

# LAWRENCE COUNTY SCHOOL DISTRICT

*Achievement. Advancement. Accountability.*



## EMPLOYEE HANDBOOK 2020-2021

### **Board of Education**

Dr. Wesley Bridges, President  
Dr. Mark Herbert, Vice President  
Mr. Curtis Alexander, Secretary  
Ms. Mildred Harvey  
Mr. Dan Stuckey

### **Superintendent of Education**

Titus M. Hines, Ed. D.  
346 Thomas E. Jolly Drive  
Monticello, MS 39654  
601-587-2506 Fax 601-587-2221  
[www.lawcosd.org](http://www.lawcosd.org)

Board Approved July 21, 2020  
This handbook is to be used as a guide only.

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## **Introduction**

The most important instructional resources in any school district are its faculty and staff. The LCSD School Board and its Administration acknowledge the willingness of faculty and staff to work cooperatively to meet the educational needs of our community. We can all agree that the work we do is very challenging and extremely important.

You will find in this handbook guidance and regulations for a smooth flow of accomplishing the vision, mission, and goals of the district. The information will assist with questions that you may have during the performance of your duties. The employee handbook is not inclusive of every question you might have, every policy, or state statute regulating public education; however, it will be a helpful tool for you as an employee of the LCSD.

The School Board and Administration appreciate each of you for the role you play in providing educational experiences for our children. It is our wish that each of you have a successful and rewarding school year.

## **Vision**

The vision of the LCSD is to become an "A" district, while striving for each individual to reach his/her greatest potential.

## **Mission**

The mission of the LCSD is to include all stakeholders in being intentional and purposeful about the education provided to our students. We will provide an education of the highest quality that will prepare and equip all students to compete in our global society.

## **Strategic Plan Goals 2020-2025**

**Goal 1: Provide a safe, secure learning environment for all students**

**Goal 2: Increase student achievement at all schools throughout the district**

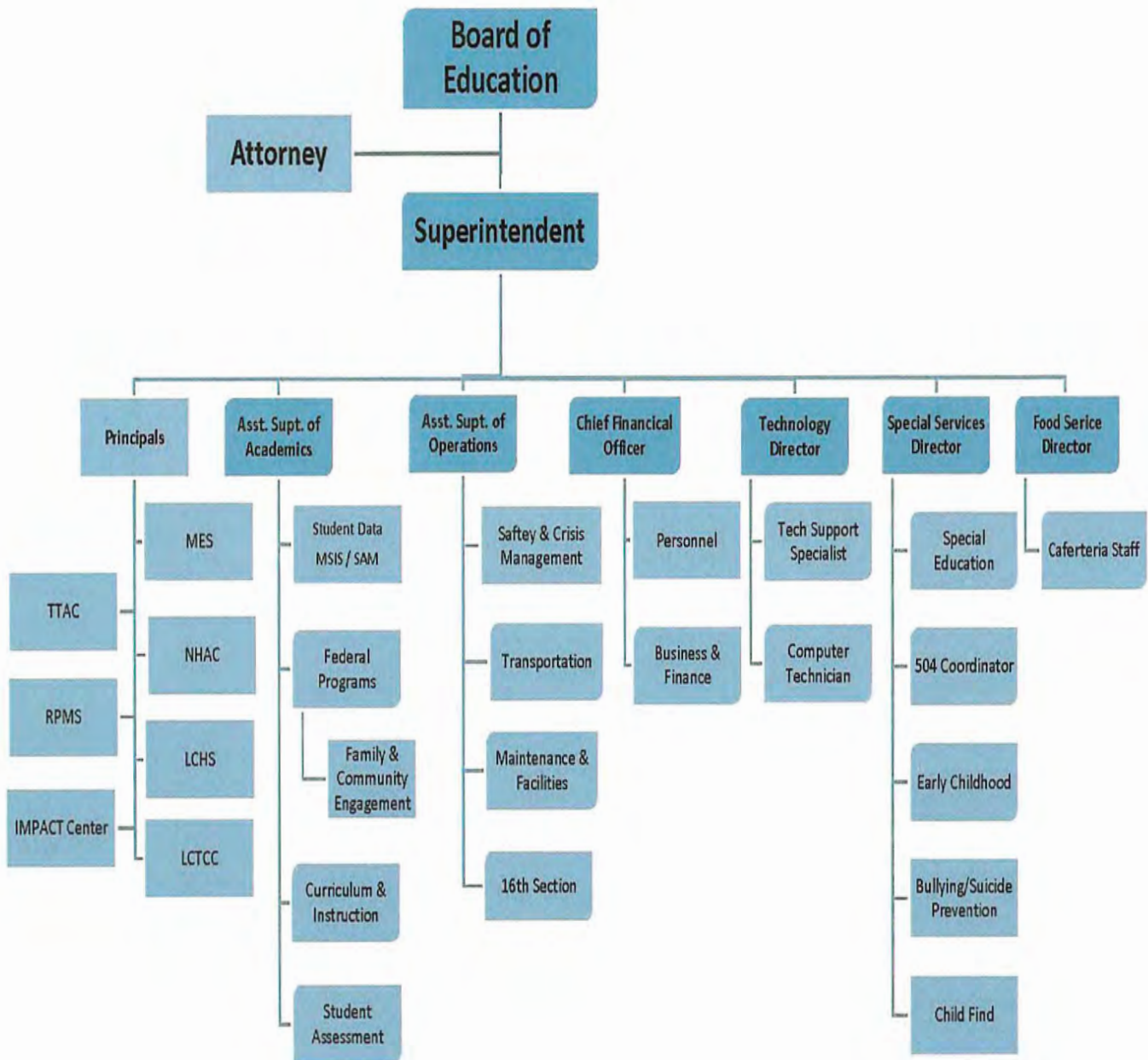
**Goal 3: Maintain a financially sound budget**

**Goal 4: Improve community relations and stakeholder involvement**

**Goal 5: Provide a positive work and school environment for teachers and students**

# LAWRENCE COUNTY SCHOOL DISTRICT

## ORGANIZATIONAL CHART 2020-2021



**LCSD District Office Directory**  
**346 Thomas E. Jolly Drive**  
**Monticello, MS 39654**

Location	Department	Contact #	Administrator/Director	Support Staff
001	LCSD Superintendent of Education	Phone: 601-587-2506	Titus M. Hines, Ed. D.	<b>Executive Assistant:</b> Erica Peyton-Walker, Ext. 2006
001	LCSD Assistant Superintendent Of Instruction Federal Programs/Curriculum and Instruction Director/ District Test Coordinator	601-587-2506 Ext. 2035	Twyla Oakes	<b>Federal Programs Secretary</b> Lisa Dawson, Ext. 2036 <b>Curriculum/Technology Teacher Coach</b> Debbie Jordan, Ext. 2037 <b>Federal Program Assistant</b> Christy Alexander Ext. 2039 <b>Curriculum Assistant</b> Teffany Madison, Ext. 2015
001	LCSD Assistant Superintendent Of Non-Instruction/ Maintenance/ Transportation/ 16 <sup>th</sup> Section/Safety Crisis Management/Discipline	601-587-2506 Ext. 2011	Rusty Rutland	<b>Maintenance:</b> Eric Ladd <b>Transportation:</b> Derrick Prestridge <b>Bookkeeper</b> Kathy Holmes, Ext. 2002
001	LCSD Special Services Director 504 Coordinator/Special Services Data Manager/ Title IX	601-587-2506 Ext. 2652	LaKesia Bryant	<b>Case Manager:</b> Mitti Bilbo, Ext. 2653 <b>Secretary:</b> Polly Hall, Ext. 2651
001	LCSD Chief Financial Officer/ Fixed Assets/Personnel	601-587-2506 Ext. 2010	Avery Johnson	<b>Accounts Payable:</b> Sylvia Rogers, Ext. 2013 <b>Payroll:</b> Katrina Stanfied Ext. 2012 <b>Receptionist and Requisitions:</b> Alicia Smith, Ext. 2001
001	LCSD Technology Director	601-587-2506 Ext. 2020	Bobby Dawson	<b>Technicians:</b> Cory Grubbs Keith Rutland
001	LCSD Child Nutrition Director	601-587-2506 Ext. 2031	Karen Hathorn	<b>Child Nutrition Bookkeeper:</b> Elaine Black, Ext. 2030



LCSD SCHOOL DIRECTORY				
School #	School Name	Contact #	Administrators	Support Staff
004	Rod Paige Middle School Grades 5-8 1570 Hwy 184 West (P.O. Box 489) Monticello, MS 39554	Phone: 587-2128 587-3011 Fax: 587-7178	<b>Principal:</b> Cassie Bridges <b>Assistant Principal:</b> John Leon	<b>Secretaries:</b> Carol Moye Jessica Nations <b>Counselor:</b> Eboney Magee-Dorsey
008	Monticello Elementary School Grades K-4 957 McPherson Drive Monticello, MS 39654	Phone: 587-7609 587-3019 Fax: 587-4167	<b>Principal:</b> Alicia Conerly <b>Assistant Principal:</b> Pamela Rodgers	<b>Secretaries:</b> Lesia Lewis Melissa Howell <b>Counselor:</b> Eboney Magee-Dorsey
012	Lawrence County High School Grades 9-12 713 Thomas E. Jolly Drive (P.O. Box 488) Monticello, MS 39654	Phone: 587-4910 587-2164 Fax: 587-5001	<b>Principal:</b> Tawanna Thornton <b>Assistant Principal:</b> Joseph Hooker	<b>Secretaries:</b> Annie Showers Malissa Hayes <b>Counselor:</b> Wakeshia Cole <b>Records Clerk:</b> Latrice Smith
016	New Hebron Attendance Center Grades K-8 120 Golden Bear Lane New Hebron, MS 39140	Phone: 694-2151 694-2159 Fax: 694-2799	<b>Principal:</b> Tiffany James <b>Assistant Principal:</b> Paul Graham	<b>Secretaries:</b> Bernice Magee Wanda Grenn <b>Counselor:</b> Allyson Ballard
024	Topeka Tilton Attendance Center Grades K-8 853 Hwy 27 South Monticello, MS 39654	Phone: 587-4895 587-4662 Fax: 587-2367	<b>Principal:</b> Al Felder <b>Assistant Principal:</b> Jillian Fuller	<b>Secretaries:</b> Donna King Angela Errington <b>Counselor:</b> Allyson Ballard
090	Lawrence County Technology and Career Center Grades 9-12 686 Smith Lane (P.O. Box 578) Monticello, MS 39654	Phone: 587-9346 Fax: 587-2980	<b>Director:</b> Jeff Quin	<b>Secretary:</b> Lisa Griffith <b>Counselor:</b> Patsy Sandier
001	Lawrence County IMPACT Center 207 Cougar Dr. Monticello, MS 39654	Phone: 587-4910 Ext. 2410	<b>Director:</b> Carla Bell	

## Lawrence County School District 2020-21 School Calendar

August 3	Professional Development—No Students
August 4	Professional Development—No Students
August 4	District Wide Open House
August 5	1 <sup>st</sup> Day for Students
September 7	Labor Day Holiday
October 7	End 1 <sup>st</sup> Term
October 8	Begin 2 <sup>nd</sup> Term
October 19-20	Fall Break for Students
October 20	Report Card Pick Up
	Professional Development—No Students
November 23-27	Thanksgiving Holidays
December 18	End 2 <sup>nd</sup> Term—60% Day
December 21-January 6	Christmas Holidays for Students
January 6	Professional Development—No Students
January 7	Begin 3 <sup>rd</sup> Term
January 18	Martin Luther King, Jr. Day Holiday
February 15	President's Day Holiday
March 12	End 3 <sup>rd</sup> Term
March 15-19	Spring Break
March 22	Begin 4 <sup>th</sup> Term
April 1	Report Card Pick Up
	Professional Development—No Students
April 2-5	Easter Holidays
May 21	Graduation
May 26	End 4 <sup>th</sup> Term—60% Day
May 27	Professional Development—No Students
May 28	Professional Development—No Students

Fall, winter, and spring universal screening dates to be determined.

### Grade Reporting Periods

Nine Weeks	Date	Grade Reports
1 <sup>st</sup> 9 weeks	August 5-October 7	October 20—Report Card Pick Up
2 <sup>nd</sup> 9 weeks	October 8-December 18	January 14—Report Cards Sent Home
3 <sup>rd</sup> 9 weeks	January 7-March 12	April 1—Report Card Pick Up
4 <sup>th</sup> 9 weeks	March 22-May 26	May 28—Report Cards Mailed



2020-2021 PAY PERIOD SCHEDULE										
Week	Beginning	Ending	Timesheets Due	Pay Day	182-Day Position			236-Day Position		
					Days	Hours Weeks*	Pay Period*	Days	Hours Weeks*	Pay Period*
1	7/1/2020	7/4/2020			0	0.00		2	16.00	
2	7/5/2020	7/11/2020			0	0.00		5	40.00	
3	7/12/2020	7/18/2020	7/20/2020	7/31/2020	0	0.00	0.00	5	40.00	96.00
4	7/19/2020	7/25/2020			0	0.00		5	40.00	
5	7/26/2020	8/1/2020			0	0.00		5	40.00	
6	8/2/2020	8/8/2020			4	32.00		5	40.00	
7	8/9/2020	8/15/2020	8/17/2020	8/31/2020	5	40.00	72.00	5	40.00	160.00
8	8/16/2020	8/22/2020			5	40.00		5	40.00	
9	8/23/2020	8/29/2020			5	40.00		5	40.00	
10	8/30/2020	9/5/2020			5	40.00		5	40.00	
11	9/6/2020	9/12/2020	9/14/2020	9/30/2020	4	32.00	152.00	4	32.00	152.00
12	9/13/2020	9/19/2020			5	40.00		5	40.00	
13	9/20/2020	9/26/2020			5	40.00		5	40.00	
14	9/27/2020	10/3/2020			5	40.00		5	40.00	
15	10/4/2020	10/10/2020	10/12/2020	10/30/2020	5	40.00	160.00	5	40.00	160.00
16	10/11/2020	10/17/2020			5	40.00		5	40.00	
17	10/18/2020	10/24/2020			3	24.00		4	32.00	
18	10/25/2020	10/31/2020			5	40.00		5	40.00	
19	11/1/2020	11/7/2020	11/9/2020	11/20/2020	5	40.00	144.00	5	40.00	152.00
20	11/8/2020	11/14/2020			5	40.00		5	40.00	
21	11/15/2020	11/21/2020			5	40.00		5	40.00	
22	11/22/2020	11/28/2020			0	0.00		0	0.00	
23	11/29/2020	12/5/2020	12/7/2020	12/18/2020	5	40.00	120.00	5	40.00	120.00
24	12/6/2020	12/12/2020			5	40.00		5	40.00	
25	12/13/2020	12/19/2020			5	40.00		5	40.00	
26	12/20/2020	12/26/2020			0	0.00		2	16.00	
27	12/27/2020	1/2/2021			0	0.00		0	0.00	
28	1/3/2021	1/9/2021	1/11/2021	1/29/2021	2	16.00	96.00	5	40.00	136.00
29	1/10/2021	1/16/2021			5	40.00		5	40.00	
30	1/17/2021	1/23/2021			4	32.00		4	32.00	
31	1/24/2021	1/30/2021			5	40.00		5	40.00	
32	1/31/2021	2/6/2021	2/8/2021	2/26/2021	5	40.00	152.00	5	40.00	152.00
33	2/7/2021	2/13/2021			5	40.00		5	40.00	
34	2/14/2021	2/20/2021			4	32.00		5	40.00	
35	2/21/2021	2/27/2021			5	40.00		5	40.00	
36	2/28/2021	3/6/2021	3/8/2021	3/31/2021	5	40.00	152.00	5	40.00	160.00
37	3/7/2021	3/13/2021			5	40.00		5	40.00	
38	3/14/2021	3/20/2021			0	0.00		0	0.00	
39	3/21/2021	3/27/2021			5	40.00		5	40.00	
40	3/28/2021	4/3/2021			3	24.00		4	32.00	
41	4/4/2021	4/10/2021	4/12/2021	4/30/2021	4	32.00	136.00	4	32.00	144.00
42	4/11/2021	4/17/2021			5	40.00		5	40.00	
43	4/18/2021	4/24/2021			5	40.00		5	40.00	
44	4/25/2021	5/1/2021			5	40.00		5	40.00	
45	5/2/2021	5/8/2021	5/10/2021	5/28/2021	5	40.00	160.00	5	40.00	160.00
46	5/9/2021	5/15/2021			5	40.00		5	40.00	
47	5/16/2021	5/22/2021			5	40.00		5	40.00	
48	5/23/2021	5/29/2021			4	32.00		5	40.00	
49	5/30/2021	6/5/2021	6/7/2021	6/30/2021	0	0.00	112.00	4	32.00	152.00
50	6/6/2021	6/12/2021			0	0.00		5	40.00	
51	6/13/2021	6/19/2021			0	0.00		5	40.00	
52	6/20/2021	6/26/2021			0	0.00		5	40.00	
53	6/27/2021	6/30/2020	7/1/2021	7/30/2021	0	0.00	0.00	3	24.00	144.00
					182	1,456.00	1,456.00	236	1,888.00	1,888.00
* Hours for the week and pay period are based on 8.00 hours a day; for other positions, multiply daily										
hours by number of days										
This is the planned schedule as of this date; the Superintendent may make changes as needs arise.										
When the payday is Monday; every effort will be made to process the prior Friday										



## **Equal Opportunity Employment**

This Board shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of an individual's race, color, ethnic or national origin, religion, gender, height, weight, age, marital status, political beliefs, disability, or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

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

This school district affirms the employee rights under Title VII and therefore shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

*(School Board Policy GAAA)*

## **Employment Verification I-9**

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 will be provided by the personnel department.

*(School Board Policy GAGO)*

## **LCSD Policies**

LCSD policies can be accessed on the district's website, [www.lawcosd.org](http://www.lawcosd.org), under site shortcuts.

## **Employee Accidents**

All accidents involving employees must be reported to the supervisor immediately; the supervisor must complete the appropriate form for submission to the central office. Workers' Comp forms must be filed as soon as possible whether or not the employee wants to go to the doctor. Forms for Workers' Comp are available at each school and the central office.

## **Coordination of Benefits**

It is the policy of the Lawrence County School District to prohibit employees injured at work from combining workers' compensation benefits with accrued leave that would result in compensation exceeding 100% of their wages. *(School Policy GBRHD)*

## Employee Benefits

Employee Benefits are available on the LCSD Website, [www.lawcosd.org](http://www.lawcosd.org). You can retrieve your Know Your Benefits Portal by clicking on For Employees and scrolling down to Know Your Benefits Portal, our online employee benefits manual. Information on health & life insurance and other products are also available in the business office.

### Employee Benefits Contact Information

State & School Employees Health Insurance Plan	1-800-709-7881
UNUM Life Insurance	1-228-475-8687
Catching Insurance Agency	1-601-355-7489
American Fidelity	1-800-323-3748
Texas Life	1-800-283-9233
Delta Dental Insurance	1-800-632-8555
Comp-Benefits Vision Insurance	1-800-633-1262
Public Employees' Retirement System of Mississippi	1-800-444-7377

### Direct Deposit

State law mandates direct deposit of monthly payroll checks.  
(MS State Code 37-151-103)

### ActiveResources

ActiveResources is available on the Lawrence County School District's Website, [www.lawcosd.org](http://www.lawcosd.org). You can access ActiveResources by clicking on For Employees and scrolling down to ActiveResources. Once you gain access to ActiveResources, you can create your own account. An employee can view or print his/her direct deposits or checks, view leave balances and submit a change of address.

### Leave Entitlement

**Personnel attendance is very important. The LCSD will strictly enforce district policy for days taken for sickness, personal, and vacation. Abuse of leave time will not be tolerated.**

For the purpose of determining leave entitlement while employed by the Lawrence County School District, experience accrued only in the Lawrence County School District will be considered. At the beginning of each contract (school) year, each employee shall be credited with leave allowances as specified in the following chart.  
(School Board Policy GBRI)

		<b>Personal/ Vacation</b>
<b><u>Classification of Employee</u></b>	<b><u>Sick Days</u></b>	<b><u>Days</u></b>
<b><u>Exempt (Certified) Employees</u></b>		
<i>Administrators:</i>		
12-Month Administrators ex. 236 days	15	10
11-Month Administrators ex. 220 days	13.5	3
10-Month Administrators ex. 200 days	12.5	3
<i>Non-Teaching Certified Personnel:</i>		
12-Month Certified Personnel ex. 236 days	15	10
11-Month Certified Personnel ex. 220 days	13.5	2
10-Month Certified Personnel ex. 200 days	12.5	2
<i>Teaching Certified Personnel:</i>		
Teachers	10	2
<i>Salaried Non Certified Personnel</i>	10	10
<b><u>Non-Exempt (Hourly Wage) Employees</u></b>	<b>Hours</b>	<b>Hours</b>
Teacher Assistants/Personal Care Givers	56	16
School Office Staff	56	16
Central Office Staff -Less than 4 Years' Experience	80	40
Central Office Staff - 4 Years or More Experience	120	40
12-Month Maintenance Personnel	40	80
12-Month Bus Shop Personnel	40	80
10-Month Bus Shop Personnel	40	0
Bus Drivers	Hours daily x 2	
Cafeteria Workers	Hours daily x 5	

Employees working less than a full year after the start of the school year, leave entitlement will be prorated based on the actual days to be worked.

Sick leave may be granted to an employee in cases of sickness of the employee, death of a mother, father, brother, sister, spouse, mother-in-law, father-in-law, child, foster child, grandchild, grandparent, and a dependent as defined by the Internal Revenue Service. In addition the Superintendent has the discretionary authority to grant leave after the death of a friend of the family or a relative who is not immediate family. For absences of three or more consecutive days a written doctor's excuse may be required.

Personal leave may be granted to the employee by the immediate Supervisor, Principal or the Superintendent. The Superintendent has the authority to limit the number of approved personal days to allow no more than 10% of any building staff to be away from work on any given day in order to assure that the educational process is not interrupted and the safety and welfare of students are maintained. Personal days may not be taken the day before a school holiday or on the first or last working day of the contractual period or on the first or last day of a school term, unless on such days an immediate family member of the employee is being deployed for military service or an immediate family member of the employee dies or funeral services are held. In addition, the



Superintendent of Education has the discretionary authority to grant leave for other emergency situations that may arise.

Vacation leave may be granted to the employee by the immediate Supervisor, Principal or the Superintendent. Vacation leave should be taken only when school is not in session.

For Jury Duty/Subpoena absences a copy of the jury duty attendance form must be attached to the employee absence report and submitted to the central office.

**Employees shall not leave school grounds or duty post unless they have supervisor permission.**

### **Donated Leave**

Any school district employee may donate a portion of his or her unused accumulated personal or sick leave to another employee of the Lawrence County School District who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness in accordance with the Mississippi Code of 192, SEC. 37-7-307 (10). *(School Board Policy GADF)*

### **Military Leave of Absence**

All employees of the Lawrence County School District who are members of any of the Reserve components of the Armed Forces of the United States, or former members of this service of the United States discharged or released from under conditions other than dishonorable, shall be entitled to leave of absence from their respective duties, without loss of pay, time, annual leave, or efficiency rating, on all days during which they shall be ordered to duty to participate in training at an encampment, field exercises, maneuvers, outdoor target practice, or for other exercises for periods not to exceed fifteen (15) days, and all such officers and employees shall for such periods in excess of fifteen (15) days be entitled to leave of absence from their respective duties without loss of time, annual leave, or efficiency rating until relieved from duty and shall when relieved from such duty be restored to the positions held by them when ordered to duty, or a position of like seniority, status and pay; provided that such person: (1) when discharged or released from the Armed Services shall have received a certificate of satisfactory completion of service, (2) shall be still qualified to perform the duties of such position, (3) shall make application for reemployment within ninety (90) days after such person is relieved from such training and service or released from hospitalization for a period not more than one (1) year for causes attributable to such services. Any person restored to a position under the above provision shall not be discharged from such position without cause within one (1) year after restoration. Calendar year used herein shall mean January through December.

If the time of call to active duty is optional for the employee, the school district expects that the employee choose a time for reporting to duty that is least disruptive to the school district. *(School Board Policy GBRID)*

## **Family Medical Leave Act**

Employees who have been employed with the LCSD for at least 12 months and have worked 1,250 hours in the immediate past 12 months are eligible for up to twelve weeks of unpaid leave for the following:

1. the birth of a child or placement of a child for adoption or foster care
2. the care of the employee's spouse, parent or child with a serious condition
3. the employee's own serious health condition

All employees must request family medical leave. Please contact the business office for the appropriate form. (*School Board Policy GBRIA*)

## **Non-Qualifying Family Medical Leave**

Non-Qualifying Family Medical Leave applies to those employees who are not eligible under the Family Medical Leave Act due to not meeting the requirement of being employed for 1,250 hours of service during a 12 month period immediately preceding the commencement of leave. (*School Board Policy GBRIAB & GBRIAC*)

## **Americans with Disabilities Act (ADA)**

The ADA covers employers with 15 or more employees and generally prohibits discrimination against "qualified individuals with disabilities." A qualified individual with a disability is an applicant or employee who can perform the essential functions of the job in question with or without reasonable accommodations. Disability is defined as: a physical or mental impairment that substantially limits one or more major life activities; a record of such impairment; or being regarded as having such impairment.

Lawrence County School District will reasonably accommodate qualified applicants and employees with disabilities unless making the accommodation imposes an undue hardship on the school district. Lawrence County School District will reasonably accommodate known disabilities. Therefore, employees needing accommodation should speak directly to their supervisor.

## **Title IX Regulations**

Title IX prohibits discrimination on the basis of sex in educational programs or activities by recipients of federal financial assistance. The LCSD has designated Ms. Lakesia Bryant as the Title IX Coordinator. All complaints of noncompliance with Title IX should be reported to: Ms. Lakesia Bryant, Lawrence County School District, 346 Thomas E. Jolly Drive, Monticello, MS 39654 Phone: 601-587-2506. Additional information concerning the application of Title IX and its implementing regulations may be found by contacting the Office of Civil Rights of the United States Department of Education, Atlanta Office, 61 Forsyth Street SW, Suite 19T40, Atlanta, GA 30303 Telephone: (404) 974-9450.



## **Employee Conduct**

Employees of the Lawrence 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. (*School Board Policy GAB*)

*LCSD requires that all employees, not just licensed employees, adhere to the Professional Educators Code of Ethics.*

## **Professional Educators Code of Ethics**

### **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:
    1. Employment history, professional qualifications, criminal history, certification/recertification
    2. Information submitted to local, state, federal, and/or other governmental agencies
    3. Information regarding the evaluation of students and/or personnel
    4. Reasons for absences or leave
    5. Information submitted in the course of an official inquiry or investigation
  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:

- sexual jokes
- sexual remarks
- sexual kidding or teasing
- sexual innuendo
- pressure for dates or sexual favors
- inappropriate touching, fondling, kissing or grabbing
- rape
- threats of physical harm
- sexual assault
- electronic communication such as texting
- invitation to social networking
- remarks about a student's body
- con-sensual sex

#### **Standard 5: Educator Collegial Relationships**

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

5. 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.***

10. Unethical conduct includes, but is not limited to, the following:
1. Abandoning the contract for professional services without prior release from the contract by the school board
  2. Refusing to perform services required by the contract.

Violation of SB Policy GAB and/or the Educators Code of Ethics can result in a written narrative, a written reprimand, suspension without pay, administrative leave with pay, or recommendation for termination.

### **Employee Protection**

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

*(School Board Policies GAEA and GBR)*

## **Bullying or Harassing Behavior**

The Lawrence County School District prohibits bullying or harassing behavior of students, school employees, or volunteers. The district will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or other school employees. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. Complaints of bullying or harassing behavior need to be made to the Superintendent of Education or designee for his/her investigation and should allegations prove to be legitimate, the offending employee or student shall be subject to disciplinary action. (*Policies JDDA and JDDA-P*)

### **Sexual Harassment**

The LCSD forbids discrimination against any employee on the basis of sex and will not tolerate sexual harassment activity by any of its employees. The LCSD affirms employee protection provided under Title VII, and shall not tolerate verbal or physical conduct

by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. (*Policy GBR*) It is the express policy of the LCSD to encourage victims of a sexual harassment to come forward with such claims. If such acts occur, the victim shall follow the district's grievance procedures for reporting. (*Policy GAER*)

### **Grievances Procedures**

LCSD has a grievance policy for the purpose of securing, at the first possible administrative level, an equitable solution to any grievance. Failure to follow Policy GAER may result in disciplinary actions, even if the grievance is sustained.

The following definitions shall apply in the grievance procedure:

1. A "grievance" is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy.
2. A "grievant" is a person or persons making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends, holidays, and vacation days.

#### **Level One**

1. All grievances must be presented orally to the principal or immediate supervisor of the grievant within five days of the act or omissions complained of, and the principal or immediate supervisor and grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his principal or immediate supervisor, the grievant shall, within five days after meeting with his principal or immediate supervisor, file a written statement with his principal or immediate supervisor setting forth in detail how the grievant claims to have been



discriminated against. This written statement shall contain, in additions to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The letter must be signed by the grievant.

3. In the event the grievant does not submit to his principal or immediate supervisor a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal or immediate supervisor.
4. Within five days after receiving the grievant's signed statement the principal or immediate supervisor shall send to the superintendent a copy of the grievant's statement, along with a statement from the principal or immediate supervisor setting forth his response to the grievant and/or his decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his written statement to the grievant.

#### Level Two

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

#### Level Three

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



# **Internet Acceptable Use Policy For Lawrence County School District**

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

## **Overview**

Internet access is made available to our District through E-Rate funding and provided by an E-Rate approved vendor. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. To this end, Congress has passed and the president signed into law, the Children's Internet Protection Act (CIPA). CIPA requires that schools receiving certain 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 Lawrence County School District provides monitoring and filtering of all online activities of minors. Additionally the policy must address the following:

- a. Access by minors to inappropriate material on the Internet and WorldWide 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 so-called "hacking", and other unlawful activities by minors online.
- d. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- e. Measures designed to restrict minors' access to materials harmful to minors.
- f. Student's safety while utilizing Internet resources.
- g. The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.
- h. Cyberbullying awareness and response.

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 network resources. If a Lawrence County School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Illegal activity on this network will be reported to the appropriate authorities.

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.

## **Lawrence County Schools Internet Terms and 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 The Lawrence County School authorities 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 United States, Mississippi, local government, or Lawrence County School District policies or 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, spamming and phishing.
5. User shall not access, transmit, or retransmit language that may be considered offensive, defamatory or abusive.
6. User shall not access, transmit or retransmit information that could cause danger or 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 Lawrence County School District's system for educational and career development activities and limited, high quality self-discover activities as approved by a school faculty member.
2. User agrees not to download large files (in excess of 100 MB) unless it is absolutely necessary. If it is absolutely necessary to do so the user agrees to obtain permission from the instructor and technology coordinator.
3. User agrees not to post chain letters or engage in "spamming" (that is ,sending an annoying or unnecessary message 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. This will assist in protectingthe user against a claim of intentional violation of this policy.

## **User Rights**

1. The Internet is considered a limited forum, similar to a school newspaper, and therefore the Lawrence County Schools may restrict user's right to free speech for valid educational reasons. However, the schools will not restrict 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 theschool administration.
3. User should not expect files stored on school computers or school managed cloud services to remain private. Authorized staff can and will periodicallyinspect folders on school computers and school provided cloud based services. 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 Lawrence County School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conductedthrough the user's Active Directory and/or Office 365 account.



## **Consequences for Failure to Follow Terms and Conditions of 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 or federal law. At the discretion of the Lawrence 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 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.

**Lawrence County School District**  
**Staff and Visitor Contract for Acceptable use of District Internet**

I, \_\_\_\_\_ accept and agree to abide by the following:

**Print Full Name**

1. I agree to abide by all rules that are listed in the Lawrence 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 Lawrence County School District's Internet connection. I realize that that the transfer of such materials may result in legal action against me.
4. I realize the primary purpose of the network and email is for educational use only, and that no commercial endeavors may be used on these systems.
5. 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.
6. I agree not to participate in the transfer of material which may be considered treasonous or subversive through the use of the Lawrence County School District's Internet connection.
7. I agree to the Lawrence County School officials monitoring my use of their network and school provided cloud based services, 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 Lawrence County School District from any liability or damages that may result from the use of the District's computer and/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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**Employee or Visitor Signature**

**Date**



## **Political Activity of Staff Members**

The School Board recognizes the rights of its employees, as citizens, to engage in political activity. The School Board also recognizes that school property and school time should not be used for political purposes except as provided for in policies pertaining to the use of school buildings by civic and political organizations.

Any employee who intends to campaign for an elective public office shall, at the earliest possible moment, notify the school board in writing of the office which he/she intends to seek, together with his or her decision as to whether he or she wishes to continue employment and under what terms and conditions.

Campaign literature supporting one or more candidates shall not be distributed within the schools or on school buses by pupils, teachers, or others nor campaign posters be displayed on school owned property. Employees shall not poll their pupils to determine how their parents are voting on any issue, and shall not attempt to indoctrinate pupils with personal political and social philosophy; however, employees are not prohibited from political activities after hours of official employment.

Violations of this policy shall be reported and discussed in a conference between the employee and the Superintendent. *(School Policy GAHB)*

## **Inappropriate Mix of Personal and School Issues**

Lawrence County School District provides a District Web Site for use in disseminating information to teachers, parents, students, and other community members. Each school in the district has a School Web Page that can be used for dissemination of school specific information to the above stakeholders. Each teacher in the district has access to utilize a Teacher Web Page for dissemination of classroom specific information to stakeholders.

Since the district provides a platform for electronic communications with stakeholders regarding educational and job-related information, employees of the district should not post job/work related information on personal sites or media. This includes any site not sponsored by Lawrence County School District. A personal posting on a personal site or media is not a reflection of Lawrence County School District's position. Caution should be taken by employees when posting on his/her personal sites or social media such as Facebook, Twitter, Instagram, etc. so as to not imply that Lawrence County School District is in support of his/her personal postings.

## **Smoking and Other Uses of Tobacco**

The use of tobacco or any electronic nicotine delivery system is prohibited by any person on or in any public school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity. In addition, MS Code 41-114-1 (2010) prohibits smoking in any indoor public facility or within 100 feet of any outdoor public



facility during any time that persons under 18 years of age are engaged in an organized athletic event at that facility. *(School Board Policy GBRM)*

## **Drug and Weapons Free School and Workplace**

LCSD employees are hereby notified that it is a violation of School Board Policy GBRL (drug free workplace) for any employee to 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 USC 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

LCSD employees are further notified that it is a condition of your continued employment with the LCSD in connection with any federal grant that you will comply with School Board Policy GBRL of the school district and will notify your supervisor of your conviction of any criminal statute for a violation occurring in the workplace, no later than 5 days after such conviction.

Any employee who violates the terms of the LCSD's drug free workplace policy (GBRL) may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the school district.

All weapons are prohibited from all LCSD's property. The LCSD wants to maintain a work environment which is safe and secure in nature. Threats, threatening behavior, or any acts of violence against employees, students or other individuals on the premises will not be tolerated and may lead to disciplinary actions, up to including immediate termination, and/or criminal prosecution.

## **Employee Dress Code**

Unseemly dress in the presence of students is expressly prohibited and will not be tolerated. Questions concerning employee dress code will be addressed by the School Administrator. *(School Board Policy GAB)*

### **Lawrence County School District Employee Dress Code**

The LCSD strives to present a school climate that supports a professional and respectful learning environment. The personal appearance of all district employees must follow the guidelines of cleanliness, neatness, and appropriateness that conveys a positive professional image from which students can identify. LCSD employees are required to adhere to the following dress regulations during their work day as designated by their immediate supervisor.

#### **Tops/Shirts/Blouses**

- Short or Long sleeve polo, School Related T shirt, \*blouse, or oxford shirt
- \*Blouse is defined as a usually loose-fitting garment especially for women that covers the body from the neck to the waist.
- No tight fitting or oversized shirts/blouses will be allowed
- No sleeveless shirts or tank tops



**Bottoms**

- Khaki, denim, knit fabric
- Pants, slacks, shorts, skorts, skirts, or capris (no holes or rips)
- Must be worn at natural waistline
- No tight fitting or oversized bottoms
- Shorts, skirts, skorts, jumpers, and dresses must be within 2 inches above the knee or longer

**Outer Wear** (example: jackets, sweatshirts, sweaters, etc.)

Longer Jackets or Heavy Coats are allowed.

- Must fit same guidelines as described in Tops/Shirts
- Must be waist length

**Shoes**

District administration encourages employees to wear closed toe, low heeled footwear.

However, all shoe types are allowed for district employees with the exception of flip flops, house slippers, crock style shoes, and sliders. Additionally, all laced type shoes shall be tied and fastened appropriately.

**Accessories**

- No sunglasses, hats, caps, or other headgear (example: head wraps, wave caps, picks, etc.) worn indoors
- No body piercings, with the exception of ears, worn at school or any school related activity (includes but not limited to nose, tongue, eyebrow, etc.)
- Tattoos or other body markings deemed inappropriate, vulgar, or gang related must be covered at all times

**Other:**

- Attire worn by physical education/band teachers that does not meet the Employee Dress Code for all district employees must be approved by their immediate supervisor.
- The directors of Maintenance, Child Nutrition, and Transportation will develop their own dress standards based on the LCSD Employee Dress Code.
- Nurses and SCD/Severe/profound Sped Classroom teachers may wear scrubs.

Reward Days/Special Event Days as they pertain to employee dress will be set by the school administration.

**Cellular Phones and Other Electronic Devices**

The LCSD is committed to providing a safe and orderly school environment. The School Board and Administration of Lawrence County realize that cell phones serve as a disruption and distraction during the school day. The Board authorizes the superintendent to establish administrative procedures consistent with this policy for employee possession and usage of cellular phones/devices. (*School Board Policy IFBB*)



**NOTE: All faculty and staff shall comply with policies and instructions in regard to cell phones, bring your own device, and electronic device prohibitions found in the parent/student handbook.**

### **Fixed Asset Accountability**

All employees who are assigned fixed assets in their rooms or in their possession must sign a Fixed Asset Assurance Form (Statement of Responsibility). If an item is found missing, the person who signed as being responsible for the item will be held personally and financially liable, unless a properly executed police report is filed in 2 business days. *(School Board Policy DM)*

### **Lesson Plans**

According to the board approved Elementary and Secondary Teacher Job Description, all teachers are to prepare for classes assigned and provide written daily plans as evidence of preparation upon request of immediate supervisor. These lesson plans shall be based on the most current Mississippi Curriculum Standards. Procedures for lesson plan submission will be determined by the school principal.

### **Arrangements for Substitutes**

A roster of approved substitute teachers shall be issued by the Superintendent, which shall contain names of approved substitute teachers who been approved by the school board to serve as emergency teachers. Each school will develop its procedure for utilization of substitute teachers and other substitute personnel.

*(School Board Policy GBRJ)*

According to the Board-approved Elementary and Secondary Teachers Job Description, when a teacher is absent he or she will provide the substitute teacher with lesson plans, duty schedules, class roster/seating charts, and daily schedule that is suitable for organized instruction.

### **Food Service**

Any employee may purchase breakfast and/or lunch in the school cafeteria at the price approved by the Board, no less than the actual cost of the meal. (All student meals are subsidized by the Federal Government.)

The building food service manager should be notified three weeks in advance

- a. When a class will not be eating in the cafeteria,
- b. In the event of a large number of visitors are anticipated, or
- c. When sack lunches will be needed.

## **Gifts and Bequests to the School District**

When gifts are offered to the Lawrence County School District by citizens, companies, etc. the Superintendent of Education will make a recommendation to the School Board with regard to the gift, etc. Upon the Superintendent acceptance of the gift, it will be approved by the School Board. *(School Board Policy DFK)*

## **Visitors to the Schools**

All visitors to schools shall report immediately to the school office, sign in, submit a valid photo ID (driver's license or other state issued photo ID) or car keys, and obtain a visitor's badge so that visitors can be readily identified by school personnel. Exceptions to this requirement are when visitors are attending a general school function such as a pep rally, assembly program, athletic event, etc. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering building or from loitering on grounds. Such persons will be prosecuted to the full extent of the law.

*(School Board Policy KM)*

## **School Volunteers**

The Board recognizes that the community members can provide valuable services to the schools by sharing their time, talents, and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between schools and the community.

- A volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.
- All volunteers shall be at least 18 years of age. (This does not apply if the volunteer work is part of a class, and is done to fulfill a service learning or community service requirement for graduation, or is done through a recognized student organization.)
- Volunteers serve under the direction and supervision of the building principal or designated staff.
- When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity advisor, or other designated employee.
- Assignment, continuation, or termination of volunteers shall be the discretion of the building principal.
- Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The building principal shall make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer



handbook, or other means.

- Volunteers shall perform only those tasks that have been assigned.
- Volunteers will not have access to confidential information in student records.
- Volunteers may not transport students in private vehicles except as allowed by board policy.

The Superintendent or assigned designee shall establish procedures for the support of this policy. Persons interested in volunteering time or services should contact the building principal. The principal will recommend to the Superintendent/Designee that a voluntary position is needed. Prospective volunteers will be required to complete a written application and fingerprint/background check at his/her own expense. No volunteer may work at a school site until the background check is cleared. (This does not apply if the volunteer work is part of a class, and is done to fulfill a service learning or community service requirement for graduation, or is done through a recognized student organization.) If a volunteer is seeking to assist in a coaching position, there are additional training courses that must be completed at applicant's expense. *(School Board Policy KJA)*

## **Bad/Inclement Weather Procedures**

All schools in the Lawrence County School District are equipped with the proper resources to monitor inclement weather conditions. In the event of inclement weather during the school day, all children are secured in the safest manner possible at each school site. If it is necessary to release students before the end of the regular day, parents will be notified by the Superintendent or designee through the district's Emergency Calling System, local radio, and television stations.

In the event that inclement weather is predicted, the decision to cancel school or have a delayed start time for the day will be determined by the Superintendent of Education. The cancellation of school or the delayed start time will be announced through the Emergency Calling System, local radio, and television stations. Delayed start times will only be used if district officials feel the roads will be clear later in the morning. While the start of school will be delayed, the school day will end at the regular time. The school board may, in its discretion, provide additional administrative leave with pay for all employees (professional, certified, and classified) in the event of declared emergency closures. *(School Board Policy EBBB)*

## **Emergency Drills**

It shall be the duty of the principals and teachers in each building of this school district to instruct pupils in the methods of emergency drills and to practice drills until all the pupils in the school are familiar with the methods of escape. Emergency drills are conducted periodically on each campus within the district. Emergency procedures, unique to each campus, are in place and the principal and all staff members are knowledgeable and trained in the implementation of all these procedures. *(School Board Policy EBBC)*

## Parent Guide to School Crisis Planning

This information is intended to give you a better understanding of the safety procedures Lawrence County School District (LCSD) has in place in the event of an emergency or crisis situation. As parents/guardians you have entrusted your children to us for the better part of each working day. **It is important for you, as well as your children, to know what to do when the school is in a crisis.** By working together and following established procedures we have a much greater chance to keep everyone safe. Advance preparation is vital in maintaining a safe environment.

### Learn More about Our Schools' Crisis Response Plan

- The district promotes taking appropriate measures to ensure the safety of all students and staff members.
- The district and each building have crisis response plans in place.
- The LCSD Crisis Response Plan, which is reviewed annually and updated, includes procedures for response to a variety of crisis incidents.

### Preparation is Key to Safety

School district personnel and students will practice objective based drills associated with specific emergencies on a regular basis during the school year. These drills will include:

- Evacuation (Fire)
- Intruder (Lockdown)
- Tornado
- Bomb Search
- Earthquake
- Active Shooter

Drills are important to build confidence and trust, build in automatic responses, and to practice and learn. Talk with your child about the importance of drills.

## Administration of Medications to Students

School personnel **shall not** exceed the practice of first aid in dealing with pupil injuries and sickness, and only qualified personnel shall administer first aid to pupils.

Medication shall be provided or administered to a student by school personnel **ONLY** with the written request and consent of the student's parent/custodian/legal guardian. This includes over the counter medications. Proper documentation of medication administration must be kept. School personnel will not administer prescription medicine to a student unless the student's physician authorizes school personnel to administer the medicine and the parents/guardians have signed the Indemnity Agreement associated with this policy. The parents/guardians are responsible for obtaining a statement from the physician authorizing school personnel to administer the medicine.



The statement should include: student's name, diagnosis, name of medicine, method of administration, time/s to administer medicine, amount of medicine, date to discontinue or review administration of medicine, physician's signature, date. The parents/guardians are responsible for getting the medicine to the school. All medicine must be in a proper container with a label from the pharmacy. *(Board Policy JGCD)*

### **Limited English Proficiency Instruction** *(District Policy IK)*

Students with limited English proficiency (EL) shall be provided equal opportunities to participate in the educational programs operated by the district, as required by federal, state and local policy. This also applies to any student regardless of immigrant status. The district shall provide an ongoing program to locate, identify, and assist eligible students with limited English proficiency. A copy of Lawrence County School District's EL Policy and Procedures can be requested from the Office of Federal Programs at 346 Thomas E. Jolly Drive, Monticello, Mississippi 39654.

### **Education for Homeless Students and Unaccompanied Youth** *(District Policies JBC and JQN)*

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. The McKinney-Vento Homeless Education Assistance Act ensures that homeless students and unaccompanied youth have full and equal access to an appropriate public education and that they experience success in school. When a child is determined to be homeless as defined by the McKinney-Vento Act, Lawrence County School District (LCSD) shall consider and take enrollment action that is in the best interest of the child. LCSD will also follow the requirements of the McKinney-Vento Homeless Assistance Act and the School Board Approved Policy and Procedures for Enrolling Homeless Students/Unaccompanied Youth. If you have questions regarding this policy and procedures, contact the district's homeless education liaison, Twyla Oakes at 601-587-2506.

### **Parental Engagement**

LCSD has a strong commitment to the role of parents in their children's education and to effective, comprehensive parental engagement. In policy, a parent is intended to include parents and guardians involved in supervising the child's schooling. Parental/family engagement in a child's learning is a critical link to achieve academic success and to promote a safe and disciplined learning environment.

LCSD expects each school to develop and implement a school parental engagement plan which meets all legal requirements of ESSA. A copy of each school's plan is available upon request from the school's office. This school parental/family engagement plan and Parent Compact will be updated annually.  
*(School Board Policy LA)*

## Parent Contact

As a way to build school-family relationships, there should be positive communication between teachers and parents. An effort by teachers and parents to work together helps improve student's academic performance and behavior at school. Teachers of the Lawrence County School District should contact parents/guardians as frequently as possible. The following contact log should be used to document communications with parents; this log must be turned in monthly to the principal or his/her designee:

### Lawrence County School District Teacher-Parent Contact Log

Teacher's Name \_\_\_\_\_ School \_\_\_\_\_

\* Type of Contact: P=Phone; L=Letter; PC=Parent Conference; E=E-mail; O=other

Date	* Type	Student Name	Reason/Description of Contact



## Tutoring for Pay

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he may have a conflict of interest, teachers shall receive no money from parents for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to make. Further, no tutoring for which a teacher receives a fee will be carried on in the school building. *No teacher shall use his official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he is association. § 25-4-105 (1) (1994)*  
(School Board Policy GBRGB)

## School Sponsored Fundraisers

The Lawrence County School Board grants authority to the schools of Lawrence County to conduct fundraising activities as part of the sale of items to students.

A disclosure statement shall be made available to prospective purchasers of school pictures, graduation invitations and to those renting caps and gowns when the sale or rental of such items is being conducted as a fund raising event. At a minimum, the statement must read **"Notice: This sale is being conducted as a fundraising event. A portion of the sale price will be contributed to the School Activity Fund."**

When a fundraising activity is being conducted as a part of the sale or rental of items to students, a system of accountability must be established for the items sold or rented to the students. The school may allow the student to pay directly to the vendor the total amount of the sales or rental price including the fee. The vendor would later rebate to the school the amount of the fee charged to the student. Under this system, the school principal is required to obtain an independent listing of the students and the amount paid by the students to the vendor. The independent listing of students will provide the school with a mechanism to reconcile the amount due to the school from the fee charged to the student to the amount collected and later remitted by the vendor. The amount collected from the vendor as part of the fee charged to the student must be credited to the general activity fund.

Prior to any fundraising activity within the school, the sponsor of such event shall present a request to the principal. If the principal approves of the activity, the request will be sent to the office of the Superintendent.

Should approval by the superintendent be granted, the principal shall have the authority to engage their school in the following school sponsored fundraising activities:

- A. Operation of vending machines
- B. Operation of school stores
- C. Operation of concession stands
- D. Operation of carnivals
- E. Sales by principals and/or teachers to students

The application to conduct a fundraiser shall establish sales, prices, where and when



the fundraiser will take place. Only the principal of each school may make a request to the superintendent to conduct these fundraising activities.

The money collected through school sponsored fundraising activities is required to be receipted according to the receipt section of student activity management policy (Board Policy DK). For all items purchased for resale to the students, there must be a reconciliation of the items purchased, the items sold and the gross sales amount. The reconciliation must be performed on a periodic basis and be submitted to the central office for review and approval. The amount generated through school sponsored fund raising activities must be accounted for in the local school general activity fund and agency accounts.

### **Fundraising for Outside Organizations**

The School Board grants the authority to the principals to permit the collection of funds for the following activities provided a bona-fide organization exists as evidenced by a charter and registration with the Mississippi Secretary of State:

- A. Parent Teacher Association
- B. Parent Teacher Organization
- C. Athletic Boosters
- D. Band Boosters
- E. Other Boosters

Funds collected by school employees on behalf of the outside organization are not considered activity funds. Thus, the local school is not required to be accountable for funds unless such funds are commingled with activity funds. In such case, the procedure outlined in Board Policy DK shall be used. If the outside organization maintains its own funds, the organization must provide a financial report monthly during its activity season and at least quarterly. The Board reserves the right to approve or disapprove any and all activities of any organization wishing to use the name, facilities, employees or students of the Lawrence County School District.  
(School Board Policy DKA)

### **Travel**

All **travel** requires pre-authorization. The pre-authorization form must be approved by the Superintendent. After travel has been completed, the approved pre-authorization form must be attached to the travel voucher and submitted to the superintendent for payment. The travel forms are available at the central office and the principal's office at each location.