GEORGE COUNTY SCHOOL DISTRICT
494 Cowart Street
Lucedale, MS 39452
601-947-6993
gcsdhumanresources20@gcsd.us

STUDENT TEACHER / INTERN PACKET

Dear Student Teacher,

We are excited to welcome you to our school district and are thrilled to have you join our team during this important step in your educational journey. Your dedication to teaching and learning will make a meaningful impact, and we are confident that your time with us will be both enriching and inspiring.

We view student teaching not merely as a temporary experience, but as the potential beginning of a long and rewarding career. As you grow professionally, we hope you will consider making our district your professional home in the future.

To begin your observation / intern experience, please submit the following documents as soon as possible:

1. A placement request from your college or university,
2. A copy of your FBI background check report
    - If your college or university has already completed a background check, please ask your professor or counselor to submit it to our office.
    - If you do not currently have a background check, our district office must complete one. The cost is $36. Please contact our office for additional details. **Appointments are required for fingerprinting,**
3. A copy of your driver's license or school-issued ID (such as a student ID).

All requested documents should be emailed to gcsdhumanresources20@gcsd.us

Once you have completed steps 1-3 above, please take a few moments to carefully read the attached packet. Complete pages 2–10 and return them to Human Resources. Pages 11–35 are for your records and contain valuable information to support you throughout your placement.

We are excited to have you with us and look forward to supporting you as you grow into the outstanding educator we know you will be.

Sincerely,

Phyllis McDonald, Human Resources Director

GEORGE COUNTY SCHOOL DISTRICT CONTACT FORM - STUDENT TEACHER INFORMATION

- **Student Teacher's Full Name: _____**
- **Social Security Number (Last 4 Digits): _____**
- **Home Address: _____**
- **City: _____State: _____**
- **Zip Code: _____ Phone Number: _____**
- **Personal Email Address: _____**

EMERGENCY CONTACT #1

- **Full Name: _____**
- **Home Address: _____**
- **City: _____ State: _____**
- **Zip Code: _____ Phone Number: _____**
- **Personal Email Address: _____**
- **Employer: _____**
- **Relationship: _____**

EMERGENCY CONTACT #2

- **Full Name: _____**
- **Home Address: _____**
- **City: _____ State: _____**
- **Zip Code: _____ Phone Number: _____**
- **Personal Email Address: _____**
- **Employer: _____**

Relationship: _____

EMERGENCY CONTACT #3

- **Full Name: _____**
- **Home Address: _____**
- **City: _____ State: _____**
- **Zip Code: _____ Phone Number: _____**
- **Personal Email Address: _____**
- **Employer: _____**

Relationship: _____

AUTHORIZATION
I have voluntarily provided the above contact information and authorize George County Schools and its representatives to contact any of the above on my behalf in the event of an emergency.

Employee Signature: _____
Date: _____

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:
    - All school buildings and school premises
    - Any school-owned or approved vehicles used for transporting students
    - 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:
    - The district is not required to accommodate or allow the use of medical cannabis by employees in any form.
    - The district may take adverse employment action due to medical marijuana use, regardless of impairment.
    - 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.);
   - Fraternization 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.
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

(5) COLLECTING AND REMITTING FUNDS - (Daily Collections of fees/fines/fundraisers/snack sales, etc. from students) - I understand that all funds collected must be turned in daily to the school secretary or bookkeeper. No funds should be kept overnight under any circumstances. I understand that all money collected must be tied to a Board-approved fundraiser or fee schedule. Each collection must be clearly documented with identifiable information, including:

Student's name / Date / Cash or check amount / Reference to the approved fundraiser, field trip, or fee schedule

For approved snack sales, I understand that a reconciliation sheet must be completed. This should include:

*****A tally of snacks sold *****The purchase price *****The sales price

I acknowledge that collecting funds from students without prior approval may result in personal accountability for those funds.

_____ Signature | Date

(6) ACKNOWLEDGEMENT OF PURCHASING REQUIREMENTS - I understand that no purchases may be made in the name of the George County School District unless a valid purchase order has been issued before the purchase is made. I acknowledge that if I make a purchase without prior authorization, I may be held personally responsible for the cost.

_____

Signature | Date

(7) ACKNOWLEDGEMENT OF REPORTING HARASSMENT & DISCRIMINATION - Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. It prohibits sex-based discrimination in any school or educational program that receives federal funding. If you believe you have experienced sex-based discrimination, you must complete a District Reporting Form immediately.

As an employee of the George County School District, you are also required to immediately report any suspected sexual discrimination or harassment involving a student—whether it occurs on campus or during a school-related event. District Reporting Forms must be used to make these reports. Reporting forms are available:

- In the office of every school or department or on the George County School District Human Resources webpage.

These forms should be used to report any type of discrimination or harassment complaint. If you do not have immediate access to a reporting form, you are still obligated to report any suspected discrimination or harassment to a school administrator without delay.

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

(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:

- 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.

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.

_____

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

STUDENT TEACHERS SHOULD RETAIN THESE REMAINING PAGES FOR THEIR RECORDS

MISSISSIPPI EDUCATOR CODE OF ETHICS AND STANDARDS OF CONDUCT

1. Standard 1: Professional Conduct

An educator should demonstrate conduct that follows generally recognized professional standards.

a. Ethical conduct includes, but is not limited to, the following:

i. Encouraging and supporting colleagues in developing and maintaining high standards

ii. Respecting fellow educators and participating in the development of a professional teaching environment

iii. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning

iv. Providing professional education services in a nondiscriminatory manner

v. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices

vi. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children

b. Unethical conduct includes, but is not limited to, the following:

i. Harassment of colleagues

ii. Misuse or mismanagement of tests or test materials

iii. Inappropriate language on school grounds or any school-related activity

iv. Physical altercations

v. Failure to provide appropriate supervision of students and reasonable disciplinary actions.

2. Standard 2. Trustworthiness

An educator should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

a. Ethical conduct includes, but is not limited to, the following:

i. Properly representing facts concerning an educational matter in direct or indirect public expression

ii. Advocating for fair and equitable opportunities for all children

iii. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

b. Unethical conduct includes, but is not limited to, the following:

i. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:

a) employment history, professional qualifications, criminal history, certification/recertification

b) information submitted to local, state, federal, and/or other governmental agencies

c) information regarding the evaluation of students and/or personnel

d) reasons for absences or leave

e) information submitted in the course of an official inquiry or investigation

ii. Falsifying records or directing or coercing others to do so.

3. Standard 3. Unlawful Acts

An educator shall abide by federal, state, and local laws and statutes and local school board policies.

Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

4. Standard 4. Educator/Student Relationship

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

a. Ethical conduct includes, but is not limited to, the following:

i. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students

ii. Nurturing the intellectual, physical, emotional, social and civic potential of all students

iii. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement

iv. Creating, supporting, and maintaining a challenging learning environment for all students

b. Unethical conduct includes, but is not limited to the following:

i. Committing any act of child abuse

ii. Committing any act of cruelty to children or any act of child endangerment

iii. Committing or soliciting any unlawful sexual act

iv. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability

v. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs

vi. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student. Examples of these acts may include but not be limited to:

1) sexual jokes

2) sexual remarks

3) sexual kidding or teasing
4) sexual innuendo
5) pressure for dates or sexual favors
6) inappropriate touching, fondling, kissing or grabbing
7) rape
8) threats of physical harm
9) sexual assault
10) electronic communication such as texting
11) invitation to social networking
12) remarks about a student's body
13) consensual sex.

5. Standard 5. Educator Collegial Relationships
An educator should always maintain a professional relationship with colleagues, both in and outside the classroom

1. Unethical conduct includes but is not limited to the following:

a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law

b. Harming others by knowingly making false statements about a colleague or the school system

c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities

d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status

e. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues.

6. Standard 6. Alcohol, Drug and Tobacco Use or Possession
An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs

a. Ethical conduct includes, but is not limited to, the following:
i. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice
b. Unethical conduct includes, but is not limited to, the following:

i. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs

ii. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.

iii. Being on school premises or at a school-related activity involving students while documented using tobacco.

7. Standard 7. Public Funds and Property
An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

a. Ethical conduct includes, but is not limited to, the following:
i. Maximizing the positive effect of school funds through judicious use of said funds
ii. Modeling for students and colleagues the responsible use of public property
b. Unethical conduct includes, but is not limited to, the following:
i. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
ii. Failing to account for funds collected from students, parents or any school-related function
iii. Submitting fraudulent requests for reimbursement of expenses or for pay
iv. Co-mingling public or school-related funds with personal funds or checking accounts
v. Using school property without the approval of the local board of education/governing body.

8. Standard 8. Remunerative Conduct
An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

a. Ethical conduct includes, but is not limited to, the following:
i. Insuring that institutional privileges are not used for personal gain
ii. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization
b. Unethical conduct includes, but is not limited to, the following:
i. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
ii. Tutoring students assigned to the educator for remuneration unless approved by the local school board
iii. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. *(This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service).*

9. Standard 9. Maintenance of Confidentiality
An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

a. Ethical conduct includes, but is not limited to, the following:

i. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law

ii. Maintaining diligently the security of standardized test supplies and resources

b. Unethical conduct includes, but is not limited to, the following:

i. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.

ii. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests

iii. Violating other confidentiality agreements required by state or local policy

10. Standard 10. Breach of Contract or Abandonment of Employment

An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.

a. Unethical conduct includes, but is not limited to, the following:

i. Abandoning the contract for professional services without prior release from the contract by the school board

ii. Refusing to perform services required by the contract.

7 Miss. Code. R. § 3-14.18

Miss. Code Ann. § 37-1-3 (Revised 1/2011) Adopted 12/30/2015

Policy JRAB: Compliance with FERPA

Status: ADOPTED

Original Adopted Date: 07/08/2013 **| Last Revised Date:** 11/05/2024 **| Last Reviewed Date:** 04/08/2025

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

In accordance with the policy of the George County School District Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student: Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student: A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent: Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records: Any item of information or record (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:

   A. It was made as a personal memory aid;

   B. It is in the sole possession of the individual who made it; or

   C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or

3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

Personal Identifier: Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first month of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;

2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;

3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);

4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and

5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

2. The right to exercise a limited control over other people's access to the student's education record;

3. The right to seek to correct the student's education record, in a hearing, if necessary;

4. The right to report violations of the FERPA to the Department of Education; and

5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES

Cumulative School Records

Cumulative School Records

(Former Students)

Health Records

School Transportation Records

Speech Therapy Records

Psychological Records

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records (except for those required by the FERPA) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

EXCEPTIONS TO PRIOR CONSENT

The district may disclose personally identifiable information without prior consent under the following conditions:

1. To personnel within the district who have legitimate educational interests;
2. To personnel of an education service district or state regional program where the student is enrolled or is receiving services;
3. To personnel of another school, another district or institution of post-secondary education where the student seeks or intends to enroll;
4. To personnel connected with an audit or evaluation of federal or state education programs or the enforcement of or compliance with federal or state legal requirements of the district;
5. To personnel determining a financial aid request for the student;

6. To personnel conducting studies for or on behalf of the district;
7. To personnel in accrediting organizations fulfilling accrediting functions;
8. To comply with a judicial order or lawfully issued subpoena;
9. For health or safety emergency;
10. By request of a parent of a student who is not 18 years of age;
11. By request of a student who is 18 years of age or older or emancipated;
12. Because information has been identified as directory information.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who school officials are. An official is:

1. A person duly elected to the school board;

2. A person certified by the state and appointed by the school board to an administrative or supervisory position;

3. A person certified by the state and under contract to the school board as an instructor;

4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or

5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. 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 education; 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.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);

2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;

3. The parties who provide or may provide financial aid to a student to:

   A. Establish the student's eligibility for the aid,

   B. Determine the amount of financial aid,

C. Establish the conditions for the receipt of the financial aid, or

D. Enforce the agreement between the provider and the receiver of financial aid;

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;

5. To accrediting organizations to carry out their accrediting functions;

6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision); or

7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or

8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;

2. The information is necessary and needed to meet the emergency;

3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or

4. Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;

2. The reasons for the disclosure;

3. The person, organization, or the class or organizations to whom the disclosure is to be made;

4. The parent's or eligible student's signature; and

5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be re-disclosed without the parent's or eligible student's prior written consent.

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be

available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (*NOTE: under FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.*)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

<u>First Level Decision</u>

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be

bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and

4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:

   A. The school district's decision that the record is correct and will not be changed;

   B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and

   C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

The Mississippi Public School Accountability Standard for this policy is standard 8.

Policy JCBA: Student Restraint & Seclusion

Status: ADOPTED

Original Adopted Date: 11/01/2007 | **Last Revised Date:** 04/02/2024 | **Last Reviewed Date:** 04/08/2025

STUDENT RESTRAINT AND SECLUSION POLICY

The George County School District Board of Trustees supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, and improves student achievement for all students.

In accordance with Miss. Code Ann. §§ 37-9-69 and 37-11-57, it is recognized that staff may intercede in situations wherein students are displaying physically violent behavior or are deemed to be a danger to themselves or others. The use of excessive force or cruel and unusual punishment regarding student management is prohibited. Restraint and/or seclusion shall not be utilized as a punitive measure.

Only school personnel trained in the use of restraint and seclusion should be used to observe and monitor these students. Staff engaged in monitoring students shall have knowledge of effective restraint and seclusion procedures, emergency procedures, and knowledge of how to effectively debrief students after the use of restraint or seclusion.

This policy in no way shall inhibit the right of staff to reasonable self-defense in accordance with the provisions of the 5th and 14th amendments to the Constitution of the United States, or the Constitution of Mississippi, nor negate the obligation of the district to provide a safe work environment.

In any situation in which a student is a danger to himself/herself or others, and it becomes necessary to contact law enforcement or emergency medical personnel, nothing in this policy guidance shall be construed to interfere with the duties of law enforcement or emergency medical personnel.

Restraint

Physical restraint is considered to be an emergency response after all other verbal and non-verbal de-escalation measures have failed in effectiveness. When using physical restraint for students who are a danger to themselves or others or who constitute potential or actual destruction of property, staff should take precautions necessary to ensure the safety of the student and the staff members engaged in restraining the student.

1. Physical restraints that restrict the flow of air are prohibited in all situations.
2. The use of mechanical restraints is prohibited, except by law enforcement.
3. The use of chemical restraints is prohibited.

The restraint shall be removed as soon as the student is no longer a danger to themselves or others, but shall be immediately removed at any point the student appears to be, or claims to be, in severe stress. When the student is able, he/she should be returned to the instructional activity, or to a less restrictive environment.

Seclusion

School personnel may use seclusion to address a student's behavior if that behavior constitutes an emergency and seclusion is necessary to protect a student or other person from imminent, serious physical harm after other less intrusive, less restrictive, nonphysical interventions, or other alternative approaches have failed or been determined inappropriate.

The use of seclusion occurs in a specially designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. The room or space used for seclusion may not be locked and staff shall be present to monitor the student. Seclusion shall cease once the student regains control of his or her behavior.
The room or space used for seclusion shall not contain any objects or fixtures with which a student could reasonably be harmed. Additionally, the room shall provide adequate lighting and ventilation.

Administrative Procedures

This policy and the supporting procedures are designed to ensure the safety of all students, school personnel, and visitors. The following provisions shall be adhered to:

1. Staff and faculty shall be trained at least annually on the use of physical restraint and seclusion. Teachers and other district personnel shall be trained on how to collect and analyze student data to determine the effectiveness of these procedures in increasing appropriate behavior.
2. Administrators shall document incidents of the use of physical restraint or seclusion by staff or faculty participating in or supervising the restraint or seclusion event.
3. A review of the use of a restraint and seclusion process shall be conducted by the school to determine if revisions of behavioral strategies are in place to address dangerous behavior or if positive behavioral strategies were not in place at the time of the restraint or seclusion.
4. The school board shall review this policy and incidents of seclusion and restraint data at a minimum, annually. At a minimum, the Superintendent shall make quarterly reports of incidents of restraint and/or seclusion to the school board. The school district shall report the incidents to Mississippi Department of Education annually.
5. This policy and supporting procedures shall be reviewed with all staff on an annual basis.

6. The superintendent or designee shall develop procedures for reporting the use of restraint or seclusion to the local board of education and to the Mississippi Department of Education.
7. After reviewing the district reports of incidents in which restraint and seclusion were used, if necessary, the superintendent shall make recommendations to the board for possible revisions to this policy. The review and/or revisions to this policy shall be documented on the school board meeting agenda and the subsequent minutes of the school board meeting. The school district or school shall maintain records of its review of and any resulting decisions or actions regarding the use of seclusion and restraint.

Parental Notification

1. All parents shall receive, at least annually, written information about the policies and procedures for restraint and seclusion issued by this school district. The written policies shall be included in the code of conduct, student handbook, school board policy manual, and any other appropriate school publication.
2. Parents or guardians shall be notified verbally or in writing on the day of the restraint or seclusion or no later than 48 hours following the incident. In the event a parent cannot be reached by telephone, a letter shall be sent informing the parent of the incident and the person who can be contacted at the school to address any questions the parent may have. At the time the parent is notified, the school shall schedule a debriefing with the parent to discuss the incident.
3. The superintendent or designee shall develop procedures by which a parent may submit a complaint regarding the physical restraint or seclusion of their child; the procedures shall be printed in the Student Handbook.

The superintendent or designee shall establish and disseminate all procedures relevant to the implementation of this policy and the guidelines set forth by the Mississippi Department of Education.

This policy and all revisions to the policy shall at a minimum be disseminated to all parents and staff annually, and listed in the staff and student handbooks, as well as the school board policy manual.

Policy GBRL: Drug Free Schools and Workplace

Status: ADOPTED

Original Adopted Date: 06/06/2017 | **Last Revised Date:** 12/06/2022

Policy: DRUG FREE SCHOOLS AND WORKPLACE

No employee engaged in work in connection with the George County School District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined under state and federal law.

"Workplace" is defined to mean the site for the performance of work done in connection the George County School District. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment in the George County School District, each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction.

As a condition of employment in the George County School District, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the board. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

MEDICAL MARIJUANA
This policy applies to medical cannabis. Under the Mississippi Medical Cannabis Act, this school district:

1. Is not required to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.
2. May refuse to hire, discharge, discipline, or otherwise take an adverse employment action against an individual with respect to hiring, discharging, tenure, terms, conditions, or privileges of employment as a result, in whole or in part, of that individual's use of medical cannabis, regardless of the individual's impairment or lack of impairment resulting from the medical use of medical cannabis.
3. Does not allow the use of medical cannabis by employees while on district property, while at a district sponsored event, or while performing district business.

DENIAL OF LICENSE

The State Board of Education, acting through the commission, may deny an application for any teacher or administrator license if the applicant is actively addicted to or actively dependent on alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect, at the time of application for a license. ' 37-3-2 (11) (c)

SUSPENSION OF LICENSE

The State Board of Education, acting on the recommendation of the commission, may revoke or suspend any teacher or

administrator license for specified periods of time if the teacher or administrator has been convicted, has pled guilty or entered a plea of nolo contendere to a felony, as defined by federal or state law. ' 37-3-2 (12) (d)
Dismissal or suspension of a licensed employee by a local school board pursuant to Section 37-9-59 may result in the suspension or revocation of a license for a length of time which shall be determined by the commission and based upon the severity of the offense. ' 37-3-2 (13) (a)

LEGAL REF.: MS CODE as cited
21 U.S.C. 812
21 CFR 1300.11 through 1300.15

CROSS REF.: Policy GBRM-2 C Drug and Alcohol Testing Policy

Last Review Date: 12/6/2022

Status: ADOPTED

Policy KHE: Gifts to Schools

Original Adopted Date: 07/08/2013 | **Last Revised Date:** 08/03/2021

GIFTS TO SCHOOLS

The superintendent, on behalf of the board, is authorized to accept gifts to particular schools or the district. He shall report such acceptance to the board which shall officially acknowledge the gifts and thank the donors.

In instances where the superintendent doubts the appropriateness or usefulness of a gift, he shall refer the offer to the board for its decision.

Assets which are donated to the school district must be recorded at their fair market value at the date of donation. The school board must acknowledge in their official minutes who will maintain title of ownership to the donated assets.

'Crowdfunding Projects'
Inasmuch as desired enhancements to educational programming have always and will always exceed school resources, school employees may at times choose to seek private funds for school improvements. One modern manifestation of this is commonly referred to as 'crowd funding,' or the placement of needs on various web sites in order to secure donations to meet those needs. Two popular sites of this sort include Go Fund Me and Donors Choose. Such fundraising methods are permissible within the George County School District and the Board commends school employees for their efforts to secure outside funding to better serve the needs of their students. It is the preference of the GCSD Board that employees utilize sites funding supplies or equipment rather than monetary donations.
District employees wishing to secure crowdfunding should keep the following requirements in mind:

1. Any person or entity acting on behalf of the district and wishing to conduct an online fundraising/donation campaign for the benefit of the district shall begin the process by seeking prior approval from the building administrator. Pre-approval for technology or non-technology equipment must also be obtained from the technology department or maintenance department. Pre-approval for monetary donations must be obtained from the district business manager at the District Office.

2. All monetary donations should be recorded by the school bookkeeper in the School Funds accounting system at each school. Anew fund will be created for each new project. Please note, no school banking information should ever be

given out. A check should be requested to be mailed to the school in the name of the school, not to an individual person. If after purchases are made any funds remain, they will be held at the school in that fund for similar projects for that classroom/program/grade level. If there are not enough funds to cover the purchase, due to price changes, shipping, etc., the shortage will be the responsibility of the employee.

3. All items received/purchased through crowdfunding projects are the property of **George County School District** and all inventory procedures apply. If a teacher changes schools, the materials remain at the original school unless that school's principal gives consent for the teacher to bring those materials to their new classroom. Should the employee leave the district, the building administrator will disperse the equipment or funds based on similar needs reflected in the original project.
4. **A file is to be maintained at the school for any crowdfunding request. The file should include: the crowdfunding fundraising project from and any documentation packing slips, e-mails, invoices, etc.) pertinent to the project, name of employee who has possession of said items, and tracking of items if employees transfers from school.**
5. **Employees should be aware that some sites are tax deductible and some are not. It is the employee and donor's responsibility to determine if the donation is tax deductible.**
6. **All individual items valued at $250 or more, or considered highly walkable, must be 'red tagged' inventory and follow GCSD fixed asset procedures.**

NOTE: During the 1998 Legislative Session, MS Code Section 21-17-1 was amended:
NOTE: During the 1998 Legislative Session, MS Code Section 21-17-1 was amended:

1. To provide that the governing authorities of a municipality "may donate such lands and necessary funds related thereto to the public school district in which the land is situated" for the purposes set forth in Section 21-17-1 (1).

2. To provide that "The governing authorities of any municipality may, in its discretion, donate personal property or funds to the public school district or districts located in the municipality for the promotion of educational programs of the district or districts within the municipality."

NOTE: See also Financial Accounting Manual for Mississippi School Districts, as amended.

Policy GABBA: Social Media Websites

Status: ADOPTED

Original Adopted Date: 07/08/2013 | **Last Revised Date:** 07/21/2020

I. PURPOSE

The George County School District recognizes that social media has become an integral part of the way people communicate worldwide. Communicating through digital environments is one way to enhance the learning environment for students. The District supports the use of online social media to facilitate District programs, departments and school sites in building a more successful parent, community, student and employee network.

The District also recognizes its obligation to ensure responsible and safe use of online technologies. This policy addresses employees' use of publicly available social media networks, including: personal Websites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media. The purpose of this Policy is to establish rules and guidance for the use of social media by employees. A social media blunder is a critical problem with the potential to injure students, employees, guests, and others, to lose confidential information and data, to set back any progress that the District has previously made, and to subject the user or the District to litigation.

II. GENERAL STATEMENT OF POLICY

The District encourages the use of District-approved technologies for e-learning and encourages use of District tools for collaboration by employees. However, public social media networks, outside of those sponsored by the District, may not be used for classroom instruction or school-sponsored activities without the prior authorization of the Superintendent, or designee, and parental consent for student participation on social networks.

First Amendment free speech rights protect employees who speak out in social media on matters of public concern. However, such speech is not protected if it violates federal or state law, or unduly disrupts school operations, the learning environment, educational programs, school activities, the work environment, or the rights of others. In addition, employees have an obligation to report prohibited or illegal behavior or activity on social networks as it relates to other employees or students, including the requirements for mandated reporting of abuse or neglect.

Employees must refrain from social media activity that:

(a) Interferes with, disrupts or undermines the effective operation of the school district;
(b) is used to engage in harassing, bullying, defamatory, obscene, abusive, discriminatory, threatening or similarly inappropriate communications;
(c) creates a hostile work or school environment;
(d) encourages any illegal activity, sexual behavior, harassment or bullying;
(e) breaches confidentiality obligations of school district employees; or
(f) violates the law, board policies and/or other school rules and regulations.

While the Board reserves the right to monitor use of its computer systems, employees may engage in incidental personal use of social media in the workplace so long as such use does not interfere with operations and productivity, and does not violate other Board policies. However, employees who choose to use social media for personal use must do so on their own personal time. Participating in social media network activity for non-work related reasons on scheduled work time is prohibited.
An employee who is responsible for a social media network posting that fails to comply with the rules and guidelines set forth in this policy may be subject to corrective action, up to and including termination.

III. DEFINITIONS

A. The rapid speed at which technology continuously evolves makes it difficult, if not impossible, to identify all types of social media. The term "Social Media" includes a variety of online tools and services that allow users to publish content and interact with their audiences. Additional social media may be developed in the future that could be covered by this Policy. By way of example, social media includes:

1. social-networking sites (e.g., Facebook, LinkedIn, Google+);
2. blogs and micro-blogs (e.g., Twitter, Tumblr);
3. content-sharing sites (e.g., Scribd, SlideShare);
4. imagesharing and videosharing sites (e.g., Flickr, YouTube, Instagram, Vine, Pinterest, Picasa, and Google Video).
5. mobile communication platform (Remind, ClassDojo, GroupMe, etc...)

B. District approved password-protected social media tools are those that fall within the District's electronic technologies network or which the District has approved for educational use. The District has greater authority and responsibility to protect minors from inappropriate content and can limit public access within this limited public forum.

C. Board of Education includes all names, logos, building, images and entities under the authority of the Board of Education.

IV. RULES CONCERNING ANY USE OF SOCIAL MEDIA

All employees who participate in social media activity must observe the following rules:
A. An employee's use of any social media network and an employee's postings, displays, or communication on any social media network must comply with all state and federal laws and any applicable District policies, including policies and procedures relating to the use of District computer equipment, networks or devices.
B. Employees must not engage in communication or conduct that is harassing, threatening, obscene, abusive, libelous, or defamatory, that encourages any legal activity, sexual behavior, harassment or bullying.
C. Employees should not use their District e-mail address for communications on public social media networks that have not been approved by the District.
D. Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or the Superintendent's designee. When authorized as a spokesperson for the District, employees must disclose their employment relationship with the District.
E. Employees may not disclose information on any social media network about students or employees that is confidential and protected by privacy laws.
F. Employees may not post images on any social media network of co-workers without the co-workers' consent.

G. Employees may not post images of students on any social media network without written parental consent, except for image of students taken in the public arena, such as at sporting events or fine arts public performances.
H. Employees have responsibility for maintaining appropriate employee-student relationships at all times and have responsibility for addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online.

Social Media Websites

All employees, faculty, and staff shall observe the following while participating in any social media website, mobile communication platform, or application including, but not limited to: Facebook, Twitter, Snapchat, Instagram, Remind, GroupMe, ClassDojo, or any other social media platform.

1. Access of social media websites for individual use during school hours is prohibited.
2. Employees, faculty, and staff shall not friend students on any social media platforms.
3. Employees, faculty, and staff shall not give social media passwords to students.
4. Employees, faculty, and staff shall not post any data, documents, photos, or inappropriate information on any website or application that might result in a disruption of classroom activity. This determination will be made by the Superintendent.
5. Employees, faculty, and staff are solely responsible for the security of their social media accounts.
6. Employees, faculty, and staff are solely responsible for the content that is posted on their social media accounts at all times.
7. Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the George County School District.

Fraternization via the internet between employees, faculty, or staff and students is prohibited and in violation of standards of the Mississippi Educator Code of Ethics. Communications with both students and parents shall be done in person, over telephone, through standard mail, SchoolStatus, and/or email. Social media shall never be used and is not an appropriate form of communication.
Violation of any of these policies may result in disciplinary action, up to and including termination.
Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites, since educational sites are used solely for educational purposes.

V. RULES CONCERNING DISTRICT-RELATED SOCIAL MEDIA ACTIVITY

The following rules apply to all employees who participate in District-related social media activity:

A. In order for an employee to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the prior permission of the Superintendent or designee. The employee must comply with the following:

1. Access to the page may only be permitted for education purposes related to the club, activity, organization or team;
2. The employee responsible for the page will monitor it regularly;
3. The employee's supervisor shall be permitted access to any page established by the employee for a school-related purpose; and
4. Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-related or sponsored social media activity.

B. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication made through social media while using district computers, cellular telephones or other data devices. Information that the District obtains may be disclosed without limitation for purposes of investigation, litigation, internal dispute resolution, and legitimate business purposes regardless of whether the particular user is involved. Information that a user deleted may be recovered indefinitely by the District.

C. An employee may not link a district-sponsored social media page to any personal social media sites or sites not sponsored by the school district.

D. An employee may not use district-sponsored social media communications for private financial gain, or for a political, commercial, advertising, proselytizing or solicitation purpose.

E. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

VI. RULES CONCERNING PERSONAL SOCIAL MEDIA ACTIVITY

The following rules apply to all employees who participate in District-related social media activity:

A. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal social networking sites in a manner that could be reasonably be construed as an official school district communication. Employee must make clear within any such communication that it is the personal view of the employee and that the views expressed are the employee's alone and do not represent the views of the school district or the Board of Education. An example of such a disclaimer is: "the opinions and views expressed are those of the author and do not necessarily represent the position or opinion of the school district or Board of Education."

B. Employees who participate in social media networks may decide to include information about their work with the District as part of their personal profile, as it would relate to a typical social conversation. This may include work-related information included in a personal profile, District name, job title, and job duties, participation in District-sponsored events, including volunteer activities, and other information.

C. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, absent an unrelated online relationship (e.g., relative, family friend, or personal friendship unrelated to school), it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it in not appropriate for an employee to give students or parents access to personal postings unrelated to school.

D. Any access to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.

E. An employee may not link a personal social media page to the Board of Education's website or the websites of

individual school, programs or teams, or post official Board of Education material on a personal social media site or webpage without written permission of his/her supervisor.

F. All of Board of Education's policies and administrative regulations apply to employee use of personal social media in the same way that they apply to conduct that occurs in the workplace and off duty conduct.

G. Employees should refrain from posting anything that belongs to another person or entity, such as copyrighted publications or trademarked images.

George County School District
Computer Acceptable Use Policy

The George County School District (GCSD) offers currently enrolled students, faculty and staff access to the school computer network through computer labs, networked and stand-alone computers. District technology equipment is provided for use in fulfilling curriculum objectives and quality enrichment activities. Personal electronic devices are not to be connected to the District network. This includes, but is not limited to, personal computers, laptops, tablets, smart phones, and MP3 Players.

The GCSD is in compliance with the Children's Internet Protection Act (CIPA) and will comply with any additional state and federal regulations that pertain to technology use within the district and through use of the GCSD network infrastructure and servers that is forthcoming from the local, state, and federal regulatory agencies.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access in schools and libraries to the Internet and other information. Among other things, it calls for schools and libraries to have in place appropriate electronic filters to prevent children and adults from accessing and viewing inappropriate Internet content. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. The GCSD receives these discounts for Internet access through the E-Rate program and therefore must be in compliance with CIPA.

COMPUTER NETWORK AND INTERNET USE RULES

Students and school personnel are responsible for good behavior on the school computer networks just as they are in as classroom or in a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Within reason, freedom of speech and access to information will be honored.

In compliance with CIPA 2008 updates, all students (K-12) will be educated about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and in cyber bullying awareness and response. When using the Internet, all students will be closely monitored to prevent students from accidentally or otherwise accessing inappropriate material.

Computer access is a privilege, not a right, and is provided for students and staff to conduct research, fulfill course requirements, and communicate with others when appropriate or authorized. Access to network services is given to students and staff who agree to act in a considerate and responsible manner. Signed parental permission is required for all students. All faculty and staff using the District's Internet access must sign a written contract.

Network administrators may review network storage files and communications to maintain system integrity and ensure that users are using the system responsibly. While user files will not be examined without good cause, users should not expect that files stored on school computers will always be private. The GCSD will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through any GCSD Internet account.

All users are expected to abide by the generally accepted rules of Netiquette. These include, but are not limited to, the following:

- Be polite. Do not abuse or be 'bullying' in your messages to others.
- Use appropriate language.
- Do not assume that email is secure and/or confidential. Never send anything that you would hesitate to have viewed by others.
- Respect other people's privacy regarding mail and files. Do not reveal personal addresses or phone numbers, or those of students or colleagues.
- Keep paragraphs short and to the point. Be mindful of spelling.
- Check email regularly and delete unwanted messages as quickly as possible.

NETWORK SECURITY – CIPA COMPLIANCE

Users have the responsibility to use computer and network resources for academic purposes only. Therefore, as mandated by CIPA, filtering and monitoring will be utilized on all computers accessing the Internet. Free email sites are blocked for all users. Faculty and staff must use District provided email. The District is required by the State to archive (keep on file) all email going in and out. This is due to past litigations involving email and requirements for the District to produce email copies when requested by the courts.

Activities using the computer network in violation of local, state, federal, or GCSD policies are strictly forbidden.

Students will not respond to unsolicited online contacts or reveal personal identifiable information over the network unless it meets District-approval (examples: ACT Registration, Scholarships, or College Applications). This includes information about themselves as well as information about anyone else.

GCSD staff are prohibited from disclosing personal information about students on websites. Although teachers and other district personnel may reveal personal information about themselves over the network, they are strictly forbidden to disseminate any student information electronically to any source that has not met District approval. Information that is considered personal includes, but is not limited to, the following: student's full name, home address, Social Security number, personal telephone numbers, and any information relating to their health.

Because there are additional prohibitions with which users must comply, non-compliance with these regulations will result in disciplinary and/or legal actions taken by the GCSD authorities if deemed necessary.

There is absolutely no expectation of privacy on the GCSD network. Activities at any workstation or transmission and receipt of data can be monitored at any time both electronically or by staff members. This includes the transmission and receipt of email, email attachments, Web browsing, and any other use of the network.

Prohibited activities include, but are not limited to, the following:

- Using the network to transmit, or retransmit copyrighted material (including plagiarism).
- Accessing, transmitting, or retransmitting threatening, harassing, bullying (cyber bullying), obscene, and pornographic or trade secret material or any material deemed harmful to minors.
- Using the network to access, transmit, or retransmit language that can be considered defamatory, abusive, or offensive.
- Using social networking sites, chatting, or blogging unless associated with a specific curriculum related activity.
- Users of the GCSD network are forbidden to access, transmit, or retransmit information that could cause danger or disruption, engage them in personal, prejudicial, or discriminatory attacks or that harasses or causes distresses to another person.
- Users of the District network are forbidden to access, transmit, or retransmit material that promotes violence or the destruction of persons or property by any device including, but not limited to, firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar material.
- All users agree to report any accidental access of any of the aforementioned material to the appropriate school authority so that the district can take steps to prevent similar future access.
- Using the network to download, upload, or store large files such as music and video that are not directly related to projects or activities that are a part of the school curriculum.

- The use of flash (thumb) drives is limited to data storage only.
- No executable files of any type may be transferred to district property.
- Re-sending email chain letters or engaging in any spamming activities where bulk mailings of unsolicited email are sent.
- Damaging computers, computer systems, or computer networks (hardware or software). If a student maliciously damages GCSD technical equipment in such a way that requires service or repairs, the parent/guardian of the student is responsible for providing all expenses incurred for those services, grades K-12.
- Deliberate or careless action that damages the computer's configuration or limits the computer's usefulness to others.
- Downloading unauthorized software on school computers/networks. This includes students, teachers, staff, and administrators. All software installed on district computers must be installed by the Technology Department and only after the proper licenses or authorizations for use have been acquired and verified.
- Creating, uploading, or transmitting computer viruses, worms, or other disruptive software code.
- Making any attempt to defeat computer or network security on the District network or any other client, server, or network on the Internet. Hacking or attempting to gain access to unauthorized areas of the District network or the Internet is prohibited.
- Invading the privacy of other individuals. Using another person's password or account or providing his/her password to another person. Trespassing in another's folder, work, or files, in the attempt to use others' work to 'cheat' on assignments, tests, or any class work.
- Intentionally wasting limited resources.
- Using the network or school computer for unauthorized commercial, private, personal purposes, or political lobbying.
- Any activity harmful to or reflecting negatively on the GCSD community.

CONSEQUENCES OF POLICY NON-COMPLIANCE

Violation of this AUP (Acceptable Use Policy) may result in the denial, suspension, or cancellation of the users' privileges as well as other disciplinary and/or legal action deemed appropriate and imposed by the school administration, district administration and/or local, state, or federal law enforcement officials. Other action not specified above may include, but are not limited, to monetary restitution, school suspension or expulsion, detention, or any other action deemed appropriate by the administrative authorities.

In grades K-12, students in computer-based classes may be removed from the course for the duration of the semester or school year if found by administration to be intentionally in violation of the AUP. Reinstatement procedures will be individually addressed.

Any disciplinary action that is a result of an alleged violation of this policy can be appealed through the normal channels provided by the disciplinary policy of the GCSD.

Signatures at the end of this document are legally binding and indicate the parties who have signed have read the terms and conditions carefully and understand their significance.

TERMS AND CONDITIONS FOR USE OF THE GCSD NETWORK

All users of the GCSD's network and Internet access are required to adhere to the District's Internet Acceptable Use Policy (AUP). The policy describes in detail the purpose of the District's network and the rules governing its use. If a parent does not want their child to have access to the Internet or Internet services provided by the District, they must obtain and complete a Refusal Form and return to your child's Principal. This form will be completed each school year. Please realize that this action will make enrollment in certain classes impossible.

All users and the parents of all student users are required by the GCSD AUP to sign a contract stating that they will abide by the policy while using the District's computer network resources.

All users, including faculty and staff, must be aware that misuse of the network facilities could result in disciplinary action by the GCSD officials including termination of employment or legal action by local, state, and/or federal law enforcement officials.

It is, therefore, incumbent upon all who sign the Internet Use Contract to carefully read the District AUP and understand what is expected and the penalty for non-compliance.