PERSONNEL HANDBOOK
2026-2027

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

LEE COUNTY SCHOOL BOARD

Sherry Mask	President	District 5
Carrie Bruce	Vice- President	District 2
Mary Ann Edwards	Secretary	District 4
Greg McKissick	Member	District 1
Mark Simpson	Member	District 3

ADMINISTRATION OFFICE

Coke Magee	Superintendent
Adam Lindsay	Assistant Superintendent
Lindsey Brett	Director of Community Partnership
Anthony Bryant	Director of Special Education
Chris Conwill	Federal Programs Director
Stephen Adams	Student Assessment Director
Shauna Bostick	Student Services Director
Jodie Boyd	Director of Early Childhood
Dr. LaTonya Slater	Curriculum Specialist
Vicki Crumpton	Instructional Technology Lead Teacher
Shey Edwards	Director of Public Relations & Information Services
Michael Martin	Business Manager
Valerie Weivoda	Child Nutrition Director
Brian Newton	Technology Director
Robert Byers	Communications Director
Blake Edwards	Maintenance and Facilities Director
Gary Moore	Transportation Service Manager

SCHOOLS

Mooreville Elementary School
967 County Road 1409
Mooreville, Mississippi 38857
Phone: 662-844-7105
Fax: 662-844-0777
Dr. Meghan Cates, Principal
Lance Wesson, Assistant Principal
Liz Masley, Counselor
Jessica Childs, Counselor

Mooreville Middle School
964 County Road 1409
Mooreville, Mississippi 38857
Phone: 662-680-4894
Fax: 662-680-4896
Pat Comer, Principal
Marsha Gray, Assistant Principal
Olivia Mann, Counselor

Mooreville High School
115 County Road 1429
Mooreville, Mississippi 38857
Phone: 662-842-6859
Fax: 662-841-5988
Kevin Long, Principal
Mark Fields, Assistant Principal
Laura Enlow, Assistant Principal
Anna Kathryn Bond, Counselor
April Cardenas, Counselor

Plantersville Middle School
2657 Main Street
Plantersville, Mississippi 38862
Phone: 662-842-4690
Fax: 662-791-0491
Jerrion Smith, Principal
Shay Perry, Assistant Principal
Mary Glenn Arledge, Counselor

Shannon Primary School
6408 Noah Curtis Street
Shannon, Mississippi 38868
Phone: 662-767-0135
Fax: 662-767-0137
Dusty Kelly, Principal
Tamika Freeman, Assistant Principal
Kelly Brooks, Counselor

Shannon Elementary School
695 Romie Hill Drive
Shannon, Mississippi 38868
Phone: 662-767-9514
Fax: 662-767-8687
Raleigh Bass, Principal
Jaynita Standfield, Assistant Principal
Kara Ratliff, Counselor

Shannon Middle School
218 Cherry Street
Shannon, Mississippi 38868
Phone: 662-767-3986
Fax: 662-767-9981
Barabbas Leasy, Principal
Janisha Smith, Assistant Principal
Kimberly Johnson, Counselor

Shannon High School
218 Cherry Street
Shannon, Mississippi 38868
Phone: 662-767-9566
Fax: 662-767-2847
Dr. Jason Arledge, Principal
Libby Bridges, Assistant Principal
Rashad Shannon, Assistant Principal
Dr. Kenya Topps, Counselor
Stacy Williams, Counselor

Saltillo Primary School
1806 Hwy 45
Saltillo, Mississippi 38866
Phone: 662-869-3724
Fax: 662-869-3726
Jolie McCarter, Principal
Kim Lilly, Assistant Principal
Marilyn Gurner, Counselor
Kelly Wigginton, Counselor

Saltillo Elementary School
424 South 3rd Street
Saltillo, Mississippi 38866
Phone: 662-869-2211
Fax: 662-869-1620
Casey Dye, Principal
Cindy Tomlin, Assistant Principal
Leslie Wood, Counselor
Courtney Spencer, Counselor

Guntown Middle School
1539 Main Street
Guntown, Mississippi 38849
Phone: 662-348-8800
Fax: 662-348-8810
Jeremy Reece, Principal
Dr. Sara Wiiliams, Assistant Principal
Scott Gann, Assistant Principal
Hope Nichols, Counselor
Emily DeVoss, Counselor

Saltillo High School
146 Tiger Drive
Saltillo, Mississippi 38866
Phone: 662-869-5466
Fax: 662-869-7229
Brad Jackson, Principal
Aprylle Downing, Assistant Principal
Chris Summers, Assistant Principal
Mary Beth Oliver, Counselor
Katie Krauss, Counselor
Anna Morgan, Counselor
Kathy Papadimitriou, Counselor

Verona Elementary School
212 College Street
Verona, Mississippi 38879
Phone: 662-566-7266
Fax: 662-566-4247
Danielle Erickson, Principal
Brittany Walker, Assistant Principal
Michelle Jones, Counselor

Belden Center/LCSIC
4677 Endville Road
Belden, Mississippi 38826
Phone: 662-842-2050
Fax: 662-620-7380
Cedric Brim, Principal
Penny Barnes, Counselor

Lee CTE
221 Honeycomb Way
Tupelo, MS 38801
Phone: 662-432-1090
Fax:
Amy Johnson, Director
Laura Honeycutt, Student Services

DISTRICT POLICIES & COMPLIANCE POLICIES

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

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

Title IX Equity Coordinator
Dr. Lindsey Brett
P.O. Box 832
1280 College View Drive
Tupelo, Mississippi 38804
Telephone:841-9144

Section 504 and Americans with Disabilities Act Coordinator
Shauna Bostick
P.O. Box 832
1280 College View Drive
Tupelo, Mississippi 38804
Telephone:841-9144

STAFF COMPLAINTS & GRIEVANCES
(See School Board Policy GAE)

As the primary means of solving staff complaints and grievances, the board expects each administrator to:

1. Discover and practice effective means of resolving differences that may arise among employees and administrators;
2. Reduce potential reasons of complaints and grievances; and

3. Establish and maintain recognized channels of communication between the staff, administration, and board.

When and if the primary means fail, the administration shall have established and the board shall have approved formal procedures for the prompt and equitable adjustment of serious grievances. In this context, a serious grievance shall be defined as:

> A disagreement involving the work situation in which one individual or group of individuals believes that an injustice has been done because of a lack of policy or because of a policy that is unfair, deviation from, or misapplication, or interpretation of a policy or contract. Policies dictated by law are not included in this definition.

Such procedures shall provide for the resolution of grievances at the lowest possible administrative level and for ultimate appeal of any unresolved grievance to the board. In the resolution of grievances, hearing at all administration levels shall be:

1. Conducted in the presence of the administrator who made the ruling which is the subject of the grievance and the presence of any other staff member personally involved.
2. Held only after due written notification to all persons concerned.
3. Free from interference, coercion, restraint, discrimination, or reprisal.
4. Held in private, with only the persons involved and/or their representatives present.
5. Summarized in writing or on tape, with an official record kept for the district.

At all hearing levels, the employee or an employee group involved shall at his/her own expense, have the right to be represented by legal counsel. Either party to the dispute shall have the right to call and cross-examine witnesses.

Reasonable time limits, as set forth in the procedures for implementing this policy shall be observed by the person or group presenting the grievance, by the administration, and by the board. No employee shall suffer a reprisal or reduction in status as a result of having presented a grievance for review or of having represented an employee in a grievance.

SAFE AND DRUG FREE SCHOOLS
(School Board Policy GBRL)

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

No employee engaged in work in connection with the Lee County School District shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined to mean the site for the performance of work done in connection the Lee County School district. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school

property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment being accepted in the Lee County School District, each employee must sign a statement acknowledging that the employee received a copy of this policy; shall understand that compliance with this policy is a condition of employment; and agrees to notify his or her supervisor in writing of any criminal drug statue conviction occurring in the workplace as defined above, no later than five (5) days after such conviction.

As a condition of employment in the Lee County Public School District School District, each employee shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the board. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

Any employee may be suspended without pay up to 30 days, required to participate in a Drug Abuse Assistance or Rehabilitation Program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

DENIAL OF LICENSE

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

SUSPENSION OF LICENSE

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

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

Smoking and other uses of tobacco or electronic tobacco substitutes by district employees and visitors in school buildings, on school grounds and property, in all district vehicles, and at any campus events shall be prohibited at all times. (See School Board Policy GBRM)

DRUG AND ALCOHOL TESTING POLICY

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

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

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

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

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

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

EMERGENCY DRILLS

Each school has a Crisis Management Plan that includes procedures for bomb threat, fire, earthquake, hurricane, tornado, and shootings. The superintendent shall also ensure that the principal and staff at each school conduct regular safety drills in event of an emergency situation related to weapons, weather, or major loss of power.

It shall be the duty of the principals and teachers in each building of this school district to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education.

It shall be the further duty of such principals and teachers to develop and conduct an active shooter drill within the first sixty days of each new school semester for students, teachers and staff. Miss. Code Ann. § 37-11-5

HAZING, INTIMIDATION, THREATS

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

SEXUAL HARASSMENT
(See School Board Policy GBR)

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

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

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

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

Listed below are individuals designated to receive complaints:

School	**Contact**	**Contact**
Saltillo Primary School	Kim Lilly	Jolie McCarter
Saltillo Elementary School	Casey Dye	Cindy Tomlin
Guntown Middle School	Jeremy Reece	Dr. Sara Williams
Saltillo High School	Brad Jackson	Aprylle Downing
Mooreville Elementary School	Meghan Cates	Lance Wesson
Mooreville Middle School	Pat Comer	Olivia Mann
Mooreville High School	Kevin Long	Anna Kathryn Bond
Shannon Primary School	Dusty Kelly	Tamika Freeman
Shannon Elementary School	Raleigh Bass	Jaynita Standfield
Verona Elementary School	Brittany Walker	Danielle Erickson
Plantersville Middle School	Jerrion Smith	Mary Glenn Arledge
Shannon Middle School	Barabbas Leasy	Kimberly Johnson
Shannon High School	Jason Arledge	Dr. Kenya Topps
Belden Center	Cedric Brim	Penny Barnes
Administration Office	Lindsey Brett	Coke Magee

PHOTO IDENTIFICATION BADGES
(See School Board Policy EBBAA)

All employees are required to wear official school district employee identification badges when entering any school campus in the district. Official identification badges will bear the employee's name, department/school, and picture.

SCHOOL SAFETY

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

BACKGROUND CHECKS FOR NEW EMPLOYEES
(See School Board Policy GBD)

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

E-VERIFY

All new employees are required by the provisions of the Immigration Reform and Control Act of 1982, to complete an Employment Eligibility Verification Form I-9. Specific documents proving eligibility for employment must be provided. Forms and guidelines will be provided by the personnel department. Employment Eligibility Verification Form I-9 for all faculty, staff and student employees are to be completed

CHECK WRITING POLICY
Non-Sufficient Funds – Check Collection
(See School Board Policy DGBA)

Your check is welcome. The Lee County School District recognizes that occasionally individuals inadvertently overdraw a checking account and a check may be returned. In order to recover these funds in a private and professional manner, the Lee County School District has contracted with Envision Payment Solutions for collection of returned checks.

Each person writing a check to a school or the school district will write on a commercially printed check, name, address, and one phone number. Counter or starter checks will not be accepted. Upon writing a check to a school or the district, the person writing the check agrees that, if the check is returned, it may be represented electronically on the same account, and that the fee established by law, may be debited from the same account.

If the check and fee are not collected electronically, Envision will contact the writer of the check by mail and by phone so that payment arrangements can be made. All payments must be made directly to Envision Payment Solutions, PO Box 157, Suwanee, GA 30024-0157.

WIDE AREA NETWORK AND INTERNET

Employee Acceptable Use

The Lee County School District is pleased to offer its employees access to the internet. Access will enable employees to explore thousands of libraries, databases, and web pages. While the intent of the school district is to use internet access to further educational goals and objectives, individuals may find ways to access other materials as well. The benefit to employees of internet access in the form of information resources and opportunities for collaboration far exceeds any disadvantages. Certain rules of conduct will apply when accessing information through the school's network.

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

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

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

Employee Acceptable Use Agreement

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

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

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

EMPLOYEE SOCIAL MEDIA WEBSITES
(See School Board Policy GABBA)

All employees, faculty, and staff shall observe the following while participating in any social media websites or applications including, but not limited to, MySpace, Facebook, Twitter, Snapchat, and/or Instagram:

1. Access of social media websites for individual use during school hours is prohibited.
2. Employees, faculty, and staff shall not friend students on any social media platforms.
3. Employees, faculty, and staff shall not give social media passwords to students.
4. Employees, faculty, and staff shall not post any data, documents, photos, or inappropriate information on any website or application that might result in a disruption of classroom activity.
5. Employees, faculty, and staff are solely responsible for the security of their social media accounts.
6. Employees, faculty, and staff are solely responsible for the content that is posted on their social media accounts at all times.
7. Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the Lee County School District.

Fraternization via the internet between employees, faculty or staff and students is prohibited and violation of standards of the Mississippi Educator Code of Ethics.

Violation of any of these policies may result in disciplinary action, up to and including termination.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites, since educational sites are used solely for educational purposes.

STUDENT RECORDS
(See School Board Policy JRAB)

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

1. Parents and students over 18 years of age ("eligible students") have the right to inspect and review the student's education records within 45 days of the day the district receives a request for access request correction or deletion of any inaccurate, misleading, or other inappropriate data contained therein.
2. The law allows "directory information" about students to be made public without specific permission. Parents may, however, request certain information about their child be deleted from publications. During the coming year the schools in Lee County will publish or sponsor the publication of yearbooks, student directories, honor rolls, athletic activities, various contests, and graduation programs. The following directory information may be made public through one or more of these publications: The student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, and awards received. For a period of fourteen (14) calendar days from the date of the opening of school for the fall session, parents may request the deletion of information relating to their child from specific school publications. Forms for making this request are available at the schools.
3. Lee County Schools will not release to any third party the educational records of students without the written consent of their parents other than for the following exceptions:

    a. School officials, including teachers, who have legitimate educational interests.
    b. Officials of other schools after a student has transferred.
    c. State or federal officials for audit purposes or for reporting information required by state statute.

d. Financial aid officials in connection with a student's application.
e. Educational agencies for developing, validating, and administering predictive tests if such information will not permit identification of individual students.
f. Accreditation organizations in order to carry out their function.
g. Parents of dependent students who are over age seventeen.
h. Appropriate persons who need information to protect the health or safety of students.

4. Lee County Schools will maintain a record of individuals having access to the cumulative folders of each student with the exception of category 3-A above, this record will contain the signature, the date, and the reasons for needing access. This record will be available to parents.

SCHOOL WELLNESS POLICY
(See School Board Policy JG)

The Lee County School Board affirms its commitment to providing a healthy environment for students and staff. All students in the Lee County School District shall possess the knowledge and skills necessary to make healthy choices that promote healthy lifestyles. To meet this goal, The Lee County School District adopts this school wellness policy with the following commitments to implementing a coordinated approach to school health:

- Goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the local education agency determines is appropriate;
- Nutrition guidelines selected by the local educational agency for all foods available on each school campus under the local educational agency during the school day with the objectives of promoting student health and reducing childhood obesity;
- Assurances that guidelines for reimbursable school meals are not less restrictive than the regulations issued by the USDA;
- Ways of measuring how well the school wellness policy is being implemented, including designation of one or more persons at each school with operational responsibility for ensuring that the school is meeting the policy;
- Involvement of parents, students, representatives of the school food authority, the school board and school administrators, and the public, in developing the wellness policy.

Adult Portions
Meals served to adults are the same portion size as meals served to students in the high schools. There is no reimbursement from Federal funds for adult meals. Thus, the adult price must cover the total cost of the food and be no less than the cost of the highest paid student price plus all federal reimbursements on the student paid meal.

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

Use of Cafeteria Supplies
Items that are used in the National School Lunch Program are purchased with federal funds; therefore, when items such as napkins, paper plates, and disposable forks are requested from the cafeteria, a fee will be

charged. Only adults will be allowed to borrow small equipment (pots, pans, knives) from the cafeteria. A request-for-use form will be provided by the Child Nutrition Director and must be signed by the requesting party. A sign-out sheet may be provided by the cafeteria manager.. Borrowers will be charged for items not returned.

Safety and Sanitation

Due to strict safety and sanitation regulations, no one except child nutrition personnel and personnel with designated badges, such as health department inspectors and equipment repairmen, are allowed behind the serving line or in the kitchen area when meals are being prepared or served.

Restriction of Food Items

Commercially-prepared food items cannot be brought or delivered into the school dining area during meal serving times except when transported in student lunch boxes or a plain bag, as these foods are considered competitive food items and may not align with the District's Wellness Policy to promote healthy eating.

Payment for Meals

All school district employees other than cafeteria staff are required to pay for meals. Charging is not allowed. If an employee leaves the District, the employee will have 30 days to request a refund on their meal account. After 30 days from exit date, the balance on the account will be put into an emergency cafeteria account to be used to clear negative student account balances.

Leftover Food Items

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

Food Safety Assurance Program

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

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

School Health

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

(1) <u>First Aid</u>

First aid will be handled by the teacher, principal, or other appropriate school official. Injured or ill students will be sent to and remain in a designated area until parents arrive or until the day ends.

(2) <u>Student Medication Policy</u>

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

TELEPHONE

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

HAZARDOUS MATERIALS

The Asbestos Hazard Emergency Response Act (AHERA) requires public school districts to inspect their schools for asbestos-containing building material, prepare management plans, and take action to prevent or reduce asbestos hazards. In order to comply with AHERA, the Lee County School District will:

- Perform an original inspection to determine whether asbestos-containing materials are present and then re-inspect asbestos-containing material in each school every three (3) years,
- Develop, maintain, and update an asbestos management plan and keep a copy at the school,
- Provide yearly notification to parent, teacher, and employee organizations on the availability of the school's asbestos management plan and any asbestos-related actions taken or planned in the school,
- Designate a contact person to ensure the responsibilities of the Lee County School District are properly implemented,
- Perform periodic surveillance of known or suspected asbestos-containing building material, and
- Ensure that trained and licensed professionals perform inspections and take response actions.

USE OF DISTRICT VEHICLES
(See School Board Policy ECIA)

School employees must complete the request form when asking to use a school district vehicle. Only authorized individuals should be riding in the vehicle. The driver and passengers should have seatbelts fastened. No alcohol, tobacco, or drugs should be used in the vehicle. The speed limit should be obeyed and safe driving practices should be used. No keys should be left in any Lee County School District vehicle at any time.

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

PROFESSIONAL EDUCATOR CODE OF CONDUCT

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

Professional Educator Code of Conduct

All professional educators in the school district shall comply with the Mississippi Professional Educator Code of Ethics and Standards of Conduct as outlined in Mississippi Department of Education Rules 14.10 and 14.17

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

1. Providing all licensed employees with a copy of the Mississippi Educator Code of Ethics and Standards of Conduct:
2. Maintaining a signed statement in each licensed employee's personnel file verifying that he or she has been given notice of the Mississippi Educator Code of Ethics and Standards of Conduct;
3. Advising all licensed employees that his or her contract with the school district is subject to the Mississippi Educator Code of Ethics and Standards of Conduct; and may be revoked or suspended pursuant to its terms; and
4. Providing annual in-service training for all employees on the Mississippi Professional Educator Code of Ethics and Standards of Conduct.

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

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:
   a. Encouraging and supporting colleagues in developing and maintaining high standards
   b. Respecting fellow educators and participating in the development of a professional teaching environment
   c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
   d. Providing professional education services in a nondiscriminatory manner
   e. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
   f. 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:
   a. Harassment of colleagues
   b. Misuse or mismanagement of tests or test materials
   c. Inappropriate language on school grounds or any school-related activity
   d. Physical altercations
   e. 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:
   a. Properly representing facts concerning an educational matter in direct or indirect public expression
   b. Advocating for fair and equitable opportunities for all children
   c. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

2.2. Unethical conduct includes, but is not limited to, the following:
   a. 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
   b. 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.

3. 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:

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

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

a. Committing any act of child abuse
b. Committing any act of cruelty to children or any act of child endangerment
c. Committing or soliciting any unlawful sexual act
d. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
e. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
f. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.

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

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

Standard 5. Educator Collegial Relationships

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

5. Unethical conduct includes but is not limited to the following:

   a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
   b. Harming others by knowingly making false statements about a colleague or the school system
   c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
   d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
   e. 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:

   a. 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:

   a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
   b. 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.
   c. 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:

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

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

   a. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
   b. Failing to account for funds collected from students, parents or any school-related function
   c. Submitting fraudulent requests for reimbursement of expenses or for pay
   d. Co-mingling public or school-related funds with personal funds or checking accounts
   e. 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:

a. Insuring that institutional privileges are not used for personal gain
b. 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:

a. 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.
b. Tutoring students assigned to the educator for remuneration unless approved by the local school board
c. 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:

a. 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
b. Maintaining diligently the security of standardized test supplies and resources

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

a. 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.
b. 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
c. 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:

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

EMPLOYEE CONDUCT
(See School Board Policy GAB)

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

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

VIOLATIONS

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

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

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

GROUP HEALTH INSURANCE COVERAGE

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

Certain Changes in Family Status:

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

State and School Employees/Health Insurance Plan

Notice of enrollment rights

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

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

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

- Divorce
- You or your dependent becomes eligible for coverage under another group health plan or health insurance coverage. Loss of coverage due to non-payment of premiums does not qualify for this special enrollment period.
- The employer contribution for the other group health plan was terminated.
- When you declined coverage for yourself and/or your dependent, you or your dependent had COBRA continuation under another group health plan and the COBRA continuation coverage has been exhausted.

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

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

IMPORTANT NOTICE

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

WORKER'S COMPENSATION CLAIMS

Any employee who is injured or becomes ill on the job must report the injury/illness immediately to his/her supervisor/principal who will follow the procedures outlined in School Board Policy GBRHE to secure medical assistance and file the appropriate claim information. In turn, the supervisor/principal is to immediately

report the injury to Chalitha Satterwhite at the Administration Office so proper documentation can begin. This must take place even if the employee does not seek medical attention at the time of injury. It is the employee's responsibility to deliver to the supervisor/principal the documentation from Med-Serve or a doctor a diagnosis of injury/illness and restrictions relating to full duty when released from Work Link/Med Serve or a doctor. The documentation must be original and not copied.

STATEMENT ON PROFESSIONAL DRESS

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

SICK AND PERSONAL LEAVE FOR CERTIFIED/NON CERTIFIED PERSONNEL
(See School Board Policy GBRI)

SICK LEAVE ALLOWANCE

Each licensed employee and teacher assistant, at the beginning of each school year, shall be credited with a minimum sick leave allowance with pay, for absences caused by illness or physical disability of the employee during that school year. See chart below.

Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee and teacher assistant if the licensed employee or teacher assistant remains employed in the same school district. In the event any public school licensed employee or teacher assistant transfers from one public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposes under Miss. Code Ann.§ 25-11-109. Accumulation of sick leave allowed in the school district shall be unlimited.

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

For the first ten (10) days of absence of the licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there shall be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in that local school district, necessitated because of the absence of the licensed employee as a result of illness or physical disability. Thereafter, the regular pay of such absent licensed employees shall be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that school year.

PERSONAL LEAVE ALLOWANCE

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

a. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, an immediate family member of the employee is being deployed for military service.
b. Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years' experience as an employee of that school district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.
c. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.
d. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday if, on the applicable day, an immediate family member of the employee dies or funeral services are held. Any personal leave days taken shall be taken as described in Miss. Code Ann. § 37-7-307 No additional bereavement leave is created by Miss. Code Ann. § 37-7-307.

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

VACATION AND PERSONAL LEAVE

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

MATERNITY LEAVE

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

ADOPTION

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

RETIREMENT

Upon retirement from employment each licensed and nonlicensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for nonlicensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Miss. Code Ann.§ 25-11-103(e) Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused accumulated leave. No payment for unused leave may be made to either a licensed or nonlicensed employee at termination or separation from service for any purpose other than the purpose of retirement.

FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE

(See School Board Policy GBRIA)

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"Eligible employee" means one who is employed at a school facility where at least 50 persons are employed, either there or within a 75 mile radius of that school facility as measured by road miles by the shortest route possible; and who has been employed for at least 12 months by the school district as of the date leave commences, and who has also provided at least 1250 hours of service during that 12 month period. Fifty-two (52) weeks of casual, intermittent or occasional employment qualifies as "at least 12 months". School district employees exempt from FLSA requirements are presumed to have worked 1250 hours.

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

Licensed Staff Annual Leave Summary

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

*Deducted at the rate of substitute pay.

Non-licensed or classified staff Annual Leave Summary

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

*Deducted at the rate of $26.60 per day.
*Earns 1.1 day per month for first year up to maximum of 5 days, then 10 days after first year.

CERTIFICATION AND SALARY INFORMATION

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

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

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

EDUCATOR LICENSE RENEWAL

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

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

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

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

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

To renew a license, you will now post your CEUs and/or college credits or National Board Certification on the MDE web-based licensing system. You may access the Educator License Management System (ELMS) from the MDE website or at the following link: https://sso.mde.ms.gov/Login/Login.aspx . You may login at this site, or if

you have not created an account, you will need to do so. Once you have posted your documents and are ready for your license to be renewed you will submit a renewal application to MDE in your ELMS account.

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

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

ATTENDANCE

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

LEAVING SCHOOL CAMPUS

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

TEACHERS SHARED BY TWO SCHOOLS

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

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

ABSENTEES
(See School Board Policy JBD)

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

TARDY POLICY FOR STUDENTS

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

A. Elementary

In Kindergarten through grade 5, excessive student tardiness will result in referral to the State of Mississippi Attendance Officer.

B. Secondary

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

1. Tardies will be cumulative in all classes. Tardies will begin accumulating at the beginning of each semester.
2. Actions to be taken with students who are tardy to school and class can be found in the Student Handbook.

TEXTBOOK COMMITTEE PROCEDURES

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

LESSON PLANS
(See School Board Policy IKI)

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

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

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

CAFETERIA

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

RECESS

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

CLASS CHANGES

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

DAILY ANNOUNCEMENTS

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

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

SCHOOL PROPERTY

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

HOUSEKEEPING

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

UTILITIES

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

SCHOOL PARTIES

All class parties must have the consent of the principal.

TEACHER ORGANIZATIONS

Teachers are encouraged to join professional organizations.

CHILD NUTRITION

Employment Policies

1. Cafeteria positions will be full-time (4 to 8 hours daily) or part-time (less than 20 hours per week).
2. Staff pay is based on years of experience in school food service and follows the district pay scale for food service workers. Annual wage increases following the district pay scare are performance based. Annual increases are not guaranteed, but instead based on performance evaluations and funds.
3. Staffing for each site is based on meals per labor hour and needs.
4. Funding and participation for the National School Lunch Program (NSLP) will determine assignments to respective schools, employment hours and number of employees rehired or new employees hired. Employees in cafeterias are hired by the Lee County Schools Child Nutrition Department and may be assigned to work in any school cafeteria in the district.
5. All cafeteria employees will be required to attend in-service training sessions during the year when scheduled by administration.
6. All managers and assistant managers must attend workshops to maintain manager and serv-safe certification.
7. The Child Nutrition Department will pay for all expenses related to certification of managers.
8. Managers are required to be serv-safe certified. The Lee County School District will pay for only one retest if the manager fails the first certification test.

9. Child Nutrition employees are allowed one 30-minute break daily. A SBP/NSLP pattern lunch and breakfast is provided without charge. Extra sale items are available at cost.

Sick Leave Policy

Child Nutrition employees will follow the same policy as other non-certified employees established through their employment. However, an employee requesting sick leave may be required to provide a medical statement when it is deemed in the best interest of the Child Nutrition operation and the School Board. A medical statement may be requested at any time. False or fraudulent use of sick leave may result in termination. Sick leave benefits will not be paid to an employee upon termination. All unused sick leave is used to obtain additional retirement credit.

Employment Evaluation Policy

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

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

Disciplinary Actions Policy

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

a. The employee whose work is less than satisfactory must be evaluated on a continuing basis and written records kept. These may be formal evaluations, summaries of conferences, logs of events, etc.
b. Conferences should be held with the employee with notations of how his/her work may be improved. A written summary of the conference will be given to the employee. This will be considered a verbal warning.
c. If the employee's work continues to be below the level expected or violation of rules continues, the employee is issued a written warning.
d. If desired improvement does not occur, the employee is placed on a 45-day probation period. This serves as a second written warning.
e. The employee will be evaluated prior to the end of the probationary period or at any time when his/her job performance falls to an unsatisfactory level. The manager may make a recommendation, which may include a transfer out or termination of the employee, to the Child Nutrition Director who will proceed through proper channels.

CAFETERIA

All employees who do not have other duties must go to the cafeteria or supervise students regardless of whether or not you eat there. Teacher assistants are to follow the directions of the classroom teacher during the lunch period. Some duties may include eating at the table with students, supervising students in the proper use of table manners, seeing that tables and chairs are clean when students leave, and helping smaller children get through the serving lines.

Pre-employment Drug Screen

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

Random Testing for Drugs and Alcohol

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

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

School Bus Daily Inspection Checklist

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

Safe Driver Practices

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

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

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

Activity Trip Bus Usage

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

Evaluation of Motor Vehicle Records

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

Category I

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

Incident	Incident Point Value
1. Any moving violation or "at fault" accident	1
2. Second moving violations or "at fault" accident during a 12 month period	2

Category II

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

Serious traffic violations are listed as follows:

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

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

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

*At fault accident as noted on official police report
**All disciplinary action will be agreed upon by the Lee County School District Review Team and will be subject to board approval.

ASSISTANT TEACHERS/PARAPROFESSIONALS
(See School Board Policy IFBA)

QUALIFICATIONS

Assistant teachers employed by the Lee County School District must have a high school diploma or GED and meet the requirements for paraprofessionals by completing one of the following:

a. Documentation of completion of an associate's degree
b. Documentation of completion of 48 college credit hours
c. A passing score on the state-approved test for paraprofessionals

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

DUTIES AND RESPONSIBILITIES

- The assistant teacher will be supervised by the certified teacher(s) to whom she/he is assigned.
- The assistant teacher shall comply with district policies and procedures.
- The assistant teacher shall be included and participate in the district staff development program.
- The assistant teacher should model good reading, writing, and speaking skills for students.
- The assistant teacher should work directly with students, reinforcing skills taught by a certified teacher.
- The assistant teachers should monitor written assignments as students work. When misunderstanding of an assignment is detected, immediate re-teaching/reinforcing shall be provided.
- The assistant teacher may work with a large group when reading to the group and/or playing vocabulary games.
- The assistant teacher will work with individual or small groups to reinforce basic language, reading, mathematics, and social skills.
- The assistant teacher should assist the classroom teacher on the playground in teaching and coaching physical activities that strengthen large motor skills.
- The assistant teacher may be used in lieu of a substitute teacher for the teacher to which she/he is assigned.
- The assistant teacher shall maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teacher.
- The assistant teacher shall perform other duties as designed by the school principal.

RESTRICTIONS FOR TEACHER ASSISTANTS

Teacher assistants are not allowed to do the following:

- Administer corporal punishment.
- Organize curriculum
- Evaluate Students
- Take charge of emergency drills unless serving as a substitute teacher
- Instruct Students unless directed to do so under teacher supervision
- Purchase equipment and supplies.
- Assume responsibility for initial instruction

CONTACT INFORMATION

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

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