

Holmes County Consolidated School District



2022-2023

EMPLOYEE HANDBOOK





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

OUR MISSION

The Holmes County Consolidated School District is dedicated to providing students with innovative educational experiences to produce successful scholars prepared to compete in a global society.

OUR VISION

**Dedicated to Excellence,
Driven by Purpose,
And Destined for Success**

NON-DISCRIMINATION STATEMENT

The Holmes County Consolidated School District does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, parents, volunteers, vendors, and members of the public.

**To report incidents of discrimination contact:
Dr. Jason Sargent: jason.sargent@holmesccsd.org / 662.834.2175.**

Contents

District Directory.....	7
District Leadership.....	8
Support Services.....	9
School Leadership – Phone Directory.....	10
ADMINISTRATIVE POLICIES AND PROCEDURES.....	11
Asbestos policy - Public notice.....	11
Title IX.....	11
SECTION II: EMPLOYEE BENEFITS.....	11
SECTION III: EMPLOYEE EXPECTATIONS.....	11
Absences (staff).....	11
Appropriate Use Policy.....	12
INTERNET APPROPRIATE USE POLICY.....	13
Children's Internet Protection Act (CIPA).....	13
Family Educational Rights and Privacy Act [FERPA].....	14
Wireless and Mobile Devices.....	14
INTERNET ACCESS AND COMPUTER USAGE POLICY.....	14
EMPLOYEE AND GUEST AGREEMENT FORM.....	15
Accident Reports.....	17
Alcohol, Tobacco and Controlled Substance Prohibition.....	18
Classified Personnel Hours and Duties.....	20
Teacher's Duties/Staff Duties.....	20
Instructional Staff.....	21
Assistant Teacher.....	21
Employee Conduct.....	23
CODE OF ETHICS.....	24
Standard 1: Professional Conduct.....	24
Standard 2. Trustworthiness.....	24
Standard 3. Unlawful Acts.....	25
Standard 4. Educator/Student Relationship.....	25
Standard 5. Educator Collegial Relationships.....	26
Standard 6. Alcohol, Drug and Tobacco Use or Possession.....	26
Standard 7. Public Funds and Property.....	26
Standard 8. Remunerative Conduct.....	27

Standard 9. Maintenance of Confidentiality 27

Standard 10. Breach of Contract or of Employment 27

Employee Dress Code/Appearance 28

STAFF/STUDENT NON-FRATERNIZATION 29

 Staff Guidelines for Non-Fraternization 29

 Social Media 30

Annual Reminder to Staff 31

 Periodical Searches 31

Employee Leave 39

Evaluations 40

Extra Work/Compensatory Time 41

Grievance Procedures 41

 Level One 41

 Level Two 42

 Level Three 42

Out of District Travel 43

Purchasing Procedures 44

Selling and Soliciting 44

Child Abuse or Neglect 44

Safety Drills 44

Harassment 44

 Title IX Procedures 44

Student and Staff Protection 47

Substitute Folders 48

Time Clock Procedures 48

Telephones 49

Use of Vehicles 49

SECTION IV: INSTRUCTIONAL PROCEDURES and EXPECTATIONS 49

CUMULATIVE FOLDERS 49

DISCIPLINE POLICY 49

EMERGENCY PROCEDURES 50

 Severe Weather 50

FIELD TRIPS 50

FIXED ASSETS 50

 Mississippi Code Section 29-9-17 Failure to Make Inventory: Liability 52

GRADING 53

PROFESSIONAL RESPONSIBILITIES 55

 Assistant Teachers..... 55

 Teacher Duties..... 56

Physical and Verbal Contact with Students..... 56

Securing Substitute Teachers..... 56

Professional Development..... 57

LEARNING COMMUNITIES: 57

LEADERSHIP: 57

RESOURCES:..... 57

DATA: 57

LEARNING DESIGNS: 57

IMPLEMENTATION: 57

OUTCOMES: 57

RENEWAL OF LICENSE..... 58

 Renewal/Reinstatement Process 58

 Class A: 58

 Class AA, AAA, or AAAAA: 58

 Standard Career Administrator:..... 58

 Reinstatement of an Expired License 58

TESTING 58

 Transfer Students 59

 Special Education Students..... 60

District Directory

Dr. Jennifer Wilson Interim Superintendent	
Dr. Shimelle. Mayers Assistant Superintendent, Curriculum	Dr. Jason Sargent Assistant Superintendent, Operations
Dr. Angel Meeks Director, Federal Programs	Dr. Nonya Thrasher Director, Special Education
Dr. Shem Y. Whigham Coordinator, College, and Career Readiness	Ms. Carol Stone, Coordinator, Student Support Services
Dr. Jessica Johnson, Coordinator, Science	Dr. LaShonda Catchings Coordinator, Social Studies
Jamel Boatman Academic Coach, Math	Sowjanya Chimma Academic Coach, Math
Ms. Alfreda Brown Coordinator, Pre-Kindergarten	Ms. Charity Williams Supervisor, Food Services
Mr. Bobby Williams Director, Technology	

Schools

<p style="text-align: center;"><u>Durant Elementary School - 004</u></p> <p style="text-align: center;">Pre-K – 5th Grade Porsche Dixon, Principal Brenda Fischer, Secretary 65 West Madison Street Durant, MS 39063 662-653-3176</p>	<p style="text-align: center;"><u>S. V. Marshall Elementary School - 024</u></p> <p style="text-align: center;">Pre-K – 5th Grade 12572 Highway 12 Natasha Simmons, Principal Ms. Chambers, Secretary Lexington, MS 39095 662-235-5226</p>
<p style="text-align: center;"><u>Goodman-Pickens Elementary School - 008</u></p> <p style="text-align: center;">Kindergarten – 5th Grade Jamie Kyles, Principal Tamika Wright, Secretary 3877 Highway 51 South Goodman, MS 39079 662-468-3351</p>	<p style="text-align: center;"><u>S. V. Marshall Middle School - 011</u></p> <p style="text-align: center;">6th – 8th Grade Bridgett Wheaton, Principal Alberta Jefferson, Secretary 12572 Highway 12 Lexington, MS 39095 662-235-5226</p>
<p style="text-align: center;"><u>Graduates Within Reach Academy - 091</u></p> <p style="text-align: center;">6th – 12th Grade Dr. Kerry Gray, Director Helen Freeman, Secretary 32 School Street Tchula, MS 39169 662-235-5637</p>	<p style="text-align: center;"><u>William Dean, Jr. Elementary School - 018</u></p> <p style="text-align: center;">Pre-K – 5th Grade Dr. Timothy Guinn, Principal Linda Gibson, Secretary 96 Rockport Road Lexington, MS 39095 662-834-3003</p>
<p style="text-align: center;"><u>Holmes County Central High School - 010</u></p> <p style="text-align: center;">9th – 12th Grade Antwayn Patrick, Principal Monica Wade, Secretary 9479 Brozville Road Lexington, MS 39095 662-834-2175</p>	<p style="text-align: center;"><u>Williams-Sullivan Middle School - 006</u></p> <p style="text-align: center;">6th – 8th Grade Dr. Karina Peterson, Principal Linda Smith, Secretary 14494 Highway 51 Durant, MS 39063 662-653-6262</p>
<p style="text-align: center;"><u>Holmes County Career & Technical Center - 090</u></p> <p style="text-align: center;">10th – 12th Grade Shintri Hathorn, Director Tammy Hampton, Secretary 77 Kickernick Street Lexington, MS 39095 662-834-3052</p>	

District Leadership

Name	Title	Email address	District Number	Extension
Central Office Administration				
Dr. Jennifer Wilson	Interim Superintendent	jennifer.wilson@holmesccsd.org	662-834-2175	1003
Bettye Bridgeford	Executive Assistant, BOE/Superintendent	bbridgeford@holmesccsd.org	662-854-3431	1001
Dr. Shimelle Mayers	Assistant Superintendent, Curriculum	smayers@holmesccsd.org	662-854-3448	1019
Dr. Jason Sargent	Assistant Superintendent, Operations	jason.sargent@holmesccsd.org	662-854-3431	1012
Dr. Angel Meeks	Director, Federal Programs	angel.meeks@holmesccsd.org	662-854-3449	1020
Michelle Cage	Business Officer	mcage@holmesccsd.org	662-854-3434	1004
Dr. Nonya Thrasher	Director, Special Education	nthrasher@holmesccsd.org	662-854-3443	1014
Carol Stone	Director, Student Support Services & Testing, Enrollment & Accountability	cstone@holmesccsd.org	662-854-3445	1016
Dr. Shem Whigham	Coordinator, MTSS/College & Career Readiness	swhigham@holmesccsd.org	662-854-3437	1007
Dr. LaShonda Catchings	Coordinator, Social Studies	lcatchings@holmesccsd.org	662-854-3442	1013
Dr. Jessica Johnson	Coordinator, Science	Jessica.johnson@holmesccsd.org	662-854-3437	1007
Alfreda Brown	Coordinator, Pre-Kindergarten	alfreda.brown@holmesccsd.org	662-854-3451	1022
Shaquita Burke	Financial Advisor	sburke@bbachieve.net	662-854-3434	1004
Operations				
Torrey Jackson	Director, Transportation	tjackson@holmesccsd.org	662-854-3458	1041
Bobby Williams	Director, Technology	bwilliams@holmesccsd.org	662-854-3459	1042
Charity Williams	Supervisor, Food Service	cwilliams@holmesccsd.org	662-854-3455	1027
Alonzo Washington	Supervisor, Maintenance and Custodial Services	awashington1@holmesccsd.org	662-834-2175	1900

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

District Support Services

Administrative Assistants				
Cathy Roundtree	MSIS/Grant Management	croundtree@holmesccd.org	662-854-3452	1024
Sharon Patton	Receptionist	spatton@holmesccd.org	662-854-3430	1000
Business Services and Budgeting				
Hannah Brooks	Accounting Specialist	hbrooks@holmesccd.org	662-854-3439	1009
Keisha Boddy	Accounts Payable	kboddy@holmesccd.org	662-854-3436	1006
Selma Russell	Purchasing	srussell@holmesccd.org	662-834-3438	1008
Sharhea Brown	Fixed Assets/16 th Section	shabrown@holmesccd.org	662-854-3446	1017
Bernita Washington	Financial Accountant	bwashington@holmesccd.org	662-854-3453	1025
Curriculum				
Jamel Boatman	Academic Coach Math	j.boatman@holmesccd.org	N/A	N/A
Sowjanya Chimma	Academic Coach Math	schimma@holmesccd.org	N/A	N/A
Exceptional Education				
Rhona Reed	Psychometrist	rreed@holmesccd.org	662-854-3522	1048
Robin Wells	Case Manager	robin.mckay@holmesccd.org	662-854-3519	1045
Ravi Dutt	Program Specialist	rdutt@holmesccd.org	662-854-3522	1048
Food Services				
Camisha Cole	Secretary	ccole@holmesccd.org	N/A	N/A
Human Resources				
Sandra Porter	Benefits	sporter@holmesccd.org	662-854-3435	1005
Parent Liaisons				
Emma Butler	Parent Liaisons	ebutler@holmesccd.org	662-834-3467	1105
Print Shop				
Annie Wilson	Print Shop	awilson@holmesccd.org	662-854-3521	1047
Social Services				
Joy Johnson-Hoover	Social Worker	joy.johnson-hoover@holmesccd.org	N/A	N/A
Attendance				
Jeanette Neal	MDE Attendance Officer	jneal@mdek12.org	662-854-3454	1026
Informational Technology				
Artaviyas Donald	IT Specialist	adonald@holmesccd.org	N/A	N/A
Tamiasus Nalls	IT Specialist	tnalls@holmesccd.org	N/A	N/A
Jeroderick Moore	IT Specialist	jmoore@holmesccd.org	N/A	N/A
Transportation				
Amanda Jones	Secretary	ajones@holmesccd.org	662-854-3460	1043

School Leadership – Phone Directory

Name	Title	Email address	District Number	Extension
Durant Elementary				
Porsche Dixon	Principal	pfrizell@holmesccsd.org		1102
Pearl Mabry	Lead Teacher	pmabry@holmesccsd.org		1103
Goodman-Pickens Elementary				
Jamie Kyles	Principal	jkyles@holmesccsd.org		1301
Robin Horton	Lead Teacher	rhorton@holmesccsd.org		1304
Graduates Within Reach				
Dr. Kerry Gray	Assistant Principal	kgray@holmesccsd.org		1802
Kawanna Horton	Program Liaison	khorton@holmesccsd.org		1801
Holmes County Central High School				
Antwayn Patrick	Principal	apatrick@holmesccsd.org	662-854-3983	1401
Lindia Sanders	Assistant Principal	lsanders@holmesccsd.org		
Valerie Bankhead	Assistant Principal	vbankhead@holmesccsd.org		1410
Melody Keith	Dean of Instruction	mkeith@holmesccsd.org		
Stacy Smith	Lead Teacher	ssmith@holmesccsd.org		
Marcus Rogers	Athletic Director	mrogers@holmesccsd.org	662-854-3491	1409
Holmes County Career & Technical Center				
Shintri Hathorn	Director	shathorn@holmesccsd.org		1701
S. V. Marshall Elementary School				
Natasha Simmons	Principal	tjackson@holmesccsd.org		1601
Sherita Lacy	Lead Teacher	slacy@holmesccsd.org		1603
S. V. Marshall Middle School				
Bridgett Wheaton	Principal	bking@holmesccsd.org		1602
Harmon Brownlow	Assistant Principal	hbrownlow@holmesccsd.org		
Arnedra Floyd	Lead Teacher	afloyd@holmesccsd.org		1605
William Dean, Jr. Elementary School				
Timothy Ginn	Principal	tginn@holmesccsd.org	662-854-3493	1501
Brittaney Boyd	Assistant Principal	bboyd@holmesccsd.org	662-854-3494	1502
Shannon Roberts	Lead Teacher	sroberts@holmesccsd.org		
Williams-Sullivan Middle School				
Dr. Karina Peterson	Principal	kpeterson@holmesccsd.org		1201
Dr. Jerry Pittman	Assistant Principal	jerry.pittman@holmesccsd.org		1204
Tremain Johnson	Lead Teacher	Tremain.johnson@holmesccsd.org		1206

ADMINISTRATIVE POLICIES AND PROCEDURES

The Holmes County Consolidated School District's policies are on the school district's website at 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
- Holidays
- 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 teacher receives seven (7) sick days and two (2) personal leave days. 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. Professional leave days cannot be taken on a Friday or Monday preceding or following a non-workday (holiday). 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 (REFERENCE POLICY: IFBGA)

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 using 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) (REFERENCE POLICY: IFBGA)

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.

Use of Cell Telephones by Teachers/Staff (IFBB)

The Board of Trustees of the Holmes County Consolidated School District believes that the school district was created for the primary purpose of effectively educating the children attending school within the school system. The Holmes County Consolidated School District Board further believes that to accomplish this mission, it is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited. Employees are specifically prohibited from recording students or other District employees on their cell phones without specific permission of those being recorded.

Violations

Alleged violations of this policy shall be discussed in a conference between the employee and the building principal. If the principal finds the violation(s) to be factual, the principal shall issue a written reprimand to the employee (s) involved. This reprimand shall become a part of the employee's personnel file. Repeated violations may result in non-renewal of an employee's contract or dismissal.

EMPLOYEE COMPUTER NETWORK/INTERNET ACCEPTABLE USE POLICY

Holmes County Consolidated School District is pleased to offer employees access to computer usage to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives. Holmes County Consolidated School District is CIPA (Child Internet Protection Agency), FERPA (Family Educational Rights and Privacy Act) and COPPA (Children's On-line Privacy Protection Act) compliant.

The use of the Internet is a PRIVILEGE, and inappropriate use will result in a cancellation of those privileges. The user has rights (within the limits of these guidelines, responsibilities, and prohibitions) to the instructional networked resources provided by the Holmes County Consolidated School District. The administrator of the school and/or the Holmes County Consolidated School District superintendent will determine if an action is inappropriate use, and their decision is final. This is a legal and binding document. By signing this form, I agree to the following terms:

- I will not use the Internet provided at my school for illegal purposes of any kind.
- I will not use the Internet provided at my school to transmit, receive, or view material that is pornographic in nature.
- I will not use the Internet provided at my school to transmit, receive or view material that is threatening or harassing in nature.
- I will not use the Internet provided at my school in an attempt to gain access or "hack" into computer systems that I have no permission to use.
- I will not use the Internet and/or computers provided at my school to propagate computer viruses.
- I will not use the Internet provided at my school for the purpose of lobbying or distributing of political information.
- I will not use the Internet provided at my school for commercial ventures of purchasing, selling, taking orders or placing orders. Holmes County Consolidated School District is not responsible for credit card fraud and theft incurred by using personal or commercial credit card numbers on the Internet access provided at my school.
- I will not damage, abuse or misuse the equipment provided for my use at my school.
- I will not make changes to the screen or appearance of the desktop on computers provided for my use.
- I will not load games or other software brought from home or downloaded from the Internet onto the computers provided for my use.
- I will not attempt to bypass school internet filters by way of internet proxy sites.
- I will not use the Internet provided at my school to access social networking websites such as "My Space or "Facebook."
- I will not use the Internet and/or computer to violate any state or federal law (i.e., Copyright law).
- I will provide students with appropriate instruction for on-line behavior, including interacting with other individuals on social networking sites, chat rooms, cyber bully awareness and appropriate response.

District provided laptops: Laptops, even when taken home, are the property of Holmes County Consolidated School District and are subject to the same guidelines and policies as computers located at school sites. Usage of these laptops should be limited to Holmes County Consolidated School District employees only.

Teacher Web Pages: Holmes County Consolidated School District must have permission to use a child's picture and/or schoolwork, or an edited selection of schoolwork on the District Website, Teacher Website, printed publications, or videos produced and broadcast. Each child will be given a permission form and this information will be tagged.

The above terms take into consideration the necessity for Internet access for educational purposes as well as personal development. The primary purpose of the Internet access provided by Holmes County Consolidated

School District is for research and discovery or educational media and information.

I have read the above Holmes County Consolidated School District Internet Terms and Conditions and the Holmes County Consolidated School District Technology Procedures. I hereby agree to abide by those standards, restrictions and obligations. As an employee, I agree to instruct the students on acceptable use of Internet and proper etiquette. I agree to use reasonable care to supervise and protect students.

Consequences:

Any user who knowingly and willingly violates this policy is subject to disciplinary action up to and including termination from employment.

Furthermore, in the event of an illegal activity, the user will also be reported to the appropriate law enforcement authority.

Employee Signature

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 severely ill or is injured while in school, he/she should be accompanied to the office. A Parent/Guardian and a School Nurse should be notified. Medication for students must be prescribed by a doctor and administered only by the school nurse or Principal's designee.

DRUG FREE SCHOOLS AND WORKPLACE (GBRL)

No employee engaged in work in connection with the Holmes County Consolidated School District shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined under state and federal law.

"Workplace" is defined to mean the site for the performance of work done in connection the Holmes County Consolidated School District. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

SMOKING AND OTHER USES OF TOBACCO (GBRM)

No person shall use any tobacco product on any educational property owned or operated by the Holmes County Consolidated School District. Tobacco products are defined as any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco, or electronic cigarettes.

Educational property is defined as any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity.

Any adult who violates this section shall be subject to a fine and shall be liable as follows:

- (a) for the first conviction, a warning.
- (b) for a second conviction, a fine of Seventy-Five Dollars (\$75.00); and
- (c) for all-subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$150.00) shall be imposed.

Vaping Policy (GBRMB)

Electronic cigarettes have recently surpassed conventional cigarettes as the most commonly used tobacco product among youths. The Holmes County Consolidated School District Board of Education recognizes that the use of electronic cigarettes and other vaping devices, or any tobacco products, is detrimental to the health and safety of students, staff and visitors and is therefore prohibited at all times.

This policy applies to all students, school staff, parents, and any visitors while on school grounds, in school buildings and facilities, in any school bus, on school property or at school-related activities or school-sponsored events which includes, but is not limited to, athletic events.

DEFINITIONS

Vaping – The act of inhaling and exhaling the aerosol (often called vapor) produced by an electronic cigarette or similar battery-powered device.

Electronic Cigarette – An electronic product or device that produces a vapor that delivers nicotine or other substances to the person inhaling from the device to simulate smoking, and is likely to be offered to, or purchased by, consumers as an electronic cigarette, electronic cigar, electronic cigarillo or electronic pipe. Also known as e-cigs, vape pens, e-hookahs, e-pipes, tanks, mods, vapes, electronic nicotine delivery systems, ENDS, etc. Some devices may resemble cigarettes while others may resemble pens, USB sticks, or other everyday items.

Alcohol, Tobacco, and Controlled Substance Prohibition

DRUG AND ALCOHOL TESTING POLICY (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.

SUBSTANCE ABUSE

The following are rules representing the district's policy concerning substance abuse.

1. All employees are prohibited from being under the influence of drugs or alcohol while on duty or on district premises. All employees are prohibited from using illegal drugs, or prescription medication for which they do not have a proper prescription.
2. The use, sale, possession, transfer, or purchase of illegal drugs, non-prescription drugs, medical marijuana, or controlled substances while on district property or while performing district business is strictly prohibited and is cause for immediate termination. Such action will be reported to appropriate law enforcement officials.
3. No alcoholic beverages will be brought or consumed on district premises.
4. No prescription drug will be brought on district premises by any person other than the person for whom the drug is prescribed. Prescription drugs will be used only in the manner, combination, and quantity prescribed.
5. The district is not prohibited from establishing or enforcing a drug-testing policy under the Mississippi Medical Cannabis Act. The district is not required to permit, accommodate, or allow the use of medical cannabis, or to modify any job/working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis.
6. The district is not prohibited from taking an adverse employment action against an employee, up to and including termination, as a result, in whole or in part, of that individual's use of medical cannabis, regardless of the individual's impairment or lack of impairment resulting from the medical use of cannabis.
7. Any employee whose off-duty use of alcohol, medical marijuana, illegal, or non-prescription drugs results in excessive absenteeism, tardiness, poor work, or an accident will be subject to discipline, up to and including termination.

DRUG AND ALCOHOL TESTING

1. Effective July 1, 2022, the Holmes County Consolidated School District will begin conducting preemployment testing, reasonable suspicion testing of all personnel and random testing of bus drivers.
2. An employee will be allowed to provide notice to the Holmes County Consolidated School District of currently or recently used prescription or non-prescription drugs prior to the time of the test.
3. Random testing of bus drivers will be implemented using a neutral selection basis. Holmes County Consolidated School District will not waive the selection of any employee chosen pursuant to the random selection procedures.
4.
 - a. Reasonable suspicion is defined under this policy as the belief by Holmes County Consolidated School District that an employee is using or has used drugs or alcohol in violation of Holmes County Consolidated School District's policy.
 - b. If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Holmes County Consolidated School District's policy, that employee will be required to submit to a drug and/or alcohol test. The superintendent (or in his or her absence an appointed replacement) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of Holmes County Consolidated School District's drug and alcohol policy, the employee will be subject to immediate termination of his or her employment with the district.
5. Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.
6. The following are drugs for which the district may test alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, and cocaine.
7. An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the superintendent. An employee, at his or her own cost, also may request that the specimen be retested at a certified laboratory of his or her own choosing.
8. An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.
9. If the district determines that discipline and/or discharge are not necessary or appropriate in a case where an employee is in violation of Holmes County Consolidated School District's Drug and Alcohol Testing Policy, the employee as a condition of continued employment must complete a certified substance abuse rehabilitation program at the employee's own cost and expense. The employee may be allowed to work for the district while undergoing the treatment, but the employee must provide evidence of continued treatment and/or rehabilitation upon request. The employee must also agree to submit to random testing for three years after the date of the positive confirmation drug and alcohol test result.

Professional Personnel Time Schedule (Length of Workday) (GBRB)

PROFESSIONAL PERSONNEL TIME SCHEDULE

The workday shall be set within the legal parameters with consideration of the instruction and activity schedules established by the principal and superintendent.

Every effort shall be made to provide a uniform workday for employees where this is practical and consistent with the safe and efficient administration of the school.

Professional employees shall be on duty the number of days shown on the face of their current employment contract less and except those days granted by the board for illness, personal business, earned vacation and emergencies.

LENGTH OF SCHOOL DAY

The number of hours of actual teaching which shall constitute a school day shall be determined and fixed by the board of trustees of the school district at not less than five and one-half (5-1/2) hours. ' 37-13-67

Elementary, middle, and high school teachers are expected to be on duty at their respective schools at set time provided by the principal morning and afternoon.

Except when carrying out assignments of the principal, teachers are expected to remain at school or on duty during the designated hours. It is expected that all teachers remain at school Monday through Friday at times designated by the principal

Time is provided at the end of each school day for instructional preparation and planning, and conferences.

Principals are expected to be on duty at time set by the superintendent.

The Holmes County Consolidated School District Central Office hours are 8:00 a.m. - 4:00 p.m. Monday through Friday. The superintendent has the authority to modify and adjust the workday and hours during summer operations.

Classified Personnel Hours and Duties

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

Teachers' Duties/Staff Duties

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 lunch period. [If the school utilizes any form of a modular/block schedule, the instructional planning time provided is 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 submit reports, attendance, grades, etc., at the requested time. Teachers must record a minimum of two grades per week per student per subject.

Instructional Staff

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 utilization of assistant teachers shall be individually determined and shall require a detailed written recommendation by the principal and approval by the superintendent. The use of assistants will permit teachers more time to devote to instruction, more effective grouping for instructional purposes, and greater individualized attention for meeting pupil needs. Assistants may not have direct responsibility for or supervision of student instruction or activities but shall be under the supervision of a licensed staff member.

BASIC OBJECTIVES

Teacher assistants are employed so that the professional teachers may direct their energies to the students' education. The superintendent and/or staff development committee shall develop an appropriate in-service training program for teacher assistants. The basic objectives for the use of teacher assistants are:

1. To make it possible for teachers to use more variety in structuring classroom activities which will result in more meaningful education for children and youth.
2. To enable the teacher to do more creative teaching, and to use a greater variety of instructional media.
3. To enable the teacher to develop effective programs focusing upon the individual needs of each student.

4. To provide increased time for individualizing instruction, evaluating learning situations, student counseling and guidance for other instructional activities that will improve educational opportunities for boys and girls.
5. To relieve teachers of the numerous semi- and non-professional tasks which have become cumulative, and which have come to consume a disproportionate amount of the teacher's time and energies.

DUTIES AND RESPONSIBILITIES

Teacher assistants may be assigned to: (1) provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; (2) assist with classroom management, such as organizing instructional and other materials; (3) provide assistance in a computer laboratory; (4) conduct parental involvement activities; (5) provide support in a library or media center; (6) act as a translator; or (7) provide instructional services to students while working under the direct supervision of a teacher.

Teacher assistants may assume limited duties that are assigned to similar personnel who are not working in a program supported with Title I funds, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to an assistant. Assistants are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

The duties of teacher assistants may be further restricted or regulated by program requirements of the funding plan under which they are employed:

1. Title I funds provide assistants for the Remedial Reading Program.
2. Title IV-A funds provide assistants for Native American students.
3. Early Childhood Intervention (ECI) funds provide assistants for mainstreamed students with certain specific handicaps that require frequent or constant attention.

School Meetings

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/departmental meeting minutes, agendas, and rosters are to be submitted to the principal's office after the meeting.

Teachers are to discuss cafeteria guidelines and expectations with students. Students are to be escorted to the cafeteria in a quiet and orderly manner and sit at designated tables. Staff are expected to arrive and depart from the cafeteria on time to allow the lunch period to remain on schedule. Students must eat meals in the cafeteria. Staff must purchase their own food and not have students purchase it for them at student prices. Staff are not allowed to accept food/meals from students. No competitive foods are allowed in the cafeteria.

Employee Conduct

BREACH OF CONTRACT

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.

Sexual Harassment

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 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.

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

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 on school grounds or any school-related activity Physical altercations
- 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:

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

All Personnel - Dress and 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:

1. Certified personnel shall dress and maintain 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.
2. 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.
3. Shirts worn by these persons must have collars and sleeves and be tucked in at the waist. Tee shirts, sweatshirts and similar non-traditional shirts are not permitted.
4. The wearing of sweat suits, jogging apparel, jeans, and tennis shoes shall not be permitted except on special occasions and special days scheduled by the local school.

A. PANTS

1. Pants/trousers must have a hem or cuff. No cut-offs, cut-outs and/or ragged edges are permitted.
2. Pants must be sized appropriately. No hip-huggers that reveal flesh are allowed. Pants must not be excessively tight or sagging.
3. No jeans or overalls of any color or fabric are permitted, except on such days as designated by the principal.
4. Leggings, jeggings, and tights must be worn with knee-length shirts or skirts/skorts.

B. SHIRTS/BLOUSES

1. Shirts/blouses shall not expose the midriff. Sleeveless shirts/blouses must fit the employee appropriately.
2. Casual tee shirts (faded, sheer, out of shape or inappropriately sized) are not allowed.
3. Tank tops and spaghetti strap garments are prohibited when worn as a single garment. These garments are permissible with a sleeve 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.
4. Shirts or blouses must be tucked in unless designated to be worn outside or of an appropriate length so as not to expose the midriff at any time.

C. SKIRTS/DRESSES

No miniskirts, halter tops, backless, strapless and/or cut-out/see-through dresses shall be permitted.

D. SHOES

1. Footwear must be worn at all times.
2. Shoes traditionally worn around the home (slippers, house shoes, or beach slippers) or to the beach (flip-flop/shower shoe design or thongs) are not permitted.
3. Tennis shoes that are clean and in good condition may be worn.

E. ACCESSORIES

1. Noisy, distracting jewelry/accessories that could cause a safety hazard may not be worn. In keeping with professional decorum, Tattoos must be covered if at all possible.
2. 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)

STAFF GUIDELINES FOR NON-FRATERNIZATION

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

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

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. Staff members shall not exchange gifts with students.
3. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not text students nor participate in any student blogs.
6. Staff members shall not friend students on any social media platforms.

7. 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.
8. 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.
9. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
10. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
11. Staff members shall not send students on personal errands.
12. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
13. 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.
14. 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, META (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 district 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:

1. Improper fraternization with students using Facebook and similar internet sites or social networks
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology
6. 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.

Absence From Duty (GBRI)

1. LICENSED EMPLOYEE

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

2. SICK LEAVE ALLOWANCE

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

- a. Each licensed employee and teacher assistant, at the beginning of each school year, shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year.
- b. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee and teacher assistant if the licensed employee or teacher assistant remains employed in the same school district. In the event any public-school licensed employee or teacher assistant transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.
- c. No deduction from the pay of such licensed employee or teacher assistant may be made because of absence of such licensed employee or teacher assistant caused by illness or physical disability of the licensed employee or teacher assistant until after all sick leave allowance credited to such licensed employee or teacher assistant has been used.

- d. For the first ten (10) days of absence of the licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there may be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in that local school district, necessitated because of the absence of the licensed employee as a result of illness or physical disability.

Thereafter, the regular pay of such absent licensed employee may be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

3. PERSONAL LEAVE ALLOWANCE

Each licensed employee at the beginning of each school year shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. Except as otherwise listed below, such personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day before a holiday or a day after a holiday. Notwithstanding the restrictions listed above on the use of personal leave, a licensed employee may use personal leave as follows:

- a. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee is being deployed for military service.

- b. Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years' experience as an employee of that school district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.

- c. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.

- d. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee dies or funeral services are held. Any personal leave days taken shall be taken as described in Section 37-7-307 of the Mississippi Code. No additional bereavement leave is created by Section 37-7-307.

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

4. PROFESSIONAL LEAVE ALLOWANCE

Beginning with the school year 1992-93, each licensed employee shall be credited with a professional leave allowance, with pay, for each day of absence caused by reason of such employee's statutorily required membership and attendance at a regular or special meeting held within the State of Mississippi of the State Board of Education, the Commission on Teacher and Administrator Education, Certification and Licensure and Development, the Commission on School Accreditation, the Mississippi Authority for Educational Television and the meetings of the state textbook rating committees or other meetings authorized by local school board policy.

5. RETIREMENT

Upon retirement from employment, each licensed and non-licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for non-licensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Section 25-11-103 (e). Any remaining lawfully credited unused

leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a licensed or non-licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

6. RULES AND REGULATIONS

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

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

7. PAYMENT OF SUBSTITUTE EMPLOYEES

School boards may include in their budget's provisions for the payment of substitute employees, necessitated because of the absence of regular licensed employees. All such substitute employees shall be paid wholly from district funds, except as otherwise provided for long-term substitute teachers in Section 37-19-20. Such school boards, in their discretion, also may pay, from district funds other than adequate education program funds, the whole or any part of the salaries of all employees granted leaves for the purpose of special studies or training.

8. NONLICENSED AND HOURLY PAID SCHOOL EMPLOYEES

The school board may further adopt rules and regulations which will reasonably implement such leave policies for all other non-licensed and hourly paid school employees as the board deems appropriate.

9. VACATION AND PERSONAL LEAVE

Vacation leave granted to either licensed or non-licensed employees shall be synonymous with personal leave. Unused vacation or personal leave accumulated by licensed employees in excess of the maximum five (5) days which may be carried over from one (1) year to the next may be converted to sick leave. The annual conversion of unused vacation or personal leave to sick days for licensed or unlicensed employees shall not exceed the allowable number of personal leave days as provided in Section 25-3-93. The annual total number of converted unused vacation and/or personal days added to the annual unused sick days for any employee shall not exceed the combined allowable number of days per year provided in Sections 25-3-93 and 25-3-95. Local school board policies that provide for vacation, personal and sick leave for employees shall not exceed the provisions for leave as provided in Sections 25-3-93 and 25-3-95. Any personal or vacation leave previously converted to sick leave under a lawfully adopted policy before May 1, 2004, or such personal or vacation leave accumulated and available for use prior to May 1, 2004, under a lawfully adopted policy but converted to sick leave after May 1, 2004, shall be recognized as accrued leave by the local school district and available for use by the employee. The leave converted under a lawfully adopted policy prior to May 1, 2004, or such personal and vacation leave accumulated and available for use as of May 1, 2004, which was subsequently converted to sick leave may be certified to the Public Employees' Retirement System upon termination of employment and any such leave previously converted and certified to the Public Employees' Retirement System shall be recognized.

10. CENTRAL OFFICE LEAVE POLICY

Central Office Certified staff members who are employed on a 12-month contract/agreement may earn 10 days' vacation leave and receive 2 personal and 8 days sick leave from July 1 through June 30. Central Office Classified staff members employed 12 months may earn 10 vacation days and 10 sick days per fiscal year.

Certified Staff members who are employed on an 11-month contract shall receive 9 sick days and 2 personal days per fiscal year. Classified staff members who are employed on an 11-month agreement may earn 1 day of sick leave per month.

All sick leave not used may be carried over from one year to the next; vacation time (up to 5 days per year) may be carried over from one year to the next year.

11. DEFINITIONS

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

i. "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the

state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

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

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

i. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick leave that is to be donated and shall notify the school district superintendent or his designee of his or her designation.

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

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

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

v. 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.

vi. Donated leave shall not be used in lieu of disability retirement. §37-7-307

12. JURY DUTY / OTHER LEAVE

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

Family and Medical Leave Act (GBRIA)

FAMILY AND MEDICAL LEAVE ACT (FMLA)

I. GENERAL

Definition - "Eligible employee" means one who is employed at a school facility where at least 50 persons are employed, either there or within a 75-mile radius of that school facility as measured by road miles by

the shortest route possible; and who has been employed for at least 12 months by the school district as of the date leave commences, and who has also provided at least 1250 hours of service during that 12-month period. Fifty-two (52) weeks of casual, intermittent, or occasional employment qualifies as "at least 12 months". School district employees exempt from FLSA requirements are presumed to have worked 1250 hours.

"Employee's spouse" as defined by Mississippi Law.

"Employee's son or daughter" means biological child, adopted child or foster child, legal ward or the child for whom the employee is standing in loco parentis who is either under the age of 18 or above the age of 18 and incapable of self-care because of a mental or physical disability.

"Employee's parent" means biological parent or an individual who stood (or now stands) in loco parentis to an employee when the employee was a child (not to include parents-in-law).

"Employee's immediate family member" means spouse, son or daughter or parent as defined hereinabove.

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

Leave Provisions - An eligible employee is entitled to 12 unpaid work weeks of leave during any 12 month period for any one or more of the following reasons:

The birth of a son or daughter, and to care for the newborn child (within 12 months of the birth).

The placement of a child with the employee for adoption or foster care (within 12 months of the placement).

To care for the employee's spouse, son, daughter, or parent with a serious health condition (not parent "in-law").

Because of the employee's own serious health condition which makes the employee unable to perform the function of his/her job.

Service Member Exigency Leave: For absences caused by an active-duty exigency when the employee's spouse, child, or parent is a service member.

Military Caregiver Leave: To care for the employee's spouse, child, parent, or next of kin (if the employee is the nearest blood relative) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

IMPORTANT NOTE: The Holmes County Consolidated School District chooses a fiscal year in determining the "12-month period". Once chosen, that method must be used consistently and changed only upon 60 days written notice to all employees.

Spouses have a 12-week aggregate leave limit except for personal illness or the illness of a child or the other spouse; that is, if each spouse took 6 weeks of leave for the birth of a child, each could later use an additional 6 weeks due to personal illness or to care for a sick child.

Brother and sister employees would have an aggregate limit of 12 weeks to care for their parent.

Special rules apply to this school district which allow it to require eligible instructional personnel only to take FMLA leave on an intermittent or reduced leave schedule, or to take leave near the end of a semester. Instructional employees are only those employees whose principal function is to teach and instruct students in a class, small group, or individual setting. Instructional employees include teachers, teacher aides and assistant teachers who teach, coaches, driver's ed instructors and special ed assistants such as signers. All other eligible employees may request intermittent leave or leave on a reduced leave schedule to care for a family member or for the employee's own serious health condition. *

Notice Requirement - School district employees must provide this district at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care or planned medical treatment for a serious health condition of the employee or family member.

Due to lack of knowledge or a medical emergency, notice must be given as soon as is practicable, which means as soon as both practical and possible or at least verbally within 1 or 2 working days when the need for leave becomes known to the employee (followed by written notice). *

Failure to give 30 days' notice for foreseeable leave may result in the denial of the taking of FMLA leave until at least 30 days after the date the employee provides notice. *

II. REQUIRED CERTIFICATION

Eligible employees shall provide the superintendent certification of a serious health condition for his/her own serious health condition or that of a family member. The certification, to be signed by the health care provider, * shall be attached to the required written notice or submitted in a timely manner which shall be no more than three (3) working days after providing written notice. No leave period may begin without the approval of the superintendent. No approval shall be granted by the superintendent without the required written notice and certificate.

The certification is to include the following:

The date on which the serious health condition in question began.

The probable duration of the condition.

Appropriate medical facts regarding the condition.

A statement that the employee is needed to care for a spouse, parent, or child (along with estimate of the time required) or that the employee is unable to perform his/her functions, and, in the case of intermittent leave, the duration of treatment to be given.

Signature of health care provider.

The school district may require that a second opinion be obtained at the school district's expense. The second opinion may not be provided by a health care provider employed by this school district. In the event of conflicting opinions, the school district may pay for a third and final provider to offer a binding decision.

The school district may require subsequent written recertification on a reasonable basis.

III. EMPLOYEE BENEFITS PROTECTION

An employee who completes a period of leave and has complied fully with the terms of this policy shall be returned either to the same position he/she had before the taking of leave or to a position which is genuinely equivalent (as compared to a comparable or similar job) in pay, benefits, and other terms and conditions of employment.

Taking of leave shall not result in the loss of any previously accrued seniority or employment benefits. Except for health benefits, no other benefits will accrue during the leave period.

The school district may exempt from the restoration requirement in paragraph A above a key employee who is in the highest paid 10 percent of this district's workforce within a 75-mile radius of the school facility if restoring the key employee would cause substantial and grievous injury to the classroom and instructional program. *

The school district shall notify the key employee of its intent not to restore him/her at the time of the request for leave or when the determination is made. If the leave has begun, the key employee shall have the option of deciding whether or not to return to work after receiving the notice. An employee who is not restored shall be considered to be on leave for the duration of his/her leave period.

Health benefits shall continue through an employee's leave period, even for key employees who have been notified that reinstatement will be denied. The school district shall recover health coverage premiums paid for an employee who fails to return from leave except as follows:

No recovery will be made from a key employee who has chosen to take or continue leave after receiving notice of non-reinstatement.

No recovery will be made from an employee who fails to return from leave if the reason is the continuation, recurrence, or onset of a serious health condition, or something else beyond the employee's control, all of which is subject to the certification requirement in Section II, above.

IV. PROHIBITED ACTS

This school district shall not interfere with or restrain an eligible employee's right to exercise the provisions of this policy. *This policy shall take effect and be in force from and after August 5, 1993. An employee's service prior to this effective date shall be counted in determining whether the employee is eligible for leave.

Certified Employee Vacations and Holidays (GBRK)

CERTIFICATED AND CLASSIFIED EXEMPT EMPLOYEE VACATIONS AND HOLIDAYS

Certified and classified personnel on twelve-month contract may earn two weeks (10) workdays of vacation time during the fiscal year. Vacation days shall be scheduled at the convenience of the school system, and dates shall be approved by the Superintendent or her designee prior to the beginning date of any vacation. Vacation days may be prorated for new employees from the date of employment through the last day of the fiscal year or the last day of employment whichever comes first.

Vacation leave earned in the current fiscal year and not used by June 30th of the current fiscal year shall be converted to sick leave.

For all 12-month certified and classified employees, the following days will be considered paid holidays:

Independence Day
Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
Dr. Martin Luther King Jr. Day
Easter Break
Memorial's Day

Employee Leave

Donating Leave to Another Employee (GADF)

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:

1. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and sick.
2. Leave that is to be donated and shall notify the school district superintendent or his designee of his or her designation.
3. The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
4. An employee must have exhausted all his or her available leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.
5. Before an employee may receive donated leave, he or she must provide the Holmes County Consolidated School District superintendent or her/his designee with a physician's statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
6. Before an employee may receive donated leave, the superintendent of education of the Holmes County Consolidated School District shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic within the meaning of this section.
7. 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.
8. Donated leave shall not be used in lieu of disability retirement.

For the purpose of this policy:

1. "Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the Holmes County Consolidated School District for the employee.
2. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such

as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

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

Evaluations (GBI and GDI)

EVALUATION OF PROFESSIONAL EMPLOYEES

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

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/Duties and Responsibilities (GBRE, GBRC and GBRCA)

Professional Personnel Extra Duty

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.

PROFESSIONAL PERSONNEL WORKLOAD

The local school board shall have the power and authority to fix the date for the opening and closing of the school term, subject to the minimum number of days which schools must be in session during a scholastic year, as prescribed under Section 37-13-63. However, local school boards are authorized to keep school in session in excess of the minimum number of days prescribed in Section 37-13-63. '37-13-61

Except as otherwise provided, all public schools in the state shall be kept in session for at least one hundred eighty (180) days in each scholastic year. ' 37-13-63

TEACHING DAY

A day in which a minimum of 330 minutes of instruction and/or evaluation and/or district approved group testing is provided. Exceptions are days with fewer than 330 instructional minutes that are part of an instructional week of at least 27.5 hours.

COACHES ASSIGNMENT POLICY

The school board of the Holmes County Consolidated School District adopts this policy governing coaching duties, responsibilities, and salaries.

All coaches, equipment managers, athletic aides\assistants and\or others who have athletic responsibilities shall be assigned duties by the principal with the approval of the superintendent. All such persons shall be employed by the board on an at-will basis with respect to such athletic duties.

The superintendent, with the assistance of the principal and the approval of the Board, shall determine the duties and number of days per year to be worked by athletic personnel. Such determination shall be based on considerations of needs of the individual sports and of the time necessary to coach the activities or sports assigned.

All coaches shall work together to promote all sports. All coaches shall be present at all home games or athletic events. All coaches not directly responsible for the sport in season shall assist the responsible coach upon request and within limits established by the superintendent.

Athletic-related duties are non-instructional and supplementary to the teaching contract. Therefore, athletic related positions are not subject to the Education Employment Procedures Law (EEPL).

Reference Fair Labor Standards Policy: GCRAA

Grievance Procedures (GAER)

Licensed Staff Complaints and Grievances

Purpose

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

Definitions

The following definitions shall apply in her/his grievance procedure:

A "grievance" is a complainant by an individual based upon an alleged violation of her/his or her rights under state or federal law or board policy.

A "complainant" is a full-time employee making the complainant.

The term "days" shall mean working school days and shall exclude weekends, holidays and vacation days.
PROCEDURE FOR PROCESSING GRIEVANCES.

Grievances shall be processed in accordance with the following procedure:

Level One - All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the complainant within five (5) days of the act or omission complained of, and the principal or immediate supervisor and complainant will attempt to resolve the matter informally.

If the complainant is not satisfied with the action taken or the explanation given by her/his principal or immediate supervisor, the complainant shall, within five (5) days after meeting with her/his principal or immediate supervisor, file a written statement with her/his principal or immediate supervisor setting forth in

detail how the complainant claims to have been discriminated against. Her/his written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the complainant.

In the event the complainant does not submit to her/his principal or immediate supervisor a written statement as required, her/his failure to do so shall be deemed as an acceptance of the informal decision rendered by her/his principal or immediate supervisor.

Within five (5) days after receiving the complainant's signed statement the principal or immediate supervisor shall send to the superintendent a copy of the complainant's statement, along with a statement from the principal or immediate supervisor setting forth her/his response to the complainant and/or her/his decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of her/his written statement to the complainant.

Level Two - Additional Definition

A "full-time employee" is any person employed on a regular basis and working the number of hours designated as full-time for that position. Upon receipt by the superintendent of the written notice that the complainant intends to appeal the decision of her/his principal or immediate supervisor, the superintendent shall notify the complainant in writing within five (5) days and shall advise the complainant of the date, time, and place 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 complainant's written notice of intention to appeal the written decision of her/his principal or immediate supervisor.

The written statement submitted by the complainant to her/his principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The complainant shall submit in writing any and all additional information on her/his behalf which he desires to the superintendent not later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.

In the event the complainant does not personally attend the hearing scheduled by the superintendent, her/his failure to attend shall be deemed as an acceptance of the written decision rendered by her/his principal or immediate supervisor at LEVEL ONE.

The superintendent shall render a written decision to the complainant 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 complainant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the complainant may file the grievance with the secretary of the school board.

If the grievance is not filed with the secretary of the school board within five (5) days of the 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 board chairman and superintendent, shall schedule a hearing before the school board on the grievance.

The board shall render its decision within seven (7) days of the hearing.

Out of District Travel

PROFESSIONAL PERSONNEL EXPENSES (GBRF)

Professional personnel who have first been authorized by the superintendent to travel in the performance of their duties shall be advanced/reimbursed as indicated below:

1. For each mile actually and necessarily traveled in the employee's automobile or other private motor vehicle at the currently board approved mileage rate. Employees are expected by the board to carpool where two (2) or more employees are traveling to the same destination. In such an event only one (1) travel expense allowance at the authorized rate per mile shall be allowed for anyone (1) trip.
2. When such travel is done by means of a public carrier or other means not involving a private motor vehicle, the employee shall receive as travel expense the actual fare or other expenses incurred in such travel.
3. Employees shall be reimbursed for other actual expenses such as meals, lodging and other necessary expenses incurred in the course of such travel, subject to limitations placed on meals for intrastate and interstate official travel by the State Department of Finance and Administration and rules and regulations adopted by the State Department of Audit.

Current reimbursements are as follows:

1. single standard room rate for accommodations
2. current reimbursement as allowed to federal employees and approved by the Holmes County Consolidated School District Board, including per day for meals for in-state and out-of-state travel (for in-state and out-of-state "high-cost areas", as defined by the State Department of Finance and Administration).

3. current federal mileage rate for each mile driven in private vehicle or as allowed to federal employees and approved by the Holmes County Consolidated School District Board.
4. actual registration fees
5. actual fare or other expenses incurred in travel by public carrier
6. incidental expenses--reasonable gratuities, parking, etc.

The superintendent shall comply with the rules and regulations of the State Department of Audit regarding itemized expense accounts upon return of the employee.

The superintendent shall comply with the rules and regulations of the State Department of Audit regarding itemized expense accounts upon return of the employee.

IRS rules require school districts to classify reimbursement for meals during non-overnight travel as taxable income and reported on W-2 forms.

REGARDING TRAVEL ADVANCES

1. The superintendent ONLY is authorized to approve travel advances.
2. The superintendent shall comply with all rules and regulations of the State Department of Audit regarding travel advances.
3. The superintendent shall comply with the State Department of Finance and Administration daily limits on expenditures for meals.
4. All official travel must be preapproved.
5. Persons receiving advances must be officers or employees of the school district.
6. Travel advances may not be used for personal expenses or for any purpose other than the actual expenses of the authorized travel.
7. Accounting for any travel advance shall be made within five (5) working days after the end of the month in which the official travel was made.
 - a. Any money not used for travel related expenses shall be repaid the school district at this time.
 - b. The travel reimbursement form prescribed by the State Department of Finance and Administration shall be completed and submitted at this time for all money did not refund the school district.
 - c. Actual receipts for all travel expenses except meals and travel in personal vehicles are to be included.

Purchasing Procedures

The principal is the purchasing agent for his or her respective school. All materials, instructional supplies, and equipment must be processed by the requisition process. All requisitions must be signed by the individual making the request and the principal before requisitions are forwarded to the Office of the Chief Finance Officer for processing. Without the principal's signature the requisition will be null and void. Classroom instructional materials and supplies purchased from the Education Enhancement Fund are based on a spending plan developed by classroom teachers and approved by the principal. (MS Code 37-61-33(3)(a)(IV); MS Code 37-61-19. Please keep a copy of your requisition on file for future reference.

All school related purchases must have the principal's approval or a formal request prior to purchase, (requisition and purchase order) if reimbursement is desired. Please retain receipts for documentation. (MS Code 37-6-29). 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. If the work is for a particular school, its activity fund is responsible for payment for that extra work.

All official travel must be pre-approved by the principal or supervisor, and an out of district travel form must be completed and submitted to the principal and superintendent. When requesting reimbursements, proof of attendance should be attached to request. Documentation of travel, meals, and hotel registration must be provided.

The Holmes County Consolidated School Board expects teachers or other staff to carpool when two (2) or more employees are traveling to the same destination.

Employees will be reimbursed at the current district mileage rate when traveling on official business in an automobile or other private motor vehicle.

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

Child Abuse or Neglect - 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.

Emergency Drills (EBBC) - It shall be the duty of the principals and teachers in each building of the Holmes County Consolidated School District 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. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education.

It shall be the further duty of such principals and teachers to develop and conduct an active shooter drill within the first sixty (60) days of each new school semester for students, teachers, and staff. §37-11-5 This superintendent shall be responsible for ensuring that each school has a current crisis management plan that includes procedures for bomb threat, fire, earthquake, hurricane, tornado, and shootings. The superintendent shall also ensure that the principal and staff at each school conduct regular safety drills in event of an emergency situation related to weapons, weather, or major loss of power.

Harassment - 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.

SEXUAL HARASSMENT

Title IX of the Education Amendments of 1972 is an anti-discrimination law that states no person in the United States, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The policy of the Holmes County Consolidated Board (The Board) forbids discrimination against any

employee or applicant for employment on the basis of sex. The board of education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

The Holmes County Consolidated School District has appointed an employee to serve as the Title IX Coordinator for the district. This person is authorized to coordinate the district's compliance efforts under this law. Because this policy is not amended each time the Title IX Coordinator changes, please contact the superintendent, the federal programs director, or any principal to request the name and contact information of the current Title IX Coordinator. The Title IX Coordinator is also identified with specificity in the district's student handbook, faculty handbook, and on the district website.

DEFINITIONS

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or to any employee of the school district. All employees of the district are mandatory reporters under Title IX.

The “complainant” is the person who is alleged to be the victim of sexual harassment.

“Deliberate indifference” is when a district's response is clearly unreasonable in light of known circumstances.

An “educational program or activity” includes any location, event, or circumstance over which the educational institution exhibits substantial control over both the alleged harasser and the context in which the harassment occurred. This includes programs or activities which occur on-campus or off-campus and can involve the use of email, social media, or other technologies. 34 C.F.R. § 106.44(a)

A “formal complaint” of sexual harassment is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegations.

The “respondent” is the individual who has been reported to be the perpetrator of the sexual harassment.

“Sexual harassment” is defined as conduct on the basis of sex that meets one or more of the following: An employee of the recipient conditioning the provision of an aid, benefit or service of the educational institution on an individual's participation in unwelcome sexual conduct (quid pro quo sexual harassment);

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or

Conduct on the basis of sex that meets one or more of the following: “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30)

“Supportive measures” are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or a respondent before or after the filing of a formal complaint or where a complaint has not been filed. Supportive measures should be designed to restore or preserve equal access to the educational program or activity without unreasonable burdening the other party. Examples of supportive measures include, but are not limited to:

- Counseling
- Course Modification
- Schedule Changes
- Increased Monitoring or Supervision

If the district does not offer supportive measures, the records should document why the response was not clearly unreasonable under the known circumstances.

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all students and employees of the Holmes County Consolidated School District, and third parties, persons hired to provide contracted services, and persons volunteering at school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student) or suspension or termination of employment (if any employee), and in egregious situations, law enforcement officials will be notified as required by law.

REPORTING

Any person may report sex discrimination or sexual harassment regardless of whether the person is the alleged victim. These reports may be made in person, by mail, by telephone, or email to the Title IX Coordinator, or by any other means that results in receipt by the Title IX Coordinator. For K-12 educational institutions, actual notice of sexual harassment is notice of sexual harassment or allegations of sexual harassment made to any employee.

Consistent with Title IX, a school must respond when:
The school has actual knowledge of sexual harassment.
That occurred within the school's education program or activity.

Against a person in the United States.

Nothing in this policy or any other policy impedes or precludes a student, the student's parents, a school employee, or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law or any applicable laws.

It is prohibited to knowingly make a false discrimination, harassment, or retaliation report or provide false information in an investigation. Individuals who knowingly file a false or misleading complaint alleging harassment, discrimination or retaliation or provide false information in an investigation are subject to appropriate disciplinary actions.

RETALIATION

The Holmes County Consolidated School District encourages reporting all incidents of discrimination or harassment. Retaliation is prohibited against any person for the purpose of interfering with Title IX rights or because the person participated, or refused to participate, in any manner in a proceeding under Title IX regulations. The district must keep confidential the identity of a person who complains of or reports sexual harassment, including parties and witnesses, except as permitted by law to carry out the purpose of the regulations. 34 C.F.R. § 106.71

Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject an individual to disciplinary action.

RECORDS

Any records related to reports of sexual harassment must be kept for a minimum of seven (7) years, including: Investigative Records; Disciplinary Records; Remedies; and Appeals.

Records of action taken including supportive measures

The district must also retain for seven (7) years any materials used to train Title IX Coordinators, investigators, decision-makers, and any employee designated to facilitate an informal process. Training materials will also be posted on the district website.

Student and Staff Protection

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 not to attend such classes. ' 37-11-20

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

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). ' 37-11-23

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. ' 25-1-47

HARASSMENT PROHIBITED

The Holmes County Consolidated 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 Holmes County Consolidated 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.

Guidelines for Teacher Absence

To secure a qualified substitute, a teacher should notify the 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 principal.

When calling, state the type of absence being taken (sick or personal). This information is needed for payroll purposes. 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 submit to the principal or designee Substitute Folder that is clearly labeled and contains the following information:

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

Time Clock Procedures

All employees are required to utilize the time clock system. Everyone is expected to clock-in upon arrival and clock-out upon departure. Instructional personnel are expected to be in their assigned locations before the arrival of students. All employees are expected to be on duty throughout the school day.

The following procedures apply for reporting absentees:

- One missed punch on a daily basis equal to a half day absent. For example, punched in and not punched out or punched out and not punched in.
- No punches for the day equal one day absent.

Tutoring and Other Employment

Professional Personnel Tutoring for Pay (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.

No teacher shall use his official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he is association. ' 25-4-105 (1) (1994)

Professional Personnel Non-school Employment (GBRG)

The Holmes County Consolidated School District Board considers a professional assignment in the Holmes County Consolidated 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; nor will the employee use district materials, supplies or property for outside employment.

For incompetence, neglect of duty, immoral conduct, intemperance, brutal treatment of a pupil or other good cause the superintendent of schools may dismiss or suspend any licensed employee in any school district. ' 37-9-59

Telephone

Telephones are placed in schools for official use, emergency use, and other school related use as deemed appropriate by the school district. Personnel should refrain from making personal phone calls during instruction. Instructional personnel are prohibited from leaving the instructional area during instructional time to return. All emergency phone calls addressed outside the instructional area. Messages will be taken and forwarded to the teacher. Cell phones may not be used for personal reasons during instructional time.

Use of Private Vehicles for School Purposes (EDAE)

The Holmes County Consolidated School District discourages the use of privately owned vehicles for transporting students on behalf of the school. Should occasion arise when a privately owned vehicle must be used to transport students, the following provisions must be met. Under no circumstances should a privately owned vehicle be used when there is a National Transportation Safety Board approved student transportation vehicle available.

1. The Holmes County Consolidated School District employee must provide the district with proof of liability insurance to cover all risks associated with driving an automobile.
2. 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 Holmes County Consolidated School District owned vehicles are available.
3. No one shall be permitted to operate the vehicle other than the Holmes County Consolidated School District employee.
4. 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 Holmes County Consolidated School District. No employee shall be allowed to operate a vehicle in order to transport students if their driving record contains, but is not limited to, a DUI or a reckless driving charge.
5. Under no circumstances will the operator allow more than 6 elementary age, or 4 junior or senior high school students to ride in the vehicle at any one time.

SECTION IV: INSTRUCTIONAL PROCEDURES and EXPECTATIONS

CUMULATIVE FOLDERS

Student cumulative folders must adhere to the State Department of Education Regulations. Copies of these regulations are in the principal's office. Student records are collected, maintained and disseminated as required by MS Code 37-15-1 through 37-15-3, The Family Educational Rights and Privacy Act of 1974, as amended, 20USC section 1231, and the confidentiality section of P.L. 94-142.

DISCIPLINE POLICY

Student Discipline (JD)

An organized disciplinary program supports teachers' efforts to teach and addresses the growth of positive student attitudes and behavior. The board has responsibility and authority to establish school rules and procedures for the purpose of maintaining a nondisruptive educational environment.

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, JDB, JDC, JDD, and JDE and as supplemented by all others adopted subsequent thereto.

School Safety

School Safety Plan (EBBA)

In the event of a crisis, all district employees will follow the procedures outlined in the district's School Safety Plan.

FIELD TRIPS

OFF-CAMPUS STUDENT EDUCATIONAL ACTIVITY (JGFB)

All off-campus student educational activities require the approval of the principal and the superintendent or designee. Accompanying the request for approval must be information specifying those students who are to participate in the activity and the basis for their participation. In addition, the request must include the

1. specific reference to the curriculum;
2. source of payment for the off-campus educational activity;
3. method of transportation;
4. beginning and ending times and dates;
5. names of school personnel to attend;
6. names of additional chaperones;
7. method of financing adult/parent participation; and
8. other pertinent information.

Such requests must be submitted 2 weeks prior to the off-campus educational activity. 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 always kept in the principal's office. If an item is missing, it should be immediately reported to the principal in writing so that legal action can be taken.

FIXED ASSETS POLICY (DM)

This policy shall comply with all policies and procedures listed in the Fixed Assets Policies and Procedures Manual and shall adhere to the codes set forth by the State of Mississippi, including but not limited to:

EQUIPMENT AND SUPPLIES RECORDS (INVENTORY OF FIXED ASSETS)

Recording: Equipment will be valued at historical cost or fair market value at the date of donation or purchase.

Equipment costing \$1,000 or more and highly walkable items, which have a useful life of more than one year, will be recorded on the fixed assets inventory of the district.

Highly walkable items include, but are not limited to:

Televisions (greater than \$250)
Cameras and camera equipment (greater than \$250)
Cellular telephones
Two way radio equipment
Weapons
Lawn maintenance equipment
Computers and computer equipment (greater than \$250)
Chain saws
Air compressors
Welding machines
Generators
Motorized vehicles

Cameras, camera equipment, computers, and computer equipment valued between \$250 and \$499 and purchased or received before July 1, 2008 will not be recorded on the fixed asset inventory of the district. Weapons, lawn maintenance equipment, chain saws, air compressors, welding machines, generators, an motorized vehicles valued between \$1 and \$499 and purchased or received before July 1, 2008 will not be recorded on the fixed asset inventory of the district.

All district owned land and buildings will be capitalized and recorded on the fixed assets inventory of the district. Infrastructure will not be capitalized as fixed assets.

Depreciation: Assets will be capitalized and depreciated as required by the State Auditor's Office. Donated Assets: Assets which are donated to the School District will be recorded at the fair market value at the date of donation if \$1,000 or more and will be acknowledged by the School Board in the official minutes of the district.

Inventory: The Finance Director or his or her designee is responsible for assigning tag numbers and recording fixed assets on the inventory.

The inventory will be verified at least annually by the building level administrators.

The building level administrators are responsible for notifying the Designated Fixed Assets manager (Ex: Finance Director) of any transfers, disposals, donations, and /or other adjustments to fixed assets at their location.

All deletions from fixed assets shall receive Board approval.

Annual Inventory: Annual Physical Inventory Policy - a physical inventory will be taken at least annually.

Accountability: The building level administrators will accept responsibility for fixed assets at their location by signing a statement. They will also accept responsibility for tagging individual assets received at their location during the current fiscal year.

The building level administrators at their discretion may have the person in custody of the fixed assets accept

responsibility by signing a statement. See the attached Fixed Asset Assurance Form.

If an item is found missing, the person who signed for being responsible for the item will be held personally and financially liable, unless a properly executed police report is filed in a timely manner.

[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 SYSTEM (IHA)

A student's grade for a subject or skill is intended to reflect grade level mastery of the subject or skills as determined by the accumulation of evaluative information from various sources to include tests, classroom contributions, daily assignments, and other sources identified as appropriate by the teacher.

GRADING SCALE

For grades 1-12, the grading system will be as follows:

A = 90-100	E -Excellent
B = 80-89	S - Satisfactory
C = 70-79	S - Satisfactory
D = 60-69	N - Need Improvement
F= 59 and below	U - Unsatisfactory

For Kindergarten, the grading system will be as follows:

M - Mastery	= 80-100
P – Progressing	= 70-79
Not Progressing	= 60-69
N – Non-mastery	= 59 and below

Regular Courses (Un-weighted)	Accelerated Courses (Weighted)	Advanced Placement/ Dual Credit Courses (Weighted)
A - 4.0	A - 4.5	A - 5.0
B - 3.0	B - 3.5	B - 4.0
C - 2.0	C - 2.5	C - 3.0
D - 1.0	D - 1.5	D - 2.0
F - 0.0	F - 0.0	F - 0.0

ONLINE AND ADVANCED PLACEMENT COURSES:

Students taking an online course approved by the Mississippi Department of Education, Advanced Placement course(s), and/or Dual Enrollment/Dual Credit courses will receive a weighted grade according to the scale below.

GRADING FOR STUDENTS WITH DISABILITIES

1. The grading system used in the regular education program will be utilized for students who receive instruction through the regular education program and are expected to master the same objectives as a regular education student.
2. Students who receive instruction through the regular education program via an alternate curriculum (different from that provided to grade-level peers) will be assigned grades for each academic area on his/her Individualized Education Plan (IEP). Regular and special education teachers will collaborate to assign grades based on the mastery of objectives/benchmarks outlined on the IEP; they will use the regular grading system for the district.

3. Students, who receive direct instruction in academic areas or functional/life skills from a special education teacher, will receive grades from each academic area based on mastery of objectives/benchmarks identified on the IEP. The regular education grading system will be used.

4. Any student enrolled in regular education courses who does not meet course requirements may receive a failing grade, even though accommodations and modifications have been implemented in accordance with the student's IEP. If it is obvious, however, that the student with a disability cannot function appropriately in a regular education class, the student's IEP will be revised to specify an alternate curriculum.

The grading policy shall be adopted by the local school board, published in the student handbook, and disseminated to parents.

It is the intent of the Commission on School Accreditation and the State Board of Education that grading is the responsibility of teachers.

Any change of grades, other than a final grade, shall be addressed with the teacher who issued the grade and the building level administrator.

Any change of a final grade (as recorded on a cumulative folder or permanent record) shall be presented and approved by a panel consisting of, at a minimum, the teacher issuing the grade, the building level administrator, and a central office administrator.

Written documentation (which includes signatures of all panel members) of all actions must be included in the cumulative folder and available for review by the Mississippi Department of Education. Any changes or corrections must be made on the cumulative folder and permanent record as required by *The Mississippi Cumulative Folders and Permanent Records Manual of Directions*.

In the best interest of students, students in the Holmes County Consolidated School District shall not receive a final nine weeks report card grade of less than 50 in any subject. Teachers are still expected to record actual students grades earned for daily grades, tests, assignments, etc. This will allow for open and honest communication between educators and parents, while at the same time providing a safety net for students who are at-risk of failing or dropping out. Districts may adopt specific grading policies that address the needs of special populations such as students with disabilities and English Language Learners.

Grading

Using the computer grading system now in place in the Holmes County Consolidated schools, it is possible for a teacher to know every student's grade average at any time in the term. At any point when it appears likely that a student's term grade will be a "borderline failing" grade the teacher shall:

1. Inform the student regarding his/her grade average (this also applies to all students).
2. Send a progress report to parent/guardian in accordance with district policy governing progress reports for all students to inform the parent/guardian of the status of the student's grade.
3. Review the student's work/grades to make specific determinations as to the reasons for the "borderline failing" situation.

Re-teaching and Retesting

In the best interest of the students in the Holmes County Consolidated School District, re-teaching and retesting will provide additional time to achieve mastery of critical objectives and will provide students the

opportunity to show understanding of critical concepts. Re-teaching and retesting are beneficial to all stakeholders: students are held more accountable for their learning, parents understand that their child is given an opportunity to improve, and teachers ensure that students are mastering the content and the subsequent teacher receives a student who possesses more requisite skills that are needed to be successful. Students learn different tasks at different rates of speed. Re-teaching permits those students who need more time or instruction to receive it.

PROFESSIONAL RESPONSIBILITIES

PROFESSIONAL PERSONNEL ASSIGNMENT (GBE)

The superintendent of schools shall make assignments to the various schools in the district of all non-instructional and non-licensed employees and all licensed employees, as provided by law; and shall make reassignments of such employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the State Department of Education. Upon request from any employee transferred, such assignment shall be subject to review by the school board.

' 37-9-14

Staffing patterns will be reviewed annually to ensure that poor and minority students are not taught by inexperienced, unqualified, or out-of-field teachers' higher rates than are other children. If such patterns are noted, strategies to correct the problem will be developed.

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.

All first-year teachers must participate in the program during their first year of teaching. Teachers who are new to the district and second year teachers are expected to participate in the program.

The Teacher SUPPORT Program will:

1. Familiarize new and beginning teachers with district and school policies, procedures, support services, and resources.
2. Assist new and beginning teachers with management and organizational strategies.
3. Assist new and beginning teachers with curriculum planning, instructional strategies, and assessment.
4. Familiarize new and beginning teachers with legal, ethical, and professional issues and expectations.
5. Familiarize new and beginning teachers with professional growth opportunities.
6. Assist new and beginning teachers with interpersonal skills for communicating within the school and community.

Teacher SUPPORT Teacher Leaders will:

7. Assure that times are designated for meetings with mentee
8. Assist mentee with planning and looking at student work
9. Seek resources to assist mentee in solving problems that arise
10. Be compensated with an annual stipend for their service when funds are available
11. Be willing to participate in professional development that builds their own capacity to work with new and beginning teachers.

Legal Reference: 37-9-211

Teacher Negligence

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 (corporal punishment, 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.

Physical and Verbal Contact with Students

Physical contact must always be appropriate. Employees may not aggressively touch or handle students as a means of discipline nor use inappropriate language.

PROFESSIONAL STAFF DEVELOPMENT (GAD)

The superintendent will ensure that all employee manuals and handbooks are in compliance with state and federal law.

All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result. The superintendent will develop rules that prescribe the circumstances under which the district administration and/or parents/guardians are to be notified of actions taken, any written documentation of actions taken that is necessary, and other appropriate procedures including staff training.

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school may publish a student/parent handbook detailing additional rules specific to that school. All rules applying to student conduct shall be posted in a prominent place in each school building.

STUDENT TEACHING

Persons who possess two (2) years of classroom experience as an assistant teacher or who have taught for one (1) year in an accredited public or private school shall be allowed to fulfill student teaching requirements under the supervision of a qualified participating teacher approved by an accredited college of education. The Holmes County Consolidated School District shall compensate such assistant teachers at the required salary level during the period of time such individual is completing student teaching requirements.

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

<https://www.mdek12.org>

TESTING PROGRAMS

The Holmes County Consolidated School District shall periodically assess student performance and achievement in each school. Such assessment programs shall be based upon local goals and objectives which are compatible with the state's plan for education, and which supplement the minimum performance standards approved by the state board of education.

Data from district assessment programs shall be provided to the state department of education when such data is required in order to evaluate specific instructional programs or processes or when the data is needed for other research or evaluation projects.

The Holmes County Consolidated School District may provide acceptable, compatible district assessment data to substitute for any assessment data needed at the state level when the state department of education certifies that such data is acceptable for the purposes of Mississippi Code Section 37-16-3. 37-16-5

1. 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):
 - a. Give examinees access to test questions prior to testing.
 - b. Copy or reproduce all or any portion of any secure test booklet.
 - c. Coach examinees during testing or alter or interfere with examinees' responses in any way.
 - d. Make answer keys available to examinees.
 - e. Fail to account for all secure test materials before, during and after testing.
 - f. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.
2. 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 (\$1,000.00) 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.
3. Any person submitting a false certification to the State Department of Education that each statewide test in a school was administered in strict accordance with the Requirements of the Mississippi Statewide Assessment System as adopted by the State Board of Education, and with willful intent, is guilty of a felony and upon conviction thereof shall be fined not more than Fifteen Thousand Dollars (\$ 15,000.00), or be imprisoned for not more than three (3) years, or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.
4. The district attorney shall investigate allegations of violations of this section, either on his own initiative following a receipt of allegations, or at the request of a school district or the State Department of Education.
5. The district attorney shall furnish to the State Superintendent of Education a report of the findings of any investigation conducted pursuant to this section.
6. 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 as being required to retake the test at state expense 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.
7. Nothing in this section may be construed to prohibit or interfere with the responsibilities of the State Board of Education or the State Department of Education in test development or selection, test form construction, standard setting, test scoring, and reporting, or any other related activities which in the judgment of the State Superintendent of Education are necessary and appropriate. ' 37-16-4

TRANSFER STUDENTS

All students seeking to transfer from any school, public, private or homeschool within or outside of the boundaries of the State of Mississippi, to this school district may be required to take a test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The principal shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty days after the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of the administration of such test.

No transfer of a pupil shall be affected until the test has been given and the pupil is assigned according to the grade and class for which the test shows he is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to have the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the superintendent of the school district or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.

If any student is transferred or reassigned within the school district by order of the board of trustees of that school district as designated by law of the State of Mississippi and not at his own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived. ' 37-15-33

SPECIAL EDUCATION STUDENTS

Students with disabilities shall be included in general statewide and district-wide assessments programs, with appropriate accommodations, where necessary. 37-16-4

Have A Fantastic School Year!



Dr. Jennifer Wilson, Interim Superintendent

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