



GEORGE COUNTY SCHOOL DISTRICT EMPLOYEE ACKNOWLEDGEMENT FORMS 2026–2027

SCHOOL OR DEPARTMENT _____

Directions for Completing Employee Acknowledgements: All employees (**new and returning**) are required to carefully read each acknowledgement listed below. After reading each acknowledgement, you must sign and date in the space provided directly beneath that acknowledgement to indicate your understanding and agreement. **Signed acknowledgement forms should be returned to your immediate supervisor.**

(1) MISSISSIPPI EDUCATOR CODE OF ETHICS & FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - I acknowledge that the George County School District reviews the Mississippi Educators Code of Ethics, Standards of Conduct, and FERPA (Family Educational Rights and Privacy Act) requirements with employees. I understand that I can access the full versions of these policies at any time through my building administrator, the district office, or the district website. Printed copies are available upon request. I understand the professional expectations outlined in these policies and recognize that violations of the Code of Ethics, FERPA, or related laws and standards may result in disciplinary action. As a condition of my employment with the George County School District, I agree to follow these policies and standards.

Signature | Date

(2) DRUG-FREE WORKPLACE POLICY -- I acknowledge that the George County School District reviews the District’s Drug-Free Workplace Policy. I acknowledge that I understand the George County School District’s Drug-Free Schools and Workplace Policy, including provisions regarding medical marijuana and the potential impact on employment and licensure. By signing below, I agree to the following:

1. I understand that the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance, including narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other illegal drug is strictly prohibited in the workplace, as defined by district policy and applicable state and federal law.
2. I understand that “workplace” includes:
 - o All school buildings and school premises
 - o Any school-owned or approved vehicles used for transporting students
 - o Off-site locations during any school-sponsored or school-approved activities, events, or functions where students are under district supervision
3. I agree to notify my supervisor within five (5) days if I am convicted of violating any criminal drug statute for an offense that occurred in the workplace.
4. I understand that violation of this policy may result in disciplinary action up to and including non-renewal, suspension, or termination of employment, in accordance with district procedures.
5. I understand that this policy also applies to medical marijuana, and that:
 - o The district is not required to accommodate or allow the use of medical cannabis by employees in any form.
 - o The district may take adverse employment action due to medical marijuana use, regardless of impairment.

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- The use of medical cannabis is strictly prohibited on district property, at district-sponsored events, and while conducting district business.
6. I understand that under Mississippi law:
- The State Board of Education may deny, suspend, or revoke a teacher or administrator’s license due to drug use, addiction, or criminal conviction related to controlled substances.
 - Suspension or dismissal by the school district may lead to licensure consequences.
- I acknowledge that it is my responsibility to comply with this Drug-Free Schools and Workplace Policy as a condition of my continued employment with the George County School District. I also understand that questions about this policy or its enforcement may be directed to Human Resources.

Signature | Date

(3) SOCIAL MEDIA WEBSITES - I acknowledge that the George County School District reviews Policy GABBA: Social Networking Websites with employees and provides guidance on how to access the full policy. I understand Policy GABBA: Social Media Websites, as adopted and revised by the George County School District. I understand that this policy governs both personal and district-related social media activity, and that it is my responsibility to follow all applicable rules outlined in the policy. By signing below, I agree to the following:

1. I understand that the use of social media—both personal and professional—is subject to all applicable state and federal laws, board policies, and district regulations.
2. I agree to refrain from any social media activity that:
 - Interferes with or disrupts school operations;
 - Violates the rights of others;
 - Includes harassing, obscene, defamatory, or discriminatory content;
 - Breaches confidentiality regarding students or employees;
 - Misrepresents my views as official district communication; or
 - Violates the Mississippi Educator Code of Ethics.
3. I understand that:
 - I may not “friend” students or give them access to my personal social media accounts;
 - I may not post student images without written parental consent, unless taken in a public setting (e.g., sports or performances);
 - I am prohibited from using personal social media during school hours for non-work-related reasons;
 - Communications with students and parents must be conducted through professional and district-approved channels (in person, phone, email, School Status, etc.);
 - Fraternalization via social media with students is strictly prohibited.
4. I understand that district-related social media activity requires prior written approval from the Superintendent or designee, and that any such activity must:
 - Be limited to education-related content;
 - Be monitored regularly by the responsible employee;
 - Allow supervisor access;
 - Maintain professional boundaries.
5. I understand that I have no expectation of privacy when using district-issued devices or networks, and that the district reserves the right to monitor all social media activity on its systems.

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6. I understand that I am responsible for the content posted to my personal social media accounts and may face disciplinary action, up to and including termination, for any violations of this policy.
7. I understand that use of personal social media must not interfere with my job duties and must comply with all district policies—even when off-duty.
8. I acknowledge that the district will enforce this policy consistently, and that violation of any portion may result in disciplinary action, up to and including termination.

Signature | Date

(4) STAFF INTERNET USE AGREEMENT - As an employee of the George County School District (GCSD), I acknowledge that I have read, understand, and agree to abide by the GCSD Acceptable Use Policy (AUP) governing the use of District computer systems, network resources, and Internet access. I understand and agree to the following terms:

1. **Appropriate Use:** I will use District-provided technology, including Internet access, only for educational, instructional, professional, or administrative purposes as authorized by the GCSD. I will not use personal devices on the District network.
2. **Compliance with Federal and State Law:** I understand that GCSD complies with the Children’s Internet Protection Act (CIPA) and other applicable federal and state laws related to internet safety, privacy, and security.
3. **Monitoring and Privacy:** I understand that there is no expectation of privacy on the GCSD network. All network activity, including email and Internet use, may be monitored, reviewed, or archived by authorized personnel at any time.
4. **Security and Content Filtering:** I will not attempt to bypass or disable any District-installed content filters or security features. I understand that unauthorized software or file downloads are prohibited.
5. **Prohibited Activities:** I understand that prohibited uses of the GCSD network include, but are not limited to:
 - Accessing or transmitting inappropriate, illegal, obscene, or threatening content.
 - Cyberbullying or harassment.
 - Downloading large or non-curricular files (e.g., music, movies)
 - Installing unauthorized software or viruses.
 - Hacking, spamming, or attempting to access restricted areas of the network.
 - Disclosing confidential student information in violation of District policy or state/federal law.
6. **Student Privacy:** I will not disclose any student’s personally identifiable information online without proper District authorization. This includes names, addresses, contact information, and health records.
7. **Consequences for Misuse:** I understand that misuse of District technology or violation of the AUP may result in disciplinary action, including loss of network access, suspension, termination of employment, and/or legal action.
8. **Contractual Agreement:** I understand that this signed acknowledgement represents a legally binding agreement between myself and the George County School District. I further acknowledge that I have been given the opportunity to review the complete AUP and have been informed where I can access a copy of the policy.

Signature | Date

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Acknowledgment: I acknowledge that I have been informed of my right to report harassment or discrimination. I also understand that it is my duty to immediately report any suspected harassment or discrimination involving a student, whether on school grounds or at a school-related activity.

Signature | Date

(8) GEORGE COUNTY SCHOOL DISTRICT OATH OF CONFIDENTIALITY & NON-DISCLOSURE OF RELEASED INFORMATION - I understand that the data maintained within the systems listed in the Application Section below contains sensitive and confidential information.

Application Section: (1) SAMS; (2) Spectra – Student Information System; (3) School Status; (4) **Any** District Systems Containing Sensitive Student or Employee Information

I acknowledge that access to and the release of information from the George County School District is governed by the Family Educational Rights and Privacy Act (FERPA) of 1974 and Section 37-15-1 et seq. of the Mississippi Code of 1972, as amended. I understand that this information may only be accessed and used for legitimate educational purposes. I recognize that all data is confidential, protected by law, and may not be disclosed without proper authorization. I agree that I will not release any George County School District data unless I am specifically authorized to do so in accordance with applicable laws, policies, and regulations. Furthermore, I will not access or use this information for any purpose other than legitimate educational interests. I acknowledge that I fully understand that unauthorized disclosure or misuse of this information may result in disciplinary action, including termination of employment, and may also subject me to civil and/or criminal penalties as provided by law.

Signature | Date

(9) CROWDFUNDING PROJECTS - I acknowledge that I have read and understand the George County School District's Policy KHE – Gifts to Schools: Crowdfunding Projects. I understand that any project completed in the name of the George County School District becomes the property of the district. I also understand the following:

- Furniture or equipment valued at \$1,000 or more, and computer equipment, camera equipment, or televisions valued at \$250 or more,
- As well as any items considered “highly walkable” (such as iPads, tablets, or Kindles, regardless of cost) must be red-tagged for inventory purposes.

All technology-related items must receive pre-approval from the technology department. Items that require installation or wiring must also be approved by both the technology and maintenance departments. All crowdfunding projects must be pre-approved by the building administrator, and a file must be created for each project to track inventory. I agree to follow the terms of this policy. I also understand that I may request a full copy of this policy, or any other George County School District policy, from my building administrator or the district office.

Signature | Date

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(10) STATEMENT OF UNDERSTANDING: RESTRAINT AND SECLUSION POLICY - Restraint refers to a physical intervention used by trained school personnel to restrict a student's movement when the student is a danger to themselves, others, or is causing significant property damage.

- Restraint is only used in emergency situations after all other verbal and non-verbal de-escalation techniques have failed.
- Restraints that restrict airflow (such as holding a student in a way that impacts breathing) are strictly prohibited.
- The restraint must be removed immediately once the student is no longer a threat or shows signs of distress.

Seclusion is the involuntary confinement of a student in a designated, isolated space where they are physically prevented from leaving, used only when a student's behavior poses imminent, serious physical harm to themselves or others.

- Seclusion must be used only after other less restrictive methods have failed or been deemed inappropriate.
- The room must not be locked, must be free of objects that could cause harm, and must provide adequate lighting and ventilation.
- A staff member must remain present and monitor the student during seclusion, which should end once the student regains control.

Mechanical Restraints are any devices or equipment used to restrict a student's movement.

- These are prohibited in the school setting except when used by law enforcement personnel.
- Examples include handcuffs, straps, or any object intended to hold a student's limbs or body in place.

Chemical Restraints refer to the use of medication or other substances to control behavior or restrict freedom of movement.

- These are strictly prohibited in the school environment.
- They are not to be used as a method of managing student behavior, except as prescribed and administered by medical professionals for a legitimate medical condition.

De-escalation Techniques are proactive strategies and interventions used to calm a student who is becoming agitated, aggressive, or potentially dangerous, with the goal of preventing the need for physical intervention.

- These may include:
 - Verbal redirection or reassurance
 - Offering choices to the student
 - Using a calm and respectful tone
 - Allowing the student time and space to self-regulate
 - Employing non-threatening body language
- De-escalation techniques are the first line of response and must be attempted before restraint or seclusion is considered.

I understand the District's commitment to maintaining a safe and supportive learning environment through proactive, non-punitive strategies and the appropriate use of restraint and seclusion only when absolutely necessary to protect students or others from imminent harm. I understand the following key points from the policy:

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- Restraint and seclusion are not to be used as disciplinary or punitive measures.
- Only trained personnel may use or monitor restraint and seclusion.
- Physical restraint is to be used only in emergency situations after other de-escalation techniques have failed and must be discontinued as soon as the student is no longer a danger.
- Seclusion must occur only in designated spaces, must not be locked, and must be continuously monitored by staff.
- Mechanical and chemical restraints are strictly prohibited, except by law enforcement.
- I have the right to use reasonable self-defense as allowed under federal and state law.
- All incidents involving restraint or seclusion must be documented and reported according to district procedures.
- Parents or guardians must be notified of any such incident within 48 hours.
- This policy is reviewed annually, and I am required to participate in related training as scheduled.
- I understand that failure to comply with this policy or to follow the proper procedures may result in disciplinary action and could jeopardize student and staff safety.

By signing, I affirm that I have read and understood the Student Restraint and Seclusion Policy and agree to follow its guidelines as an employee of the George County School District.

Signature | Date

(11) EQUIPMENT RESPONSIBILITY & ACCEPTABLE USE ACKNOWLEDGEMENT - I understand that I am responsible for the proper care and maintenance of any equipment issued to me that is considered public property of the George County School District. If any equipment is lost, stolen, or damaged while in my possession, I am responsible for reporting it immediately to the district. I further understand that:

- I may be held financially responsible for the repair or replacement of the equipment.
- If the equipment is not returned or is damaged beyond repair, I will be responsible for a replacement cost of \$250.
- If the power cord is lost or damaged, I am responsible for a \$25 replacement fee.

While the equipment is in my possession, I agree to follow the George County School District’s Acceptable Use Policy.

Signature | Date

(12) EMPLOYEE ACKNOWLEDGEMENT OF COMMUNICABLE / INFECTIOUS DISEASES - The George County School District is committed to taking proactive measures to help protect the workplace in the event of a communicable or infectious disease outbreak. However, the District cannot fully prevent the transmission of diseases such as COVID-19. Being present on any George County School District campus may expose individuals to infectious diseases, including COVID-19, which may result in illness, injury, or even death. All employees are expected to do their part to reduce the spread of infectious diseases in the workplace.

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The most effective preventive measures include:

- Frequent hand washing with warm, soapy water
- Covering your mouth and nose when sneezing or coughing
- Proper disposal of used tissues in wastebaskets

Social Distancing Guidelines During an Infectious Disease Outbreak

Unless otherwise directed, standard attendance and leave policies will remain in effect. In the event of an outbreak, the District may implement social distancing measures to reduce the risk of transmission. During such times, employees are asked to follow these guidelines:

1. Avoid face-to-face meetings whenever possible. Use phones, video conferencing, email, or messaging—even with coworkers in the same building.
2. If an in-person meeting is necessary, keep it brief, choose a large meeting space, and maintain a minimum distance of three feet between individuals. Avoid handshakes or close contact.
3. Limit nonessential travel and consider canceling or rescheduling noncritical meetings, events, workshops, and trainings.
4. Do not gather in shared spaces such as break rooms, copy rooms, or other communal areas.

Signature | Date

(13) MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT & SUICIDE PREVENTION AND MENTAL HEALTH REFERRALS - In accordance with the Mississippi Code (1972), I understand that I am considered a mandatory reporter and am legally required to report any suspected child abuse or neglect. I further understand that:

- I must immediately report any concern to the school administrator, school nurse, or school counselor.
- I do not need to have absolute proof before making a report.
- Reports made in good faith are protected by law and provide immunity from civil liability.

I acknowledge that suicide is a serious concern among youth, and the George County School District requires all employees, including substitutes, to complete online suicide prevention training. I understand that:

- If I suspect that a student or employee may be experiencing depression or having suicidal thoughts, I am required to complete a mental health referral.
- This referral must be promptly submitted to the school counselor or a school administrator.

Employee Acknowledgement

By signing below, I confirm that I have read, understand, and agree to comply with the responsibilities outlined above. I recognize that fulfilling these duties is a condition of my employment as an employee with the George County School District.

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Signature | Date

(14) EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that the George County School District reviews key policies and procedures with employees and provides information about how to access the current Employee Handbook. I understand that the handbook is available upon request in printed form and can also be accessed through my building administrator, the district office, or the district website. I understand that the Employee Handbook serves as a general guide to the district’s Human Resources policies and procedures and is not a contract or a guarantee of continued employment for any specific duration. I further understand that the policies, procedures, and benefits described in the handbook may be changed at any time in accordance with applicable law, and that I may be required to sign a new acknowledgement if significant updates occur. I understand that it is my responsibility to read and understand the contents of the handbook.

By signing below, I confirm that I have been informed about how to access the Employee Handbook, that I am responsible for reviewing its contents, and that I may request a printed copy at any time.

Signature | Date

*****THE REMAINING ACKNOWLEDGEMENTS ARE FOR SUBSTITUTE EMPLOYEES ONLY*****

(15) FOR SUBSTITUTE EMPLOYEES ONLY - EMPLOYEES ACKNOWLEDGEMENT REGARDING FIRST PAYCHECK - I understand that I will not receive payment for any work performed until I have been officially approved by the School Board. Additionally, I acknowledge that there is a standard payroll processing timeline, and I must work for approximately two months before receiving my first paycheck. For example, if I begin working in August, I can expect to receive my first paycheck at the end of September.

Signature | Date

(16) FOR SUBSTITUTE EMPLOYEES ONLY - CRISIS POLICIES & EMERGENCY PREPAREDNESS PROCEDURES - As a substitute employee for the George County School District, I acknowledge that I must review the district’s Crisis Policies and Emergency Preparedness Procedures. I understand that I am responsible for following all emergency protocols and participating in drills as outlined below:

Summary of Responsibilities:

- Review the school’s crisis plan and emergency procedures upon arrival.
- Receive orientation from the designated staff member (administrator or lead teacher).
- Familiarize myself with evacuation routes, lockdown, shelter-in-place procedures, and the location and use of the crisis bag.

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- Actively participate in all safety drills, including fire, tornado, lockdown, and evacuation drills.
- Maintain calm, follow instructions, and assist students during any emergency or drill.
- Follow post-crisis procedures, including conducting a roll check and reporting any injuries or missing students.

Specific response steps for emergencies:

- Lockdown: Secure, Silence, Hide, Wait, Communicate.
- Fire: Alert, Evacuate, Assist, Meet, Report.
- Bomb Threat: Report, Assess, Evacuate, Search, Communicate.
- Tornado/Severe Weather: Seek Shelter, Protect, Monitor, Stay Put, Assist.
- Earthquake: Drop, Cover, Hold On, Evacuate, Avoid Hazards.
- Serious Accident/Injury/Illness: Assess, Call for Help, Provide First Aid, Keep Calm, Record Details.

I understand that my compliance with these procedures is critical to ensuring the safety of all students and staff during emergency situations.

Signature | Date

FOR SUBSTITUTE EMPLOYEES ONLY - SUBSTITUTE ACKNOWLEDGEMENT:

I acknowledge that I have received a copy of the George County School District Substitute Handbook and the Mississippi Educator Code of Ethics. I understand that it is my responsibility to follow the guidelines outlined in these documents. I acknowledge my legal obligation to maintain the confidentiality of students and staff and to maintain appropriate professional relationships with students and caregivers. I understand that I may not take photos or videos of students or post on social media regarding students or staff in connection with my employment as a substitute.

I understand my responsibility to maintain a safe and supervised environment for students at all times and that I may not leave my assigned duty station until properly relieved. I understand that corporal punishment—including hitting, pushing, pinching, forcing physical activity, or any use of physical force—is strictly prohibited. I also understand that I may not administer medication of any kind, including aspirin, and must refer students requiring medication to the office or school nurse.

I acknowledge that these expectations are not exhaustive and that I am required to comply with all applicable laws, policies, and procedures of the George County School District and the State of Mississippi. I understand that I may obtain a complete copy of any district policy from my building administrator, the district office, or the district website.

Signature | Date

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