

LEGAL REF.: MS CODE as cited; P. L. 107-110 (No Child Left Behind Act of 2001)

Mississippi Public School Accountability Standards

CROSS REF.: Policies GAAA Equal Opportunity Employment

GBBA Professional Personnel Qualifications

GBD Professional Personnel Hiring

PROFESSIONAL PERSONNEL ORIENTATION – HSD Policy – GBF

A program for the orientation of provisional and other teachers new to the district shall be developed and implemented by the central administration and the individual schools.

The program shall assist new teachers in becoming acquainted with the community and school district and the school, including the policies of the board, rules and regulations, and the instructional program.

NO CHILD LEFT BEHIND ACT

As required by the No Child Left Behind Act, the superintendent will ensure that all employee manuals and handbooks are in compliance with federal law and include:

- the education and experience required of all new instructional employees;
- any credentials that current instructional employees must acquire;
- a timetable for meeting any new requirements; and,
- the consequences for employees who fail to comply.

All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions, and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result. The superintendent will develop rules that prescribe the circumstances under which the district administration and/or parents/guardians are to be notified of actions taken, any written documentation of actions taken that is necessary, and other appropriate procedures including staff training.

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 (NCLBA). In addition, each school may publish a student/parent handbook detailing additional rules specific to that school. *[All rules applying to student conduct shall be posted in a prominent place in each school building.]*

NOTE: For information on the Beginning Principal Support Pilot Program, see House Bill 751, 1999 Legislative Session (MS Code 37-9-251), or contact the School Executive Management Institute at the Mississippi Department of Education.

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CROSS REF.: Policies GAD - Staff Development

GADD - Beginning Teacher Support Program

GBRC - Professional Personnel Work Load

IB - Instructional Goals

PROFESSIONAL PERSONNEL REEMPLOYMENT – HSD Policy – GBP

LICENSED AND NON-INSTRUCTIONAL EMPLOYEES

On or before April 1 of each year, the principal of each school shall recommend to the superintendent of the local school district the licensed employees or non-instructional employees to be employed for the school involved except those licensed employees or non-instructional employees who have been previously employed and who have a contract valid for the ensuing scholastic year. If such recommendations meet with the approval of the superintendent, the superintendent shall recommend the employment of such licensed employees or non-instructional employees to the local school board, and, unless good reason to the contrary exists, the board shall elect the employees so recommended. If, for any reason, the local school board shall decline to elect any employee so recommended, additional recommendations for the places to be filled shall be made by the principal to the superintendent and then by the superintendent to the local school board as provided above.

PERSONNEL SUPERVISOR

The school board of any local school district shall be authorized to designate a personnel supervisor or another principal employed by the school district to recommend to the superintendent licensed employees or non-instructional employees; however, this authorization shall be restricted to no more than two (2) positions for each employment period for each school in the local school district. Any non-instructional employee employed upon the recommendation of a personnel supervisor or another principal employed by the local school district must have been employed by the local school district at the time the superintendent was elected or appointed to office; a non-instructional employee employed under this authorization may not be paid compensation in excess of the statewide average compensation for such non-instructional position with comparable experience, as established by the State Department of Education.

The school board of any local school district shall be authorized to designate a personnel supervisor or another principal employed by the school district to accept the recommendations of