

LEAKE COUNTY SCHOOL DISTRICT
Employee Handbook
2026-2027



109 West Main Street
Carthage, MS 39051
www.leakesd.org

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EMPLOYEE HANDBOOK PURPOSE

Welcome to Leake County School District! Leake County School District is a school division with 2 elementary schools, 1 middle school, and 2 high schools. Leake County has approximately 2400 students, with over 200 faculty and staff members. The Leake County School District encourages a high-quality education that is both nurturing and challenging while advocating positive attitudes and respect. Leake County School District's goal is to graduate self-sufficient, self-disciplined learners who succeed in life. Our graduates are critical thinkers with the skills, knowledge, and understanding for successful relationships, work, civic affairs, learning, and global stewardship. This philosophy is the shared responsibility of the students, parents, teachers, other school staff, the board of education, and the community. It is the intent of the Leake County School District that the recruitment and retention plan is strategic in order to not only hire highly qualified staff who are an excellent match for the school district, but to also develop staff in an effort to promote employee retention.

This handbook was developed to provide information you will need to get started on your job. It outlines the District's expectations, policies, and programs, serving as a resource throughout your employment. You should not interpret this handbook or any other documents (such as benefits statements, performance evaluations, or any other written or verbal communications) as an employment agreement or a contract of employment (either expressed or implied). LCSD Board policy supersedes all documented material published or unpublished.

This handbook is not intended to be all-inclusive nor will it address every situation. Therefore, you are encouraged to address questions with your Principal or direct supervisor. The policies and other information contained in this handbook are subject to change at any time due to organizational needs. While the District will normally provide employees with advance notice of any change, the District reserves the absolute right to alter these policies at any time, and from time to time without advance notice. The Leake County School Board of Trustees policies are also available on the District website: www.leakesd.org. We believe the contribution of your skills, knowledge, and positive attitude is essential to the continued success and growth of this school district. You are a valued employee and therefore we encourage you to let your Principal/Supervisor know about achievements as well as problems and your ideas on solving them. We believe in you and your contributions and hope you will take pride in being a member of our team.

MISSION

The mission of the Leake County School District is to provide a high quality education that will increase the learning of all students. The Leake County School District's vision will be to graduate critical thinkers with the skills and knowledge to succeed in life.

PHILOSOPHY OF EDUCATION

The purpose of the schools of the Leake County School District is to maximize the learning of all students. The district encourages a high-quality education that is both nurturing and challenging while advocating positive attitudes and respect. The district's goal is to graduate self-sufficient, self-disciplined learners who succeed in life. Our graduates are critical thinkers with the skills, knowledge, and understanding of successful work relationships, civic affairs, and global stewardship.

This philosophy is the shared responsibility of the students, parents, teachers, other school staff, the board of education, and the community.

PHILOSOPHY OF INSTRUCTION

The instructional philosophy of the Leake County School District ensures that maximum learning takes place in a safe, positive, and pleasant environment. Teachers serve as positive role models, mentors, and contributing team members who adhere to and enforce district and school policy. Instruction is student-centered and focused on the goal of mastering instructional standards, which is concurrent with the Mississippi College and Career Readiness Standards, and ever-changing technologies.

Important elements of quality instruction include, but are not limited to, facilitating learning in different formats, differentiating instruction, giving students ownership in his/her learning, utilizing effective methods of delivery, assessing, re-teaching, and providing expanded opportunities for learning.

PHILOSOPHY OF EVALUATION

It is the intent of the Leake County School District to develop and implement a comprehensive evaluation system which improves student learning. The district believes that all participants in the learning process exhibit positive, progressive attitudes, and demonstrate a responsibility and willingness to grow. The evaluation process validates and recognizes individual performance as measured against research-based criteria. The purposes of evaluation are to determine competence, assess strengths, and provide opportunities for continuous improvement and growth.

These beliefs shaped the development of criteria, instruments, and procedures. Criteria define good teaching and what is expected of responsible employees. In an effort to make performance evaluation information more complete, the district uses feedback from selected peers, students, and parents. This evaluation system supports the instructional philosophy of the Leake County School District which ensures that maximum learning takes place in a safe, positive, and pleasant environment.

DISTRICT GOALS

The district's overarching goal is for all of its students to develop into productive members of society after they exit the doors of our local high schools. Leake County School District strives to graduate students who are knowledgeable and creative thinkers who can communicate effectively. The district has identified the following goals in its strategic plan:

1. **Attract and Retain High Quality Teachers**
 - Recruit instructional staff through multiple facets
 - Implement and maintain New Teacher Training Academy
 - Provide ongoing professional development to promote lifelong learning
 - Provide Professional Learning Community Opportunities
2. **Increase Academic Achievement**
 - Provide high-quality instruction
 - Implement best practices in teaching
 - Provide several options for students exiting high school
3. **Strengthen School Culture**
 - Provide safe and healthy schools
 - Create a hospitable environment
 - Encourage and promote student behavior
 - Encourage and praise staff when appropriate
4. **Collaborate with Community**
 - Increase parent and family engagement
 - Engage with community stakeholders
 - Foster student/community collaboration

LEAKE COUNTY SCHOOL BOARD

Mr. Sammy Hoye... President
Ms. Deborah Hayes... Vice President
Mrs. Charlotte Brown... Member
Mrs. Debra Payton... Member
Mr. John Smith... Secretary

DISTRICT ADMINISTRATION

Will Russell... Superintendent
Shernise Wilson... Assistant Superintendent

ACADEMIC PROGRAMS

Greg Beard—MTSS Coordinator
Jackie Ward—EL Coordinator

HUMAN RESOURCES

Shernise Wilson
Assistant Superintendent

FEDERAL PROGRAMS

Jeremy Stewart—Director
Sonya Nealy—Secretary/Bookkeeper
Michael Harried—Delivery Clerk

CHILD NUTRITION

Celeste Gates—Bookkeeper
Jessica Harrell—Bookkeeper

TRANSPORTATION

Caleb Thompson—Director
Lilli Apiyo—Receptionist

BUSINESS OFFICE

Denesha Haralson—Business Manager
Krystia Griffin—Asst Business Manager
Velvely McElroy—Asst. Payroll

SPECIAL EDUCATION

Patrease Edwards—Director
Dr. Jennifer Gilmore—Psychometrist
Pamela Vowell—Receptionist
Markela Horton—Case Manager
Brownie Sparkman—Bookkeeper

MAINTENANCE

Danny Hutchinson—Director
Dusty Vowell—Carpenter/Painter

TECHNOLOGY

Cleo Brooks—Director
Jelcy Nealy—Network Technician
April Bigham—Administrative Assistant
Cee Jay Howard—Network Technician

SCHOOL ADMINISTRATION

Leake High School

Ms. Kimberly Ricks –**Principal**
Tanesha Ward –Assistant Principal
Houston Ealy–Assistant Principal Dr.
Sharone Harris–Counselor
Kashona Leflore –Counselor

Leake Middle School

Thomas Upchurch –**Principal**
Dr. Tearsanae Hall –Assistant Principal
Christy Mangum–Counselor

Leake Central Elementary School

William Boyle –**Principal**
Donna Weathers–Assistant Principal
Eric Boone–Assistant Principal
Vanessa Barton–Counselor
Amanda Flemings–Counselor

Leake Central Elementary Pre-K

Dr. Phyliss Bell-Luckett–**Director**

Samuel E. Hoye Elementary School

Beverly Easley –**Principal**
LaQuitta Ruffin –Assistant Principal

Career & Technical Center

Mr. Alfred Brandon–**Director**
Ashley Horn–CTE Counselor

Leake County Alternative Center

Dr. Billy King–**Director**

LEAKE COUNTY SCHOOL DISTRICT

2026-2027 School Calendar



July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 20	New Teacher Orientation
July 23-29	Professional Development Days
July 30	First Day of School for Students
Sept 7	Labor Day
Sept 9	Progress Reports
Oct 2	End of 1st 9 weeks-Term 1
Oct 5-9	Fall Break
Oct 14	Report Cards
Nov 11	Progress Reports
Nov 23-27	Thanksgiving Break
Dec 18	End of 2nd 9 weeks-Term 2 (60% Day)
Dec 21-Jan 1	Winter Break
Jan 4	Professional Development Day
Jan 6	Report Cards
Jan 18	Dr. Martin Luther King, Jr. Day
Feb 10	Progress Reports
Feb 15	Presidents' Day
Mar 5	End of 3rd 9 weeks-Term 3
Mar 8-12	Spring Break
Mar 17	Report Cards
Mar 26-29	Easter Holiday/Inclement Weather Makeup
Apr 14	Progress Reports
May 18	Last Day for Seniors
May 21	End of 4th 9 weeks-Term 4 (60% Day)
May 21	High School Graduation
May 24	Professional Development Day
May 31	Memorial Day
Jun 19	Juneteenth

MONTHLY COUNT OF DAYS					
July	2	7	January	13	19
August	21	21	February	19	19
September	21	21	March	16	16
October	16	16	April	22	22
November	16	16	May	15	16
December	14	14			
Total	90	95	Total	90	92
Student Days		Teacher Days		Student Days	

School Closed
New Teacher Orientation
Professional Development Day
First Day of Term
End Day of Term
Progress Reports/Reports Cards
High School Graduation

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Revised & Board Approved June 25, 2026



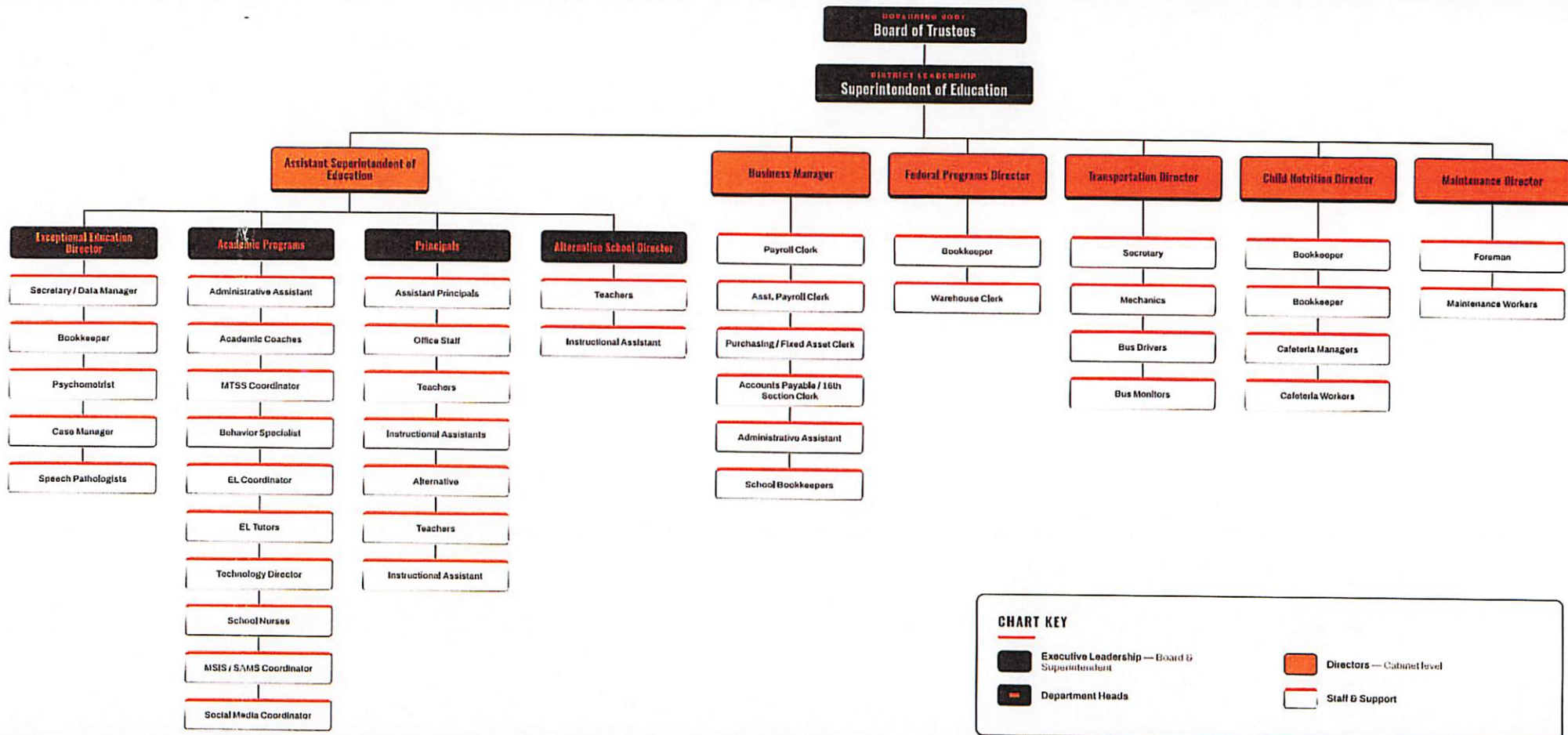
LEAKE COUNTY SCHOOL DISTRICT

ORGANIZATIONAL CHART

Districtwide Reporting Structure

Rising to the Challenge

2024-2027



HUMAN RESOURCES

AMERICAN WITH DISABILITIES ACT (ADA)

The ADA prohibits discrimination against “qualified individuals with disabilities.” A qualified individual with a disability is an applicant or employee who can perform the essential functions of the job in question with or without reasonable accommodation.

Leake County School District will reasonably accommodate qualified applicants and employees with disabilities unless making the accommodation imposes an undue hardship on the school district. Therefore, employees needing accommodation should speak directly with their supervisor and the Human Resources Director. The District expects the reasonable accommodation process to be a mutual process by which the District and employee search for a mutually acceptable reasonable accommodation.

EQUAL EMPLOYMENT OPPORTUNITY

LCSD is committed to providing a work environment that is free of discrimination. It is the policy of LCSD that all applicants and employees are entitled to equal employment opportunity regardless of race, color, ethnic or national origin, religion, gender (includes pregnancy or related medical conditions), height, weight, age, marital status, political beliefs, disability, or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity. In addition, the District's procedure specifically prohibits retaliation against any individual engaged in a protected activity. Protected activities include making an honestly believed complaint of discrimination; participating as a witness or otherwise in a discrimination investigation; or requesting accommodations based on religion or disability.

In compliance with the provisions of all applicable state and federal civil rights laws, every effort will be made to employ the most qualified individuals without regard to the above factors. Additionally, it is and shall continue to be the District's policy to provide promotion and advancement opportunities in a non-discriminatory fashion. LCSD is an equal opportunity employer. LCSD does not, and will not, permit any of its employees to engage in discriminatory practices involving individuals that they come in contact with as representatives of the District, or their co-workers.

LCSD requires immediate reporting of all perceived incidents of discrimination. If you believe you are being discriminated against, or if you believe your employment is being affected by such conduct directed at someone else, you should immediately discuss your concerns with your immediate supervisor, the Principal, the Director of Human Resources. Should employees know of an incident of discrimination, they are expected to immediately bring the incident to the attention of their supervisor, the Principal, or the Director of Human Resources.

The Leake County School District shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of an individual's race, color, ethnic or national origin, religion, gender, height, weight, age, marital status, political beliefs, disability, or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

REF: Title VI and Title VII; 1964 Civil Rights Act
Title IX; 1972 Education Amendments
Section 503; and 504 1973 Rehabilitation Act
Mississippi Public School Accountability Standards

HUMAN CAPITAL PLAN

Teacher retention is a persistent issue in school improvement. While it is true that some degree of teacher turnover in schools is both healthy and inevitable, the exodus of large numbers of teachers over time diminishes the overall capacity of a school to serve its students. In addition, it creates new problems related to recruiting and inducting new teachers. Statistics show that small schools and schools serving high-minority, high-poverty populations are particularly at risk of losing teachers. The Leake County School District is taking the following steps to retain teachers:

- ☐ Targeted and specific professional development programs that increase teacher's professional knowledge and skills is an extremely important factor that helps to promote teacher retention.
- ☐ Staff inclusion on school improvement teams, division committees and task forces, grade-level PLC's, etc. provide valuable opportunities for contributions and input on decisions that affect them, their school and the entire division.
- ☐ Implement a reward system for teachers who reach certain goals.

Recruiting for Positions

Certified staff members by far represent the greatest number of hires for the district each year. The key to hiring effective certified staff is to advertise, recruit, interview, and hire early. The Superintendent and Assistant Superintendent are developing relationships with university contacts to gain access to qualified candidates as early as possible, so that we can actively recruit. It is also important for the division to maintain contact with graduates who are in teacher preparation programs. More than likely, after graduation, they will seek to move back home, and they are familiar with the core values of the Leake County School District. Classified staff members are hired on a continuous basis throughout the year, although school-based positions should be hired on the same timeline as certified staff. In the classified area, Leake County School District has particular needs for professional-technical positions; para-educators, especially special education; and administrative assistants.

New Employee Orientation

All new employees will be advised by their principal or supervisor that he/she will be contacted by the Human Resources Director regarding his/her orientation and onboarding. New employees will be able to complete all new hire forms and benefit enrollments as well as background checks through the onboarding process. New employees will not be able to begin their first day of employment until all paperwork has been processed by the Human Resources Director and the background check has been completed. It shall be the responsibility of the principal/supervisor to reinforce the policies and procedures referred to in this handbook to persons they employ.

The orientation of new teachers in the Leake County School District is a responsibility of the Office of Academic Programs and/or the school where the teacher will be teaching. The Office of Academic

Programs will provide an instructional orientation to the school district, instructional policies and procedures. Additional orientation will be provided at the school level by the principal or his/her designee. The Leake County School District has developed a mentoring program for new teachers as a part of its induction program. Each new teacher is assigned a mentor(s).

COMPLAINTS, GRIEVANCES AND HARASSMENT—Policy GAE-R

Leake County School District is committed to providing a work and school environment which is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's age, sex, race, color, national origin, religion, disability, or any other legally protected characteristic will not be tolerated.

Purpose

The purpose of this grievance procedure is to secure at the first possible administrative level, an equitable solution to any grievance.

Definitions

The following definitions shall apply in this grievance procedure:

1. A "grievance" is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy.
2. A "grievant" is a person or persons making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends, holidays and vacation days.

Procedure For Processing Grievances

Grievances shall be processed in accordance with the following procedure:

Level One

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal or immediate supervisor and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his principal or immediate supervisor, the grievant shall, within five (5) days after meeting with his principal or immediate supervisor, file a written statement with his principal or immediate supervisor setting forth in detail the grievant's claim(s). This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his principal or immediate supervisor a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal or immediate supervisor.
4. Within five (5) days after receiving the grievant's signed statement the principal or immediate supervisor shall send to the superintendent a copy of the grievant's statement, along with a statement from the principal or immediate supervisor setting forth his response to the grievant and/or his decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his written statement to the grievant.

Level Two

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his principal or immediate supervisor, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a conference on the matter no later than ten (10) days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his principal or immediate supervisor.
2. The written statement submitted by the grievant to his principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit in writing any and all additional information on his behalf which he desires to the superintendent not later than five (5) days prior to the date upon which the matter is scheduled for a conference with the superintendent.
3. In the event the grievant does not personally attend the conference scheduled by the superintendent, his failure to attend shall be deemed as an acceptance of the written decision rendered by his principal or immediate supervisor at LEVEL ONE.
4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the conference was held.

Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the school board.
2. If the grievance is not filed with the school board within five (5) days of the conference at LEVEL TWO, the grievance shall be considered resolved.
3. Within five (5) days after receipt of the grievance the board president and superintendent, shall schedule a hearing before the school board on the grievance.
4. The board shall render its decision

CHILD ABUSE, MOLESTATION GUIDELINES, AND PROCEDURES—Policy JGCA

The Leake County School District Board of Education recognizes its legal and ethical obligation in the reporting of suspected child abuse and neglect. Where there is "reasonable cause" to suspect a child has been abused and/or neglected or threatened with abuse as defined in MS Code 93-21-3 or 97-5-23 school personnel, as mandated reporters, shall act in accordance with the state laws and report incidents to the Mississippi Department of Human Services or its successors, or other such duly constituted authorities. Reports of child abuse or neglect, including the names and address of child, family, mandated reporter, or any other identifying information in the report, shall remain confidential and shall not be public information.

As provided in MS Code 43-21-355 and 93-21-23, any mandated reporter making a report or participating in judicial proceedings shall be presumed to be acting in good faith, and if found to have acted in good faith shall be immune from any liability, civil or criminal, that might be incurred or imposed. The reporting of an abused person shall not constitute a breach of confidentiality.

The board also believes in a positive and preventative approach toward child abuse and neglect. Therefore, the board endorses periodic in-service programs for all staff, in an effort toward making staff members more sensitive to the issues involved in child abuse and neglect. The superintendent, or designee, is directed to develop administrative guidelines necessary to implement this policy.

SEXUAL HARASSMENT

The Leake County School District endeavors to provide an environment conducive to growth in mind, spirit, and community awareness which precludes the exploitation of students or employees. It is the policy of the school district that all employees and students have the right to work and learn in an environment free from sexual harassment and unwelcome and unwanted sexual attention. Sexual harassment is specifically prohibited by Title VII of the Civil Rights Act of 1974, as amended, and Title IX of the Education Amendments of 1972.

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes. MS Code §37-11-20 (1972)

If any parent, guardian or other person shall abuse any superintendent, principal, teacher or school bus driver or other school official while school is in session or at a school-related activity, in the presence of school students, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00). MS Code §37-11-21 (1992)

If any person shall willfully disturb any session of the public school or any public school meeting, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00). MS Code §37-11-23 (1970) The governing authorities of the municipality may, at its discretion, investigate and provide legal counsel for the defense of any claim, demand or action, whether civil or criminal, made or brought against any school district employee as a result of his actions while acting in his official capacity. MS Code §25-1-47 (1971)

A person guilty of simple assault as defined by statute, upon a superintendent, principal, teacher or other instructional personnel, school attendance officer, school bus driver, or other individuals specified in state law while these individuals are acting within the scope of their duty, office, or employment shall be punished by a fine of not more than one-thousand dollars (\$1,000) or by imprisonment for not more than five (5) years or both.

A person guilty of aggravated assault, as defined by statute, upon an individual named above shall be punished by a fine of not more than five-thousand dollars (\$5,000) or by imprisonment for not more than thirty (30) years or both. MS Code §97-3-7 (1972)

The Leake County School District affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating,

offensive, or hostile environment.”

Sexual harassment is defined as including, but not limited to, unsolicited and unwelcome sexual advances, requests for sexual favors, and repeated derogatory sexual remarks. Sexual harassment can consist of such behavior as making unsolicited written, verbal and/or visual communication with sexual overtones, touching another student or employee in a sexually offensive manner, continuing to express sexual interest after being informed the interest is unwelcome, making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to sexual advances.

Violations of the Sexual Harassment Policy by administrators, teachers, staff and students will be regarded as a violation of a person’s civil rights. Violators are subject to disciplinary action. Reprisals against a complainant may also constitute unlawful behavior. Individuals wishing to make a formal complaint about sexual harassment concerning a student or staff member may use the School District Grievance Procedure or contact the guidance counselors at their school/Superintendent’s Office/principal of their school/teacher. The right to confidentiality, for both the accuser and accused, will be respected consistent with the school district’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, or patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented kidding, teasing, and jokes. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome. Any employee who has initially welcomed such by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate’s failure to submit will result in adverse treatment, or when the subordinate’s acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below. It is the express policy of the Leake County Board of Trustees to encourage victims of a sexual harassment to come forward with such claims. This may be done through the Grievance Procedure.

Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee’s direct administrator or supervisor is the offending person, the report shall be made to the next higher level

of administration or supervision.

Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, or termination subject to applicable procedural requirements.

If any person eighteen (18) years or older who is employed by any public or private school district in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the District attorney with jurisdiction where the school is located of such accusation, provided that such accusation is reported to the principal and to the school superintendent and that there is reasonable basis to believe that such accusation is true. MS Code §97-5-24 (1994)

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. MS Code §97-29-3 (1980)

REF: MS Code as cited above

Mississippi Public School Accountability Standards

TITLE IX HARASSMENT–Policy GACN

The Leake County School District does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational program or employment. No person shall be denied employment solely because of an impairment which is unrelated to the ability to engage in activities involved in the position or program for which application is being made. Any violations of the provisions of Title IX should be reported to your Principal, immediate Supervisor, or the Title IX Coordinator, Dr. Billy King, who can be reached at 601-267-4579.

The Leake County School District will not tolerate sexual harassment by employees or students. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities. It is the intent of the school board to maintain an environment free from sexual harassment. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. The district shall not tolerate verbal or physical conduct by any employee which harasses, disrupts,

or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

Definitions

- A. Conduct of a Sexual Nature - Conduct of a sexual nature may include, but is not limited to, verbal or physical advances, including subtle pressure for sexual activity, touching, pinching, patting, or brushing against, comments regarding physical or personality characteristics of a sexual nature, sexually-oriented "kidding," "teasing," double-entendres, and jokes, and any harassing conduct to which an employee would not be subject but for such employee's sex.
- B. Unwelcome Conduct of a Sexual Nature- Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
- C. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
- D. The district prohibits any conduct of a sexual nature directed toward a student by a teacher, by students toward other students, or others to whom this policy applies, and shall presume that any such conduct is unwelcome.

Sexual Harassment Prohibited

- A. For purposes of this policy, unwelcome sexual advances or requests for sexual favors, and other unwelcome conduct of a sexual nature constitute prohibited sexual harassment if:
 - a. submission to the conduct is made either an explicit or implicit condition of employment, or award of grades or other measures of student achievement;
 - b. submission to or rejection of the conduct is used as a basis for any employment decision affecting the harassed employee or any decision affecting a student; or
 - c. the conduct substantially interferes with an employee's or student's performance, or creates an intimidating, hostile work or school environment.

B. Specific Prohibitions

C. Administrators and Supervisors

It is sexual harassment for an administrator, supervisor, or manager to use his or her authority to solicit sexual favors or attention from subordinates when the subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators, supervisors, and managers who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions as described in Section E of this policy.

Non-managerial and Non-supervisory Employees

It is sexual harassment for a non-administrative or non-supervisory employee to subject another such employee to unwelcome conduct of a sexual nature. An employee who engages in such conduct is subject to sanctions as described in Section E of this policy.

Employees and Students

It is sexual harassment for an employee to subject a student to any conduct of a sexual nature for any reason. It is sexual harassment for any student to subject another student to any conduct of a sexual

nature for any reason. Employees or students who engage in such conduct shall be subject to sanctions as described in Section E of this policy.

- I. Reporting—It is the express policy of the Leake County School District to encourage victims of sexual harassment to report claims as follows:

Employees who feel their supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the superintendent or his designee as outlined by the district's grievance policy.

- a. Employees who feel that their supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the superintendent or his designee as outlined by the district's grievance policy.
 - b. Employees are urged to report in writing to the superintendent or his designee within five (5) days any unwelcome conduct of a sexual nature by an employee if such conduct interferes with the individual's work performance, or creates a hostile working environment.
 - c. Students are urged to report to the building level administrator or guidance counselor within one (1) school day, any unwelcome conduct of a sexual nature by an employee or fellow student if such conduct interferes with the student's performance, or creates a hostile environment. Students should file this report in writing.
 - d. Failure to file with the superintendent or his designee a written complaint within five (5) days of the alleged incident shall be deemed by the district to be a withdrawn complaint and no further action will be taken by same.
- II. Investigating—It is important that any written complaint be filed and processed as rapidly as possible. Every effort will be made to expedite the process.
- a) Facts elicited during the investigation are confidential and do not become part of an employee's official personnel file, or the permanent record of any student unless a determination is made by the Leake County School District that same should become a part thereof. A copy of the documents, communications, and records dealing with the processing of the complaint will be filed in a separate file in the superintendent's office.
 - b) The failure of a complaint to proceed from one step of the process to the next, within the set time limits, shall be deemed to be acceptance of the decision previously rendered and shall eliminate any future review concerning this particular complaint.
 - c) A complainant may withdraw their complaint at any step, however, they shall not be permitted to re-file that same complaint once it has been withdrawn.
 - d) Failure of the complainant to fully and completely cooperate with the superintendent or his designee conducting the investigation for the district shall result in the complaint being dismissed and the investigation being concluded.
- III. Sanctions
- a) Any district employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension or termination, transfer, change of job classification, or demotion subject to the [Education Employees Procedure Law of the Mississippi Code of 1972](#), as amended. Conduct of a sexual nature toward a student or employee may be reported to the proper authorities at the discretion of the superintendent and pursuant to current law.

- a) Any student found to have engaged in sexual harassment shall be subject to sanctions pursuant to the Leake County School District's Discipline Policy.

Procedures for Processing Complaints

Step 1: Within the reporting timelines established in Section C, a complaint, in writing, must be filed by a student or employee with the superintendent or his designee.

Step 2: The superintendent or his designee will review the written complaint promptly and conduct a further investigation of the incident as he deems appropriate.

Step 3: After a review of the written complaint, the superintendent or his designee shall question all parties involved in the complaint. A written record shall be made of the statements made by all parties involved. If the accused denies the allegation, additional fact finding will be completed before a determination is made.

Step 4: The superintendent or his designee will inform the parties of a final decision and sanctions, if applicable. The superintendent will render the final decision and take whatever steps he feels appropriate to address the matter.

Step 5: Should the superintendent decide that an adverse action be taken against a certificated employee, The Leake County School District will comply with the Education Employees Procedures Law of the Mississippi Code of 1972, as amended.

CODE OF ETHICS, CONDUCT, AND EXPECTATIONS

A Code of Ethics, developed by LCSD and based on the standards established by the Mississippi Department of Education (MDE), is included in this employee handbook as a guide to ethical conduct for all Leake County School District employees. Both certified and classified employees are expected to conform to the highest standards of ethical behavior in the performance of their job duties. The expectation of the District is also that all employees will follow rules of conduct protecting the interests and safety of everyone in the organization. This [Educator Code of Ethics](#) defines the parameters of expected professional behavior and describes specific grounds for disciplinary action for any sexual or other type of misconduct. These guidelines are designed to emphasize the top priority of LCSD as well as Mississippi Department of Education (MDE) which is to protect the health, safety, and general welfare of our students and employees in the school district.

Mississippi Educator Code of Ethics and Standards of Conduct

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators.

Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues. Unethical conduct is any conduct that impairs the license holder's ability to function in his/her

employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues.

Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4). Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).

Code of Ethics Standards

Standard 1: Professional Conduct

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

- 1.1. Ethical conduct includes, but is not limited to, the following:
 1. Encouraging and supporting colleagues in developing and maintaining high standards
 2. Respecting fellow educators and participating in the development of a professional teaching environment
 3. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
 4. Providing professional education services in a nondiscriminatory manner
 5. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
 6. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children
- 1.2. Unethical conduct includes, but is not limited to, the following:
 1. Harassment of colleagues
 2. Misuse or mismanagement of tests or test materials
 3. Inappropriate language on school grounds or any school-related activity
 4. Physical altercations
 5. Failure to provide appropriate supervision of students and reasonable disciplinary actions

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.

- 2.1. Ethical conduct includes, but is not limited to, the following:
 1. Properly representing facts concerning an educational matter in direct or indirect public expression
 2. Advocating for fair and equitable opportunities for all children
 3. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.
- 2.2. Unethical conduct includes, but is not limited to, the following:
 1. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
 1. employment history, professional qualifications, criminal history, certification/recertification
 2. information submitted to local, state, federal, and/or other governmental agencies
 3. information regarding the evaluation of students and/or personnel
 4. reasons for absences or leave
 5. information submitted in the course of an official inquiry or investigation
 2. Falsifying records or directing or coercing others to do so

Standard 3. Unlawful Acts

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

3. 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.

Standard 4. Educator/Student Relationship

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

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

1. 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
2. Nurturing the intellectual, physical, emotional, social and civic potential of all students
3. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
4. Creating, supporting, and maintaining a challenging learning environment for all students

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

1. Committing any act of child abuse
2. Committing any act of cruelty to children or any act of child endangerment
3. Committing or soliciting any unlawful sexual act
4. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
5. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
6. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationships 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

Standard 5. Educator Collegial Relationships

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

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

1. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
2. Harming others by knowingly making false statements about a colleague or the school system

3. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
4. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
5. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

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

- 6.1. Ethical conduct includes, but is not limited to, the following:
 1. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice
- 6.2. Unethical conduct includes, but is not limited to, the following:
 1. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
 2. 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.
 3. Being on school premises or at a school-related activity involving students while documented using tobacco.

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.

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

Standard 8. Remunerative Conduct

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

- 8.1. Ethical conduct includes, but is not limited to, the following:
 1. Insuring that institutional privileges are not used for personal gain
 2. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization
- 8.2. Unethical conduct includes, but is not limited to, the following:
 1. 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.
 2. Tutoring students assigned to the educator for remuneration unless approved by the local school board

3. 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)*

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.

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

1. 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
2. Maintaining diligently the security of standardized test supplies and resources

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

1. 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.
2. 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
3. Violating other confidentiality agreements required by state or local policy

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.

10. Unethical conduct includes, but is not limited to, the following: Abandoning the contract for professional services without prior release from the contract by the school board or refusing to perform services required by the contract.

EMPLOYEE CONDUCT WITH STUDENTS

All Leake County School District employees shall exhibit ethical and professional behaviors at all times, and administer fair and impartial application of all policies, rules, regulations, and guidelines set forth by the Board in relation to all students. All employees shall maintain a clear supervisory relationship with students at all times. Fraternization between employees and students on a personal level either on campus or off campus shall not be permitted. Employees shall not inappropriately interact with students at any time in any manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or which involves illegal substances such as drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any employee will subject the offender to potential criminal liability and discipline up to and including termination of employment.

Fraternization via the internet between employees and/or students is strictly prohibited and violation of this policy may result in disciplinary action, up to and including termination. Employees are subject to discipline for any inappropriate statements made pursuant to their official duties. Employees are also subject to discipline for any inappropriate statements not made as part of their official duties, unless said statement touches on a matter of public concern and does not disrupt the

school environment or the employee's ability to perform his or her duties.

CONDUCT REGARDING CONFIDENTIAL INFORMATION–Policy JRAB

During the course of employment, employees will have access to confidential information. Confidential information may include, but is not limited to, compensation information, student information, financial information, and other related confidential information. This information is critical to the success of the District and must not be divulged. Employees must not discuss confidential matters or release confidential information to any outside party. Unauthorized picture taking, voice recording, or video recording (includes inappropriate use of picture cell phones) of conversations or District material at work are prohibited. Employees who improperly utilize or disclose District or confidential information may be subject to disciplinary action, up to and including termination. Breach in confidentiality could result in disciplinary action including termination.

EMPLOYEE PERSONNEL FILES

All personnel files are confidential and maintained by Human Resources in accordance with state and federal regulations. Forms pertaining to hiring, performance reviews, counseling statements, and termination should be included in these files. Supervisors are responsible for documenting any interaction related to current employees and forwarding such information to the Human Resources Department for filing in the employees' personnel file.

Each employee is responsible for promptly notifying the Human Resources Director of any changes in personal data by updating his/her personal information within ActiveResources. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments and other such status reports should be accurate and current at all times. Personnel files are the property of LCSD and access to the information they contain is restricted. Generally, only supervisors and LCSD management personnel who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact the Human Resources Director. With a reasonable seven (7) day advance notice, employees may review their own personnel file in LCSD offices and in the presence of the Human Resources Director or LCSD representative. Confidential files are not permitted to leave the Human Resources Department.

CERTIFIED PERSONNEL REQUEST FOR TRANSFER

- Any teacher desiring a transfer shall first notify his/her current principal of the desire to transfer.
- Any teacher desiring a transfer shall next make a request in writing to the Director of Human Resources, stating the specific reason(s) for the request, as well as a list of schools in which he/she would like to transfer. The Director of Human Resources shall send copies of the request to the current principal and to the principal(s) of the requested school(s).
- The request shall in no way prejudicially affect the teacher seeking the transfer.
- Both principals should concur on the change and the move must not put undue burden on the school district.
- The principal of the school to which the teacher wishes to transfer shall evaluate the potential of said teacher.
- If the principal receiving a transfer shall initiate any required documentation which also must be approved by the current principal.

- Transfers should be requested and approved prior to June 1st.
- The District may transfer personnel to an area in which a valid license is held whenever necessary to best serve the students in the Leake County School District.

CLASSIFIED PERSONNEL REQUEST FOR TRANSFER

- Any classified person desiring a transfer shall first notify his/her current principal of the desire to transfer.
- Any classified person desiring a transfer shall next make a request in writing to the Director of Human Resources, stating the reason(s) for the request, as well as a list of schools in which he/she would like to transfer. The Director of Human Resources shall send copies of the request to his/her principal or supervisor and the principal(s) of the requested school(s).
- The request shall in no way prejudicially affect the employee seeking transfer.
- A move must not put undue burden on the school district, and both principals should concur on the change.
- The principal of the school to which the employee wished to transfer shall evaluate the potential of said employee.
- The principal receiving a transfer shall initiate any required documentation which also must be approved by the current principal.
- Transfer requests shall be made and approved prior to June 1st.
- The District may transfer personnel whenever necessary to best serve the schools of Leake County.

The Leake County Board of Education shall follow all sections of the Mississippi Code known as the "Education Employment Procedures Law of 2001" found in the MS Code § 37-9-101 through § 37-9-113 REF: MS Code as cited

RELEASE FROM CONTRACT

Any licensed employee in this school district who is under contract to teach or perform other duties and who desires to be released from such contract shall make an application in writing to this school board for release there from, in which application the reasons for such release shall be clearly stated. If this board acts favorably upon such an application for release, such licensed employee shall be released from his contract, and said contract shall be null and void on the date specified in the school board's order. MS Code § 37-9-55 (1997)

BREACH OF CONTRACT

If any licensed employee in any public school of this state shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released there from as provided in Section 37-9-55, the contract of such licensed employee shall be null and void. In addition thereto the license of such licensed employee may be suspended by the State Board of Education for a period of one (1) year as provided in Section 37-3-2(8) upon written recommendation of the majority of the members of this school board. MS Code § 37-9-57 (1997)

Requirements For Contract Issuance

All individuals being offered contracts are required to furnish the Superintendent of Schools or his designee the following:

- all information required by the State of Mississippi; and

- all information required by the Human Resources, Payroll, and Personnel departments

Terms Of Contract

All personnel shall be elected for a specified number of days as determined by the State of Mississippi and the Leake County School Board. LEGAL REF.: MS CODE as cited

Supplements – Licensed Employees

Assignments in addition to teaching responsibilities, such as (but not limited to) coaching assignment, cheerleader sponsor, yearbook sponsor, choral director, band director, etc., shall be at-will and shall not be subject to a contractual relationship with the District. At-will means that the employee can resign from those additional duties at any time and without notice to the District and the District can remove those duties at any time and without notice to the employee.

Compensation for those duties will be separate from compensation for teaching duties and will be determined by the Leake County Board of Trustees. In the event the District removes additional assignments from an employee or an employee resigns additional assignments during the school year, the employee's compensation for those duties shall be prorated. The employee shall have no rights to a hearing under Mississippi Code Section 37-9-101 et seq. for removal of additional assignments.

FAMILY MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) provides a means for employees to balance their work and family responsibilities by taking unpaid leave that meets a specific criteria. The Act is intended to promote the stability and economic security of families. FMLA is a benefit.

The Leake County School District recognizes that employees may, on occasion, need extended leave time in order to care for themselves or for an immediate family member. Pursuant to the provisions of The Family and Medical Leave Act of 1993, the Board of Education of the Leake County School District directs the Superintendent to implement regulations providing appropriate family and medical leave for all eligible employees.

The Family and Medical Leave Act (FMLA) is intended to provide job and benefit protection for eligible employees who must take certain "types" of leave. The requirements for employee eligibility and responsibility are contained within this policy. It is the responsibility of every Leake County School District employee to read and understand this policy. If you have any questions regarding this policy or the FMLA, contact your supervisor or the Leake County School District Human Resource office.

Procedures

Eligibility

- Must have worked for the employer for a total of at least 12 months.
- Must have worked at least 1,250 hours over the previous 12 months.
- Must work at a location where at least 50 employees are employed by the employer within a 75-mile radius.

- Fifty-two (52) weeks of casual, intermittent or occasional employment qualifies as "at least 12 months."

Leave Entitlement

Leave will be granted to an eligible employee up to a total of 12 work weeks during any fiscal year (July 1 through June 30) for the following reasons:

- The birth or placement of a child for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition which makes the employee unable to perform the function of the position.
- Service Member Exigency Leave: For absences caused by an active duty exigency when the employee's spouse, child, or parent is a service member.
- Military Caregiver Leave: To care for the employee's spouse, child, parent, or next of kin (if the employee is the nearest blood relative) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Spouses employed by the Leake County School District are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care and to take care of the parent who has a serious health condition.

When both spouses are employed in the district, employees have a 12 week aggregate leave limit except for personal illness or the illness of a child or the other spouse; that is, if each spouse took 6 weeks of leave for the birth of a child, each could later use an additional 6 weeks due to personal illness or to care for a sick child.

Brother and sister employees would have an aggregate limit of 12 weeks to care for their parent. The entitlement to leave for the birth or placement of a son or daughter shall expire at the end of the 12-month period beginning on the date of such birth or placement and shall not be taken intermittently or on a reduced leave schedule.

Employees cannot "trade off" the right to take FMLA leave against some other benefit offered by the employer.

Three consecutive sick days' absence on the part of any employee becomes a Family Medical Leave event with written notification sent to the employee from the Leake County School District.

Definition

- 1) "Employee's spouse" means spouse as defined by law.
- "Employee's son or daughter" means biological child, adopted child or foster child, legal ward or the child for whom the employee is standing in loco parentis who is either under the age of 18 or above the age of 18 and incapable of self-care because of a mental or physical disability.
 - "Employee's immediate family member" means spouse, son or daughter or parent as defined hereinabove.

- For the purposes of FMLA, "serious health condition" means an illness, injury, impairment or physical or mental condition that involves either in-patient care (overnight stay) in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

Requirement Of Notice Of Leave

If leave is "foreseeable" the employee must notify the employer in writing at least 30 days prior to the date the leave is to begin. If notice is not given and there is no reasonable excuse for delay, the employer can deny leave until at least 30 days after notice is received.

If a 30-day notice is not possible, the employee should notify the employer as is practicable (as soon as possible after the employee learns of need for leave).

Certification Of Medical Conditions

The Leake County School District requires that a request for medical leave be supported by a Certification of Physician or Practitioner (form to be provided by the District) to be completed by the health care provider of the eligible employee or of the son, daughter, spouse, or parent of the employee, as appropriate. This certification must be received by the Leake County School District within fifteen (15) days of notification. No leave period may begin without the approval of the superintendent. No approval shall be granted by the superintendent without the required written notice and certificate.

The Leake County School District may require, at the expense of the District, the eligible employee obtain the opinion of a second health care provider designated or approved by the District. In any case in which the second opinion differs from the opinion in the original certification, the Leake County School District may require, at the expense of the District, that the employee obtain the opinion of a third health care provider. The third and final provider will offer a binding decision.

The Leake County School District may require recertification at reasonable intervals, but not more frequently than every thirty days unless:

- A. employee requests extension
- B. circumstances have changed (nature/duration of illness)
- C. employer receives information casting doubt on validity of original certification
- D. if an employee fails to return to work because of a serious health condition and need not repay employer's premium contributions paid during leave

Restoration To Position

The employee shall furnish, prior to being restored to employment, a fitness for duty certificate.

Upon return from FMLA leave, an employee of the Leake County School District shall be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

An employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to the operations, Leake County School District may refuse to reinstate certain highly paid "key" employees after using FMLA leave during which health coverage was maintained. In order to do so, the Leake County School District will:

- notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
- notify the employee as soon as possible of job restoration and explain the reasons for this decision;
- offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
- make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

A "key" employee is a salaried "eligible" employee who is among the highest paid ten percent of employees within 75 miles of the worksite.

Maintenance Of Health Benefits

During any period that an eligible employee takes Family and/or Medical Leave group insurance will be maintained for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

Employees must sign an agreement to pay any premiums for which they are responsible during the leave prior to going out on "foreseeable leave" or as soon as practicable on "unforeseeable leave." Any premiums for which the employee is responsible (i.e. dependent coverage) must be in the Leake County School District payroll office on or before the last day of the month preceding the month of coverage. (Example: February premium due on or before January 31). If the employee fails to make a premium payment, coverage is subject to cancellation.

The Leake County School District may recover any premiums paid by the District for maintaining coverage during the unpaid leave if

- the employee fails to return from leave after the period of leave to which employee is entitled has expired, and
- the employee fails to return for any reason other than (1) the employee's serious health condition, or (2) other circumstances beyond the control of the employee.

The Leake County School District will require certification that an employee is unable to return to work because of the continuation, recurrent, or onset of a serious health condition be supported by a timely certification issued by the health care provider.

Record-Keeping

FMLA provides that the school district shall make, keep and preserve records pertaining to its obligations under the Act in accordance with the record keeping requirements of section 11 C of the [Fair Labor Standards Act](#) (FLSA) and the FMLA. No particular order or form of records is required. No requirement exists that requires the school district to revise its computerized payroll or personnel

records to comply; however, some items are required. This policy shall take effect and be in force from and after August 5, 1993. An employee's service prior to this effective date shall be counted in determining whether the employee is eligible for leave.

Prohibited Acts

The Leake County School District shall not interfere with, restrain, or deny the exercise of any eligible employee's right provided by FMLA.

Return-To-Work Certification / Post-Leave Accommodation

When an employee seeks to return to work following an approved medical leave (for the employee's own serious health condition), the employee must provide a medical certification stating whether the employee is able to perform all essential job duties or if there are any limitations on the employee's ability to perform essential job duties. Failure to provide the return-to-work certification may result in delay of the employee's return to work until the certification is provided, or possible disciplinary action. If an employee continues to have physical or mental impairments at the conclusion of a medical leave taken under this policy, the District will engage in an interactive process with the employee to determine whether an employee is able to return to work with or without reasonable accommodation. If the District offers an employee the opportunity to return to work with reasonable accommodation and the employee fails to do so, the failure to return to work will be treated as a voluntary quit.

Employment Following FMLA Leave

When an employee returns to work as scheduled following FMLA leave, the employee in most circumstances will be assigned to his or her former job or to an equivalent job with equivalent pay, benefits, seniority, and working conditions. Under limited circumstances, the District may be entitled to replace rather than reinstate certain highly paid "key" employees after or during a FMLA leave. If an employee questions whether he or she is considered a "key" employee, the employee should contact the Family and Medical Leave Coordinator.

Failure To Return From FMLA Leave

The District will consider an employee to have voluntarily quit if the employee does not return to work on or before the third scheduled work day after an approved FMLA leave expires. If an employee fails to return to work following FMLA leave, the employee may be required to reimburse the District for any insurance premiums paid by the District during the leave, unless the failure to return to work is due to circumstances beyond the employee's control, such as the continuation of a serious health condition or an arising of a new serious health condition.

Fraud

An employee who fraudulently obtains FMLA leave is subject to disciplinary action, up to and including termination.

District's Designation and Approval of FMLA Leave

It is the District's responsibility to designate any absence that meets the eligibility requirements as FMLA. Either the designation of FMLA will occur because of an employee request for FMLA leave

or when the District becomes aware the employee has extended absence due to an illness or injury of the employee or an employee's family member.

Compliance With FMLA Laws and Regulations

This policy is based on FMLA laws and regulations and is not intended to be interpreted to provide any protections or require restrictions not contemplated by FMLA.

PROFESSIONALISM, PERSONAL APPEARANCE, AND DEMEANOR

Leake County School District's school culture initiative calls for the highest standards. As educators and staff, we must present ourselves in the most professional manner possible instructionally and behaviorally. As role models for our students and the community, this responsibility involves all employees. To ensure an environment conducive to learning and maintaining decorum in the classroom, the following standards shall apply to the manner of dress and grooming for all district personnel.

Student/Teacher Complaints of Bullying or Harassing Behavior—Policy JDDA-P

Students and employees in the Leake County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing, and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board. (MC §37-7-301)

I. Definitions:

"Bullying or harassing behavior" is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that: (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

A "Hostile Environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom, a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher,

principal, counselor or other school official. The report shall be made promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a "Bullying/Harassing Behavior" complaint form which shall include the name and signature of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their child. The Leake County School District official will arrange such meetings as may be necessary with all concerned parties within ten (10) working days after initial receipt of the complaint by the Leake County School District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim's appearance before the Board.

Employee Conduct–Policy GAB

Employees of the Leake County School District are expected to conduct themselves in a manner that will reflect positively on the school district and the community, thus promoting a positive environment for teaching, learning and student well-being.

The dignity of students and of the educational environment shall be maintained at all times. Unseemly dress, conduct or the use of abusive, foul or profane language in the presence of students is expressly prohibited and will not be tolerated.

Severe violation or continuous violation of this policy may lead to an employee being suspended, dismissed or non-renewed.

Employees shall have the right to appeal any disciplinary action taken against them by following the proper chain of command as specified in the district's "Employee Grievance Procedure" policy and the provisions of the Education Employees Procedures Law (EEPL).

Evaluation Of Professional Employees–Policy GBI

The evaluation of professional employees shall be in the form and manner prescribed by the State Department of Education. The school board of this district directs the superintendent to formulate and implement a formal annual performance appraisal system based on job descriptions and on-the-job performance of every professional employee.

Standard 3 is as follows:

The school district implements a formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance. {MS Code 37-3-46(b)}

3.1 Superintendent Evaluation using the assessment benchmarks established by the Mississippi School

Boards Association and consistent with assessment components defined in MS Code 37-7-301

3.2 [Mississippi Principal's Evaluation System](#)

3.3 [Mississippi Teacher's Evaluation System](#)

3.4 Other district staff ([counselors](#), [speech pathologists](#), [special education teachers](#)), evaluations as determined by local school board policy.

Professional Personnel Extra Duty–Policy GBRE

Teachers are expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services may make minor demands on the teacher's basic assignment. Administrators shall strive to equalize such duties among teachers.

Any assignment considered necessary by the administration that is within reason and the framework of these policies may be made by the principal and/or assistant principal. These assignments may include the following but are in no way restricted by this listing:

1. Sale of tickets at various school functions
2. Supervision of loading and unloading school buses.
3. Sponsorship of class plays or other activities.
4. Monitoring duty in school buildings.
5. Supervisory duty on school grounds.
6. Sponsorship of various clubs and organizations.
7. Supervision of student field trips.

Employee Dress Code

The Leake County School District recognizes that the professional attire of its employees helps set the tone of the educational system. Our professional appearance establishes a sense of trust and confidence within our community. Our professional appearance should be one that enhances our goals of maintaining respect, establishing credibility, and establishing employees as authority figures which will increase student learning and achievement and provide positive role models for our students.

During the workday and anytime employees attend work related activities, employees shall exhibit a professional appearance. Employees should observe a standard of grooming and appearance consistent with the level of formality of the school or work situation.

Guidelines:

All employees should exhibit a professional appearance in a manner and style in accordance with the following guidelines set forth by the Leake County School District (LCSD):

1. Employees of the LCSD shall maintain a level of professionalism necessary to ensure an appropriate educational environment:
 - a. Employees should refrain from any mode of dress which is not exemplary for all LCSD employees and staff.
 - b. Body alteration or modification is prohibited if it is intentional and results in a visible, physical effect that detracts from a professional image. Tattoos, brands, alterations and modifications on the body that are obscene, advocate sexual, racial, ethnic or religious discrimination or that are of a nature that tends to bring discredit to the District are prohibited. Prohibited tattoos, brands, alterations and modifications must be covered with articles of clothing, or other appropriate material if the tattoo is small, so they are not visible to students or other employees.
2. Employees of the LCSD will adhere to administrative regulations related to appropriate dress/equipment for safety purposes:
 - a. Hair, including facial hair, shall be neatly trimmed and groomed.
 - b. Sunglasses, hats, caps, headbands, curlers or headgear that may interfere with the educational process shall not be worn in the buildings, unless prescribed by a doctor.
 - c. Shoes or sandals shall be worn at all times (flip-flops/shower shoes/house shoes are not appropriate).
 - d. Clothing with suggestive, obscene or disruptive slogans or statements is not permitted. This shall include, but not be limited to: nude/semi-nude figures; pictures or logos of alcoholic beverages or cigarettes, obscene gestures or words, or words/pictures that depict prohibited substances or actions; gang marks, drawings, designs or emblems; figures in sexually suggestive postures.
 - e. No sexually suggestive or distracting or see-through clothing or halter tops shall be worn. Shirts/blouses must cover the stomach. Sleeveless dresses, shirts, and tops may be worn if, for women, undergarments are not visible, as well as, not having low-cuts, or loose-fitting under the arms. No clothing shall be worn which may cause distraction from the educational process.
 - f. Earrings are the only visible piercing allowed. No nose or eyebrow piercing.
 - g. No earbuds or headphones shall be worn during the school day.
 - h. Shorts may not be worn. Capri style pants are permissible, if below the knee.
 - i. Clothing shall not be excessively low or loose fitting in the front, back, under the arms, or around the waist, so as to reveal the chest, the entire shoulders, the mid back area, or lower body areas.
 - j. Dresses and skirts shall be no shorter than the top of the knee.
 - k. No skirts or dresses shall be split to such length or worn in such a way as to reveal the employee's undergarments or leg more than three inches from the middle of the back of the knee joint.

- l. No clothing worn by any employee shall be so tight-fitting so as to reveal the outline of undergarments or contour of the body. (For example, 100% spandex material is prohibited.)
 - m. Leggings may be worn with such over-garments that shall be to the middle of the thigh in the front as well as the back of the thigh in the back.
 - n. During the work day and anytime employees attend work-related activities, employees shall exhibit a professional appearance. Examples of clothing fostering a professional appearance include: collared shirts, dress slacks, dress coordinates, skirts, suits, dresses, ties and sports coats. Exceptions would include those positions which have specific separate dress expectations, such as School Food Service, Transportation, and Maintenance.
 - o. Some work sites and schools have certain designated days throughout the year commonly referred to as "Casual Friday" or "Spirit Day". Clothing considered acceptable for these designated days includes the following: jeans, wind suits, non-collared shirts with the district/school logo or school colors, high school or college spirit wear, athletic shoes, other items deemed appropriate by the local school administration. Clothing considered acceptable for those locations which recognize "Spirit Day" include those items which are appropriate for "Casual Friday" if that dress supports the theme of the specific spirit day as deemed appropriate by the local school administration.
 - p. Some school-sponsored activities, such as laboratory experiences and field trips, necessitate dress other than that appropriate for a normal workday. Employees who have questions regarding acceptable dress for these activities should consult their supervisor or local administrator.
 - q. Certain vocational and Physical Education teachers will wear appropriate work related attire approved by their supervisor.
 - r. Athletic coaches are allowed to wear appropriate attire for their assigned coaching duties while performing those duties. However, they must follow the employee dress code while performing their classroom teaching duties.
 - s. Elementary Art Teachers, self-contained Special Education Teachers and Pre-K through Kindergarten teachers are allowed to wear scrubs.
 - t. Employees who have questions regarding acceptable dress resulting from their job assignment should consult their supervisors or local administrators.
3. Enforcement of the Standards of Professional Appearance:
- a. The building level principal shall be responsible for enforcing the standards of professional appearance. The principal shall be the final judge as to the appropriateness of wearing apparel. Employees shall defer to the Principals' discretion in this regard and adhere to the requests or suggestions of the principal.
 - b. The minimum expectation of employees regarding dress and grooming will be standards which exceed those standards required for student dress and grooming.

Drug Free Workplace—Policy GBRL

No employee engaged in work in connection with a federal grant 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 in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. 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 where work on a federal grant is performed.

As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant, 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 any federal grant, each employee who is engaged in performance of a federal grant, 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 nonrenewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

Vaping–Policy GBRMB

Electronic cigarettes have recently surpassed conventional cigarettes as the most commonly used tobacco product among youths. The Leake County School District Board of Education recognizes that the use of electronic cigarettes and other vaping devices, or any tobacco products, is detrimental to the health and safety of students, staff and visitors and is therefore prohibited at all times. This policy applies to all students, school staff, parents, and any visitors while on school grounds, in school buildings and facilities, in any school bus, on school property or at school-related activities or school-sponsored events which includes, but is not limited to, athletic events. When there is evidence that a student is in possession of any tobacco products or tobacco paraphernalia, administrators or other designated staff may confiscate such items. Anyone found in violation of this policy shall be disciplined in accordance with corresponding district policies. Any adult in violation shall also be subject to discipline under Miss. Code § 97-32-29.

Tobacco–Policy GBRM

The Leake County School District is hereby declared a tobacco free environment. This includes school buildings, school grounds, vehicles owned and operated by the Leake County School District, athletic arenas and activities. The sale, possession, or use of tobacco or tobacco paraphernalia is also prohibited. Each School shall have signs displayed in appropriate areas and announcements shall be made at athletic events. Failure on the part of students to obey this policy will result in disciplinary action. It is the responsibility of school employees to enforce this policy and to lead by example. Note: No electronic cigarettes or vaping.

Staff/Student Non-Fraternization–Policy GABB

Adults who have contact with children and adolescents through school activities have the responsibility not to betray or misuse their privileged position and shall never take advantage of students' vulnerability or of their confidence.

It is the policy of the Board of Education to prohibit any sexual relationship, contact or sexually nuanced behavior or communication between a staff member and a student, while the student is enrolled in the school system. The prohibition extends to students of the opposite sex or the same sex as the staff member, and applies regardless of whether the student or the staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention.

Staff Guidelines for Non-Fraternization

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. Staff members shall not exchange gifts with students.
3. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not text students nor participate in any student blogs.
6. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
7. Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.
8. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
9. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
10. Staff members shall not send students on personal errands.
11. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
12. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistance, pursuant to law and Board policy.
13. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

PROFESSIONAL PERSONNEL SEPARATION–Policy GBN

It shall be the policy of the Leake County School District to provide the highest possible quality of education for the students enrolled in the schools of this district. In order to achieve this goal, it is recognized by this school district that it is necessary, from time to time, to release from future employment licensed personnel where their performance fails to meet the standards established by the State Department of Education and/or this board or where their services are no longer needed.

In the event that a determination is made by this school district not to offer an employee a renewal contract for a successive year, written notice of nonrenewal shall be given to a principal on or before March 1 and written notice shall be given to other professional educators on or before April 15. The notice shall state the reasons for the proposed non-reemployment.

Any non-reemployment decision of this school district shall be based upon valid educational reasons or noncompliance with school district personnel policies. Any non-reemployment decision shall be rationally related to a legitimate educational interest and not arbitrary and capricious, or based upon some constitutionally impermissible reason such as race, sex, religion, handicap or exercise of First Amendment rights.

A principal or other professional educator receiving written notice under the provisions of this policy shall, upon written request within ten (10) calendar days of notice of proposed non-reemployment, be entitled to:

- (a) Written notice of the specific reasons for non-reemployment together with a summary of the factual basis therefore, a list of witnesses and a copy of documentary evidence substantiating the reasons intended to be presented at the hearing. The school district shall give this notice to the principal or other professional educator at least fourteen (14) calendar days prior to any hearing;
- (b) An opportunity for a hearing at which to present matters relevant to the reasons given for the proposed non-reemployment, including any reasons alleged by the principal or other professional educator to be the reason for non-reemployment;
- (c) Receive a fair and impartial hearing before the school board or hearing officer selected by the school board;
- (d) Be represented by legal counsel, at his/her own expense.

If the employee does not request a hearing, the recommendation regarding the non-reemployment of the employee shall be final.

It is the intent of this school district to establish procedures for providing professional educators with notice of the reasons for not offering him/her a renewal of his/her contract and to provide an opportunity for principals and other professional educators to present matters relevant to the reasons given for the proposed non-reemployment determination and to the reasons the employee alleges to be the reasons for non-reemployment. The board is required to determine whether the recommendation of non-reemployment is a proper employment decision and not contrary to law and whether the nonrenewal decision is based upon valid educational reasons or noncompliance with school district personnel policies.

Any and all hearings shall be conducted pursuant to the "Rules of Procedure under the Education Employment Procedures Law of 2001" (Policy GBN-R), adopted by this board. All proceedings under this policy are and shall be governed by the "Education Employment Procedures Law of 2001," where applicable. '37-9-101 *et seq.*

Where a school board has acted in a manner which is arbitrary and capricious and where its actions are not supported by substantial evidence, the Chancery Court and ultimately the Supreme Court have the responsibility to intervene.

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, 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)

NOTICE TO EMPLOYEES ENGAGED IN WORK ON FEDERAL GRANTS

You are hereby notified that it is a violation of the policy of this school district for any employee to 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 in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done in connection with a federal grant. That includes any place where work on a school district federal grant is performed, including a school building or other 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.

You are further notified that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal statute for a violation occurring in the workplace, no later than 5 days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the school district.

BUSINESS OFFICE

FAIR LABOR STANDARDS POLICY

The purpose of this policy is to ensure that the Leake County School District is in compliance with the requirements of the Fair Labor Standards Act (FLSA), 29 U.S.C. ' 201 *et seq.*

EXEMPT EMPLOYEES

Certain employees are exempt from coverage of the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative and professional employees. Examples include, but are not limited to, certified professional employees such as teachers, counselors, supervisors and administrators. Certain non-certified administrators are also exempt and include business managers, transportation directors, maintenance directors and other similar administrative and supervisory positions. Supervisors should seek advice from the school board attorney if there is a question whether a position is exempt.

COVERED EMPLOYEES

Employees in the job classifications listed below are generally considered to be non-exempt and are covered by the FLSA unless a specific exception exists. In those instances the reasons for the exempt status will be specifically outlined.

Secretaries	Bookkeepers
Clerks	Mechanics
Janitors	Cafeteria Personnel
Assistant Teachers	Substitute Teachers Bus
Drivers	Maintenance Personnel
Security	Data Entry Operators

In some instances employees may perform dual jobs for the District, such as bus driver/maintenance worker. If duties of the two jobs require the employee to work overtime, the amount due will be calculated using the method described below under overtime pay.

EMPLOYMENT RELATIONSHIPS

No employment relationship is created between student teachers or students and the District due to the circumstances surrounding their activities.

No employment relationship is created between the District and individuals who volunteer and donate their services to the District as a public service without contemplation of pay.

The hiring of off-duty policemen or deputies on a part time basis by the District for crowd control or for security purposes does not create a joint employment relationship between the District and the city or county with which the policemen or deputies are employed. The District is separate and distinct and acts entirely independent of other governmental entities.

HOURS WORKED

The work week for the Leake County School District begins on Sunday and ends on Saturday. Each employee subject to the FLSA shall be paid for all hours worked. Compensable time includes all time that an employee is required to be on duty. Coffee breaks, waiting time and meal periods, which are frequently interrupted by calls to duty, are hours worked and are compensable.

Hours worked shall be accurately recorded by each employee on the monthly or weekly time sheet in the form which is provided by the District. Employees using time sheets shall furnish all information requested and shall record the exact time of arrival and departure from work. Employees are expected to arrive and depart at the time specified by his/her supervisor unless requested to work overtime by his/her immediate supervisor. All overtime shall be recorded by each employee on the timesheet or time card.

No overtime shall be worked without prior written permission by the employee's immediate supervisor. In the event of emergencies requiring work in excess of 40 hours in a work week, the employee shall inform his/her supervisor as soon as practicable regarding the overtime worked.

BREAKS AND MEAL PERIODS

Although not required by the FLSA, employees should be allowed coffee breaks of no more than 15 minutes when appropriate. The time of day for breaks and their length shall be determined by each employee's immediate supervisor. Meal periods for some employees shall be counted as hours worked since they are frequently interrupted by calls to duty and therefore are compensable. Those employees with bona fide meal periods of 30 minutes or more shall be completely relieved of duty for the purpose of eating a regular meal and shall not be required to perform any work during that meal period.

Disciplinary Action for Missed Time Clock Punches

Actions Taken for failure to clock in seven (7) minutes before or after official beginning time:

1st Offense

Employees will receive verbal warning from the principal/supervisor for failure to adhere to policy. Supervisor will place written documentation in the employee's file.

2nd Offense

Employees will receive and be required to sign a written reprimand from the principal/supervisor for failure to adhere to policy. Reprimand will be placed in the employee's file and reported to the Superintendent.

3rd Offense

Employees will be suspended for one work day without pay and reported to the Superintendent, Assistant Superintendent, or their designee by their supervisor.

4th Offense

Employees will be suspended for two (20 days without pay).

5th Offense

Employees will be terminated.

If the reason for missed time clock punch is due to clock error, the employee should immediately inform their principal/supervisor.

Improper Use of Time Clock

If it is determined that the time clocks are used improperly, employees could be responsible for the repair or replacement of the clock if damage occurs.

The supervisor is ultimately responsible for the implementation of this policy at the site level. Failure of the supervisor to apply the entire policy, including the disciplinary actions, will result in disciplinary action.

MINIMUM WAGE

All employees subject to the FLSA shall be paid not less than the current minimum wage.

ADJUSTMENT OF SCHEDULES

Supervisors may adjust schedules within a work week to prevent the necessity of an employee working more than 40 hours in that work week.

RECORD KEEPING

The Superintendent shall require all records on wages, hours and other items to be maintained in accordance with the FLSA. Wage and Hour posters shall be displayed at each District worksite.

ENFORCEMENT

District shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site. If an employee believes he/she has not been paid in accordance with the FLSA, the employee shall notify his/her supervisor and the Superintendent. Employees who believe they have not been paid in accordance with the FLSA may file a complaint with the United States Department of Labor. The District shall not retaliate in any manner whatsoever against an employee for the filing of such complaints.

District employees responsible for supervising employees subject to the FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the District. Any disciplinary action taken by the District will be in addition to any relief granted to an employee by the U. S. Department of Labor or a court of law.

COMPENSATION

Employees of LCSD are paid on the last working day of the calendar month. If an adjustment to pay is necessary, it will be made on the following monthly check.

PAYROLL DEDUCTIONS

The law requires payroll deductions to cover federal, state, and local income taxes and Social Security/Medicare (FICA) and retirement. These deductions are made automatically. Other deductions for other programs will be made upon a written authorization by the employee and with the approval of the District. Deductions can be made for health, life and salary protection insurance as

well as board approved tax-sheltered annuities, and teacher credit union contributions. All requests for changes in deductions must be submitted, in writing, prior to the 1st of each month. Deductions may also stem from garnishments. When a garnishment is imposed, the administration of LCSD complies by withholding a percentage of the employee's salary, as mandated by law.

It is our policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Therefore, we prohibit any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the District does not allow deductions that violate the FLSA. Deductions from exempt employees' salaries are prohibited, except as allowed by applicable law.

Garnishment and Levies (GALC)

Each employee of the school system is expected to attend to his/her personal business affairs. It shall be the responsibility of the employee to notify, in writing, the business manager of the district immediately upon receipt of notification of garnishment or possible garnishment of the employee's salary. When a garnishment or levy is received in the administration office, the employee, unless otherwise informed in writing, will be notified through the business administrator or payroll clerk. The employee is then expected to secure a release before the next paycheck is issued. Failure to secure a release, will result in such garnishments or levies being attached to the release for the same and placed in the employee's personal file.

CONTRACTS

The following documents must be on file in the Human Resources Department before a contract can be issued to licensed employees:

- An application properly completed and filed
- Praxis/Workkeys Scores
- A valid Mississippi Educator License
- A complete transcript of college or university credits
- Three completed Reference Forms
- A recommendation by the referring Principal
- A verification of prior teaching experience/employment
- Background check including Child Registry
- An application to Public Employees' Retirement System of Mississippi (new employees only)
- Any other documents required by state laws and/or School Board regulations

INSURANCE AND RETIREMENT BENEFITS

The District is interested in the health and well-being of both employees and their families. This section of the employee handbook briefly describes each District-sponsored employee benefit program. Employees receive summary plan descriptions, which describe certain benefit programs in greater detail. The plan description and official plan documents (such as insurance master contracts) contain information regarding eligibility requirements, coverage limits, deductibles, premiums, and fees.

Employees are expected to read the plan descriptions carefully to understand rights and responsibilities. Should a conflict exist between the official benefit plan documents and this employee handbook or the plan descriptions, the official plan documents will be controlled in all cases. The

District reserves the right, at its sole and absolute discretion, to rescind or amend benefits, to change insurance carriers, or to require a change in employee contributions toward premium costs, deductibles, or co-payments. The District may make such changes at any time, for any reason; financial necessity is not required. Employees will be promptly notified of any such changes. While the District's intention is to continue offering the District-sponsored benefit programs, it cannot guarantee that such benefits will always be available.

LCSD offers the following benefits to regular full-time employees. Part-time employees may or may not be eligible for these benefits based on the individual plan requirements:

Health Insurance

LCSD participates in the State of Mississippi health insurance plan for school employees. Information regarding the options available to school employees may be obtained by contacting the Business Office–Payroll Office in the school district's central administrative office.

Cafeteria Plan

LCSD participates with American Fidelity, commonly known as the cafeteria plan. Participation by employees in the cafeteria plan is optional. Additional information regarding the cafeteria plan is available in the Business Office–Payroll Office.

Retirement Plan

All regular full-time employees must participate in the Mississippi Public Employees' Retirement System. Current Mississippi law requires eight (8) years of service as of July 1, 2007 for vested interest. Twenty-five (25) years are required for less than sixty (60) years of age for full retirement benefits without penalty. Employees desiring more specific information regarding their retirement should contact the Human Resources department or the Mississippi Public Employees' Retirement System.

403b Plan

All employees of Leake County School District are eligible to participate in the 403(b) Plan(s) that is offered through the District.

WORKERS' COMPENSATION

It is the District's goal to provide a safe work environment. Each employee shall comply with all occupational safety, health policies and standards. If an employee suffers an on-the-job injury or illness; no matter how insignificant and without exception, it must be reported immediately to his/her Supervisor or Principal. Immediately upon notification of an injury or illness, the employee shall refer to the workplace posters to contact a telehealth representative. If the injury or illness results in an extreme emergency which requires immediate medical attention (ambulance or 911), a representative from the school or location shall contact telehealth on the employee's behalf within twenty-four (24) hours of the injury or illness. A representative will notify the Wanda Wilson, Purchasing Clerk, who will submit information concerning the injury or illness to the Workers' Compensation Insurance carrier for Leake County School District. Failure to follow the proper guidelines and procedures for reporting an on-the-job injury claim may jeopardize the employee's eligibility for workers' compensation and be cause for censure.

Employees are covered against certain loss of earnings due to injuries on the job by a workers' compensation insurance policy furnished by the District. No compensation will be allowed for an injury, illness or death due to willful misconduct, intentional self-inflicted injury, intoxication (due to alcohol, medication or any illegal substance), willful failure or refusal to use safety devices, or lack of compliance with prescribed safety procedures. The payment of medical bills and compensation payments will be in accordance with all applicable workers' compensation laws. Leake County School employees with questions concerning workers' compensation shall contact the Business Office-Payroll Office. ([Workplace Posters](#))

If an employee suffers an occupational injury or illness, the following procedures shall be followed:

- Injury or illness shall be reported immediately to the employee's Supervisor or Principal.
- Immediately, the Supervisor, Principal or designee shall contact a telehealth representative while the employee is present unless in the case of an extreme emergency. A telehealth representative will recommend the necessary medical treatment according to the injury or illness. A telehealth representative will inform Wanda Wilson, Purchasing Clerk, of the recommendations regarding the incident.
- An employee may choose his/her own physician when that physician treats workers' compensation injuries or illnesses or he/she may accept the physician or clinic offered by LCSD District.
- The employee shall follow the recommendations for medical treatment received by a telehealth representative. The employee shall not obtain or seek medical treatment outside the recommendations provided by a telehealth representative without prior approval from the workers' compensation insurance carrier.

UNEMPLOYMENT

Employees are not eligible for unemployment benefits in the summer months between school terms. An employee hired during the school term that has reasonable assurance of employment for the same or similar work for the following school term will be denied unemployment benefits.

TIMEKEEPING AND ATTENDANCE

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the District to keep an accurate record of time worked. Time worked is all the time actually spent on the job performing assigned duties.

All employees are required to clock in at the beginning of their workday and out at the end of their workday. Non-exempt employees are required to clock out when they take their lunch break and clock back in once the break is completed, as well as clock out at the end of each day. Employees are encouraged to review their time and their accrual balances shown in Active Resources. If employees have questions regarding their time or accrual balance, he/she should speak with the Bookkeeper for their location. Employees should also speak with the Bookkeeper if corrections or modifications need to be made to the time record.

Employees are expected to be prompt and consistent in attendance. Personal appointments should be scheduled after normal workday hours, whenever possible. Schedules differ within the District

according to job position, classification, and various business needs. Your supervisor will have discussed your regular working hours with you prior to your first day of employment. Schedules are subject to change and all employees are responsible for checking the schedule on a regular basis.

As soon as an employee knows that he or she will be absent or late to work, the employee must notify his or her primary supervisor to report the absence or tardiness at least one hour prior to the scheduled starting time. Failure to promptly report the absence will result in an unexcused absence. If the employee anticipates that he or she will require an extended period of time off, he or she must communicate to the supervisor how many days are expected to be off. Unexcused or excessive absences or tardiness may result in disciplinary action, up to and including termination.

Teachers are required to notify the principal or his/her designee when he or she will be absent or late to work. Each teacher will follow the individual school's protocol on acquiring a substitute teacher and preparing for an absence. Exempt employees are expected to be professionally responsible and work their regularly scheduled hours plus any other hours required to satisfactorily complete their assigned responsibilities. Non-exempt employees will not be paid for time not worked. Therefore, arriving to work late, leaving work early, or any absence that is not taken as vacation, sick leave, or personal leave will be without pay.

Any employee who fails to report to work without notice for two consecutive days will be considered to have voluntarily terminated employment, effective at 5:00 p.m. on the second day of unreported absence. Job positions will not be held for employees who have unpaid, unprotected leave of absences. These employees will be considered for reemployment and may reapply through the application process once they are able to return to the District.

ABSENCE FROM DUTY–Policy GBRI

1. Licensed Employee

The term "licensed employee" means any employee of a public school district required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development. '37-7-307

2. Sick/Personal/Vacation Leave Provisions

A. All employees with the exception of bus drivers, beginning July 1, 2003, will be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during the school year. All employees with the exception of bus drivers will be credited with two (2) personal/professional days per year. Personal leave can be accumulated up to five (5) days. All personal days over five (5) will automatically be converted to sick leave days.

B. Any unused portion of the sick leave allowance will be carried over to the next school year and credited to the employee while remaining in the Leake County School District. The number of sick leave days to be accumulated is unlimited and may be applied to retirement.

C. Absences of the employee because of death or illness in the immediate family of the employee

(limited to father, mother, brother, sister, husband, wife, son or daughter, grandparents, aunts, uncles, and/or in-laws) may be included in the sick leave allowance with pay in any one year. Any absences for this reason shall be counted as a part of and deducted from the accumulated days stated above.

D. No deduction from the pay of the employee may be made because of illness or physical disability until after all sick leave allowance credited such employee has been used.

For the first ten (10) days of absence of a licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to the licensed employee, there shall be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in that local district, necessitated because of the absence of such licensed employee as a result of illness or physical disability. (Also death or illness in the immediate family.) Thereafter, the regular pay of such absent employees shall be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year. In case of an unavoidable prolonged illness an employee may return to duty upon the written approval of his/her personal physician.

E. The absent employee will furnish an explanation from a physician or dentist as to the illness, where the absence is for three (3) or more consecutive school days, and any school day immediately preceding or following a holiday. Except as otherwise listed below, no personal leave will be granted immediately prior to or following a holiday, nor on the first day of the school term and on the last day of the school term. Not with-standing the restrictions listed above on the use of personal leave, a licensed employee may use personal leave as follows:

- Personal leave may be taken on the first day of the school term, the last day of the school term, on a day applicable when an immediate family member of the employee is being deployed for military service.
- Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years' experience as an employee of that school district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.
- Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.

F. Any absence that does not adhere to this policy will result in total deduction of pay for each day missed.

G. Leake County School District reserves the right to employ all substitutes.

H. The district will pay for substitutes if the employee is given prior approval by the Superintendent for professional leave.

I. No teacher or instructional personnel will be granted leave during the week of nine-weeks tests, during the week of or before final exams, or during the scheduled state-wide testing, please refer to

the school calendar when scheduling appointments. Exceptions will be made for Item C.

An employee who makes a materially false statement as to the cause of absence shall have the record of falsification entered upon the work record, and may forfeit accumulated or future sick leave. Such employees may be subject to non-renewal of contract.

J. The State Board of Education policy on teaching experience states that if the time a teacher is not under contract exceeds forty-five (45) consecutive days during any school year that person will not be considered to have been in full time employment for that scholastic year. In no event shall a teacher be absent from duties more than a total of sixty (60) days due to temporary absence because of illness or other good cause, including the time not under contract as the case may be and still receive a year of teaching experience.

K. Unused vacation or personal leave can be converted to sick leave not to exceed ten (10) days per year.

L. Each employee will be provided one (1) day per month on which he/she may leave school when students leave, with the exception of school improvements days. This leave may not be accumulated.

M. Any leave (sick, personal, or professional) taken for less than a full day will be reported as one half (1/2) day, with the midpoint being determined by actual hours of assigned duty.

N. Upon retirement, each licensed and non-licensed employee will, upon their written request be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Licensed employees will be paid at a rate equal to the amount paid to substitute teachers. Non-licensed employees will be paid at a rate equal to the federal minimum wage.

3. Professional Leave Allowance

Each licensed employee shall be credited with a professional leave allowance, with pay, for each day of absence caused by reason of such employee's statutorily required membership and attendance at a regular or special meeting held within the State of Mississippi of the State Board of Education, the Commission on Teacher and Administrator Education, Certification and Licensure and Development, the Commission on School Accreditation, the Mississippi Authority for Educational Television and the meetings of the state textbook rating committees or other meetings authorized by local school board policy.

4. Sabbatical Leave

Sabbatical leaves up to one year after six (6) years of continuous employment, may be granted teachers and teacher assistants on approval of the Leake County School Board at no salary. Return to the same position would not be guaranteed, but an effort for a similar assignment would be made. Teachers on sabbatical leave will return to the salary schedule according to their training and experience and will be eligible to proceed to the next step. At no time shall more than one percent (1%) of the total faculty and staff be on sabbatical leave.

5. Retirement

Upon retirement from employment, each licensed and non-licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for non-licensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Section 25-11-103 (e). Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a licensed or non-licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

6. Donated Leave Provisions

For the purposes of this subsection, the following words and phrases shall have the meaning ascribed in this paragraph unless the context requires otherwise:

- a. "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.
- b. "Immediate family" means spouse, parent, stepparent, sibling, child or stepchild.
- c. Any school district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the same or another school district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:
 - i. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.
 - ii. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.

iii. An employee must have exhausted all of his or her available leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.

iv. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

v. Before an employee may receive donated leave, the superintendent of education of the district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic with the meaning of this section.

vi. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.

vii. Donated leave shall not be used in lieu of disability retirement. '37-7-307 (2004)

7. Jury Duty / Other Leave

This school board shall provide leave with pay for employees who serve as witnesses under subpoena for school business and/or on juries. The school board cannot recover jury fees from employees who serve on juries. (Attorney General Opinion, Middleton, 1991)

8. Maternity Leave

An expectant employee of the school district who may wish to return to service after birth of the child must inform the principal and superintendent in writing of her desire to be granted maternity leave.

Leave of absence without pay shall be subject to the recommendation of the superintendent and approval of the Board. Expectant mothers may continue working so long as they are able to perform their duties as deemed by their physician. Teachers granted maternity leave shall be re-employed in the position from which leave was taken, provided that the position has not been abolished by enrollment shifts or reductions or other just cause. Teachers whose positions are terminated while they are on leave are protected by the provisions of the due process policy of the Board.

9. Vacation For 12-Month Administrative And 12-Month Non-Certified Personnel

12-month administrative and non-certified personnel shall be granted 10 vacation days each year, after the first full fiscal (July 1-June 30) year of employment. All vacation must be approved by the employee's supervisor. Vacation request may not be approved for date/dates requested, if such time would duly disrupt the operation of the school district. Vacation leave granted to either licensed employees or non-licensed employees shall be synonymous with personal leave. Unused vacation or personal leave accumulated by licensed employees in excess of the maximum five (5) days which may be carried over from one (1) year to the next may be converted to sick leave not to exceed the conversion of ten (10) days of personal leave or vacation leave days to sick days per year. In the case of unused vacation or personal leave accumulated by non-licensed employees, no more than ten (10) days of unused personal or vacation leave may be converted to sick leave per year. The leave

converted may be certified to PERS upon termination of employment and any such leave previously converted and certified to PERS shall be recognized, in accordance with 37-7-307(9), effective May 1, 2004.

10. Leave Due To Declared Emergency Closures

The LCSD school board may, in its discretion, provide additional administrative leave with pay for all employees (professional, certified, and classified) in the event of declared emergency closures.

Penalties For Abuse

- A. Abuse of this leave policy endangers the continuance of its liberal provisions. Principals shall immediately notify the Superintendent in writing of any and all abuses of this leave policy. Any abuse may lead to the employee's dismissal.
- B. The Superintendent shall cause each abuse to be recorded in the subject employee's work record and on the annual evaluation.
- C. Leave taken that was requested improperly or not requested and approved prior to or concurrent with the taking of such leave shall be unauthorized leave. One day's pay shall be deducted for each day of unauthorized leave.
- D. Any employee giving a materially false statement as to the cause or reason for his/her absence shall have one day's pay deducted for each day absent under false pretense and shall forfeit all accumulated leave time and be subject to dismissal.
- E. Any employee absent for optional or elective dental or medical treatment or surgery which could, without medical risk to the employee or immediate family member, have been performed at a time when school was not in session shall have one (1) day's pay deducted for each day absent.
- F. Any administrator or supervisor enlarging, increasing, or providing greater leave allowances than those allowed under this policy shall be subject to dismissal.

INCLEMENT WEATHER

Certified/exempt (235 day employees) school cancellation: In the event school is canceled due to inclement weather, exempt employees who are on a full year schedule are expected to report to work. If an employee opts not to report to work on a day that schools are canceled for this reason, the employee may designate any applicable leave available. Sick leave is not available for absences due to inclement weather. If the day that is used to make up the day missed is not a scheduled work day for the employees, exempt employees will be credited with a day once the scheduled make-up day has occurred.

District office cancellation: In the event the Superintendent closes the District Office due to inclement weather, all 235 day employees shall not report to work unless the employee is requested to report by the Superintendent. If the employee reports as requested, on a day that the district office is closed due to inclement weather, the exempt employee will be credited with "vacation" accruals depending on the hours worked, with prior approval of the Superintendent or his/her designee.

Early dismissal/delayed start: In the event that the district implements early dismissal or delayed start due to inclement weather, exempt employees who are on a full year schedule are expected to follow a normal work schedule, unless otherwise determined by the Superintendent or his/her designee. Sick leave is not available for absences due to inclement weather.

Classified/non-exempt (235 day employees) school cancellation: In the event school is canceled due to inclement weather, non-exempt employees who are on a full year schedule are expected to report to work. If an employee opts not to report to work on a day that schools are canceled for this reason, the employee may choose to designate any applicable leave available or opt to not be paid for the absence. Personal time shall be utilized prior to other types of leave taken. Sick leave is not available for absences due to inclement weather. If the day that is used to make up the day missed is not a scheduled work day for the employees and non-exempt employees are required to work, non-exempt employees will receive their usual hourly pay for the hours worked and/or overtime if applicable. If a non-exempt employee chooses not to work on the scheduled make-up day, he/she can designate any applicable leave available. Personal time shall be utilized prior to other types of leave taken. In the event the make-up day falls within a forty-eight (48) hour work week and the 232 day non-exempt employee opts not to work, no accrual will be taken and no accrual will be credited.

District office cancellation: In the event the Superintendent closes the District Office due to inclement weather, all 235 day employees shall not report to work unless the employee is requested to report by the Superintendent. If the employee reports as requested, on a day that the district office is closed due to inclement weather, the non-exempt employee will receive their usual hourly pay for the hours worked and/or overtime if applicable.

Early dismissal/delayed start:

In the event that the district implements an early dismissal or delayed start due to inclement weather, non-exempt employees who are on a full year schedule are expected to work a normal schedule, unless otherwise determined by the Superintendent or his/her designee. If an employee opts not to work a normal schedule on a day that schools implement an early dismissal or delayed start for this reason, the employee may designate any applicable leave available or opt not to be paid. Personal time shall be utilized prior to any other types of leave taken. Sick leave is not available for absences due to inclement weather.

Certified/classified employees (less than 230 days) school cancellation: This section would include the 182, 187, 197, 205, 210, and 218 day employees. In the event school is canceled due to inclement weather, these employees would not report to work. The missed day would be made-up at the end of the school year or as designated by the Office of the Superintendent.

Early Dismissal, Late Start And 60% Days: The 60% day requirement applies only to students. Staff members are required to work their normal daily schedule any day that they work. Hourly employees must work 8 hours to be paid for 8 hours. If they are allowed to leave and choose to do so, they may use any leave available to make up the time or they may choose leave without pay. All employees, both exempt and non-exempt, leaving before their scheduled departure time must clock out. On days when a decision is made to delay the start of school, all employees (both exempt and non exempt) are still required to report to work at their regularly scheduled time, unless otherwise determined by the Superintendent. If an employee feels that weather may result in a delayed start they are encouraged to plan to be ready to leave early enough to drive safely and still arrive on time. Should an employee be unable to report on a day that daily activities carry on as planned; they may take personal leave or leave without pay. Any employee who cannot report on time must notify the school prior to scheduled

arrival. At the principal's discretion teachers may be required to report at a time that would result in their being assessed at least a half day of personal leave.

The work schedule for 60% days is their normal daily schedule. Hourly employees can only be paid for hours worked, and they must clock out when they go to lunch and when they return.

PERMISSION TO ATTEND

The Leake County School District realizes that some professional development training/activities will be off campus, therefore, a permission to attend request form should be submitted to the superintendent's office in a timely manner. You, the attendee, should make sure that the proper forms are submitted with accurate information along with the required signature of your supervisor. The professional development training/activities that you attend should be planned in advance.

Professional Development Request Procedures

- Step 1. Complete permission to attend form and google document.
- Step 2. Superintendent or Board approval of permission to attend.
- Step 3. Requisition completed with the Conference/workshop/training info, dates, person(s) attending, and superintendent or board approval date. Requisition will need to be input into Remote Link with all supporting documentation.

Once these steps are completed correctly a purchase order will be issued by the business office.

Note: Registration for professional development must be done after approval of the Superintendent or Board and not prior to.

Permission To Attend Form

Date: _____

Please grant permission to attend the following:

Workshop () Conference () Field Trip () Competition () Other ()

Date(s) of Trip: _____

Purpose of Trip: _____

Destination: _____

Name(s) of person(s) attending: _____

Funding: (Title I/II, IDEA, FHS, BETA, etc.): _____

Administrator's Signature: _____

Approved by: _____

CONCESSIONS AND FUNDRAISERS—Policy DKA

School Sponsored Fundraisers

The Leake County School Board grants authority to the schools of Leake County to conduct fundraising activities as part of the sale of items to students. A disclosure statement shall be made available to prospective purchasers of school pictures, graduation invitations and to those renting caps and gowns when the sale or rental of such items is being conducted as a fundraising event. At a minimum, the statement must read *"Notice: This sale is being conducted as a fundraising event. A portion of the sale price will be contributed to the School Activity Fund."*

When a fundraising activity is being conducted as a part of the sale or rental of items to students, a system of accountability must be established before the items are sold or rented to the students. The school may allow the student to pay directly to the vendor the total amount of the sales or rental price including the fee. The vendor would later rebate to the school the amount of the fee charged to the student. Under this system, the school principal is required to obtain an independent listing of the students and the amounts paid by the students to the vendor. The independent listing of students will provide the school with a mechanism to reconcile the amount due to the school from the fee charged to the student to the amount collected and later remitted by the vendor. The amount collected from the vendor as part of the fee charged to the student must be credited to the general activity fund.

The schools may rent school lockers to students only if the lockers were purchased with general activity funds. Lockers that were not purchased with activity funds are to be issued to students as the principal deems necessary for security.

Prior to any fundraising activity within the school, the sponsor of such event shall present a request to the principal. If the principal approves of the activity the request will be sent to the office of the superintendent for approval.

Any fund-raising activity that is expected to exceed \$500 must be put on the agenda for action by the Leake County School Board.

Should approval by the board be granted, the principal shall have the authority to engage their school in the following school sponsored fundraising activities:

- A. Operation of vending machines
- B. Operation of school stores
- C. Operation of concession stands
- D. Operation of carnivals
- E. Sales by principals and/or teachers to students

The application to conduct a fundraiser shall establish sales, prices, where and when the fundraiser will take place. Only the principal of each school may make a request to conduct these fund-raising activities.

Accounting Procedures

The money collected through school sponsored fundraising activities is required to be received according to the receipt section of student activity management policy (Board Policy DK). For all items purchased for resale to the students, there must be a reconciliation of the items purchased, the

items sold and the gross sales amount. The reconciliation must be performed on a periodic basis and be submitted to the central office for review and approval. The amount generated through school sponsored fund raising activities must be accounted for in the local school general activity fund and agency accounts.

Fundraisers For Outside Organizations

The School Board grants the authority to the principals to permit the collection of funds by teachers during school hours for the following activities:

- A. Parent Teacher Association
- B. Parent Teacher Organization
- C. Athletic Boosters
- D. Band Boosters
- E. Other Boosters

Accounting Procedures

The funds collected by school employees on behalf of the outside organization are not considered activity funds. There are no accounting requirements. Since the funds are not considered activity funds, the local school is not required to be accountable for funds unless such funds are commingled with activity funds. In such a case, the procedure outlined in Board Policy DK shall be used.

Booster Clubs

DONATING LEAVE TO ANOTHER EMPLOYEE—Policy GADF

Any employee of the Leake County School District may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the Leake County School district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

- A. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.
- B. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
- C. An employee must have exhausted all of his or her available leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.
- D. Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury

or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

E. Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic within the meaning of this section.

F. If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.

G. Donated leave shall not be used in lieu of disability retirement.

- i. "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the local school district for the employee.
- ii. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.
- iii. "Immediate family" means spouse, parent, stepparent, sibling, child or stepchild.

STAFF CONFLICT OF INTEREST—Policy GAG

It shall be illegal for any superintendent, principal or other certificated employee to be elected by the school board if such superintendent, principal or certificated employee is related within the third degree by blood or marriage according to the common law to a majority of the members of the school board. No member of the school board shall vote for any person as a superintendent, principal or certificated employee who is related to him within the third degree by blood or marriage or who is dependent upon him in a financial way. Any contract entered into in violation of the provisions of this section shall be null and void. '37-9-21 (1987)

It shall be unlawful for any member of the board of trustees of any school district, any member of the county board of education, the county superintendent of education or any superintendent, principal, teacher, or employee of a county board of education or any school district to have or own any direct or indirect interest individually or as agent or employee of any person, partnership, firm or corporation in any contract made or let by the county board of education, the county superintendent of education or the board of trustees of the school district for the construction, repair, or improvement of any school facility, the furnishing of any supplies, materials, or other articles, the doing of any public work or the transportation of children or upon any subcontract arising therefrom or connected therewith in any manner. The board of trustees of any school district shall be authorized to contract with a teacher or school district employee to perform extra work without being in violation of the provisions of this section. The board of trustees shall make a case by case determination of the possible conflicts of interest arising from any extra work contracts and such decision by the board shall be final. Any contract entered into in violation of the provisions of this section shall be void and of no effect. Any person who shall authorize or enter into any contract in violation of the provisions hereof, or who shall knowingly or willfully pay out or receive any money upon any such contract shall be civilly liable for the amount so paid or received, and, in the case of an official who has

furnished a bond, the surety upon such bond shall likewise be liable for such amount. In addition, thereto, any person who shall violate the provisions of this section shall be guilty of a misdemeanor. '37-11-27 (1989)

The following definitions apply in this policy unless the context otherwise requires:

1. "Authority" means any component unit of a governmental entity.
2. "Benefit" means any gain or advantage to the beneficiary, including any gain or advantage to a third person pursuant to the desire or consent of the beneficiary.
3. "Business" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, holding company, self-employed individual, joint stock company, receivership, trust or other legal entity or undertaking organized for economic gain, a nonprofit corporation or other such entity, association or organization receiving public funds.
4. "Business" with which he is associated" means any business of which a public servant or his relative is an officer, director, owner, partner, employee or is a holder of more than ten percent (10%) of the fair market value or from which he or his relative derives more than one thousand dollars (\$1,000.00) in annual income or over which such public servant or his relative exercises control.
5. "Compensation" means money or thing of value received, or to be received, from any person for services rendered.
6. "Contract" means:
 - a. Any agreement to which the government is a party; or
 - b. Any agreement on behalf of the government which involves the payment of public funds.
7. "Government" means the state and all political entities thereof, both collectively and separately, including but not limited to:
 - a. Counties;
 - b. Municipalities;
 - c. All school districts;
 - d. All courts; and
 - e. Any department, agency, board, commission, institution, instrumentality, or legislative or administrative body of the state, legislative or administrative body of the state, counties or municipalities created by statute, ordinance or executive order including all units that expend public funds.
8. "Governmental entity" means the state, a county, a municipality or any other separate political subdivision authorized by law to exercise a part of the sovereign power of the state.
9. "Income" means money or thing of value received, or to be received, from any source derived, including but not limited to, any salary, wage, advance, payment, dividend, interest, rent, forgiveness of debt, fee, royalty, commission or any combination thereof.
10. "Intellectual property" means any formula, pattern, compilation, program, device, method, technique or process created primarily as a result of the research effort of an employee or employees of an institution of higher learning of the State of Mississippi.
11. "Material financial interest" means a personal and pecuniary interest, direct or indirect, accruing to a public servant or spouse, either individually or in combination with each other. Notwithstanding the foregoing, the following shall not be deemed to be a material financial interest with respect to a business with which a public servant may be associated:
 - a. Ownership of any interest of less than ten percent (10%) in a business where the aggregate annual net income to the public servant therefrom is less than One Thousand Dollars (\$1,000.00);

- b. Ownership of any interest of less than two percent (2%) in a business where the aggregate annual net income to the public servant therefrom is less than Five Thousand Dollars (\$5,000.00);
 - c. The income as an employee of a relative if neither the public servant or relative is an officer, director or partner in the business and any ownership interest would not be deemed material pursuant to subparagraph (i) or (ii) herein; or
 - d. The income of the spouse of a public servant when such spouse is a contractor, subcontractor or vendor with the governmental entity that employs the public servant and the public servant exercises no control, direct or indirect, over the contract between the spouse and such governmental entity.
12. "Pecuniary benefit" means benefit in the form of money, property, commercial interests or anything else the primary significance of which is economic gain. Expenses associated with social occasions afforded public servants shall not be deemed a pecuniary benefit
13. "Person" means any individual, firm, business, corporation, association, partnership, union or other legal entity, and where appropriate a governmental entity.
14. "Property" means all real or personal property.
15. Public funds means money belonging to the government.
16. "Public servant" means:
- a. Any elected or appointed official of the government
 - b. Any officer, director
 - c. Any officer, director, commissioner, supervisor, chief, head, agent or employee of the government or any agency thereof, or of any public entity created by or under the laws of the state of Mississippi or created by an agency or governmental entity thereof, any of which is funded by public funds or which expends, authorizes or recommends the use of public funds; or
 - d. Any individual who receives a salary, per diem or expenses paid in whole or in part out of funds authorized to be expended by the government.
- i. "Relative" means the spouse, child or parent.
- ii. "Securities" means stocks, bonds, notes, convertible debentures, warrants, evidences of debts or property or other such documents. '25-4-103 (1992)
- e. No public servant shall use his official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he is associated
 - f. No public servant shall be interested, directly or indirectly, during the term for which he shall have been chosen, or within one (1) year after the expiration of such term, in any contract with the state, or any district, county, city or town thereof, authorized by any law passed or order made by any board of which he may be or may have been a member.
 - g. No public servant shall:
 - i. Be a contractor, subcontractor or vendor with the governmental entity of which he is a member, officer, employee, or agent other than in his contract of employment, or have a material financial interest in any business which is a contractor, subcontractor or vendor with the governmental entity of which he is a member, officer, employee or agent.
 - ii. Be a purchaser, direct or indirect, at any sale made by him in his official capacity or by the governmental entity of which he is an officer or employee, except in respect of the sale of goods or services when provided as public utilities or offered to the general public on a uniform price schedule.
 - iii. Be a purchaser, direct or indirect, of any claim, certificate, warrant or other security issued by or to be paid out of the treasury of the governmental entity of which he is an officer or employee.

- iv. Perform any service for any compensation during his term of office or employment by which he attempts to influence a decision of the authority of the governmental entity of which he is a member.
- v. Perform any service for any compensation for any person or business after termination of his office or employment in relation to any case, decision, proceeding or application with respect to which he was directly concerned or in which he personally participated during the period of his service or employment.

17. Notwithstanding the provisions of subsection (3) of this section, a public servant or his relative:

- a. May be an officer or stockholder of banks or savings and loan associations or other such financial institutions bidding for bonds, notes or other evidences of debt or for the privilege of keeping as depositories the public funds of a governmental entity thereof or the editor or employee of any newspaper in which legal notices are required to be published in respect to the publication of said legal notices.
- b. May be a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent where such contract is let to the lowest and best bidder after competitive bidding and three (3) or more legitimate bids are received or where the goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws.
- c. May be a subcontractor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent or have a material financial interest in a business which is a subcontractor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent where the primary contract is let to the lowest and best bidder after competitive bidding or where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws.
- d. May be a contractor, subcontractor or vendor with any authority of the governmental entity of which he is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor, subcontractor or vendor with any authority of the governmental entity of which he is a member, officer, employee, or agent: (I) where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws; or (ii) where the contractual relationship involves the further research, development, testing, promotion or merchandising of an intellectual property created by the public servant.
- e. May purchase securities issued by the governmental entity of which he is an officer or employee if such securities are offered to the general public and are purchased at the same price as such securities are offered to the general public.
- f. May have an interest less than a material financial interest in a business which is a contractor, subcontractor or vendor with any governmental entity
- g. May contract with the Mississippi Veterans Home Purchase Board, Mississippi Housing Finance Corporation, or any other state loan program for the purpose of securing a loan; however, public servants shall not receive favored treatment.

- h. May be employed by or receive compensation from an authority of the governmental entity other than the authority of the governmental entity of which the public servant is an officer or employee.
- i. If a member of the Legislature or other public servant employed on less than a full-time basis, may represent a person or organization for compensation before an authority of the governmental entity other than an authority of the governmental entity of which he is an officer or employee.
18. No person may intentionally use or disclose information gained in the course of or by reason of his official position or employment as a public servant in any way that could result in pecuniary benefit for himself, any relative, or any other person, if the information has not been communicated to the public or is not public information.
19. Any contract made in violation of this section may be declared void by the governing body of the contracting or selling authority of the governmental subdivision or a court of competent jurisdiction and the contractor or subcontractor shall retain or receive only the reasonable value, with no increment for profit or commission, of the property or the services furnished prior to the date of receiving notice that the contract has been voided.
20. Any person violating the provisions of this section shall be punished as provided for in Sections 25-4-109 and 25-4-111. '25-4-105 (1994)
- 21.
- NOTE: In order to assure compliance with statutes related to Nepotism and to Conflict of Interest, please ensure compliance with MS Code statutes cited above and with Sections 25-4-25 through 25-4-29; 37-11-25; and with Article 4, Section 109 of the MS Constitution.

ACADEMIC PROGRAMS

CURRICULUM AND INSTRUCTION

Primary Goal #1: Increase the number of students performing at or above grade level.

Educating the whole child is one of the most important goals of the Leake County School District. Every educator in the Leake County School District is committed to building and sustaining a culture in which high-quality instruction for all students is the most important priority. Our primary goal is to implement research and evidence-based instructional programs, best practices, and strategies to help every child perform at/above grade level by the end of each grade.

Action Steps:

Support the implementation of the district's core curriculum. Schools and teachers require high-quality instructional programs and materials to provide high-quality instruction to all students. A common instructional program will be used in K-12th grade. For students performing below grade level some combination of the core instructional program with additional highly specific supplemental reading materials and intervention programs will be used for tiered instruction. The combination of materials used will be based on the learning needs of students. All programs and materials used in the Leake County School District will be constructed according to principles of scientifically-based research and, to the greatest degree possible, these programs and materials will be demonstrated to be effective in rigorous scientific studies. Please refer to the [MDE Scaffolding Documents](#) to gain a better understanding of grade level standards.

Promote a balanced approach to [literacy](#). A balanced approach combining language and literature-rich activities develops proficiency in reading and writing. To implement this plan the district must provide staff development focusing on effective literacy instruction for all grade levels. Staff development will focus on research-based practices and a balanced/comprehensive approach to literacy.

Promote mathematical practices to increase mastery. The Standards for [Mathematical Practice](#) describe varieties of expertise that mathematics educators at all levels should seek to develop in their students. These practices rest on important “processes and proficiencies” with longstanding importance in mathematics education. The first of these are the NCTM process standards of problem-solving, reasoning and proof, communication, representation, and connections. The second are the strands of mathematical proficiency specified in the National Research Council’s report *Adding It Up*: adaptive reasoning, strategic competence, conceptual understanding (comprehension of mathematical concepts, operations and relations), procedural fluency (skill in carrying out procedures flexibly, accurately, efficiently and appropriately), and productive disposition (habitual inclination to see mathematics as sensible, useful, and worthwhile, coupled with a belief in diligence and one’s efficacy).

To transfer more ownership of the learning process to students, who can then direct their learning and develop a deeper understanding of science and engineering practices, critical analysis, and knowledge.

For grade-specific details refer to the following: [SEP Grade Band Reference Document](#). The different content strands in social studies combine to give a clear picture of the past and present. Strands also give depth to the social studies curriculum, enabling students to grasp the complexity of events from the past and present and help them acquire critical thinking skills to make informed decisions in the future.

Assess regularly to plan for instruction and [intervention](#) to ensure that students demonstrate progress towards mastering grade-level standards. Assessments are necessary to (a) determine if children are performing at grade level, (b) monitor progress, and (c) plan for instruction. All students will be assessed at the beginning, middle, and end of the year to determine their growth and performance. Students not performing at grade level will be reassessed regularly to monitor their progress. Assessments to monitor progress will be brief and take little time away from instruction. These assessments will be used to plan the instruction and interventions necessary to increase student achievement. At the end of the year, all students will be assessed to determine if they are performing at grade level. We will use measures for these purposes that have research-based evidence documenting their reliability and validity for the specific purposes for which they are being used.

Primary Goal #2: To educate ALL students.

Action Steps:

Provide all teachers an opportunity to participate in [professional development](#) emphasizing research-based best practices in literacy instruction. The effective use of assessments, instructional programs, and materials requires high-quality professional development for teachers. Prior to using reading assessments or instructional programs and materials in the classroom, staff

members will receive thorough training in their appropriate use. Staff members who require additional professional development to use assessments and instructional programs and materials appropriately will receive it. Leake County School District is committed to making sure all staff members have the training they need to use reading assessments and instructional materials appropriately.

Increase the number of grade-level writers. It is critical that a developmental, vertically aligned writing program for students in Kindergarten through 3rd Grade and beyond is developed, established, consistently implemented, and sustained. The purpose is to give students the knowledge and skills necessary for age-appropriate writing instruction and successful writing achievement. In addition, teachers within the school develop a common, targeted focus and accept shared accountability for school-wide writing performance.

To provide effective academic, behavioral, and social/emotional support and instruction to all students, regardless of their exceptionality. The Leake County School District Office of Special Education will systematically design and implement effective and inclusive instructional practices to produce meaningful educational outcomes for students. The Leake County School District SPED will work to individualize each student's educational program to best meet their needs, and collaborate with parents, general education teachers, and support staff to develop appropriate programs that promote student success.

To provide equitable access for all learners to a data-driven, comprehensive school counseling program, delivered by licensed professional school counselors to meet the needs of every learner. Social and emotional learning (SEL) skills aren't core content, but they're the core of all content. According to the Collaborative for Academic, Social, and Emotional Learning (CASEL), these skills include how to "understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions." This section will outline action steps to implementing more effective social and emotional learning and support in the Leake County School District. Following these action steps and implementing them with fidelity will ensure that the support needs of students with social and emotional needs are appropriately addressed in general education settings.

ACCOUNTABILITY AND ASSESSMENTS

The Leake County School District administers all state and federally mandated assessments for students in Mississippi's public schools. Assessments tell you about students' progress on the path to future success, whether that's the next grade or the next course. They measure what students know and can do based on learning goals for the grade or course. The following is a summary of required statewide assessments for Mississippi students:

Early Elementary years

Students in kindergarten through grade 3 are assessed periodically to determine what help they need to develop early literacy skills. Grade 3 students take a test at the end of the year to qualify for promotion to grade 4.

- Kindergarten Readiness Assessment
- Universal Screener - K-3

- Mississippi Dyslexia Screener - Kindergarten & Grade 1
- 3rd Grade Reading Assessment (currently MAAP)

Elementary and Middle School

The Mississippi Academic Assessment Program (MAAP) measures students' knowledge, skills, and academic growth in grades 3-8. Student progress is measured with annual tests in English Language Arts and Mathematics and Science in grades 5 and 8.

- MAAP English Language Arts - Grades 3-8
- MAAP Mathematics - Grades 3-8
- Science - Grades 5 and 8

High School

High school students take three subject-area tests and the ACT in their junior year.

- Algebra I
- English II
- Biology
- ACT

Alternate Assessments

Students with Significant Cognitive Disabilities take the Mississippi Academic Assessment Program-Alternate (MAAP-A) in grades 3-8 and high school.

English Learners

Students identified as English learners take the ELPA 21 English language proficiency assessment in grades K-12. The test is given each year until students become proficient English language speakers, readers and writers.

FIELD TRIPS AND EXCURSIONS–Policy IFCB

Field trips provided by the Leake County School District are considered co-curricular activities. Each school administrator must approve field trips, recommending them to the Superintendent for final approval. Any out of state travel must be approved by the board of education.

The following statements will guide teachers in planning and administrators in approving both instructional and organizational field trips:

An instructional school-sponsored field trip:

1. Broadens students' views of the world.
2. Provides adequate supervision as determined by the principal, at a minimum of one certified staff member per 10 students on each trip; parents, assistants, volunteers may serve.
3. Is the beginning or culmination of a unit of study or is related to the overall content of a unit of study.
4. Sets a reasonable cost factor; no child should be priced out; early planning should ensure adequate budgeting/financing.
5. Is subject-oriented - the field trip is an extended classroom.

6. Is planned well in advance.
7. Is addressed in lesson plans.
8. Ends with classroom application of learning.
9. Is measured as successful in terms of student outcomes.
10. Avoids serial repetition of site - coordination from grade to grade is suggested.

An organizational school-sponsored field trip:

1. Broadens students' views of the world.
2. Places safety at the highest priority.
3. Provides adequate supervision as determined by the administrator, at a minimum of one certified staff member on each trip; parents, assistants, volunteers may serve.
4. Sets a reasonable cost factor; no child should be priced out; early planning should ensure adequate budgeting/financing.
5. Is well planned.
6. Is measured as successful in terms of student outcomes.
7. Each administrator maintains the authority to deny participation of individual students on the basis of behavioral expectations.

All students who participate in any organizational school-sponsored field trip shall, at all times, be subject to the [rules, regulations and standards of conduct](#) as set forth in the Student Handbook of the Leake County School District.

TECHNOLOGY ACCEPTABLE USE–Policy IFBGA Policy Regarding the Legal and Ethical Use of Technology Resources, Electronic Mail, and the Internet

INTRODUCTION

The Leake County School District is CIPA and COPPA compliant in its Technology Acceptable Use Policy. The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress that schools and libraries adopt a policy to address a) access by minors to inappropriate matter on the Internet and World Wide Web; b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; c) unauthorized access including so-called "hacking", and other unlawful activities by minors online; d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and e) restricting minors' access to materials harmful to them. CIPA does not require the tracking of Internet use by minors or adults. The Children's Online Privacy Protection Act (COPPA) regulates unfair and deceptive acts and practices in connection with the collection and use of personal information from and about children on the Internet. This Technology Acceptable Use Policy is a legal and binding document.

POLICY STATEMENT

The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of Leake County Schools. To this end, the Leake County School District encourages the responsible use of computers and computer networks which includes internet usage, email, web applications and other electronic resources in support of the mission and goals of the Leake County Schools.

All Leake County Schools technology resources, regardless of purchase date or location, are subject to this policy. Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Local School Administrator and/or District Technology Coordinator. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action.

General Information

Intranet (internal) and internet (external) connections are provided to staff, students, and faculty of the Leake County School District for the purposes of learning, teaching/instruction, research and communications. In order to access district services, such as the intranet and the internet via the district network, each user must sign the Technology Resources Agreement to acknowledge agreement with this Technology Acceptable Use Policy.

The operation of the Leake County School District Network is guided by policy or policies set forth by the District School Board, District Administration, the Mississippi Department of Education, and all applicable local, state, and federal laws. This AUP does not list every applicable policy or law, but sets forth some specific policies particular to the Leake County School District.

Monitoring of Network Use

All data transferred and /or transmitted over the Leake County School District network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on district-owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to, e-mail, text documents, digital photographs, music, and other digital or electronic files. The School Board, through its administrative staff, reserves the right to monitor all computer and internet activity by students. Staff and students are hereby advised that privacy in the use of the internet is NOT guaranteed.

School District Ownership

All data transferred over the district network or stored on any district-owned equipment/media is the property of the Leake County School District.

This includes any kind of file, data stream, graphic, document, music, photos, etc. Any personal items placed on district computers become property of the school district with possibly no chance of release or recovery.

Consequences of Policy Violation(s)

Any students or district staff, including contract services (outside parties), who violate any policy, regulation, or law regarding use of the district network will be identified and corrective and/or punitive actions will be taken.

All users of the district network are charged with reporting possible violations or misconduct to their teachers, supervisors, or the network administrator(s). Users who fail to report violations may be subject to the same disciplinary actions as those who violate the policy.

Violations of these procedures may result in, but is not limited to, a loss of access privileges, disciplinary action by the school and/or district administration, suspension, termination, and/or contact of law enforcement agencies.

Disclaimer of Liability

The Leake County School District disclaims all liability for the content of material to which a student or staff may have access on the Internet and for any damages suffered as a result of the student or staff member's internet use. The Leake County School District makes no guarantee that functions of services provided by its internet access will be without error or defect. The Leake County School District shall not be responsible for:

- Any damages a student or staff member may suffer, including, but not limited to, loss of data or interruption of services,
- For the accuracy or quality of information obtained from or stored on any of its network or client systems,
- Financial obligations arising through the unauthorized use of the systems,
- Any actions or obligations of a student or staff member while accessing the internet outside the public school system for any purpose.

While the district takes steps to protect users from inappropriate material, makes every attempt to intercept unlawful and malicious actions from affecting users, and makes every effort to safeguard users, no system is perfect. Those risks must be recognized and accepted by users who sign the Technology Resource Agreement.

Those who use district equipment for personal use may incur liability for damages to themselves and not the district. Use of any information obtained via the internet is at the student's or staff's own risk.

Filtering

The District uses an aggressive content filter and SPAM filter. Users acknowledge that content of e-mail and web pages delivered to the user is controlled by District Technology Acceptable Use Policy. However, users must also recognize that no system is perfect, and that in the event inappropriate material is accessible, the District shall not be held liable.

A constant, sincere effort to use the most advanced and wide-ranging appliances and machinery available is a goal of the district. However, there is nothing that can guarantee 100% block of offensive or inappropriate materials via the Internet or Intranet.

For security and network maintenance purposes, authorized individuals within Leake County School District may monitor equipment, systems and network traffic at any time. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that while Leake County School District Network Administrator desires to provide a reasonable level of privacy, there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Users should be aware that the data they create on the District systems remains the property of Leake County School District. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Because of the need to protect the Leake County School District's network, the Leake County School District cannot guarantee the confidentiality of information stored on any network device belonging to Leake County School District.

Email and Electronic Document

Leake County School District employees and students shall have no expectations of privacy in anything they store, send or receive on the district's email system. Leake County School District may monitor messages without prior notice. Leake County School District is not obligated to monitor email messages. Postings by employees or students from a Leake County School District email address to newsgroups should contain a disclaimer that the opinions expressed are strictly their own and not necessarily those of the Leake County School District unless posting is in the course of educational purposes.

"Official" communications, e.g., teacher to parent, teacher to student, staff to staff, must be via the district's email system for archival purposes. This includes, but is not limited to, teachers who guide extracurricular activities, such as Clubs, Choirs, Bands, Athletics, and the like.

Stipulations for Web Site Use as District Representatives (Teachers, Administrators, Managers, etc.)

Use of non-district websites to present information, classrooms, clubs, or any other officially sponsored activities of the Leake County School District is prohibited without district approval. Any sanctioned activity must be hosted on the www.leakesd.org district's web site or server in the leakesd.org domain.

The Leake County School District will not disclose personal information about students on websites - such as their full name, home or email address, telephone number, and social security number. Under no circumstances is an employee of the Leake County School District authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Leake County School District owned resources. The Local Administrator and/or District Technology Coordinator will review all home pages (starting point for a group or individual's directory of Internet sites and/or other information) before being added to the Leake County Schools website. The Technology Coordinator reserves the right to reject part or all of a proposed home page. Home pages may only be placed on the Leake County website by a District Webmaster, the District Technology Coordinator or other designated staff. Users should not expect that files stored on the Leake County School District World Wide Web server would always be private.

Use of Social Networking Media

In recent years, the popularity of social networking media such as Myspace, Facebook, Twitter, internet forums, and blogs have grown tremendously in popularity. The District urges those employees who choose to utilize such media to do so with caution, especially when posting personal information. Such sites may not be as private as they may seem, and once personal information is posted, it may very well be accessible to thousands of viewers for years to come. Employee blogging or accessing social networking media during school hours is prohibited. The use of school district property for accessing social networking media is prohibited at all times.

Those Leake County School District employees who choose to utilize social networking media should do so responsibly. Employees are reminded that disclosure of confidential information is prohibited, regardless of when such a disclosure occurs. Employees should be especially aware that

the disclosure of certain information concerning other employees, students, and parents of students is prohibited by law.

Employees should be aware that inappropriate conduct on social networking sites can adversely affect the employee's ability to carry out the responsibilities of his or her job. Accordingly, employees are prohibited from posting on any website inappropriate data, documents, photos or information that might result in a disruption of normal school operations. Fraternization via the internet between employees (faculty or staff) and students is prohibited

Mobile Phone Agreement

1. As a staff member of the Leake County School District, I understand that personal mobile phone usage is prohibited except in emergency situations or for authorized district business.
2. Personal use of privately owned mobile phones is restricted to lunch, breaks or other such times when the employee is not on duty.
3. Personal mobile phones are not to be lent to students for use during school hours.
4. I understand that as a school district mobile phone user, I am responsible for my actions and I am responsible to act considerately and appropriately in accordance with the Leake County School District Mobile Phone Usage Policy.
5. The Leake County School District is not responsible for any actions or damages that may occur when students or employees are using their personal WiFi or data plans on personal cell phones.

Restrictions on Use of Personal Computers, Laptops, or Other Communicative Devices within the District Network

Use of personally owned equipment by students, staff and faculty will be prohibited unless previously approved by the Technology Director or Coordinator. Each use will be evaluated on a case by case basis.

Any device that accesses the district network must be approved by the Technology Department and meet minimum standards with regards to anti-virus and spyware protection prior to use. This includes, but is not limited to personal computers, notebooks/laptops, external storage devices, PDA's, music players, Internet capable phones, and other devices.

Devices that have configurations which degrade the network capabilities, such as Internet access sharing, proxy servers, routing, or peer to peer networking, must have those configurations disabled prior to connecting to the district network.

Devices found to be in conflict with conditional network access or violate the configuration policy will be banned from district use. For students or staff members who act contrary to the restrictions above will be reported to their appropriate administrator for appropriate disciplinary action.

Any personally-owned device that connects physically with the district network (Cat-5/6 cabling, fiber optic cabling, wireless, or Bluetooth) must be inspected by the Technology Department annually for compliance with the Technology AUP. Personnel who use such devices shall inform the Technology Department of their presence and make arrangements to have the devices inspected.

Guideline/Procedure Changes

The Leake County School District reserves the right to change these guidelines/procedures at any time. The Superintendent is authorized to amend or revise the following board-approved initial administrative procedures as he deems necessary and appropriate or on the advice of school board counsel consistent with this policy.

PROHIBITED ACTIONS

The following actions on the district network and/or other communicative devices either owned by the district and/or an individual are specifically prohibited, but are not limited to:

- Installing or uninstalling software without the approval of the school principal and/or District Technology Director and Coordinator;
- Downloading any computer software application, utility, plug-in, or other such operations (re)configurations without district Technology Director or Coordinator approval;
- Creating, downloading, storing, sending, or displaying offensive messages or pictures including, but not limited to, pornographic or other sexually explicit material;
- Users will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information, etc. Users are to **log off** the network when the host will be unattended.
- The Leake County School District will not disclose personal information about students on websites such as their full name, home or email address, telephone number, and social security number (COPPA).
- Users will immediately report to the Leake County School District authorities any attempt by other internet users to engage in inappropriate conversations or personal contact.
- User will not access, transmit, or retransmit offensive messages, pictures, or language that may be considered offensive, defamatory or abusive while using the district network or other communicative devices (i.e., cell phones, digital cameras, etc.) owned by the district and/or an individual.
- User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.
- User shall not access, transmit or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
- User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking or accessing data of which the user is not intended affecting security breaches or disruptions of network communications. Disruptions include network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state or federal law or regulations and/or school district policy.
- User will not violate copyright laws including, but not limited to, the downloading of music files and videos.

- User shall not access, transmit, or retransmit threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
- User shall not transmit or retransmit copyrighted materials unless authorized. User shall not plagiarize copyrighted materials.
- User shall not bring personal media such as jump drives, external drives or CDs for the transfer of data. Personal media will not be permitted for use without the express permission from school personnel.
- User will not harass, insult, or attack others.
- User will not damage computers, computer systems, or computer networks including but not limited to, changing workstation and printer configurations.
- User will not bring personal computers or laptops for use on the school network without express permission from the Director of Technology or Technology Coordinator.
- User will not allow unauthorized personnel to repair school computers, laptops, printers or other technology resources at any time.
- User will comply with minimum upkeep standards on the workstations in their classrooms.
- Under no condition should a user provide his/her password to another person, use another person's password, and/or trespass in other users' files, folders, or work.
- User shall only use the Leake County School District system for educational and career development activities as approved by the Leake County School District for a limited amount of time per week.
- User shall not download arcade, video or other non-educational games or participate in chat rooms, social networking, such as Myspace or Facebook, or personal blogs.
- User should not expect files stored on a school-based computer to remain private. Authorized staff will periodically inspect folders. Routine review and maintenance of the system may be conducted to ensure that the user has not violated this policy, school codes, municipal law, state law or federal law.
- User shall not use a personal home computer and/or other communicative devices for remote access to a school computer or network nor shall a school computer or school network be used to access a personal home computer or other communicative device. All VNC and VPN software or any other software used to gain remote access to the Leake County School District network or computers is strictly prohibited unless authorized by the Technology Coordinator. VPN vendors shall agree to adhere to the Technology Acceptable Use Policy of the Leake County School District.
- User agree not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people).
- User agrees to monitor student usage of technology resources and internet in an effort to maintain student compliance of the Leake County School District Technology Acceptable Use Policy.
- User agrees to immediately notify his or her teacher or other school administrator that the user should access inappropriate information. This will assist in protecting users against a claim of intentional violation of this policy.
- User agrees to not use any tools designed to probe, monitor or breach the security of the network or to infect the network with a virus.
- Assisting in the election or promotion of any person to any office, the opposition to any person for the same, or for any political issue that may arise;
- Using obscene, profane, or vulgar language;

- Harassing, insulting, intimidating, or attacking others;
- Engaging in any practice(s) that threaten the network and other technological tools and equipment;
- Violating copyright laws;
- Using the password of others to access the network or any other electronic information or telecommunications services;
- Accessing the documents, files, folders or directories of others;
- Using the network, electronic information, computer-driven software, and telecommunications services for personal use, gain, or convenience;
- Misusing the resources of the district's network, electronic information, computer-driven software, or telecommunications service equipment or supplies;
- Conducting business other than that deemed academic in nature over the network;
- Promoting causes that are religious in nature, with no apparent educational or instructional value;
- Attempt to bypass network controls and filters, have in possession or use any tools designed for proving, monitoring, or breaching the security of the network or infecting the network with a virus.
- Attempt to access social networking sites as stated in the Leake County School District Board Policy Section G Code GABBA
- The above listing is not all inclusive. It is merely a guide that lists the types of behaviors that are not acceptable for network use. The list will be amended from time to time.

EMAIL ARCHIVING AND RETENTION

The goal of this policy is to outline the Leake County School District's proper procedures for archiving and retaining electronic e-mail messages.

The Leake County School District will deploy and maintain software applications that support the archiving and search ability of stored e-mail messages. The Leake County School District's Technology Department supports the Google Vault at present as an email archiving solution. The Technology Department reserves the right to change archiving solutions as needed. Emails will be removed after a period of one year or as deemed necessary by the Technology Department.

Relevant Laws and Regulations

The following local, federal, and industry laws, regulations, and directives have affected the development of this email archiving and retention policy:

- Amendments to the Federal Rules of Civil Procedure (FRCP) concerning discovery of electronically stored information.
- Rule 26 of the Mississippi Rules of Civil Procedure

Policy Suspension

In some instances, this email Archiving and Retention Policy may be temporarily suspended, specifically if an investigation, litigation, or audit is anticipated. In some instances, this policy's disposal schedule may conflict with the need to produce e-mail messages relevant to the aforementioned legal or regulatory procedures. If this is the case, then the need to comply fully with the law and/or regulation will override this policy, causing this policy to be temporarily suspended

until the matter in question is satisfactorily resolved. Suspension of this policy will take the form of no e-mail messages being disposed of whatsoever for a period of time until lifted.

Internet Safety

It is the policy of The Leake County School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act. (CIPA)*

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Leake County School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Leake County School District's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives. The Leake County School District or designated representatives already has and will continue efforts to provide age-appropriate training for students who use the Leake County School District Internet facilities.

The training provided will be designed to promote the Leake County School District's commitment to:

- I. The standards and acceptable use of Internet services as set forth in the Leake County School District's Internet Acceptable Use Policy;
- II. Student safety with regard to:
 - A. safety on the Internet;
 - B. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - C. cyber-bullying awareness and response.
- III. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

*CIPA definition of terms:

TECHNOLOGY PROTECTION MEASURES: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture image, graphic file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, and actual or simulated sexual act or sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals: and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" AND "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

TECHNOLOGY RESOURCE AGREEMENTS FOR EMPLOYEES

The computer system that you will be accessing is the property of the *Leake County School District* and is intended for educational purposes. Users agree to the terms and conditions of the Technology Acceptable Use Policy. Users agree to avoid any violation of state or federal laws. Users are alerted that they are entitled to no expectation of privacy in their use of this computer and access to the internet. Users' computer usage and internet access may be monitored at any time for unacceptable and illegal use.

I understand that the data maintained by the SAM6i student database is sensitive and confidential. I acknowledge that the access to and release of student information is governed by the Family Educational Rights and Privacy Act of 1974 and Section 37-15-1, et seq. of the

Mississippi Code of 1972 Annotated, as amended. I further acknowledge that this data may only be accessed and used for legitimate educational interests and is sensitive, confidential, and not subject to disclosure. I acknowledge that I fully understand that the release by me of this information to any unauthorized person could subject me to disciplinary action including termination and/or criminal and civil penalties imposed by law.

I understand that, as an internet user, I accept responsibility to abide by this school district's board approved policy on internet and network access and by procedures as stated below in this Agreement. I understand that the use of the internet and access to it is a privilege and not a right. I agree to act in accordance with the following rules.

I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Leake County School District technology resources, including the internet, as outlined in the Leake County School District's Technology Acceptable Use Policy; the e-mail system as outlined in the Leake County School email Archiving And Retention Policy; the use of personal mobile phones as outlined in the Leake County School

District Mobile Phone Usage Policy; and the Internet Safety Policy.

1. Use of the internet and email system is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension and/or cancellation of the user's privileges, as well as disciplinary action, including, but not limited to, non-renewal or termination, if applicable, imposed by school officials.

2. Additional disciplinary action may be determined at the individual school in line with existing practice regarding inappropriate language or behavior.

3. Disciplinary action, including but not limited to, not being eligible for employment in the Leake County School District and/or not allowed access to any Leake County School campus. Legal action, when applicable, may be pursued. The Leake County School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's internet account.

TECHNOLOGY RESOURCE AGREEMENTS FOR EMPLOYEES

- ☐ I understand, accept the responsibility, and agree to abide by the terms and conditions as stated in the Technology Acceptable Use Policy.
- ☐ I understand that some internet and email violations are unethical and may constitute a criminal offense resulting in legal action.
- ☐ I further understand that the Leake County School District is not responsible for the actions of individual users or the information they may access.
- ☐ I agree to take full responsibility for usage of electronics and understand that I can be held accountable for not following district policy.
- ☐ This AUP is a legal and binding document. Your signature constitutes agreement to comply with the above stated district policy and supporting Administrative Regulation.

EMPLOYEE NAME _____

SCHOOL _____ Date _____

EMPLOYEE'S SIGNATURE _____

EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGMENT

I, _____ have received this Employee Handbook for the Leake County School District. I acknowledge my responsibility to familiarize myself with the contents of this employee handbook and I agree to comply with all the described policies and procedures.

☐ I acknowledge my receipt of the Mississippi Educator Code of Ethics which is included in this Employee Handbook and I agree to comply with the stated standards concerning personal and professional conduct.

☐ If I have any questions about any policy in this handbook, I understand I may speak with my primary supervisor, the Human Resources Director, or the Superintendent. Furthermore, this employee handbook is the property of the Leake County School District.

☐ I understand it has been compiled for information purposes only, and it is to be returned when I leave the employment of this organization.

EMPLOYEE NAME _____

SCHOOL _____ Date _____

EMPLOYEE'S SIGNATURE _____

cc: Human Resources Personnel File