

SUBSTITUTE EMPLOYEE HANDBOOK 2026 - 2027

MISSION STATEMENT

The mission of the George County School District, along with our community partners, is to prepare and empower our students with the knowledge and skills that are essential in being college and/or career ready.

GEORGE COUNTY SCHOOL DISTRICT

Physical & Mailing Address: 494 Cowart Street Lucedale, MS 39452

Phone: 601-947-6993

Website: <https://www.gcsd.us/>

Follow us: <https://www.facebook.com/georgecountyschooldistrict>

Debra D. Joiner, Superintendent

BOARD OF TRUSTEES

Christopher Hilbun, President (District 4)

Matthew Smith, Vice President (District 1)

Wade Whittington, Secretary (District 5)

James Davidson, Member (District 2)

James “Panky” Hill, Member (District 3)

Cherie Wade, Board Attorney

Susan Moore, Executive Secretary



Table of Contents

GEORGE COUNTY SCHOOL DISTRICT ORGANIZATIONAL CHART	4
GEORGE COUNTY SCHOOL DISTRICT HEALTH CLINICS	5
EMPLOYEE HANDBOOK DISCLAIMER	6
EQUAL EMPLOYMENT OPPORTUNITY	6
INDIVIDUALS WITH DISABILITIES	7
EMPLOYEES' CONTACT INFORMATION	7
EMPLOYEE RECORDS	7
EMPLOYEE RIGHTS AND INFORMATION	8
GEORGE COUNTY SCHOOL DISTRICT GUIDELINES FOR BEHAVIOR IN OUR WORKPLACE	8
CONFIDENTIALITY AND PROTECTION OF STUDENT AND EMPLOYEE INFORMATION	9
WORKPLACE RELATIONSHIPS, ETHICS, AND CONFLICT OF INTEREST	10
HARASSMENT/BULLYING PREVENTION POLICY AND COMPLAINT PROCEDURE	13
PERSONAL APPEARANCE AND ATTIRE	16
EMPLOYEE ARREST	17
USE OF TELEPHONES	17
USE OF COMPUTER SYSTEMS AND ELECTRONIC MAIL	17
WORKPLACE SAFETY, HEALTH AND SECURITY	18
GEORGE COUNTY SCHOOL DISTRICT HEALTH CLINICS	18
COMMUNICABLE DISEASES	18
SUICIDE TRAINING	18
OUR COMMITMENT TO SAFETY AND NON-VIOLENCE	18
ACCIDENTS AND WORKERS' COMPENSATION	19
EMERGENCY PROCEDURES	19
ELECTRONIC MONITORING	20
SMOKE-FREE WORKPLACE	20
ALCOHOL AND DRUG FREE WORKPLACE POLICIES GBRL, GBRM, GBRM-2	20
SUBSTITUTE REQUIREMENTS	22
(AESOP) FRONTLINE AUTOMATED SUBSTITUTE CALL SYSTEM	22
SUBSTITUTE PAY RATES	22
IMPORTANT INFORMATION FOR SUBSTITUTES REGARDING PAY	23
SUBSTITUTE EMPLOYEE GENERAL RESPONSIBILITIES	23
PROFESSIONAL CONDUCT & SAFETY EXPECTATIONS FOR SUBSTITUTES	26

SUBSTITUTE TEACHER’S DAILY CHECKLIST	28
PROCEDURES FOR SUBSTITUTES: CRISIS POLICIES & EMERGENCY PREPAREDNESS	29
STUDENT RESTRAINT AND SECLUSION POLICY	30
SUBSTITUTE TEACHER FEEDBACK FORMS	31
APPENDIX	
MISSISSIPPI EDUCATOR CODE OF ETHICS AND STANDARDS OF CONDUCT	33
POLICY: COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)	37
POLICY: STUDENT RESTRAINT & SECLUSION	46
POLICY: DRUG FREE SCHOOLS AND WORKPLACE	48
POLICY: GIFTS TO SCHOOLS	50
POLICY: SOCIAL MEDIA WEBSITES	51
GEORGE COUNTY SCHOOL DISTRICT COMPUTER ACCEPTABLE USE POLICY	55

Welcome to the 2026–2027 school year! Whether you are joining the George County School District for the first time or returning for another year of service, we are pleased to have you as part of our district family.

Each new school year brings fresh opportunities to inspire growth, foster learning, and make a meaningful impact in the lives of our students. We sincerely appreciate your dedication and professionalism, and we remain confident that—together—we will continue to uphold our shared commitment to educational excellence.

The Human Resources Department is here to support you throughout the year. Should you have questions regarding policies, benefits, or professional development opportunities, please know that we are always available by phone or email to assist you.

Thank you for the important work you do each day in support of our students, schools, and colleagues. We look forward to a successful, rewarding, and inspiring school year ahead.

Phyllis McDonald

Director of Human Resources - George County School District



Board of Education Secretary,
Susan Moore 2026/2027

George County Board of Education

School Board Attorney,
Cherie Wade

Superintendent
Debra Joiner

Assistant Superintendent, Jennifer Mathis

Department of Operations

Department of Academics

Secondary Curriculum Director/Asst. Superintendent
Jennifer Mathis

SPED Director
David King

Director Assessment and Elementary Curriculum
Gina Hataway

Director Student and Alternative Services
Sid Taylor

Federal Programs Director
Patti Wilkins

Principals

Director Human Resources
Phyllis McDonald

District Athletic Director/Operations
James Ray

Chief Financial Officer
Natasha Henderson

CTE Director/Logistics
Jeff Mathis

Secondary Curriculum/School of Innovation

IEP Team Leader
Transition 1st Step

Testing
Accountability

Alt. School/DRB Facilitator
Extended Learning

Title/ESSER/ARP
Homeless/Foster/ELL

Assistant Principals
Local School Faculty and Staff

PGS
Licensure/CEU
Workers Comp

Athletics
Transportation
Zoning

Payroll
Accounts Payable
Insurance

Career and Technical Education
Facilities

Accreditation
Data Coordinator

District Office Case Manager
Speech Therapists

Data Analytics
Elementary Curriculum

Textbooks
Accreditation of Gifted Program/Librarians/Nurses Counselors

Pre K
Counselors/SEL
Librarians

Nurses
Interventionists
Custodians/Janitors

Professional Development
New Hire Meetings
Employee Recommendations/Verifications

Safety and Security
Staff Investigations
Crisis Plan

Fixed Assets
Procurement
Property Mgt.

Workforce Development
Technology
Weather Response

New Teacher Academy/Mentor Academy

VI Consultant, Occupational Physical Therapist
Psychometrists

Dyslexia
504 Coordinator/TST

Attendance/Parent Engagement
16th Section
Student Compliance

Banking & Investment
Retirement & Risk
Financial Operation

Recruitment
Student/Teacher Intern Placement
FMLA/Employment Claims

Weather Response
Driver Education
Facility Use Approval

Records Mgt.
Child Nutrition

Special Projects
Building Projects

Leadership Academy
Professional Development

Behavior Specialist
Progress Checks

School Improvement
Progress Checks

SBAC
Communications

APPROVED

FEB 03 2026

G.C. SGT. BOULFARD



GEORGE COUNTY SCHOOL DISTRICT HEALTH CLINICS

*All patients must be consented.
No appointment necessary.*

**ALL SERVICES LISTED BELOW ARE OFFERED TO
STUDENTS AND ALL DISTRICT PERSONNEL.**

- *treatment of minor acute injury and illness*
- *well-visits*
- *sports physicals*
- *immunizations*
- *routine lab tests*
- *management of chronic illness*
- *mental/behavioral assessment and treatment*
- *health education and health promotion*
- *medications and/or prescriptions for medications*



**STUDENT
CONSENT**



**PATIENT
REGISTRATION**

**STUDENTS ARE TREATED AT NO OUT-OF-POCKET COSTS.
ALL INSURANCE ACCEPTED.**

FOR MORE INFORMATION:

Email: GCSchools@CoastalFamilyHealth.org

Facebook: [CFHC.SchoolBasedHealthServices](https://www.facebook.com/CFHC.SchoolBasedHealthServices)

EMPLOYEE HANDBOOK DISCLAIMER

This handbook is intended to serve as a general reference throughout your employment with the George County School District. It does not cover every detail or condition of your employment. For information regarding specific topics such as employee parking, building access, or use of facilities, please consult your supervisor, principal, or department director.

Please note that the contents of this handbook are subject to change in response to updates in laws, Board of Education policies, procedures, or regulations. While this handbook provides guidance, it does not establish a contract of employment or guarantee continued employment. It also does not ensure specific work assignments, schedules, working conditions, or employment duration.

The District's administration reserves the right to review, revise, delete, or interpret any policies and procedures within this handbook as needed, subject to applicable laws. That said, we are committed to open communication and fairness and will make every effort to keep employees informed of relevant updates that affect their roles.

Many policies and regulations referenced here have been summarized for clarity and brevity. Employees are expected to be familiar with the full content of these policies. A complete copy of the district's policy manual is available at the central office and in each school office.

OUR COMMITMENT TO NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The George County School District deeply values the diversity of its workforce and the unique backgrounds, talents, and perspectives each employee contributes. We believe that unity in shared goals, a commitment to respect and dignity, and an appreciation for individual and group differences are essential to our success. By treating every person with respect, we foster a workplace that is more innovative, collaborative, and high-performing.

EQUAL EMPLOYMENT OPPORTUNITY

The George County School District is dedicated to upholding the principles of equal employment opportunity and non-discrimination in all aspects of employment. This commitment extends to recruitment, hiring, training, compensation, benefits, transfers, promotions, and all other terms and conditions of employment.

We strive to ensure that our employment policies and practices provide equal opportunity to all individuals, regardless of race, color, national origin, ancestry, citizenship status, sex, sexual orientation, pregnancy, marital or parental status, religion, age, disability, military service (past or present), or any other status protected by law. Employment decisions are based solely on individual qualifications and the operational needs of the district.

INDIVIDUALS WITH DISABILITIES

The George County School District is committed to employing and supporting individuals with disabilities as part of our inclusive workforce. Qualified individuals with physical or mental disabilities are entitled to the same employment opportunities as any other qualified candidate or employee.

A qualified individual with a disability is defined as someone who possesses the knowledge, skills, and abilities to perform the essential functions of a job, with or without reasonable accommodation.

Examples of reasonable accommodations may include:

- Removing physical barriers in the workplace
- Modifying job duties, work schedules, or the work environment
- Adjusting how tasks are typically performed
- Providing alternative methods of communication
- Reassigning the employee to a vacant position for which they are qualified

Employees or applicants in need of accommodation should notify their immediate supervisor or the Human Resource Director. Upon receiving a request, a confidential discussion will take place with the individual, and the supervisor or Human Resource Director will consult with the Superintendent or designee. The individual will then be informed of the accommodation decision, if any, that will be implemented.

For more details, please refer to the district's full Individuals with Disabilities Policy.

EMPLOYEES' CONTACT INFORMATION

Employees are required to keep their current address, phone number, and emergency contact information on file with their school or department office. If any of this information changes, employees must notify their school or department office within one (1) working day. Additionally, the updated information must be reported to the District Office Payroll Department within five (5) working days.

EMPLOYEE RECORDS

Employee personnel records are maintained at the District Office. You may request to review the contents of your personnel file by submitting a written request with reasonable advance notice.

All official documents and files – whether paper or electronic – created by any employee of the George County School District are the permanent property of the school district and must remain with the district. Employees are strictly prohibited from deleting, destroying, or altering any official records.

Employees are responsible for promptly notifying the District Office of any changes to their personal information. This includes updates to home address, phone number, marital status, number of dependents or children, the death of a family member covered under district insurance plans, life insurance beneficiaries, emergency contacts, or any other relevant information.

EMPLOYEE RIGHTS AND INFORMATION

The school district displays workplace posters at each location to inform employees about their legal rights, as well as other important business and work-related information.

GEORGE COUNTY SCHOOL DISTRICT GUIDELINES FOR BEHAVIOR IN OUR WORKPLACE

The George County School District takes great pride in the quality of its educational system. A key factor in our success is maintaining a positive and productive work environment. By clearly defining behavioral expectations and establishing work rules, we aim to minimize conflict and reduce the need for corrective action. While we hope that corrective measures will never be necessary, when concerns arise, they will be investigated and addressed on a case-by-case basis. Except in cases involving safety risks, violence, or emergencies, employees will have the opportunity to present their side of the situation before any action is taken.

While we generally follow a "step" or "ladder" approach to discipline, serious infractions may result in suspension or termination, even for a first-time offense. Factors that may influence the appropriate corrective action include the seriousness of the behavior, the employee's employment history, the employee's honesty, willingness to correct the issue, and how similar situations have been addressed in the past.

Desired and Expected Behaviors:

- Treating colleagues, students, parents, and visitors with courtesy and respect
- Performing job duties and assignments to meet or exceed performance standards
- Following instructions from supervisors or administrators
- Knowing and adhering to safety protocols
- Complying with Board Policies
- Showing respect for others and refraining from speaking disparagingly about colleagues
- Adhering to the Mississippi Educator Code of Ethics

Examples of Unacceptable Behavior that May Lead to Corrective Action:

- Falsifying work records, including timesheets
- Speaking disrespectfully about employees, students, parents, or the district
- Violating another employee's privacy rights
- Engaging in harassing, intimidating, threatening, or disruptive conduct
- Dishonesty
- Excessive absenteeism
- Insubordination
- Refusing to follow supervisor instructions regarding job-related matters
- Engaging in outside employment or private business during scheduled school hours
- Violating any Board Policy

CONFIDENTIALITY AND PROTECTION OF STUDENT AND EMPLOYEE INFORMATION

All employees are expected to maintain strict confidentiality regarding information obtained through their employment with the school district. Respect for privacy applies to student records, personnel files, business systems, medical information, and any other sensitive data. Protecting this information – by securing it properly, filing it appropriately, and sharing it only with individuals who have a legitimate educational or business need to know – is a fundamental responsibility. Unauthorized disclosure may result in disciplinary action and may also violate the law.

Employee and student contact information, including telephone numbers and addresses, must not be shared without prior approval from a supervisor or administrator. Any requests for records under the Freedom of Information Act (FOIA) must be referred to the Director of Human Resources for proper handling.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, students and their parents or legal guardians have specific rights concerning access to and disclosure of educational records. All faculty and staff must understand and comply with FERPA requirements before sharing student information.

What Is an Educational Record?

An educational record includes any record containing personally identifiable information (PII) that is directly related to a student. Examples include:

- Grades and academic records
- Discipline reports
- Photographs or video recordings
- Student work or projects
- Information stored in school databases or electronic systems

FERPA Guidelines and Examples

- Student academic or behavioral information may only be shared with a parent or legal guardian unless written consent is provided.
- Posting graded student work with identifying information is prohibited.
- Employees may not post student photos or identifying information on personal social media accounts, websites, or in media outlets without written parental or guardian permission.

Key Responsibilities

- Always verify the identity and authorization of anyone requesting student information.
- When uncertain, do not disclose information and consult a supervisor or administrator.
- Maintain confidentiality of all student and employee records at all times.

The George County School District requires all employees – including teachers, assistants, clerical staff, counselors, administrators, cafeteria staff, and support personnel with access to student data – to complete annual FERPA training. Training information will be provided by the Human Resources Department or the employee’s supervisor.

WORKPLACE RELATIONSHIPS, ETHICS, AND CONFLICT OF INTEREST

The George County School District is committed to maintaining a professional, respectful, and ethical work environment. Employees are expected to conduct themselves in a manner that promotes fairness, integrity, and public trust while avoiding situations that could create conflicts of interest or disrupt the workplace.

Personal and Family Relationships

The District welcomes referrals of qualified applicants, including friends and family members, and will comply with all applicable laws regarding hiring practices. However, personal or romantic relationships in the workplace must not interfere with job performance, create discomfort for others, or disrupt the professional environment.

Supervisors are strictly prohibited from engaging in personal or romantic relationships with employees they supervise. If such a relationship becomes known, the administration will take appropriate corrective action.

All employees must also comply with the District’s Harassment Prevention Policy and ensure that workplace relationships remain professional at all times.

Ethics and Conflict of Interest

As public employees, we serve in positions of trust. Our conduct directly reflects on the reputation and integrity of the George County School District. Employees must avoid both actual and perceived conflicts of interest and carry out their duties objectively and responsibly.

A conflict of interest arises when personal, financial, or relational interests interfere – or appear to interfere – with an employee’s ability to perform job responsibilities impartially.

Examples of Potential Conflicts of Interest:

- Outside employment that interferes with District duties, scheduling, or overtime obligations
- Significant financial interest in a vendor, contractor, or business working with the District
- Romantic or personal relationships that create a supervisory-subordinate dynamic
- Soliciting money, gifts, purchases, or donations during work hours or in workspaces

Employee Responsibility

Employees who believe they may have a conflict of interest, or the appearance of one, must promptly disclose the situation to their supervisor. Transparency and open communication are essential to preserving trust and accountability.

All employees are required to review and adhere to the Mississippi Educator Code of Ethics and Standards of Conduct at the beginning of each school year. Although specifically designed for certified staff, its principles apply to all employees and are expected to guide conduct throughout the District.

Student Welfare, Health Services, and Family Communication

The George County School District is committed to protecting student safety, supporting student health needs, and maintaining strong partnerships with families. The following guidelines outline employee responsibilities related to reporting abuse, administering medication, and communicating effectively with parents and guardians.

Reporting Child Abuse and Neglect

Under the Mississippi Code of 1972, certain professionals – and any individual with reasonable cause – are legally required to report suspected child abuse or neglect. Mandated reporters include:

- Attorneys
- Physicians, dentists, interns, and residents
- Nurses and psychologists
- Teachers and school principals
- Social workers and child caregivers
- Ministers
- Law enforcement officers
- Any other person who reasonably suspects abuse or neglect

Immunity from Civil Liability

Anyone who reports suspected abuse or neglect in good faith is protected from civil liability. Absolute proof is not required. Investigations are conducted by Child Protective Services.

Steps to Take if You Suspect Abuse or Neglect

- Remain calm.
- Assure the child that you believe them.
- Protect the child's privacy; share information only with those who need to know.
- Immediately report concerns to the school administrator, school nurse, or school counselor.

Administration of Medication to Students

Only school personnel who have completed Assisted Medication Administration Training may assist students with medication. All medications must be stored securely in a location designated by school administration and administered only by trained staff.

Requirements for Medication Administration

- A Medication Authorization Form signed by the parent or guardian is required each school year.
- Medications must be in their original, properly labeled containers.
- Prescription labels must include:
 - Student's name
 - Medication name
 - Dosage
 - Route of administration
 - Time to be given
 - Prescribing physician's name

Parents are encouraged to request a separate, labeled container from the pharmacist for school use.

Only the school nurse or school administration may administer limited over-the-counter medications, and only with written parental authorization. If neither is available, the parent or guardian must come to school to administer the medication.

Teacher and Parent Communication

The District values open, consistent communication between school staff and families. Strong partnerships contribute to student success and a positive educational experience.

Communication Expectations

Teachers are required to:

- Use School Status to make at least five (5) individual parent/guardian contacts weekly.
- Make at least one (1) class or group contact weekly.
- Schedule parent-teacher conferences as needed to discuss student progress or concerns.

Guidelines for Addressing Parent Concerns

1. Listen

- Allow parents to fully express concerns without interruption.
- Seek to understand the root of the issue.

- Consider the situation from the parent’s perspective.
- Acknowledge feelings respectfully.

2. Acknowledge

- Validate stress or frustration.
- Show empathy and express appropriate understanding.
- If outside the school’s control, explain possible next steps and offer support.

3. Problem Solve

- Remain calm and avoid arguments.
- Separate emotions from the issue.
- Ask clarifying questions.
- Restate concerns to confirm understanding.
- Present facts clearly and objectively.
- Focus on solutions and collaborative next steps.

Through vigilance in protecting students, careful management of health needs, and strong communication with families, the George County School District promotes a safe, supportive, and student-centered learning environment.

HARASSMENT/BULLYING PREVENTION POLICY AND COMPLAINT PROCEDURE

The George County School District is committed to maintaining a safe, respectful, and inclusive workplace free from harassment, discrimination, and bullying. The District strictly prohibits conduct that discriminates against or harasses any individual based on race, color, national origin, ancestry, citizenship status, sex, sexual orientation, pregnancy, marital or parental status, religion, age, disability, military service (past or present), genetic information, or any other legally protected status. This protection also extends to individuals associated with a person in a protected class.

Prohibited conduct includes harassment, bullying, or discrimination in any interaction involving employees, students, parents, volunteers, visitors, applicants, or business partners – regardless of whether the victim belongs to a protected class. This policy applies on school property, at school-sponsored events, on school buses, and off-campus when conduct disrupts the work or educational environment.

This policy is supported by state and federal laws, including Title VII of the Civil Rights Act of 1964, Title IX (2020), the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act (ADEA), and Mississippi’s anti-bullying statute (SB 2015).

All employees, supervisors, managers, and administrators share responsibility for maintaining a workplace free of unlawful conduct. The District will promptly and thoroughly investigate all complaints and will maintain confidentiality to the greatest extent possible.

Employees who violate this policy are subject to disciplinary action, up to and including termination. Retaliation is strictly prohibited against any applicant or employee who:

- Files a good-faith complaint of harassment, discrimination, or bullying;
- Participates in an investigation, hearing, or legal proceeding;
- Opposes unlawful conduct; or
- Exercises legal rights related to discrimination or harassment.

Employees with questions may contact the Director of Operations at 601-947-6993 ext. 2202. Individuals who believe they have experienced harassment or bullying may file a written complaint. Forms are available on the District's Human Resources webpage and at the District Office or any school or department office.

Prohibited Conduct

Harassment or bullying includes verbal, written, electronic, or physical behavior that unreasonably interferes with work performance or creates an intimidating, hostile, offensive, or abusive work environment.

Examples include:

- Racial or ethnic slurs
- Ridiculing or demeaning a person or group based on a protected characteristic
- Threats or conduct that places an employee in reasonable fear of harm
- Damage to personal property

A hostile work environment exists when conduct is both perceived as harassment or bullying by the victim and is severe or pervasive enough that a reasonable person would agree.

Sexual Harassment

Sexual harassment is a form of sex discrimination and includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission is made a term or condition of employment;
- Employment decisions are based on submission to or rejection of such conduct; or
- The conduct creates an intimidating, hostile, or offensive work environment.

Sexual harassment may be overt or subtle and can include:

- Repeated attempts to initiate unwanted personal or romantic relationships
- Employment decisions tied to acceptance or rejection of advances
- Sexual jokes, comments, or propositions
- Displaying inappropriate images, leering, or staring

- Unwanted physical contact

It may occur between individuals of any gender and may involve employees, supervisors, students, visitors, contractors, or others associated with the school system.

This policy also applies to electronic communications. Employees may not use any George County Public Schools communication system to harass or offend others.

Reporting Procedures

Employees or volunteers who believe they have been subjected to discrimination, harassment, or bullying are encouraged to inform the offending individual that the behavior is unwelcome, if they feel safe doing so. They should report the matter promptly to their immediate supervisor. If uncomfortable reporting to a supervisor, they may contact the Director of Human Resources or Chief of Operations directly.

Supervisors who receive reports of suspected misconduct must immediately notify the Director of Human Resources or Chief of Operations. Complaints involving the Superintendent must be directed to the President of the School Board. Employees or volunteers who witness or have reliable information about misconduct must also report it.

Reporting Timeline

Reports should be submitted as soon as possible, and no later than five (5) calendar days after the incident or after becoming aware of it.

A written complaint form must include:

- Name of the person reporting
- Description and date(s) of the alleged misconduct
- Names of affected individuals
- Names of witnesses
- Any other relevant information

Completed forms should be submitted to the Director of Human Resources or Chief of Operations, who will initiate an immediate investigation.

Investigation and Resolution

Information gathered during an investigation will be shared only with individuals who have a legitimate need to know. Participants will be instructed to maintain confidentiality.

Within ten (10) working days of receiving the complaint, the Principal or Director will schedule meetings with involved parties when feasible. All parties may present evidence and identify witnesses. Findings will be documented in writing.

At the conclusion of the investigation, the supervisor will notify the complainant and appropriate parties of the outcome and any resulting disciplinary action.

Appeals

If dissatisfied with the resolution, the complainant may submit a written appeal to the School Board within ten (10) working days of receiving the decision. The Board will allow the complainant to appear within twenty (20) working days of receiving the appeal and will issue a written decision within ten (10) working days following the appearance.

False Allegations

Knowingly making a false or malicious accusation is a serious offense and will result in disciplinary action.

For questions or concerns regarding this policy, employees may contact the Director of Human Resources or the Director of Operations at 601-947-6993 ext. 2202.

PERSONAL APPEARANCE AND ATTIRE

As role models for our students, all employees are expected to maintain a professional appearance and dress appropriately for the school environment. Clothing, hair, and general appearance should not disrupt the classroom, work environment, or violate health and safety standards. Employees must present themselves in a neat, clean, and professional manner. Visible tattoos and body piercings are not permitted.

Specific guidelines for attire include:

- Jeans or pants with holes are not considered professional attire and are not allowed. Jeans without holes may be worn if approved by the building administrator.
- Hats or ball caps may be worn outside for protection but are not permitted inside the buildings.
- T-shirts, unless they support a school activity or sport during approved events, are not considered professional attire and are not allowed during school hours.
- Tongue rings are not permitted.
- Flip-flops should not be worn due to safety concerns.
- Sweat suits and wind suits are not allowed, except for P.E. coaches, who must maintain a professional appearance.

- Tank tops, low-cut shirts, or clothing that reveals undergarments are not permitted.
- If leggings, jeggings, or meggings are worn, tops must be longer than fingertip length and professionally appropriate.
- Inappropriate makeup, hair color, or hairstyles that appear costume-like are not allowed.

EMPLOYEE ARREST

Any employee who is arrested or charged with a felony or misdemeanor must notify their immediate supervisor and the Superintendent as soon as possible – and no later than 24 hours after the arrest – **and before returning to work**. Failure to report such incidents may result in disciplinary action, up to and including termination. Additionally, under state law, specific procedures apply when an arrest warrant is issued for a licensed public school employee for an alleged offense that occurred during the performance of their official duties.

USE OF TELEPHONES

School district telephones are intended primarily for work-related or business purposes. Personal calls should be limited to brief, necessary conversations during designated break times – except in emergencies or urgent situations requiring immediate attention. The same expectations apply to the use of personal cell phones.

Teachers and instructional staff should refrain from using cell phones during instructional time. Additionally, **cell phones and mobile devices are strictly prohibited for both teachers and students during all state testing sessions**.

Employees operating a vehicle on behalf of the school district must not use a cell phone while driving unless utilizing a hands-free device.

Furthermore, **staff members are prohibited from using text messaging to communicate directly with individual students**. If a student sends a text message to a staff member, it must be reported to the building principal immediately.

USE OF COMPUTER SYSTEMS AND ELECTRONIC MAIL

The George County School District’s computer network, electronic information, and communication systems are the property of the district and are intended for educational or official work-related purposes only. Use of these systems is governed by the district’s **Computer Use Policy**, and all employees are required to comply with the terms outlined in that policy.

Users should understand that there is **no expectation of privacy** when using district-owned systems. The school district reserves the right to monitor system usage and review any materials stored, transmitted, or accessed on its network at any time.

For detailed guidelines and responsibilities related to the use of district technology, please refer to the **George County School District Computer Use Policy**.

WORKPLACE SAFETY, HEALTH AND SECURITY

While the school district cannot guarantee protection from willful or reckless acts by third parties or other employees, ensuring a safe, clean, and healthy work environment for employees, students, and visitors is a top priority for everyone at the George County School District. All employees are expected to adhere to all relevant safety, health, and security rules, regulations, policies, and laws that apply to our district.

GEORGE COUNTY SCHOOL DISTRICT HEALTH CLINICS

The **George County School District Health Clinics** provide comprehensive medical care to our students and staff. Our services include the treatment of minor acute injuries and illnesses, wellness visits, sports physicals, and immunizations. We also offer routine lab testing, chronic illness management, and mental/behavioral health assessments. Additionally, our clinics provide health education, prescriptions, and medication management. **For more details, please refer to page 3 of this handbook.**

COMMUNICABLE DISEASES

The George County School District will actively monitor the spread of communicable diseases and reserves the right to adjust procedures as necessary in accordance with CDC, federal, and state guidelines. Employees are encouraged to visit the district's website regularly to stay informed with the latest updates.

SUICIDE TRAINING

The George County School District acknowledges that suicide is a leading cause of death among youth and must be addressed with the utmost seriousness. In line with this, the district requires all employees to complete an online suicide prevention training course. If you suspect that a student or employee is experiencing depression and may be contemplating suicide, you are obligated to promptly complete a mental health referral and submit it to the school counselor or an administrator.

OUR COMMITMENT TO SAFETY AND NON-VIOLENCE

The George County Board of Education upholds a strict "Zero Tolerance" policy regarding workplace safety and violence. Any violation of this policy will result in immediate termination of employment. Employees are prohibited from bringing firearms, explosives, incendiary devices, martial arts equipment, or any other weapons into the workplace or any work-related setting, regardless of whether or not they are licensed to carry such weapons. If you have experienced or witnessed any threats or acts of violence in the workplace, you are required to notify your supervisor or an appropriate administrator immediately. Retaliation against anyone who reports workplace violence is strictly prohibited by Board policy. For more details, please refer to the Workplace Violence Prevention Policy GAEA Staff Protection.

ACCIDENTS AND WORKERS' COMPENSATION

Any injury, no matter how minor, that occurs while at work must be reported to your immediate supervisor so that appropriate treatment or Workers' Compensation claims can be processed. If you are unable to continue working due to an injury, you will be compensated for the remainder of the day. Before returning to work, you must provide medical documentation on a form provided by the school district. All accidents must include statements from those involved, as well as any witnesses.

EMERGENCY PROCEDURES

If you believe an emergency situation exists or is imminent, immediately call 911 for fire, police, or emergency medical services. Additionally, you must notify your supervisor or an administrator, who will then contact the employee's family member or emergency contact, as necessary.

Employees should refrain from using personal cell phones to make unauthorized emergency notifications to other individuals, including school personnel.

In line with applicable laws, the school district has implemented lockdown procedures to ensure the safety of all employees and students. Regular training and drills are conducted to support these measures.

The Superintendent, with Board approval, has the authority to close or delay the start of any schools due to weather, health, or other emergencies. According to Mississippi Public Schools Accountability Standards, all missed school days must be made up unless otherwise granted by state government or the Mississippi Department of Education. School closures will be communicated through WRBE local radio station, WLOX TV, the district's automated phone messaging system, website, and social media. If no announcement is made, school will be open, and attendance is required.

In accordance with Board policy, a delayed start due to inclement weather will result in a rescheduled start time. Employees who work more than 187 days are expected to report to work at the regular time, if possible. Supervisors must be notified if an employee is unable to report. All missed time must be made up.

Emergency procedures are posted in the Principal's office at each school. Employees are required to participate in all emergency drills and procedures. Please check with your school's principal for further details.

ELECTRONIC MONITORING

As a safety measure, school district employees should be aware that their work activities and communications may be subject to electronic monitoring. This includes, but is not limited to, telephones, computer files, and e-mails. Employees should have no expectation of privacy when using the school district's electronic equipment. However, employees will not be monitored or recorded in areas designated for personal comfort or privacy, such as restrooms, locker rooms, or lounges, where their personal belongings are safeguarded.

SMOKE-FREE WORKPLACE

Smoking and the use of tobacco products, including vaping and e-cigarettes, by district employees and visitors are prohibited in school buildings, on school grounds and property, and in district vehicles, including school buses. Employees who are responsible for supervising students, whether on school grounds or at school-sponsored activities, are not permitted to use tobacco in any form while on duty or in attendance at such events.

ALCOHOL AND DRUG FREE WORKPLACE POLICIES GBRL, GBRM, GBRM-2

In accordance with the federal Drug-Free Workplace Act and as part of the George County School District's commitment to maintaining a safe, healthy, and productive work environment, we aim to minimize the risks posed by drug and alcohol use at the workplace. Employees who abuse drugs or alcohol, or who report to work under the influence, pose a safety threat to themselves, fellow employees, and students. As such, the Board has implemented a strict policy regarding drug and alcohol abuse.

The unlawful use, consumption, possession, manufacture, distribution, purchase, sale, transfer, storage, or offering for sale of alcohol, illegal narcotic drugs, hallucinogens, amphetamines, barbiturates, marijuana, or any other controlled substance (as defined by the federal Controlled Substances Act) on school district property, while on duty, or while operating school district vehicles or equipment is strictly prohibited. This policy extends to an employee's personal vehicle parked on district property or any vehicle used for work-related purposes.

Employees are also prohibited from being under the influence of illegal drugs or alcohol while on school district property, on duty, or while operating school district vehicles or equipment. Additionally, employees must not be impaired by prescription or over-the-counter medications during work hours.

The "workplace" includes any site where work is performed, including school buildings, other district premises, school-owned vehicles, or school-approved vehicles used to transport students. It also extends to off-campus events or activities, such as field trips or athletic events, where students are under the school district's jurisdiction.

The district is committed to non-discrimination and reasonable accommodation for recovering addicts, alcoholics, or employees with a history of substance abuse treatment. We encourage employees to seek help before their drug or alcohol use affects their ability to perform their job functions or compromises the health and safety of themselves or others. We will support employees through referrals to rehabilitation programs, appropriate leaves of absence, and other measures, provided these accommodations do not impose an undue hardship or endanger the health and safety of the employee or others.

The district reserves the right to require drug and alcohol testing for employees based on reasonable suspicion, as outlined in Board Policy. In the event of an on-the-job accident, the district may also require an employee to submit to a drug and alcohol test when seeking medical care.

Employees must notify their supervisor within 24 hours if they are convicted of a drug-related offense that occurred in the workplace. The district will notify any federal agency from which it receives a grant of any such conviction within 10 days.

Upon receiving notice of a conviction involving a controlled substance violation in the workplace, the district will take appropriate action within 30 days, which may include:

1. Taking disciplinary action up to and including termination, or
2. Requiring the employee to participate in an approved rehabilitation program.

Disciplinary actions, including suspension, non-renewal, or termination, will follow the district's administrative regulations and procedures. Employees may be suspended without pay for up to 30 days or terminated for a first violation of this policy.

Employees who are aware of a colleague's on-the-job substance use are required to inform their immediate supervisor.

The district's staff development program includes drug-free awareness training to educate employees about the dangers of drug abuse. The personnel office will provide information on available drug counseling services, the drug-free workplace policy, and penalties for violations. All employees will receive a copy of this policy and information about drug counseling upon employment and annually thereafter. Employees who violate this policy may face non-renewal, suspension, or termination, at the discretion of the Board.

Certified employees who are suspended or dismissed may also face suspension or revocation of their educator's license, as determined by the Mississippi Department of Education's Office of Educator Misconduct, depending on the severity of the offense.

SUBSTITUTE REQUIREMENTS

Substitutes must be at least 18 years of age and able to pass a background check. The following items are required:

1. Completed Application – A complete application must include the following:

- *Completed Application Form

- * Copy of a valid Driver's License and Social Security Card (required for fingerprinting)

- * Verification of Previous Employment (If Applicable)
- * Three Letters of Reference
- * Fingerprinting
- * Fingerprinting costs \$36.00
- * You must have an active email address
- * You must bring a valid driver's license or state-issued ID along with your Social Security card

2. Additional Requirements for Clerical & Teacher Assistant Positions
 - Copy of High School Diploma, GED, or High School Transcript
3. Additional Requirements for Bus Driver Positions
 - Copy of a valid CDL with Passenger (P) and School Bus (S) endorsements, and at least a Class B endorsement
 - Contact the Transportation Department/Bus Barn at 601-947-3741 for more information on this process.

(AESOP) FRONTLINE AUTOMATED SUBSTITUTE CALL SYSTEM

The George County Middle School & George County High School use this system.

***Pin code is the last four digits of your telephone number.

SUBSTITUTE PAY RATES

- Substitute Nurse (Days 1-6) - \$73.00 per day
- Certified Substitute Teacher (Holds a valid Mississippi Educator License) - \$78.00 per day (Days 1-6)
- Substitute Teacher with a Bachelor's Degree - \$73.00 per day (Days 1-6)
- Substitute Teacher with a High School Diploma or GED - \$65.00 per day
- Substitute Janitor - \$7.25 per hour
- Substitute Bus Driver - \$35.00 per trip am or pm

Long-Term Substitute Pay (Beginning on the 7th consecutive day in the same assignment):

- Certified Substitute Teacher - \$113.00 per day
- Substitute Teacher with a Bachelor's Degree - \$80.00 per day
- Substitute Teacher with a High School Diploma or GED - \$65.00 per day
- Substitute Nurse - \$80.00 per day

IMPORTANT INFORMATION FOR SUBSTITUTES REGARDING PAY

- All substitutes must work for two months before receiving their first paycheck.
- Keep a personal log of each day worked, including the school and hours worked, in case questions arise regarding pay or hours.
- Substitutes are paid based on the hours worked. If a substitute works more than 8 hours in a day, each school or department secretary has a conversion chart to calculate the additional pay.

SUBSTITUTE EMPLOYEE GENERAL RESPONSIBILITIES

I. Universal Procedures for ALL Substitutes

(Clerical, Nurses, Janitors, Teachers, Bus Drivers)

Reporting & Sign-In

- Arrive at least 15 minutes before your assignment begins unless other arrangements have been made. If called late, report as soon as possible.
- Sign in using your **legal name**, record your arrival time, and indicate the employee you are replacing.
- Clock in and out using the district time system (if assigned to a school campus).
- At the end of the day, sign out and return all keys, badges, and materials.

Safety & Preparedness

- Review emergency procedures, including fire drills and evacuation routes.
- Locate emergency equipment (fire extinguishers, call buttons, etc.).
- Ask about end-of-day procedures before beginning your assignment.
- Be prepared to respond calmly and appropriately in emergency situations.

II. Job-Specific Responsibilities

A. Substitute Clerical Staff, Nurses, and Janitors

Beginning of Assignment

- Report to the main office and check in with the principal's designee.
- Ask about daily responsibilities, special instructions, and priority tasks.
- Obtain necessary keys, schedules, and materials.

During the Day

- Perform assigned duties as outlined by the regular employee or supervising administrator.
- Maintain professionalism and confidentiality at all times.
- Follow school procedures for communication and safety.

End of Day

- Complete assigned duties.
- Secure work areas.

- Return all materials and keys.
 - Sign out properly.
-

B. Substitute Bus Drivers

Reporting to the Bus Barn

- Arrive at least 15 minutes before your route begins unless otherwise directed.
- Sign in using your legal name and record the employee you are replacing.
- Obtain route map and instructions before departure.

Student Safety Requirements

- **DO NOT** use a cell phone while driving.
- **DO NOT** wear earphones while driving.
- Bring the bus to a complete stop before students enter or exit.
- Do not allow students to exit until all traffic has stopped and safety equipment is engaged.
- Maintain full awareness of students at all times.

Post-Route Responsibilities

- Conduct a complete post-trip inspection to ensure no child remains on the bus.
 - Report any incidents immediately.
 - Sign out according to bus barn procedures.
-

C. Substitute Teachers

Substitute teachers carry instructional and classroom management responsibilities. The following expectations apply:

1. Before Classes Begin

- Sign in at the main office and obtain:
 - Lesson plans
 - Class rosters
 - Attendance procedures
 - Bell schedules
 - Classroom key (if needed)
- Review emergency procedures.
- Write your name on the board.
- Review lesson plans thoroughly.
- Organize materials before students arrive.

- Introduce yourself to nearby staff for support if needed.
-

2. Instructional Responsibilities

During each class period:

- Start class promptly.
 - Introduce yourself and establish expectations immediately.
 - Follow the teacher's lesson plans as closely as possible.
 - Clearly explain:
 - Objectives
 - Student tasks
 - Time limits
 - Evaluation methods
 - Circulate during independent or group work.
 - Keep students actively engaged to avoid downtime.
 - Use clear transitions between activities.
 - Maintain professional authority at all times.
-

3. Classroom Management Expectations

An effective substitute teacher ensures:

- Learning is the priority.
- Expectations are clear.
- Students feel safe and respected.

Professional Conduct Standards:

- Be calm, firm, fair, and consistent.
 - Never use sarcasm, yelling, corporal punishment, or physical contact.
 - Do not make threats or promises you cannot enforce.
 - Enforce school discipline procedures consistently.
 - Contact administration immediately for serious behavior issues.
-

4. Planning Period & Lunch

- Do not leave campus unless approved by administration.
- Secure valuables and lock the classroom when possible.
- Follow all administrative procedures.

5. End of Class Responsibilities

- Collect and organize all student work.
- Review key lesson points.
- Clearly explain homework and expectations.
- Provide specific cleanup instructions.
- Thank students for their cooperation.

6. End of Day Responsibilities

- Organize and label all student work.
- Leave detailed notes for the regular teacher including:
 - What was completed
 - Student behavior (positive and concerns)
 - Any unfinished lessons
- Turn off all classroom technology.
- Return materials and keys.
- Sign out in the main office.

PROFESSIONAL CONDUCT & SAFETY EXPECTATIONS FOR SUBSTITUTES

1. **Never leave students unattended.** Use the classroom intercom or send a responsible student with a message if you need assistance from the office or another teacher.
2. **Do not use your cell phone while supervising students.**
3. **Do not use inappropriate disciplinary practices.**
 - Do not place students in the hallway or isolate them as punishment.
 - Do not use corporal punishment or any form of physical contact, including pushing, pinching, hitting, or assigning physical exercises (e.g., push-ups).
 - Do not touch students or their personal belongings.
4. **Never give students medication of any kind,** including over-the-counter medicine such as aspirin, cough drops, eye drops, etc. Refer them to the school nurse or office.
5. **Do not use district technology for personal purposes or bring personal computers for student use.**
6. **Do not keep students after the bell or after school without administrative approval.**
7. **Keep classroom doors locked when students are present – no exceptions.**
8. **Do not interact with students through social media or other online platforms.**
9. **Maintain professionalism at all times.**
 - Do not complain to students about your assignment, the school, or staff.
 - Do not embarrass, ridicule, or humiliate students.

- Do not tell inappropriate jokes or make suggestive comments.
 - Do not discuss personal problems or inappropriate topics.
10. **Do not allow students to leave your area without an approved hall pass.**
 11. **Do not escalate minor behavior issues unnecessarily.** Remain calm, firm, and professional.
 12. **Do not send a disruptive student out unsupervised.** Use the intercom to request assistance or arrange for supervision before escorting a student to the office.
 13. **Maintain a safe environment.**
 - Warn students of hazards (e.g., wet floors).
 - Know how to contact key personnel (administrator, nurse, etc.) in an emergency.
 - Report all accidents, injuries, or illnesses immediately and submit required written documentation.
 14. **If a student becomes ill,** request assistance from the office and follow established procedures.
 15. **Follow all early dismissal procedures.**
 - Only release students with proper office authorization.
 - Direct all visitors or individuals requesting to pick up a student to the front office.
 16. **Do not send notes or communications to parents without principal approval.**
 17. **Do not introduce controversial or inappropriate materials** that are not part of the teacher's lesson plan.
 18. **Do not advertise products, promote outside organizations, or announce non-school events during class time.**
 19. **Maintain appropriate professional boundaries.**
 - Do not date or socialize with students.
 - Do not give students gifts, candy, or personal items.
 - Avoid being alone with a student for extended periods; maintain visibility whenever possible.
 20. **Safeguard all equipment and materials** and report damage or theft immediately.
 21. **If a student teacher is assigned to the classroom, remain on duty** and provide supervision and assistance as needed.

SUBSTITUTE TEACHER'S DAILY CHECKLIST

1. Clock in using the school's time clock system.
2. Collect room keys.
3. Get directions to your assigned classroom. Ask for a bell schedule, school map, and any special school policies for managing disruptive or ill students.
4. Check the teacher's mailbox.
5. Locate class rosters or the grade book.
6. Locate the teacher's lesson plans.

7. Ask office staff about the day's bell schedule and any special events or activities.
8. Ask for specific information related to your assignment, such as support for students with exceptional needs.
9. Obtain the daily or weekly class schedule as needed.
10. Locate instructional materials and any student supplies needed for the day.
11. Write your name clearly on the board.
12. Take attendance and perform a headcount to ensure student safety. Use the seating chart if available to help identify students.
13. Encourage students to tidy their workspaces and leave the classroom in good condition at the end of the day.
14. Return all teaching materials and student supplies to their proper places.
15. Leave a detailed note for the teacher explaining how the day went. Be honest and include both positive feedback and any issues that arose.
16. Return classroom keys to the office at the end of the school day and sign out.
17. Clock out using the school's time clock system.

NOTES:

PROCEDURES FOR SUBSTITUTES: CRISIS POLICIES & EMERGENCY PREPAREDNESS

1. Introduction to Crisis Policies

- Upon arrival, substitutes must review the school's crisis plan and emergency procedures.
- The designated staff member (administrator or lead teacher) will provide a brief orientation.
- Substitutes should familiarize themselves with evacuation routes, lockdown protocols, and shelter-in-place procedures.

2. Understanding Drills & Emergency Response

- Schools conduct regular safety drills, including fire drills, lockdown drills, tornado drills, and evacuation exercises.
- Substitutes are expected to actively participate and follow all instructions provided by school personnel.
- During a drill, substitutes must account for all students and ensure they follow designated procedures.

3. Crisis Bag Information

- A **crisis bag** is hung on the back of each classroom door and contains:
 - A **student roll sheet** for attendance tracking.
 - **Written emergency procedures** detailing responses for various crises.
 - Basic **supplies**, which may include a flashlight, first aid materials, whistle, and communication instructions.
- In an emergency, substitutes must take the crisis bag when evacuating or sheltering in place.

4. Substitute Expectations in a Crisis

- Maintain **calmness** and reassure students.
- Follow the designated response steps outlined in the crisis plan.
- Assist students in following **drill protocols** and emergency directives.
- Communicate with staff or emergency responders as needed.

5. Post-Crisis Procedures

- Conduct a **student roll check** to ensure all students are accounted for.
- Wait for **administration** or emergency personnel to provide further instructions.
- Report any **injuries or missing students** immediately.

6. Lockdown

1. **Secure**—Lock doors and windows, close blinds, and turn off lights.
2. **Silence**—Minimize noise; silence cell phones.
3. **Hide**—Stay out of sight from windows and doors.
4. **Wait**—Remain in place until an official "all clear" is given.
5. **Communicate**—Only report emergencies via official channels.

7. Fire

1. **Alert**—Contact school Administration
2. **Evacuate**—Exit the building using designated escape routes.
3. **Assist**—Help those needing assistance.
4. **Meet**—Gather at a predetermined safe location.
5. **Report**—Inform authorities if anyone is missing or injured.

8. Bomb Threat

1. **Report**—Notify security and emergency responders immediately.
2. **Assess**—Follow official guidance on evacuation or sheltering.
3. **Evacuate**—If instructed, exit the building in an orderly manner.
4. **Search**—Leave all items untouched; do not disturb suspicious objects.
5. **Communicate**—Provide updates to emergency personnel.

9. Tornado / Inclement Weather

1. **Seek Shelter**—Move to a basement or interior room away from windows.
2. **Protect**—Use sturdy furniture or cover your head with arms.
3. **Monitor**—Stay updated through official alerts and radio announcements.
4. **Stay Put**—Remain in shelter until an "all clear" is given.
5. **Assist**—Help those in need once the danger has passed.

10. Earthquake

1. **Drop**—Get low to the ground to avoid being knocked over.
2. **Cover**—Take cover under sturdy furniture.
3. **Hold On**—Hold onto shelter until shaking stops.
4. **Evacuate**—If needed, exit the building carefully after shaking subsides.
5. **Avoid Hazards**—Watch for debris and downed power lines.

11. Serious Accident / Injury / Illness

1. **Assess**—Check the condition of the affected person.
2. **Call for Help**—Dial emergency services immediately.
3. **Provide First Aid**—If trained, administer aid while waiting for responders.
4. **Keep Calm**—Reassure the individual and maintain order.
5. **Record Details**—Provide accurate information to emergency personnel.

STUDENT RESTRAINT AND SECLUSION POLICY

The George County School District prioritizes a positive and proactive approach to student behavior, emphasizing safety, dignity, and student engagement. In line with state law, restraint and seclusion are permitted only in emergency situations when a student poses a physical danger to themselves or others and all other de-escalation efforts have failed. Restraint must never involve excessive force or restrict airflow, and seclusion must occur in a safe, supervised, and non-locked space.

Only trained staff are authorized to implement and monitor these interventions, and all incidents must be thoroughly documented, reviewed, and reported to the school board and Mississippi Department of Education. Annual training for staff, parental notification, and policy review are required. Parents must be informed of any restraint or seclusion within 48 hours and may file complaints as outlined in the Student Handbook. This policy is reviewed and shared annually with staff and families.

SUBSTITUTE TEACHER FEEDBACK FORMS

Feedback Forms for Evaluation

- School administrators and teachers may use feedback forms to evaluate your performance as a substitute teacher.
- These forms are designed to help assess your effectiveness in various areas, such as:
 - Classroom management
 - Adherence to lesson plans
 - Interaction with students
 - Professionalism
 - Overall contributions to the school environment

Why Feedback Forms Matter

- Feedback forms provide valuable insights for your professional growth and improvement.
- They allow school administrators to monitor and maintain the quality of instruction, ensuring that students receive consistent learning experiences.
- Constructive feedback can also help you identify areas of strength and areas where additional focus might be beneficial.

What to Expect

- You may be asked to fill out your own feedback form to reflect on your experience and any challenges faced during the day.
- School administrators may provide additional comments or notes, especially if there were notable issues or outstanding performance.

***Feedback forms are available on the Human Resources website, at the district office, and at each school or department.**

SUBSTITUTE EMPLOYEE HANDBOOK APPENDIX

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.

First Level Decision

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 | **Last Reviewed Date:** 02/03/2026

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)

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. A new 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 | **Last Reviewed Date:** 02/03/2026

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 is 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 (GCS D) 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 GCS D 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 GCS D 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 GCS D 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 GCS D will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through any GCS D 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.

SUBSTITUTE
TODAY,
ROLE MODEL
FOREVER!



SUBSTITUTE EMPLOYEE HANDBOOK 2026 - 2027

APPROVED

APR 07 2026

G C SCHOOL BOARD

MISSION STATEMENT

The mission of the George County School District, along with our community partners, is to prepare and empower our students with the knowledge and skills that are essential in being college and/or career ready.

GEORGE COUNTY SCHOOL DISTRICT

Physical & Mailing Address: 494 Cowart Street Lucedale, MS 39452

Phone: 601-947-6993

Website: <https://www.gcsd.us/>

Follow us: <https://www.facebook.com/georgecountyschooldistrict>

Debra D. Joiner, Superintendent

BOARD OF TRUSTEES

Christopher Hilbun, President (District 4)

Matthew Smith, Vice President (District 1)

Wade Whittington, Secretary (District 5)

James Davidson, Member (District 2)

James "Panky" Hill, Member (District 3)

Cherie Wade, Board Attorney

Susan Moore, Executive Secretary

