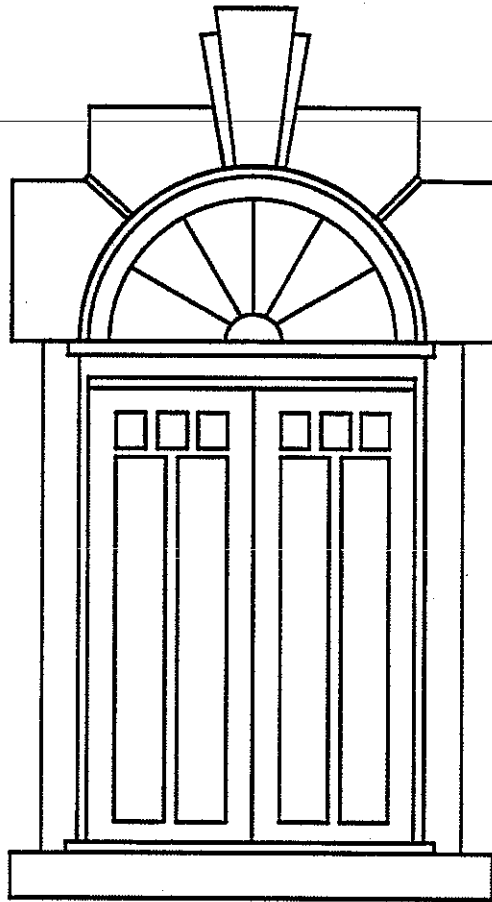


Mississippi School of the Arts



Employee Handbook
2011-2012

Mississippi School of the Arts Administration, Faculty, and Staff

Suzanne Hirsch, Executive Director (Superintendent)
Paula Hart, Administrative Assistant
Valerie Shelby Sterling, Registrar
Kara Nugent, Administrative Secretary
Darlene Powell, Executive Secretary

Curriculum, Instruction, & Assessment

Jana L. Perry, Principal

Tracey Barnett, School Nurse	Roberto Bonilla, Visual Arts
Dr. Robert Brooks, Theatre	Randy Davis, Mathematics
Christie Elkins, English	Phyllis Layton, Library Assistant
Dr. Jeanne Lebow, Literary Arts	Dorothy McClendon, Science
Vacant, Attendance Secretary	Melissa Moak, Library Media
Rachel Moore, Counselor	Anne O'Hara, Visual Arts
H. Wayne Owens, Social Studies & German	Patton Rice, Vocal Music
Tammy Stanford-Williams, Dance/Movement	

Residential Life

Pauline Childs, Director
Vacant, Assistant Dorm Supervisor

Dr. Jeanne Lebow, Resident Counselor	Cathy Nettles, Resident Counselor
Mary Leggett, Resident Counselor	Dan Richards, Resident Counselor
Chaunci McIntyre, Resident Counselor	Stephanie Robinson, Resident Counselor
Jaye Lynn Micelli, Resident Counselor	Keith Thompson, Resident Counselor

Food Services

Vacant, Director
Margie Jones, Food Service Supervisor

Ida Butler, Food Service Worker	Thelma Gayten, Food Service Worker
Cynthia Keys, Cook/Baker	Lillie Johnson, Food Service Worker
Twanta Lowe, Food Service Worker	Dorothy Roberson, Food Service Worker
Angela Scarborough, Food Service Worker	Myrtis Tillman, Food Service Worker

School Advancement

Jennifer Jackson, Coordinator of School Advancement
Daniel Calcote, Recruiter

Maintenance, Transportation, and School Safety

Vacant, Director
Ralph Floyd Boone, Assistant Maintenance Supervisor
Reuben Wilbert, Environmental Services

Shane Duval, School Security	Sandra Palomarez, School Security
Michael C. Harvey, School Security	Kevin Thompson, School Security
Michael O. Norris, School Security	Philip Tobias, School Security
Tecompsha J. Warren, School Security	

Technology

Kelly Stelzriede, Technology Coordinator

MSA 2011-2012 Regular Class Schedule

(subject to change)

7:20 a.m.	Warning bell for bus loading
7:25 a.m.	Bus leaves for BHS
8:00—9:30 a.m.	Block 1
9:30—9:56 a.m.	Tutorial Sessions or Morning Break
10:00—11:30 a.m.	Block 2
11:30—12:00 a.m.	Lunch
12:00—1:30 p.m.	Block 3
1:34—3:04 p.m.	Block 4
3:08—4:38 p.m.	Block 5

MSA 2011-2012 Early Release Schedule

7:20 a.m.	Warning bell for bus loading
7:25 a.m.	Bus leaves for BHS
8:00—9:30 a.m.	Block 1
9:30—9:56 a.m.	Tutorial Sessions or Morning Break
10:00—11:30 a.m.	Block 2
11:30—12:00 a.m.	Lunch
12:00—12:44 p.m.	Block 3
12:48—1:28 p.m.	Block 4
1:32—2:12 p.m.	Block 5

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PAYROLL INFORMATION

See the *Mississippi Department of Education Policies and Procedures Manual*.
http://www.mde.k12.ms.us/human_resources/policy_manual%20.html

EMPLOYEE BACKGROUND CHECKS

According to state law, all new hire licensed and non-licensed employees must have (at the employees expense) a criminal record check performed by the FBI and the State CIC center. This bill requires that fingerprint cards be taken and submitted as part of the background check. The cost to process these cards and conduct the background check is \$32.00 per applicant.

IDENTIFICATION BADGES

By mandate of the State Superintendent of Education, all MSA/MDE employees must wear identification badges at all times when on duty. MSA ID badges are mandatory since a new security system has been installed on the campus that requires electronic identification prior to entry into some campus facilities. Any employee who reports to campus without his/her ID badge must report to security for a temporary badge.

ATTENDANCE—STAFF

1. All employees are to report as scheduled by their supervising Director/Principal and/or the Executive Director.
2. Employees who are going to be absent due to illness must notify their supervising Director/Principal, the Executive Director, or a designee as soon as possible.
3. Employees who will be late for any reason must contact the Executive Director or a designee's office so arrangements can be made for a substitute until the employee arrives on campus. Employees must speak directly to a Director/Principal/Executive Director.
4. Employees who arrive after the scheduled time or have problems relative to timely arrival for scheduled duties shall, on that day, provide the office with a written, dated explanation of reason for failure to arrive on time.
5. Employees may not leave campus during duty hours without permission of their supervising Director/Principal, Executive Director, or a designee.
6. Employees should refrain from taking leave for vacations when it directly impacts the functionality of MSA.
7. Excessive absences may be denied in accordance with the Mississippi Department of Education policies. If employee is deemed to be using medical leave to circumvent vacation day policy, a medical excuse may be required by the administration.

A sample travel form is included in the Forms Section of this manual.

COMMITTEE ASSIGNMENTS

State and Federal guidelines frequently require that a school form various committees to ensure compliance with regulations or to oversee diverse school operations. The administrative team will review and appoint members of various committees annually at the beginning of the fiscal year. Some carryover in membership will be ensured to facilitate the ongoing work of the committees.

An overview of MSA Committees may be found below:

Academic Behavioral Review Committee

A student's attendance at MSA is a privilege, not a right; with this privilege comes responsibilities. During the school year, students not demonstrating appropriate academic or behavioral expectations can be placed on probation or returned to their home school to continue their education provided that applicable due process protections are afforded the student. See page --- in the **MSA Student Handbook**.

The Academic and Behavioral Review Committee shall be comprised of the Executive Director, Principal, Director of Residential Life, and Counselor. Depending on the circumstances, the Director of School Safety or additional faculty members may be included.

Graduation Committee

The Principal shall chair the graduation committee that will oversee all events and activities associated with high school graduation. The counselor and all arts discipline teachers will serve as members of the committee in addition to others who may be appointed as needed. Duties range from organization to ordering invitations, caps and gowns, renting space for commencement, etc.

School Safety and Emergency Preparedness Committee

It is the objective of the Mississippi School of the Arts to operate as safely and efficiently as possible. To accomplish this goal, a **School Safety and Emergency Preparedness Committee** composed of faculty, staff, and administration, shall meet regularly to review policies and procedures outlined in the **MSA Safety and Crisis Management Manual** and to ensure that safety standards are met throughout the organization. All employees have the responsibility of performing their duties in a safe and prompt manner, and to report unsafe conditions to the proper personnel.

Technology Committee

The Technology Committee assists in continuous review of MSA's technology needs and resources as well as annual review/revision of the MSA Technology Plan. Technology Committee members, appointed by the Executive Director, shall represent all stakeholder groups.

School Health Council

The School Health Council shall be responsible for annual review and revision of the MSA Wellness Plan. Health Council representatives, appointed by the Executive Director, shall include campus and community representatives in accordance with guidelines provided by the MDE Office of Safe and Healthy Schools (see MSA Wellness Plan).

second bell. Students missing thirty minutes or more are considered absent. Since substitute teachers will be using a printed roster, they should call the attendance secretary each block to report attendance.

Leaving Students Unattended

Mississippi School of the Arts policy forbids leaving students unattended in classrooms. Teachers are responsible for ensuring a safe and orderly classroom environment where adult supervision is provided without interruption. Classroom climate should always support teaching and learning. At no time should students be left alone under the supervision of a student teacher. Supervision policies are in effect at all times when students are assigned to a classroom or duty post. Policies cover spaces inside and outside campus facilities or off campus when staff members are supervising school activities.

Establishing Clear Expectations for Students

Students excel when they are given clear expectations and high standards for living and learning. Make certain that assignments are clear, requirements and deadlines understood, and assessment criteria determined in advance and used as a work tool. **Require students to use the MSA Student Planners for tracking deadlines and assignments.** Check them to make certain that they are learning to use them as an effective organizational tool. Set firm deadlines and stick to them. Do not accept work beyond established time frames except in circumstances of excused absences. See the MSA Student Handbook for specific guidelines. Never accept student work after a grading period has passed except in circumstances approved by the Executive Director.

Setting Rules for Student Classroom Behavior

Teachers are responsible for working with students to establish classroom rules and teaching appropriate classroom behavior to those under their care. Appropriate language, physical boundaries, and classroom etiquette should be taught and maintained throughout the school year. Disciplinary Reports must be completed for violations of school policies including classroom rules.

Allowing Students to Work Outside the Classroom

Sometimes students may need to work outside the classroom independently for legitimate learning experiences such as taking photographs, painting from real life, rehearsing in pairs or small groups out of doors, etc. Such instances must be kept to a minimum. Faculty members should make certain that students always work in common areas where they are clearly visible. Students must not work in areas where noise or physical presence of additional persons would interrupt teaching and learning in other classrooms.

Attending Assemblies and Performances

All teachers must accompany their students to campus assemblies, meetings, and performances. Teachers are responsible for student conduct during these events. Proper, respectful, audience behavior is a critical component of becoming a productive citizen.

LESSON PLANS

Teachers are responsible for writing and following a lesson or unit plan for each class period. Lesson plans should be written with clear objectives and learning experiences so that anyone could follow

When off campus in the community unrelated to MSA, follow these steps:

- 1) Deal with the issue immediately with the student in a calm and appropriate manner
- 2) Do not make a scene with the student in a public place, ask the student to step to the side to discuss
- 3) Report the issue to the Executive Director
- 4) A conference with the student will be held as necessary with consequences outlined in writing
- 5) Follow up will be made as necessary to fulfill consequences
- 6) If parents need to be contacted, the Executive Director will make the contact for the conference.

Contacting Parents:

Teachers do have authority to contact parents with regard to academic issues. All disciplinary issues should be reported to the Director of Residence Life, Principal, or Executive Director and contact will be made with parents as necessary.

Bullying

The purpose of this policy is to assist the Mississippi School of the Arts in preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. MSA strives to maintain a safe and civil learning environment for students to attain high academic and artistic achievement and to promote healthy human relationships. As a residential school, it is imperative to do everything possible to prevent bullying and take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

Definition:

Bullying or harassing behavior is 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 or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus. *BULLYING* includes, but is not limited to; conduct by a student/employee/parent/other person against a Special State School student that one can reasonably believe has the effect of:

- (a) Harming a student;
- (b) Damaging a student's property;
- (c) Placing a student in actual and reasonable fear of harm to his or her person or property; or
- (d) Creating a hostile environment for a student.

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- (d) Creating a hostile environment for a student.

When at all possible communications via electronic documents are preferred to conserve natural resources and economize in light of rising costs of postal services. Staff members must restrain from modifying MSA letterhead forms, memos, fax documents, etc. without permission. A consistent appearance in documentation helps create a school "brand"—a visual identity that communicates excellence and professionalism.

Please note that training will be provided to all employees on each form and its purpose. Staff are responsible for timely and accurate paperwork in all aspects of work. Habitual problematic submissions will result in a reprimand.

All forms found in this section can be found on the server entitled, "Staff Read Only."

CUMULATIVE FOLDERS AND PERMANENT RECORDS

MSA maintains student cumulative folders and permanent records according to state laws and regulations. Cumulative records are stored in locked, fireproof files in the administrative office basement storage area. Authorized staff members (administrative staff, counselor, teachers) may examine and work on student records only in the administrative office areas. Parents may request to inspect a student's education records by completing a **Request to Inspect Records** form. The inspection will be arranged within 45 days of receipt of the request.

RECORDS RETENTION

The Mississippi School of the Arts shall retain copies of records in accordance with the mandatory school, State Board of Education, Department of Archives and History, and other state and federal requirements. The following documents will be used for guidelines:

1. State Of Mississippi Records Retention Schedules For School Districts
2. MS Cumulative Folders and Permanent Records Manual of Directions
3. Guidelines for retention of records for specific federal programs (e.g., E-Rate, National School Lunch Program)
4. The Family Educational Rights and Privacy Act of 1974 (FERPA),
5. The Confidentiality Section of the Individuals with Disabilities Act, 1997 Amendments IDEA).

STATE OF MISSISSIPPI

RECORDS RETENTION SCHEDULES FOR SCHOOL DISTRICTS

GENERAL SCHEDULES

Implementation of the General Schedules

These general records retention schedules are issued by the Department of Archives and History, Local Government Records Office, as found in Section 39-5-9, Mississippi Code of 1972, Annotated, as amended. The Local Government Records Committee approved these schedules on the dates indicated. Additions and revisions to the schedules may be issued in the future by the Local

- The amount of money submitted must agree with the receipts covered in the daily deposit. Deposits are stored in the school safe until they are transferred to the clearing account.

The Executive Director is responsible for all funds collected in the school. For this reason, no collection of funds or purchases of any kind may be made without prior knowledge and approval of the Executive Director. Failure to follow accounting and purchasing procedures may result in disciplinary action, personal liability or termination of employment.

PURCHASING

Purchasing Procedures

The purchasing process begins after a need for goods, services, or equipment has been identified. The steps necessary to complete the process are listed in general.

1. MSA office verifies budget availability for purchase based on quotes, catalog, or Internet pricing.
2. Each department should prepare Request for Services of Goods Forms for their programs and submit them to the Administrative Assistant to the Executive Director for further processing.
3. The Administrative Assistant to the Executive Director submits approved Request for Services of Goods Forms to the Accounting Office at the Mississippi Department of Education.
4. The Accounting Office issues a purchase order that is mailed to the vendor.
5. The vendor fills the order.
6. MSA receives the order.
7. The requesting employee checks the shipment to verify the receipt of all merchandise in good condition.
8. The requesting employee signs the packing slip and returns it to the Administrative Assistant to the Executive Director who files the packing slip until an invoice is received.
9. If an invoice is included with the shipment, sign it and return it also.
10. Keep a copy of all purchasing documents in departmental files for reference in case of questions.
11. The Executive Director approves invoices for payment and the Administrative Assistant routes invoice to the Accounting Office.
12. Accounts Office makes payment to the vendor.

Equipment

Please note that funding for equipment is very limited. If equipment is requested, attach a memo addressed to the budget office clearly giving justification for the purchase. Why is it needed? Who