

SUMMER

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



SUMMER

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



George County School District

Summer Employee Handbook & Acknowledgements – 2026-2027 SY

Purpose - This handbook provides a brief overview of expectations, policies, and responsibilities for individuals employed as **temporary summer workers** with the George County School District (GCSD). Summer workers may assist with maintenance, cleaning, filing, clerical support, or other assigned duties. This handbook is intended to be clear, practical, and easy to understand. This handbook is **not a contract** and does not guarantee employment for any specific length of time. Summer employment is temporary and at-will.

NOTE: SUMMER EMPLOYEES SHOULD KEEP PAGES 1-5 OF THIS HANDBOOK FOR THEIR RECORDS.

PAGE 6 SHOULD REMAIN WITH THE HUMAN RESOURCES DEPARTMENT.

Employment Status

- Summer workers are temporary employees.
 - Employment may be ended at any time by the employee or the District, with or without cause, in accordance with the law.
 - Policies may be updated at any time.
-

Professional Conduct

Summer workers are expected to:

- Follow all instructions from supervisors and administrators.
- Act respectfully toward students, staff, and the public.
- Follow safety rules and district procedures.
- Report to assigned duty stations and remain until properly relieved.

Harassment, bullying, intimidation, discrimination, or retaliation of any kind is strictly prohibited and may result in immediate termination.

Confidentiality & FERPA

During employment, summer workers may see or hear confidential information related to students or employees.

Summer workers must:

- Keep all student and employee information confidential.
- Not share, discuss, photograph, record, or post information about students, staff, or district operations.
- Follow the Family Educational Rights and Privacy Act (FERPA).

Unauthorized disclosure of confidential information may result in disciplinary action, including termination.

Social Media & Photography

- Summer workers may not take photos or videos of students or staff while working.
 - Do not post about students, staff, or district business on social media.
 - Personal social media use must not interfere with work duties.
-

Drug-Free Workplace

The George County School District maintains a drug-free workplace.

- Drugs, alcohol, and controlled substances are prohibited on district property and during work hours.
 - **This includes marijuana, medical marijuana and vaping.**
 - Violations may result in immediate termination.
-

Technology & Internet Use

If provided access to district technology or computers, summer workers must:

- Use technology only for work-related purposes.
 - Follow the District Acceptable Use Policy.
 - The George County School District provides students, faculty, and staff access to its computer network strictly for educational and work-related purposes and prohibits connecting personal devices to the district network. The district complies with the Children's Internet Protection Act (CIPA) and uses filtering, monitoring, and education to ensure safe and appropriate online behavior. Computer and internet access are privileges, not rights, and users must follow behavior standards, netiquette rules, and all local, state, and federal laws. There is no expectation of privacy on the GCSD network, as activity may be monitored, reviewed, and shared with authorities when required. Violations of the Acceptable Use Policy may result in loss of access, disciplinary action, financial restitution, termination, or legal consequences.
-

Equipment & Property Responsibility

Summer workers are responsible for any tools, keys, equipment, or devices issued to them.

- Equipment must be used properly and returned as instructed.
 - Lost, stolen, or damaged items must be reported immediately.
 - Financial responsibility may apply if equipment is not returned or is damaged.
-

Health, Safety & Emergency Procedures

Summer workers must:

- Follow all safety rules and emergency procedures.
- Participate in drills or emergency responses as directed.
- Follow health and infectious disease guidelines.

Emergency situations may include fire, severe weather, lockdowns, or medical emergencies. Always follow administrator or supervisor instructions.

Mandatory Reporting

Under Mississippi law, school district employees are mandatory reporters.

Summer workers must immediately report:

- Suspected child abuse or neglect or suspected harassment or discrimination involving a student to the school administrator or designee.

Reports should be made to a supervisor, administrator, school counselor, or nurse without delay. Reports made in good faith are protected by law. **Suspected child abuse or neglect reports should not be made to an outside agency before contacting a school or district administrator.**

Reporting Harassment or Discrimination

Summer workers have the right to a safe workplace.

- Harassment or discrimination should be reported immediately.
 - Complaint reporting forms are available through supervisors or Human Resources.
 - Retaliation for reporting is prohibited.
-

Policy Access

Complete copies of district policies may be obtained from:

- A building administrator,
 - The district office,
 - The district website.
-

Summer Worker Guidelines Age Restrictions

- **Minimum Age:** The FLSA sets the minimum age for non-agricultural employment at **14 years**.

Permissible Work Hours for 14- and 15-Year-Olds

For minors aged 14 and 15, the FLSA restricts both the hours and times of day they may work: **When school is in session:**

- Maximum of **3 hours per day** on school days, including Fridays.
- Maximum of **18 hours per week**.
- Permitted work hours are between **7 a.m. and 7 p.m.**
- **When school is not in session (e.g., summer break):**
 - Maximum of **8 hours per day**.
 - Maximum of **40 hours per week**.
 - Permitted work hours are between **7 a.m. and 9 p.m.** (from June 1 through Labor Day).

Permissible Occupations

Fourteen- and 15-year-olds may be employed in various non-hazardous, non-manufacturing, and non-mining jobs. Permissible occupations include:

- Office and clerical work.
- Retail positions such as cashiering, stocking shelves, and bagging groceries.
- Food service roles like bussing tables and limited kitchen work (excluding cooking over open flames or baking).
- Cleaning and maintenance tasks that do not involve the use of power-driven equipment.
- Lifeguarding at swimming pools and water amusement parks (for 15-year-olds who are properly certified).

Prohibited Occupations

Minors under 16 are prohibited from working in occupations that are deemed hazardous or detrimental to their health and well-being. Prohibited jobs include: Operating power-driven machinery (except certain office machines).

- Cooking over open flames or baking.
- Working in freezers or meat coolers.
- Loading or unloading goods from trucks, railroad cars, or conveyors.
- Working on construction sites or performing any roofing work

GEORGE COUNTY SCHOOL DISTRICT

SUMMER WORKER ACKNOWLEDGEMENT FORM – SUMMER WORKER 2026

I acknowledge that I am employed as a temporary summer worker for the George County School District. I understand and agree to the following:

1. Employee Handbook

I have been informed that the District Employee Handbook is available through my supervisor, the district office, or the district website. I understand that the handbook is not a contract and that employment is temporary and at-will. _____ **Initial**

2. Confidentiality

I understand that I may see or hear confidential information related to students, employees, or district operations. I agree not to share or disclose any confidential information and understand that doing so may result in disciplinary action, including termination. _____ **Initial**

3. Professional Conduct & Safety

I agree to behave in a respectful, professional manner at all times and to follow all safety rules, supervisor instructions, and district policies. I understand that harassment, bullying, or retaliation of any kind is prohibited. _____ **Initial**

4. Reporting Responsibilities

I understand that I have the right to report harassment or discrimination and that retaliation is prohibited. I also understand that if I suspect child abuse or neglect, I must immediately report it to a supervisor or administrator. _____ **Initial**

5. Drug-Free Workplace

I understand that drugs, alcohol, and controlled substances are prohibited on district property or during work hours and that violations may result in termination. _____ **Initial**

6. Technology & Equipment Use

I agree to use district equipment and technology only for work purposes and to take reasonable care of any tools, keys, or equipment issued to me. _____ **Initial**

7. Health & Emergency Procedures

I agree to follow district health guidelines and emergency procedures, including evacuation and safety instructions. _____ **Initial**

8. I understand that failure to follow district policies may result in disciplinary action, including immediate termination of my summer employment. _____ **Initial**

Summer workers are responsible for following all applicable district, state, and federal rules. I have read and understand the summer worker guidelines.

Printed Name: _____

Signature: _____

Date: _____

School/Department: _____

NOTE:

SUMMER EMPLOYEES SHOULD KEEP PAGES 1-5 OF THIS HANDBOOK FOR THEIR RECORDS.

PAGE 6 SHOULD REMAIN WITH THE HUMAN RESOURCES DEPARTMENT.