



PERSONNEL HANDBOOK

2019-2020

Date Issued: August 5, 2019

**Lee County School District
Administration Office
1280 College View Drive
Tupelo, Mississippi 38804
662-841-9144
Fax: 662-680-6012
www.leecountyschools.us**

LEE COUNTY SCHOOL BOARD

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Mr. Ronnie Bell, Vice-Chairman
Mrs. Mary Ann Edwards, Secretary
Mr. Hal Swann, Member
Mrs. Pam Tharp, Member

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Coke Magee, Assistant Superintendent
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Lee County School District does not discriminate on the basis of sex, race, religion, color, national origin, disability, or age in the admission to and provision of educational programs, activities and services or employment opportunities and benefits. Lee County School District is an equal opportunity employer.

MESSAGE FROM THE SUPERINTENDENT

Lee County Schools Personnel,

I want to take this opportunity to welcome you to another year in the Lee County School District. As educators, it should be our commitment as a district to do everything we possibly can to ensure that the children we serve everyday are as successful as they can be.

It has long been my personal belief and goal that we make doing what is best for the students in our schools top priority. To do that, quite simply, is to make sure that students are placed first in every decision that we make. All that we do revolves around this belief; it is why we are here.

With the beginning of each new school year, comes a time for new beginnings. We should look to the future, build upon past successes, correct past mistakes and be willing to change as necessary to overcome obstacles in our way.

I want to remind you as an employee of this district, that your role, whatever it may be, plays a vital part of shaping the lives of children across this county. I ask that you re-affirm your commitment to the children and parents of Lee County and join me in making my personal belief your own; children come first.

Have a wonderful school year.

Dr. Jimmy Weeks, Superintendent

SCHOOLS

Mooreville Elementary School

967 County Road 1409
Mooreville, Mississippi 38857
Phone: 844-7105
Fax: 844-0777
Joanna Peugh, Principal
Dr. Meghan Cates, Assistant Principal
Belinda Tutor, Counselor
April Cardenas, Counselor

Mooreville Middle School

964 County Road 1409
Mooreville, Mississippi 38857
Phone: 680-4894
Fax: 680-4896
Pat Comer, Principal
Grant Martin, Assistant Principal
Tracy Weeks, Counselor

Mooreville High School

115 County Road 1429
Mooreville, Mississippi 38857
Phone: 842-6859
Fax: 841-5988
Adam Lindsey, Principal
Kevin Long, Assistant Principal
Anna Kathryn Feather, Counselor

Shannon High School

218 Cherry Street
Shannon, Mississippi 38868
Phone: 767-9566
Fax: 767-2847
Dr. Jason Arledge, Principal
Barabbas Leasy, Assistant Principal
Aprylle Downing, Assistant Principal
Kimberly Johnson, Counselor
Michelle Onyx, Counselor

Verona Elementary School

212 College Street
Verona, Mississippi 38879
Phone: 566-7266
Fax: 566-4247
Paulette Agnew, Principal
Danielle Kilgore, Assistant Principal
Dr. Nickeda Shelton, Counselor

Shannon Primary School

6408 Noah Curtis Street
Shannon, Mississippi 38868
Phone: 767-0135
Fax: 767-0137
Dusty Kelly, Principal
Elaine Clay-Ivy, Assistant Principal
Nikki Hester, Counselor

Shannon Elementary School

695 Romie Hill Drive
Shannon, Mississippi 38868
Phone: 767-9514
Fax: 767-8687
Pam Blissard, Principal
Raleigh Bass, Assistant Principal
Kristi Lindley, Counselor

Shannon Middle School

218 Cherry Street
Shannon, Mississippi 38868
Phone: 767-3986
Fax: 767-9981
Barry Woods, Principal
Beverly McCray, Assistant Principal
Penny Barnes, Counselor

Plantersville Middle School

2657 Main Street
Plantersville, Mississippi 38862
Phone: 842-4690
Fax: 791-0491
Dr. Lindsay Brett, Principal
Jerrion Smith, Assistant Principal
Mary Glenn Arledge, Counselor

Belden Center/LCSIC

4677 Endville Road
Belden, Mississippi 38826
Phone: 842-2050
Fax: 620-7380
Allen Stanford, Principal
Meda Vassar, Counselor

Salttillo Primary School

1806 Hwy 45
Salttillo, Mississippi 38866
Phone: 869-3724
Fax: 869-3726
Kay Davis, Principal
Brad Jackson, Assistant Principal
Marilyn Gurner, Counselor
Kelly Wigginton, Counselor

Salttillo Elementary School

424 South 3rd Street
Salttillo, Mississippi 38866
Phone: 869-2211
Fax: 869-1620
Belinda McKinion, Principal
Michael Coggins, Asst. Principal
Carla Mooneyhan, Counselor
Courtney Spencer, Counselor

Guntown Middle School

1539 Main Street
Guntown, Mississippi 38849
Phone: 348-8800
Fax: 348-8810
Dr. Karen Letson, Principal
Krista Greer, Assistant Principal
Blake Holly, Assistant Principal
Hope Nichols, Counselor
Emily DeVoss, Counselor

Salttillo High School

146 Tiger Drive
Salttillo, Mississippi 38866
Phone: 869-5466
Fax: 869-7229
Casey Dye, Principal
Buddy Wyers, Assistant Principal
Guy Gardner, Assistant Principal
Susan Dillard, Counselor
Lesley Berry, Counselor
Ginny Turner, Counselor

DISTRICT POLICIES & COMPLIANCE POLICIES

Lee County School District is in compliance with Title VI of the Civil Rights Act of 1964, including regulations in vocational education, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Family Educational Rights and Privacy Act of 1974, and the Americans with Disabilities Act.

Lee County School District does not discriminate on the basis of race, color, age, religion, natural origin, sex or disability in the admission to and provision of educational programs, activities, and services or employment opportunities and benefits. The vocational department encourages males and females to enroll in non-traditional classes and to train for non-traditional jobs. Copies of the Title IX policy of the Educational Amendments of 1972 and the Family Educational Rights and Privacy Act of 1974 are available in the principal's office in each school building upon request.

The name and address of the local Title IX Equity Coordinator is Leigh Anne Newton; P.O. Box 832; 1280 College View Drive; Tupelo, Mississippi 38804; telephone: 841-9153/841-9144.

The name and address of the Section 504 and Americans with Disabilities Act Coordinator is Mrs. Lisa Eldridge; P.O. Box 832; 1280 College View Drive; Tupelo, Mississippi 38804; telephone: 841-9153/841-9144.

DUE PROCESS

This information can be found in the principal's office or the school library. (See School Board Policies GAE-P and GAE-R)

SAFE AND DRUG FREE SCHOOLS

(School Board Policy GBRL)

The Lee County District shall be maintained as a Drug Free Work Place in accordance with the provisions of the **Drug-Free Workplace Act of 1988**. These regulations shall apply to all employees of the district.

"Workplace" is defined to mean the site for the performance of work done in connection the Lee County 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.

No employee engaged in work in connection with the Lee County 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 in schedules I through V of section 202 of the

Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

As a condition of employment being accepted in the Lee County School District, each employee must sign a statement acknowledging that the employee received a copy of this policy; shall understand that compliance with this policy is a condition of employment; and agrees to notify his or her supervisor in writing of any criminal drug statute conviction occurring in the workplace as defined above, no later than five (5) days after such conviction. As a condition of employment each employee shall abide by the terms of this policy respecting a drug-free workplace and be aware of actions that will be taken against any employee for violation occurring in the workplace not later than five (5) days after conviction.

Any employee may be suspended without pay up to 30 days, required to participate in a Drug Abuse Assistance or Rehabilitation Program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency, be non-renewed of his other employment, or terminated for the first occurrence of any violation of this policy.

The State Board of Education, acting through the commission, may deny an application for any teacher or administrator license if the applicant is actively addicted to or actively dependent on alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect, at the time of application for a license. § 37-3-2 (11) (c)

The State Board of Education, acting on the recommendation of the commission, may revoke or suspend any teacher or administrator license for specified periods of time if the teacher or administrator has been convicted, has pled guilty or entered a plea of nolo contendere to a felony, as defined by federal or state law. § 37-3-2 (12) (d)

Dismissal or suspension of a licensed employee by a local school board pursuant to Section 37-9-59 may result in the suspension or revocation of a license for a length of time which shall be determined by the commission and based upon severity of the offense. § 37-3-2-(13) (a)

- a. Employees shall during staff development training be informed about the dangers of drug abuse in the workplace
- b. The grantee's policy of maintaining a drug-free workplace
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

Smoking and other uses of tobacco or electronic tobacco substitutes by district employees and visitors in school buildings, on school grounds and property, in all district

vehicles, and at any campus events shall be prohibited at all times. (See School Board Policy GBRM)

Every teacher should document in daily lesson plans the drug education and violence prevention lessons that they teach their students. All teachers are expected to teach students the importance of being drug free and ways to cope with violence.

EMERGENCY DRILLS

Each school has a **Crisis Management Plan**. You should be aware of the signals for an emergency and how to respond when the signal is given.

HAZING, INTIMIDATION, THREATS

No administrator, faculty member, or other employee will encourage, permit, condone, or tolerate hazing activities which is defined as “doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that creates a substantial risk of causing mental or physical harm to any person.”

SEXUAL HARASSMENT

(See School Board Policy GBR)

It is the intent of the Lee County School District to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Complaints of violation of this policy may be made to the appropriate administrative officer or the Title IX Coordinator without fear of reprisal. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

PHOTO IDENTIFICATION BADGES

(See School Board Policy EBBAA)

All teachers, staff members, and employees will be required to wear the district Photo Identification Badge during the school day and at school functions.

SCHOOL SAFETY

It is the district’s goal to have a safe school environment for all students and employees. At all times, be observant of strangers on campus and report any one without identification to the principal’s office immediately.

BACKGROUND CHECKS FOR NEW EMPLOYEES

(See School Board Policy GBD)

Employees must be fingerprinted and have a criminal history record check in order to determine the applicant's suitability for employment. If no disqualifying record is found at the state level, the fingerprints shall be forwarded by the Department of Public Safety to the FBI for a national criminal history record check. The applicant is responsible for the fee for fingerprinting and criminal history record check (fee should not exceed \$50.00). If a conviction is found in the criminal history of a new hire, that individual shall not be eligible for employment. The School Board does have the right to view special circumstances when the individual does not pose a threat to the health or safety of the children at the school.

E-VERIFY

All new employees are required by the provisions of the Immigration Reform and Control Act of 1982, to complete a government form I-9. Certain specific documents proving eligibility for employment must be provided. Forms and guidelines will be provided by the personnel department. I-9 forms for *all* new faculty, staff and student employees are to be completed

Check Writing Policy Non-Sufficient Funds – Check Collection (See School Board Policy DGBA)

Your Check is Welcome. The Lee County School District recognizes that occasionally a person may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Lee County School District has contracted with Nexcheck, LLC, for collection of returned checks.

Checks should be written on a commercially printed check with your name, address and contact telephone number. When a person writes a check to a school or the School District, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account.

If a check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, PO Box 19688, Birmingham, AL 35219. For convenience, fee payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435 ext. 1) using a credit card, debit card or electronic check.

Wide Area Network (WAN) and Internet Employee Acceptable Use

Lee County School District is pleased to be able to offer its employees access to the internet. Access will enable employees to explore thousands of libraries, databases, and web pages. While the intent of the school district is to use internet access to further

educational goals and objectives, individuals may find ways to access other materials as well. The benefit to employees of internet access in the form of information resources and opportunities for collaboration far exceeds any disadvantages. Certain rules of conduct will apply when accessing information through the school's network.

The responsibility of proper use of the network rests with the individual employee. However, district administration reserves the right to intervene at any time that use becomes abusive. This network is a private network provided by the Lee County School District. This network is fully compliant with the Children's Internet Protection Act (CIPA) regulations. CIPA laws have been passed that place measures and requirements on public networks to protect student information and to prevent viewing of inappropriate material.

The following activities on the school network/internet are not permitted:

1. Composing, sending, or displaying messages, pictures, or web pages containing profanity, nudity, vulgarity, hate group information, pornography, sexually explicit materials, or other materials that are offensive in nature.
 2. Using obscene language or vulgar speech.
 3. Harassing, insulting, or attacking others.
 4. Damaging computers or other technology related equipment, computer systems of other computer networks, and data either intentionally or unintentionally.
 5. Violating copyright laws.
 6. Employing the network for commercial purposes or personal gain.
 7. Publishing private information about students, faculty, or school related issues (social security numbers, grades, discipline reports, financial statements, and personnel issues)
 8. Installing software (including virus and spyware) and/or altering configurations on computers, networks, and other technology related items.
 9. Connecting equipment (such as a computer brought from home or other work place) that is not property of Lee County Schools.
 10. Taking technology related equipment from its designated site.
 11. Logging onto the network using another user account.
 12. Revealing login and password information.
- (See School Board Policy EAJ)

Employee Acceptable Use Agreement

I understand and will abide by the above Employee Acceptable Use Policy. I understand that I should immediately report to Lee County School District authorities any attempt by other users to engage in inappropriate activities. I also understand that I should not expect data that is property of Lee County Schools to remain private and that authorized staff can inspect any data that resides in web page history and personal folders. Furthermore, I understand that any violation of these regulations is subject to all laws of

the United States of America and may constitute a criminal offence.

My signature on the Lee County School District signature card hereby release the LCSD from all claims and damages arising from my use of the LCSD Network.

The Lee County School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms. The Lee County School District will educate minors on cyber bullying awareness and response. The Lee County School District will also educate adults on cyber harassment.

SCHOOL RECORDS

Lee County Schools implements the following policy concerning the “Family Education Rights and Privacy Act of 1974.”

1. Parents and students over 18 years of age (“eligible students”) have the right to inspect and review the student’s education records within 45 days of the day the district receives a request for access request correction or deletion of any inaccurate, misleading, or other inappropriate data contained therein.
2. The law allows “directory information” about students to be made public without specific permission. Parents may, however, request certain information about their child be deleted from publications. During the coming year the schools in Lee County will publish or sponsor the publication of yearbooks, student directories, honor rolls, athletic activities, various contests, and graduation programs. The following directory information may be made public through one or more of these publications: The student’s name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, and awards received. For a period of fourteen (14) calendar days from the date of the opening of school for the fall session, parents may request the deletion of information relating to their child from specific school publications. Forms for making this request are available at the schools.
3. Lee County Schools will not release to any third party the educational records of students without the written consent of their parents other than for the following exceptions:
 - a. School officials, including teachers, who have legitimate educational interests.
 - b. Officials of other schools after a student has transferred.
 - c. State or federal officials for audit purposes or for reporting information required by state statute.
 - d. Financial aid officials in connection with a student’s application.
 - e. Educational agencies for developing, validating, and administering predictive tests if such information will not permit identification of individual students.
 - f. Accreditation organizations in order to carry out their function.

- g. Parents of dependent students who are over age seventeen.
 - h. Appropriate persons who need information to protect the health or safety of students.
4. Lee County Schools will maintain a record of individuals having access to the cumulative folders of each student with the exception of category 3-A above, this record will contain the signature, the date, and the reasons for needing access. This record will be available to parents. (See School Board Policy JR)

SCHOOL WELLNESS POLICY
(See School Board Policy JG)

The link involving physical activity and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity essential for a healthy weight are also linked to reduced risk for many chronic diseases like Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and physical activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

The Lee County School District's commitment to nutrition includes:

- Offering a school lunch and breakfast and snack programs with menus that meet the meal patterns and nutrition standards established by the U. S. Department of Agriculture and the Mississippi Department of Education Office of Child Nutrition Program.
- Following State Board of Education policies on competitive foods and extra food sales.
- Establishing guidelines for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity.
- Encouraging students to make food choices based on the 2005 Dietary Guidelines for Americans by emphasizing menu options that feature baked foods, whole grains, fresh fruits and vegetables, and reduced-fat dairy products.
- Having nutritious and appealing options (such as fruits, vegetables, nuts, trail mix, beef jerky, reduced-fat milk and dairy products, 100% juice, and water) whenever foods/beverages are sold or otherwise offered at school in vending machines and school stores.
- Eliminating use of unacceptable foods as rewards for student accomplishment and the Withholding of food as punishment (e.g., restricting a child's selection of flavored milk at mealtime due to behavior problems).

- Incorporating 5-to 10-minute physical activity sessions in classrooms to teach subject areas and to make transitions between different lessons.
- Participating in a yearly fitness test for students with a selective group of students.
- Establishing or enhancing physical activity opportunities that promote moderate physical activity opportunities (like walking clubs or fitness challenges) for staff and students.
- Providing staff-monitored recreational activities that promote moderate physical activity during all outdoor and indoor recess times.
- Providing positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting.

SCHOOL MEALS

School meals offer students milk, fruits, vegetables, proteins, and grains. They also must meet strict limits on saturated fat and portion size. School lunches will meet additional standards requiring:

- Age-appropriate calorie limits- (K-5) (6-8) (9-12)
- A variety of vegetables and fruit from which students **MUST** take at least one serving (1/2 cup) for the meal to be reimbursable at lunch and breakfast
- A wider variety of vegetables, including dark green and red/orange vegetables and legumes
- Fat free or 1% milk (flavored milk must be fat-free)
- More whole grains

Substitutions can only be provided when supported by a statement from a recognized medical authority.

Adult Portions

The lunch served to the adult at adult prices is the same portion size as lunches served to students in the intermediate and high schools. There is no reimbursement from Federal funds for adult meals.

Special Function Lunches

Sack lunches, which meet all requirements for a reimbursable meal, are provided upon teacher request. A request **must** be turned in to the cafeteria manager two weeks prior to date needed. Teachers must supply coolers for foods that require refrigeration such as meat sandwiches, milk, and juice.

Use of Cafeteria Supplies

Items that are used in the National School Lunch Program are purchased with federal funds; therefore, when items such as napkins, paper plates, and disposable forks are requested from the cafeteria, a fee will be charged. Only adults will be allowed to borrow small equipment (pots, pans, knives) from the cafeteria. A sign-out sheet will be provided by the cafeteria manager. Borrowers will be charged for items not returned.

Safety and Sanitation

Due to strict safety and sanitation regulations, no one except child nutrition personnel is allowed behind the serving line or in the kitchen area when meals are being prepared or served.

Restriction of Food Items

Commercially-prepared food items cannot be brought or delivered into the school dining area during meal serving times except when transported in student lunch boxes or a plain bag.

Payment for Meals

All school district employees other than cafeteria staff are required to pay for meals. Charging is not allowed.

Leftover Food Items

All leftover food items have to be accounted for and documented in Production Book. No leftover food is to be taken out of the cafeteria or off school grounds for later consumption. At schools where “Breakfast in the Classroom” takes place, food that is not consumed by a student must be returned to the cafeteria for disposal and for proper recording of meals.

Student Meal Charges

Lee County Schools strive to provide nutritious meals to students daily. All students who do not receive free meal benefits are expected to pay for meals. To ensure that students have money in their accounts, prepayments may be made at the school site or online at www.myschoolbucks.com. For students in grades K-8 that forget or lose their meal money, charging is allowed. Parents will receive written notification of money owed. All charges must be paid by the end of the school year. For students in grades 9-12, charging of meals is not allowed.

SPECIAL DIETS FOR STUDENTS**Disabled Students**

Lee County Schools will provide meal substitutions at no additional cost for students who meet the definition of “disabled,” provided a licensed physician has submitted (1) a signed statement, (2) describing the disability preventing the child from eating the regular school meal, attesting to the fact, and (3) prescribing specific substitutions needed.

Non-Disabled Students

Lee County Schools will (at their discretion) make substitutions for individuals who are non-disabled and are unable to consume a food item because of medical or other special dietary needs. Such substitutions may be made on a case-by-case basis when supported by a statement signed by a recognized medical authority which may include a medical doctor, a registered nurse or a registered dietitian.

BEVERAGE REGULATIONS

Elementary School

- Bottled Water
- 100% juice with no added sweeteners and up to 120 calories/ 8 ounces

Middle School

- Same as elementary school, except juice may be sold in 10 ounce servings

High School

- Bottled water
- No or low calorie beverages with up to 10 calories/ 8 ounces
- 100% juice with no added sweeteners and up to 120 calories/ 8 ounces
- Sport drinks with no more than 66 calories/ 8 ounces
- At least 50% of beverages must be water and no or low calories options

SNACK REGULATIONS

All vended snack foods offered must meet the standards outlined by State Board Policy, adopted October 20, 2006.

FOOD SAFETY ASSURANCE PROGRAM

Lee County Schools ensure that all food brought onto a school campus that is not served through the Child Nutrition Department is safe for student consumption by educating teachers, staff, students, and parents about food safety guidelines. Information will be disseminated through the school district's newsletter, website, and handbooks. **The Principal at each location will be notified when potentially hazardous food will be brought onto the school campus so that it can be safely monitored.**

**A potentially hazardous food is a food that will support the growth of microorganisms such as milk and milk products, poultry, baked or boiled potatoes, cooked rice, shell fish, eggs, fish, garlic and oil mixtures, raw sprouts and seeds, cooked beans, meats, sliced melon, and soy-protein food.*

SCHOOL HEALTH

All teachers and teacher assistants will receive a school health booklet with important health related information including forms, guidelines, and procedures.

(1) First Aid

First aid will be handled by the teacher, principal, or other appropriate school official.

Injured or ill students will be sent to and remain in a designated area until parents arrive or until the day ends.

(2) Student Medication Policy

All prescription drugs (medicine) and over-the-counter drugs brought to school must be surrendered to the principal's office or the nurse's office upon arrival at school. Students who fail to surrender prescription drugs or medicines to the office will be in violation of school regulations and will be subject to disciplinary action which may include suspension and/or arrest. To ensure safe and consistent treatment of children who must use prescription and non-prescription medications at the school, please refer to the student handbook. (See School Board Policy JGCD)

TELEPHONE

Make your personal or business calls after school hours. Discipline problems arise when children are left alone in the room. Teachers, teacher assistants, and students are not to be called out of class to the telephone unless for emergency. Teachers should not allow students to leave the classroom to make phone calls unless notified by the office of an emergency. Limit cell phone usage to emergencies only.

HAZARDOUS MATERIALS

This district has a school board policy concerning identification and removal of hazardous materials located in school facilities. With any new construction, there is a process for identifying and correcting problem areas. Our goal is to provide a healthy environment for students and employees.

USE OF DISTRICT VEHICLES

School employees must complete the request form when asking to use a school district vehicle. Only authorized individuals should be riding in the vehicle. The driver and passengers should have seatbelts fastened. No alcohol, tobacco, or drugs should be used in the vehicle. The speed limit should be obeyed and safe driving practices should be used. No students are permitted to ride in school district vehicles with the exception of driver's education classes. **No keys should be left in any Lee County School District vehicle at any time.**

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

**LEE COUNTY SCHOOL DISTRICT
DRUG AND ALCOHOL TESTING POLICY**

I understand that it is the Lee County School District's policy to prohibit the use, possession, transportation, or sale of illegal or non-prescription drugs, and alcoholic beverages on the premises of the district. I understand that it is a violation of the district's policy to be under the influence of drugs and alcohol while on its premises.

If I am tested I may provide the names of any legal nonprescription drugs and the drugs for which I have a prescription, which I take routinely or have taken within ten (10) days of the test.

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

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

I confirm that I have reviewed, or been given the opportunity to review Lee County School District's Drug and Alcohol Testing Policy (See School Board Policy GBRM-2).

My signature on the handbook signature card constitutes my consent to provide a sample of my blood, breath, urine or other related sample for alcohol and drug testing analysis administered in accordance with *Miss. Code Ann. § 71-7-1 et seq. Supp. (1994)*

PROFESSIONAL EDUCATOR CODE OF CONDUCT

My signature on the handbook signature card constitute that I have reviewed a copy of Lee County School Board policy GAA – Professional Educator Code of Conduct and the Mississippi Code of Ethics and Standards of Conduct.

Employee Conduct

(See School Board Policy GAB)

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

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

VIOLATIONS

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

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

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

LEGAL REF.: *Miss. Code Ann. § 37-9-59 & § 37-9-101*

CROSS REF.: Policy GAE-R – Licensed Staff Complaints and Grievance

Professional Educator Code of Conduct

(See School Board Policy GAA)

PROFESSIONAL EDUCATOR CODE OF ETHICS AND STANDARDS OF CONDUCT

All professional educators in the school district shall comply with the Mississippi Professional Educator Code of Ethics and Standards of Conduct as outlined in Mississippi Department of Education policy 1710 and 1717.

The superintendent or his or her designee shall establish procedures to assure that all Lee County School District employees comply with this policy. The procedures shall include, but are not limited to:

1. Providing all employees with a copy of the *Mississippi Educator Code of Ethics and Standards of Conduct*;
2. Maintaining a signed statement in each all employee's personnel file verifying that he or she has been given notice of the *Mississippi Educator Code of Ethics*

and Standards of Conduct;

3. Advising all licensed employees that his or her contract with the school district is subject to the Mississippi Educator Code of Ethics and Standards of Conduct; and may be revoked or suspended pursuant to its terms; and
4. Providing annual in-service training for all employees on the Mississippi Professional Educator Code of Ethics and Standards of Conduct.

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

Exhibit: Professional Educator Code of Ethics and Standards of Conduct.

Cross Reference: GAB – Employee Conduct; CB – Ethics

Legal Reference: Mississippi Department of Education Policy 1710 and 1717 *Miss. Code Ann. § 37-3-51(1),(2)(a-l),(3)*—Notification of Dept. of Education; § 37-3-2(11)(a-h), 37-3-2(12)(a-i)—Denial of Application; § 37-3-2 (13)(a-c) Dismissal; § 37-9-57— Abandonment of Employment; § 37-16-4—Enforcement and Penalty for Test Violations.

STATE BOARD POLICY

Mississippi Educator Code of Ethics and Standards of Conduct

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

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

Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues.

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

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

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

Code of Ethics Standards

Standard 1: Professional Conduct

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

- 1.1. Ethical conduct includes, but is not limited to, the following:
 1. Encouraging and supporting colleagues in developing and maintaining high standards
 2. Respecting fellow educators and participating in the development of a professional teaching environment
 3. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
 4. Providing professional education services in a nondiscriminatory manner
 5. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
 6. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children

- 1.2. Unethical conduct includes, but is not limited to, the following:
 1. Harassment of colleagues
 2. Misuse or mismanagement of tests or test materials
 3. Inappropriate language on school grounds or any school-related activity
 4. Physical altercations
 5. Failure to provide appropriate supervision of students and reasonable disciplinary actions

Standard 2. Trustworthiness

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

- 2.1. Ethical conduct includes, but is not limited to, the following:
 1. Properly representing facts concerning an educational matter in direct or indirect public expression
 2. Advocating for fair and equitable opportunities for all children
 3. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

- 2.2. Unethical conduct includes, but is not limited to, the following:
 1. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
 - a. employment history, professional qualifications, criminal history, certification/recertification
 - b. information submitted to local, state, federal, and/or other governmental agencies
 - c. information regarding the evaluation of students and/or personnel
 - d. reasons for absences or leave
 - e. information submitted in the course of an official inquiry or investigation
 2. Falsifying records or directing or coercing others to do so

Standard 3. Unlawful Acts

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

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

Standard 4. Educator/Student Relationship

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

- 4.1. Ethical conduct includes, but is not limited to, the following:
 1. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students
 2. Nurturing the intellectual, physical, emotional, social and civic potential of all students
 3. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
 4. Creating, supporting, and maintaining a challenging learning environment for all students
- 4.2. Unethical conduct includes, but is not limited to the following:
 1. Committing any act of child abuse
 2. Committing any act of cruelty to children or any act of child endangerment
 3. Committing or soliciting any unlawful sexual act
 4. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability

5. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
6. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.

Examples of these acts may include but not be limited to:

1. sexual jokes
2. sexual remarks
3. sexual kidding or teasing
4. sexual innuendo
5. pressure for dates or sexual favors
6. inappropriate touching, fondling, kissing or grabbing
7. rape
8. threats of physical harm
9. sexual assault
10. electronic communication such as texting
11. invitation to social networking
12. remarks about a student's body
13. consensual sex

Standard 5. Educator Collegial Relationships

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

Unethical conduct includes but is not limited to the following:

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

Standard 6. Alcohol, Drug and Tobacco Use or Possession

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

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

1. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice
- 6.2. Unethical conduct includes, but is not limited to, the following:
 1. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
 2. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
 3. Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7. Public Funds and Property

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

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

Standard 8. Remunerative Conduct

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

- 8.1. Ethical conduct includes, but is not limited to, the following:
 1. Insuring that institutional privileges are not used for personal gain
 2. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization

- 8.2. Unethical conduct includes, but is not limited to, the following:
1. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
 2. Tutoring students assigned to the educator for remuneration unless approved by the local school board
 3. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. *(This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service)*

Standard 9. Maintenance of Confidentiality

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

- 9.1. Ethical conduct includes, but is not limited to, the following:
1. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
 2. Maintaining diligently the security of standardized test supplies and resources
- 9.2. Unethical conduct includes, but is not limited to, the following:
1. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
 2. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
 3. Violating other confidentiality agreements required by state or local policy

Standard 10. Breach of Contract or Abandonment of Employment

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

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.

GROUP HEALTH INSURANCE COVERAGE

Employees are given the opportunity to elect pre-tax deductions for all insurance benefits that qualify for placement under the cafeteria plan.

Certain Changes in Family Status. A cafeteria plan may permit a participant to revoke a benefit election during a period of coverage within the employee's contract and to make new election for the remaining portion of the period if the revocation and new election are both on the account of a change in family status and are consistent with such change in family status. **Examples of changes in family status for which a benefit election change may be permitted include the marriage or divorce of the employee, the death of the employee's spouse or a dependent, the birth or adoption of a child of the employee, the termination of employment (or the commencement of employment) of the employee's spouse, the switching from part-time to full-time employment status or from full-time to part-time status by the employee or the employee's spouse, and the taking of an unpaid leave of absence by the employee or the employee's spouse. Election changes are also permitted where there has been a significant change in the health coverage of the employee or spouse attributable to the spouse's employment.**

State and School Employees/Health Insurance Plan

NOTICE OF ENROLLMENT RIGHTS

If you have declined health insurance coverage for yourself or your dependents (including your spouse) because of other health insurance coverage, you will be eligible to enroll yourself or your dependents in the State and School Employees' Health Insurance Plan during an annual open enrollment period. A dependent may be enrolled only if you are enrolling yourself or you are already enrolled in the plan. Open enrollment periods will be in October of each year for a January 1 coverage effective date.

You may also be eligible to enroll yourself or your dependents if one of the following special events occurs:

Special Enrollment Following Loss of Other Coverage—If you declined coverage for yourself or your dependent(s) because you have other health insurance coverage through your spouse's employer, under an individual health insurance policy, or under COBRA or other continuation coverage through a former employer, you will be eligible to enroll if your coverage under that plan is terminated. You must apply for coverage for yourself/your dependent(s) within 60 days of losing other coverage. Loss of coverage must be due to one of the following events:

- Divorce

- You or your dependent becomes eligible for coverage under another group health plan or health insurance coverage. Loss of cover due to non-payment of premiums does not qualify for this special enrollment period.
- The employer contribution for the other group health plan was terminated.

When you declined coverage for yourself and/or your dependent, you or your dependent had COBRA continuation under another group health plan and the COBRA continuation coverage has been exhausted.

Special Enrollment Upon Marriage, Birth, or Adoption of Dependent—If you declined coverage for yourself, you will be eligible to enroll in this plan if you apply for coverage within 60 days of marriage, birth, adoption, placement in anticipation of adoption, legal custody, legal guardianship, or a Qualified Medical Child Support Order (Qualifying Events).

You must apply for coverage for yourself and the newly-acquired dependent within 60 days of the Qualifying Event.

Important Note

If the enrollee does not apply for coverage for himself or his eligible dependent(s) during any of the special enrollment periods described above, application cannot be made until an open enrollment period.

WORKER’S COMPENSATION CLAIMS

Any employee who is injured or becomes ill on the job must report the injury/illness immediately to his/her supervisor/principal who will follow the procedures outlined in **School Board Policy GBRHE** to secure medical assistance and file the appropriate claim information. In turn, the supervisor/principal is to immediately report the injury to Mary Vance at the Central Office so proper documentation can begin. This must take place even if the employee does not seek medical attention at the time of injury. It is the employee’s responsibility to deliver to the supervisor/principal the documentation from Med-Serve or a doctor a diagnosis of injury/illness and restrictions relating to full duty when released from Work Link/Med Serve or a doctor. The documentation must be originals and not copies. The Central Office contact for Worker’s Compensation Claims is Chalitha Satterwhite.

STATEMENT ON PROFESSIONAL DRESS

Professional educators and staff should dress appropriately to promote the educational mission of the schools. All employees are expected to be neat and clean in appearance.

Appropriate dress does **not** include:

Denim jeans – administrators are not to wear jeans whatsoever. Teachers will be allowed to wear jeans, with an approved school shirt, on a day designated by the principal. Jeans are to have no holes or worn places and do not include the stretch tights with pockets.

Sweat outfits/shorts – unless instructing physical education classes or athletics.

Spaghetti strap dresses/tops – unless worn with a jacket over it or T-shirt under it.

Tennis shoes – administrators are expected to wear shoes of an appropriate style and color. Tennis shoes worn by teachers are at the principal’s discretion.

Caps/Headgear – should not wear caps/headgear unless designated by the Principal.

All dresses and skirts shall be to the knee in length, even when worn with tights. Men shall not wear earrings. Women are allowed to wear earrings, but there are to be no other visible piercings. Tattoos will be addressed by the principal on an individual basis.

Custodial/maintenance and cafeteria staffs are to wear clothing appropriate for the job being performed.

SICK AND PERSONAL LEAVE FOR CERTIFIED/NON CERTIFIED PERSONNEL

(See School Board Policy GBRI)

SICK LEAVE

Each licensed employee upon returning to the district or beginning employment with the district at the start of each school year, shall be credited with a sick leave allowance, with pay, in accordance with the chart below for absences caused by illness or physical disability of the employee or his/her immediate family (spouse, children or parents) during that school year. At the principal’s discretion a doctor’s statement may be required for documentation of sick leave.

Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains employed in the same school district. In the event any public school licensed employee transfers from one (1) public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such employee may be used in the computation of unused leave for retirement purposes. Accumulation of sick leave allowed in the school district shall be unlimited.

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

After all sick leave has been exhausted, the first ten (10) days of absence of the licensed employee, because of illness or physical disability of the employee or his/her immediate family (spouse, children or parent) during that school year, there may be deducted from

the pay of such employee the established substitute amount of compensation paid in the Lee County School District. 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.

If an employee should terminate before the days advanced are earned, a payroll adjustment shall be made in accordance with the chart below to recover the cost of excess sick leave days previously used.

PERSONAL LEAVE

Each licensed employee upon returning to the district or beginning employment with the district at the start of each school year shall be credited with a personal leave allowance, with pay, in accordance with the chart below for absences caused by personal reasons during that school year. Each full time twelve month employee who has less than twelve continuous months from July 1 to June 30 will receive one day paid vacation, not to exceed 10 days, for each calendar month worked.

Unused personal leave will accumulate up to a maximum of (5) days to be carried over to the next year. Any personal leave days in excess of the maximum five (5) days which may be carried over from one year to the next may be converted to sick leave not to exceed the conversion of ten (10) days of personal leave days to sick days per year. The maximum number of personal days available for any given year is (15) fifteen days for a 12 month employee and (7) days for less than (12) month employees.

- 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. Lee County Schools encourages employees to fulfill his/her civic responsibilities by serving jury duty when required.
- 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 day of the three (3) bereavement days may be used at the discretion of the teacher, and are not required to be taken in consecutive succession. For the purpose of this subsection, the term "Immediate family member" means spouse,

parent, stepparent, child or stepchild, grandparent or sibling, including a stepbrother or stepsister.

PAYMENT FOR UNUSED LEAVE

Upon retirement from employment each 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. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for unused accumulated leave. Any remaining lawfully credited unused accumulated 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 accumulated leave. No payment for unused accumulated leave may be made to any licensed employee at termination or separation from service for any purpose other than the purpose of retirement.

BEREAVEMENT LEAVE

When an employee is absent because of death of a family member, three days' leave with full pay will be granted. Absence of this nature will not be charged against the employee's accumulated sick leave days.

Additional days, if needed, may be granted as leave with partial pay or leave without pay.

MATERNITY LEAVE

A school employee must notify the board in writing, prior to the end of the fifth month of a pregnancy, as to the employee's intent concerning future school service. Maternity leave shall be no longer than two semesters, including the one in which the absence begins. Any employee may apply accumulated sick leave days at the time leave is granted to the beginning of the employee's maternity leave. Regular sick leave policy will apply thereafter for the duration of the absence. Should birth occur between school years, the employee will receive full benefits of this policy even if the employee is not present for the beginning of a new school year. However, compensation for sick leave exercised at the beginning of such a school year will be made at the first pay period following the employee's return to service.

ADOPTION

Any employee who requests leave for adoption purposes may receive the same benefits granted under maternity leave.

FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE

(See School Board Policy GBRIA)

"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.

Family and Medical Leave will run concurrently with use of accrued leave time.

CONTACT INFORMATION

Human Resources/Payroll	Ramona Farris	841-9144
Insurance	Windell Wright	841-9144
Photo Identification Badges	Felice Johnson	841-9144
Personnel Clerk	Kiristen Biggerstaff	841-9144
Child Nutrition Director	Valerie Weivoda	680-5771
Transportation Director	Judy Hill	841-9149
PERS (Retirement)		800-444-7377
Deferred Compensation		800-846-4551
Blue Cross & Blue Shield Of Mississippi		800-709-7881
Pharmacy Benefits Catalyst Rx		866-757-7839
American Fidelity		800-654-8489
AFLAC		662-842-1464
American General		662-842-2293

CERTIFIED PERSONNEL SECTION

Licensed Staff Annual Leave Summary

Contract length	Sick	Personal	Partial pay	Reimbursement
Recovery				
9 months remaining	10	2	10*	1.33 days per month
10 month remaining	10	2	10*	1.2 days per month
11 month remaining	10	2	10*	1.09 days per month
12 month remaining	12	10	10*	1.0 days per month

*Deducted at the rate of substitute pay.

CERTIFICATION AND SALARY INFORMATION

Miss. Code Ann. § 37-19-7 as it applies to pay for highest endorsement:

The level of professional training of each teacher to be used in establishing the salary allotment for that teacher for the current school year shall be determined by the type of valid teacher's license issued by the Mississippi Department of Education on or before October 1 of the current school year.

A teacher will be paid on the highest endorsement area regardless of the employee's endorsed teaching area.

EDUCATOR LICENSE RENEWAL

Educator licenses are renewed for a five-year period from July 1 through June 30. The license may be renewed for one five-year period beyond the present expiration date. Only credits earned during the validity period of the license from one expiration date to the next may be used for renewal. Only one renewal method may be utilized during a five-year period.

Teachers with a Bachelor's Degree (Class A license) must complete 10 CEUs, or 6 semester hours of college credit, or 5 CEUs and 3 semester hours of college credit in their area of endorsement or technology to renew their license, or National Board Certification.

Teachers with a Master's Degree or higher (Class AA, AAA, AAAA license) must complete 5 CEUs, or 3 semester hours of college credit in their area of endorsement or technology to renew their license, or National Board Certification.

Continuing Education Units (CEUs) must be no less than .5 to be valid for license renewal.

Standard Career Administrator licenses require 70 SEMI credits, or 6 hours of college coursework, or 35 SEMI credits plus a 3-hour course.

To renew a license, you will now post your CEUs and/or college credits or National Board Certification on the MDE web-based licensing system. You may access the Educator License Management System (ELMS) from the MDE website or at the following link: <https://sso.mde.ms.gov/Login/Login.aspx> . You may login at this site, or if you have not created an account, you will need to do so. Once you have posted your documents and are ready for your license to be renewed you will submit in person your original CEU certificates and/or an original college transcript or National Board Certificate to the Lee County School District Superintendent or designee for these documents to be validated. Once the documents have been validated the superintendent or designee may then approve or deny the license renewal.

MDE will audit ten percent of the district's renewals each year. The employee will be responsible for retaining these renewal documents and providing them if needed for audit purposes.

Renewal of a teaching certificate is a teacher's responsibility. The Central Office does not keep CEU certificates in teachers' files.

ATTENDANCE

District employees should arrive at the workplace at the designated time. If an employee must be absent, he or she should follow the supervisor's/principal's guidelines for notification of the absence and acquiring a substitute, if applicable.

LEAVING SCHOOL CAMPUS

Teachers who leave campus for any reason must check out with the principal.

TEACHERS SHARED BY TWO SCHOOLS

1. The principal of the home school * or his designee must notify the principal of the other school of a teacher's absence and be sure that the substitute for that teacher knows the teacher's schedule.
2. The teacher should have an arrival time at the second school and should sign in at the office.
3. Under no circumstance should a teacher be detained at a school when he/she has a responsibility at another school.

*Home school is defined as the school where the teacher spends the greater part of the day.

GRADING POLICY

(See School Board Policy IHE)

Elementary/Middle K-8

1. Promotion Criteria

- a. Grades K-8 Promotion of students will be based on mastery of skills in core courses at the appropriate grade level identified in the Mississippi Curriculum frameworks and/or the Common Core State Standards.
- b. In grades K-5 the nine weeks’ grade will be derived from tests, daily class work, and projects. Homework will not be punitive in nature.
- c. In grades 6-8 the nine weeks’ grade may be derived from the following examples: unit tests, common assessments, projects, daily class work, other tests, enrichment/remediation, journals, and homework.
- d. In grades K-8 the semester grades will be determined by averaging two nine weeks’ grades. For grades 7-8, the semester examination grade will count 10% of the total semester grade.
- e. In grades K-8 the yearly grade will be determined by averaging the two semester grades.

High School Grades 9-12

1. Promotion Criteria

- a. Student progression through high school is based on each student’s accumulation of credits. Awarding of credit in individual courses will be based on the following: Data on instructional management plan objectives, classroom assignments, class participation, completion of projects, and other approved criteria established by the teacher.

b. Requirements for Grade Level Classification

Classes of 2010 and After

Grade 9.....	0-5 credits
Grade 10.....	6 credits
Grade 11.....	12 credits
Grade 12.....	18 credits
Graduation.....	26 credits

2. Averaging of Grades

- a. The 9 weeks’ grade may be derived from the following examples: unit tests or 9 weeks’ test, common assessments, projects, daily class work, other tests, enrichment/remediation, journals and homework.

- b. The term grade may be derived from unit tests, projects, daily class work, enrichment/remediation, journals and homework. The end of course test grade will count 20% of the term grade.
 - c. The semester grade will be determined by averaging the two (2) nine weeks' grades with the semester examination grade. The nine weeks' grades will 40% and the semester examination will count 20% of the total grade.
3. Graduation Requirements
- Students are required to complete 26 credits and have a passing score on the State Mandated Test(s).

Alternative ways to earn credit

- a. Students may take only one (1) credit toward graduation in summer school each summer. Written permission from the principal of the high school the student is attending must be obtained before enrolling in a summer school course.
- b. No more than one (1) of the minimum required number of units may be earned through completion of an approved correspondence course. Any course must be approved by the high school principal.
- c. Students may earn credits towards graduation through the Mississippi Virtual Classroom program. Any course must be approved by the principal.

Grading Scale for grades K-5 and 6-12

<u>Numerical Value for Grades in K-5</u>		<u>Numerical Value for Grades in 6-12</u>	
A	(92-100)	A	(90-100)
B	(83-91)	B	(80-89)
C	(75-82)	C	(70-79)
D	(70-74)	D	(65-69)
F	(Below 70)	F	(Below 65)

Scale of conversion of grades of transfer students in grades K-5

A+.....99	C+.....82
A96	C78
A-92	C-75
B+91	D+74
B87	D72
B-83	D-70
	FBelow 70

Scale of conversion of grades of transfer students in grades 6-12

A+.....99	C+.....79
A96	C78
A-90	C-70

B+89	D+69
B87	D67
B-80	D-65
	FBelow 65

*All grades for students in grades K-12 will be recorded as a numerical grade

Retention (K-12)

Students who are eligible for promotion with passing grades will not be retained in the current grade or be retained for extracurricular purposes.

Exception:

1. A student that is borderline pass/fail will be considered for retention by parent request. The teacher support team and principal will serve as the review team for all retention requests.
2. The parent of a child in grades K-2 may make a one (1) time only request to the school board for the student to be retained in only one (1) of these grades.

Promotion Standards for Students with Disabilities

1. Grading

Students with disabilities who have a current eligibility in special education and a current Individual Education Plan (IEP) on file will receive grades fairly reflecting the student's achievement on the instructional level on which he/she is functioning. The procedure used for reporting grades will be such that everyone involved in reporting and using these grades will clearly understand that a high grade does not necessarily mean that a disability no longer exists. A high grade should accurately reflect that, based on what is expected of a student with a given ability, he/she is performing well. Students with an IEP will be given a grade based on mastery of specific objectives as outlined on the IEP.

Students with disabilities who attend regular education classes will be graded on the Lee County Schools' grading scale. If a student with disabilities attends a regular education class, the regular education teacher will assign the grade for that class. If the student attends a resource class, the special education teacher will assign the grade for that class. The special education teacher will work jointly in designing a program and grading a student with disabilities. A student with disabilities may need accommodations or modifications in the classroom or curriculum so that he/she might be successful. If the student is in a regular program, he/she may need assistance from a special education teacher to be successful. The regular education and special education teachers must work cooperatively to meet the needs of the student.

2. Graduation

Students with disabilities will be given the option of working toward a certificate of completion, a Mississippi Occupational Diploma (MOD) or a regular diploma. When the student enters the ninth grade the Individualized Education Plan (IEP) committee (which includes the parent(s)/guardian, and the student, will review data, consider information from parents and school representatives and the student, then make a decision regarding graduation track. This decision will be reviewed annually and can be changed by the IEP committee at any time. Students with disabilities who pursue a certificate of completion will be required to meet all requirements of the certificate route. Students who pursue a MOD will be required to complete all components of the occupational curriculum. Students who pursue the regular education diploma will be required to follow Lee County Schools' graduation requirements for regular education students. Every student who completes an approved course of study by or before age 21 will receive a diploma or certificate and will be permitted to participate in graduation.

English Language Learners – ELL Students

(See School Board Policy IK)

The Lee County Public School District Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

Literacy Based Promotion Act (SB2347)

(See School Board Policy ICHI)

In compliance with the "Literacy Based Promotion Act," it is the intent of this school district to improve the reading skills of Kindergarten - Third Grade students so that every student completing the Third Grade is able to read at or above grade level.

This district shall comply with all requirements of the Act, including, but not limited to: 3rd Grade Reading Summative Assessment. Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade.

**You may contact the local school, district office, or view the LCSD website for a list of good cause exemptions.

REPORTING OF STUDENT PROGRESS

Grades K-5

Grading periods will be nine weeks. Teachers are required to send parent/guardian a progress report during the fifth week of each nine-week term. Teachers are expected to make a personal contact with the parent/guardian of each student in their homerooms sometime during the first nine weeks of the school year. A telephone call is preferred; however, another method of communication may be used if a call is not possible.

Grades 6-12

Grading periods will be nine weeks. Teachers are required to send parent/guardian a progress report during the fifth week of each nine-week term. School counselors will mail letters to parent/guardian of students whose grade average is 70 or below in one or more courses after the first nine weeks of each semester. School counselors will mail a letter to parent/guardian of graduating seniors who have failed or are in danger of failing a course at the end of the first semester and again during the middle of the second semester.

ABSENTEES

(See School Board Policy JBD)

Check the roll each morning for absentees. Teachers in grades K-6 will notify the guidance counselor when a student has accrued 5, 10, 15, 20 absences in your classes. Teachers in grades 7-12 will notify the guidance counselor when a student has accrued 3, 5, 8, and 10 absences in your classes.

TARDY POLICY FOR STUDENTS

All students are required to attend school and/or class at the proper time. Actions will be taken for tardiness to school and or/class.

A. Elementary

In Kindergarten through grade 5, excessive student tardiness will result in referral to the state of Mississippi attendance officer.

B. Secondary

Actions to be taken with students in grades 6-12 who are tardy to school or to class include the following:

1. Tardies will be cumulative in all classes. Tardies will begin accumulating at the beginning of each semester.
2. Actions to be taken with students who are tardy to school and/or class can be found in the **STUDENT HANDBOOK**. ()

Textbook Committee Procedures

District Textbook Committees

1. Curriculum Directors, with input from building level principals, will select local textbook adoption committees.
2. Committees will review textbooks from the Mississippi Department of Education's approved textbook selection list.
3. Sign-In sheets will be kept for each meeting.
4. Curriculum Directors, textbook committee members, principals, and other teachers will be asked to attend the Textbook Caravan.
5. Vendors may be asked to present their textbooks during the allowable time.
6. After reviewing textbook selections, committee members will rate proposed textbooks and make recommendations.

LESSON PLANS

(See School Board Policy IKI)

The Lee County School Board recognizes written lesson plans as an integral part of the instructional process. Teachers shall prepare lesson plans based on the Mississippi Curriculum Frameworks and the District's Pacing Guides.

Each teacher will have a copy of the Common Core State Standards or the current Mississippi Curriculum Frameworks for the grade level or subject assigned.

Each teacher will post lesson plans online as designated by the building principal. Lesson plans will be provided to the building principal at a designated time. A copy of the teacher's lesson plans will be available at all times during school hours.

CAFETERIA

All teachers who do not have other duties must go to the cafeteria or supervise students regardless of whether or not you eat there. Elementary teachers are to eat at the table with their students, supervise students in the proper use of table manners, see that tables and chairs are clean when students leave, and help smaller children get through the serving lines.

RECESS

All children will leave the building at recess if weather permits. Teachers who are on duty must report to their duty assignment immediately after the bell rings.

CLASS CHANGES

Do not hold students over time and interfere with other classes. Monitor students in hallways by standing at your door during class changes.

DAILY ANNOUNCEMENTS

Announcements will be made each morning during the homeroom period and at the end of the period following lunch. **NO** other announcements will be made over the intercommunications system unless an emergency occurs.

Organizations wishing to have an announcement made should send a written copy of the announcement to the office not later than 3:00 p.m. of the day before the announcement is to be made.

SCHOOL PROPERTY

Stress the importance of protecting school property. All District employees shall notify the principal of the school when they have knowledge that an act of vandalism has or may have occurred. The principal shall notify the superintendent or his designee of all reports of vandalism.

HOUSEKEEPING

A clean classroom is conducive to learning. All classrooms shall be neat, clean, and orderly at all times. Bulletin board displays are an asset to the learning environment; a current bulletin board should be kept up in your room throughout the school year.

UTILITIES

Be as conservative as possible with the use of heat, air conditioning, and lighting. Turn heaters to 60 degrees, air conditioners off, and lights out at the end of the school day.

SCHOOL PARTIES

All class parties must have the consent of the principal.

SCHOOL PROJECTS

All classes and/or club projects must have the consent of the administration before being initiated.

TEACHER ORGANIZATIONS

Teachers are encouraged to join professional organizations.

NON-CERTIFIED PERSONNEL SECTION

Non-licensed or classified staff Annual Leave Summary

Contract length	Sick	Personal	Partial pay
9 month	10	2	5* (assistant teachers)
9 month	10	2	0 (school nurses)
9 month	10**	0	0 (cafeteria)
10 month	10	2	0
11 month	10	2	0
12 month	10	10	0

***Deducted at the rate of \$26.60 per day.**

***Earns 1.1 day per month for first year up to maximum of 5 days, then 10 days after first year.**

CHILD NUTRITION

Employment Policies

1. Cafeteria positions will be full-time (4 to 8 hours daily) or part-time (less than 20 hours per week).
2. Staff pay is based on years of experience in school food service and follows the district pay scale for food service workers.
3. Staffing for each site is based on meals per labor hour.
4. Funding and participation for the School Lunch Program will determine assignments to respective schools, employment hours and number of employees rehired or new employees hired. Employees in cafeterias are hired by the Lee County Schools Child Nutrition Program and may be assigned to work in any school cafeteria in the district.
5. All cafeteria employees will be required to attend in-service training sessions during the year when scheduled by the administration.
6. All managers and assistant managers must attend workshops to maintain manager and serv-safe certification.
7. Lee County Schools Child Nutrition Department will pay for all expenses related to certification of managers.
8. Managers are required to be serv-safe certified. LCS will pay for only one retest if the manager fails the first certification test.
9. Child Nutrition employees are allowed 30 minutes for lunch and/or breakfast. A pattern lunch and breakfast is provided without charge. Extra sale items are available at cost.

Sick Leave Policy

Child Nutrition employees will follow the same policy as other non-certified employees established through their employment. However, an employee requesting sick leave

day may be required to provide a medical statement when it is deemed in the best interest of the Child Nutrition operation and the School Board. A medical statement may be requested if the employee is absent in excess of two work days. False or fraudulent use of sick leave may result in termination. Sick leave benefits will not be paid to an employee upon termination. All unused sick leave is used to obtain additional retirement credit.

Employment Evaluation Policy

All new employees will be on a six-month probationary period. After 90 days they will be evaluated on their job performance and recommendations made. After the six-month probationary period if job performance is not acceptable, the employee will be asked to resign from his/her position.

All Child Nutrition employees are evaluated bi-annually. The person doing the evaluation—manager for staff, or Child Nutrition Director for manager—is required to review the evaluation with the employee and have him/her sign the form. The signature does not imply agreement with the evaluation, but indicates the employee has reviewed it.

Disciplinary Actions Policy

Prior to the dismissal of a Child Nutrition employee who has been employed longer than a year, the following steps will be taken:

- a. The employee whose work is less than satisfactory must be evaluated on a continuing basis and written records kept. These may be formal evaluations, summaries of conferences, logs of events, etc.
- b. Conferences should be held with the employee with notations of how his/her work may be improved. A written summary of the conference will be given to the employee.
- c. If the employee's work continues to be below the level expected or violation of rules continues, the employee is issued a written warning.
- d. If desired improvement does not occur, the employee is placed on a 90-day probation period.
- e. The employee will be evaluated prior to the end of the probationary period or at any time when his/her job performance falls to a completely unsatisfactory level. The manager will make a recommendation to the Child Nutrition Director who will proceed through proper channels.

CAFETERIA

All employees who do not have other duties must go to the cafeteria or supervise students regardless of whether or not you eat there. Teacher assistants are to follow the directions of the classroom teacher during the lunch period. Some duties may include eating at the table with students, supervising students in the proper use of table

manners, seeing that tables and chairs are clean when students leave, and helping smaller children get through the serving lines.

TRANSPORTATION

Pre-employment Drug Screen

Per DOT regulations, if you have a CDL, you are required to have a pre-employment drug screen prior to you performing your duties as a bus driver.

Random Testing for Drugs and Alcohol

The district will conduct random testing for drugs and alcohol throughout the calendar year. When a person is notified of selection for random testing, he/she must proceed immediately to the designated testing location. Selection for random testing will be made by MEA using a random number generator computer program. All drivers are subject to selection every time; even if that driver has earlier been selected for a random test.

Initially, the random testing rate for alcohol will be 25% of the average number of driver positions. This rate means that the district will conduct a number of tests at least equal to the required percentage of driver positions. For drug testing, the requirement is 50% of the average number of driver positions, though a proposed DOT regulation would eventually lower the drug testing percentage rate. Currently, however, drug and alcohol random testing will remain at different rates. Some drivers chosen for random testing will be tested for both alcohol and drugs. Before signing the consent form to be tested, drivers will be told whether the test is for alcohol, drugs, or both.

School Bus Daily Inspection Checklist

The School Bus Daily Inspection Checklist must be completed daily and returned to the transportation supervisor at his/her school at the end of each month.

Safe Driver Practices

All drivers must follow the guidelines listed below when driving through a railroad crossing regardless of occupancy of the school bus:

1. Stop at railroad crossing;
2. Turn on flashers;
3. Open side window;
4. Open bus door;
5. Look carefully up and down tracks before proceeding across;
6. No cell phone usage; and
7. Headset, headphones or other listening devices are prohibited.

No keys should be left in any Lee County School District vehicle at any time.

Activity Trip Bus Usage

Any one receiving permission to use a bus for an activity trip must complete the proper request form to use the bus. The bus must be brought back in the same condition that it was received. Cleaning out the bus is mandatory and refueling with the same amount of fuel is required if a fueling source is available. If the bus is not brought back in this condition, the person requesting the bus will be assessed a \$20.00 activity trip fee.

Evaluation of Motor Vehicle Records

The recommended guidelines for evaluating MVRs is based on a point system assigned to various driving violations. Category I consists of minor violations and Category II consists of serious traffic violations.

Category I

Violations are assigned one point per incidence over a three-year period. Drivers that accumulate four (4) or more points in a three (3) year period are “unacceptable.” The incidents and point value are as follows:

<u>Incident</u>	<u>Incident Point Value</u>
1. Any moving violation or “at fault” accident	1
2. Second moving violations or “at fault” accident* during a 12-month period	2

Category II

All violations in Category II are considered serious traffic violations and are assigned five (5) points each. A driver acquiring one (1) serious traffic violation during a three (3) year period is considered “unacceptable.” Serious traffic violations are listed as follows:

1. DUI or other alcohol or drug related violation
2. Reckless vehicle operation
3. Assault with a motor vehicle
4. Leaving the scene of an accident
5. Driving under suspension or revocation

An “unacceptable” driving record will result in one or more of the possible following actions:

1. Probation for a specified period
2. Paid or unpaid suspension for a specified period of time
3. Termination from employment as a bus driver

*At fault accident as noted on official police report

ALL DISCIPLINARY ACTION WILL BE AGREED UPON BY THE LEE COUNTY SCHOOLS REVIEW TEAM AND WILL BE SUBJECT TO BOARD APPROVAL.

TEACHER ASSISTANT/PARAPROFESSIONALS

QUALIFICATIONS

Assistant teachers employed by the Lee County School District must have a high school diploma or GED (Grade Equivalency Diploma):

- Documentation of completion of an Associate Degree from an accredited college
- Documentation of completion of 48 hours of college credit from an accredited college
- A passing score on the state-approved test for paraprofessionals

Assistant teachers exempt from testing are medical assistants for special education students, translators, computer technicians or clerical personnel who have no instructional responsibilities.

DUTIES AND RESPONSIBILITIES

- The assistant teacher will be supervised by a certified teacher(s).
- The assistant teacher shall comply with district policies and procedures.
- The assistant teacher shall participate in the district and school professional development.
- The assistant teacher will work directly with students, reinforcing skills previously taught by a certified teacher.
- The assistant teacher should monitor written assignments as students work. When misunderstanding of an assignment is detected, immediate re-teaching/reinforcing shall be provided.
- The assistant teacher shall maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teacher.
- The assistant teacher shall perform other duties as designed by the school principal.

Restrictions for Teacher Assistants

Teacher assistants are not allowed to do the following:

- Administer corporal punishment.
- Purchase equipment and supplies.
- Assume teacher's responsibility.

LEAVING SCHOOL CAMPUS

Employees who leave campus on their job site for any reason must check out with their immediate supervisor.

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2019-2020 Lee County School District Calendar

1st Semester

July 30 – August 2.....Professional Development
 August 5..... Students Report
 September 2.....Labor Day Holiday
 October 2Professional Development*
 October 14Columbus Day Holiday
 November 25-29.....Thanksgiving Holidays
 December 20.....60% Day
 December 23, 2019 – January 3, 2020Christmas Holidays

2nd Semester

January 6Professional Development
 January 7Students Report
 January 20Martin Luther King, Jr. Holiday
 February 17President’s Day Holiday *
 March 9 -13.....Spring Holidays
 April 10.....Good Friday Holiday
 April 13.....Easter Monday*
 May 16.....Graduation
 May 20Last Day for Students/ 60% Day
 May 21.....Professional Development/Last Day for Staff

*Industry Education Day will be for teachers only (Time TBA)

* February 17 & April 13, 2020 are included as emergency/snow days.

District Calendar reflects 180 instructional days

Nine Weeks Grading Periods

1st Nine Weeks – August 5 – October 9
 2nd Nine Weeks – October 10– December 20
 3rd Nine Weeks – January 7 – March 17
 4th Nine Weeks – March 18– May 20

Report Card Dates

October 17
 January 16
 March 26
 May 20