved school business is not charged against an employee's leave days.

### **Donating Leave**

An employee may donate a portion of his/her earned personal or sick leave to another employee. The employee receiving the leave must be suffering from a catastrophic injury or illness or have an immediate family member requiring care by the employee receiving leave. Employees should refer to policy GADF in

the *Clinton Public School District Board Manual*.

### **Family and Medical Leave Act (FMLA)**

Employees who have been employed with Clinton Public School District for at least twelve (12) months and have worked 1250 hours in the immediate past twelve (12) months are eligible for up to twelve (12) weeks of unpaid leave for the following:

1. The birth of a child or placement of a child for adoption or foster care.
2. The care of the employee's spouse, parent, or child with a serious health condition.
3. The employee's own serious health condition.

Employees seeking to use Family Medical Leave must provide 30-day advance notice of the need to take leave when it is foreseeable. Planned medical treatment must be scheduled so that it will not unduly disrupt the employer's operation. Further information on the FMLA may be found in the *Clinton Public School District Board Manual – Policy GBRIA*.

### **JURY DUTY**

There is no deduction in pay for service as a juror except when the employee is the defendant or plaintiff. Any payment made to staff members for service as a juror may not be charged against the salary of the staff member. Leave for jury duty is not charged against any approved leave. Refer to Policy GBRI found in the *Clinton Public School District Board Manual*.

### **MILITARY LEAVE**

A military leave of absence will be granted to employees who are absent from work because of service in the United States Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advanced notice of military service is required, unless military necessity prevents such notice or is otherwise impossible or unreasonable. Employees will continue to receive full pay while on leave for training assignments (up to 15 days) and shorter absences. Longer assignments to fulfill military requirements, such as activation through a reserve unit, may be granted by prior approval from the Superintendent. This military leave can be granted up to one year without pay. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or placed in a comparable position as required by USERRA. Reference may be found in the *Clinton Public School District Board Manual – Policy CGPGB*.

### **PERSONAL LEAVE**

Personal leave is limited to two earned sick leave days per contract period. Full per diem shall be deducted from the salary of each employee who is absent for personal business more than the number of accumulated days. If unused, these days will remain as accumulated sick leave days. Licensed employees and full-time twelve (12) month employees can accumulate up to five (5) days. All other employees are limited to two (2) days. A licensed employee may use personal leave as follows:

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

(ii) 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.

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

Further information may be found in the *Clinton Public School District Board Manual – Policy CGPGB and GBRI*.

### **PROFESSIONAL LEAVE**

Requests for professional leave or meetings must take into consideration the good of the student and school. The number of professional leave days granted at one time will be limited and dependent upon the availability of qualified substitutes.

Absences for professional purposes must be cleared through the principal, then by written request to the Superintendent. Requests should be arranged as far in advance as possible and will generally be limited to in-state activities. Limited professional leave may be granted for officers of meetings of the organization. Attendance at other professional meetings will be contingent upon such factors as numbers involved, expense to the district, and amount of time away from school. Professional leave should be granted only when it will have a positive effect upon the school system.

### **RESIGNATION**

Employees who wish to resign must submit a letter of resignation with an intended final effective date of employment. The resignation letter must be submitted to the principal or immediate supervisor to be forwarded to the superintendent for School Board approval. Any certified contractual employee who remains under contract at the time of the intended resignation must request to be released from their contract and may not have their resignations accepted unless a satisfactory replacement can be secured.

Resignations or applications for release from the contract will be received at the discretion of the Superintendent and only if properly executed. If employment is to be terminated during the school session, the resignation should be submitted in writing at least thirty (30) days prior to the effective date of the resignation.

Further information may be found in the *Clinton Public School District Board Manual – Policy GBO*.

### **RETIREMENT**

Any employee anticipating retirement during or at the end of the school fiscal year should adhere to the following guidelines:

1. Notify the principal or supervisor of intent to retire.
2. Notify Personnel and Payroll Specialist at Central Office.
3. Request a retirement package from Central Office at least three months before retirement.
4. When the package is received, call the payroll office to set up an appointment to complete retirement papers.

Failure to request a retirement package three months in advance may result in delay of retirement benefits.

Upon retirement from employment, each licensed and unlicensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for non-licensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be

treated in the same manner for retirement purposes as a lump-sum payment for personal leave as provided in Section 25-11-103(f). Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to an employee at termination or separation from service for any purpose other than for the purpose of retirement.

According to the PERS handbook, accumulated leave days may be credited toward retirement using the following information:

- 15 - 77 days = .2500 (3 months)
  - 78 - 98 days = .5000 (6 months)
  - 99 - 119 days = .5833 (7 months)
  - 120 - 140 days = .6667 (8 months)
  - 141 - 161 days = .7500 (9 months)
  - 162 - 182 days = .8333 (10 months)
  - 183 - 203 days = .9167 (11 months)
  - 204 - 224 days = 1.000 (12 months)
  - 225 - 245 days = 1.0833 (13 months)
- Add one month for each additional 20 days

## SICKNESS

### Accumulation

1. Each regular employee of the Clinton Public School District who is eligible for health insurance benefits shall be granted sick days according to the number of days they are originally scheduled to work for each employment year as follows:

<u>Days to Work</u>	<u>Sick Days Granted</u>
182 – 199	9
200 – 219	10
220 – 233	11
234 and over	12

2. Unused sick leave and personal business days shall accumulate as sick leave days to an unlimited amount.
3. All available leave must be exhausted before leave without pay is requested or taken.
4. Any approved leave of absence shall not be considered an interruption of employment; however, an employee shall not earn sick leave days while on leave without pay.

### Sickness with Pay

Sick leave days (1/2 day or more) may be used for the following:

1. Personal illness of the employee.
  - a. Illness in the immediate family to include: husband or wife, child, sister, brother, father, mother, grandparent and grandchildren, or anyone of like relationship by marriage, or persons who have stood in loco parentis.
  - b. Absence due to bodily injury.
  - c. Medical or dental appointments.
  - d. Death in the immediate family. This leave is limited to five days per contract period per immediate family member to include: husband or wife, child, sister, brother, father, mother, father-in-law, mother-in-law, grandparent and grandchildren, or persons who have stood in loco

parentis. This leave is limited to one day for a niece, nephew, aunt, uncle, or anyone of the like relationship by marriage. In accordance with state law, this leave shall not be taken on the first day of the school term, the last day of the school term, or on a day previous to a holiday or a day after a holiday.

- e. Any unused portion of the total sick leave allowance shall be carried over to the next school year if the employee remains employed in the school district. In the event the employee terminates, any unused portion of the total leave allowance credited to such employee in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.
2. Employees shall not take sick leave on the first day of the school term, the last day of the school term, the day prior to a holiday, or the day after a holiday, unless a licensed medical physician's statement is received on the day the employee returns to work. This applies to all employees, classified and certified, for all holidays listed on page 10.

### **Sick Leave – Sub Dock**

For the first ten (10) days of absence of a licensed employee because of illness or physical disability, in any school year, the excess of the sick leave allowance credited to such licensed employee, there may be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in that local school district, necessitated because of the absence of the licensed employee as a result of illness or physical disability. Thereafter, the regular pay of such absent licensed employee will be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year. A licensed medical physician's statement is required in order to use sub dock days and is due the day the employee returns to work.

### **Job-Related Injuries**

Employees who sustain job-related injuries/illness shall:

1. Immediately report the injury.
2. Be eligible for school district benefits in accordance with workers' compensation paid by the district.
3. An employee shall use his/her accumulated leave when covered by workers' compensation.

### **Physicians Verification of Illness**

A licensed medical physician's statement **may be requested at any time** by the employee's immediate supervisor. The statement should include the expected length of absence.

An employee who has not been granted a sick leave without pay for a specified period of time shall be absent only for such days as the employee's licensed medical physician certifies that the employee was unable to work.

Should an employee be absent from duty and fails to comply with regulations concerning sick leave, such employee shall be charged with unauthorized absence. However, the Board will hear evidence in cases of emergency as to the reasons for late verification of absence and may take such action as necessary.

**See *Clinton Public School District Board Manual Policy GBRIA – FMLA for addition guidelines and GADJA – Personal Illness.***

### **Penalty for Giving False Information**

Any employee who gives materially false information as to the cause of absence, which results in the employee receiving any of the benefits of this policy, shall forfeit accumulated or future sick or leave that he/she is otherwise entitled to for a period of one year. Full per diem shall be deducted for each day absent and claimed through false information and said number of days shall be deducted from the employee's accumulated sick leave days.

During the one year period for which sick leave has been forfeited, full per diem shall be deducted for any day missed. Any sick leave time that had been accumulated in a legitimate manner prior to the time when benefits were forfeited shall be reinstated when the employee becomes eligible for the benefits of this policy. Further information on sick leave may be found in the *Clinton Public School District Board Manual - Policy GBRIA*.

**Separation with Unearned Leave Time Taken**

All leave for the year is posted before it is actually earned. If a classified employee is separated mid-year, any unearned leave taken will be docked from the employee's final payroll check.

**TERMINATION OF EMPLOYMENT**

**Suspension: All Employees**

The Superintendent or designee may suspend employees under their supervision for failure to comply with Board policies and procedures or reasonable requests of the administration. The employee may have the right to a hearing as outlined in the grievance procedures.

**Dismissal for Cause**

State law gives the Superintendent the authority to suspend or remove a staff member. Reasons for dismissal include, but are not limited to the following:

1. Incompetence
2. Neglect of duty
3. Immoral conduct
4. Intemperance
5. Excessive absences
6. Tardiness
7. Brutal treatment of a pupil
8. Insubordination/Conflict
9. Violation of confidentiality
10. Disorderly conduct
11. Insulting language or behavior
12. Disrespect
13. Harassment, intimidation or threats
14. Violation of any district policy

Before being removed or suspended, the staff member shall be notified of the charges. The licensed staff member may be entitled to request a public hearing within five (5) working days of the notification. The hearing must be held from five (5) to thirty (30) days from the time of the request. If the licensed employee does not request a hearing within five (5) days after being notified, the decision of the Superintendent is final.

**UNEMPLOYMENT**

Unemployment Insurance is a program designed to ease the economic burden of unemployment by providing a temporary source of income for individuals who are unemployed through no fault of their own. School district employees are not eligible when school is not in session. This includes all holidays and summer break, known as designated vacation.



## **VACATIONS**

Employees on a twelve (12) month contract are eligible for ten (10) vacation days per year. The twelve (12) month period will begin July 1 and end the following June 30. Vacation leave is synonymous with personal leave and is limited to a total accumulation of five (5) days. Unused vacation leave allowance can be converted into sick days to an amount consistent with and not to exceed vacation and sick leave of state employees (Mississippi Code 25-3-93 and 25-3-95). Refer to policy CGPF in the *Clinton Public School District Board Manual*.

## **WORKER'S COMPENSATION**

The Clinton Public School District provides the Worker's Compensation Insurance Program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Worker's Compensation Insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

An employee should notify his/her immediate supervisor whenever an injury is incurred whether or not medical attention is needed. A worker's compensation form should be filled out within twenty-four (24) hours of the incident. It is important to report all injuries immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. The immediate supervisor will notify the Central Office, make the necessary arrangements for medical attention, and see that all claims forms are properly completed.

# ***III. EMPLOYEE EXPECTATIONS***

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## **ABSENCES**

Any employee who anticipates an absence for any reason should report that absence to his/her principal or immediate supervisor in advance or the day of the absence or will lose full payment for unreported absences. Refer to the Employee Benefits section of this document for sick leave policy.

## **ACCIDENT REPORTS**

Any accident involving school personnel, students, or others on school property should be reported immediately to the principal. All accidents involving district vehicles should be reported to the proper law enforcement agency and the superintendent of schools. Any accident involving school personnel or students participating in a school event away from Clinton Public School District should be reported immediately to the school supervisory representative on the trip and to the school superintendent.

## **ALCOHOL AND CONTROLLED SUBSTANCES PROHIBITION**

No employee of the Clinton Public School District, whether licensed or unlicensed, shall possess, sell, use, transmit, or be under the influence of any alcoholic beverage, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana while at work on school property, in school vehicles, or at school-sponsored activities. Valid drugs prescribed to employees are exempted. Violation of the policy by an employee may result in dismissal from employment with the school district.

Transportation employees are subject to regulations by the Federal Highway Administration and the United States Department of Transportation. As such, employees who are engaged as drivers of commercial motor vehicles and who are subject to commercial driver's license requirements must participate in mandatory random drug testing procedures. Drivers are prohibited from using controlled substances and will be tested for Marijuana, Amphetamines, Opiates, Cocaine, and Phencyclidine (PCP). Drivers are prohibited from possessing alcohol while on duty and from consuming alcohol four hours prior to duty or for eight hours after involvement in an accident. Drivers may not at any time refuse to consent to this policy. Any driver in violation of this policy may be subject to termination. Refer to the Code of Federal Regulations 49, Sections 40, 382, 391, and 395 as amended in 1994; the MS Code of 1972, Section 71-7-1; and Policy GBRL in the *Clinton Public School District Board Manual*.

## **BACKGROUND CHECKS**

The Clinton Public School District requires that all persons recommended for employment submit to a current criminal records background check and a current child abuse registry check. This check is performed for licensed and unlicensed prospective employees. Prospective employees must pay a processing fee for the checks.

## **BULLYING OR HARASSING BEHAVIOR**

The Board of Trustees of the Clinton Public District prohibits bullying or harassing behavior of students, school employees, or volunteers. (HB 263-A) Bullying or harassing behavior is defined as any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual perceived differentiating characteristic that:

- (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or
- (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's education, including but not limited to educational performance, opportunities, or benefits.

The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited. (HB 263-B)

The school district will act to investigate all complaints, formal or informal, verbal or written, of harassment, threats, violence, or assault, and to discipline or take appropriate action against any pupil,

teacher, administrator or other school personnel who is found to have violated this policy. For more information and reporting procedures, refer to MS Code 97-3-107 Protecting Students from Harassment and Hate Crime, US Dept. of Ed., 1999, or see Section J of the Clinton Public School District policies JCA, JCBEA, JDDA.

### **CLASSIFIED PERSONNEL HOURS AND DUTIES**

Classified personnel are scheduled for a 40-hour week or less. The duties and responsibilities of classified personnel will be as fixed and prescribed in the job descriptions approved by the Board of Trustees. Time schedules are assigned as follows:

1. Custodians – assigned by building principal
2. Maintenance workers – assigned by the Director of Buildings and Grounds and the Director of Transportation
3. Assistant Teachers – assigned by building principal
4. Clerical Staff – assigned by building principal and/or department director
5. Technology Support Staff – assigned by Director of Technology
6. Cafeteria workers – assigned by the Director of Food Service and the Cafeteria Managers
7. Bus drivers – assigned by the Director of Transportation

### **EMPLOYEE CONDUCT**

Employees of the Clinton Public School District are expected to conduct themselves in a manner that will reflect positively on the school district and community, thus promoting a positive environment for teaching, learning, and student well being.

The dignity of students, employees and of the educational environment shall be maintained at all times. Unseemly dress, conduct, or the use of abusive, foul or profane language in the presence of students or other stakeholders is expressly prohibited and will not be tolerate.

### **EVALUATIONS**

The Clinton Public School District values the potential for instructional improvement provided by a valid and reliable teacher evaluation system. The evaluation procedures outlined below provide the administrator with the opportunity to assess and evaluate the performance of the teacher on the district-adopted teacher evaluation criteria. Through the evaluation process, strengths and weaknesses will be identified and communicated to teachers. Appropriate guidance and assistance will then be provided as needed to assist in improving performance.

#### **New Teacher Track Evaluation Outline**

- A new teacher in the Clinton Public School District shall be defined as a licensed teacher with less than two (2) years experience in the district. Prior experience in another district is considered valuable but will not take the place of the new teacher track.
- New teacher orientation conferences on evaluation will occur within the first month of the school year.
- An administrator shall formerly evaluate each new teacher at least once during each semester of the first two (2) years of employment.
- An Administrator will make at least one formally announced visit and at least one unannounced visit each year.

- The formal feedback conference will occur within one (1) week following each observation.
- Evaluations will be completed and placed in the school personnel file by the last day of the school year.
- Administrator discretion may be used after the first year to allow experienced teachers who are new to the district to be placed into the standard track.

#### **Standard Teacher Track Evaluation Outline**

- A standard track teacher is one who:
  - o Has been employed by the Clinton Public School District for more than two (2) years, or
  - o Has successfully completed the new teacher evaluation track.
- Each standard track teacher shall receive a formal evaluation within a three-year cycle.
- During the years when a formal evaluation does not occur, administrators shall make informal feedback visits to encourage professional growth.
- Teachers shall be encouraged to utilize student feedback data to evaluate their performance.
- Summative evaluations shall be completed and placed in the school personnel file by the last day of the school year in which the evaluation takes place.

#### **Intensive Assistance Cycle Evaluation Outline**

- A teacher identified by an administrator for the intensive assistance cycle will have a formal evaluation at the end of the designated assistance period.
- After acceptable performance has been attained, the teacher shall be formally evaluated using a specified timetable as determined by the school administrator.

### **GRIEVANCES AND COMPLAINTS PROCEDURES**

As the primary means of solving staff complaints and grievances, the Board expects each administrator to (1) discover and practice effective means of resolving differences that may arise among employees and administrators; (2) reduce potential reasons of complaints and grievances; and (3) establish and maintain recognized channels of communication between the staff, administration, and Board.

In the resolution of grievances, hearings at all administration levels shall be:

- Conducted in the presence of the administrator who made the ruling, which are the subject of the grievance and the presence of any other staff member personally involved.
- Held only after due written notification to all persons concerned.
- Free from interference, coercion, restraint, discrimination, or reprisal.
- Held in private, with only the persons involved and/or their representatives present.
- Summarized in writing or on tape, with an official record kept for the district.

Additional information may be found in Policy GAEP of the *Clinton Public School District Board Manual*.

### **HARASSMENT**

It is the policy of the Clinton Public School District to maintain learning and working environments free from any form of sexual or racial harassment, defined as "a knowing and/or willful course of conduct directed at a specific person which seriously alarms, annoys, harasses, or threatens the person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial emotional distress to the person." [Code 97-3-107 (4)]

The school district will act to investigate all complaints, formal or informal, verbal or written, of

harassment, threats, violence, or assault, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. For more information and reporting procedures, refer to MS Code 97-3-107 Protecting Students from Harassment and Hate Crime, US Dept. of Ed., 1999.

### **NEWS MEDIA / INTERVIEW REQUESTS**

The Public Information Officer (PIO) is responsible for providing accurate and timely information to all educational staff, students, and citizens of the community regarding the efforts by the district to provide each student with the best possible education and preparation. The Athletic Director is responsible for approving all interview requests for sports-related news. The Public Information Officer or Athletic Director must approve all information and interview requests prior to publishing or airing with the exception of superintendent media releases.

Parents in the district must sign a release to give or deny permission for their child(ren) to participate in any public relations activities or school related websites.

Educators should report noteworthy activities within classrooms and schools to the PIO as the support arm for all staff in informing the media and the community of events, activities, and stories.

### **OUTSIDE EMPLOYMENT**

The school board considers a professional assignment in the school district a full time job. Employees shall not engage at any time in any outside employment that would interfere with their effectiveness in performing regular assigned duties; would compromise or embarrass the school system; or would in any way conflict with assigned duties. Employees shall not be employed or involved in any private or otherwise public business during hours necessary to fulfill their contractual responsibilities. See Policy GBRG found in the *Clinton Public School District Board Manual*.

### **OVERTIME**

Overtime pay for classified employees will be authorized in extreme emergencies, but only then with the approval of the Superintendent.

In order to earn overtime, an employee must be on the job for forty (40) hours during the workweek prior to becoming eligible for overtime. It is the responsibility of the department in which overtime is performed to pay the overtime rate. Paid leaves of absences, except for approved school business, do not count toward the 40-hour workweek.

Overtime shall be paid not less than one and one-half the regular rate of pay for all hours worked which are classified as overtime. Legal reference: Fair Labor Standards Act Amendment of 1966 and Policy GCRAA in the *Clinton Public School District Board Manual*.

## **PARKING / PERSONAL PROPERTY**

The district is not responsible for damage or theft to cars or other personal property. Employees are asked to park their automobiles in designated areas.

## **PERSONNEL ASSIGNMENT**

The superintendent of schools has the power and authority to make assignments to the various schools in the district of all non-instructional, non-licensed employees, and all licensed employees. This includes the authority to make reassignment of such employees as deemed appropriate provided that the employee is properly licensed in the position to which he or she is moved. All reassignments are subject to review by the school board.

## **POLITICAL ACTIVITY OF STAFF MEMBERS**

The Board recognizes and encourages the right of its employees, as citizens, to engage in activities, which exemplify good citizenship. However, the board also recognizes that school property and school time, financed by all of the people, shall not be used for political purposes. For a complete listing of allowable activities, see policy GAHB in the *Clinton Public School District Board Manual*.

## **PROFESSIONAL CONDUCT/DRESS**

Employees of the Clinton Public School District should demonstrate professional conduct that follows the generally recognized professional standards. (*Mississippi State Department of Education, Code of Ethics, Standards of Conduct, 1-7.*)

All employees are expected to be neat and well groomed at all times while at work. An employee's dress or appearance may not be so unusual, inappropriate or lacking in cleanliness that it clearly disrupts class or the learning environment. Administrators reserve the right to make a determination as to the appropriateness of an employee's appearance and will do so in a non-discriminatory manner.

Administrators/supervisors may ask an inappropriately dressed employee to leave work and return when dressed in proper attire. Violation of this policy may subject an employee to discipline, up to and including termination.

## **SAFETY/CRISIS MANAGEMENT**

A District Crisis Management Plan has been developed and is in effect in each school of the District along with individual school emergency plans. In case of an emergency, refer to the school emergency plan and/or the District Crisis Management Plan available in each School Office or on the District website. All employees are expected to become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.

In the event of a crisis, employees must defer to their school or district administration for all external

communications. Employees' social media posts, texts, or emails about crisis situations, no matter how well intended, are not permitted. Any member of the media or general public requesting interviews or crisis information should be referred to official school or district communication channels.

### **SCHOOL PURCHASES**

Purchase orders are required for the purchase of all commodities, which are to be paid for with public fund and are, purchased by employees of Clinton Public School District. Purchase requisitions must be approved by the principal/supervisor. If funds other than student activity funds are being used for payment, the Superintendent or a purchasing agent must approve the purchase order. Expenses incurred by purchases not authorized by the principal/superintendent will become the personal obligation of the purchaser.

Certain exceptions may apply to purchases made by personnel of the maintenance, transportation, and food service departments.

State purchasing laws must be observed in all cases. This includes proper bids or quotes on any purchase over \$5,000.00. (Federal purchases over **\$5,000.00 require a second quote**).

### **SUICIDE PREVENTION EDUCATION IN-SERVICE TRAINING**

The Board of Trustees of the Clinton Public School District recognizes that suicide is a major cause of death among youth and should be taken seriously. It is the policy of this school district that annual in-service training on suicide prevention is required of all employees. See CPSD policy GADAC.

### **TIME CLOCK PROCEDURES**

All employees of the Clinton Public School District must clock in and clock out each day. All workdays must be accounted for by either having time worked or leave entered. The district uses a time system requiring the employee to use the biometric readers thus recording their identity and time worked. Requests for leave and time edits should be entered by the employee in a timely manner. It is the responsibility of the principal of each school or departmental directors to ensure that employees are trained in the use of the time system and that the time records are accurate and true. Failure of an employee to follow time clock procedures may result in termination.

### **TOBACCO POLICY – EMPLOYEES**

The Clinton Public School District Board of Trustees recognizes that smoking is regarded as a health hazard for smokers and non-smokers and that smoking represents a possible safety hazard to buildings and facilities. Because of the Board's responsibility to protect students, staff, visitors, and guests of the school district and maintain a safe environment, smoking is prohibited by all staff, students, visitors, and guests in all school district buildings and district vehicles. The smoking ban is in effect 24 hours a day, seven days a week. For the purpose of this policy, tobacco product will include any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco, chewing tobacco, or electronic cigarettes. See policy GBRM in the *Clinton Public Board Manual* for further information.

## TRAVEL AUTHORIZATION / REIMBURSEMENT

Personnel who have been authorized by the superintendent to travel in performance of their duties shall be reimbursed. Employees will be reimbursed for normal expenses for hotel, food, registration, and transportation based upon actual cost limited to the current allowances approved by the state. The reimbursement shall not exceed current limits for meals as established by the Mississippi Department of Finance and Administration and shall not exceed the current state rate for travel made in personal vehicles. Overnight stay is required for reimbursement of meals. Original receipts must be provided to the district for all travel expenses except meals and travel in personal vehicles.

The board expects employees to carpool where two or more employees are traveling to the same destination. In such an event, only one travel expense allowance at the authorized rate per mile shall be allowed for any one trip.

Detailed rules for current allowable expenses, reimbursement rates, etc. are available in the office of the Director of Finance.

## USE OF DISTRICT PROPERTY

Each individual teacher is held responsible for the condition of his/her classroom. It is no easy task to catch the guilty person involved in cases of defacement of school property. It is more difficult to prove a case against a suspected student. However, all teachers should check student desks from time to time and make an attempt to learn which students might have defaced a desk. Seating charts can be helpful toward this effort. It is the responsibility of all school employees to report acts of defacement.

School district property, furniture, and/or equipment cannot be used for personal reasons. No personal items should be stored on school property.

# *IV. INSTRUCTIONAL PROCEDURES AND EXPECTATIONS*

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## ACTIVITY FUND PROCEDURES

Activity funds describe all funds received by school officials paid or collected to participate in any school activity, such activity being part of the school program and partially financed with public funds or supplemented by public funds. The school board is authorized and empowered to promulgate rules and regulations designating for what purposes school activity funds may be expended. For a full explanation of the fund-raising activities, purchasing requirements and fiscal management of activity funds, see DK in the *Clinton Public School District Board Manual*.



## **CELL PHONE USE / TEXTING BY TEACHERS / SOCIAL MEDIA**

Teachers are specifically prohibited from the use of cellphones during times assigned for instruction or duties.

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

Further, the Clinton Public School District recognizes that there are many convenient and efficient means of communication available to Personnel who need to contact groups of students. Personnel are encouraged to be proactive in the delivery of verbal messages in group settings during scheduled practices or events. The Clinton Public School District understands that group messaging in certain conditions is justifiable.

However, the use of text messaging, instant messaging, chat rooms, email, giving or accepting invitations to personal social networking sites such as Facebook, Twitter, etc., or calling/accepting calls from individual students is a dangerous practice for the supervising adult, especially when these activities take place outside the normal school day or away from school activities. These communications could easily be misconstrued to be inappropriate contact with students and could lead to dismissal and/or criminal charges. Communication with individual students by personnel through the use of these technologies is not permitted and will be viewed as evidence of inappropriate conduct towards students. Please be reminded that any discussion during and after school hours of school related issues through Facebook, Twitter, or other social media is in direct violation of the Family Educational Rights and Privacy Act (FERPA). Each instance will be dealt with on an individual basis. See CONFIDENTIALITY section on page 27. E-mail communication or texting with your class or teams **must** be managed through a district provided communication system. This group e-mail and group text messaging must be conducted during appropriate hours of the day.

As advances in communication technology are made, this policy should be interpreted to cover new developments in technology and new methods of written communication. Infractions with regard to communication methods not specifically identified in this policy but within the scope of what this policy is addressing will be treated as violations of this policy. Policy IFBGAB – *Clinton Public School District Board Manual*

## **COMMUNITY / PARENTAL RELATIONS**

The Clinton Public School District encourages appropriate community involvement, parental communication, and business partnerships by the staff in the school system. Refer to Policy GAH in the *Clinton Public School District Board Manual*.

## **CONFIDENTIALITY**

The Clinton Public School District shall operate in compliance with the Family Education Rights and

Privacy Act of 1974 regarding student information and records.

The Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA) have provided schools, school districts, and state educational agencies guidelines in disclosing student records. School officials with a "legitimate educational interest" in any student information can have access to educational records without specific consent of parents or eligible students. 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 educational; 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.

However, the misuse or improper disclosure of confidential information by school officials or a third party is strictly prohibited and is punishable by federal statutes.

Electronic access to student information will be limited to job duty specifications of each employee. At no time should this information be printed, transferred, or shared under conditions other than those stipulated in FERPA. A complete explanation of FERPA may be found online at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

### **CONTROVERSIAL ISSUES**

In training for effective citizenship, it is frequently necessary for pupils to study issues that are controversial. However, any issue deemed controversial by students or parents, which could create a divisive educational setting, should be formally approved by the superintendent prior to use in the classroom.

When studies within the classroom create differences of opinion, teachers should implement the following:

1. Deal with the topics and issues as impartially and objectively as possible. Teachers should not intrude their own biases.
2. Handle all such topics in a manner suited to the range of knowledge, maturity, and competence of their students.
3. Have teaching materials dealing with all possible aspects of the topics readily available.
4. Not expect or require that the class reach an agreement. Differences of opinion are the rights of each citizen.

Should there be a complaint about instructional materials, the Board recognizes the right of individuals regarding controversial materials used by students in the Clinton Public School District. Cross-reference *MS CODE 37-7-301* and *Clinton Public School District Board Manual Policy KNBA*.

### **COPYRIGHT MATERIAL USE**

The Clinton Public School District employees are responsible for obeying copyright laws and restricted use requirements set forth by publishers and manufacturers.

## **DISCIPLINE POLICY**

The code of student conduct is provided to all teachers, school personnel, students, and parents/guardians at the beginning of the school year. Each school principal is responsible for the dissemination of the district and school policies. A number of board policies are used in clearly defining the code of conduct. Parents, students, and teachers should refer to the school handbook for specific school policy. Board policies upon which school conduct codes are determined may be found in the *Clinton Public School District Board Manual* policies JCAA, JCBEA, JCB, JCDAC, JCDAE, JCDB, JD, JDDA, and JCBH.

## **FIELD TRIPS**

Any field trip or educational excursion must enrich or enhance the instructional program of a school. The Clinton Public School District specifies the following guidelines:

1. Field trips and excursions are trips that involve no overnight stays.
2. The principal must approve all field trips and excursions and shall assign an appropriate number of staff members to have adequate supervision of the students.
3. After approval by the principal written information pertaining to each specific field trip must be disseminated to the parents of involved students at least three school days prior to the date of the trip.
4. School buses or commercial buses must be used to transport students to and from school functions. Students cannot be transported by private vehicles.
5. Student attendance must be accounted for at all times. To take care of emergencies when parents have to be contacted, a list of all students who will be traveling and their home telephone numbers or other emergency numbers, will be submitted to the principal prior to departure.
6. Prior to departure all students must submit a signed Parent consent form to the staff member who is to be in charge of the trip. These forms must be kept on file in the principal's office.
7. In case of any emergency involving an accident or the health of the student, the staff member in charge shall take whatever steps necessary to provide for the needs of the students. In all cases, the parents of the student are to be contacted and apprised of the circumstances of the problem. If required, medical assistance will be sought as soon as possible pursuant to the authorization from the parent(s) on the Parent Consent form. Refer to Policy IFCB – *Clinton Public School District Board Manual*.

## **FIRST AID**

School personnel may attend to minor injuries and sickness, but only qualified personnel should attempt to administer first aid to pupils.

## **FIRST YEAR TEACHERS**

New teachers and teachers new to the Clinton Public School District will have an opportunity to participate in the Clinton Teacher Induction Program (CTIP) which convenes monthly for sessions, including but not limited to the following:

- Legal Issues and Professional Ethics
- Parent/Teacher Conferences and Teacher Evaluation

- Contextual Alignment
- Reading Strategies
- Differentiated Instruction

The training sessions conclude with an evaluation of what participants believe helped them make the transition into the Clinton Public School District.

## **GRADING**

Assessment must provide timely feedback on specific knowledge and skills for specific students. Teachers are encouraged to provide information to students and parents on the mastery of essential skills of the curriculum.

- Grades will be given to each student on a nine-week basis.
- Grades shall reflect a student's progress in meeting the objectives of a course's curriculum.

The receiving school shall accept transfer grades provided that the courses taken are compatible with local and state regulations.

Students entering the ninth grade shall be advised of the method of calculating class rank and grade-point average during spring orientation of scheduling sessions. Grades used to determine class rank shall be the final grades for any course. Special education students in self-contained programs shall not be included in class rank.

Teachers shall maintain accurate records, which show how they determined grades.

Grade scale for regular coursework in K-12:

A	90-100
B	80-89
C	70-79
D	65-69
F	Below 65

Advanced placement and Honors courses are graded on the same scale as regular coursework; however, they are weighted as follows:

- Advanced Placement Courses – 1.1% of grade
- Honors Courses – 1.05% of grade

Any student scheduling a class and not requesting credit must take all tests, complete assignments and have grade recorded with proper notations. Same attendance requirements as for credit courses will prevail.

## **HOMEWORK**

Homework in the Clinton Public School District is a necessary extension of the classroom experience. It is assigned with regularity and has a clear relationship to curriculum. The nature of the assignments varies with the needs of the student and the type and level of the lesson. In some programs it may be reinforcing of skills; in others, it involves exploring new or related subject matter. Homework assists the students in learning how to organize time, to work independently or in groups, to use good study skills,

and to develop self-esteem.

### INCLEMENT WEATHER

CPSD will implement an alternate scheduling option for winter weather. In the event of ice and snow, the district may choose to implement a delayed start of school at the following times:

- 9:25 a.m.: Clinton Park Elementary, Northside Elementary, and Eastside Elementary
- 9:50 a.m.: Lovett Elementary and Clinton Junior High
- 10 a.m.: Sumner Hill and Clinton High School

The delayed start times will only be used if it is determined we feel the roads will clear later in the morning. While the start will be delayed, the school day will end at the regular time.

### INSTRUCTIONAL MODEL

The Clinton Public School District requires an instructional model designed to meet the needs of every student. The model shall consist of three tiers of instruction.

Tier I:	Quality classroom instruction based on MS Curriculum Frameworks
Tier II:	Focused supplemental instruction
Tier III:	Intensive interventions specifically designed to meet the individual needs of students

Teachers should use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process measured through AIMSweb Assessments.

If strategies at Tier II are unsuccessful, students must be referred to the District Support Team prior to placement in Tier III. The School Support Team (SST) in conjunction with the Intervention Specialists is responsible for developing interventions based on individual, identified student needs. Each school must have a SST implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the SST shall be the school principal as the school's instructional leader or the principal's designee.

Interventions will be as follows:

- Designed to address the deficit areas;
- Research based;
- Implemented as designed by the SST; and
- Supported by data regarding the effectiveness of interventions.

After a referral is made, the SST must develop and begin implementation of an intervention(s) within two (2) weeks. No later than eight (8) weeks after implementation of the intervention(s) the SST must conduct a documented review of the interventions to determine success of the intervention. No later than sixteen (16) weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful,

then the student will be referred to the District Support Team for further direction.

All students in K-6, including those as specified in the following MDE guidelines will be assessed three times annually using AIMSweb

Assessments in reading and math:

- A. Grades 1-3: A student has failed one (1) grade;
- B. Grades 4-12: A student has failed two (2) grades;
- C. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year; or those identified in the lowest quartiles will be referred to the SST for Tier interventions.

## **LICENSURE / LICENSURE RENEWAL**

Educators have the professional and contractual responsibility to participate in the school district's professional development program and in professional development options for license renewal. The selection of professional development options is to be focused on improving student learning. Each educator is responsible for selecting and monitoring his/her individual professional development program. Educators are also responsible for maintaining and submitting documentation for license renewal to the Office of Educator License in the Mississippi Department of Education (See Guidelines for Educator Licensure). Specific questions regarding license renewal must be addressed with the appropriate staff at the Mississippi Department of Education Office of Educator License at 601-359-3483 (Fax: 601-359-2778) or visiting the MDE web site at <http://www.mde.k12.ms.us>.

### **License Renewal Requirements**

The license may be renewed for one five-year period beyond the present expiration date. Only credits earned from one expiration date to the next may be used for renewal. Only one renewal method may be utilized during a five-year period.

#### **Bachelor's degree or equivalent – Class A**

- Ten (10) continuing education units (CEUs) in content area or job/skill related area  
**OR**
- Three (3) semester hours in content area or job/skill related area  
**AND**
- Five (5) continuing education units (CEUs) in content area or job/skill related area  
**OR**
- Six (6) semester hours in content area or job/skill related area  
**OR**
- Completion of the National Board of Professional Teaching Standards process

#### **Master's degree or above – Class AA, Class AAA, Class AAAA**

- Three (3) semester hours in content area or job/skill related area  
**OR**
- Five (5) continuing education units (CEUs) in content area or job/skill related area  
**OR**
- Completion of the National Board of Professional Teaching Standards process

## MEDICAL ISSUES

### Medication Administration

The Clinton Public School District recognizes that many students from time to time feel well enough and healthy enough to attend school, but may require medication during school hours. To accommodate this need and to foster better attendance in school, appropriate school personnel will administer medications to students as prescribed by their physician under the following guidelines.

### Long Term (Daily) Medications

In the event that a student is taking daily medications ordered by a physician to be given during school hours, the following procedure will apply:

1. The parent/guardian is responsible for getting the medication to school. All medications must be in a proper container with a label from the pharmacy, which states the following; student's name, physician, name of medicine, method and time of administration and amount to be given.
2. School personnel will not administer any prescription medication without a signed and completed School District permission form and a parent's authorization and indemnity agreement. These forms will be effective for the school year in which they are obtained, and will be renewed each school year. Parents are responsible for notifying the school of any medication changes in writing, and an updated permission form must be completed and signed to indicate the changes.
3. The school district shall permit self-administration of medication (such as asthma medications or insulin) if the parent or guardian provides written authorization to the school. Upon fulfilling the requirements, a student may possess and self-administer medications under the supervision of school personnel.
4. Each school will have specific procedures for locked storage of medicine. Logs will be maintained and will include the student's name, person who administers medication, time and date of administration.

### Short Term Medication Administration

The medication dosage must be pre-packaged by the parent in individual doses (for instance an envelope or bottle). The package must be labeled with the student's name, name of the medicine, the amount and time it is to be given.

The medications must be left with the teacher or office personnel at the school that the student attends. The school should be provided with a written permission form for the medication to be administered, including the student's name, amount, and time to be given. If difficulty is encountered in administering the medication, such as lost medications, difficulty swallowing, unclear administration instructions, etc., the dose will be missed and a note sent home with a statement of the problem. If the medication is of such a critical nature that missing a dose will represent a hazard to the student, the parent should so state on the note sent to school.

### Medical Diagnosis

Teachers, administrators, counselors or any other school personnel are not qualified to make a medical diagnosis in reference to any student. This includes the medical diagnosis of ADD/ADHD.

### Medications for Minor Pain Relief

School personnel shall not exceed the usual practice of first aid and shall not diagnose illness or suspected injury; however, students occasionally develop headaches and minor discomfort at school. If no fever or vomiting is present, appropriate school personnel may administer an age appropriate dose of acetaminophen (Tylenol), or ibuprofen (Advil), with parental permission. Date, time and dosage should be documented accordingly. For information concerning medications, see Policy JGCD – *Clinton Public*

## **PARENT CONFERENCES**

Each school principal will provide time for school-wide parent/teacher conferences each year. As the need for parent conferences arise throughout the year, teachers should make every effort to accommodate parents' schedules for conferences. The teacher should inform the principal of any conference in which a third party may be required to attend the conference.

## **PROMOTION / RETENTION POLICY**

### **General Policies**

1. Promotion and retention shall be based upon the mastery of objectives/ benchmarks from the Mississippi Curriculum Frameworks.
2. The primary responsibility for determining each pupil's level of performance and ability to function at the next level shall be that of the classroom teacher subject to review and approval by the principal.
3. Each teacher shall ensure that all students have the opportunity to learn through the implementation of the district curriculum based on the Mississippi Frameworks. Data from the assessments identified in the district curriculum will guide instructional design.
4. A complete set of records must be maintained on each student's performance for documentation. These records must contain an account of each student's performance including any needed interventions. It is the responsibility of each teacher to identify pupils not making satisfactory progress toward achieving grade level objectives.
5. Standardized tests and Mississippi Curriculum tests should be used for guidance purposes.
6. Each principal shall ensure that the school is appropriately disseminating information to the parents. This information is to include data such as student progress and minimum skills required before assignment can be made to the next grade or course level. Each school will provide the opportunity for a parent-teacher conference each semester.
7. Parents must be notified of deficiencies in academic progress no later than the middle of each quarter. Parents must receive written notification at the end of the second quarter if there is any doubt about a student progressing to the next grade or course level. Additionally, the parents of any student who is going to be retained should receive notice at least 10 days before report cards are issued.

Refer to Policy IHE in the *Clinton Public School District Board Manual* for a complete explanation of district policy by grade including the appeal process for retention.

## **REPORTS OF CHILD ABUSE / NEGLECT**

Any school employee having reasonable cause to suspect that a child is neglected or abused is required by Mississippi Code of 1972 (§43-21-353) to make an oral report immediately to the school principal /designated supervisor and by telephone or otherwise to the Department of Human Services (DHS). As soon as possible thereafter, a written report must be filed with DHS. Reports must contain the names and addresses of the child and parents or other persons responsible for the child's care. If known, the child's age, nature and extent of injuries, any evidence of previous injuries, and other information pertinent to establishing cause of the injury and identity of the perpetrator should be included in the report. Reports of



abuse and neglect made under this law and the identity of the reporter are confidential except when the court in its discretion determines the testimony of the person reporting to be material to a judicial proceeding. A school employee makes a required report pursuant to this law is presumed to be acting in good faith. Any person reporting in good faith is immune from civil or criminal liability. MS Code (§43-21-355)

## SALARY SCHEDULE

Salary schedules are posted on the District website. Go to [www.clintonpublicschools.com](http://www.clintonpublicschools.com), choose the Department pull down menu, select Human Resources & Payroll, and choose the Salary Schedule from Department Files.

## STUDENT CONDUCT

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of actions that they may take to maintain order, discipline, and an appropriated educational environment. A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLB). In addition, each school will publish a student/parent handbook detailing additional rules specific to that school. Policy JCD – *Clinton Public School District Board Manual*

## TECHNOLOGY ACCEPTABLE USE POLICY

The Clinton Public School District's Board of Trustees is pleased to support the **Clinton Public School District's 1:1 Digital Learning Initiative**, an innovative plan focused on enhancing academic learning through new technology resources. As such, the District provides its students and staff access to a variety of technological resources, including laptop computers and iPads.

### **Expectations for use of School Technological Resources**

School district technological resources may only be used by students, staff and others expressly authorized by the Technology Department. The use of school district technological resources, including access to the Internet, is a privilege, not a right.

Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is defined as use that is ethical, legal, respectful, academically honest, and supportive of student learning.

All employees must be informed annually of the requirements put forth in this policy and the methods by which they may obtain a copy of this policy. A full version of the Internet and Email Safety and Acceptable Use Computer Policy (Policy Code IFBGA) may be found on the Clinton Public School District website. Before using school district technological resources, employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

### **Rules for Use of School Technological Resources**

1. School district technological resources are provided for school-related purposes only during school hours. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school district technological resources for political purposes or for commercial gain or profit is prohibited.
2. School district technological resources are installed and maintained by employees of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstance may software purchased by the school district be copied for personal use.
4. Employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates State or Federal law is strictly prohibited.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other materials that are obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors. All users must comply with policy JDDA (Student Bullying) and policy JCBEA (Harassment, Threat, Violence and Assault) when using school district technology.
6. The use of anonymous proxies and or Virtual Private Networks (VPNs) to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based, file-sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, employees must not reveal personal identifying information or information that is private or confidential, such as the home address, telephone number, credit or checking account information, or social security number of themselves. In addition, employees must not disclose on school district websites, web pages, or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including but not limited to names, addresses, birthdates, social security numbers, login information, etc.) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy JRAB (Compliance with FERPA). Users also may not forward or post personal communications without the author's prior consent.
10. Users may not intentionally or negligently damage computers, computer systems, digital or electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses, self-replicating messages, or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

11. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school district computer, electronic device, or network without the express permission of the employees of the Technology Department.
12. Users are prohibited from engaging in unauthorized, such as "jail breaking," unlawful activities, such as "hacking," or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
13. Users are prohibited from using another individual's ID or password for any technological resource.
14. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
15. Employees shall not use passwords or user IDs for any data system for an unauthorized or improper purpose.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify an employee of the Technology Department. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
17. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
18. Personal views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the Superintendent or designee.
19. Without permission by the board, users may not connect any personally owned technologies such as laptops, workstations, wireless access points, and routers, etc. to district owned and maintained networks. Connection of personal devices such as iPods, smartphones, digital tablets and printers is not permitted. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G, LTE service).
20. Users must back up data and other important files on a regular basis (daily).
21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.

## **DEVICE USER AGREEMENT**

This agreement is made effective upon receipt of Device, between Clinton Public School District ("CPSD") and the individual receiving a device In consideration of being provided with a device, software, and related materials for use while employed or enrolled at CPSD, the individual receiving a device hereby agrees as follows:

### **1. EQUIPMENT**

**1.1 Ownership:** CPSD retains sole right of ownership of the Device and grants permission to the individual to use the Device according to the guidelines set forth in this document and the Acceptable Use Policy. Moreover, CPSD administrative staff retains the right to collect, monitor, and/or inspect the Device

at any time. This includes electronic remote access to alter, add, or delete installed software and/or content.

**1.2 Substitution of Equipment:** In the event a laptop is inoperable, CPSD has a limited number of spare devices (loaners) for use while the Device is repaired or replaced.

In the event an iPad is inoperable, CPSD will issue a replacement device.

This agreement remains in effect for such a substitute. The individual may not opt to keep a broken Device or avoid using the Device due to loss or damage. If the individual forgets to bring his/her operable Device or a power adapter to school, a substitute may not be provided.

**1.3 Responsibility for Electronic Data:** It is the sole responsibility of the individual to backup all data as necessary. CPSD does not accept responsibility for loss of any such data or for the individual's own software/music/photos, etc. CPSD recommends that the individual perform regular (daily) backups of data to Google Drive. CPSD may periodically conduct maintenance that will require the individual to re-install all non-CPSD issued files.

## 2. CUSTOMIZATIONS

### 2.1 The individual *is prohibited*:

- From covering, removing, or altering the asset tags that are placed on the Device.
- From removing or altering the District provided case for students.
- From adding, removing, or altering system critical files on the assigned Device.

Note: The software originally installed by CPSD must remain on the Device at all times.

- From altering the physical appearance of the Device (i.e., stickers, skins, drawings, etc.).

### 2.2 The individual *is permitted*:

- To install applications on the assigned Device through the Self-Service application.
- To request additional software needed for educational purposes through the Freshdesk ticketing portal.

## 3. DAMAGE OR LOSS EQUIPMENT

**3.1 Warranty for Equipment Defects:** CPSD has purchased a three-year manufacturer's warranty (AppleCare) covering parts, labor, and manufacturer defects. Manufacturer defects DO NOT include liquid and accidental damages (liquid spill, cracked screen, dropped machine, excessive abuse, etc.). Applicable fines will be assessed as shown below (3.2).

**3.2 Responsibility for Damage:** The individual is responsible for maintaining a fully working Device at all times. Refer to the Device Care Guide for a description of expected care. These policies apply regardless of where the damage occurs – either on campus or off campus.

If the individual's Device is damaged, the individual will be responsible for paying a flat deductible (shown below) regardless of the actual cost of the repair. These rates are based on damage repairs within the same school year.

- First damage repair: \$50
- Second damage repair: \$100
- Third damage repair: \$150
- Further or excessive damage may result in off-campus privileges being revoked.

If the repair requires a fee from the individual, a letter will be sent to that individual's bookkeeper and relayed to the parents of the Student. Unpaid fees for students will result in exams and/or report card being held until the fee is paid. Unpaid fees for employees will result in the amount being withheld from their CPSD paycheck.

**3.3 Repair Procedure:** Under no circumstance should the individual take the Device to a third-party repair location, including the Apple Store. If the individual requires any technical support, the individual will need to enter a support ticket into our Freshdesk ticketing portal. The Device will be assessed, and if further repair is required, a loaner or a replacement Device will be issued to the individual.

**3.4 Excessive Abuse / Negligence:** CPSD reserves the right to charge the individual the full cost for repair or replacement when damage occurs due to excessive abuse and/or negligence. All incidents deemed as excessive abuse and/or negligence will be investigated and fined accordingly by administration and/or the technology department.

**3.5 Responsibility for Stolen/Lost Devices:** In the event the Device is stolen or lost, the individual must notify their school's administrator(s) and follow the procedures below:

If a Device is **stolen**, the individual must notify authorities and submit a copy of the police report to their school's administrator(s). Once a police report is on file, the individual may not incur any further damage deductible.

In the event the Device is **lost**, the individual may be assessed replacement costs.

Individuals who have a device lost or stolen may no longer be allowed to take their device off campus, at the discretion of the school administrator.

**3.6 Responsibility for Device Return:** The Device, charger, accessories, and backpack or bag issued to the individual for use while employed or enrolled in Clinton Public Schools, is the property of the State of Mississippi and all items are to be returned to the school office within 5 business days of the last day of the current term or the Student's withdrawal date. By signing this form, the employee or parent/guardian is taking responsibility for this device and will be held liable in the event the device is not returned. Failure to do so will be deemed as Embezzlement of Borrowed Property, pursuant to statute 97-23-27 of the Mississippi Code. The willful refusal to return property will result in criminal prosecution.

The Clinton Public School District will at times perform maintenance on the devices by imaging and other support-related services. All files not backed up will be deleted during this process. Keep a personal backup of all files for data retrieval.

## **PRIVACY**

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual devices will be private. School district administrators or individuals designated by the Superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor online activities of individuals who access the Internet via a school-owned device or district-owned equipment. Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request, or as evidence of illegal activity in a criminal investigation.

## **SECURITY/CARE OF PROPERTY**

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access. Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

## **PERSONAL WEBSITES/SOCIAL MEDIA**

The district recognizes the use of online social media networks as a communications and e-learning tool. As a result, the district provides password-protected, innovative social tools for e-learning and collaboration purposes. However, public social media networks may not be used for classroom instruction without prior consent of the Superintendent. The use of social media for personal use during district (on-contract) time is prohibited. The district may use publicly available social media for fulfilling its responsibility for effectively communicating in a timely manner with the general public, through designated employees at the direction of the board.

The Superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos, or trademarks without permission.

### **1. Employees**

All employees are to maintain an appropriate, professional relationship with students at all times. Employees' personal websites and social media posts, displays or communications must comply with all State and Federal laws and any applicable district policies, including the Mississippi Educator Code of Ethics and Standards of Conduct, which requires professional, ethical conduct. All communications are subject to board policy IFBGAB (Electronic Communication/Texting).

### **2. Volunteers**

Volunteers are to maintain an appropriate relationship with students at all times. A volunteer is encouraged to block students from viewing personal information on the volunteer's personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school district may be terminated if the volunteer engages in inappropriate online interaction with students.

### **Disclaimer**

The board makes no warranties of any kind, whether express or implied, for the service it is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

## **USE OF PRIVATE VEHICLE TO TRANSPORT STUDENTS**

Employees of the Clinton Public School District may not transport students in their private vehicle for any school related purpose. Commercial vehicles are to be utilized for this purpose. If in an emergency, an employee *must* transport a student they must have express written permission from their supervisor/principal as well as approval of the Director of Finance. In the case of off-site field trips, at least one employee should obtain this written approval as part of the field trip planning process. Employees in this circumstance must have a valid driver's license, a clean driving record per the Department of Motor Vehicles and proof of insurance on file with the district. In the case of transporting a single student, two adults must be in the vehicle for the protection of the student and employee. See CPSD Policy EDAE.

## **WELLNESS POLICY**

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being.

All students in the Clinton Public School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in the Clinton Public School District is encouraged to model healthful eating and physical activity as a valuable part of daily life. Board Policy directs schools to effectively utilize school and community resources and to equitably serve the needs and interest of all students and staff, taking into consideration differences in culture. Policy JG – *Clinton Public School District Board Manual*