

# **Lincoln County School District**

**MICKEY D. MYERS,  
SUPERINTENDENT OF EDUCATION**

**Bogue Chitto Attendance Center**

**Enterprise Attendance Center**

**Loyd Star Attendance Center**

**West Lincoln Attendance Center**

## **Employee Handbook 2017-2018**

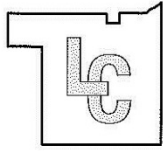
233 East Monticello Street  
P.O. Box 826  
Brookhaven, MS 39602-0826

### **School Board Members**

Ms. Kay Coon  
Mr. Ricky Welch  
Mrs. Diane Gill  
Mrs. Joanna Posey  
Mr. Johnny Hart

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# LINCOLN COUNTY SCHOOL DISTRICT

Mickey Myers, Superintendent of Education

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P. O. Box 826  
233 East Monticello Street  
Brookhaven, Mississippi 39602-0826

## Superintendent's Message

*"Every child deserves a champion – an adult who will never give up on them, who understands the power of connection and insists that they become the best they can possibly be."*

*Rita Pierson*

Dear Faculty and Staff Members:

As the superintendent of education of the Lincoln County School District, allow me to welcome you to the 2017-2018 school session. Please never lose sight of the fact that perhaps no other career creates a greater opportunity to mold the future than education. A list of the "champions" in my life would be interspersed with the names of many of those from my school days, bearing different job titles. Children desperately need motivation, guidance, and examples of integrity to assist them in maximizing their potential. The roadblocks in our youths' pursuit of success are increasingly prevalent in this present, volatile world. I challenge every employee to become a hero to the children within your realm of influence and a catalyst for positive growth in this county.

The primary buzzword in educational circles today is accountability. In my opinion, it's only fair that the citizens and taxpayers are entitled to measureable standards of effectiveness. Professionalism, punctuality, and exemplary performance of all assigned duties should be readily apparent, always with the welfare of the child a priority. Courtesy and respect should be highly distinguishable in our interactions with all stakeholders in both our individual and collective pursuit of visionary school objectives.

I promise to be visible, available, and supportive. I challenge you to manifest a servant's heart in the execution of your duties. Refuse to accept mediocrity. As our school board attorney, Jim Keith, frequently stresses, it is critical that we strive relentlessly to convince the residents of our district that we provide the most viable educational option for their children.

Respectfully submitted,

  
Mickey Myers

*Every child matters*

# Lincoln County School District | 2017-2018 CALENDAR

**1-3** Professional Development/Teacher Work Days; Assistant Teacher Work Days  
**4** First Day for Students

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**7** Progress Reports  
**19** President's Day Student/Teacher Holiday  
**28** End Month 6-ADA 19 Days

**4** Labor Day Student/Teacher Holiday  
**6** Progress Reports  
**29** End Month 1-ADA 40 Days

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**9** End 3<sup>rd</sup> 9 Weeks  
**12-16** Spring Break  
**19** Beginning of 4<sup>th</sup> 9 Weeks  
**21** Report Cards  
**28** End Month 7-ADA 15 Days  
**29** Professional Development/Teacher and Assistant Work Day; Parent Conferences  
**30** Good Friday Student/Teacher Holiday

**11** End of 1<sup>st</sup> 9 Weeks  
**12-13** Fall Break Student/Teacher Holiday  
**16** Professional Development/Teacher Work Day; Assistant Teacher and Student Holiday  
**17** Beginning of 2<sup>nd</sup> 9 Weeks  
**18** Report Cards  
**31** End Month 2 ADA-19 Days

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**2** Student/Teacher Holiday; Bad Weather Make Up Day, If Needed  
**18** Progress Reports  
**30** End Month 8-ADA 20 Days

**15** Progress Reports  
**20-24** Thanksgiving Holidays  
**20-21** Bad Weather Make Up Days, If Needed  
**30** End Month 3-ADA 17 Days

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**15-16** Senior Exams  
**17** Graduation BC-6:30; E-8:00  
**18** Graduation WL-6:30; LS-8:00  
**23** Student's Last Day; 60% Day for Students; End Month 9-ADA 17 Days  
**24-25** Teacher Work Days  
**24** Assistants' Last Day

**20** End 2<sup>nd</sup> 9 Weeks; End Month 4-ADA 14 Days  
**21-31** Christmas Holidays

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**\*\*\*Calendar Subject to Change; Testing Dates TBD**

**1-3** Christmas Holidays  
**4** Beginning of 3<sup>rd</sup> 9 Weeks  
**10** Report Cards  
**15** MLK Student/Teacher Holiday  
**31** End Month 5-ADA 19 Days

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## DISTRICT INFORMATION AND STAFF

Mickey D. Myers, Superintendent  
Letha Presley, Assistant Superintendent  
Richelle Ratcliff, Assistant Superintendent  
Dr. Stacey Adcock, Director of Vocational & Transportation

Jeremy Berry	Child Nutrition Director
Jonathan Case	Technology
Stanley Hughes	Head Mechanic
Rhonda Collins	Accounts Payable and Receivable Clerk
Yashica Davis	Psychometrist
Regina East	Superintendent/School Board Secretary/MSIS
Katie Furr	Case Manager
Trudy Green	Insurance and Fixed Assets Clerk
Jeff Kellum	Technology
Carmen Lewis	Payroll Clerk
Martha Lofton	Transportation Secretary/16 <sup>th</sup> Section
Stanton Long	16 <sup>th</sup> Section Manager
Christie Givens	Child Nutrition Supervisor
Pam Williams	Accountant
Shirley Price	Child Nutrition Secretary
Sharon Hodges	Federal Programs Secretary and Bookkeeper
Sam Stewart	Director of Finance
Mike Shell	Maintenance Supervisor
Chris Sims	Mechanic
Chad Smith	Technology
Susan Smith	Fixed Assets Clerk
Kenneth Wallace	Technology Specialist
Cindi West	Receptionist

**Bogue Chitto** 601-734-2723  
385 West Monticello Street  
Bogue Chitto, MS 39629

Scott Merrill, Principal

**Enterprise** 601-833-7284  
1601 Highway 583 SE  
Brookhaven, MS 39601

Terry Brister, Principal

**Loyd Star** 601-833-3473  
1880 Highway 550 NW  
Brookhaven, MS 39601

Robin Case, Principal

**West Lincoln** 601-833-4600  
948 Jackson-Liberty Dr SW  
Brookhaven, MS 39601

John Shows, Principal

## **ACCEPTED STANDARDS OF CONDUCT**

1. Loyalty to the school district on the part of all members is paramount.
2. All members must function as a whole rather than as individual actors.
3. Responsibility and authority must run parallel throughout the district.
4. Initiative should come from each member, but the program should first be approved before executed.
5. The ethics of the profession should be practiced at all times.
6. The school is maintained for the child; therefore, the best interest of the child is the first consideration.
7. The duties and responsibilities of a position must come first; personal preference and pleasure are secondary.
8. The District has an adopted Chain of Command that is to be followed at all times by all employees.
9. All employees will be held accountable for performing their duties in a professional, competent and acceptable manner. Employees failing to perform their duties in this manner will be instructed to make the necessary changes and improvements.

## **TEACHER RESPONSIBILITIES**

1. Be positive in dealing with others. The way teachers behave affects the way students behave. Students sense the way you feel about your work and about the people who work with you. They reflect these feelings in their own attitudes and behavior.
2. Set a good example. Being a good example is important to your success as a teacher. Support your school. Be supportive of school policies – whether you agree with them or not. Do not place your students “in the middle”. Let them know by your talk that the welfare of the entire school depends upon good spirit, unity and cooperation.
3. Carry your support and enthusiasm to the community and parents. Use conferences, PTA, Scouts, etc., to build confidence in your school. Remember, an off-the-cuff remark is often repeated over supper or a card table.
4. Be punctual. Students are expected to be on time, so you as teachers should set a good example. Be on time for classes, faculty meetings, committee meetings, special meetings, playground duty, and any other assigned duties.
5. Get things done on time. Be sure you know and meet “due dates” and “deadlines” for reports, grades, records, etc. These areas may not seem important, but they can mean unhappy relationships with other teachers and the administration. So grin and bear it, but do tasks on time.
6. Carry your share of the load. You are expected to take part in the many activities that take “out-of-school” time, sponsorship, and supervision. It is worth the time that it takes to establish a relationship that gives students a chance to see you in another role. It shows you really care about them and the school. So, whether it is clubs, plays, ballgames, programs, playground duty, or other school sponsored activities, do your share.
7. Don’t gossip – about other employees, about students, about parents, about administrators. It may be “news” when you hear it, but it becomes “gossip” when repeated. Support our team members – both to their faces and behind their backs.
8. Demonstrate a positive attitude in all that you do. How you dress, how you act, and how you support the team all add up to determine whether or not you are going to have a “winning year”. Your attitude is certain to reflect in your students. Be sure it’s a good one.
9. Refrain from the use of tobacco products. The use of/or possession of tobacco products is prohibited during the course of the school day and during any school-sponsored event or program when children are under your supervision.

10. Be understanding of individual needs. Each student is an individual with individual abilities and an individual learning style. Teachers must make every effort to work with each student on an individual basis to meet their individual learning needs and styles.
11. Believe that every student can learn. Although some students have learning disabilities, they have a need and the ability to learn. Teachers need to be willing to work with students who have disabilities; they need to make every effort to meet the needs of these students and to help these students reach their full potential.
12. Keep in touch with parents. Keeping parents informed and asking parents for assistance is important. Each teacher needs to make the effort to communicate with parents about their child.
13. Maintain a positive classroom environment. Control must be established the first day of school if it is to be maintained. Students want to know the limits. They need to know the rules and the penalties for breaking them. Proper order must be maintained at all times. The best way to avoid disciplinary problems in the classroom is for teachers to be in charge of class at all times.
14. Be consistent, fair, and professional in dealing with all students. Discipline of this nature gives children the security they seek.
15. Don't be afraid to ask for help when it is needed. The principal is ready at all times to assist teachers with any problems that may arise, and teachers should not hesitate to discuss any problems with the principal.

#### **ARRIVAL AND DEPARTURE TIME/ATTENDANCE**

Teachers, assistants, and aides should be on duty no later than 7:30 a.m. or designated duty time. Teachers, assistants, and aides shall not leave before all buses have cleared the campus in the afternoon. The school office WILL BE OPEN FROM 7:30 a.m. until 4:00 p.m. Monday through Friday. Teachers should be prepared to stay on duty until 4:30 p.m. when called upon to do so. No employee should leave the campus at any time during the school day, including unassigned school time, without permission from the principal.

**TO PROVIDE THE BEST EDUCATIONAL SERVICES FOR OUR STUDENTS, EMPLOYEES MUST BE AT WORK ON A CONSISTENT AND REGULAR BASIS. EXCESSIVE ABSENCES WILL BE USED AS A BASIS FOR DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL.**

#### **ASSERTIVE DISCIPLINE PLAN**

The Assertive Discipline Plan is designed to clarify behavior expectations to students and to assist teachers in maintaining order in the classroom so that all students will benefit from a positive learning environment. All staff members are expected to be familiar with the Assertive Discipline Plan outlined in the student handbook. Please note the following:

- All teachers are required to display the assertive discipline rules and consequences in their classrooms and review these regularly with students.
- Consequences should only be administered for individual misbehavior that breaks a classroom rule and disrupts the learning environment.
- Teachers must use good judgment when deciding whether or not to give detention for not having homework.
- As disruptive students are moved up the discipline ladder, teachers are encouraged to properly communicate with students their discipline status.



## **BEHAVIOR MODIFICATION PLAN**

If the Assertive Discipline Plan outlined in the student handbook does not meet the needs of a student, a behavior modification plan must be established by the teacher, parent, and principal.

## **CELL PHONES**

Cell phones are not to be used on school buses or school owned vehicles. Only in an emergency could a cell phone be used by a bus driver, and the bus must be parked at the time of the cell phone usage.

## **CHARACTER TRAITS AND VIRTUES**

The Lincoln County School District feels that strong, moral values are necessary to the development of our students as good, successful citizens. Therefore, each week teachers are expected to integrate into their instructional program and document in their lesson plans the use of the following lists of virtues, or traits to help students understand and develop character. These traits include **responsibility, courage, compassion, loyalty, honesty, friendship, perseverance, work, self-discipline, and faith.**

## **CLASSROOM APPEARANCE**

A neat, orderly classroom is conducive to learning. It may not have all the physical aspects it should have, but a good teacher will make it attractive. The teacher should make the following checks:

1. At the close of each day's work, teachers should see that all the shades or blinds are lowered so that all will be uniform throughout the school, giving a good outside appearance. At the first faculty meeting, the principal will announce the level to which they should be pulled.
2. Lights should be turned off when the room is not in use.
3. Heaters should be checked and turned off at the end of the last period of the day or at any other time during the day when they are not needed. Heaters should never be higher than needed to keep the room at normal temperature.
4. Close observation should be made for prevention of desks becoming marred. Any student found marring furniture should be reported to the principal.
5. Windows and doors shall remain uncovered.

## **COMPLAINTS BY EMPLOYEES**

It is in the best interest of the Lincoln County School District to have complaints of employees resolved as promptly and equitably as possible. Employees are encouraged to take all reasonable steps possible to resolve conflicts without the necessity of filing a formal complaint. However, in the event a resolution cannot be reached, the employee should follow procedures as outline in the Board Policy Manual, Policy GAE.

If an employee has a grievance or complaint, there is a procedure that must be followed. This process is part of the Lincoln County School Board Policy Manual. In general, the steps are listed below:

### **Step I: INITIAL COMPLAINT TO PRINCIPAL/SUPERVISOR**

(Complaint must be made within 3 days of occurrence or knowledge incident or conduct.)

### **Step II: WRITTEN COMPLAINT TO PRINCIPAL/SUPERVISOR**

(Special forms are available for this purpose.)

### Step III: REVIEW BY GRIEVANCE OFFICER

### Step IV: REVIEW BY BOARD

For specific detail, please refer to the School Board Policy Manual. The Manual is available to you at each school office and in the District Central Office. GAE.

### **COMPUTERS IN THE CLASSROOM**

The district is fortunate to have added many computers within each school. It is very important that teachers stress to students the importance of keeping computers in good working order. Teachers should lock their rooms at the end of each day and never leave computers unattended when students are present. Students should keep all foreign objects, including and food or drink, away from the computers. Computers should be covered when not in use to keep them clean and operational.

\*\*Refer to acceptable use policy.

### **CONDUCT WITH STUDENTS**

Staff members shall maintain a professional relationships with students at all times. At no time shall interpersonal relationships be developed or cultivated in a manner inconsistent with local mores and state or federal laws. See Policy GBEBB.

### **DONATION OF LEAVE TIME**

In compliance with MS Code '37-7-307, any employee may donate a portion of his/her unused accumulated personal leave or sick leave to another employee of the school district or another school district who is suffering from a catastrophic injury or illness, as defined by state law, or who has a member of his/her immediate family suffering from a catastrophic injury or illness. Several restrictions apply, so anyone interested in donating leave time should check with the personnel office before making the request.

### **DRESS CODE**

All employees are expected to dress in a manner that is professionally appropriate for the duties assigned. Attire should be clean, tasteful, and in good repair. Staff members should consider it their professional responsibility to dress in a manner that conveys a positive professional image and sets a good example for students and community. The rules related to student dress in the student handbook also apply to school employees.

### **DRUG AND ALCOHOL POLICY**

District employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, except as authorized by law from the prescription of a physician, in the workplaces of this school district is prohibited. Therefore, the district has implemented a drug and alcohol testing policy that is designed to provide early detection and to eradicate use, possession and influence of prohibited drugs, alcohol and other chemicals that might be present within the environment. School officials will cooperate fully with law enforcement in the prosecution of drug, and/or alcohol violations occurring in th workplace. Violators will be subject to suspension or dismissal. Suspension or dismissal may result in the suspension of revocation of the license of a licensed employee. Pursuant to the Drug-Free Workplace Act of 1988, school employees under federal programs which are funded directly to this school district by a federal agency, as a condition of employment, shall: Abide by the statement above; notify school district officials of any criminal drug statute conviction occurring in the workplace no later than five days after such conviction.

Each district employee that is engaged in the performance of a direct grant aid program should be given a copy of this statement. The contact person will be Letha H. Presley, Assistant Superintendent of Education. Legal Ref: Miss. Code Ann. '37-3-2.

### **EMPLOYEE BENEFITS**

The Lincoln County School District offers health coverage to all full-time employees, in accordance with the Mississippi Department of Finance Administration policies. Spouse and family coverage is available, as well. In addition, several life insurance, disability insurance, supplemental medical insurance, and tax shelter annuities are offered. Open enrollment on these plans is held once during April with the exception of state health which is held in October. The date and time for this event will be posted on our website.

**Except for emergencies, all insurance changes will require a 30-day written notice.** Emergencies are defined as a change in family status (marriage or divorce), birth of a child, death of a spouse or child, or loss of other coverage.

The Lincoln County School District acknowledges and adheres to the federal guidelines for the Family Medical Leave Act of 1993. However, it is the responsibility of the employee to inform his/her supervisor immediately should the need for Family Medical Leave arise.

### **FIELD TRIPS**

Field trips are a valuable teaching tool and are encouraged when tied to instructional objectives. There are certain procedures and timelines that must be followed in the planning process. Teachers must obtain and complete a copy of the "Field Trip Checklist" to assist in making plans. Whether, or not, the cafeteria is providing lunch, the manager must know three (3) weeks in advance to adjust food orders and preparation.

### **FINES AND FEES**

Teachers cannot assess students with fines or fees of any kind without the principal's approval. All fines and fees must be in accordance with school board policies. Students may only be charged for the actual cost of what they receive.

### **FUND RAISERS**

The principal must approve all fund raising activities. Activities must meet requirements set by the Lincoln County School Board. Money should be turned into the office and receipted on a daily basis. Do not hold money.

### **GRADING POLICIES AND PROCEDURES**

Term, semester, and final examinations shall reflect the content actually taught and the requirements of the Mississippi Curriculum Frameworks. In grades K-6, assessment is an on-going process, and teachers are expected to use the curriculum checklists to maintain a record of student progress on the required benchmarks. Teachers in grades 7-12 are expected to record at least one grade per week for a student's work on the required curriculum competencies. The completed gradebook should be turned in to the office at the close of the school year. The progress of the pupil shall never be discussed with a parent without direct access to gradebooks and/or checklists.

Class periods should not be used for grading papers, averaging grades, or making out monthly reports. Students should not be allowed to grade tests or examinations or average grades to be posted in the gradebook. Students could be permitted to grade daily work in class so long as it contributes to the learning situation, and the grade is not to be recorded in the gradebook.

The grading module of SAM7 should be utilized to report grades. Grades should be submitted to the counselor in a timely manner.

Refer to the student handbook for policies and procedures related to grades, exemptions, promotion, statewide testing, and enrollment requirements for students.

\*\*Accelerated Reading is to be used as an enrichment activity and not for grading purposes.

### **PROGRESS REPORTS**

Teachers will send progress reports home with all students at the mid-point of each nine-week period on the date designated on the school calendar. In addition to a grade for each subject, teachers must note student conduct and use the appropriate codes to make comments. Positive, as well as negative, comments should be noted on each progress report. We must emphasize the positive; therefore, **teachers are expected to make at least one positive comment** for each student. If needed, the code for a discipline problem should be written in the comment box and then an explanation must be written on the back.

### **PARENT CONTACT**

**All teachers will contact the parents of each student at least two times each nine weeks. Documentation of contacts is to be submitted to the principal at the end of each nine weeks. Progress Reports may not serve as one of these contacts.**

### **HOURS WORKED**

During fiscal year 2008 the district established a time clock system. Each employee subject to FLSA shall "punch" this time clock so as to accurately record the actual hours worked each day while in the employment of the Lincoln County School District. The district will use a biometric punch system which requires the employee to place their finger on a pad at the time clock. It shall be the responsibility of each principal or department head of each school or department to train and make certain that each and every "nonexempt" employee becomes familiar enough with the time clock system so that each "nonexempt" employee accurately and truly records his/her time for actual hours worked.

Each principal or supervisor shall insure to the school board or its designee accurate and true time punch records are accurately filled out and signed and completed handwritten time sheets which actually reflect each "nonexempt" employee's hours worked for each day of the week. The "nonexempt" employee and principal (or supervisor) shall sign as to the hours actually worked. Timesheets are due in the payroll office on the next working day following the last day of the pay period. Payday is the last working day of each month.

If the “nonexempt” employee fails to punch in using the time clock, a “Missed Punch Report” (page 30) must be completed, and the supervisor may take the following disciplinary actions:

First Offense – Verbal Warning

Second Offense – Written Reprimand

Third Offense – Disciplinary action up to and including termination

Each employee subject to FLSA shall be paid in accordance for all hours worked. Compensable time includes all time that an employee is required to be on duty. Coffee break, waiting time, and meal periods that are frequently interrupted by calls to duty are hours worked and are compensable.

For employees subject to FLSA, the workweek begins on one second after midnight on Monday morning and ends at midnight the following Sunday. Supervisory approval should be obtained prior to working beyond 40 hours in a work week. Overtime pay shall be at one and one-half times the employee’s hourly rate.

### **LEAVE POLICIES**

In accordance with the state law, the Lincoln County School District adopts this policy of leave applicable to all full-time employees, unless otherwise stated. A full-time employee is any person employed on a regular basis and working the number of hours designated for that job. See Policy GBCA.

To provide the best educational services for our students, employees must be at work on a consistent and regular basis. Excessive absences will be used as a basis for disciplinary action up to and including dismissal.

### **BEREAVEMENT LEAVE**

The Lincoln County School District shall provide three (3) days of leave with pay for employees when there is a death in the immediate family. Immediate family includes the spouse, parents (and in-laws), children (and in-laws), siblings (and in-laws), grandparents, or grandchildren. See Policy GBRIAD.

### **FAMILY MEDICAL LEAVE**

The Family and Medical Leave Act of 1993 requires employers to provide up to twelve (12) weeks unpaid, job-protected leave. Employees must have worked at least one year and for 1250 hours for the previous 12 months and meet the required family and medical reasons. These reasons include birth, adoption or foster care placement of a child; the care of an employee’s spouse, son or daughter, or parent who as a serious health condition; or the employee’s own serious health condition. Application for family medical leave shall be presented to the school board for approval 30 days in advance of the expected leave time, except in case of an emergency. You may obtain additional information from the central office.

### **JURY DUTY LEAVE**

The Lincoln County School District shall provide leave with pay for employees who are called for or serve on juries. Performance of jury duty is with full pay and does not count against any type of leave of absence by the employee. When excused from jury duty

prior to 11 a.m., the employees will report to their work site. The district will not recover jury fees from employees who serve on juries. See Policy GADH.

### **OTHER LEAVE**

Policies relating to vacation, leaves of absence for pregnancy, educational study, and military service may be found in Policies AEAA, GCD, GBCA, GBRID of the Lincoln County School Board Policy Manual.

### **PERSONAL LEAVE**

1. Licensed instructional personnel that work 187 days shall accrue two (2) personal leave days per school year.
2. Non-licensed employees and nurses shall accrue one (1) personal leave day per school year.
3. Licensed employees may carry over a maximum of 5 personal days.
4. Personal leave days over 5 shall be converted to sick days at the end of the school year.
5. The employee must give a request for personal leave to the principal or supervisor at least three (3) school days in advance, except in case of an emergency.
6. For employees classified as non-exempt for purposes of the FLSA (with the exception of bus drivers), the smallest amount of leave that may be taken is 30 minutes. Any personal leave taken that exceeds 30 minutes may be taken for the actual hours and minutes that the employee was absent. All other employees are limited to leave in increments of one-half day or one whole day.
7. LEAVE FORMS should be submitted prior to scheduled absence or immediately upon the return to work. Type of leave taken must be marked by employee, and no changes may be made after leave form is processed. **Professional staff should be aware that sick leave may not be used to cover absences marked personal on the leave form.**

### **PROFESSIONAL LEAVE**

Employees may be eligible for professional leave in order to perform professional services by representing the District at educational conferences, conventions, school evaluations, and other such events. An employee desiring such leave must request approval from the principal/supervisor and Superintendent two weeks in advance of the leave. Approved professional leave will be with full pay and will not count against other leave time.

### **SICK LEAVE**

Employees may take sick leave with full pay because of personal illness, childbirth, or for the care of an ill member of their family. This policy governs all requests for sick leave that do not come within definitions of the Family and Medical Leave Policy.

#### **A. AMOUNT OF LEAVE**

1. Certified and assistant teachers that are scheduled to work at least 185 days but no more than 187 days shall accrue seven days of sick leave each school year.
2. Other non-certified employees that are scheduled to work a minimum of 180 days but not less than 197 days shall accrue five days of sick leave each school year. A sick day shall be at the same increment as the employee's regular job.

3. Certified and noncertified employees that are scheduled to work a minimum of 197 but not less than 220 days shall accrue eight days of sick leave each year.
4. Certified and noncertified employees who are scheduled to work a minimum of 235 days shall accrue ten days of sick leave each year.
5. For employees classified as non-exempt for purposes of the FLSA (with the exception of bus drivers), the smallest amount of leave that may be taken is 30 minutes. Any sick leave taken that exceeds 30 minutes may be taken for the actual hours and minutes that the employee was absent. All other employees are limited to leave in increments of one-half or one whole day.
6. LEAVE FORMS should be submitted prior to scheduled absence or immediately upon the return to work. Type of leave taken must be marked by employee, and no changes may be made after leave form is processed.

#### B. ACCUMULATED LEAVE

1. All employees may accumulate an unlimited number of sick leave days that may be carried over from year to year.
2. Accumulated sick leave shall be forfeited upon the termination of employment and shall not be restored with later employment in the Lincoln County School District.

#### C. RETIREMENT

1. Upon retirement, licensed employees may choose to be paid for all unused accumulated leave up to 30 days at a rate equal to the daily amount paid to a substitute teacher. All unused accumulated leave for which compensation is not received will be certified toward retirement. This provision is subject to and shall conform to the requirements of state law and the retirement system.
2. Upon retirement, non-licensed employees may choose to be paid for all accumulated leave days up to 30 days at a rate equal to federal minimum wage. All unused accumulated leave for which compensation is not received will be certified toward retirement.

#### D. PAYROLL DEDUCTION (REVISED 7/16/2012)

**For certified/licensed personnel, the first 10 days of sick leave taken in excess of the number of accumulated leave days will result in a payroll deduction of an amount equal to substitute pay for the position of the employee absent. Any sick leave taken in excess of the number of accumulated leave days past this will result in a payroll deduction of an amount equal to regular pay.**

- #### E. EMPLOYEES MAY BE required to present a physician's certification of illness when absent for four or more consecutive school days; for one day immediately preceding or following a holiday; or at any other time requested by the Principal and/or Superintendent.

## **LESSON PLANS**

Each teacher is expected to establish a desired learning objective for each class and relate to the students what they expect to accomplish. Long range and daily plans are vital to proper planning and teaching. Good teaching cannot be done without planning, and teachers shall plan, in writing, their daily lessons at least one week in advance. Space in lesson plan books prohibits these plans in detail; therefore, it is necessary to be as concise and accurate as possible in the making of each lesson plan. Teachers are also expected to have an emergency lesson plan that can be used by a substitute on any given day. The lesson plan book should be available for inspection at all times.

Teachers must use the competencies and objectives identified in the individual curriculum frameworks published through the Mississippi Department of Education and adopted by the Lincoln County School District as a guide in planning instruction. Since the new statewide testing program is aligned with the curriculum frameworks, it is even more important that instruction center around those competencies and objectives.

Instruction should go beyond lecture and include opportunities for students to engage in cooperative- learning, problem-solving, integrated, and hands-on activities to facilitate learning. It has been proven that less disciplinary problems arise in classes that have been planned well in advance. Every minute of the assigned class time should be devoted to learning activities. Secondary teachers must document in their lesson plans the implementation of applied academic instruction methodology, the use of applied instruction module/units across the curriculum, and the integration of learning activities between academic and vocational education classes.

Teachers shall follow the schedule determined by the principal to turn in lesson plan books and have lesson plans documented on a regular basis. The lesson plan book must be available at all times to the principal upon his request. Lesson plans must be available to send to the Alternative School when needed.

## **LICENSE RENEWAL REQUIREMENTS**

Teachers are responsible for license renewal. Teachers must maintain and submit documentation for license renewal through the online ELMS system provided by the Mississippi Department of Education's Office of Educator Licensure. All original CEU certificates and/or college transcripts must be submitted to the central office before renewal will be approved. Within each five-year cycle, an individual must complete the following for license renewal:

### *BACHELOR'S DEGREE*

- Ten (10) continuing education units (CEUs) in content area or job/skill\* related area **or**
- Three (3) semester hours in content area or job/skill\* related area **and**
- Five (5) continuing education units (CEUs) in content area or job/skill\* related area **or**
- Six (6) semester hours in content area or job/skill\* related area.



### *MASTER'S DEGREE OR ABOVE*

- Three (3) semester hours in content area or job/skill\* related area **or**
- Five (5) continuing education units (CEUs) in content area or job/skill\* related area.

\*Content area refers to the area of certification (e.g., mathematics, science, special education, etc.). Job/skill related areas include pedagogy and skills essential for effective teaching and leadership (e.g., computer technology, cooperative learning, learning styles, methodology, etc.).

When licenses are renewed and before contracts are issued, teachers must provide a current copy of their license to central office for their personnel file.

### **LUNCH / BREAKFAST PROGRAM**

The following policies apply to teachers/staff:

1. Teachers/staff may not eat breakfast or school lunches in the classrooms.
2. A commercial food and/or drink container, including soft drink cans or bottles, is not allowed in the cafeteria by teachers or students.
3. Teachers/staff may not charge meals, but they may pay for meals in advance. They will be assigned a lunch number.
4. Teachers/staff or visitors to lunchroom may purchase a full meal or any portion of a meal.
5. **Refund Request:** Excess balances remaining on teacher Child Nutrition accounts shall be carried forward to the next school year. Refunds of these excessive balances will only be granted if a teacher is withdrawing from the district.

School lunches must meet meal pattern and nutrition standards based on the latest *Dietary Guidelines for Americans*. The current meal pattern increases the availability of fruits, vegetables, and whole grains in the school menu. The meal pattern's dietary specifications set specific calorie limits to ensure age-appropriate meals for grades K-5, 6-8, and 9-12. Other meal enhancements include gradual reductions in the sodium content of the meals (sodium targets must be reached by SY 2014-15, SY 2017-18 and SY 2022-23). While school lunches must meet Federal meal requirements, decisions about what specific foods to serve and how they are prepared are made by local school food authorities.

A full lunch will consist of the following:

- one (1) entree\*
- two (2) vegetables or two (2) fruits or
- one (1) vegetable and one (1) fruit
- one (1) bread (roll, crackers, rice, etc.)
- one (1) dessert
- one (1) beverage of choice

\* chef salad is one (1) entree, two (2) vegetables and one (1) bread: cost - \$2.50  
(with one (1) other item and beverage - \$3.00)

\*soup and sandwich combo entree: cost - \$2.50  
(with one (1) other item and beverage \$3.00)

If five meal items are chosen, the cashier will charge for a full meal, which includes a beverage of choice. Beverage of choice may be milk, juice, tea or water.

### **MAINTENANCE WORK**

All requests for maintenance work except in an emergency situation must be made in writing to the school office. In return, these requests will be given to the janitor or the maintenance supervisor. Please do not call on these individuals at your convenience. To help make their load a little lighter, please discuss good housekeeping practices with your students frequently. This includes keeping desks in orderly manner, paper off the floor, restrooms clean and sanitary, and paper off the campus

### **PASSES**

Teachers must give a signed pass to students finding it necessary to leave a regularly assigned place at any period during the day. The pass must state to whom the student is to report and must be handed back to the teacher upon return, signed by the person reported to and indicating the time of departure. Passes should be kept at a minimum and given only in cases of extreme necessity. Students should not be given passes to take care of any matters that could be taken care of during break, lunch period, or before or after school. Failure to follow this policy leaves the employee and principal liable for any accidents or incidents that occur while students are unsupervised.

### **PAYROLL POLICY**

The Lincoln County School District shall process a single monthly payroll with electronic settlement of payroll checks secured through DIRECT DEPOSIT of net pay for ALL school district employees as required by Section 37-151-103 of the Miss. Code.

A 2017-2018 Pay Period Schedule is on file at each school in the school office.

### **PERMANENT RECORDS / STUDENT INFORMATION**

Permanent records, or cumulative folders, for all students are on file in principal's office. Semester averages and yearly averages shall be posted on students' permanent records. Since the principal is responsible for all records and reports, care should be taken to never remove a cumulative folder without permission. Under no circumstances should cumulative folders be taken from the school to have items posted on them. All items of information must be posted as accurately and as neatly as possible, which are retained in the school files.

The content of student education records is confidential. School employees must not release any information regarding student academic or disciplinary records except as permitted by federal law. Directory information concerning students may be released at the school's discretion unless parents inform the school that such information may not be released. This information includes the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, dates of attendance, awards received, photographs, and the most recent school attended (Section 438 1232g United States Code).

### **PERSONNEL APPRAISAL SYSTEM**

The primary purpose of the Lincoln County Personnel Appraisal System is to enable individuals to be effective in the performance of their duties and responsibilities. Personnel appraisal will be conducted according to policy detailed in the "Personnel Appraisal System for Career Educators." The appraisal system plan outlines all

guidelines and procedures. Copies of the personnel appraisal plan, including the actual appraisal instruments, informal observation form, and student evaluation of instruction forms, are in each school office and are available upon request.

### **PROFESSIONAL DEVELOPMENT**

The Lincoln County School District is required by law to provide a district professional development program that meets accreditation standards. The purpose of district professional development is to improve the organization and the individual employee, as part of the organization, is obligated to participate in the professional development program for individual growth and enhancement.

### **PROFESSIONAL ORGANIZATIONS**

The Lincoln County School District encourages teachers to be affiliated with professional organizations.

### **PURCHASING REGULATIONS**

Employees must follow State, federal, and district regulations when making purchases.

1. In compliance with state purchasing laws, a purchase order must be issued prior to the ordering of goods or services. The employee, not the school district, will be responsible for payment, or returning merchandise, in the event proper purchasing procedures are not followed.
2. Employees must check to make sure there is sufficient money in the budget being used to make a purchase, and that the purchase is a legal expenditure.
3. Follow directions to complete a purchase requisition. Be sure to provide all information including the shipping costs, the expenditure code, the actual price (not a guess), complete mailing address of the vendor, and any special instructions regarding the order on the purchase requisition.
4. The employee and principal must sign a requisition before it is sent to the central office. Fax only the requisitions that are needed immediately. All others should be sent to central office in the school mail. If there is a problem, the requisition will be returned to the school.
5. When issued a purchase order number to pick up materials, it is illegal to "pick-up" extra items not on the purchase order or to swap one item for another item. If the ticket does not match the purchase order, the invoice will not be paid.
6. When an order is received, the packing slip must be signed, dated, and sent (not faxed) to central office. When applicable, the receiving ticket must be attached to the packing slip.
7. If you have more than one purchase order, an invoice must be received for each one individually.
8. Any equipment purchased with federal money must have two price quotes if the cost is more than \$5,000 and must be approved in the federal project.
9. Reimbursements will only be made for approved workshop/conference expenses. If the district is to pay for the workshop/conference or reimburse for expenses, then the appropriate travel request form and form for reimbursement of expenses must be completed and returned to the central office. Payment of expenses or reimbursement of expenses will not be paid by the district if this procedure is not followed.
10. Equipment costing over \$500, or highly walkable items, must be labeled with a

tag number supplied by the central office. It is the responsibility of the principal and teacher for making sure this equipment is tagged and in the appropriate place at the school.

11. Any purchases over \$5000, but under \$50,000, require two written price quotes signed by the authorized company official.
12. Any purchases over \$50,000 require advertised bids.

### **SEXUAL HARASSMENT AND DISCRIMINATION/TITLE IX**

Title IX of the Educational Amendment of 1972 prohibits sex discrimination, including sexual harassment, against students and employees. It is the intent of the Lincoln County School District to maintain an environment free from sexual discrimination and 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. Failure to remove sexual and/or derogatory remarks about students or staff members is considered harassment. It is important that teachers and principals are aware of inappropriate remarks written on restroom walls, desks, etc.

Complaints may be made to the appropriate administrator or directly to the Title IX Coordinator without fear of reprisal and with assurance of confidentiality. If a complaint is substantiated, the offending employee/student shall be subject to disciplinary action.

To make a complaint, specific steps must be followed in accordance with strict timelines. In order to start the grievance process, a complaint must be made writing 5 days after the occurrence of the alleged sexual harassment, by contacting your principal or the Title IX coordinator, Letha Presley, at P.O. Box 826, Brookhaven, Mississippi 39602, 835-0011.

### **NONDISCRIMINATION**

It is the policy of the Lincoln County School District not to discriminate on the basis of race, color, national origin, age, sex, religion or disability. The district shall adhere to all standards of the American With Disability Act. (ADA)

### **SUBSTITUTE EMPLOYEES AND PAY**

1. Whenever possible, licensed personnel will be used as substitutes for teachers.
2. Substitute employees will be paid as follows:
  - Substitute teacher with a 4 year college-----\$70.00
  - Substitute teacher without college degree-----\$60.00
  - Substitute for a teacher aide or secretary-----\$60.00
3. Licensed teachers who serve as a long-term substitute for a teacher who is expected to be out for at least 20 days will receive \$125 per day. Principals must submit a written recommendation to the school board requesting approval for a long-term substitute. See Policy GBRJ.
4. The rate of substitute pay for a half day will be one half of the daily rate.
5. Substitute bus drivers will be paid as follows:
  - Morning and Evening Route-----\$30.00
  - Morning or Evening Route-----\$15.00
  - Shuttle Route-----Negotiable based on length of route or time involved
  - Extended Route (over 3 hours a day morning and evening----\$40.00
  - ½ Extended Route-----\$20.00

Any certified and approved bus driver or substitute bus driver may serve as a substitute tank attendant or substitute shuttle driver. Substitute tank attendants will be paid at the same rate as regular tank attendants which is \$7.25 per hour. Substitute shuttle route drivers will be paid based on their time and their hourly pay rate according to the bus driver pay scale.

6. The school may pay school employees who drive for school activities. In order for the employee to receive pay, the principal must submit a time sheet with the amount to be paid, along with a check for reimbursement to the district for the amount to be paid to the driver. The District will pay for substitute's CDL License or for renewal of CDL License provided the employee drives a bus and/or serves as a substitute driver.

## **TEXTBOOKS**

For each textbook, teachers are required to maintain a textbook record sheet that shows the book number, the condition of the book and the number of years used. Before textbooks are issued, the textbook agreement form should be sent home with each student for the signature of the parent/guardian. When a textbook is issued, the student's name and the date should be recorded on the textbook record sheet with the textbook number recorded by the student name in the grade book.

All textbooks should have the student name written in by the teacher and the date issued.

At the end of the school year, or when a student withdraws, the teacher shall complete the textbook agreement form by indicating any fines owed by the student or by indicating that all fines have been cleared.

## **TRAVEL EXPENSES**

When requesting a professional leave day or other travel not involving students, staff members must complete the "Travel Request Form." This form is available in the school office. The completed request form with projected costs and signatures should be submitted to the Central Office at least two weeks before the date of travel. Travel that requires lodging reservations and/or registration fees should be submitted in adequate time for arrangements to be completed and checks to be cut. Overnight travel requires PRIOR board approval.

In order to receive reimbursement, the front and back of the form, "Reimbursement of Travel Expenses," must be completed in full. Actual mileage and amounts for meals must be documented on the reimbursement form. Receipts from lodging and other authorized expenses must accompany the completed reimbursement form. Mileage and meals associated with an overnight stay will be reimbursed at the state-approved rate.

## **WORKER'S COMPENSATION**

All employees are covered for medical expenses and loss of income due to accidental injury on the job through Worker's Compensation. On-the-job accidents must be reported to the employee's principal or supervisor within 24 hours.

When an employee is absent from work due to a work-related injury, he/she will receive his/her regular pay for the first five days of absence, but these days must be charged

against the employee's accumulated sick or personal leave time. If an employee has no accumulated leave time, he/she will not receive pay from the school district. Worker's Compensation pay will be in accordance with the statute-governing Worker's Compensation. See Policy GBGD.

# **COACHING GUIDELINES**

- 1) Students are not allowed on field or gym without supervision.
- 2) There will be no practicing of sports without the supervision of a coach.
- 3) Coaches will not give students or parents keys to facilities for any reasons.

## **Internet and Network Acceptable Use Policy Lincoln County School District**

Internet access and Electronic Mail (E-Mail) are now available to students and teachers in the Lincoln County School District. We believe the Internet offers vast, diverse, and unique resources to students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

To that end, the Lincoln County Board of Education supports and respects each family's rights to decide whether or not to apply for access.

To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return Internet Usage form. Students 18 and over may sign their own forms.

### **General Overview**

Internet access is available through a coordinated system of government agencies and regional and state networks. The proper operation of the network and internet rely on the proper usage and conduct of the users. Internet and network users must follow strict guidelines to ensure smooth operation. The United States Government has placed into law the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA). CIPA and COPPA require that schools receiving federal funds, including E-rate discounts and Title III of the Elementary and Secondary Education Act, put into place Internet safety policies. These internet safety policies must include a technology protection measure for blocking access to "visual depictions" of obscene material, child pornography and material that is "harmful to minors" when minors are accessing the Internet. CIPA also requires that the Internet safety policy include the monitoring of all online activities of minors. The policy must also address the following: (a) access by minors to inappropriate material on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communication, (c) unauthorized access, including "hacking", and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures designed to restrict minors' access to materials harmful to minors.

Realizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a "good faith effort" to abide by the



requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

COPPA requires school districts not to disclose personal information about students on websites – such as their full name, home or email address, telephone number, and social security number.

These guidelines are provided so that you, the user and/or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Lincoln County School District user violates any of the provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## **Internet and Network Conditions of Use**

### **Personal Safety**

1. User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification information such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc.
2. User will immediately report to Lincoln County School District officials any attempt by other Internet users to engage in inappropriate use of the Internet.

### **Illegal Activity**

1. User agrees not to access, transmit or retransmit any material in furtherance of any illegal act or conspiracy to commit any illegal act in violation of U.S., Mississippi, local government, or Lincoln County School District policies and regulations.
2. User shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material or material protected by trade secret, and/or any other material that is inappropriate to minors.
3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosions, fireworks, smoke bombs, incendiary devices, or other similar materials.
4. User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. User shall not access, transmit, or retransmit language that may be considered offensive, or abusive.
6. User shall not access, transmit, or retransmit information that could cause danger, disruption, or engage in personal attacks, including prejudicial or discriminatory attacks.
7. User shall not access, transmit, or retransmit information that harasses another person or causes distress to another person.

### System Resource Limits

1. User shall only use the Lincoln County School District system for educational and career development activities and research activities approved by a school faculty member.
2. User agrees not to download large files unless it is absolutely necessary. If it is absolutely necessary to do so the user agrees to obtain permission from the instructor.
3. User agrees not to post chain letters or engage in "spamming" (sending annoying or unnecessary messages to a large number of people).
4. User agrees to immediately notify his/her teacher or other school administrator should a user access inappropriate information.

### User Rights

1. The internet is considered a limited forum, similar to a school newspaper, and therefore the Lincoln County School District may restrict user's rights to free speech for valid educational reasons. However, the schools will not restrict the user's right to free speech on the basis of disagreement with the opinions expressed by the user.
2. User shall have the responsibility to use computer resources for academic purposes only. Therefore as mandated by CIPA, filtering will be utilized on all computers accessing the Internet within the school district. The only exception will be for academic research by a staff member with the approval of the school administration.
3. User should not expect files stored on school computers to remain private. Authorized staff can and will periodically inspect folders on school computers. Routine review and maintenance of the system may indicate that a user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
4. The Lincoln County School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's Internet account.

### **Consequences for Failure to Comply with Internet Use Policy**

There will be consequences for any user who fails to follow the above guidelines and policies. The consequences may include paying for damages, denial of access to technology, school detention, suspension, expulsion or other remedies applicable under school disciplinary policy, and state and federal law. At the discretion of the Lincoln County School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

When a user is using the School District's system it may seem as though these policies could be easily broken and the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

## User Agreement and Parent Permission Form

As a user of the Lincoln County School District's computer network, I hereby agree to comply with the above stated rules. I will communicate over the network in a reliable fashion and will honor all laws and restrictions. I fully realize that this is a legal binding document.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name of Student:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

As the parent or legal guardian of the minor signing above, I grant permission for my son/daughter to access networked computer services such as E-mail, and the Internet. I understand individuals and parents/guardians may be held responsible for violations. I understand some materials on the Internet may be objectionable, but I accept responsibility for guidance in its use. I will set and convey standards for my son/daughter to follow when selecting, sharing, or exploring information on the Internet.

**Parent/Guardian's Signature:** \_\_\_\_\_

**Parent/Guardian's Printed Name:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Work Telephone:** \_\_\_\_\_

**Lincoln County School District  
Staff and Visitor Contract for Acceptable Use of District Internet  
and Email**

I, \_\_\_\_\_ accept and agree to abide by the  
(Print full name) following:

1. I agree to abide by all rules that are listed in the Lincoln County School District Acceptable Use Policy.
2. I agree not to allow other individuals to use my account for Internet activities nor will I give anyone my password.
3. I agree not to participate in the transfer of inappropriate or illegal materials through the Lincoln County School District Internet connection. I realize that the transfer of such materials may result in legal action against me.
4. I realize that all district communication resources are for educational work related purposes (i.e., email, dbabble, etc.) Failure to comply with proper usage may result in termination of these services.
5. I realize the primary purpose of the network is for educational use only, and that no commercial endeavors may be used on the system.
6. I realize that the use of the Internet and the network is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking my account, disciplinary action, and/or legal action.
7. I agree to the Lincoln County School District officials monitoring my use of their network, including E-mail and Internet privileges.
8. I agree not to copy and/or distribute information from the Internet that would be in violation of copyright laws.

I release the Lincoln County School District from any liability or damages that may result from the use of the districts network or Internet connection. I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet.

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Staff or Visitor Signature

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Date

## **FIXED ASSET MANAGEMENT**

In accordance with Lincoln County School District Policy DID, the following accountability guidelines will be enforced:

### **STANDARD OF CARE AND LIABILITY FOR MISSING PROPERTY**

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

### **ENFORCEMENT**

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

\*"Under the plan" refers to the Criteria for Establishing Fixed Asset Accountability Plan for Mississippi School Districts, established in 1995 by the State Auditor's Office.

## School Vehicle Operator Agreement

All employees who operate a school owned vehicle or receive reimbursement for the use of their personal vehicle on school business are required to complete the following agreement to be kept on file in the Central Office.

1. I agree to operate the vehicle used on school business in accordance with all Federal, state, and local laws and regulations.
2. I agree not use a cell phone while driving a vehicle on school business. (If you must carry on a conversation, pull the vehicle off the road in a safe place and complete your call.)
3. I agree to abide by all district guidelines and policies while on school business.
4. I agree to only use the school vehicle on school related business.
5. I agree to have a valid driver's license (and current insurance on my personal vehicle if used for school business).
6. I agree to provide a copy of current driver's license and proof of insurance to the transportation Secretary to be kept on file. (These must be updated whenever changed or renewed.)

Please check the appropriate spaces and fill in the expiration date below:

Valid Driver's License      Expiration Date: \_\_\_\_\_

Proof of Insurance      Expiration Date: \_\_\_\_\_

\* Attach a copy of license and proof of insurance if applicable.

I understand that by failing to comply with the terms of this agreement, that I may be held liable for accidents, that I may be reprimanded, and/or that I may be terminated.

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Employee Signature

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Date

# **GUIDELINES FOR REFERRALS TO THE SCHOOL NURSE**

Due to the need for students to be in class as much as possible, we have issued guidelines to follow to try and cut down on class time missed.

## **STUDENT NEEDS REQUIRING IMMEDIATE CARE:**

Vomiting - must be witnessed by a teacher or other adult

Fainting - call nurse to come to the student for complaints of feeling faint

Any breathing difficulty

Seizure activity

Injury during a class activity

Students with diabetes complaining of feeling ill

Fever over 100 degrees

Symptoms of allergic reactions- such as itch skin, hives, swelling, or difficulty breathing

## **STUDENT NEEDS TO BE REFERRED DURING CLINIC TIME (usually 8-12 daily):**

Persistent or frequent headache

Sore Throat

Severe cold symptoms

Earache

Toothache or gum pain

Stomach or abdominal pain-students with severe pain should be sent immediately

Suspected lice

Any other health concern of the student or teacher

