

Lauderdale County School District



2019 - 2020

Personnel Handbook

A Guide for Administrators, Faculty, and Staff

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Dr. John-Mark Cain, Superintendent
301 46th Court
Meridian, Mississippi 39305
601-693-1683
601-485-1748 (Fax)
www.lauderdale.k12.ms.us
Twitter - @LauderdaleCSD



LAUDERDALE COUNTY SCHOOL DISTRICT CORE BELIEFS

- We believe our success is critical to the development of our workforce and the growth of our economy.
- We believe all students deserve a safe, orderly, and productive learning environment.
- We believe all learners deserve effective educators.
- We believe individuals deserve to be respected and valued.
- We believe a meaningful education maximizes student potential.
- We believe educational success demands a collective effort.

LAUDERDALE COUNTY SCHOOL DISTRICT MISSION

The Lauderdale County School District exists to provide students with a diverse, innovative education that develops the skills necessary to become productive citizens of the 21st century.



Welcome to the Lauderdale County School District!

I am pleased to welcome you to the Lauderdale County School District and wish you many successes in your role as an educator.

Each member of the LCSD family is essential to student transformation and the mission of our District. As a valued staff member, know that your unique strengths are recognized and cherished by your colleagues. Our top priority is to assist and empower our students to achieve their dreams; I know that you will embrace this mission enthusiastically.

This personnel handbook was developed to describe expectations and to outline policies, programs, and benefits available to eligible staff. Please familiarize yourself with the contents of the handbook as soon as possible. It will answer many questions about employment in the LCSD.

I am confident that your experiences with us will be challenging, enjoyable, and rewarding. Again, welcome!

Dr. John Mark Cain, Superintendent

HANDBOOK DISCLAIMER

The information contained on the following pages is prepared to be of assistance to faculty, staff, and substitutes. It is not intended to contain all policies and procedures of the Lauderdale County School District but it does include those items in which degree of uniformity is needed. This handbook is not to be construed as a contract. Unless otherwise specified in a written contract, all employees are employees-at-will.

It does not create any substantive or procedural rights or privileges; nor does it create any other right or privilege, guarantee, or remedy for any employee.

The information contained herein is for guidance only. The information contained herein may be changed at any time, for any reason, at the sole discretion of the Lauderdale County School Board, even retroactively.

No verbal representation or comment from any Lauderdale County School Board Member, superintendent, director, officer, employee, agent or representative can alter the employment status of any individual or group of individuals.

All administrators, directors, faculty members, staff members, and substitutes should be familiar with the rules and regulations contained in the student handbook and the personnel handbook. In order for the school system to be effective, it is essential that the rules and regulations set forth in the handbooks are enforced and followed by all members of the Lauderdale County School District.

Please note that signature pages are included at the end of this handbook. After reading the information contained in this document, each individual should sign the forms and return them to your school site administrator to maintain on file. Your signature indicates that you have read and understood the contents of this document and you pledge to follow the policies and procedures set for by the LCSD School Board.

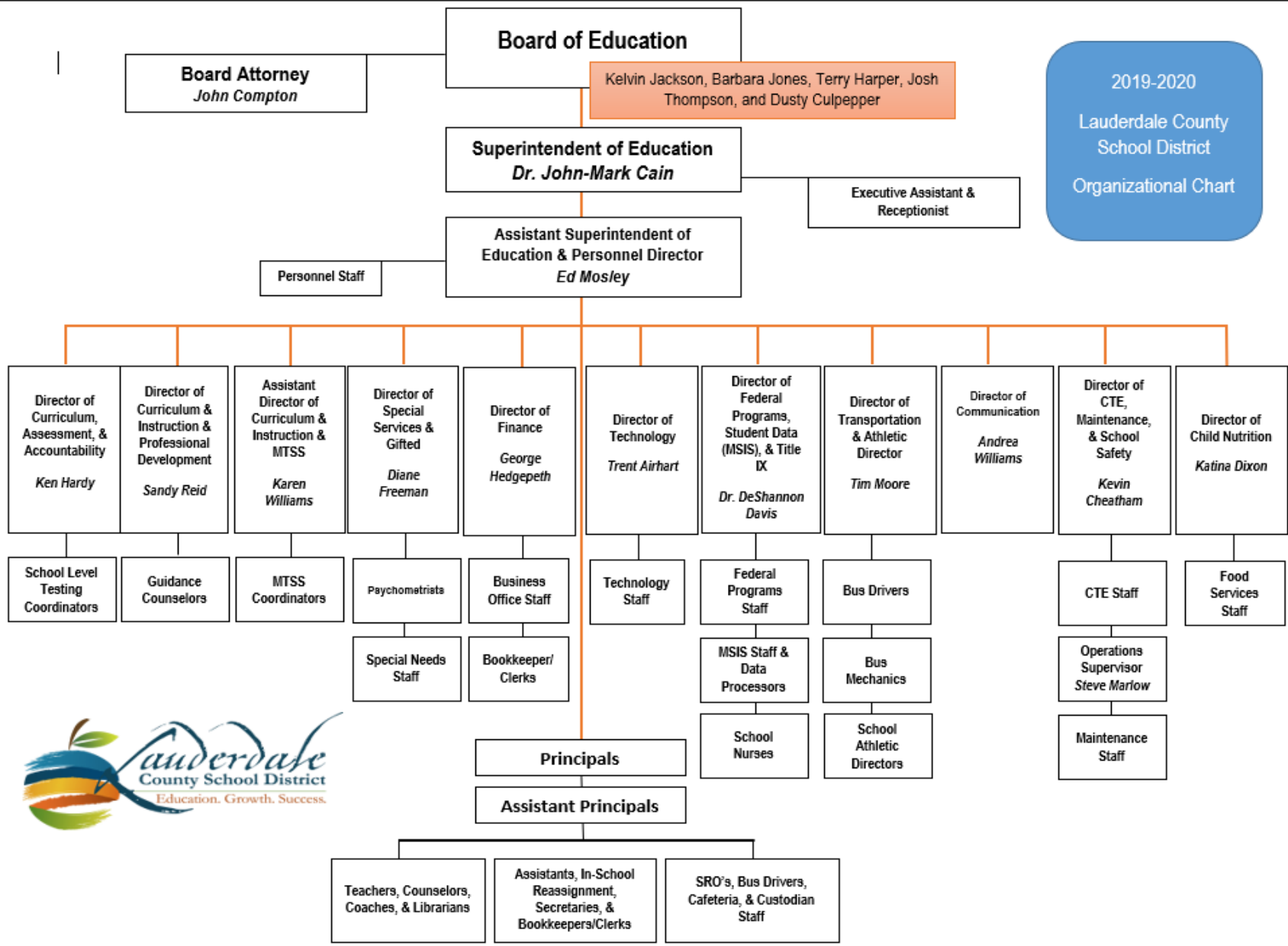
Where applicable, codes are cited throughout the handbook giving the particular reference to the policy of the Lauderdale County School District governing the respective major sections of the handbook. (Example: GAA, GACN, IFBB, GBRM, etc.)

It is the policy of the Lauderdale County School District not to discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, age, or disability in its educational programs or employment policies.

Inquiries regarding compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, Title VII of the Bilingual Education Act, or the Stewart B. McKinney Homeless Assistance Act of 1990, should be directed to:

Dr. DeShannon Davis
301 46th Court ~ Meridian, Mississippi 39305
601-693-1683
ddavis@lauderdale.k12.ms.us

2019-2020
Lauderdale County School District
Organizational Chart





LCSD BOARD OF EDUCATION

- Barbara JonesDistrict I
- Kelvin JacksonDistrict II
- Josh ThompsonDistrict III
- Dusty CulpepperDistrict IV
- Terry HarperDistrict V

**LAUDERDALE COUNTY SCHOOL DISTRICT
SUPERINTENDENT’S CABINET
301 46th Court
Meridian, Mississippi 39305
601-693-1683**

- SuperintendentDr. John-Mark Cain.....601-485-1759
- Assistant Superintendent/Personnel Director.Ed Mosley601-485-1746
- Director of Child Nutrition.....Katina Dixon601-485-1756
- Director of CommunicationAndrea Williams601-919-6004
- Director of CTE/Maintenance/School Safety.....Kevin Cheatham601-485-0840
- Director of Curriculum/Assessment/Acct.....Ken Hardy601-485-0832
- Director of Curriculum & Instruction/PD.Sandy Reid601-485-0834
- Asst Director of Curriculum & Instruction/MTSS ...Karen Williams.....601-485-1755
- Director of Fed. Programs/MSIS/ELL/Title IXDr. DeShannon Davis601-485-1761
- Director of FinanceGeorge Hedgepeth601-485-1762
- Director of Special Services/GiftedDiane Freeman601-485-1767
- Director of Technology.....Trent Airhart.....601-485-1760
- Director of Transportation/Athletic DirectorTim Moore.....601-485-0847
- Operations SupervisorSteve Marlow601-485-0847

CLARKDALE BULLDOGS

Clarkdale Elementary..... Kindergarten – 4th Grade

7000 Highway 145, Meridian, Mississippi 39301

Telephone 601-693-4463

Telefax..... 601-483-6329

Dr. Angie McHenryPrincipal

Clarkdale Middle School..... 5th Grade – 8th Grade

7000 Highway 145, Meridian, Mississippi 39301

Telephone 601-693-4463

Telefax..... 601-483-6329

Joe Walton.....Principal

Clarkdale High School 9th Grade – 12th Grade

7000 Highway 145, Meridian, Mississippi 39301

Telephone 601-693-4463

Telefax..... 601-483-6329

Brian JordanPrincipal

Dr. Roy McNeill..... Assistant Principal

NORTHEAST LAUDERDALE TROJANS

Northeast Elementary Kindergarten – 4th Grade

6750 Newell Road, Meridian, Mississippi 39305

Telephone 601-485-4882

Telefax..... 601-482-5198

Lisa ShellyPrincipal

Angie Nelson Assistant Principal

Northeast Middle School 5th Grade – 8th Grade

7763 Highway 39 North, Meridian, Mississippi 39305

Telephone 601-483-3532

Telefax..... 601-485-0846

Deborah PorterPrincipal

Josh Snider..... Assistant Principal

Northeast High School..... 9th Grade – 12th Grade

702 Briarwood Road, Meridian, Mississippi 39305

Telephone 601-483-3532

Telefax..... 601-485-0846

Sammy Sullivan.....Principal

Emily Lee..... Assistant Principal

SOUTHEAST LAUDERDALE TIGERS

Southeast Elementary School..... Kindergarten – 4th Grade

2362-A Long Creek Road, Meridian, Mississippi 39301

Telephone 601-486-2500

Telefax..... 601-486-2515

Ryan Powell.....Principal

Nick Smith Assistant Principal

Southeast Middle School..... 5th Grade – 8th Grade

2535 Old Highway 19 S. E., Meridian, Mississippi 39301

Telephone 601-485-5751

Telefax..... 601-485-2302

Brittney ChaneyPrincipal

Richard McDonald Assistant Principal

Southeast High School..... 9th Grade – 12th Grade

2362 Long Creek Road, Meridian, Mississippi 39301

Telephone 601-483-5501

Telefax..... 601-483-6347

Russell Keene.Principal

Kameron Burnham Assistant Principal

WEST LAUDERDALE KNIGHTS

West Lauderdale Elementary Kindergarten – 4th Grade

10350 Highway 495, Meridian, Mississippi 39305

Telephone 601-737-2279

Telefax..... 601-737-8962

Elliot BrewerPrincipal

Dr. Tori Shirley..... Assistant Principal

West Lauderdale Middle School 5th Grade – 8th Grade

9916 West Lauderdale Road, Collinsville, Mississippi 39325

Telephone 601-737-8689

Telefax..... 601-737-5154

Glenn Booth.....Principal

Leigh Rodgers Assistant Principal

West Lauderdale High School..... 9th Grade – 12th Grade

9916 West Lauderdale Road, Collinsville, Mississippi 39325

Telephone 601 737-2277

Telefax..... 601 737-2377

Shane Rodgers.....Principal

Glendolyn Crowell Assistant Principal

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Lauderdale County School District follows the Family Educational Rights and Privacy Act as outlined in this document. The document is a part of the Lauderdale County School District personnel webpage in which all students/parents/staff have access to the information. Lauderdale County School District will only disclose personal identifiable information to agencies as specified by federal, state or local statutes or guidelines. The LCSD does have an opt-out policy.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

CONFIDENTIAL INFORMATION

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 pictures on 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. A breach in confidentiality could result in disciplinary action including termination.

PROHIBITION OF UNLAWFUL DISCRIMINATION/HARASSMENT AND REPORTING PROCEDURE

Unlawful Discrimination and Harassment Prohibited

The Lauderdale County School District provides equal employment opportunities for all employees and prohibits any form of unlawful discrimination/harassment. Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Age Discrimination in Employment Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, other federal statutes, and the School District's Board Policies prohibit unlawful discrimination.

Questions or concerns regarding any form of discrimination or harassment based on disability, race, ethnicity, color, gender, sex, national origin, religion, age, veteran status, uniformed service member status, or any other protected category as defined by law ("prohibited discrimination/harassment") should be directed to the Title IX Coordinator:

Definition and Examples of Harassment

Generally, unlawful harassment is considered to have occurred when unwelcomed conduct related to a protected characteristic and has the intent or effect of creating an intimidating, hostile or offensive working environment, or has the intent or effect of substantially or unreasonably interfering with an employee's workplace opportunities.

Harassment requires that a hostile environment be created by the offending behavior. Both objective and subjective perspectives are considered in relation to a particular type of conduct, including the victim's age, race, gender, disability, and/or other protected categories.

Individuals or groups may be in violation of district policy if they engage in the following types of unwelcomed behavior (not an all-inclusive list) toward an individual on school grounds, in the workplace, at school/work-sanctioned activities or in vehicles owned/dispatched by the District, when the conduct is sufficiently pervasive or severe so as to alter the conditions of employment and create an abusive working environment:

- Making demeaning or derogatory remarks or comments to an employee because of his/her disability, race, ethnicity, color, gender, national origin or ancestry, religion, age, veteran status, uniformed services status, or any other protected status as defined by law;
- Displaying suggestive visual or written material of a sexual nature;
- Defacing School District property or materials by writing demeaning or derogatory words, letters, names or the like directly or indirectly to an individual or group because of his/her/their disability, race, ethnicity, color, gender, national origin, religion, age, veteran status, uniformed services status, or any other protected status as defined by law;
- Making obscene or suggestive gestures;
- Repeatedly asking someone for a date when he/she is not interested; or
- Damaging, defacing, or destroying the private property of any individual or group because of his/her/their disability, race, ethnicity, color, gender, national origin or ancestry, religion, age, veteran status, uniformed services status, or any other protected status as defined by law.

Complaint Procedures

Any employee who believes he/she has been subjected to prohibited discrimination/harassment (as defined above) must report the incident(s) as soon as possible to an administrator or the School District's Title IX Coordinator, whose contact information follows:

Dr. DeShannon Davis, Director of Federal Programs & Title IX Coordinator
301 46th Court, Meridian, Mississippi 39305
601-693-1683
ddavis@lauderdale.k12.ms.us

Please refer to Board Policy GACN-P for more details concerning the complaint and investigation process.

GACN-P

EQUAL OPPORTUNITY EMPLOYMENT

The Lauderdale County Board of Education 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.

As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

GAAA

EMPLOYEE CONDUCT

Employees of the Lauderdale 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.

Violations of this policy shall be reported and discussed in a conference between the employee and the school principal (or superintendent and principal if a principal is in violation of this policy). If the principal or superintendent finds the complaint to be factual, he or she shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file.

Severe violations or continuous violations 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). Please refer to the EEPL Handbook, published by MSBA.

GAB

DRESS AND PERSONAL APPEARANCE

Faculty and staff members are expected to dress and groom themselves in a manner that is professionally appropriate for the duties assigned. Attire should be clean, tasteful, and in good repair. Employees should regard it as their professional responsibility to dress in a manner that sets a good example for students and that conveys a positive professional

image. The following are a few examples of *inappropriate attire (unless approved for wear by administration)*:

- Jeans
- T-Shirts/Sweatshirts
- Shorts
- Mini Skirts
- Jogging / Wind Suits (including, but not limited to, suits made of velour, velvet, or fleece)
- Garments exposing the midriff
- Low Cut Tops
- Low Cut Pants
- Clothes that are too tight
- Dirty clothes/shoes

Extreme or unusual grooming or dress type which could disrupt proper classroom atmosphere, disrupt school decorum, or would be disruptive to school discipline will not be condoned (e.g. sagging pants, hair color (blue, pink, maroon, etc...)). Earrings are permissible for males and females in the earlobes; however, other visible-body piercings are not allowed. Tattoos of any kind are discouraged. However, if tattoos are present, they should not be vulgar, obscene, or distracting to the educational environment. If tattoos are deemed inappropriate in any way, they will have to be covered up.

Violations of this policy shall be reported and discussed in a conference between the employee and the school principal (or superintendent and principal if a principal is in violation of this policy). If the principal or superintendent finds the complaint to be factual, he or she shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file.

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Discipline Procedures:

1. 1st incident (will be asked to correct violation)
 - Conference with a verbal warning and written reprimand.
2. 2nd incident (will be asked to correct violation)
 - Suspension without pay (1 day)
3. Future incidents (will be asked to correct violation)
 - Suspension without pay (3 days) and a possible termination or non-renewal

PROFESSIONAL/HIGHLY QUALIFIED PERSONNEL

The Lauderdale County School District seeks to employ the most highly qualified and effective teachers and paraprofessionals available for each position. The district's goal is to comply with the *Every Student Succeeds Act (ESSA-2015)*. *Parents can request to see the qualifications of their student's teacher at any time.*

All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state-approved academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.

GBBA, IFBA

EVALUATION OF CLASSIFIED EMPLOYEES

The development of a strong, competent classified staff of employees, and the maintenance of high morale among this staff are major objectives of the school board. The board recognizes that thorough, regular appraisal of performance is essential to the realization of district goals. The primary purpose of personnel evaluation is the growth and development of individual staff members, the strengthening of the school staff as a whole, and the improvement of support services provided. The board directs the superintendent and administrative staff to develop regulations, procedures, and instruments for evaluation, using the following guidelines:

- The board expects principals and supervisors to exert every effort to encourage staff members to develop their performance to an optimum degree.
- Performance appraisal will be continuous, and not limited to items and procedures set for formal evaluation. The evaluation process will make use of both self-evaluation and supervisory evaluation.
- The evaluation process will emphasize both the achievement of goals set mutually by the staff member and supervisor early in the school year and standardized objectives rating forms.
- The procedures will provide for the recognition of outstanding services and also will be used for sound decision making as well as for counseling and in-service training.
- When aspects of a staff member's performance are in need of improvement, the principal or supervisor will specifically identify those areas needing improvement and will develop a plan of assistance. Subsequent evaluations will address improvement and/or the need for further monitoring.
- To provide for objectivity and uniformity, observations and evaluations will be carried out in accordance with the guidelines set forth in administrative regulations which have been developed cooperatively by the administration and staff and reviewed and approved by the school board.

The Mississippi Public School Accountability Standard for this policy is standard 3.

GDI

LICENSURE RENEWAL

Licensure renewal is the sole responsibility of the certified employee. It is not the district's responsibility to notify employees of certification expiration dates. It is the responsibility of the employee to maintain records of any earned renewal credits.

Should an employee's license expire in the month of June immediately following completion of a contract expiration date, the employee *shall not* be recommended for rehiring for the upcoming school year. Each certified employee must have a current license on file in the Central Services office prior to receiving a contract for teaching or administrative services.

A standard license may be renewed for one five-year period beyond the present validity dates. All credits earned for renewal must be earned between the validity dates printed on the licenses. A license may be renewed using semester hours and/or CEU credits. The Office of Educator Licensure does not accept CEU certificates for less than .5 CEUs of five contact hours.

Standard teaching license renewal options:

Bachelor's degree or equivalent

- Ten (10) continuing education units (CEUs)
or
- Three (3) semester hours (college/university)
and
Five (5) continuing education units (CEUs)
or
- Six (6) semester hours (college/university)
or
- Completion of the National Board for Professional Teaching Standards process

Master's degree or above

- Three (3) semester hours (college/university)
or
- Five (5) continuing education units (CEUs)
or
- Completion of the National Board for Professional Teaching Standards process

GBBA

DUTY ASSIGNMENTS

All teachers and paraprofessionals will be expected to accept assignments to out-of-classroom duties and responsibilities. These include supervision of children during play periods, in the cafeteria, and on arrival and leaving of school grounds by bus. The principals of each school shall assign duty posts at strategic places around buildings and grounds so that the entire school population shall be under observation at all times.

Teachers and paraprofessionals shall be called upon to perform extra-curricular duties such as sponsoring clubs, selling or taking tickets, being present and participating in parent/teacher conference days, assisting with assembly programs and chaperoning school trips.

REPORT TO/PERFORM DUTY

Teachers and paraprofessionals will report to work no later than 7:30 a.m. each workday unless specified differently by local administrators. Teachers with assigned duties will report at the time designated by the principal. The typical workday for teachers and paraprofessionals will end fifteen (15) minutes after school is dismissed.

The length of the workday may be extended for faculty meetings, open house, report card pickup and other activities needed to enhance the educational programs. A contract day is from 7:30 am to 4:30 pm.

Principals (and/or designee) are expected to be on campus at least thirty (30) minutes before duty assigned teachers to arrive and will remain on campus until all buses have completed their routes.

If an employee fails to attend during a workday (including professional development) without prior notification to his/her administrator, a day's wages will be deducted during the next pay period. A written letter of reprimand will also be added to the employee's personnel file at their school.

Any employee who fails to perform an assigned duty shall receive a written reprimand. Upon receipt of a second reprimand, the employee and principal shall have a conference with the Superintendent of Education or his/her designee. Failure to perform an assigned duty or refusal to perform an assigned duty may be deemed as an act of insubordination. Insubordination is grounds for termination or non-renewal of a teacher's contract.

GBRB

MENTAL HEALTH AND SUICIDE PREVENTION TRAINING

The Board of Education of the Lauderdale County School District recognizes that suicide is a major cause of death among youth and should be taken seriously. It is the policy of this school district that in-service training on suicide prevention education will be conducted for all newly employed school district employees.

The board establishes this policy in an effort to take positive steps toward reducing student suicide through:

1. **Prevention.** To provide in-service training to all newly employed school district employees with information about the recognition of the signs of suicidal behavior; including, but not limited to, early identification and delegation of responsibility for

planning and coordination of suicide prevention efforts along with steps for reporting students who they believe to be at an elevated risk for suicide.

2. **Intervention.** To take affirmative action when an immediate referral is warranted, such as when a student verbalizes about suicide, presents overt risk factors such as aggression or intoxication, the act of self-harm occurs, or a student self-refers and to understand the emergency procedures when a referral is made and to provide support for students.
3. **Postvention.** To respond to a suicide or suicide attempt, utilizing the district's crisis response, documentation, and reporting procedures.

Beginning in the 2019-2020 school year, the school district shall conduct, every two (2) years, refresher training on mental health and suicide prevention for all school employees and personnel, including all cafeteria workers, custodians, teachers, and administrators. This training shall be in connection with the Mississippi Department of Mental Health. The district shall report completion of the training to the State Department of Education.

As required by law, this policy shall be further developed in consultation with school and community stakeholders, school-employed mental health professions, and suicide prevention experts.

This school district shall utilize training materials and resources developed by the Mississippi Department of Mental Health and shall comply with all requirements of the Mississippi Department of Education regarding suicide prevention.

EBBA GADAC

STUDENT RESTRAINT POLICY

In accordance with MS Code Section 37-9-69 and 37-11-57, it is recognized that instructional and other staff may be called upon to intercede in situations wherein students may be displaying physically violent behavior or non-compliant behavior.

District policy positively prohibits the use of excessive force or cruel and unusual punishment regarding student management. Staff may, however, use restraint techniques to control and restrain a student when they have a reasonable belief that:

- The student is a danger to himself.
- The student is a danger to others.
- To prevent the destruction of property.
- If the student refuses to move from location to another after being so ordered.

Any use of restraint will be preceded by the following verbal intervention:

- Ask for assistance from other staff.
- Ask the student to comply.
- Advise the student they will be restrained if the behavior does not cease.

- Order the student to desist in the behavior.
- Restrain the student.

This continuum is not meant to prevent immediate restraint if so warranted. Under all circumstances, without exception, the student is to be restrained at the location the behavior occurs. Students will not be sequestered for restraint application. Restraint is to be applied only until compliance is met and the student is no longer a danger or is compliant. Under absolutely no circumstances will restraint techniques be used as a punishment. If the student is non-compliant with verbal intervention, the staff member should, if physically possible, apply any of the restraint techniques that have been taught by the district. Staff is cautioned to use common sense and sound judgment in responding to student altercations. For example, a 5'2" teacher cannot be expected to restrain a 6', 200-pound football player.

Acceptable restraint techniques include but are not limited to:

- Passive Restraint System (MDE System)
- Pressure Point Control Techniques
- Any generally accepted law enforcement restraint techniques
- MANDT System
- Crisis Prevention Institute (CPI)

Site supervisors will ensure that restraint reports are completed and immediately forwarded to the Superintendent and include the following information:

1. Previous history of disciplinary action
2. Events precipitating (who, what, when, where, why) the use of restraint to include a statement of reasonable belief. Include verbatim statements of student
3. The exact type of restraint methods and hold utilized
4. Level of resistance displayed by the student during restraint to include language and behavior
5. Subsequent action after control was achieved.

JCB, GABB

PROFESSIONAL PERSONNEL SEPARATION

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.

GBN

NOTICE OF NONRENEWAL

If a recommendation is made by the school district not to offer an employee a renewal contract for a successive year, written notice of the proposed non-reemployment stating the reasons for the proposed non-reemployment shall be given no later than the following:

- If the employee is a principal, the superintendent, without further board action, shall give notice of non-reemployment on or before March 1; or
- If the employee is a teacher, administrator or other professional educator covered under Sections 37-9-101 through 37-9-113, the superintendent, without further board action, shall give notice of non-reemployment on or before April 15, or within ten (10) calendar days after the date that the Governor approves the appropriation bill(s) comprising the state's education budget for funding K-12, whichever date is later.

GBN

NEW EMPLOYEE NONRENEWAL

As a new employee to the Lauderdale County School District, you have the right to the following information regarding discharge procedures:

Per Education Employment Procedures Law Handbook. MS Code § 37-9-101 et seq., "Employees who have not been with a district for two continuous years of employment, or one year of employment with the district and two continuous years of employment in a Mississippi public school district are not entitled to the protection of this Law."

Any employee regardless of teaching experience, who leaves the Lauderdale County School District for a period of one or more years and then returns to LCSD, shall be considered as a new employee. Such an individual will be subject to MS Code § 37-9-101 et seq.

GBN

PROFESSIONAL PERSONNEL NON-SCHOOL EMPLOYMENT

The Lauderdale County School Board considers a professional assignment in the school district to be any full-time employment.

Employees shall not engage at any time in any outside employment that would interfere with their effectiveness in performing regularly assigned duties; would compromise or embarrass the school system; or would in any way conflict with assigned duties. Employees shall not be employed or involved in any private or other public business during the hours necessary to fulfill their contractual responsibilities.

GAA

LICENSED EMPLOYEE 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 therefor, 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 another 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 employee to be the reason for non-reemployment; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer;
- c) Receive a fair and impartial hearing before the board or hearing officer; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer;
- d) Be represented by legal counsel, at his/her own expense.

If the employee does not request a hearing, the recommendation regarding the nonemployment 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 that 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.

GBN

CELL PHONES

Employees will not be allowed to have cell phones openly displayed during school hours and the phone must be turned off. Use of the phone (texting, verbal use, camera, or otherwise) during class time and /or in the presence of students is not permitted.

Lauderdale County School District provides licensed employees with access to computers and telephones to contact students and/or parents/guardians. Should the need arise for an employee to contact a student (extreme circumstance) or a student's parent/guardian, he or she will use the school's office phone during school hours or School Status (web-based program). All employees must maintain a professional relationship with students; therefore, personal phone calls, texting, instant messaging, e-mailing, or other forms of personal communication (before, during, or after-school hours) shall not be practiced.

Exceptions: Administrators will be allowed to use their cell phones to conduct school business and in emergency situations. Authorized employees will be allowed to utilize cell phones/electronic communication while on overnight academic field trips when necessary to ensure the safety and well-being of said student(s). Emergency contacts may be considered by the district on a case by case basis.

Discipline Procedures:

- a) 1st incident – a written reprimand
- b) 2nd incident – suspension without pay (1 day)
- c) Future incidents – Suspension without pay (3 days) and a possible termination or non-renewal

IFBB

STAFF GRIEVANCES – ALL EMPLOYEES

The Lauderdale County School District encourages all employees to resolve differences and grievances informally if at all possible. Recognizing that an employee's attempt to reach an informal resolution informally may in some instances prove unsuccessful, the School District has implemented a grievance procedure to provide additional opportunity to resolve complaints.

Policy GAE provides grievance procedures for licensed staff and for non-licensed staff. A copy of policy GAE is posted on the School District's website. Please refer to the policy for specifics concerning the time limitations and steps involved in filing grievances.

The following definitions shall apply for interpreting and executing this policy:

1. A “grievance” is a complaint by a bona fide licensed or non-licensed employee based upon an alleged violation of his/her rights under state or federal law or Board policy. Please note, however, that all grievances involving allegations of unlawful discrimination/harassment based on a protected characteristic will be processed under Policy GACN-P (Prohibition of Unlawful Discrimination/Harassment and Complaint Reporting Procedure for Employees).
2. A “grievant” is a bona fide licensed employee who submits a grievance while holding a position within the Lauderdale County Public School District which requires a valid license issued by the Mississippi State Department of Education.
3. The term “days” shall mean days on which licensed staff members are scheduled to work.

The Board of Education of the Lauderdale County School District encourages licensed employees to settle grievances informally if at all possible. The licensed employee and the principal or immediate supervisor should attempt to secure an equitable resolution to the grievance.

In instances where a licensed employee deems that the attempt to reach an equitable resolution of the grievance with the principal or immediate supervisor is unsatisfactory after ample opportunity for consideration of the matter, the licensed employee must follow the grievance procedure set forth in policy GAE.

An equitable resolution of the grievance is at all times the objective of the district. If a resolution acceptable to all concerned is reached at any step in the grievance process subsequent to the submission of the grievant’s written and signed statement, an appropriate entry shall be recorded to document the acceptable resolution of the grievance. The grievant may discontinue the grievance process at any step by providing written notification to the principal, immediate supervisor or the assistant superintendent.

GAE

SICK LEAVE

The school board of this district shall establish by rules and regulations a policy of sick leave with pay for licensed employees and teacher assistants employed in the school district, and such policy shall include the following minimum provisions for sick emergency leave with pay:

- a. Each licensed employee and teacher assistant, at the beginning of each school year, shall 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 that school year.

- b. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee and teacher assistant if the licensed employee or teacher assistant remains employed in the same school district. In the event any public-school licensed employee or teacher assistant transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.
- c. No deduction from the pay of such licensed employee or teacher assistant may be made because of the absence of such licensed employee or teacher assistant caused by illness or physical disability of the licensed employee or teacher assistant until after all sick leave allowance credited to such licensed employee or teacher assistant has been used.
- d. For the first ten (10) days of absence of the licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there may be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in that local school district, necessitated because of the absence of the licensed employee as a result of illness or physical disability. Thereafter, the regular pay of such absent licensed employee may be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

GBRI

PERSONAL LEAVE ALLOWANCE

Each licensed employee at the beginning of each school year shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. Except as otherwise listed below, such personal leave shall not 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. Notwithstanding 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 previous to a holiday or a day after a holiday if, on the applicable day, 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.
- 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 if, on the applicable day, an immediate family member of the employee dies or funeral services are held. Any personal leave days taken shall be taken as described in Section 37-7-307 of the Mississippi Code. No additional bereavement leave is created by Section 37-7-307.

Personal leave may be used for professional purposes, including absences caused by the attendance of such licensed employees at a seminar, class, training program, professional association or other functions designed for educators. No deduction from the pay of such an employee may be made because of the absence of such a licensed employee caused by personal reasons until after all personal leave allowance credited to such an employee has been used. However, the superintendent of a school district, in his discretion, may allow a licensed employee personal leave in addition to any minimum personal leave allowance, under the condition that there shall be deducted from the salary of such licensed employee the actual amount of any compensation paid to any person as a substitute, necessitated because of the absence of the licensed employee. Any unused portion of the total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such licensed employees if the licensed employee remains employed in the school district.

LEAVE ALLOWANCE PROCEDURES		
TYPE OF EMPLOYEE	SICK DAYS	PERSONAL DAYS
9 MONTH EMPLOYEE	7	2
11 MONTH EMPLOYEE	9	2
12 MONTH EMPLOYEE	10	2

**This chart does not include vacation allowance for 12-month employees nor professional leave allowance.

GBRI

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.

GBRI

PROFESSIONAL LEAVE TO WORK ON NATIONAL BOARD CERTIFICATION

Five (5) professional days will be allowed during a three-year time frame to work on the National Board Certification process. The professional days will not count as sick or personal leave nor will they accumulate. Only those persons participating in the National Board Certification process will be eligible for the professional days. Both the principal and the district director over the National Board process must approve requests for the professional leave days. Requests must be submitted in writing at least five (5) days before the date(s) requested. Requests will be granted provided a substitute is available for the day(s) requested. Days may not be used during testing, nor during April/May.

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 specific criteria. The Act is intended to promote the stability and economic security of families. FMLA is a benefit.

Family and medical leave may be taken for the birth or adoption of a child; placement of a foster child; the care of the serious health condition of a seriously ill parent, spouse, or child; or the care of the employee's own serious health condition.

GBRIA

RULES AND REGULATIONS OF LEAVE

The school board may adopt rules and regulations which will reasonably aid to implement the policy of sick and personal leave, including, but not limited to, rules and regulations having the following general effect:

- a. Requiring the absent employee to furnish the certificate of a physician or dentist or other medical practitioners as to the illness of the absent employee, where the absence is for four (4) or more consecutive school days, or for two (2) consecutive school days immediately preceding or following a nonschool day;
- b. Providing penalties, by way of full deduction from salary, or entry on the work record of the employee, or other appropriate penalties, for any materially false statement by the employee as to the cause of absence;
- c. Forfeiture of accumulated or future sick leave, if the absence of the employee is caused by optional dental or medical treatment or surgery which could, without medical risk, have been provided, furnished or performed at a time when school was not in session;
- a. Enlarging, increasing or providing greater sick or personal leave allowances than the minimum standards established by this section at the discretion of the school board of each school district.

GBRI

LEAVE REQUESTS DURING STATE TESTING

School employees must be available during state-mandated testing dates. Personal leave days should not be requested during state testing. A doctor's excuse must be presented the day an employee returns to work if he/she is out due to illness during state testing.

JURY DUTY

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

GBRI

DEFINITIONS

For the purpose of this section, the following words and phrases shall have the meaning as described in this paragraph unless the context requires otherwise:

1. "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.

Note: Pregnancy and maternity leave are not considered catastrophic.

2. "Immediate family" means spouse, parent, stepparent, sibling, child, stepchild, grandparent, stepbrother, or stepsister.

Any employee of the Lauderdale County School District may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the Lauderdale 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:

1. 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.
2. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed the 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.

3. 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.
4. 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.
5. 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.
6. 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.
7. Donated leave shall not be used in lieu of disability retirement.

GBRI

EXCESSIVE ABSENTEEISM

The school and the learning environment are negatively impacted by excessive absenteeism by an employee. If full-time employees are absent for the purpose of illness, injury, or other physical disability for four (4) or more consecutive school days (excluding a documented death in the immediate family) the employee must furnish to his or her immediate supervisor a certificate (medical excuse) of an appropriate physician, dentist or other medical practitioner as to the illness of the absent employee or employee's immediate family member.

If the annual **contractual** sick days have been exhausted, the employee must provide a medical excuse for each additional day absent and those days are non-paid absences. **If no medical excuse** is presented disciplinary action will ensue and may result in termination. After all, leave provided for the **contractual** year has been exhausted the employee may accrue three (3) additional non-paid absences within the contractual period. A fourth (4th) leave may result in termination or non-renewal of the contract. This policy does not include FMLA.

JCE

PURCHASING PROCEDURES

There are standard procedures for purchasing classroom materials, supplies, equipment, and services. All classroom purchasing is done using the MDE - EEF debit card system. Teachers are required to follow purchasing guidelines set by MDE and secure receipts of purchases and keep receipts for a minimum of five (5) years.

Other purchases require requisitions to be completed. After a requisition form is completed and signed, the form is submitted to the principal. A purchase order number is assigned by the purchasing agent.

An order must never be placed without first having a purchase order. Anyone failing to follow the proper purchase order procedure will be personally responsible for the payment of orders not following established guidelines.

DJE, DJEA, DJED, DJEG

FIXED ASSETS MANAGEMENT

The Lauderdale County School District Board of Education establishes and maintains a fixed assets record and inventory control system for all capital assets located within the school district and other areas under the jurisdiction and operation of the board in compliance with *Criteria for Establishing Fixed Asset Accountability Plans for Mississippi Public School Districts*, issued August 1995 by the State Auditor's office. In implementing a policy for maintaining inventory systems, regulations are established to account for all capital and highly walkable property.

STANDARD OF CARE AND LIABILITY OF MISSING PROPERTY

1. All employees that are assigned areas of responsibility under the plan shall exercise reasonable care to ensure that the fixed assets of the district are properly accounted for.
2. While it is recognized that public employees are not insurers of school property, all employees charged with areas of responsibility under the plan shall be financially responsible for losses that might occur to the district as a result of the failure to reasonably perform the custodial duties assigned to the employee under the plan.
3. All employees of the district have a duty to due care and diligence to protect and preserve all fixed assets and other property of the district. Any employee guilty of gross negligence or misconduct that results in the destruction, theft, or other loss of property of the district shall be responsible for providing replacement of the property or adequate compensation for the loss, as may be determined by the school board.

ENFORCEMENT

1. Employees shall be financially responsible for all district equipment, furniture, or other fixed assets assigned to their custody.
2. Principals shall be financially responsible for all district equipment, furniture, fixtures, or other fixed assets assigned to their schools.
3. Administrative heads/directors shall be financially responsible for all district equipment, furniture, fixtures, or other fixed assets assigned to their departments or designated under their control.
4. All employees shall report any destroyed, stolen, or other loss of district equipment, furniture, fixtures, or other fixed assets immediately to their supervisors.
5. In the event of destroyed, stolen, lost property and as described above, all classroom teachers and other employees shall report incidents to their principals or supervisors. Upon the report, the loss will be reported to the local law enforcement agency. All principals and department heads/directors shall also report the same to the business manager and the superintendent or his/her designee.
6. The superintendent shall be authorized to develop an administrative procedure from time to time to further implement this policy.

DM

DONATIONS / GRANT AWARDS

Any school employee or school-affiliated group who receives a donation or is awarded a grant, whether a monetary; material; or equipment award, must request board approval in order to accept the donation or grant award. Pre-approval for equipment must also be obtained from the Director of Technology prior to requesting board approval.

DFK

GRADING CHANGES

No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central staff of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher except as otherwise specifically allowed by this section.

- a) A teacher's determination of a student's grade as a measure of the academic achievement or proficiency of the student shall not be altered or changed in any manner by any school official or employee other than the teacher except as provided in this subsection.

- b) A school official or employee having authority provided under formally adopted written rules and procedures adopted by the local school board to change a student's grade can take such action only upon it being determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy.

Any local school district or personnel employed by the school district who violates the provisions of this act shall cause the local school district or school to be subject to losing its accreditation in the manner determined by the policies and procedures of the State Board of Education. LEGAL REF.: MS Code 37-11-64

IHA

ANNUAL REMINDER TO STAFF

The Superintendent and the school principals will annually review the Mississippi Code of Ethics and remind the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- Improper fraternization with students using Facebook and similar internet sites or social networks
- The inappropriateness of posting items with sexual content
- The inappropriateness of posting items exhibiting or advocating the use of drugs and alcohol
- Examples of inappropriate behavior from other districts, as behavior to avoid
- Posting comments which may be deemed derogatory toward the school, district, or another employee.
- Monitoring and penalties for improper use of district computers and technology
- The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

STAFF CONDUCT WITH STUDENTS

Staff members shall maintain a professional relationship with students at all times. At no time shall interpersonal relationships be developed or cultivated in a manner inconsistent with state or federal laws.

All employees must maintain a professional relationship with students; therefore, personal phone calls, texting, instant messaging, e-mailing, or other forms of personal communication (before, during, or after-school hours) should not be practiced.

Staff shall avoid placing themselves in a position where their integrity or intentions might be misinterpreted or called into question. Specifically, conferences with students should not occur behind closed or locked doors, or before or after the school workday, unless a witness is present. Staff whose positions require them to chaperone students to, at, and

from school events or competitions should always be in the presence of third persons and never alone with an individual student.

It is 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/her not to attend the classes. MS CODE §37-11-20 (1972)

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 a 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).

GAB, GABBA

SOCIAL MEDIA

All employees, faculty, and staff shall observe the following while participating in any social media websites or applications including, but not limited to, GroupMe, Facebook, Twitter, Snapchat, and/or Instagram:

1. Access to social media websites for personal use during school hours is prohibited.
2. Employees, faculty, and staff shall not friend students on any social media platforms.
3. Employees, faculty, and staff shall not give social media passwords to students.
4. Employees, faculty, and staff shall not post any data, documents, photos, or inappropriate information on any website or application that might result in a disruption of classroom activity or of the normal operations of a school or of the district. This determination will be made by the Superintendent.
5. Employees, faculty, and staff are solely responsible for the security of their social media accounts.
6. Employees, faculty, and staff are solely responsible for the content that is posted on their social media accounts at all times.

7. Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the Lauderdale County School District.

Fraternization via the internet between employees, faculty or staff and students is prohibited and in violation of standards of the Mississippi Educator Code of Ethics. Communications with both students and parents shall be done in person, over the telephone, through standard mail, and/or through email. Social media shall only be used for 2-way communication between students/parents in case of an emergency.

Violation of any of these policies may result in disciplinary action, up to and including termination.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites since educational sites are used solely for educational purposes.

GAB, GABBA

MISSISSIPPI EDUCATOR CODE OF ETHICS STANDARDS OF CONDUCT

Standard 1: Professional Conduct

An educator and other Lauderdale County School District Employees should demonstrate conduct that follows generally recognized professional standards.

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

- a. Encouraging and supporting colleagues in developing and maintaining high standards
- b. Respecting fellow educators and participating in the development of a professional teaching environment.
- c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning.
- d. Providing professional education services in a nondiscriminatory manner.
- e. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices.
- f. 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:*

- a. Harassment of colleague's
- b. Misuse or mismanagement of tests or test materials.
- c. Inappropriate language on school grounds or any school-related activity
- d. Physical altercations.
- e. Failure to provide appropriate supervision of students and reasonable disciplinary actions.

Standard 2: Trustworthiness

An Educator and other Lauderdale County School District Employees should exemplify honesty and integrity in the course of professional practice and do 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:*

- a. Properly representing facts concerning an educational matter in direct or indirect public expression.
- b. Advocating for fair and equitable opportunities for all children.
- c. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

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

- a. Falsifying, misrepresenting, omitting, or erroneously reporting and 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
- b. Falsifying records or directing or coercing others to do so.

Standard 3: Unlawful Acts

An Educator and other Lauderdale County School District Employees shall abide by federal, state, and local laws and statutes and local school board policies.

Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or 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 Relationships

An Educator and other Lauderdale County School District Employees 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:

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

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

- a. Committing any act of child abuse
- b. Committing any act of cruelty to children or any act of child endangerment
- c. Committing or soliciting any unlawful sexual act
- d. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
- e. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
- f. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationships with students.

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, hissing 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 and other Lauderdale County School District Employees should always maintain a professional relationship with colleagues, both in and outside the classroom.

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

- a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
- b. Harming others by knowingly making false statements about a colleague or the school system
- c. Interfering with colleague's exercise of political, professional, or citizenship rights and responsibilities
- d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
- e. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

Standard 6: Alcohol, Drug and Tobacco Use or Possession

An Educator and other Lauderdale County School District Employees 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:*

- a) 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:*

- a) Being under the influence, of possessing, using, or consuming illegal or unauthorized drugs
- b) 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.

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

Standard 7: Public Funds and Property

An Educator and other Lauderdale County School District Employees 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:

- a) Maximizing the positive effect of school funds through judicious use of said funds
- b) Modeling for students and colleagues that responsible use of public property

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

- a. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
- b. Failing to account for funds collected from students, parents or any school-related function
- c. Submitting fraudulent requests for reimbursement of expenses or for pay
- d. Co-mingling public or school-related funds with personal funds or checking accounts
- e. Using school property without the approval of the local board of education/governing body

Standard 8: Remunerative Conduct

An Educator and other Lauderdale County School District Employees should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favor, and additional compensation.

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

- a. Ensuring that institutional privileges are not used for personal gain
- b. Ensuring 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:

- a. 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
- b. Tutoring students assigned to the educator for remuneration unless approved by the local school board

- c. 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 and other Lauderdale County School District Employees shall comply with state and federal laws and local school board policies relating to the 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:*

- a. Keeping in confidence information about students that have been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
- b. Maintaining diligently the security of standardized test supplies and resources

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

- a. 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
- b. 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
- c. Violating other confidentiality agreements required by state or local policy

Standard 10: Breach of Contract or Abandonment of Employment

An Educator and other Lauderdale County School District Employees 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:*

- a. Abandoning the contract for professional services without prior release from the contract by the school board
- b. Refusing to perform services required by the contract

Faculty members who violate the Code of Ethics will be subject to disciplinary action as outlined in the school board policy.

GAA, GAB

OPERATING AN ELECTRONIC DEVICE WHILE DRIVING ON DISTRICT BUSINESS

No employee or volunteer driver of the Lauderdale County School District shall operate any district motor vehicle or operate a personal motor vehicle in the course of their responsibilities and duties with the district while writing, sending, or reading a text message and from accessing, reading or posting to a social networking site using a hand-held mobile telephone.

Definitions

- “Hand-held mobile telephone” means a mobile telephone or other portable electronic communication devices with which a user engages in a call or writes, sends, or reads a message using at least one hand. The term “hand-held mobile telephone” shall not include a voice-operated or hands-free device;
- “Motor vehicle” means a vehicle driven or drawn by mechanical power and manufactured primarily for use on public highways;
- “Social networking site” means any web-based service that allows individuals to construct a profile within a founded system, articulate a list of other users with whom they share a connection, and communicate with other users of the site;
- “Text message” includes a text-based message, instant message, electronic message, email, but shall not include an emergency, traffic, or weather alert or a message related to the operation or navigation of the motor vehicle;
- “Writing,” “sending,” and “reading,” with respect to a text message, means the manual entry, sending, or retrieval of a text message, respectively, to communicate with any person or device
- “Voice operated or hands-free device” means a device that allows the user to write, send, or listen to a message without the use of either hand except to activate, deactivate, or initiate a feature or function

Violations

Violations of this policy may lead to disciplinary action including denial of use of school vehicles and district cell phones and up to and including termination. Certain violations are punishable by law. Any fines or penalties incurred shall be the responsibility of the employee.

GBRI

TECHNOLOGY - ELECTRONIC INFORMATION

The goal of the Lauderdale County School District in providing network services to teachers, staff, and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Internet is an electronic communications network that provides vast, diverse, and unique resources. The purpose of providing these resources is to improve learning, teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. Lauderdale County School District provides computer equipment, computer services, and Internet access to its staff for educational purposes only. The guidelines in this document are there to help facilitate this goal and they must be adhered to by all who access the network.

ACCEPTABLE USE:

The use of Lauderdale County School District's network/Internet is to support research and education in and between schools and academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the network/Internet must be in support of education and research and consistent with the educational objectives of the Lauderdale County School District.

- Transmitting, accessing, or retransmitting 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 is prohibited. This includes, but is not limited to copyrighted materials, threatening or obscene materials, harassing, pornographic or materials protected by trade secrets.
- Users will not post chain letters or engage in "spamming" (that is sending an annoying or unnecessary message to large numbers of people).
- Users shall not access, transmit, or retransmit any material that promotes violence or the destruction of property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
- Use for commercial activities by for-profit institutions is generally not acceptable.
- Use for product advertisement or political lobbying is also prohibited.
- Users shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
- Attempting to bypass network controls and filters by any means is prohibited.
- Unapproved remote access to the LCSD network is strictly prohibited.
- Users shall not use the passwords of others to access the network or any other electronic communication or telecommunication services unless approved by the site administrator, district technology staff, or the superintendent.

FILTERING:

Lauderdale County School District is CIPA (Children's Internet Protection Act) compliant. The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program — a program that makes certain communications technology more affordable for eligible

schools and libraries. In early 2001, the FCC issued rules implementing CIPA. In accordance with CIPA, Lauderdale County School District utilizes several different forms of filtering and network monitoring devices. However, users must also recognize that no filtering system is perfect and that in the event inappropriate material is accessible, the District shall not be held liable. Accessible inappropriate material should be reported immediately to your site administrator or network administrator.

ETIQUETTE: (Network Etiquette)

The use of access requires that you abide by the accepted rules of network etiquette. These include, but are not limited to the following:

- **BE POLITE.** Do not send abusively or harassing messages to ANYONE.
- **USE APPROPRIATE LANGUAGE.**
In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (Note that E-mail is not guaranteed to be private. Messages relating to or in support of illegal or violent activities must be reported to authorities and appropriate action will be taken.)

PRIVACY:

Do not reveal or provide a personal address, phone number, or other information about yourself or any other person. Lauderdale County School District will not disclose any personal information about students. Any user will immediately report to the LCSD any attempt by other internet users to engage in inappropriate conversations or personal contact. The system administrators and approved staff are required to monitor activity on all devices accessing the LCSD network. There should be no expectation of privacy on any device accessing the LCSD network. Any information on your school computer/email is LCSD property and may be searched at any time without notice.

EDUCATION:

Lauderdale County School District staff will educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. The training provided will address:

1. The standards and acceptable use of Internet Services as set forth in the Lauderdale County School District's Internet Safety Policy
2. Student safety with regard to:
 - Safety on the internet
 - Appropriate behavior while online
 - Cyberbullying awareness and response
 - Safe and appropriate use on social networking websites and in chat rooms while away from school

NOTE: The Lauderdale 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 or access to the district network.

TOBACCO PRODUCTS

All campuses and buildings are tobacco-free.

Consistent with the provisions of Public Law 103-227.20 USC 6083, Lauderdale County District employees shall adhere to the following:

1. Smoking and other uses of tobacco (any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, or smokeless tobacco) by district employees and visitors in school buildings, on school grounds and property, and on or in district vehicles, including school buses, shall be prohibited at all times.
2. Employees who are assigned the responsibility for supervising students at school-sponsored activities, regardless of where the activities are conducted, shall not use tobacco in any form.
3. Vaping issues will be handled in the same manner as tobacco use.

Discipline Procedures:

1. 1st incident – written reprimand
2. 2nd incident – suspension without pay (1 day)
3. Future incident – suspension without pay (3 days) and a possible termination or non-renewal

GAA, GBRM

ALCOHOL AND DRUG USE

Employees shall not possess or consume alcoholic beverages on school property at any time. No employee shall report to work with alcohol in his or her system. Violation of this policy could result in disciplinary action including termination of employment.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on school grounds is prohibited.

An employee found to be in violation of this policy shall be immediately suspended from his/her assigned duties by the Superintendent of Education or his appointee, with a recommendation to the Board of Education for termination of employment. If the employee, in writing, requests a hearing before the Board of Education, a hearing shall be granted and shall be held within thirty (30) days of being suspended. The request for a hearing shall be made to the Superintendent of Education.

All employees shall be required to report any known unlawful use of a controlled substance on school district premises by any other employee. If an employee is found to be in

violation of this policy regarding controlled substances, and the administration subsequently determines that another employee knew of and failed to report the violation to the administration, thereby failing to help maintain a drug-free workplace, he/she will also be suspended from his/her assigned duties by the Superintendent of Education, who will recommend termination of his/her employment.

Off the job, illegal drug use or involvement or abuse of prescription drugs may adversely affect an employee's health and job performance and can jeopardize the safety of the abusing employee, other employees, the public, or school property. As such, off the job use or involvement with illegal drugs or abuse of prescription drugs is prohibited and is proper cause for administrative or disciplinary action including termination of employment.

In accordance with School Board Policy GBRM-2, if there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Lauderdale County School District's policy, that employee will be required to submit to a drug and/or alcohol test. The superintendent (or in his or her absence an appointed replacement) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of Lauderdale County School District's drug and alcohol policy, the employee will be subject to immediate termination of his or her employment with the district.

GAA, GBRM-2

DRUG AND ALCOHOL TESTING

Effective April 18, 2019, the Lauderdale County School District will begin conducting reasonable suspicion testing of all personnel and random testing of bus drivers.

An employee will be allowed to provide notice to the Lauderdale County School District of currently or recently used prescription or non-prescription drugs prior to the time of the test.

Random testing of bus drivers will be implemented using a neutral selection basis. Lauderdale County School District will not waive the selection of any employee chosen pursuant to the random selection procedures.

- a) Reasonable suspicion is defined under this policy as the belief by Lauderdale County School District that an employee is using or has used drugs or alcohol in violation of the Lauderdale County School District's policy. Reasonable suspicion may be based upon, among other things:
- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
 - Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
 - A report of drug use provided by reliable and credible sources and which has been independently corroborated;

- Evidence that an individual has tampered with a drug and alcohol test during his employment with the current employer;
 - Information that an employee has caused or contributed to an accident while at work; and
 - Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment.
- b) If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Lauderdale County School District's policy, that employee will be required to submit to a drug and/or alcohol test. The superintendent (or in his or her absence an appointed replacement) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of Lauderdale County School District's drug and alcohol policy, the employee will be subject to immediate termination of his or her employment with the district.

Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.

The following are drugs for which the district may test: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, and cocaine.

An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such a result by filing a written statement with the superintendent. An employee, at his or her own cost, also may request that the specimen be retested at a certified laboratory of his or her own choosing.

An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.

If the district determines that discipline and/or discharge are not necessary or appropriate in a case where an employee is in violation of Lauderdale County School District's Drug and Alcohol Testing Policy, the employee as a condition of continued employment must complete a certified substance abuse rehabilitation program at the employee's own cost and expense. The employee may be allowed to work for the district while undergoing the treatment, but the employee must provide evidence of continued treatment and/or rehabilitation upon request. The employee must also agree to submit to random testing for three years after the date of the positive confirmation drug and alcohol test result. A copy of this policy and state law regarding drug testing can be obtained from the district office.

GBRM-2

**DRUG TEST CONSENT AND INFORMATION
RELEASE FORM**

I understand that one of the components of the Lauderdale County School District's Substance Abuse Program is reasonable suspicion testing for drugs and alcohol. I understand that I must submit to reasonable suspicion testing as a condition of continued employment. I further understand that failure to consent to reasonable suspicion drug and alcohol testing may subject me to disciplinary measures up to and including termination of my employment.

I authorize the testing laboratory to release the results of drug and alcohol tests only to the district Superintendent and the Drug Program Administrator. I understand that this information will otherwise be kept confidential and will not be released without my written consent or as is otherwise permitted by law.

The following are the legal nonprescription drugs, and the drugs for which I have a prescription, that I take routinely or have taken within the last ten (10) days.

NAME OF DRUG

DOSAGE

_____	_____
_____	_____
_____	_____
_____	_____

Signature: _____

This form is only to be submitted if a drug test is requested of the employee.

STATEMENT OF ACKNOWLEDGEMENT ELECTRONIC DEVICES

Please read and sign the Statement of Acknowledgement and return it to your supervisor. If you have any questions regarding this policy, please contact your supervisor. I am aware of this policy regarding the use of hand-held wireless communication devices while operating a district vehicle or a personal vehicle in the course of my responsibilities and duties with the district. I fully understand the terms of this policy and agree to abide by them.

Employee Signature

Date

Employee Name (printed)

INTERNET / ELECTRONIC AGREEMENT

I accept full and sole liability and responsibility for any and all problems, which arise from or are associated with the use of my internet/electronic resource account. I understand and will abide by the AUP's stated terms and conditions. I further understand that any violation of these terms and conditions will cause me to be punished in accordance with the said consequences. Furthermore, I hereby release and agree to indemnify and hold harmless the Lauderdale County School District from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

Employee Signature

Date

Employee Name (printed)

EMPLOYEE HANDBOOK RECEIPT 2019-2020 Employee Handbook

I have received and read the Personnel Handbook published by the Lauderdale County School District. I am aware that this signed document will become a part of my personnel file at my assigned school and the district's Central Services office.

Employee Signature

Date

Employee Name (printed)