

OFFICE OF QUALITY PROFESSIONALS & SPECIAL SCHOOLS
Summary of State Board of Education Agenda Items
May 20, 2011

MISSISSIPPI SCHOOL OF THE ARTS

F. Approval of the Mississippi School of the Arts 2011-2012 Staff Handbook

Executive Summary

The document details the policies and procedures regarding employees at the Mississippi School of the Arts for 2011-2012. This document has the following changes from the previous year publication:

- Updated table of contents and staff directory

Added attendance expectations:

- Employees should refrain from taking leave for vacations when it directly impacts the functionality of MSA.
- 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.

Added appraisal updates with regard to the state Performance Development System:

- Appraisals will be utilized to assist supervisors in better serving employees through professional development, improvement plans, or continuation of employment.
- Habitual disregard for policies, processes and procedures established by the Mississippi Department of Education and the Mississippi School of the Arts will result in written reprimands and possible suspension from work without pay. At the beginning of each academic year, procedures, policies, and processes are reviewed with employees. Consistent paperwork, timeliness, or behavior problems will be reprimanded appropriately.
- Added lesson plan information indicating the location of the file share for lesson plan deposit as well as addressed that computer issues are not a valid excuse to turn in late lesson plans.
- Added the bullying policy as established in December 2010 by the state board of education for residential schools.

- Added statement of proper and timely paperwork and procurement/requisitions must be submitted continuously. Habitual improper paperwork submissions will result in a reprimand.

Back-up material attached

Recommendation: Approval