



HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT

# **EMPLOYEE HANDBOOK**

2021-2022 SCHOOL YEAR

## Contents

District Directory.....	6
District Leadership.....	7
Support Services.....	8
School Leadership – Phone Directory.....	9
ADMINISTRATIVE POLICIES AND PROCEDURES.....	10
Asbestos policy - Public notice.....	10
Title IX.....	10
SECTION II: EMPLOYEE BENEFITS.....	10
SECTION III: EMPLOYEE EXPECTATIONS.....	11
Absences (staff).....	11
Appropriate Use Policy.....	11
INTERNET APPROPRIATE USE POLICY.....	11
Children's Internet Protection Act (CIPA).....	12
Family Educational Rights and Privacy Act [FERPA].....	13
Wireless and Mobile Devices.....	13
INTERNET ACCESS AND COMPUTER USAGE POLICY.....	15
EMPLOYEE AND GUEST AGREEMENT FORM.....	15
Accident Reports.....	16
Alcohol, Tobacco and Controlled Substance Prohibition.....	16
Classified Personnel Hours and Duties.....	16
Teacher's Duties/Staff Duties.....	16
Instructional Staff.....	17
Assistant Teacher.....	17
Employee Conduct.....	18
Code of Ethics.....	19
Standard 1: Professional Conduct.....	19
Standard 2. Trustworthiness.....	20
Standard 3. Unlawful Acts.....	20
Standard 4. Educator/Student Relationship.....	20
Standard 5. Educator Collegial Relationships.....	21
Standard 6. Alcohol, Drug and Tobacco Use or Possession.....	21
Standard 7. Public Funds and Property.....	22
Standard 8. Remunerative Conduct.....	22

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Standard 9. Maintenance of Confidentiality ..... 22

Standard 10. Breach of Contract or of Employment ..... 23

Employee Dress Code/Appearance ..... 23

STAFF/STUDENT NON-FRATERNIZATION ..... 24

    Staff Guidelines for Non-Fraternization ..... 24

    Social Media ..... 25

Annual Reminder to Staff ..... 25

    Periodical Searches ..... 26

Employee Leave ..... 26

Evaluations ..... 27

Extra Work/Compensatory Time ..... 28

Grievance Procedures ..... 28

    Level One ..... 29

    Level Two ..... 29

    Level Three ..... 30

Out of District Travel ..... 30

Purchasing Procedures ..... 30

Selling and Soliciting ..... 31

Child Abuse or Neglect ..... 31

Safety Drills ..... 31

Harassment ..... 31

    Title IX Procedures ..... 31

Staff Protection ..... 32

Substitute Teachers ..... 32

Time Clock Procedures ..... 33

Telephones ..... 33

Use of Vehicles ..... 33

SECTION IV: INSTRUCTIONAL PROCEDURES and EXPECTATIONS ..... 34

STUDENT RECORDS ..... 34

DISCIPLINE POLICY ..... 34

FIELD TRIPS ..... 34

FIXED ASSETS ..... 35

    Mississippi Code Section 29-9-17 Failure to Make Inventory: Liability ..... 35

GRADING ..... 35

PROFESSIONAL RESPONSIBILITIES ..... 37

    Assistant Teachers ..... 37

    Teacher Duties ..... 37

Professional Development..... 38

    LEARNING COMMUNITIES: ..... 38

    LEADERSHIP: ..... 38

    RESOURCES:..... 38

    DATA: ..... 38

    LEARNING DESIGNS:..... 38

    IMPLEMENTATION:..... 38

    OUTCOMES: ..... 38

RENEWAL OF LICENSE..... 38

    Renewal/Reinstatement Process ..... 39

        Class A: ..... 39

        Class AA, AAA, or AAAA: ..... 39

        Standard Career Administrator:..... 39

        Reinstatement of an Expired License ..... 39

TESTING ..... 40



*Connecting for Success:  
Every child, Every classroom  
Every Day*

## OUR MISSION

**Connect** with all stakeholders  
for the **Success of Every Child, Every  
Classroom, Every Day.**

## OUR VISION

A model rural school district where  
all students graduate  
prepared to succeed in a  
global community.



## District Directory

Dr. Jennifer Wilson, Interim Superintendent	
Dr. Shimelle. Mayers Assistant Superintendent	Dr. Jason Sargent Director, Testing, Enrollment & Accountability
Dr. Furlinda Travis, Director, Federal Programs	Dr. Nonya Thrasher, Director, Special Education
Carol Stone, MTSS & College and Career Readiness	Bobby Williams, Director, Technology
Dr. Shem Whigham, Coordinator, Math & Science	Dr. LaShonda Catchings Coordinator, ELA & Social Studies
Dr. Angel Meeks, Director Student Support Services	

## Schools

<p><b><u>Durant Elementary School - 004</u></b> Pre-K – 5<sup>th</sup> Grade Jessica Quinn, Principal 65 West Madison Street Durant, MS 39063 662-653-3176</p>	<p><b><u>S. V. Marshall Elementary School - 024</u></b> Pre-K – 5<sup>th</sup> Grade Torrie Jackson, Principal 12572 Highway 12 West Lexington, MS 39095 662-235-5226</p>
<p><b><u>Goodman-Pickens Elementary School - 008</u></b> Kindergarten – 5<sup>th</sup> Grade Jamie Kyles, Principal 3877 Highway 51 South Goodman, MS 39079 662-468-3351</p>	<p><b><u>S. V. Marshall Middle School - 011</u></b> 6<sup>th</sup> – 8<sup>th</sup> Grade Bridgett Wheaton, Principal 12572 Highway 12 West Lexington, MS 39095 662-235-5226</p>
<p><b><u>Graduates Within Reach Academy - 091</u></b> 6<sup>th</sup> – 12<sup>th</sup> Grade Dr. Kerry Gray, Principal Kawanna Horton, Program Liaison 32 School Street Tchula, MS 39169 662-235-5637</p>	<p><b><u>William Dean, Jr. Elementary School - 018</u></b> Pre-K – 5<sup>th</sup> Grade Karen Williams, Principal 96 Rockport Road Lexington, MS 39095 662-834-3003</p>
<p><b><u>Holmes County Central High School - 010</u></b> 9<sup>th</sup> – 12<sup>th</sup> Grade Antwayn Patrick, Principal 9479 Brozville Road Lexington, MS 39095 662-834-2175</p>	<p><b><u>Williams-Sullivan Middle School - 006</u></b> 6<sup>th</sup> – 8<sup>th</sup> Grade Dr. Karina Peterson, Principal 14494 Highway 51 Durant, MS 39063 662-653-6262</p>
<p><b><u>Holmes County Career &amp; Technical Center - 090</u></b> 10<sup>th</sup> – 12<sup>th</sup> Grade Shintri Hathorn, Director 77 Kickernick Street Lexington, MS 39095 662-834-3052</p>	

## District Leadership

Name	Title	Email address	Cell Number	Extension
<b>Central Office Administration</b>				
Dr. Jennifer Wilson	Superintendent	jennifer.wilson@holmesccsd.org		
Dr. Shimelle Mayers	Assistant Superintendent	smayers@holmesccsd.org	318-469-6248	1019
Dr. Jason Sargent	Director, Testing, Enrollment & Accountability	jason.sargent@holmesccsd.org	601-421-0459	1012
Dr. Furlinda Travis	Director, Federal Programs	furlinda.travis@holmesccsd.org	601-543-6763	1020
Dr. Shem Whigham	Coordinator, Math & Science	swhigham@holmesccsd.org	601-832-1474	1007
Dr. LaShonda Catchings	Coordinator, ELA & SS	lcatchings@holmesccsd.org	601-937-1089	1013
Carol Stone	Coordinator, Counseling & CCR	cstone@holmesccsd.org	601-672-5009	1016
Dr. Nonya Thrasher	Director, Special Education	nthrasher@holmesccsd.org	601-320-5688	1014
Ravi Dutt	Program Specialist Special Education	rdutt@holmesccsd.org	843-372-5312	1048
Dr. Angel Meeks	Director, Student Support Services	angel.meeks@holmesccsd.org	601-278-6787	1051
Bettye Bridgeford	Executive Assistant to the BOE/Superintendent	bbridgeford@holmesccsd.org	662-739-5523	1001
Shaquita Burke	Financial Advisor	sburke@bbachieve.net		1004
<b>Operations</b>				
Robert King	Supervisor, Transportation	rlking@holmesccsd.org	662-633-1115	1041
Amanda Jones	Secretary, Transportation	ajones@holmesccsd.org	662-582-0157	1043
Rena Pritchard	Supervisor, Food Service	rpitchard@holmesccsd.org	601-940-3101	1027
Alonzo Washington	Supervisor, Maintenance and Custodial Services	awashington1@holmesccsd.org	601-672-5101	1900

*Connecting for Success:  
Every Child, Every Classroom,  
Every Day.*

## Support Services

Administrative Assistants				
Cathy Roundtree	MSIS/Grant Management	croundtree@holmesccd.org	662-639-1060	1024
Sharon Patton	Receptionist	spatton@holmesccsd.org	601-506-0537	1000
Vacant	Academics			1030
Business Services and Budgeting				
Hannah Brooks	Accounting Specialist	hbrooks@holmesccsd.org	662-739-2647	1009
Keisha Boddy	Accounts Payable	kboddy@holmesccsd.org	847-921-0955	1006
Selma Russell	Purchasing	srussell@holmesccsd.org	662-528-6198	1008
Sharhea Brown	Fixed Assets/16 <sup>th</sup> Section	shabrown@holmesccsd.org	769-428-2442	1042
Bernita Washington	Financial Accountant	bwashington@holmesccsd.org	662-571-2626	1025
Exceptional Education				
Rhona Reed	Psychometrist	rreed@holmesccsd.org	662-392-3014	1030
Brinda Fisher	Case Manager	bfisher@holmesccsd.org	662-739-2565	1046
Marquitta Randle	Case Manager	mrandle@holmesccsd.org	662-299-0734	1045
Human Resources				
Cherylette Cobbins	Secretary	chcobbins@holmesccsd.org	662-392-1138	1022
Sandra Porter	Benefits	sporter@holmesccsd.org	601-954-2024	1005
Parent Liaisons				
Emma Butler	Parent Liaisons	ebutler@holmesccsd.org	601-672-0179	1105
Doris Sims	Parent Liaisons	dsims@holmesccsd.org	662-739-7955	1609
Print Shop				
Annie Wilson	Print Shop	awilson@holmesccsd.org	601-834-2006	1047
Social Services				
Joy Johnson-Hoover	Social Worker	Joy.johnson-hoover@holmesccsd.org	662-809-7883	1000
Attendance				
Jeanette Neal	MDE Attendance Officer	jneal@mdek12.org	662-764-0363	1029
Sicoya Wade	Attendance Officer	sicoya.wade@holmesccsd.org		
Carolyn Burden	Attendance Officer	carolyn.burden@holmesccsd.org		
Informational Technology				
Bobby Williams	Director, Technology	bwilliams@holmesccsd.org	601-672-4782	1042



School Leadership – Phone Directory

Name	Title	Email address	Cell Number	Extension
<b>Durant Elementary</b>				
Jessica Quinn	Principal	jquinn@holmesccsd.org	601-405-9409	1102
Arnedra Floyd	Instructional Coach	afloyd@holmesccsd.org	601-201-7342	1103
<b>Goodman-Pickens Elementary</b>				
Jamie Kyles	Principal	jkyles@holmesccsd.org	601-506-2765	1301
Robin Horton	Instructional Coach	rhorton@holmesccsd.org	601-613-3223	
<b>Graduates Within Reach</b>				
Dr. Kerry Grey	Assistant Principal	kgrey@holmesccsd.org	972-400-0846	
Kawanna Horton	Program Liaison	khorton@holmesccsd.org	662-739-1938	1801
<b>Holmes County Central High School</b>				
Antwayn Patrick	Principal	apatrick@holmesccsd.org	601-941-0023	1401
Lindia Sanders	Assistant Principal	lsanders@holmesccsd.org	769-218-6334	
Valerie Bankhead	Assistant Principal	vbankhead@holmesccsd.org	662-763-9590	1410
Stacy Smith	Dean of Instruction	ssmith@holmesccsd.org	662-299-7088	
Marcus Rogers	Athletic Director	mrogers@holmesccsd.org	769-233-3043	1409
<b>Holmes County Career &amp; Technical Center</b>				
Shintri Hathorn	Director	shathorn@holmesccsd.org	601-810-0824	1701
<b>S. V. Marshall Elementary School</b>				
Torrie Jackson	Principal	tjackson@holmesccsd.org	601-946-9561	1603
Natasha Simmons	Instructional Coach	<a href="mailto:Natasha.Simmons@holmesccsd.org">Natasha.Simmons@holmesccsd.org</a>		0.5
<b>S. V. Marshall Middle School</b>				
Bridgett Wheaton	Principal	bking@holmesccsd.org	601-559-7832	1602
Porche Dixon	Instructional Coach	pfrizell@holmesccsd.org	601-506-5717	1603
<b>William Dean, Jr. Elementary School</b>				
Karen Williams	Principal	kwilliams@holmesccsd.org	601-842-5566	1501
Mellody Keith	Instructional Coach	mkeith@holmesccsd.org	601-918-3282	1503
<b>Williams-Sullivan Middle School</b>				
Dr. Karina Peterson	Principal	kpeterson@holmesccsd.org	662-719-9892	1201
Sheritta Lacy	Instructional Coach	slacy@holmesccsd.org	662-897-3022	1204

## ADMINISTRATIVE POLICIES AND PROCEDURES

The Holmes County Consolidated School District's policies are on the school district's website at [www.holmesccsd.org](http://www.holmesccsd.org). All employees should become familiar with the policies of the Holmes County Consolidated School District.

### Asbestos policy - Public notice

The Holmes County Consolidated School District wishes to inform the faculty, students, parents and the general public of the status of its asbestos management program. The district has on file with the Mississippi Department of Education an approved asbestos management plan and has completed the three-year re-inspection of all asbestos material. Asbestos containing building materials remain in district facilities and do not present a health risk to our students or the public.

The district has trained personnel on staff to identify, handle and dispose of asbestos material should there be a need. Anyone wishing to review the district's asbestos management plans may do so at the Central Office or each school location.

### Title IX

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.

## SECTION II: EMPLOYEE BENEFITS

The following benefit programs are available to eligible employees:

- Cafeteria Plan
- Public Employment Retirement System Direct Deposit
- District Holiday Observations
- Insurance — Dental and Medical
- Sick Leave
- Vacation Leave
- Personal Leave (for Certified Teachers)

For a complete explanation of benefits, please contact the Human Resources office at 662-834-2175.

## SECTION III: EMPLOYEE EXPECTATIONS

### Absences (staff)

All employees are expected to be present every day. Time on the job and time on task are the hallmarks of the Holmes County Consolidated School District. Each licensed employee and teacher assistant at the beginning of each school year shall be credited with a minimum of sick leave allowance with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year. Each licensed employee shall receive two (2) days for absences caused by personal reasons during that year. These days can be accumulated; however, personal leave days cannot total more than five (5).

Professional days are those days that a teacher is absent from his/her classroom because his/her principal has granted permission for him/her to attend a staff development workshop. The conference could be at one of the local schools, central office, or it may be a regional, state or national conference. Teachers who miss two (2) consecutive days are required to give a written excuse to the principal. (Code 37-7-307). Staff who miss four (4) consecutive days of work or two (2) consecutive days immediately preceding or following a non-school day must provide a doctor's note. (Policy GBRI)

All personnel having an URGENT need to leave early must clear their request directly with the principal. All personal appointments should be scheduled so as not to affect the instructional day.

### Appropriate Use Policy

#### INTERNET APPROPRIATE USE POLICY

#### **INTRODUCTION**

The Holmes County Consolidated School District is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help propel our schools through the communication age by allowing students and staff to access and to use resources from distant computers, communicate and collaborate with other individuals and groups, and significantly expand their available information base.

#### **Purpose**

The purpose of this policy is to outline acceptable use of network resources. These rules are in place to protect users and the District. Inappropriate use exposes the District to risks including virus attacks and compromises data, network systems, and services.

#### **Scope**

This policy applies to employees, contractors, consultants, temporaries, students and other workers at the District, including personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the District and/or all equipment that is connected to the district's network systems and/or network services including personal devices.

#### **Monitoring**

Network systems include, but are not limited to computer equipment, software, operating systems, storage media, network accounts, electronic mail, Internet service, and file transfer protocol, are the property of the District. Therefore, individual files, computers, electronic mail and other resources of the Network are not private and are subject to inspection and/or monitoring by authorized District officials.

## **Warranties/Indemnification**

The District is not responsible for material or information accessed on the Internet by users and shall not be responsible for the impact or effect of the information on the user. The District specifically disclaims any responsibility for the accuracy or quality of information obtained via the Internet. The District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its Network and the Internet. It shall not be responsible for any claims, losses, damages, or costs of any kind suffered, directly or indirectly, by any user arising through the use of the Network or Internet under this policy. As this policy is a legal and binding document, use of the network and district computer resources constitutes agreement by each user to comply with the terms set forth in this policy.

## **REGULATIONS**

### **Safety and Security**

- Authorized users are responsible for the security of their passwords and accounts. Under no conditions should a user provide his/her password to another person or use another person's password nor should users share accounts.
- Computers, laptops and workstations should be secured by logging-off when the computer will be unattended.
- Use of the network will be allowed only with District equipment unless written permission is given by district administrator(s).
- Computers connected to the Network will continuously execute approved virus-scanning software with current virus definition. Users should allow updates if prompted.
- Users should not open e-mail attachments received from unknown senders as they may contain viruses or malicious software.
- Users should immediately report to Technology Support Services any attempt of others to engage in unauthorized activities, inappropriate communication, or prohibited use of the Internet and district resources.
- Users may not attempt to circumvent filters, user authentication or security of any host, network, or account on the Network or the Internet. Users should not attempt to gain access to or use equipment assigned to another user without their knowledge.
- Users are never to give any information about the District's network or computer system to unauthorized individuals or groups.

### [Children's Internet Protection Act \(CIPA\)](#)

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December 2000 to address concerns about access in schools and libraries to the Internet and other information. Among many other things, it calls for schools and libraries to have in place appropriate electronic filters to prevent children from accessing and viewing inappropriate Internet content. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. The Holmes County Consolidated School District receives these discounts for Internet Access through the E-Rate program and is therefore in compliance with the CIPA.

CIPA requires schools and libraries that receive discounts offered by the E-rate program to have an Internet Safety Policy that includes technology protection measures. The technology protection measures must block or filter Internet access to pictures that are obscene, child pornography or harmful to minors. CIPA also requires schools to adopt and enforce a policy to monitor online activities of minors and adopt a policy that addresses access by minors to inappropriate matter on the Internet, safety and security of minors, unauthorized access and

other unlawful activities by minors online, unauthorized disclosure, use, and dissemination of personal information regarding minors, and measures restricting minors' access to materials harmful to them.

Students in the Holmes County Consolidated School District will be educated on internet safety, cyber bullying, social media, chat rooms and appropriate online behavior through the following: library/media center, technology classes, classroom teachers and/or district administrators.

Individually identifiable information about minors such as full name, home address, telephone number or other information that may assist unauthorized individuals in identifying or contacting a minor will not be made available via the District's, schools' or teachers' web sites.

### [Family Educational Rights and Privacy Act \[FERPA\]](#)

The District may authorize the release of directory information as defined by the Family Educational Rights and Privacy Act (FERPA), for internal administrative purposes, approved educational projects, activities, and publications. Parental permission must be obtained prior to the publication of student directory information. Access to student information is limited to authorized parties and will be permitted only in support of district educational goals and objectives. Parties granted access will fall under the auspices and regulations of this policy and may be required to complete and sign an Oath of Confidentiality.

All district personnel receive FERPA training prior to September 1 of each school year.

### [Wireless and Mobile Devices](#)

All personal mobile devices such as, but not limited to personal laptops, netbooks, tablets, PCs, smart phones, and mp3 players, should be used according to district and school rules and at the discretion of the school.

It is mandatory that students use the filtered, wireless network of Holmes County Consolidated School District (where available) to browse the internet for educational and instructional purposes. Student use of any other wireless network is prohibited. Displaying information to students from any unfiltered, wireless network is prohibited.

### **Unacceptable Use**

Under no circumstances is an employee of the District authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing District resources.

Users shall not use Network Email or Resources to:

- Send mass email mailings of any notice that are not related to district business. Forge email headers to obscure the true originator of an email message.
- Create or participate in pyramid schemes or email chain letters. Post anonymous messages.
- Read, delete, copy or modify the email or files of other users or deliberately interfere with the ability of other users to send or receive email.
- Misrepresent other users or use another person's email address, user account or password.
- Vandalize a computer system and/or damage the data, files, operations, software, or hardware components.
- Upload, create or attempt to create a computer virus.
- Use while access privileges are suspended or revoked.

- Participate in chat rooms or instant messaging without the permission and direct supervision of a teacher or authorized supervisor.
- Obtain, copy or modify files, passwords, data or information belonging to other users. Improperly restrict or inhibit other users from accessing and using the Network.
- Encumber disk space, processors, bandwidth or other system resources so as to interfere with normal use of services on the Network or other systems or networks.

Users shall not access, download, install, transmit, retransmit, submit, publish, display, or print:

- Defamatory, abusive, profane, sexually oriented, threatening, racially offensive, illegal, written or visual depictions of obscene material, child pornography and other materials considered harmful or inappropriate.
- Material that is threatening, disruptive, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
- Copyrighted materials, software, shareware, freeware, or material protected by trade secret unless user is in possession of a legal license to do so.
- Material that promotes violence or injury to persons 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.
- Material that is libelous, slanderous, gang-related or incites students and/or staff so as to create a clear and present danger of (a) the commission of unlawful acts on school premises, (b) the violation of law and/or administrative regulations, or (c) the substantial disruption of the orderly operation of the District or any school in the District.

### **Sanctions**

Use of the Network and its resources is a privilege, not a right. Violations of the regulations of this policy may result in the denial, revocation, suspension, termination of the user's privileges and/or disciplinary action that may include student expulsion, employee dismissal, and/or notification of appropriate authorities.

Vandalism may result in cancellation of privileges and/or disciplinary action. Vandalism includes any malicious attempt to access, damage, delete, infect, destroy or alter data files, folders, or directories.

The Holmes County Consolidated School District will fully cooperate with local, state, and/or federal officials in any investigation related to illegal activities conducted through use of the District Network, the Internet or any of its resources.

Signed parental permission is required for all students annually. All faculty and staff using the district's Internet access must sign a written contract annually. The contract, attached to this document, pledges compliance with this Acceptable Use Policy is a legally binding document.

# INTERNET ACCESS AND COMPUTER USAGE POLICY

## EMPLOYEE AND GUEST AGREEMENT FORM

I certify that I have read the Internet Appropriate Use Policy. I understand and agree to comply with the terms and conditions of the policy. I understand that any violation of this policy may result in temporary or permanent loss of Network and/or Internet access and disciplinary and/or legal action.

As a user, I hereby certify that I agree to comply with the foregoing terms and conditions.

Name of Employee or Guest: \_\_\_\_\_

Signature of Employee or Guest: \_\_\_\_\_ Date: \_\_\_\_\_

## Accident Reports

Teachers who become ill or injured should notify the principal immediately. Workman Compensation Forms are available in the principal's office.

If a child becomes ill or is injured while in school, he/she should be accompanied to the office. Medication for students must be prescribed by a doctor and administered only by the nurse or another trained employee.

## Alcohol, Tobacco and Controlled Substance Prohibition (GBRM-2)

The purpose of drug and alcohol testing is as follows:

- To maintain a safe, healthy working environment for all employees,
- To maintain the highest quality educational program for our students by ensuring that no personnel of the district are users of illegal drugs or under the influence of drugs or alcohol,
- To reduce the number of accidental injuries to person or property; and
- To reduce absenteeism and tardiness and improve the quality of educational services.

The sale, possession, transfer, or purchase of illegal drugs on school property or while performing school business is strictly prohibited. Such action will be reported to appropriate law enforcement officials.

Any employee found or suspected to be under the influence of drugs or alcohol shall be reported to the principal or supervisor immediately. (Code 37-3-2) Effective November 2021, all district personnel including, administrators will be subject to testing.

All schools in the District are smoke and tobacco-free zones. Smoking/tobacco use, including e-cigarettes (vaping), is prohibited on property owned or used by the school, whether during school, after school or at school-related events. "School property" includes any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by the District.

## Classified Personnel Hours and Duties (GCRAA)

Classified personnel are scheduled for a 40-hour week or less. The duties and responsibilities of classified personnel will be fixed and prescribed in the job descriptions approved by the board of education. Time schedules are assigned as follows:

- custodians — assigned by the maintenance director
- maintenance personnel — assigned by the maintenance director
- cafeteria workers — assigned by the director of child nutrition and the cafeteria managers
- bus drivers — assigned by the transportation director

## Teacher's Duties/Staff Duties (GBRE)

Teachers are expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services may make minor demands on the teacher's basic assignment. Principals should strive to equalize such duties among teachers. These include bus duty, cafeteria duty, early duty, and duties at school sponsored events.



Each classroom teacher, excluding vocational teachers whose class periods exceed 50 minutes, has an unencumbered period of time during the teaching day to be used for individual or department planning.

If the school utilizes a traditional six-period or seven-period day schedule, the instructional planning time provided for secondary teachers is a minimum of 225 minutes per week, exclusive of the lunch period. [If the school utilizes any form of a modular/block schedule, the instructional planning time provided is either 225 minutes per week or an average of 225 minutes per week per instructional cycle, exclusive of lunch period.]

Instructional planning time for the elementary school teacher is no less than 150 minutes per week, excluding lunch period.

Individual teachers (grades 9-12) are limited to three course preparations per scheduling cycle. Each teacher should start his / her class of instruction immediately after the second bell and end class at the ringing of the first bell for class to change. The teaching day must provide at least 330 minutes of instruction per day or 27.5 hours per five-day week. Reading time will be prioritized, and a culture of literacy will be established.

Teachers are required to complete various types of paperwork, reports and records throughout the year. It is imperative that all teachers turn in reports, attendance, grades, etc., at the requested time. Teachers must record a minimum of two grades per week per student per subject.

Part of the work of a teacher involves teaching students habits of good housekeeping. Each teacher is responsible for the equipment and furniture in his/her room. In addition, teachers should have a clean, safe and orderly environment. All repairs should be reported immediately in writing to the building principal.

### Instructional Staff (GBD)

All instructional personnel shall be certified in accordance with state law and the regulations of the Mississippi State Department of Education. Such certification and transcript of credits should be on file in the office of the Superintendent of schools, prior to the issuance of the first check.

### Assistant Teacher

The assistant teacher/aide should be placed under the direct supervision of a certified teacher. The supervising teacher, principal, or other personnel responsible for placing assistant teacher/aide should take into consideration the instructional needs of the local educational agency.

Assistant teachers shall be included and participate in the district staff development program. The following are additional assistant teacher expectations:

- The assistant teacher shall respect the teacher, treat the teacher professionally, and assist students.
- The teacher and assistant teacher are to have a minimum of thirty (30) minutes per week together for instructional planning.
- The assistant teacher shall be supervised by the certified teacher(s) to whom she/he is assigned. The assistant teacher shall comply with district policies and procedures.
- The assistant teacher, once assigned to the substitute role, will assume all duties required of a substitute teacher (example instruction of subjects, lunchroom, restroom, and playground duties.)
- The assistant teacher shall not be used as a substitute for teachers other than the one she / he is assigned.

This checklist of questions should be used as a guide for information which assistant teachers should obtain from teachers during the first week of school:

- What are your special and regular duties?
- What records are you responsible for keeping?
- What special services are available to the classroom and the school in which you work?
- What emergency provisions apply to your classroom?
- What schedules are you responsible for following? When do pupils arrive? When do they leave?
- Where and when will the pupils in your classroom play? What are the most significant playground regulations? For what lunchroom activities will you be responsible? Where are the supplies kept and how are they obtained? What equipment is available and how is it obtained?
- Where are the special rooms and facilities in your school?
- What is the line of communication and authority that you are to follow? What pupil records are available to you?
- To whom should you direct questions concerning school policy?
- With whom should you discuss a problem concerning relationships? What is expected of you in terms of pupil discipline?
- Does your teacher wish you to volunteer when you think you can help?

Faculty meetings shall be held upon the call of the superintendent and/or school principal. The Holmes County Consolidated School District will implement a state approved professional learning plan which complies with Mississippi Learning Forward.

Attendance at all grade level/departmental meetings is mandatory. Grade level/departmental chairs will write brief minutes of what transpired at each meeting. The purpose of these meetings is to work, plan, and share cooperative teaching strategies and various classroom ideas.

Copies of grade level minutes, agendas, and rosters are to be submitted to the principal's office after the meeting.

Students are to be escorted to the lunchroom in a quiet and orderly manner. Students are to sit at designated tables. Teachers are to discuss lunchroom rules with students. Staff is expected to pick-up/bring students to the cafeteria on time to allow for the lunch period to remain on schedule. Food must be consumed on site. Staff must purchase their own food and not have students purchase it for them at student prices. Staff may not accept food from students who do eat their own food. No competitive foods are allowed in the cafeteria.

## Employee Conduct (GBK)

If any licensed employee shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released there from as provided in section 37-9-55, the contract of such licensed employee shall be null and void. In addition, thereto the license or certificate of such licensed employee shall be suspended by the State Board of Education for a period of one (1) year as provided in section 37-3-2 (8) upon written recommendation of the majority of the members of the Holmes County Consolidated School Board. For insubordination, incompetence, neglect of duty, immoral conduct, intemperance, brutal treatment of a student or other good cause, the superintendent of this school district may dismiss or suspend any employee. Before being so removed or suspended, any employee shall be notified of the charges against him, and he shall be advised that he is entitled to a public hearing upon said charges. Refer to Holmes County Consolidated School District Policy GBK.

(GACN) Sexual harassment will not be tolerated in Holmes County Consolidated Schools. Any form of sexual harassment is a violation of school policy. Any act may constitute sexual harassment when any one of the three following criteria is met:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition employment
- Submission to or rejection of such conduct by an individual is used as for the basis for employment, decisions or school attendance affecting such individual (staff/student).
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators.

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

Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4).

Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).

## Code of Ethics (GAA)

### Standard 1: Professional Conduct

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

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

- Encouraging and supporting colleagues in developing and maintaining high standards
- Respecting fellow educators and participating in the development of a professional teaching environment
- Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
- Providing professional education services in a nondiscriminatory manner
- Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices.
- Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children

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

- Harassment of colleague

- Misuse or mismanagement of tests or test material.
- Inappropriate language or physical altercations on school grounds or any school-related activity
- Failure to provide appropriate supervision of students and reasonable disciplinary actions.

## Standard 2. Trustworthiness

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

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

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

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

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

- Employment history, professional qualifications, criminal history, certification/recertification Information submitted to local, state, federal, and/or other governmental agencies
- Information regarding the evaluation of students and/or personnel reasons for absences or leave Information submitted in the course of an official inquiry or investigation
- Falsifying records or directing or coercing others to do so.

## Standard 3. Unlawful Acts

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

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

## Standard 4. Educator/Student Relationship

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

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

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

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

- Committing any act of child abuse
- Committing any act of cruelty to children or any act of child endangerment.

- Committing or soliciting any unlawful sexual act
- Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
- Soliciting, encouraging, participating, or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student. Examples of these acts may include but not be limited to:
  - sexual jokes
  - sexual remarks
  - sexual kidding or teasing
  - sexual innuendo
  - pressure for dates or sexual favors
  - inappropriate touching, fondling, kissing, or grabbing
  - rape
  - threats of physical harm
  - sexual assault
  - electronic communication such as texting
  - invitation to social networking
  - remarks about a student's body
  - consensual sex

#### Standard 5. Educator Collegial Relationships

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

Unethical conduct includes but is not limited to the following:

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

#### Standard 6. Alcohol, Drug and Tobacco Use or Possession

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

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

- Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice

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

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

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

### Standard 7. Public Funds and Property

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

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

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

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

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

### Standard 8. Remunerative Conduct

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

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

- Insuring that institutional privileges are not used for personal gain.
- Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

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

- 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.
- Tutoring students assigned to the educator for remuneration unless approved by the local school board. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.)

### Standard 9. Maintenance of Confidentiality

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

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

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

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

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

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

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

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

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

#### Employee Dress Code/Appearance (GABA)

- Certified personnel in the Holmes County Consolidated School District, including administrative staff, shall adhere to the following guidelines in the matters of personal dress and appearance: Certified personnel shall dress and maintain a personal appearance that reflects neatness and good taste as dictated by common sense and propriety befitting professional educators. Holmes County Consolidated School District's principals shall be responsible for judging what is neat and in good taste.
- Certified personnel shall be allowed to dress in accordance with their job responsibilities and setting. For example, industrial arts, vocational labs, visual arts, science labs, physical education, etc., may require special clothing on the job site.
- The wearing of ties by certified male personnel shall be required. Shirts worn by these persons must have collars and sleeves and be tucked in at the waist. Tee shirts, sweat shirts and similar non-traditional shirts are not permitted.
- The wearing of sweat suits, jogging apparel, and jeans shall not be permitted except on special occasions and special days scheduled by the local school.
- Pants/trousers must have a hem or cuff. No cut-off and/or ragged edges are permitted.
- Pants must be sized appropriately. No hip-huggers that reveal flesh are allowed. Pants must not be excessively tight or sagging.
- No jeans or overalls of any color or fabric are permitted, except on such days as designated by the principal.
- Leggings, jeggings, and tights must be worn with thigh-length shirts or skirts/skort.
- Shirts/blouses shall not expose the midriff or cleavage. Sleeveless shirts/blouses must fit the employee appropriately.
- Casual tee shirts (faded, sheer, out of shape or inappropriately sized) are not allowed.
- Tank tops and spaghetti strap garments are prohibited when worn as a single garment. These garments are permissible with a sleeved shirt/jacket layered on top. Camisoles, slips, and tee shirts that are intended to be worn as undergarments may not be worn as outer garments.

- Shirts or blouses must be tucked in unless designed to be worn outside or of an appropriate length so as not to expose the midriff at any time.
- No miniskirts, halter tops, backless, strapless, and/or cut-out/see-through dresses shall be permitted. Footwear must be worn at all times.
- Shoes traditionally worn around the home (slippers, house shoes, or beach slippers) or to the beach (flip-flop/shower shoes design or thongs) are not permitted.
- Tennis shoes that are clean and in good condition may be worn.
- Noisy, distracting jewelry/accessories that could cause a safety hazard may not be worn. In keeping with professional decorum, earrings may be worn by female employees only, and ears are the only exposed areas of the body on which pierced jewelry may be worn.
- Tattoos must be covered if at all possible.
- No hats are allowed in the building unless part of the employee's uniform or religious headgear required to be worn by the employee's religion.
- All substitutes, student interns, practicum students, and student teachers must adhere to the district faculty dress code.

## STAFF/STUDENT NON-FRATERNIZATION (GABB)

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

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

### Staff Guidelines for Non-Fraternization

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

- Staff members shall not make derogatory comments to students regarding the school and/or staff. Staff members shall not exchange gifts with students.
- Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
- Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
- Staff members shall not text students nor participate in any student blogs. Staff members shall not friend students on any social media platforms.
- Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
- Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.
- Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.



- Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
- Staff members shall not send students on personal errands.
- Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
- Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistance, pursuant to law and Board policy.
- Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

## Social Media

All employees, faculty and staff of this school district who participate in social media websites or applications such as, but not limited to, MySpace, FaceBook, Twitter, Snapchat, and/or Instagram shall not post any data, documents, photos, or inappropriate information on any website that might result in a disruption of classroom activity. The determination of appropriateness will be made by the Superintendent.

Employees, faculty, and staff are solely responsible for the content and the security of their social media websites and applications and shall not give their social media website passwords to students.

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

Fraternization via the internet between employees, faculty or staff and students is prohibited and in violation of standards of the Mississippi Educator Code of Ethics. Communications with both students and parents shall be done in person, over telephone, through standard mail, and/or through email. Social media shall never be used and is not an appropriate form of communication.

Access of social media websites for individual use during school hours is prohibited.

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.

## Annual Reminder to Staff

The Superintendent and the school principals will annually remind staff members and orient new staff members concerning 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
- Inappropriateness of posting items with sexual content
- Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- Examples of inappropriate behavior from other districts, as behavior to avoid
- 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.

### Periodical Searches

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and/or websites is discovered, the school principals and/or Superintendent will download the offensive material and promptly take proper administrative action.

### Employee Leave (GBRI)

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

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.

The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty (50%) of the unused accumulated sick leave of the donor employee.

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

Before an employee may receive donated leave, the superintendent of education and his/her designee shall review and approve or disapprove the said donations of leave.

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

Catastrophic injury or illness means a severe condition or combination of conditions affecting the mental or physical health of an employee or a member of an employee's immediate family, including pregnancy, that requires the services of a licensed physician for an extended period of time and that forces the employee to

exhaust all leave time accumulated by that employee, thereby resulting in the loss of compensation from the school district for the employee.

An employee must have exhausted all of his/or her accumulated personal 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.

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.

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

For the purpose of this policy:

Medical conditions, injuries or illness means a condition, injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the local school district for the employee.

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 included. 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.

Immediate family means spouse, parent, stepparent, sibling, child or stepchild. The superintendent or designee shall establish procedures to support this policy.

## Evaluations (GBI/GDI)

### **Evaluation Of Professional Employees (GBI)**

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

### **Evaluation Of Classified Employees (GDI)**

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 Holmes County Consolidated School District 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 improvement of support services provided.

The Holmes County Consolidated School District 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.

## Extra Work/Compensatory Time

### **Professional Personnel Extra Duty (BGRE)**

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

A person who is already employed by Holmes County Consolidated School District and is paid for any extra work must be paid through payroll. All applicable taxes must be withheld from the employee's check and all applicable Social Security, Medicare and retirement tax must be paid by the fund that is paying the employee for this extra duty.

### Grievance Procedures (GAE-P)

The purpose of this procedure is to secure at the first possible administrative level, an equitable solution to any grievance. At Will Employees are not granted grievance rights. The following definitions shall apply in this grievance procedure:

- "Personnel appraisal" refers to the system of annual performance evaluation of all licensed staff, as is mandated by state law. This grievance procedure has been approved by the school board for use in this district as part of its "Personnel Appraisal System."
- A grievance is a complaint by an individual based upon an alleged violation of a person's rights under state or federal law or board policy.

- A grievant is a person or persons making the complaint.
- The term “days” shall mean working school days and shall exclude weekends, holidays or vacation days.

Grievances shall be processed in accordance with the following procedures:

#### Level One

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

#### Level Two

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

- The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

### Level Three

- If the grievance is not resolved to the satisfaction of the grievant at step two, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the board.
- If the grievance is not filed with the secretary of the board within five (5) days of hearing at Level Two, the grievance shall be considered resolved.
- Within five (5) days after receipt of the grievance, the board secretary, in concert with the president and superintendent, shall schedule a hearing before the board on the grievance.
- The board shall render its decision within seven (7) days of the hearing.

### Out of District Travel (DJDA)

The Holmes County Consolidated School Board, in an effort to provide for an effective out-of-district travel policy, establishes the following procedures:

- All out-of-district travel must be pre-approved by the interim superintendent.
- Requests for out of district travel shall be made on district travel request forms.

Travel Reimbursement: Reimbursement for travel related expenses will be based on approved and documented lodging expenditures, mileage reimbursement for private vehicle use, and/or out-of-pocket for other travel arrangements or during that time according to the state regulations for travel. Carpooling or ride-share shall be enforced as feasible.

### Purchasing Procedures (DJEG)

1. The school district will utilize purchase requisitions to be prepared by school district personnel whenever there is a request for materials. All requisitions require approval by next higher level of administration than the person actually requesting the material.
2. All requisitions will be subjected to public purchasing law requirements.
3. Once the public purchasing law requirements are fulfilled, a purchase order will be issued, the issuance of which is an official notification to the vendor that the Holmes County Consolidated School District has an order to be filled.
4. When ordered materials are received, the recipient shall verify the order by signing and dating the packing slip or invoice and submitting the document to the accounts payable clerk for payment.

## Selling and Soliciting

Selling items and soliciting are prohibited unless approved by the building principal.

## Child Abuse or Neglect (JGF)

In compliance with MS Code ' 43-21-353, district personnel shall immediately report suspected child abuse or neglect to the Mississippi Department of Human Services. The number for the Child Abuse Hotline is (601) 359-4991, or toll free (800) 222-8000.

## Safety Drills (JGF)

Each school shall have a current disaster plan and shall conduct regular safety drills, to include but not limited to bomb threat, earthquake, fire, tornado and intruder.

It shall be the duty of the principals and teachers in all school buildings to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape.

Such fire drills shall be conducted often enough to keep such pupils well drilled.

Drill procedures should be posted in each classroom.

## Student Complaint of Harassment (JGF)

Student-to-student sexual harassment will not be tolerated. Complaints of student-to-student sexual harassment will be handled in accordance with Policy JB-P, Student's Complaints of Sexual Discrimination/Harassment.

### Title IX Procedures.

Sexual harassment will not be tolerated in Holmes County Consolidated School District. Any form of sexual harassment is a violation of school policy. Any act may constitute sexual harassment when any one of the two following criteria is met.

Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's rights.

Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment, even if the conduct is not specifically directed at the person who is affected by it.

Complaints of sex discrimination and/or sexual harassment should be referred to the supervisor or the District Title IX Compliance Officer.

## Staff Protection (GAEA)

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him/her not to attend such classes.

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

If any person shall willfully disturb any session of the public school or any public school meeting, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00).

The governing authorities of the municipality may, at its discretion, investigate and provide legal counsel for the defense of any claim, demand or action, whether civil or criminal, made or brought against any school district employee as a result of his actions while acting in his official capacity.

### **Harassment Prohibited**

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

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

## Substitute Teachers

In order to secure a qualified substitute, a teacher should notify the office/principal of his/her non-attendance as soon as possible, a day in advance, or by 6:30 a.m. the day of the absence in order to secure a qualified substitute. If the length of absence is known, inform the office. When calling, state the type of absence being taken (sick or personal). This information is needed for payroll. The teacher is expected to call the office no later than 2:00 p.m. the day prior to his/her return so that the substitute can be instructed. The teacher should leave in his/her desk or in the office a Substitute Folder, clearly labeled, containing the following information:

- Lesson Plans
- Seating Chart
- School Schedule
- Class Roll
- Special Instructions for the substitute



## Time Clock Procedures

Everyone is expected to clock-in upon arrival and clock-out upon departure from the building. Employees are expected to be in their assigned places as soon as possible before the arrival of students. All employees are expected to be on duty throughout the school day. Principals and supervisors will follow district procedures for reporting absentees.

## Tutoring and Other Employment

(GBRGB) To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he may have a conflict of interest, teachers shall receive no money from parents for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to make. Further, no tutoring for which a teacher receives a fee will be carried on in the school building.

(GBRG) The school board considers a professional assignment in the school district to be full time employment. Employees shall not engage at any time in any outside employment that would interfere with their effectiveness in performing regular 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. Use of District Property

## Telephones (IFBB)

Telephones are placed in the schools by the Board for official use, emergency use, and other school related use as deemed appropriate by the school principal. Personnel should refrain from making personal phone calls except in cases of emergency. No teacher will leave his/her area during class time to return a call except in an emergency. A call-back message will be taken and relayed to the teacher. Cell phones may not be used for personal reasons during instructional time.

## Use of Vehicles

(ECIA) No employee or volunteer driver of the Holmes County Consolidated 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.

(EDAE) The school district discourages the use of privately owned vehicles for transporting students on behalf of the school. Under no circumstances should a privately owned vehicle be used when there is a National Transportation Safety Board approved student transportation vehicle available.

Should an occasion arise when a privately owned vehicle must be used to transport students, the following provisions must be met:

- The school district employee must provide the district with proof of liability insurance to cover all risks associated with driving an automobile.

- Each use of the automobile must be approved in writing by the principal and/or the superintendent. No administrator shall approve use of the employee owned vehicle when school district owned vehicles are available.
- No one shall be permitted to operate the vehicle other than the Holmes County Consolidated School District employee.
- There shall be a check of driving record of each school employee permitted to operate a school owned vehicle or a privately owned vehicle on behalf of the school district.
- Under no circumstances will the operator allow more than the number of passengers per seat belt to ride in the vehicle at any one time.

## SECTION IV: INSTRUCTIONAL PROCEDURES and EXPECTATIONS

### STUDENT RECORDS (JR)

#### **Required Documentation**

The State Board of Education shall prepare and provide necessary forms for keeping permanent records and cumulative folders for each pupil in the public schools of the state. In the permanent record and cumulative folders, the teachers and principals shall keep information concerning the pupil's date of birth, as verified by the documentation authorized in this section, record of attendance, grades and withdrawal from the school, including the date of any expulsion from the school system and a description of the student's act or behavior resulting in the expulsion. The records also shall contain information pertaining to immunization and such other information as the State Board of Education may prescribe. The cumulative folder, in addition to that information maintained in the permanent records, also shall contain such other information as the State Board of Education shall prescribe.

### DISCIPLINE POLICY

The discipline policies of the Holmes County Consolidated School District are in compliance with both federal and state law. The discipline policy incorporates the student code of conduct required by Policy JCB and the policies and procedures set forth in Policies JDA, JDC, JDD, and JDE and as supplemented by all others adopted subsequent thereto.

### FIELD TRIPS (JGFB)

A field trip is defined as a planned educational experience directly related to and correlated with a particular unit of study or a specialized function at school. Field trips that meet this definition and are approved by the building principal shall be supported by the Board of Education, contingent upon the resources of the school system. Students must have written permission from parents on file in the office two weeks prior to the scheduled trip. All monies must be collected per the district's procedures.

Parents and guardians must sign the "Parental Consent to Student Educational Activity and Release From Liability" form in advance of the off-campus educational activity (see Policy JGFB-E).

## FIXED ASSETS

When a teacher is assigned a room, he/she is responsible for all materials and equipment. He /she should inventory all furniture, equipment, books, and instructional supplies.

This report should be done in the first and last months of the school year. The report shall be kept in the principal's office at all times. If an item is missing, it should be immediately reported to the principal in writing so that legal action can be taken.

### Mississippi Code Section 29-9-17 Failure to make Inventory: Liability

If any officer or employee of any state agency shall refuse or fail to make any inventory or supplemental inventory thereto as required herein, or to do so in the manner prescribed by the State Auditor, the State Auditor shall proceed to make, or cause to be made, the inventory or supplemental inventory; and the expense thereof shall be personally borne by said officer or employee, and he shall be responsible on his official bond for the payment of the expense.

In the event that an examination conducted pursuant to Section 29-9-13 finds items that are included on an agency's inventory which are missing and otherwise unaccounted for, the State Auditor has the authority to proceed under the provisions of Section 7-7-211 to recover the value of the missing items. The demand shall be made against the head of the agency, the agency's property officer and/or the appropriate officer or employee, if identified.

## GRADING (IHA)

The grading system for grades 1 - 12 is as follows:

A	=	90- 100
B	=	80- 89
C	=	75- 79
D	=	70- 74
F	=	69 and below

For Kindergarten, the grading system will be as follows:

M	Mastery	=	80-100
P	Progressing	=	63-79
N	Non-mastery	=	62 and below

The following criteria will be used to determine a student's honor roll classification:

Valedictorian will be that student having the highest grade point in the graduating class at the end of the second nine weeks of twelfth grade. All Carnegie units will be calculated in the grade average.

Salutatorian will be that student having the second highest grade point average in the graduating class at the end of the second nine weeks of grade twelve. All Carnegie units will be calculated in the grade average.

Special Honor Roll Students must have a 90-100 grade average in each subject reported on the report card.

Honor Roll Students must have an 80-100 grade average in each subject reported on the report card.

In computing the numerical averages, teachers must take performance in the following areas into consideration:

75% of homework, quizzes, weekly test, special projects, etc.

25% nine-week test

The Holmes County Consolidated School Board is quite proud to endorse Honors, High Honors and Special Honors Programs designated to recognize those deserving pupils. It is most important that the schools of this system reflect unity in determining the criteria for an Honors, High Honors, and Special Honors Program.

### **Promotion and Retention**

Promotion of students in kindergarten will be determined by mastery of the state requirements and the committee of teachers, counselors and administrators; students in grades 1-4 will be promoted by mastering 70% of the state language arts and mathematics objectives; students in grades 5-8 will be promoted by mastering 70% of the state objectives in language arts, mathematics and science or social studies.

Promotion, retention, or transfer decisions will be made at the end of the year by a committee of teachers, counselors, and administrators.

Exceptions apply to those students who attend Extended School Year and successfully complete the course requirements.

Mid-term progress report must be available to parents a minimum of four (4) times a year with supplementary reports as needed.

Conferences with parent may be used at all levels as a part of the reporting system.

Report cards are generated through SAM Spectra and sent to parents at the end of each grading period.

## PROFESSIONAL RESPONSIBILITIES

Each employee's job is to lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation. Employees are expected to help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

### Assistant Teachers (IFBA)

Assistant teachers are an integral part of the instructional process. Assistant teachers should be respected and treated professionally. Expectations should be clear and consistent. All assistant teacher duties should be directly related to teaching students.

### Teacher Duties (GBRE)

Teachers are reminded that bus, hall, outside, playground, or any other duty that involves supervision of students is an important part of our school program. This task, therefore, must be undertaken with a serious attitude. Teachers are expected to watch for any unsafe acts or situations and correct them immediately.

Teachers are also expected to ensure all aspects of student safety.

### **Employee Assignments (CGE)**

Employees may be assigned to any school and to specific duties by the superintendent, provided that the superintendent shall have regard both for the welfare of the district and the preparation and qualifications of the staff member.

### **Beginning Teacher Support Program (GADD)**

The Holmes County Consolidated School District recognizes that the most important professional development is focused on the growth of teachers. Research shows that the teacher is the most important factor affecting student learning. Current data also report that more than half of the beginning teachers leave the profession in the first five years. Given this knowledge, the district is committed to a comprehensive, sustained program for beginning professionals.

### **Teacher Negligence (GBK)**

It is essential that emphasis be given to the issue of teacher negligence and legal implications that may arise due to negligence. Teacher negligence includes but is not limited to the following:

- Leaving classes and students unattended.

  - Enforcing district policies improperly (medication and first aid, search and seizure, use of building school funds, line of communication).

  - Pupil injury due to teacher carelessness, etc.

  - Teacher profanity.

- Revealing confidential information.

- Using students for off-campus errands.

## Professional Development

The term professional development means a comprehensive, sustained, and intensive approach to improving teachers' and principals' effectiveness in raising student achievement. The professional learning plan is based on the following standards from Mississippi Learning Forward:

### LEARNING COMMUNITIES:

Professional learning that increases educator effectiveness and results for all students occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.

### LEADERSHIP:

Professional learning that increases educator effectiveness and results for all students requires skillful leaders who develop capacity, advocate, and create support systems for professional learning.

### RESOURCES:

Professional learning that increases educator effectiveness and results for all students requires prioritizing, monitoring, and coordinating resources for educator learning.

### DATA:

Professional learning that increases educator effectiveness and results for all students uses a variety of sources and types of student data to plan, assess, and evaluate professional learning.

### LEARNING DESIGNS:

Professional learning that increases educator effectiveness and results for all students integrates theories, research, and models of human learning to achieve its intended outcomes.

### IMPLEMENTATION:

Professional learning that increases educator effectiveness and results for all students applies research on change and sustains support for implementation of professional learning for long-term change.

### OUTCOMES:

Professional learning that increases educator effectiveness and results for all students aligns its outcomes with educator performance and student curriculum standards.

## RENEWAL OF LICENSE

### **<https://www.mdek12.org>**

When all requirements are completed, college transcripts and/or continuing education unit (CEU) certificates may be submitted for license renewal. The college credits courses may be completed on the undergraduate or graduate level with a grade of "C" or higher at regionally/nationally accredited senior colleges, universities, or community colleges. Official transcripts must be submitted in sealed envelope(s) bearing the seal or signature of the registrar. The license may be renewed for one five-year period beyond the present expiration date. Only credits earned from one expiration date to the next may be used for renewal. Educators who completed a master's, Specialist, or doctoral degree in May 1997 prior to the five year extension given by the Mississippi Department of Education to all educators with a standard license may be given credit for that degree and receive an additional five-year validity on their license. Renewal requirements referencing content area courses refer to the area of endorsement (e. g., mathematics, science, special education, etc.) References to job/skill related area include pedagogy and skills for effective teaching and leadership (e. g., computer technology, cooperative learning, learning styles, methodology, etc.). Only one renewal method may be utilized during a five-year period.

The Mississippi Department of Education no longer approves programs for CEU credit. School districts, organizations, or individuals wishing to prepare and offer a program for CEU credit must submit an

application to an accredited CEU granting agency. Any Continuing Education Office at a college, university, or community/junior college is an accredited CEU granting agency.

The Office of Educator Licensure does not accept CEU certificates for less than .5 CEUs or five contact hours. Official verification of CEU credit(s) must be submitted to document completion of CEU credit(s). 5/03

### Renewal/Reinstatement Process

Teachers with standard certification in Mississippi hold a five-year renewable certificate. These licenses must be renewed every five years with Continuing Education Units (CEUs) or college coursework or by completion of the National Board process earned during the validity period of the license.

Any license issued for less than five years is a provisional license and is non-renewable. Current requirements for renewal of a five-year standard license:

#### Class A:

- Ten (10) continuing education units (CEUs) in content or job/skill related area, OR
- Three (3) semester hours in content or job/skill related area AND Five (5) continuing education units (CEUs) in content or job/skill related area, OR
- Six (6) semester hours in content or job/skill related area. OR
- Completion of the National Board of Professional Teaching Standards process

#### Class AA, AAA, or AAAA:

- Three (3) semester hours in content or job/skill related area, OR
- Five (5) continuing education units (CEUs) in content or job/skill related area, OR
- Completion of the National Board of Professional Teaching Standards process

#### Standard Career Administrator:

- Seventy (70) School Executive Management Institute (SEMI) credits, OR Six (6) hours of coursework. OR
- 35 SEMI credits and 3 hours coursework, OR
- Completion of a specialist or doctoral degree in educational administration/leadership

#### Reinstatement of an Expired License

- An expired five-year standard license may be reinstated with one of the following options:
  - six hours of college coursework
  - valid out-of-state license
  - documentation from PERS for retired educators
  - CEUs

## TESTING (II)

Holmes County Consolidated School District will adhere to the following:

- It is unlawful for anyone knowingly and willfully to do any of the following acts regarding mandatory uniform tests administered to students as required by the State Department of Education and the General Educational Development test (GED):
- Give examinees access to test questions prior to testing,
- Copy or reproduce all or any portion of any secure test booklet,
- Coach examinees during testing or alter or interfere with examinees' responses in any way; Make answer keys available to examinees,
- Fail to account for all secure test materials before, during and after testing,
- Participate in, direct, aid, counsel, assist in, encourage or fail to report any of the acts prohibited in this section.

Any person violating any provisions of subsection (1) of this section is guilty of a misdemeanor and upon conviction shall be fined not more than One Thousand Dollars (\$1,000) or be imprisoned for not more than ninety (90) days, or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.

The district attorney shall investigate allegations of violations of this section, either on its own initiative following a receipt of allegations, or at the request of a school district or the State Department of Education. The district attorney shall furnish to the State Superintendent of Education a report of the findings of any investigation conducted pursuant to this section.

The State Board of Education shall establish statistical guidelines to examine the results of state mandated tests to determine where there is evidence of testing irregularities resulting in false or misleading results in the aggregate or composite test scores of the class, grade, age group or school district. When said irregularities are identified, the State Superintendent of Education may order that any group of students identified be required to retake the test under state supervision. The school district shall be given at least thirty (30) days' notice before the next test administration and shall comply with the order of the State Superintendent of Education. The results from the second administration of the test shall be final for all uses of that data. Nothing in this section may be construed to prohibit or interfere with the responsibilities of the State Board of Education or the State.

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