

# Employee Handbook 2024-25

## Itawamba County School District



## INTRODUCTION

This handbook is provided to each employee for the purpose of being a quick reference guide to the policies which govern the daily operations of the Itawamba County School District. It is not all inclusive. For additional information, consult the Itawamba County School District Policy Book, a copy of which is located in the administrative office of each school and in the Office of the Superintendent of Education. This handbook is not a contract for employment and does not in any way alter or modify a non-licensed employee's at-will status.

### Lines of Communication

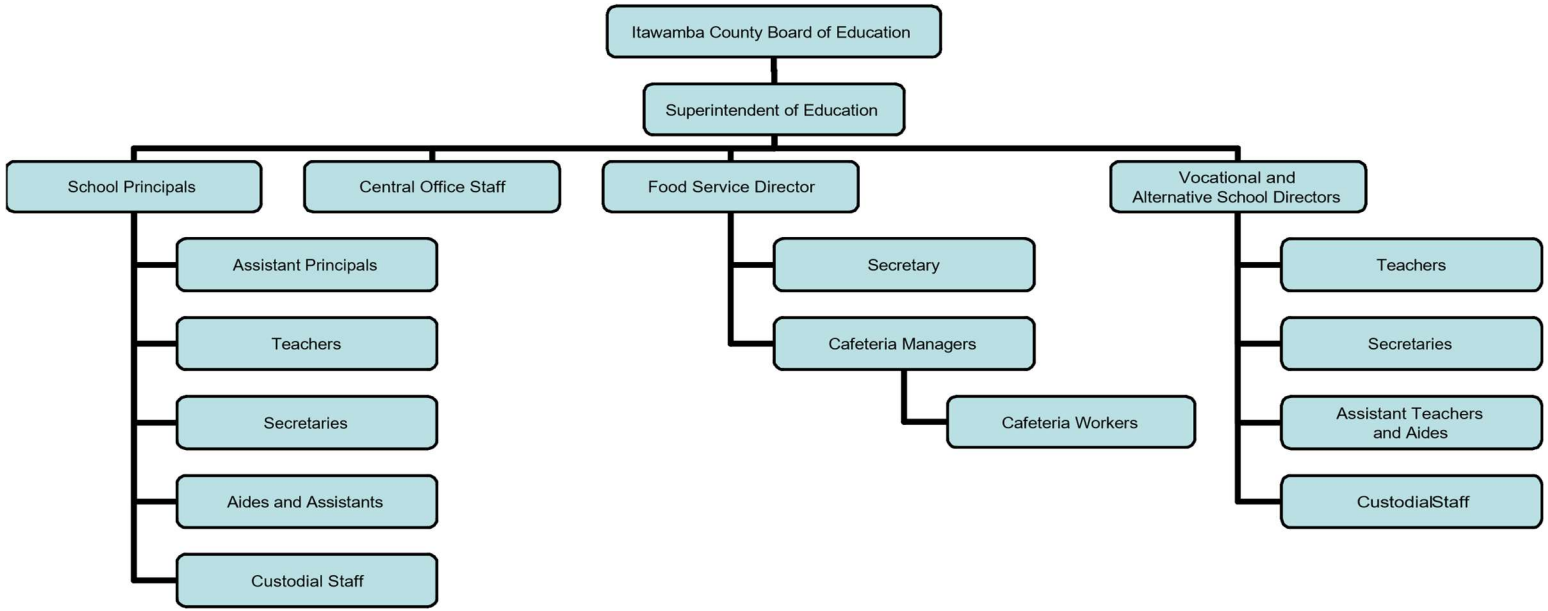
All school employees are ultimately responsible to the School Board through the Superintendent. Situations not readily resolved should be brought directly to the administrator in charge of that area, unless another person has been designated to handle inquiries and complaints regarding the situation in question. If the administrator in charge is the person about whom a complaint is being lodged, the situation should be brought directly to the next higher level of authority. Additionally, when necessary, the administrator will refer the situation to the next higher level of authority. Please see the Organizational Chart below for levels of authority. The Superintendent or his/her representative will investigate situations prior to School Board referral.

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### Central Office Staff (Telephone 662-862-2159)

Superintendent of Education .....	Austin Alexander(Ext.103)
Federal Programs/Asst. Superintendent	Patti Thrash (Ext. 108)
Business Administrator .....	Jennifer Gray (Ext. 104)
Director of Technology/Asst. Federal Programs/District Test Coordinator.....	Chris Johnson (Ext. 102)
Director of Special Education .....	Delisha Patterson (Ext. 107)
Director of Food Services .....	Kenny Coker (Ext. 111)
Curriculum/Parent/TST Coordinator .....	Sheryl Ewing (Ext. 109)
Positive Behavioral Specialist .....	Brandy Cook (Ext. 119)
Curriculum 7-12 Coordinator.....	Regina Scribner (Ext. 126)
Administrative Assistant/MSIS .....	Belinda Dill (Ext. 106)
Assistant to the Business Administrator .....	Brandi Embrey (Ext. 105)
Secretary to Special Education/Fixed Assets.....	Robbin Reeder (Ext. 112)
Food Service Secretary .....	Tiffany Cook (Ext. 101)
Network Administrator .....	Robert Blake (Ext. 116)
Network Technician .....	Thomas Holland (Ext. 117)

Organizational Chart



Schools

Itawamba County Improvement Center .....	662-862-2159
Dorsey Attendance Center .....	662-862-3663
Fairview Attendance Center .....	662-585-3127
Itawamba Agricultural High School .....	662-862-3104
Itawamba Attendance Center .....	662-862-4641
Itawamba Career and Technical Center .....	662-862-3137
Mantachie Attendance Center (High School) .....	662-282-4276
Mantachie Attendance Center (Elementary School) .....	662-282-7536
Tremont Attendance Center .....	662-652-3391

## GENERAL EMPLOYMENT INFORMATION

Each person who is new to the Itawamba County School District must have the following on file with the Personnel Office:

### New Licensed Employees

1. Original, valid teaching license;
2. Written verification of prior teaching experience (if applicable);
3. Letter of completion for Teach Mississippi Institute (if applicable);
4. Copy of all transcripts;
5. Completed application;
6. Resume`;
7. Completed Employee's Withholding Allowance Certificate (Form W-4);
8. Completed Mississippi Employee's Withholding Exemption Certification;
9. Completed Employment Eligibility Verification (Form I-9);
10. Completed State of Mississippi State and School Employees' Health Insurance Plan Application;
11. Completed State of Mississippi Basic Life Insurance Application;
12. Completed elective insurance forms;
13. Completed cafeteria election form;
14. Public Employees' Retirement System Enrollment Form; and 15. Public Employees' Retirement System Beneficiary Nomination.

### New Non-Licensed Employees

1. Completed application;
2. Resume`;
3. Completed Employee's Withholding Allowance Certificate (Form W-4);
4. Completed Mississippi Employee's Withholding Exemption Certification;
5. Completed Employment Eligibility Verification (Form I-9);
6. Completed State of Mississippi State and School Employees' Health Insurance Plan Application;
7. Completed State of Mississippi Basic Life Insurance Application;
8. Completed elective insurance forms;
9. Completed cafeteria election form;
10. Public Employees' Retirement System Enrollment Form; and 11. Public Employees' Retirement System Beneficiary Nomination.

Monthly payroll checks will be withheld until these items are completed and are on file in the Personnel Office.

## Aides and Assistants

All aides and assistants must provide the Personnel Office with a copy of a college transcript evidencing at least 48 semester hours or must provide documentation evidencing a passing score on the Work Keys test. Failure to provide the Personnel Office with this information is justification for termination.

## Transfer Employees

Any new employee who is coming to the Itawamba County School District immediately from another school district and who has health insurance with the State of Mississippi State and School Employees' Health Insurance Plan must inform the Personnel Office of the last month through which he or she will be covered with their previous district. This will help prevent the insurance from being duplicated or from lapsing. Failure to submit this information in a timely manner could result in a delay of the employee's first pay check.

## Address Changes

The Principal and Personnel Office should be notified of any change in address.

## Payroll Deductions

The following items are compulsory deductions and, therefore, must be deducted from payroll checks:

1. Federal withholding tax;
2. State withholding tax;
3. Social Security tax;
4. State retirement (PERS); and
5. All ordered withholdings, including, but not limited to, bankruptcies, garnishments, child support payments and tax levies.

The following items are optional items which may be deducted from payroll checks:

1. State of Mississippi State and School Employees' Health Insurance dependent coverage;
2. State of Mississippi Basic Life Insurance;
3. Mississippi Deferred Compensation Plan;
4. Child Care/Cafeteria Plan;
5. Medical Reimbursement/Cafeteria Plan; and
6. Approved insurances (see Personnel Office for more information).

## License Renewal

According to the Mississippi Department of Education (MDE) every licensed employee is responsible for his or her individual licensure renewal plan. All licensed employees must retain their original re-certification documentation and submit that original re-certification documentation to MDE in a timely manner. Licensed employees can submit an application via the internet thru the Mississippi Educator Career Continuum Archive (<https://mecca.mdek12.org/>). Career and Technical Educator license renewal is different from that of other licenses. Those employees will need to see the appropriate personnel (i.e. ICTC Director, Superintendent of Education) regarding their license renewal.

If a licensed employee does not have their license(s) renewed, for the following school year, in all areas they teach by April 1, this shall be grounds for nonrenewal and the employee is subject to having his/her contract non-renewed for the upcoming school year, subject to the ICSD following the Education Employment Procedures Law. A licensed employee who does not have their license(s) renewed by April 1 places the ICSD in the problematic position of not being able to adequately prepare for the following school year which is counterproductive to the education process.

Licensed employees must keep a current copy of their license on file with the Personnel Office. Failure to do so is just cause for termination.

## Background Checks

Any individual recommended for employment with the Itawamba County School District shall be fingerprinted for an FBI background check and a DHS child abuse registry check. The employment and contract for employment of any one who receives a disqualifying occurrence from either check is voidable.

In addition to the fingerprint process, any individual recommended for employment or who makes application for employment will be subject to having checks conducted with their prior employers and references.

## Pay Dates and Direct Deposit

Pursuant to Senate Bill 2761, all employees are paid monthly on the last working day of the month with all payroll checks being secured through direct deposit. Direct deposit is available for any bank in the United States. All employees must complete a Direct Deposit form and either attach a voided check from the account into which the employee wants their payroll check deposited or have their banking institution complete a form denoting the savings account information for deposits into savings accounts. A deposit slip is not acceptable. All employees will receive a monthly check stub showing all pay period data.

All changes to payroll and payroll withholding must be received in the Personnel Office by the 15<sup>th</sup> of the month to be effective for that particular month.

## Salaries

All full-time licensed employees (except those specified by School Board policy and except those who are administrators) are paid according to the current salary scale as mandated by the State of Mississippi. Additionally, certain employees who coach in addition to teaching, shall receive a coaching supplement. A copy of the salary schedule and coaching supplement schedule can be obtained in the Personnel Office.

The salaries of all other licensed employees and all non-licensed employees are set by the Board of Education.

## Instructional Staff Reduction in Force

The Itawamba County Board of Education has the responsibility for providing and maintaining quality schools within the District. In order to carry out this responsibility, the Board may (1) abolish or combine job positions, (2) reduce the length of the work year with an accompanying reduction in salary (the same to be in no event less than 187 days per contract year), (3) reduce supplements, (4) reduce the number of employees. Initially, the Itawamba County School District will attempt to accomplish any necessary staff reductions by attrition.

When reducing the number of licensed employees, the following reasons will be taken into consideration for such reduction in force:

- Enrollment declines,
- Financial declines and/or reductions,
- Education program(s) eliminations, and
- Priority need for human, material and financial resources.

The primary objective of the Board when reducing the work force will be the maintenance of a fair and balanced educational program consistent with the needs of the students and the functions and responsibilities of the Itawamba County School District. When deciding reduction in force, the following factors will be considered, and not necessarily in the order listed:

- Criticality of the position to the mission, goals and objectives of the Itawamba County School District,
- Subject areas(s) and advanced degrees by certification or licensure,
- Experience, professional training, length of service within the Itawamba County School District,
- Quality of performance, including the proven ability toward the accomplishment of the educational mission of the Itawamba County School District,
- Executive ability,
- Employee attendance and discipline history, and
- Schools and licensure in the area(s) where the Itawamba County School District has instructional and/or supervisory needs.
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## ABSENCES AND LEAVE

### Absences, Tardies and Time Clock Edits

Any employee who has been absent for any reason must record that absence - within 2 working days upon their return to work- through the time management system as a leave request. Failure to do so will result in a charge of a personal day or the equivalent leave missed. If there is insufficient personal time, the employee will be charged his/her commensurable rate of pay for the insufficient amount of personal time.

An absent employee shall furnish the certificate of a physician or dentist or other medical practitioner as to the illness of the absent employee, where the absence is for three (3) or more consecutive school days, or for two (2) consecutive school days immediately preceding or following a non-school day.

Any materially false statement by the employee as to the cause of absence will result in penalties, including, but not limited to, full deduction from salary for the day(s) absent, entry on the work record of the employee regarding the misrepresentation, suspension without pay and/or termination.

If the absence of the employee is caused by optional dental or medical treatment or surgery which could, without medical risk, have been provided, furnished or performed at a time when school was not in session, the employee shall forfeit additional accumulated or future sick leave in an amount of time equal to the amount of time taken by the employee for the optional dental or medical treatment.

An employee is allowed three unexcused tardies per semester. Unexcused tardies in excess of three (3) per semester will be considered excessive. Excessive unexcused tardies will result in disciplinary action.

To help combat the problem with tardiness, each principal shall have the option of implementing one of the following procedures at his/her school for tardy certificated employees which shall be communicated to his/her staff at the beginning of each school year:

- a. When a licensed employee accumulates three tardies in a semester, that employee will be assigned additional duty to include, but not be limited to, working a ball game, extracurricular event or festival/carnival, at the Principal's sole discretion.  
OR
- b. When a licensed employee accumulates 180 minutes of missed time, that employee will be charged one-half of a personal day. If the employee does not have enough personal time, the employee will be charged his/her commensurable rate of pay for the insufficient amount of personal time.

Absent emergency situations or faultiness with the time keeping mechanism, an employee who does not clock out for lunch will be allowed five (5) clock edits per semester. The need for clock edits in addition of five (5) per semester will result in disciplinary action.

Absent emergency situations or faultiness with the time keeping mechanism, an employee who



clocks out for lunch will be allowed eight (8) clock edits per semester. The need for clock edits in addition to 8 per semester will result in disciplinary action.

### Sick/Personal Days

Generally, licensed employees and teacher assistants are allotted eight (8) sick days per work year while all other employees are allotted six (6) sick days per school year. All employees receive two (2) personal days per year. Only licensed employees can accumulate up to seven (7) personal days. All other unused sick days and personal days can be carried over to the next year as sick days and can eventually be used toward retirement. According to the PERS handbook, accumulated leave days may be credited toward retirement using the following table:

15 – 77 days = 3 months;  
78 days = 6 months;  
99 days = 7 months;  
120 days = 8 months;  
141 days = 9 months;  
162 days = 10 months;  
183 days = 11 months;  
204 days = 12 months;  
225 days = 13 months;  
246 days = 14 months.

The application of accumulated leave toward retirement is controlled by PERS, not the Itawamba County School District.

Staff will be allowed an extra ten (10) days sick leave per year above the earned/credited sick leave. Absences in excess of available sick days will result in deductions from gross pay at the following rates for the first ten (10) days missed:

Teachers/Certified Personnel	\$85.00 per day
Other Employees	\$15.00 per day.

Absences in excess of the 10 additional sick days will result in one full day's pay being deducted from gross pay for each day absent. Absences in excess of the 2 personal days will result in 1 full day's pay being deducted from gross pay for each day absent.

### Family Medical Leave Act

In accordance with the Family Medical Leave Act of 1993, any employee may take up to twelve (12) weeks of leave if the employee has worked for the district for at least one year and for 1,250 hours over the previous 12 months. Leave will be granted for any of the following reasons:

1. To care for the employee's child after birth, or placement for adoption or foster care;
2. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or

3. For a serious health condition that makes the employee unable to perform the employee's job.

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- ! The employee must provide 30 days advance notice when the leave is "foreseeable".
- ! The District will require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.
- ! For the duration of FMLA leave, the District will maintain the employee's health coverage if the employee was receiving state and school employee health insurance coverage prior to the leave.
- ! Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- ! The use of FMLA leave will not result in the loss of any employment benefit, excluding used sick leave, that accrued prior to the start of an employee's leave.

### CELL PHONE USAGE

Faculty and/or staff may possess a cellular telephone on school campus, during school hours provided that the ring volume is set at silent or that the telephone is turned off. Faculty and/or staff may use their cellular telephones on school campus, during school hours only in areas designated by the principal, provided no student is present. All other use of cellular telephones by faculty and/or staff on a school campus, during school hours is prohibited, except in the event of an emergency.

### NON-FRATERNIZATION

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

It is the policy of the Itawamba County Board of Education to prohibit any sexual relationship, contact or sexually nuanced behavior or communication between a staff member and a student while the student is enrolled in the school system. The prohibition extends to students of the opposite sex or the same sex as the staff member, and applies regardless of whether the student or the staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention.

## Staff Guidelines For Non-Fraternization

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

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
4. Staff members shall not text students, except in cases of emergencies or cases solely involving a school related purpose, for example, a coach texting all team members that practice has been cancelled.
5. Staff members shall not participate in any student blogs.
6. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
7. Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.
8. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
9. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
10. Staff members shall not send students on personal errands.
11. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
12. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistance, pursuant to law and Board policy.
13. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background

## Social Networking

Access of social networking websites for individual use during school hours is prohibited. All employees, faculty and staff of this school district who participate in social networking websites such as, but not limited to, Instagram, Twitter, or FaceBook, shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of classroom activity. The determination of appropriateness will be made by the Superintendent.

Employees, faculty and staff shall not give social networking website passwords to students. Fraternization via the internet between employees, faculty or staff and students is prohibited and the 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.

### Annual Reminder To Staff

The Superintendent and the school principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks;
2. Inappropriateness of posting items with sexual content;
3. Inappropriateness of posting items exhibiting or advocating the use of alcohol or drugs;
4. Examples of inappropriate behavior from other districts, as behavior to avoid;
5. Monitoring and penalties for improper use of district computers and technology; and
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct

### Periodic Searches

The Superintendent or his/her designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and/or websites is discovered, the school principals and/or Superintendent will download the offensive material and promptly take proper administrative action.

## BULLYING

The Itawamba County School District does not condone and will not tolerate bullying or harassing behavior. 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. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property (including a school bus), at any school-sponsored function or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and/or teacher of such class as a whole.

The Itawamba County School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed

or has reliable information that a student or school employee has been subjected to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The Itawamba County School District directs the superintendent or designee to design and implement procedures for reporting, investigating and addressing bullying and harassing behaviors. The discipline policies and procedures must recognize the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Itawamba County School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

### Complaint Procedures for Bullying or Harassing Behavior

Students and employees in the Itawamba County School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Itawamba County Board of Education and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow

these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

#### I. Definitions

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.

A “hostile environment” means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property (including a school bus), at any school-sponsored function or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person’s presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and/or teacher of such class as a whole.

#### II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he or she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school

employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be made promptly, but no later than five (5) days after the alleged act or acts occurred. The school official shall complete a “Bullying or Harassing Behavior Complaint Form” which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim(s) of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board Chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving a student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he or she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim’s appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim’s appearance before the Board.

## MISSISSIPPI EDUCATORS’ CODE OF ETHICS AND STANDARDS OF CONDUCT

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators.

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

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

Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4). Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).

## Code of Ethics Standards

### Standard 1. Professional Conduct

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

- 1.1 . Ethical conduct includes, but is not limited to, the following:
  1. Encouraging and supporting colleagues in developing and maintaining high standards
  2. Respecting fellow educators and participating in the development of a professional teaching environment
  3. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
  4. Providing professional education services in a nondiscriminatory manner
  5. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
  6. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children
- 1.2 . Unethical conduct includes, but is not limited to, the following:
  1. Harassment of colleagues
  2. Misuse or mismanagement of tests or test materials
  3. Inappropriate language on school grounds or any school-related activity
  4. Physical altercations
  5. Failure to provide appropriate supervision of students and reasonable disciplinary actions

### Standard 2. Trustworthiness

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

- 2.1 . Ethical conduct includes, but is not limited to, the following:
  1. Properly representing facts concerning an educational matter in direct or indirect public expression
  2. Advocating for fair and equitable opportunities for all children
  3. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.
- 2.2. Unethical conduct includes, but is not limited to, the following:
  1. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
    - a. Employment history, professional qualifications, criminal history, certification/recertification
    - b. information submitted to local, state, federal, and/or other governmental agencies
    - c. information regarding the evaluation of students and/or personnel

- d. reasons for absences or leave
  - e. information submitted in the course of an official inquiry or investigation
2. Falsifying records or directing or coercing others to do so.

### Standard 3. Unlawful Acts

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

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

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

1. sexual jokes
2. sexual remarks
3. sexual kidding or teasing
4. sexual innuendo
5. pressure for dates or sexual favors
6. inappropriate touching, fondling, kissing or grabbing
7. rape



8. threats of physical harm
9. sexual assault
10. electronic communication such as texting
11. invitation to social networking
12. remarks about a student's body
13. consensual sex

#### Standard 5. Educator Collegial Relationships

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

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.

1.0 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.

**COMPLAINTS AND GRIEVANCES**  
SECTION 504, TITLE II, TITLE IX, TITLE VI, and ADA

The Itawamba County School District does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in the provision of educational programs and services or employment opportunities and benefits. Any person who believes that he/she or any class of individuals have been subjected to discrimination, including harassment, on the basis of a disability or handicapped as prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans With Disabilities Act (Title II); on the basis of sex/gender as prohibited by Title IX of the Education Amendments of 1972 (Title IX); on the basis of race, color or national origin as prohibited by Title VI of the Civil Rights Act of 1964 (Title VI); or on the basis of age as prohibited by the Age Discrimination Act of 1975 (ADA) may file a complaint pursuant to the procedures set forth below, on his/her own behalf, or on behalf of another person or on behalf of handicapped persons as a class. All persons are encouraged to file grievances to resolve any disputes arising under these laws. Your filing a complaint will not subject you to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

1. Within ten (10) days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the Section 504, Title II, Title IX, Title VI or ADA Coordinator, as the case may be. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The complaint shall also include any evidence or documentation, including witness statements, regarding the alleged discriminatory conduct. The Section 504, Title II, Title IX, Title VI or ADA Coordinator shall, within ten (10) days of receipt of the complaint, conduct or cause to be conducted a thorough, adequate, reliable and impartial investigation including questioning of all parties involved in the complaint. A written record shall be made of the statements by all parties involved. After the investigation is complete, the Section 504, Title II, Title IX, Title VI, ADA Coordinator shall meet with the complaining party and give a full report of the findings.

2. If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant shall have ten (10) days to appeal the Step 1 findings to the Superintendent. The complainant shall present his complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step 1 and produce any evidence or documentation, including witness statements, regarding the alleged discriminatory conduct. The Superintendent or his/her designee shall review all aspects of the complaint and complete an additional investigation if necessary. The Superintendent shall respond to the complainant in writing within ten (10) days of receipt of the written appeal.
3. If the complainant is not satisfied with the results of Step 2, the complaining party shall have fifteen (15) days from receipt of the Superintendent's decision to appeal the complaint to the school board. The appeal shall be in writing, describing the reasons for complainant's dissatisfaction with the results of Steps 1 and 2. The complainant shall have the opportunity to present an oral statement to the board before the board makes its decision. The board's decision shall be rendered within fifteen (15) days after receipt of the appeal.

Each complainant shall have the right to be represented by legal counsel at Level 3, at their own expense, and each complainant shall have the right to present witnesses and other reasonable evidence at any Level, and each complainant shall have the right to question and cross-examine witnesses at each level and any parent complaining on behalf of their child shall have the right to examine records relevant to their child.

The Section 504, Title II, Title IX, Title VI, ADA Coordinator is Chris Johnson who may be contacted at 605 South Cummings, Fulton, MS 38843, 662-862-2159.

### NON-DISCRIMINATION

The Itawamba County School District does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in the provision of educational programs and services or employment opportunities and benefits. The following person has been designated to handle inquiries and complaints regarding the non-discrimination policies of the Itawamba County School District: Chris Johnson, 605 South Cummings, Fulton, MS 38843, 662-862-2159.

Additionally, see NON-DISCRIMINATION AND COMPLAINTS AND GRIEVANCES - SECTION 504, TITLE II, TITLE IX, TITLE VI, and ADA above

It is the policy of the Itawamba County School District not to discriminate on the basis of an individual's real or perceived race, color, creed, age, national origin, ethnicity, sex, sexual orientation, gender, religion, gender identity and expression, socioeconomic status, linguistic or language differences, or disability in any of the educational or extracurricular programs, activities, and services offered or otherwise made available by or through Itawamba County School District, and that it is the policy of Itawamba County School District to maintain a learning environment that is free from harassment, bullying, and discrimination. This includes, but is not limited to, harassment, bullying, and discrimination based on an individual's real or perceived race, color, creed, age, national origin, ethnicity, sex, sexual orientation, gender, religion, gender identity and expression, socioeconomic status, linguistic or language differences, or disability. It shall be a violation of this policy for any student, teacher, administrator, or other school personnel to harass, bully, or discriminate against any person based upon any of the differences listed above. It shall also be a violation of this policy for any teacher, administrator or other school personnel to tolerate such harassment, bullying or discrimination of any person by a student, teacher, administrator, other school personnel, or by any third parties subject to supervision and control of Itawamba County School District. Itawamba County School District recognizes the duty to educate students

to be successful in and outside of the classroom and that the prohibition on the above listed discrimination is a vital part of that duty

## DRESS CODE

In an effort to establish an environment which will promote professionalism among and respect for the faculty and staff and in an effort to promote an environment conducive to learning, the Itawamba County Board of Education adopts the following dress code for its faculty and staff, which is to be in full force and effect whenever students are present:

All staff members are expected to dress in a manner that is professionally appropriate for the duties assigned. Attire should be clean, tasteful, and in good repair. Staff members should regard it their professional responsibility to dress in a manner that sets a good example for students and that conveys a positive professional image. Any type or style of clothing or manner of dress or personal presentment prohibited for students shall likewise be prohibited for employees.

## CHILD FIND

The Itawamba County School District is participating in an ongoing statewide effort to identify, locate, and evaluate children from birth through the age of twenty-one who may have a physical, mental, communicative, and/or emotional disability. We are requesting that personnel in your agency refer individuals twenty-one years of age or under who may be disabled to LeAnne Robinson who is the Child Find Person for our district.

Once a referral is made, it is the responsibility of the Child Find Person to insure that the Referral-to-Placement process is implemented. The Child Find Person works with the Local Survey Committees in each school to implement this process.

Prior to the evaluation of any child, a copy of the Parent Information Pamphlet and Procedural Safeguards are given to parents. District personnel explain the Parent Information Pamphlet to parents and insure that they understand the Procedural Safeguards. After parental consent for evaluation is obtained, a nondiscriminatory evaluation is conducted. Students are evaluated by qualified personnel in all areas related to the suspected disability.

When a student, age birth through 20, is determined eligible to receive special education services, parents are notified. Before the student is placed, an Individual Educational Plan (IEP) is developed for the student, and parents sign consent for placement in a special education program. Parents, teacher(s) and students, when appropriate, participate in this process. All students receiving special education services are reevaluated at least every three years, and their IEP's are reviewed/revised annually.

Please contact Delisha Patterson at the following address and telephone number if you know of any individuals who need to be referred: Mrs. Delisha Patterson, Itawamba County School District, 605 South Cummings Street, Fulton, MS 38843, Phone: (662) 862-2157.

# COMPUTER USE

## General Information

Each and every computer provided by the Itawamba County School District is the property of the District, and all information contained, transmitted or entered thereon is the property of the Itawamba County School District.

## Email

All licensed employees and any non-licensed employee who needs an email address for job related purposes will be assigned an Itawamba email address. Each email address will be deactivated at the termination of employment with the Itawamba County School District.

## ACCEPTABLE USE POLICY

Any person who uses technology belonging to the Itawamba County School District, including, but not limited to, computers, PDAs, email, printers, facsimiles, and internet access, is subject to and agrees to the following Acceptable Use Policy:

### Purpose

The purpose of the Internet Acceptable Use Policy is to provide the procedures, rules, guidelines, and the code of conduct for use of technology and the information network in the Itawamba County School District.

### Definition

The definition of information networks is any configuration of hardware and software that connects users. The network includes all of the computer hardware, network devices, operating systems, stored text, and data files. This includes e-mail, local databases, externally accessed databases, recorded magnetic or optical media, clip art, digital images, communication technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use policy.

### Introduction

The Itawamba County School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information.

Members of the school community will use the Internet information resources with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the school district. These procedures do not attempt to articulate all required or proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

## Guidelines

1. Access to the networks and to the information technology environment is a privilege and must be treated as such by all users of the network and its associated systems.
2. The Internet will be used for the purposes of research, education, and school related business and operations.
3. Only the authorized user will use any system which requires a password access or for which the district requires an account. Account owners are ultimately responsible for all activity under their account, and should not allow others use their account.
4. All communication and information accessible via the Internet should be treated as private property.

## Unacceptable Use

The Itawamba County School District has the right to take disciplinary action, remove computer and networking privileges, and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute but are not limited to any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements, or other contracts. The unauthorized use and/or copying of software are illegal.
2. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system (chain letters, network games, streaming audio, p2p networks, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Violates DMCA copyrights, which include copyrighted music and motion pictures.
4. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
5. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
6. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information and/or information resources whether stand-alone or networked computers.
7. Invades the privacy of individuals or entities. Gives out personal information about another person, including, but not limited to, home address and telephone number.
8. Uses the network for personal, commercial or political activity.
9. Installs unauthorized software for use on district computers.
10. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
11. Uses Internet access for illegal, harassing, cyber-bullying, vandalizing, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, or federal laws. Harassment is defined as slurs, comments, jokes, innuendoes, unwelcome complements, cartoons, pranks, or other verbal conduct which (1) has the purpose or effect of creating an intimidating, hostile, or

offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or school performance or (3) interferes with school operations. Vandalism is defined as any attempt to harm or destroy operating system, application software, or data. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.

### District Rights

Itawamba County School District reserves the rights to:

1. Monitor all activity on the Internet, including web sites and email. This may include real-time monitoring of network activity and/or maintaining logs of internet and/or district provided email activity for later review, and may include monitoring storage disk space utilization by users.
2. Make determinations on whether specific uses of the network are consistent with this acceptable use policy.
3. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to ICSD owned equipment and, specifically, to exclude those who do not abide by ICSD's acceptable use policy or other policies governing the use of school facilities, equipment and materials. To remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this acceptable use policy.
4. Deem what is appropriate use. Maintain the right to restrict online destinations through software and other means.
5. To educate student about safety, using national guidelines for digital citizenship, with regard to safety on the internet, appropriate behavior while online, on social networking, and on websites, and cyberbullying awareness and response.
6. Cooperate fully with any investigation concerning or relating to any Internet activity.

### District Responsibilities

The district will:

1. Take prudent steps to develop, implement, and maintain security procedures to insure the integrity of individual and district files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
2. Attempt to provide error free and dependable access to technology resources associated with the Internet. However, the district cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
3. Itawamba County Schools will adhere to and be compliant with CIPA (Children's Internet Protection Act) and COPPA (Children's On-Line Privacy Protection Act) which includes providing internet content filtering and tracking services for students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% guarantee. ICSD will diligently attempt to protect students from accessing such objectionable Internet sites.
4. Educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms in accordance with its Internet Safety Policy.



5. Address cyber-bullying awareness and responses thereto in accordance with its Internet Safety Policy.

### **Email**

All students in the Itawamba County School District are issued an account which gives them access to email and web based applications through Google G Suite. G Suite is an integral component of our learning environment and is used for communication with teachers, collaborative assignments, assignment submissions and other uses as determined by the teacher.

Google does not serve ads in the Core Services of G Suite for Education or use personal information collected in the Core Services for advertising purposes. to view the G Suite for Education Privacy Notice visit the following website:

[https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)

### **Disciplinary Action**

These acceptable use procedures are applicable to any employee and student of the school district and refer to all information resources whether individually controlled, shared, standalone, or networked. Disciplinary action, if any, for students, staff, and other users shall be consistent with the district's standard policies and practices. Where use of external networks is involved, policies governing such use are also applicable and must be adhered to. Violations can constitute cause for revocation of access privileges, suspension of access to school district computers, other school disciplinary action and/or appropriate legal action. Exact disciplinary measures will be determined on a case-by-case basis.

### **District Issued Devices**

The ICSD provides devices, including Chromebooks, laptops and Ipads and charging cables for each device, for students to use as part of their educational experience. When students are using these devices we ask that they treat them with care and that they not abuse or damage them. the primary device is a Chromebook which provides all necessary access and applications to perform the educational tasks assigned to them. While in the student's possession, they are responsible for any damages on any device that occurs do to mishandling or abuse. In the event of damage, and it is a determination that it was the student's fault, fines and replacement costs outlined in the Device User Agreement, which every student and parent/guardian must sign, may be imposed as a minimum and may exceed this if the actual repair cost is higher.

## **Internet Safety Policy**

It is the belief of the Itawamba County School District that the use of telecommunications, including the Internet, in instructional programs is an educational strategy which facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

It is the policy of ICSD to:

- a. prevent user access over its computer network to, or transmission of, inappropriate material via Internet and World Wide Web, electronic mail, or other forms of direct electronic communications;
- b. prevent unauthorized access and other unlawful online activity;
- c. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d. comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The superintendent shall ensure that the school district computers and other technology resources with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent or designee shall develop procedures for compliance with this policy.

#### Definitions

Key terms are as defined in the Children’s Internet Protection Act.

#### Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the ICSD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### Education, Supervision and Monitoring

It shall be the responsibility of all members of the ICSD staff to educate, supervise and monitor appropriate usage of minors using the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or designee.

The superintendent or designee will provide age- appropriate training for students who use the district’s Internet facilities. The training provided will be designed to promote the district’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in the district’s Internet Safety Policy;
- b. Student safety with regard to:
  - 1. Safety on the Internet;
  - 2. Appropriate behavior while online, on social networking Web sites, and in chat rooms; and
  - 3. Cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training and will follow the provisions of the District's acceptable use policies.

## GENERAL INFORMATION

### Tobacco

The use of tobacco products on educational property is prohibited. “Tobacco products” means any substance that contains tobacco including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco. “Educational property” means any public school building or bus, public school campus, grounds, recreations area, athletic field, or other property owned, used or operated by any local school board, school or director for the administration of any public educational institution or during a school-related activity. Employees in violation of this policy will be subject to disciplinary action, including possible termination of employment.

### Vaping Policy

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

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

## DEFINITIONS

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

Electronic Cigarette – An electronic product or device that produces a vapor that delivers nicotine or other substances to the person inhaling from the device to simulate smoking, and is likely to be offered to, or purchased by, consumers as an electronic cigarette, electronic cigar, electronic cigarillo or electronic pipe. Also known as e-cigs, vape pens, e-hookahs, e-pipes,

tanks, mods, vapes, electronic nicotine delivery systems, ENDS, etc. Some devices may resemble cigarettes while others may resemble pens, USB sticks, or other everyday items.

## CONFISCATION

When there is evidence that a student is in possession of any tobacco products or tobacco paraphernalia, administrators or other designated staff may confiscate such items.

## VIOLATIONS

Anyone found in violation of this policy shall be disciplined in accordance with corresponding district policies.

Any adult in violation shall also be subject to discipline under Miss. Code § 97-32-29.

### Handicapped/Accessible Parking Policy

Only motor vehicles displaying a special license plate, license plate decal, placard or parking certificate or permit bearing the International Symbol of Access shall be allowed to utilize handicapped/accessible parking spaces on Itawamba County School District property. Each school principal or his/her designee shall patrol their respective school parking lot(s), including all auxiliary parking lots, at least one time each day to help ensure that only vehicles displaying the International Symbol of Access are utilizing the handicapped/accessible parking spaces at their respective schools. First offense - A warning shall be placed on the windshield of the motor vehicle which is utilizing a handicapped/accessible parking place without bearing the International Symbol of Access. Said warning shall notify the violator that the Handicapped/Accessible Parking Policy has been violated and that any subsequent violation(s) within one (1) calendar year of the first violation will result in the vehicle being towed from the Itawamba County School District property at the owner's/driver's expense. Second and subsequent offenses - The motor vehicle which utilizes a handicapped/accessible parking place without bearing the International Symbol of Access within one (1) calendar year of being issued a warning for violating the Handicapped/Accessible Parking Policy shall be towed from the Itawamba County School District property at the owner's/driver's expense without further notification. Each principal shall maintain a record of the make, model and tag number of each violator of the Handicapped/Accessible Parking Policy and shall submit a copy of same to the Superintendent of Education who will maintain and disseminate to each school principal a master list of each violator.

### Asbestos Inspection and Management Plan

The Itawamba County's Asbestos Inspection and Management Plan is completed and filed in the Superintendent's Office and in each principal's office and is subject for your review.



# ITAWAMBA COUNTY SCHOOL DISTRICT

605 South Cummings Street Fulton, MS 38843  
(662) 862-2159

*Superintendent - Austin Alexander*

## **School Year: 2024-25**

As part of Itawamba County School Board policy (Policy GAA) and Mississippi Department of Education Policy Rules 14.10 and 14.17, all professional Educators in the district shall comply with the Mississippi Professional Educator Code of Ethics and Standards of Conduct.

To assist in this measure, all employees have access to an employee handbook that includes a copy of the Mississippi Educator Code of Ethics and Standards of Conduct. You must review the Code of Ethics and Standards of Conduct as all licensed employees are expected to comply with its requirements.

Please sign this document on the signature line below and return this signed statement to your principal who will then file them at the Central Office. Your signature on this form indicates that you acknowledge that the employee handbook which includes the Mississippi Educator Code of Ethics and Standards of Conduct is located on the district website and that you have read and understand the stipulations of such Code and Standards.

## **STATEMENT**

This is to verify that I have received a copy of the Mississippi Educator Code of Ethics and Standards of Conduct. I have read the Mississippi Educator Code of Ethics and Standards of Conduct and understand and agree to abide by all stipulations of such Code and Standards.

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_