2026-2027

Amite County School District



Faculty Handbook

Amite County School District is committed to educating all children to ensure their maximum potential is met and they are prepared to function in a multi-cultural and global society.

Amite County School District 2026-2027

August 2026						
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February 2027						
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March 2027						
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August 3, 2026 First Day for Staff
August 6, 2026 First Day of School for Students
January 6, 2027 Students Return
May 14, 2027 Graduation
May 25, 2027 Last Day for Students

Professional Development
Holiday
60% Day
Progress Reports

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FOREWORD

The administrative procedures contained within this handbook are designed to be a guide.

AMITE COUNTY SCHOOL DISTRICT ADMINISTRATION

Dr. Chavis Bradford ..... **Superintendent of Education**
Robert McDaniel ..... **Assistant Superintendent of Education**

DIRECTORS

Lyndsey Latham ..... **Business Director**
Rebecca Roberts ..... **Special Services Director**
Deshon Johnson ..... **Technology Director**
Neal Smith ..... **Athletic Director**
Ross Thomas ..... **Transportation Director**
Tara Reed ..... **Food Service Director**
Stacy Bass ..... **Custodial/Maintenance Director**
Belinda Spears ..... **Assistant Federal Programs Director**

AMITE COUNTY SCHOOL DISTRICT
BOARD OF EDUCATION

District I	Diane Cook
District II	Monica Johnson
District III	Bettye Fenn
District IV	Cindy Newman
District V	TBD

AMITE COUNTY INFO

Amite County is located in Southwest Mississippi on the border of Louisiana. As of the 2010 Census, the population was 13,131. Its county seat is Liberty. Amite County is named after the Amite River, which runs through the county.

CODE OF ETHICS

We, the educators of the Amite County School District, acknowledge the challenges of the profession we have chosen and engage ourselves, individually and collectively, to assess our colleagues and to be assessed by them in accordance with applicable provisions of this code.

PRINCIPLE I: Commitment to the Student

We affirm our belief in the worth and dignity of humanity. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard these goals to be essential to the protection of freedom to learn and the guarantee of equal education opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. In fulfilling our obligations to the student, we:

- Deal justly and considerately with each student.
- Encourage the student to study varying points of view and to respect his/her right to form his/her own judgment.
- Maintain the confidentiality of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. Disclosure of information shall occur only when legally permitted or required.
- Conduct conferences in an appropriate place and manner.
- Avoid exploiting our professional relationship with any student.
- Tutor in accordance with officially approved policies.
- Inform appropriate individuals and agencies of the educational needs of the student and assist in providing an understanding of the educational experiences of the student.
- Seek constantly to improve learning facilities and opportunities.

PRINCIPLE II: Commitment to the Community

We believe that patriotism in the highest form requires dedication to the principles of our democratic heritage. We share the responsibility for the development of sound public policy with other citizens. We are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public. In fulfilling our obligations to the community, we:

- Share the responsibility for improving the educational opportunities for all.
- Recognize that each educational institution may have a person authorized to interpret the official policies.
- Acknowledge the right and responsibility of the public to participate in the formulation of educational policy.
- Use educational facilities for intended purposes consistent with applicable policy, law, and regulations.
- Assume full potential and citizenship responsibilities but refrain from exploiting the institutional privileges or professional positions to promote political

candidates or partisan activities.

- Protect the educational program against undesirable infringement.

PRINCIPLE III: Commitment to the Profession

We believe that the quality of the services of the educational profession directly influence the future of the nation and its citizens. We therefore exert every effort to raise educational standards, to improve our services, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions that attract persons worthy of the trust to careers in education. Aware of the value of united effort, we actively support the plans and programs of our profession. In fulfilling our obligations to the profession, we:

- Recognize that a profession must accept responsibility for the conduct of its members and understand that the conduct may be representative of the profession.
- Participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education.
- Cooperate in the orientation of student teachers, interns, and those colleagues new to their positions.
- Refrain from assigning professional duties to non-professional personnel when such assignments are not in the best interest of the student.
- Keep the trust under which confidential information is exchanged.
- Interpret and use the writing of others and the finding of educational research with intellectual honesty.
- Maintain the integrity of the profession when dissenting by basing public criticism of education on valid assumptions as established by careful evaluation of facts.
- Represent our professional qualifications honestly and identify ourselves only with reputable educational institutions.
- Respond accurately to requests for evaluations of colleagues.
- Provide job-seeking applicants with an honest description of the assignment, the conditions of work, and related matters.

PRINCIPLE IV: Commitment to Professional Employment Practices

We regard the employment agreement as a solemn pledge to be executed both in the spirit and in fact and in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with a governing board are built upon personal integrity, dignity, and mutual respect. In fulfilling our obligations to professional employment practices, we:

- Apply for or offer a position based on professional and legal qualifications.
- Apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates.
- Fill no vacancy except where the terms, conditions, policies, and practices permit the exercise of our professional judgment and skill, and where a climate conducive to professional service exists.
- Adhere to the conditions of contract or to the terms of an appointment until either

has been terminated legally or by mutual consent.

- Give prompt notice of any change in the availability of service, in status of application, or change of position.
- Conduct professional business through the recognized educational and professional channels.
- Accept no gratuities or gifts of significance that might influence our judgment in the exercise of our professional duties.
- Engage in no outside employment that will impair the effectiveness of our professional service and permit no commercial exploitation of our professional position.

CODE OF ETHICS AND STANDARDS OF CONDUCT - 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 by the Mississippi Department of Education 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 Using coercive means or promise of special treatment in order to influence professional decisions of colleagues.
   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. Ensuring that institutional privileges are not used for personal gain.

b. Ensuring 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 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.

ACCIDENTS

All personnel should be familiar with the emergency plan for their campus, and this procedure should be followed as closely as possible; however, no procedure can be pre- formulated and be completely applicable in all situations. The following is provided for general guidance and should be modified as the situation demands:

1. A report prepared or completed by the principal must be submitted to the district office as soon as possible, and no later than the end of the school day, for all accidents.

ACCOUNTING PROCEDURES

All monies collected by the teacher shall be receipted, using a receipt provided by the principal. Strictest care must be taken in the handling of these funds. The following points are to be adhered:

1. Any collection of money must receive prior approval of the superintendent.
2. All money should be receipted when collected.
3. Keep receipted money and deposit daily.
4. Money and the copy of the office receipt book should be turned in to the school bookkeeper as soon as possible. The money must agree with the receipts it covers. Money should not remain in the classroom.

The principal is responsible for all funds collected and disbursed in the school. For this reason, no collection of funds or purchases of any kind may be made without the prior knowledge and written approval of the principal. If approval of a purchase is given, a purchase order will be provided. No purchases shall be made or reimbursed without an approved purchase order issued in advance. When it is properly filled out, the appropriate

signatures will validate it, and the approved purchase may be made.

EEF

Eligible teachers, the "Cardholder," may receive a procurement card to provide access to Education Enhancement Funds as authorized by Mississippi Senate Bill 2761 that will be utilized to make financial commitments on behalf of the State and school district. As the only authorized cardholder, Cardholder agrees to accept the responsibility for the protection and proper use of the EEF Procurement Card in accordance with the terms and conditions of the Teacher Cardholder Agreement in effect. The account will have an initial amount available, and that amount will decrease over the school year as purchases are made.

Funds will be available beginning in the fall of each school term. Funds will be loaded before the cards are disbursed. They will remain available until the last day in February of each year. This date is set by the Mississippi Department of Education and is subject to change. Unspent funds may not roll over and must be used in accordance with state deadlines.

ADDRESS/TELEPHONE

Keep on file in the school office a current address, telephone number, and the name and telephone number of the persons that should be notified in an emergency. When any of this information changes, an employee must report the change to the office within one working day. This change must also be reported to the central office payroll department within 5 working days.

Failure to update this information may result in delays in emergency notification or payroll processing.

ARREST OF EMPLOYEE

Employees arrested for any reason shall be required to notify their supervisor within 24 hours. This notice will include a statement of charges lodged against the employee and the disposition. All bus drivers must report any type of traffic violations to the transportation director or superintendent within 24 hours.

ASBESTOS POLICY

All school buildings owned by the Amite County School District have been inspected for asbestos. A management plan has been developed. A copy of the results of the inspection, along with a copy of the management plan, can be found in the office of the principal of each of the schools and the Office of the County Superintendent of Education. Any interested party should feel free to go to any of these sites to read these reports. **This is done in accordance with the Asbestos Hazard Emergency Response Act (AHERA)**

ASSIGNMENT TO SCHOOLS

The school board shall determine the attendance area, and each pupil whose parents or guardians reside in the area served by the Amite County School District must attend the school to which he/she is assigned. The Amite County School District accepts only students, who physically reside full-time, weekdays/nights and weekends, within the limits of the school district with the following exception: the child of an out-of-district school employee is eligible to attend school in the district, based on the mutual consent of the school boards.

Each student must have on file at his/her assigned school a verification of residency form as required by state law. The parent(s) or legal guardian(s) of a student seeking to enroll must provide the school district with at least two documents as verification of their address.

Addresses containing post office boxes will not be accepted. If the residence of a student changes, the parent(s) or guardian(s) will be required to provide the school with at least two documents of verification of the new address.

In cases of extreme hardship, parent(s) or legal guardian(s) may petition the superintendent to attend a school outside their assigned attendance area.

ATTENDANCE (TEACHER)

All staff members are to report as scheduled by the principal and swipe in immediately. If you are going to be absent due to illness, notify the principal or person designated by him or her as soon as possible and complete a leave sheet. Faculty hours are 7:45 a.m-3:45 p.m.

Staff members who are late must contact the principal's office in order for arrangements to be made to cover their duties until they arrive. A dated, written explanation for the tardiness must be submitted to the office on that date. Excessive tardiness may result in consequences including but not limited to a conference with the principal, a written reprimand, and/or suspension. The following action will be taken to address excessive tardiness each nine weeks.

- 3 tardies – Conference with an administrator and a warning.
- 4 tardies – Written reprimand.
- 5 or more tardies – Further action will be taken including but not limited to a recommendation for suspension at the principal's discretion.

Except in case of emergency, and with approval of the principal, teachers are expected to remain on the school grounds from check-in until check-out time and to remain in their classrooms during class sessions or on their duty posts for the entire assigned time. The principal of each school will set duty hours.

ATTENDANCE (Students – GRADES K – 12)

Students must be present 66% of the instructional day to be marked as present for that day.

ATTENDANCE (SECONDARY STUDENTS – GRADES 9-12)

To receive credit in a course, Mississippi law requires not only a passing grade in the course but also a minimum amount of seat time. To receive credit, a student should adhere to the following attendance policy.

- Allowed four (4) absences in a one-half credit class, excused or unexcused.
- Allowed eight (8) absences in a one-credit class, excused or unexcused.

If attendance policy is not followed, student will be given a grade of 50/no-credit.

When a student is absent from school, the parent/legal guardian is required to contact the school before 9:00 a.m. each day the student is absent. For the absence to be excused, a note from the parent/ guardian or a doctor's excuse must be submitted to the office within two days of the absence. In a case of five (5) unexcused absences, the school will attempt to contact the parent. For this reason, it is imperative that the parent provides the school with a correct phone number.

ATTENDANCE (GRADES K-8)

The Board of Education of the Amite County School District classifies all absences in grades K-8 as unexcused except for the following reasons:

1. Illness or injury that prevents the student from being physically able to attend school.
2. Isolation ordered by county health officials or the State Board of Health.

3. Death or serious illness of a member of the immediate family (defined as parents, grandparents, brother, sister, including stepbrother or stepsister, child or spouse).
4. Required appearance in court or an administrative tribunal.
5. Observance of religious events.
6. Medical or dental appointments that are approved by the administration prior to the absence, except in case of emergency.
7. Valid educational opportunities approved by the administration prior the absence. "Prior to Approval" forms will be available in the principal's office of each school. Forms may be picked up by the student or the parent. After two or more consecutive absences, three days will be given for arrangements to be made for make-up work. Telephone calls regarding absences are not acceptable. Students must submit a note signed by the parent/guardian stating the reason for the absence. Additional verification may be required if deemed appropriate. Teachers should send all absence notes to the office upon receipt.

The following procedures will be used to notify the attendance officer of the Amite County Family Court of a violation of the compulsory school attendance law:

1. Fifth (5th) unexcused absence (excluding suspensions)–attendance officer will be notified.
2. Tenth (10th) unexcused absence (excluding suspensions)–attendance officer will be notified.
3. Twelfth (12th) unexcused absence (excluding suspensions)–attendance officer will be notified.
4. Amite County Truancy Officers will have access to all student attendance records.

Please be aware that students who arrive late or who are checked out early six (6) times during the year will not be eligible to receive a perfect attendance award at the end of the school year.

Note: Any student absent for twenty consecutive days will be dropped from the roll unless the legal guardian advises the principal that the student has a legitimate reason for extended absence. The principal will determine the course of action to be followed concerning a student's progress and placement following an extended absence.

Unlawful Absences of Children, SENATE BILL 3043

Law enforcement officers shall be authorized to investigate all cases of nonattendance and unlawful absences of children. They shall file a petition with the youth court under Sections 43- 21-451, against a parent or child under the provisions of the Mississippi Compulsory School Attendance Law.

BULLYING

Bullying or harassing behavior is any pattern of gestures or written communication, electronic or verbal, any physical act of any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that takes place on school property, at any school-sponsored function, or on a school bus that:

- Places a student or school employee in actual and reasonable fear of harm to his/her person or damage to his/her property.
- Creates or is certain to create a hostile environment by substantially interfering with

or impairing a student's educational performance, opportunities, or benefits.
No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. No person shall engage in an act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying. A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying shall report the incident to the appropriate school official. Bullying should be reported as soon as possible. Retaliation against individuals who report bullying or participate in an investigation is prohibited.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance and must be consistent with the Board of Education's approved code of student conduct.

CARE OF CLASSROOMS

It is the responsibility of the classroom teacher to maintain a neat, orderly, and functional environment for instruction. The following might be used for a checklist for the classroom:

1. Are the surroundings arranged in a manner that promotes organization, safety, and use?
2. Is there a variety of instructional materials orwork?
3. Are appropriate housekeeping habits maintained?
4. Is the classroom attractive and inviting?

CELL PHONE POLICY

It shall be the policy of the Amite County School District that employees may carry their cell phones during school hours. Employees must adhere to the following: Phones are to be turned off and not visible during class except for school emergencies or with permission of the principal. All ACSD employees are prohibited from wearing blue tooth devices while on campus.

COMMUNICABLE DISEASES

If an employee has a disease that is highly contagious, such as measles, chicken pox, staph, impetigo, etc., the principal may require a doctor's clearance prior to the employee's return to work.

BED BUG POLICY

When a student is identified with bed bugs present on them at school, the parent will be contacted and education materials about transporting bed bugs and care at school will be given to the parent to prevent the spread of bed bugs at school. Prompt reporting is necessary, so the presence can be confirmed, and prompt action taken to prevent the spread. Based on an assessment, the principal and/or the school nurse may require the student to be dismissed for the remainder of the day to address the infestation.

HEAD LICE (SEE STUDENT HANDBOOK)

COMPLIANCE POLICIES – CONFIDENTIALITY

The Amite County School District adheres to the requirements outlined in the Family Education Right to Privacy Act (FERPA). Copies of these regulations are available on the district website.

CONFERENCES

Amite County School District policy encourages open communication in all areas. Frequent conferences open many doors and create a well-rounded educational atmosphere. Five major categories of conferences and the corresponding guidelines are listed below:

Principal-Teacher Conference

Principal-teacher conferences will be held at the discretion of the principal or upon the request of the teacher. The principal will maintain a record of the conference.

Principal-Student Conference

The principal is the final school authority in matters pertaining to students. Each student request or problem should be treated with respect and as being important to students.

Teacher-Parent Conference

It is the teacher's responsibility to take the initiative for scheduling a parent conference. The principal will determine the procedures and time. When a parent calls the office and requests a conference with a particular teacher, the teacher will confirm the scheduled conference according to procedures specified by the principal. The teacher will keep records of all conferences. **All Teacher-Parent conferences will be conducted during planning periods or before/after school.**

ESSA parent-teacher conferences at least annually, required in all Title I Schools as per Public Law 114-95 Section 116.

Teacher-Student Conference

Direct open communication with students is conducive for appropriate student behavior and progress. Teachers should keep a record of the conferences. The principal or assistant principal will be present at any teacher-parent or teacher-student conference if it is requested and if he/she is given sufficient advance notice.

Teacher-Teacher Conference

Teachers (staff) are encouraged to cooperate directly on matters of mutual constructive nature. Keep the principal informed.

COPYRIGHT OF INSTRUCTIONAL MATERIALS

It is the intent of the Amite County Board of Education to adhere to the provisions of current copyright laws and congressional guidelines. Infringement of copyright is both illegal and unethical and therefore contrary to the School District's policy. It is also the policy of the Amite County School District to adhere to the provisions of copyright laws in the area of microcomputer software. The principal at each school is responsible for establishing practices that will enforce district copyright policy at the school level. This includes compliance with copyright laws related to digital content, online resources, and licensed software.

CUMULATIVE RECORDS: THE PREPARATION AND USAGE

CONSULT THE MISSISSIPPI CUMULATIVE FOLDER MANUAL (IN THE TESTING, GRADES, GUIDELINES)

Cumulative Folder

The cumulative record folder is a record developed to assist in the student's educational growth and progress. The teacher and other school personnel use it as a tool for student guidance and the improvement of instruction. A well-developed cumulative record may afford a teacher an opportunity to analyze student's school history, test scores, and rate of growth so that a proper course of action for helping the student can be determined.

A cumulative record is only as useful as the quality of data entered.

Permanent Record

The permanent record is the legal school record for the student. This information contains most of the information recorded on the cumulative folder.

Recording of Data on Cumulative Folder and Permanent Record

A. All information should be typed or recorded in permanent black ink except address, telephone numbers, and transfer of attendance, which should be written in pencil.

B. When any change or correction is made on the cumulative folder, draw a line through the incorrect information, record the correct information and initial the correction. Correction fluid or tape is not to be used.

C. The following data shall be filled out completely on the cumulative folder and permanent record: (a detailed description of each item is found in the Mississippi Cumulative Folder and Permanent Records Manual located in the school office)

1. Personal and family data (copy of birth certificate)
2. Certified Birth Certificate Number
3. Verification initials
4. Home Language Survey
5. Race
6. Sex
7. Place of birth
8. Date of birth
9. Address and telephone number
10. Father, Mother, and/or Guardian
11. Attendance
12. First and second semester grades / yearly average
13. Standardized Test Record
14. Immunization Certificate of Compliance
15. Medical information

Teachers shall maintain accurate and up-to-date cumulative folders and permanent records on each student. Each time a student's record is accessed, the teacher shall sign-in and state the purpose for accessing the folder. Please follow principal's instructions in accordance with state law.

DISCIPLINE

Authority is given to the school to set rules and regulations that must be respected and observed at school, on the buses, and at school-sponsored activities. The authority to maintain school discipline is affirmed by State Law and decisions of the U.S. Supreme Court.

NON SCHOOL RELATED CONDUCT HOUSE BILL 776

The school district shall have the authority to suspend, expel or change the placement of students for misconduct while not on school property or at activities other than school sponsored events. The local school board shall have the authority to expel a pupil or to change placement to an alternative school or a home bound program for misconduct in the school, on the road to and from school, or at any school related activity or event, or for misconduct on property other than school property or other than at a school related event when such conduct, in the determination of the superintendent or principal, renders the pupil'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 teacher of such class as a whole.

SCHOOL DISCIPLINE PLAN

In conformance with the Mississippi School Safety Law of 2001 (Section 37-11-53, MS Code of 1972, amended), the following requirements shall be met by this school district:

(1) A copy of the school district's discipline plan shall be distributed to each student enrolled in the district, and the parents, guardian, or custodian of such student shall sign a statement verifying that they have been given notice of the discipline policies of the district. The School Board shall have its official discipline and code of student conduct legally audited on an annual basis to ensure that its policies and procedures are currently in compliance with applicable statutes, case law and state and federal constitutional provisions. As part of the first legal audit occurring after July 1, 2001, the provisions of Section 37-11-55 and Section 6 of Senate Bill No. 2239, 2001 Regular Session, shall be fully incorporated into the school district's discipline plan and code of student conduct.

(2) The discipline plan of the schools of this district shall include, but not be limited to, the following (a) a parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his/her minor child's disruptive acts against school property or persons; (b) a parent, guardian or custodian of a compulsory-school-age childenrolled in the school may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in

(a) above or for any other discipline conference regarding the acts of the child; (c) any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in (b) above may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conferences; and (d) a parent, guardian or custodian of a compulsory-school-age child enrolled in the district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

(3) Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed two hundred fifty dollars ($250.00).

(4) The school district shall be entitled to recover damages in an amount not to exceed twenty thousand dollars ($20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six(6) years who maliciously and willfully damages or destroys property belonging to the

school district. However, this section shall not apply to parents whose parental control of school child has been removed by court order or decree. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable.

(5) The school district's discipline plan may provide that as an alternative to suspension, a student may remain in school by having the parent, guardian, or custodian, with the consent of the student's teacher or teachers, attend class with the student for a period specifically agreed upon by the reporting teacher and school principal. If the parent, guardian, or custodian does not agree to attend class with the student or fails to attend class with the student, the student shall be suspended in accordance with the code of student conduct and discipline policies of the school district.

Ref: Sections 37-3-81; 37-3-83; 37-11-54; 37-11-55; 37-11-53; MS Code of 1972, Amended

CODE OF CONDUCT-STUDENTS

In conformance with the Mississippi School Safety Law of 2001 (Section 37-11-55, MS Code of 1972, amended), this school board shall adopt and make available to all teachers, school personnel, students and parents or guardians, at the beginning of each school year a code of student conduct developed in consultation with teachers, school personnel, students and parents or guardians. The code shall be based on the rules governing student conduct and discipline adopted by the school board and shall be made available at the school level in the student handbook or similar publication. The code shall include, but not be limited to:

Specific grounds for disciplinary action under the school district's discipline plan; procedures to be followed for acts requiring discipline, including suspension and expulsion, which comply with due process requirements; An explanation of the responsibilities and rights of students with regard to attendance, respect for persons and property, knowledge and observation of rules of conduct, free speech and student publications, assembly, privacy and participation in school programs and activities; Policies and procedures recognizing the teacher as the authority in classroom matters, and supporting that teacher in any decision in compliance with the written discipline code of conduct; such recognition shall include the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment to the office of the principal or assistant principal. The principal or assistant principal shall determine the proper placement for the student, who may not be returned to the classroom until a conference of some kind has been held with the parent, guardian, or custodian during which the disrupting behavior is discussed, and agreements are reached that no further disruption will be tolerated. If the principal does not approve of the determination of the teacher to remove the student from the classroom, the student may not be removed from the classroom, and the principal, upon request from the teacher, must provide justification for his/her disapproval. Policies and procedures for dealing with a student who causes a disruption in the classroom, on school property or vehicles, or a school-related activity; Procedures for the development of behavior modification plans by the school principal, reporting teacher and student's parent for a student who causes a disruption in the classroom, on school property or vehicles, or at school- related activities for a second time during the school year; and Policies and procedures specifically concerning gang-related activities in the school, on school property or vehicles; or at school-related activities.

Ref: Section 37-11-55, MS Code of 1972, Amended

STUDENT CONDUCT-DISRUPTIVE BEHAVIOR
In conformance with the Mississippi School Safety Law of 2001, this school district shall adhere to requirements governing student conduct.

1) For the purposes of this section:

a) The term "disruptive behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity, and which is not covered by other laws related to violence or possession or weapons or controlled substances on school property, school vehicles or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiant or abusive language or action toward teachers or other school employees; defiance, ridicule or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher;

b) The term "habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles or at a school-related activity on more than two (2) occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption. However, no student shall be considered habitually disruptive before the development of a behavior modification plan for the student in accordance with the code of conduct and discipline plans of the school district.

2) Every behavior modification plan written pursuant to this section must be developed by utilizing evidence-based practices and positive behavioral intervention supports. The plan must be implemented no later than two (2) weeks after the occurrence of the disruptive behavior.

3) Any student who, is thirteen (13) years of age or older, that does not comply with a behavior modification plan that is developed for him/her by the school principal, reporting teacher(s) and student's parent be deemed habitually disruptive and subject to expulsion on the occurrence of the third act of disruptive behavior during a school year. After the second act of disruptive behavior during a school year by a student who is younger than thirteen (13) years of age, a psychological evaluation shall be performed upon the child. Reference: MS Code § 37-11-181(2015)

SCHOOL SAFETY ACT/STUDENT BEHAVIOR
This school district shall meet requirements established under the Mississippi School Safety Act of 2001, which provides for the establishment of a School Safety Center by the Department of Education; a Safety Grant Program, available to eligible public-school districts; and a School Crisis Management Program under the State Department of Education.

The school board of this district, with the assistance of the State Department of Education School Safety Center, shall adopt a comprehensive local school district safety plan and shall update the plan on an annual basis. (Section 37-3-83 (2), MS Code of 1972, amended).

This school district may use audio-visual-monitoring equipment in classrooms, hallways, buildings, grounds, and buses for the purpose of monitoring school disciplinary problems. (Section 37-3-83 (6), MS Code of 1972, amended).

To access the services of a response team established under the School Crisis Management Program under the State Department of Education, a request must be made by the school principal or the superintendent, who shall make the request to the State Department of Education or its contact designee. A response team shall enter a school to work with students and faculty for a period of no more than three (3) days, unless otherwise requested by the school district. The request made by the school district to access the services of a response team following a school safety incident may seek a review of the school district's safety plan, and the results of this evaluation may be published by the school board in a newspaper with wide circulation in the district.

The superintendent of school principals may request and utilize the services of quick response teams provided under the School Safety Law; however, school officials are not required to request the services of quick response teams.

Ref: Sections 37-3-81, 37-3-83, 37-11, 54 MS Code of 1972, amended

Corporal Punishment

1. Corporal punishment may be administered by the principal or assistant principal. In all cases, the principal or assistant principal must be present along with a second certified person; one will administer the punishment, the second will observe as a witness. Corporal punishment is to be administered to the buttocks only and must not be excessive. Corporal punishment will not be administered in anger. Corporal punishment will not be administered in the presence of other students and will only be administered in the principal's office or in another private location designated by him/her. Corporal punishment is prohibited for students with a disability who have an IEP or Section 504 Plan.

2. In all cases where corporal punishment is administered, a discipline form must be completed immediately and must contain the following information:

   a. Student's name
   b. Date
   c. Details of specific incident for which punishment was administered
   d. Number of licks administered
   e. Signature of person administering punishment
   f. Signature of witness

3. The office copy of the discipline form is to be filed in the principal's office. The parent's copy is to be sent home or through the mail. The teacher's copy is to be retained by the teacher.

4. Parent permission must be given prior to administrating corporal punishment each time. Parents/guardians may opt out of corporal punishment in writing.

Suspension

1. A short-term suspension is defined as denial of school attendancefor three (3) days or less. A short-term suspension may be imposed upon any student by the principal or assistant principal of the school in which the student is enrolled.

2. A long-term suspension is defined as any denial of school attendance for up to five (5) days. A long-term suspension may be imposed upon any student by the principal or assistant principal of the school in which the student is enrolled.

3. Both long-term and short-term suspensions shall be governed by the following procedures:

a. A student may be suspended only once for each offense.

b. A student suspended during a nine-week examination period shall be offered an opportunity to take any examination missed at such time and place as determined by the principal.

c. The principal of each school shall keep a record of suspensions imposed during each year. Such record shall contain the name, race, and sex of each student suspended, the dates of such suspension, and a brief description of the incident or misconduct requiring the suspension.

d. The Amite County School Board has given the principal the authority to dismiss, suspend, or recommend expulsion for any reason for which the Amite County School District policy dictates dismissal, suspension, or expulsion of a student.

e. No student shall be suspended without affording the student an opportunity to express his/her version of the incident to an administrator of the school. The student shall be fully advised of the charges lodged against him/her prior to the suspension unless there are reasons that make it inadvisable to do so. These reasons must be put in the record of the incident by the principal.

f. After completing the investigation as set forth above, the principal of the school may suspend without further notice of proceedings. Upon the suspension of a student, the principal of the school should promptly send to the parent or guardian of the student a "Notice of Suspension." The notice shall state the name of the student, the nature of the incident resulting in suspension, the length of the suspension, and the exact date the student should return to school. The notice shall further advise the parent or guardian that conferences with the principal of the school and/or teacher(s) can be arranged to discuss the incident and disciplinary measures taken if the parent or guardian expresses the desire for the same.

g. When feasible, it is desirable that the principal of the school affords the parent or guardian of the student an opportunity to confer with the principal concerning the student's behavior before suspending each student. The record maintained by the principal of the school shall show whether such conference was held with the parent or guardian of the student.

Expulsion Procedures

Any principal who determines that a student committed infractions justifying expulsion shall send/give a letter of recommendation containing the student's disciplinary record, and the principal's recommendation. Concurrently, the principal shall provide a "Notice of Recommendation for Expulsion" to the parent or guardian of the student. Students recommended for expulsion may remain in attendance pending the hearing before the Disciplinary Review Committee only if, in the opinion of the principal, the student's attendance is not disruptive to the educational program or the operation of the school. Upon receipt of the principal's recommendation, the superintendent or his/her designee shall notify the parent /guardian of the student recommended for expulsion of the exact

time and place of the hearing. This hearing shall be held within ten (10) days of the principal's recommendation for expulsion.

The Superintendent's Committee shall have the duty to review the evidence advanced by the principal in support of his/her recommendation and to hear and review any rebuttal advanced by the student, parent, or guardian. The conclusion of the committee will rest solely upon applicable school rules, law and upon evidence admitted at the hearing.

Expulsion (Remainder of year or Calendar year)
Students who are expelled may apply for re-admission at the beginning/date of the next school year. Such students must show evidence of rehabilitation and must appear before the school board for possible reinstatement. The power to expel a student is vested in the Amite County School Disciplinary Review Committee subject to the review of the Superintendent and the Amite County School Board.

DISCIPLINE GUIDE

A. Teachers Should:

1. Be fair and consistent. Treat each student equally.
2. Be empathetic; accentuate the positive; avoid the negative.
3. Be thoroughly prepared for all classes and have ample work for all students.
4. Let your classroom reflect positive qualities.
5. Be professional in demeanor and maintain a sense of humor.
6. Admit your errors and apologize if you make the mistake of treating a student unjustly.
7. Let the students assist in establishing a minimum number of classroom rules and help the students understand why they are necessary.
8. Correct students to prevent minor problems from growing into larger ones.
9. Be considered on duty while on campus or at school functions.
10. Speak in a respectful, well-modulated manner.

B. Teachers Should Not:

1. Punish the entire class for the misbehavior of a few.
2. Argue with a student.
3. Embarrass a student.
4. Refuse to consider mitigating circumstances.
5. Compare students with one another.
6. Become overly friendly and familiar with students.
7. Repeatedly show favoritism to certain students.
8. Challenge students to repeat an undesirable act or get yourself in a position of "do it or else."
9. Administer unusual punishments.
10. Punish by leaving a student alone in a classroom, hall, or any unsupervised area.
11. Punish by requiring a student to write lines.
12. Make physical contact to discipline. Do not place your hands on students in

anger.

CHILD NUTRITION PROGRAMS
All schools within The Amite County School District (ACSD) participate in the USDA School Breakfast Program and The National School Lunch Program.

Free & Reduced Meal Benefits: All Students receive free breakfast & lunch

Cafeteria Accounts: Students & staff will receive a unique cafeteria account number once enrolled or hired. Advanced meal payments can be made in person at the school cafeteria. Funds may be used at any cafeteria throughout the school district once the customer has been processed for transfer to a new location.

Refunds: Refunds may only be issued to the legal guardian on the account. Requests $20.00 or less may be made in person in the school cafeteria. Requests of $20.01 or more must be requested in writing from the ACSD Department of Child Nutrition located at the 533 Maggie Street Liberty, MS 39645. Refunds on customer accounts of withdrawn students or separated employees must be requested by the last school day of each school year. Funds left on accounts from separated employees past the last school day will be considered forfeited and applied as a donation to district's negative cafeteria balances for the respective school year.

Nutrition: The Child Nutrition Programs are federally supervised with specific meal pattern
requirements for all meals served. Students with special dietary needs will be accommodated once a physician's diet order is provided to the school Nurse for entry into the district's student information database.

Meal Prices: For Adults & Visitors
Breakfast: $2.85
Lunch: $4.85

WELLNESS POLICY: The ACSD Board of Trustees has enacted a Wellness Policy to meet the health needs of our students and to comply with guidelines determined by the Mississippi Department of Education and the State Legislature. Restrictions are set on food and beverage items that may brought onto campus. Parents that would like to offer suggestions are encouraged to join a School Wellness Council.

DRUG ABUSE POLICY FOR EMPLOYEES
The Amite County School District is committed to protecting the safety, health and well-being of all students, employees, visitors, and other individuals on district property or at school- sponsored events. Consequently, it is the policy of the Amite County School District (ACSD) to maintain a drug and alcohol abuse-free workplace. As a condition of employment, all employees will be required to certify, in writing, that they will abide by the terms of this policy as set out below. The signed certification will be a part of the employee's permanent personnel file.

This policy applies to all district employees, including those employee-drivers who maintain a Commercial Driver's License (CDL) as a job requirement. These employee- drivers are covered by the Omnibus Transportation Employee Act and are subject to the District's U.S. Department of Transportation (DOT) Policy for

Regulated Employees as well as the District's Controlled Substances Policy to the extent that the Controlled Substances Policy exceeds the provisions of the DOT Policy. In all instances where provisions are similar between the two policies, the DOT Policy prevails.

In accordance with Public Law 100-690, the Drug Free Workplace Act of 1988, and Public Law 101-647, the Drug-Free Schools and Communities Act of 1986, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace of the ACSD .Pursuant to this law, all ACSD employees will notify the Superintendent of Education if convicted for violation of any criminal drug statutes, should said violation occur in the workplace, no later than five (5) days after such conviction.
Prior to instituting this revised Controlled Substances Policy and annually thereafter, ACSD will provide all employees with a one (1) hour minimum education program on alcohol and other drug abuse, in general, and its effects on the workplace, specifically. In addition, prior to instituting this revised Controlled Substances Policy and annually thereafter, the ACSD will provide all supervisory personnel with a minimum of two (2) hours of training on recognizing employee substance abuse and the appropriate course of action.

As used in this policy, the term "drugs" includes alcohol, inhalants (chemical vapors), cannabis (marijuana), controlled substances, and similar substances which impair a person's ability to work productively and safely.

The proper use of drugs as prescribed by a licensed physician is not subject to disciplinary action. If an employee's ability to work safely may be affected using a prescribed drug, the employee must inform his/her supervisor so that precautions can be taken.

The district's policy is that employees shall not be allowed to work or participate in any ACSD activities while using alcohol or under the influence of alcohol or any controlled substance which alters his/her ability to work safely and productively.

Reporting to work under the influence of, or when ability is impaired by, alcohol or the unlawful use of a controlled substance is cause for termination. The unlawful manufacture, sale, distribution, solicitation, possession with intent to sell or distribute, or use of alcohol or other drugs is prohibited while on the job, on the office premises or participating in any ACSD activity and is cause for termination.

Any employee found to be in violation of this policy who is allowed to return to work will be required to:

1. provide documentation of successful completion of a substance abuse rehab/treatment/assistance program.
2. submit to a return-to-duty drug and/or alcohol test with a negative result.
3. comply with the provisions of a follow-up testing program.
4. comply with the terms and conditions of a written last chance agreement.

The district will maintain a resource file of employee assistance service providers, alcohol and other drug abuse programs, mental health providers, and other persons, entities, or organizations available to assist employees with personal or behavioral problems. In addition, the district shall provide all employees a summary of the information contained within the resource file, to include all information necessary to access the services listed in the resource file and shall post, in conspicuous places, a

listing of multiple employee assistance providers in the area.

An employee who suffers from the problems of drug abuse or alcoholism must recognize that it is his/her responsibility to address these problems. Upon request by the employee for assistance with a substance abuse problem, the ACSD Personnel Office will advise the employee of leave, insurance benefits and any additional information, as needed, from the resource file. It is the employee's obligation to seek diagnosis and/or treatment and to abide by any program of care prescribed by medical personnel. A request for assistance may not be entertained if it is made after the employee engages in misconduct which the ACSD Superintendent considers to be cause for discharge, and no request for assistance will prevent the ACSD Superintendent from taking disciplinary action based on the misconduct which may have been related to the employee's use of alcohol or drugs.

The ACSD, however, is under no obligation to maintain the employment of anyone who constitutes a threat to the workplace or whose current use of alcohol or drugs prevents him/her from working safely or productively, or otherwise performing his/her duties.

The ACSD has the right to revise this policy. Nothing in this policy grants any property right to an employee who serves at the will and pleasure of the ACSD Superintendent of Education.

DISCRIMINATION
The Amite County School District offers educational and employment opportunities to all persons without discrimination and without regard to sex, age, religion, color, national origin, or handicap.

DRESS
All staff members are required to dress in a professional manner.

Professional dress that positively reflects the school must be worn to all school-related functions and events, both on-campus and off-campus.

- Pants with holes in them are not considered professional attire and are not allowed.
- Hats/Ballcaps may be worn outside for protection but are not permitted to be worn inside the buildings.
- T-shirts worn during school hours are not considered professional attire and are not allowed. T-shirts that support a school activity or sport are allowed during approved events.
- Earrings must be worn in earlobes only. For safety reasons, no other body piercings with rings or other jewelry is allowed.
- For safety reasons, no tongue rings will be allowed.
- Flip flops, crocs, backless shoes, and slides are not allowed.
- Sweat suits and wind suits are not allowed (except for P.E. Coaches-must be professional).
- Tank tops, low-cut shirts, sleeveless shirts, and clothing that reveal undergarments are not allowed.

- Shorts are not allowed for anyone.
- Inappropriate application of make-up, hair color, or hair cut that appears to be costume in nature is not allowed.
- Tattoos deemed to be inappropriate or unprofessional by the administration must be covered.
- Leggings, jeggings, and meggings are not allowed.
- Jeans of any color are not allowed.
- Dresses and skirts must be knee length.

DUTIES/RESPONSIBILITIES OF TEACHERS

The duties and/or responsibilities of teachers are as follows:

1. To plan, organize, and conduct a program of instruction in the subject area or grade in which the teacher is assigned.
2. To participate in all pre-school conferences and in-service training programs.
3. To attend all faculty meetings.
4. To assume custody of the pupils assigned to their care and to take precautions that will ensure the pupil's safety and general welfare.
5. To perform extra-curricular duties that are assigned by the principal.
6. To refrain from dismissing class sessions.
7. To be responsible for all school property and equipment which are assigned to their care.
8. To be responsible for the behavior of all pupils with whom they have contact on campus.
9. To prepare all records as directed by the policies of the ACSD or as directed by the principal or the Superintendent.
10. To make all requests to the ACSD School Board through the principal or Superintendent.
11. To prepare daily lesson plans (SEE SECTION; LESSON PLANS in this manual);
12. To practice and to require the students to maintain good housekeeping in the classroom.
13. To notify the principal or his designee of any anticipated absences and to obtain prior approval for said absence when possible.
14. To arrive on campus at the designated time and remain until the staff release time.
15. To refrain from discussing students or school business in an improper manner or place.
16. To abide by all reasonable rules and assignments of the principal or other administrative personnel.
17. To avoid doctrinal, sectarian, or denominational teaching.
18. To keep abreast of material/changes in the assigned subject area orgrade.
19. To strive to maintain a working relationship with the parents/guardians of students and to keep the parents of students informed of the student's progress.

20. To follow all accounting practices as outlined by district policy.
21. Only the principal, the superintendent, or their designee may release a teacher from the duties and responsibilities listed above.

EVERY STUDENT SUCCEEDS ACT (ESSA)

On December 10, 2015, President Obama signed the bipartisan Every Student Succeeds Act (ESSA), which reauthorizes the Elementary and Secondary Education Act of 1965 (ESEA). The ESSA builds upon the critical work States and local educational agencies (LEAs) have implemented over the last few years. The reauthorized law sets high standards and contains policies that will help prepare all students for success in college and future careers. It prioritizes excellence and equity and recognizes the importance of supporting great educators in our nation's schools.

MISSISSIPPI STATE REPORT CARD

The Mississippi State Report Cards contain the accountability grades and information about school and district performance on statewide assessments, the graduation rate (for high schools and districts) and teacher qualifications. These report cards are made for the state, district and individual schools. They are located on the Mississippi Department of Education's Website and will be linked to Amite County School District's website when they are available.

EMERGENCIES

Consult the ACSD EMERGENCY OPERATION PLAN on file in the office of each school.

EMERGENCY WEATHER PROCEDURES

It may become necessary for the Superintendent of Education to cancel school or dismiss school early due to an emergency. Announcements will be made over AIMSWEB, or school status should school be cancelled or released early due to weather or other emergencies.

EMPLOYEE IDENTIFICATION

All Amite County School district employees can be identified using the identification badges provided by the district office. These badges should be worn in plain sight.

EMPLOYEE/STUDENT/or OTHER THIRD-PARTY INJURY

ACSD teacher or employee injured because of the actions of a student/parent or other third party under the state law workers compensation carrier can exercise their right to seek reimbursement. State Statute as it relates to section 71-3-71 'Compensation for injuries where third parties are liable'.

ENGLISH LEARNER PROGRAM (EL)

Philosophy

The Amite County School District recognizes the need and the requirement to provide EL (English Learner) students with linguistic and academic instruction, and support services to develop English language proficiency such that, over time, they progress through school at a rate commensurate with their native English-speaking peers. To ensure educational efforts are consistent district-wide, the following requirements will be met:

- Language minority children will be allowed to attend school, regardless of their

ability to produce a birth certificate, social security number, or immigration documents. (Enrollment in Amite County Schools is dependent upon two kinds of Information: proof of residency in the district and proof of required vaccinations). language minority children will be placed within one year of their age–appropriate grade level.

- Language minority children will not fail a subject or be retained in a grade because they do not speak English.

EMERGENCY CARE (FIRST AID)

The school attempts to provide an environment in which the student will be safe from accidents. Emergencies shall be dealt with promptly by teachers, first aid specialists, and principals by taking appropriate action, including sending a child to the hospital, summoning medical aid, or an ambulance. In all cases where it is necessary to send a student to the hospital, every effort must be made to notify parents.

If an accident occurs, first aid will be administered. School personnel shall not exceed usual practice of competent first aid (American Red Cross Standard First Aid). When a student becomes ill or injured at school, he/she shall be observed by a school staff member and, if necessary, parent/guardian will be contacted.

EXEMPTIONS (SECONDARY)

Exemptions from end of course exams will be granted to all students on the following basis. Students with grades ranging from 80-89 are allowed one (1) excused absence. Students with grades ranging from 90-100 are allowed two (2) excused absences. Students who qualify for the exemption may take the exam, and the grade received on the exam will be computed only if it improves the students' final average. Exemptions are not applicable to dual credit classes.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) was enacted on February 5, 1993 and became effective on August 5, 1993. FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons. These reasons include:

1. The birth or placement of a child for adoption or fostercare.
2. To care for an immediate family member (spouse, child, or parent) with a serious health condition.
3. To take medical leave when the employee is unable to work because of a serious health condition.
   Spouses employed by the same employer are jointly entitled to a combined total of 12 work weeks.

   To be covered under FMLA the employee must:

1. Work for a covered employer. Amite County School District is a covered employer.
2. Have worked for the employer at least 12 months.
3. Have worked at least 1,250 hours over the prior 12 months.

Work at a location where at least 50 employees are employed by the employer within 75 miles. Subject to certain conditions, employees or employers may choose to use or require the use of accrued paid leave (such as sick or vacation) to cover some or all of the otherwise unpaid FMLA leave. An employee's paid leave cannot be credited as FMLA leave after the leave has been completed.

Group health insurance coverage will continue while an employee is under FMLA leave

whenever the coverage was provided prior to the leave being taken. The terms remain the same as if the employee had continued to work.
Except for accrued or earned benefits, such as seniority, the employee must be restored to the same benefits upon return from FMLA leave as if the employee had continued to work the entire FMLA leave period.
Upon return from FMLA leave, an employee must be restored to his or her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. The employee is required to provide the employer with 30 days advance notice when the need for leave is "foreseeable." When such an advanced notice is not possible or the need for the leave cannot be foreseen, the employee must give the employer notice as soon as possible. Notice should be given to the employee's principal or immediate supervisor and must be approved by the superintendent and the board of education.

FEES

The school board shall be authorized to charge reasonable fees, but not more than the actual cost for the following:

- Supplemental instructional materials and supplies, excludingtextbooks.
- Any other fees designated by the local school board as fees related to a valid curriculum educational objective, including transportation; and
- Extracurricular activities and any other educational activities of the school district which are not designated by the local school board as valid curriculum educational objectives, such as band trips and athletic events.

FIELD TRIPS

Request forms for field trips may be obtained from each school office. All trips must have educational objectives that augment instruction. Request forms must be completed and submitted for approval a minimum of 15 days prior to the proposed trip.

FIRE AND SEVERE WEATHER DRILLS

The district has planned procedures to ensure the safety of each student in the event of a fire or severe weather. Drills are held periodically during the year to ensure speed and efficiency in getting children to their assigned places of safety.

Fire evacuation procedures should be explained to each child. Pupils must leave the classroom in orderly lines and march to an assigned place outside the building. Monitors will inspect all sections of the building to ascertain that all pupils have safely vacated the building.

GRADING - KINDERGARTEN

Kindergarten teachers will evaluate student progress weekly.

GRADING (GRADES 1-12)

One of the basic functions of a teacher is to evaluate the progress of the students assigned. In carrying out this function the following policy will be observed:

1. Daily work, (including homework, presentations, reports), counts as 50% ofthe total nine-weeks grade.
2. Weekly or chapter tests (minimum of four per nine-week period) count 50% of the total nine-weeks grade.

3. A child must be on roll at least 15 days during a nine-week period to receive a report card.

4. Grade books:

   a. Teachers are to keep accurate and up-to-date records of students' grades and/or levels of achievement. Keep in mind that parents can view teacher grade books online.

   b. A parent/guardian, upon request, will be granted access to the teacher's grade books in the presence of the teacher or principal to review the grades entered therein for their children.

   c. A minimum of two grades per subject per week must be given.

5. Progress reports:

   a. Progress reports will be issued to all students on the Thursday following the fourth (4th) Friday of the term.

   b. A failure notice will be issued to all students who are failing on the Thursday following the second (2nd) Friday of the term.

6. Grades shall not be lowered for disciplinary reasons.

7. Report cards shall have both number and letter grades for grades first through twelve.

8. Grades will not be ranked (EXCEPTION FOR SENIORS).

9. Any change of a final grade (as recorded on a cumulative folder or permanent record) must be presented and approved by a panel consisting of, at a minimum, the teacher issuing the grade, the building level administrator, and a central office administrator.

10. At the end of each school year, teachers should submit a hard copy of their grade books to the principal.

GRADING SCALE FOR GRADES 1 – 6	GRADING SCALE FOR GRADES 7-12
90 – 100 A	90 – 100 A
80 – 89 B	80 – 89 B
70 – 79 C	70 – 79 C
65 – 69 D	65 – 69 D
0 – 64 F	0 - 64 F

ONLINE GRADING SYSTEM

The Amite County School District has converted to the web-based student package Active Parent; each school will send parent letters with instructions on how to log in to the website to view student's grades.

GRIEVANCE PROCEDURE (PERSONNEL)

A "grievance" under this procedure shall mean a complaint by persons who believe they have been treated unfairly or otherwise discriminated against in their employment. The following steps shall be used in processing such grievances:

a. The aggrieved person shall present his/her grievance in writing to his/her immediate supervisor.

b. If the grievance is sexual in nature and is directed toward the aggrieved person's supervisor, the grievance shall be presented in writing to the immediate supervisor of the individual toward whom the grievance is directed. The grievance process will then follow the steps as outlined.

c. The aggrieved person or administrative supervisor may request a conference prior to the time a decision is rendered.

d. The administrative supervisor shall render a written decision to the aggrieved within ten (10) days after receipt of the grievance.

STEP 2

a. If the aggrieved person is not satisfied at Step 1, he/she may within five (5) days, notify in writing, his/her administrative supervisor of his/her intent to appeal to the appropriate authority.

b. The aggrieved person shall present his/her appeal in writing to the appropriate central office administrator and shall include copies of all correspondence from STEP1.

c. The aggrieved person or central office administrator may request a conference prior to the time a decision is made.

d. The central office administrator shall render a written decision to the aggrieved within five (5) days after receipt of the appeal.

STEP 3

a. If the aggrieved is not satisfied at STEP 2, he/she may within five (5) days notify in writing the central office administrator, of his/her intent to appeal to the Superintendent of Education.

b. The aggrieved person shall present his/her appeal in writing to the superintendent and shall include copies of all correspondence from Steps 1 and 2.

c. The aggrieved person or the superintendent may request a conference prior to the time a decision is rendered.

d. The superintendent shall render a written decision within five (5) days after the receipt of the appeal.

STEP 4

a. If a hearing is requested, said hearing may be handled at the regularly scheduled meeting of the Board or at a called meeting. The aggrieved may request an executive session.

b. Request for a hearing must be made ten (10) days before a regularly scheduled board meeting in order to be included on the agenda. Such request must be made inwriting.

c. In all formal hearing procedures, cross-examination shall be permitted.

d. Hearings will be recorded electronically, or a written summary will be made. Requests for summaries must be made in writing, and a fee will be charged for

such summaries.

e. A full record of an individual's grievances will be kept in that individual's personnel file.

HOUSE BILL 527

House Bill 527 establishes the Education Employment Procedure Law of 2001.

Section 1

It is the intent of the legislature to provide for accountability in the teaching profession and to provide for the non-renewal of licensed education employees in a timely, cost-efficient and fair manner, to provide the employee with an opportunity for a hearing, and to require non-renewal decisions to be based upon valid educational reasons or noncompliance with school district personnel policies.

Section 2

This section clarifies that the protection under Act applies only to licensed education personnel. In addition, it establishes a new probationary period where the notice and hearing requirements are applicable for the first two years of Mississippi school employment, and at least one year in the current district. The language provides "grandfather" protection for existing employees meeting these conditions.

Section 3

This section established February 1 as the date for a school board to give initial notice of its preliminary non-reemployment decision to the superintendent.

Section 4

This section is revised to establish that the superintendent, without prior approval of the school board, shall give notice to any principals being non-renewed no later than March 1 and for other educators no later than April 15.

Section 5

New procedures are established for an employee receiving notice of non-renewal.

A deadline of ten (10) days is given to employees to request a hearing rather than (7) days.

- If a request for a hearing is made, then the employee is entitled to the specific reason for the non-renewal.
- A list of witnesses
- A copy of all documentary evidence fourteen (14) days before the hearing. The employee is required to provide, within five (5) days of the hearing, a list of witnesses, and a copy of all documentary evidence.

Section 6

New procedures are established for hearing:

- A board designee can set the date and time of the hearing without requiring the board to have a special meeting just for that purpose.
- Hearing officers are prohibited from having a conflict of interest.
- Ex part communications to hearing officers are prohibited.
- Hearings shall be held in executive session unless the employee elects a public hearing. However, even if the hearing is public, the board or hearing officer may

close any portion of the hearing where children testify or where the evidence relates to the reputation or moral character of another party.

- The hearing officer may prepare a report for the board to consider; however, the board can only consider evidence presented at the hearing in making a conclusion whether the non-reemployment decision is proper and is based upon valid educational reasons or noncompliance with school district personnel policies.

Effective July 1,2001 Approved by the Governor
MDE Contact Person: (601) 359-2038

SUSPENSION – ALL EMPLOYEES

The principal or other appropriate administrative personnel shall have the power to suspend employees under their supervision, once approval has been given by the Superintendent of Education, for failure to comply with school policies and procedures or reasonable requests of the administration. The employee shall have the right to a hearing as outlined in the procedures governing staff grievances.

The Superintendent of Education shall have the power to suspend an employee for failure to comply with school policies or reasonable requests of the administration. The employee shall have the right to a hearing as outlined in the procedures governing staff grievances.

FOSTER CARE

The district will ensure that children in foster care remain in their schools of origin when their living arrangements change (either by entering foster care or changing foster care placement) unless it is determined to be in the student's best interest to change schools. Should a school transfer become necessary, the district will coordinate with the receiving school to ensure enrollment without delay.

HOMEBOUND INSTRUCTION

Students may be enrolled in the homebound program following the sixth consecutive day of absence that is a result of an illness diagnosed by a physician, provided that all requirements for homebound enrollment are met. Parents are asked to contact the school principal to arrange for up to fifteen (15) days of homebound instruction. School board approval is needed for each period of fifteen (15) days of homebound instruction thereafter.

HOMELESS CHILDREN AND YOUTH

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted to the district school in the attendance area in which the student is living.

HOMEWORK

Teachers may assign a reasonable amount of meaningful homework.

A. All homework will be checked by the teacher.

B. No homework will be given on weekends or holidays without special permission from the principal.

C. Teachers are expected to provide assignments and other assistance to homebound students as specified by the principal.

ILLNESSES

If a student is ill, he/she should be sent to the office with a pass, and if his/her condition so indicates, have another student accompany him/her. Even if you believe a student is faking an illness, it is still better practice to treat him/her as though he/she were sick. The office will assume responsibility for future action. When handling accidents or illnesses involving body fluids, gloves should be worn. For more information about policies pertaining to communicable diseases and head lice procedures, see the student handbook.

INSURANCE

A. All school employees in our district are covered by a blanket liability policy.

B. The only insurance deduction to be made on payroll will be group insurance approved by the insurance committee, the superintendent, and the school board. Insurance must be taken only during the enrollment period to qualify for payroll deduction. This enrollment period will be the first ten days of school. Cancellation of insurance is subject to the regulations of the cafeteria plan under which the Amite County School District operates.

JURY DUTY

Employees shall be released for jury duty and will be paid their salary. Should an employee be dismissed from the jury prior to 12:00 noon on any given day, the employee will return to his place of employment for the remainder of the school day. Employee must turn in official document stating the date and time they served on jury duty. This should be given to the Payroll department.

LEAVE

A. Administrative leave may be approved for absence due to professional service such as educational conferences, conventions, and school evaluations, if the teacher attending represents the school. Such absence must be approved in advance by Superintendent. No deduction from salary will be made, and such time will not count against accrued time. Administrative leave request for professional service that is out of state requires school board approval.

B. Leaves of absence without pay may be granted for approved study, health, or service in the armed forces. No leave of absences shall exceed one year. Request for such leave must be made as far in advance as possible and must be approved by the schoolboard.

C. Personal Leave: Each teacher shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during the school year. Such personal leave shall not be taken on the first day of the school term, the last day of the school term, or a day before a holiday, or a day after a holiday. Employees absent on those days for personal reasons will be docked a full day's pay. For each multiple of eight days of sick leave accrued by the teacher in prior school years, the teacher may take one day of personal leave, which shall be charged against accrued sick leave. All absences for personal reasons must be approved 3 school days in advance by the school principal.

D. Temporary Disability: During the first year of employment, prior to FMLA taking effect, leave of absence without pay, beyond accumulated sick leave and for a minimum of one nine weeks may be granted for temporary disabilities under the following options:
Option 1: Teachers requesting leave to begin at the end of a grading term and to expire at the beginning of a grading term will be returned to the position held at the time of their leave. Option 2: Teachers requesting leave to begin at a time other

than the end of a grading term will be offered a comparable position within the district when available after a request for return to duty has been made.

Teachers who refuse to accept their position when offered will be considered resigned. An extension to leave for temporary disability may be granted through an administrative hearing. All teachers, regardless of the option chosen, may be required to present a doctor's certification of their ability to return to work at the time their request is made.

It is the policy of the Amite County School District to contract with fully certified temporary teacher or classes whose teacher is on leave of absence subject to availability of such certified teacher.

E. Sick Leave: Sick leave with full pay for absence because of personal illness or illness in the immediate family will be granted as set forth below.

1. The immediate family is limited to father, mother, husband, wife, son, daughter, brother, sister, or person who is in loco parentis to the employee.
2. Full time teachers under contract are allowed 7 days of sick leave per year.
3. Accumulation of sick leave is unlimited. For excess sick leave taken beyond the accumulated amount, payroll deductions will be made as follows:

a. From 1 to 10 excess days – the established substitute amount of teacher compensation.
b. After the 10th day – the full amount of pay will be withheld.
c. After the allotted days, the employee shall provide a doctor/medical excuse for any absence.

4. Any leave beyond 10 days excess must be submitted to the superintendent or his designee for approval.

All accumulated sick leave shall terminate upon the termination of employment in the Amite County Schools and shall not be restored if the teacher should later be re-employed in the county system. However, a teacher who transfers from one school to another with the Amite County School District retains any accumulated leave.

LESSON PLANS

A. Teachers will prepare and submit lesson plans the week prior to instruction. If a teacher assistant is assigned, the plan will include activities for the teacher assistant.

B. For each class, the lesson plan will include objectives, procedures, materials, assessment, and assignments.

C. Lesson plans should be placed on the teacher's desk in the substitute folder at the end of the day (except the day that the lesson plans are submitted to the principal for review).

D. The teacher should provide the substitute with a neighboring teacher who is familiar with the class routine.

E. Lesson plans for day one and forward should reflect grade-level standards/frameworks.

F. Lesson plans should reflect continued instruction during the week of nine-week exams.

LIABILITY

A. The effective teacher is concerned for the welfare of students and takes measures to insure their welfare. Nevertheless, it is wise to be aware of the possible consequences of negligence.

B. The teacher is legally responsible to always act in a reasonable and prudent manner. Specifically, the teacher must do the following:

1. Strictly adhere to all stated policies of the district and the individual school.
2. Never leave students unsupervised.
3. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions that are reasonable and proper in any situation involving student misconduct.
4. Use discretion in the administration of corporal punishment. (See section entitled "Discipline").
5. Report any unsafe condition in the school plant or on campus to the principal so that it may be corrected.

C. Failure by teachers to meet their responsibilities may have severe consequences, and teachers may be held legally liable for negligence in the performance of their duties.

Teachers are advised to secure coverage under a professional liability insurance plan.

LICENSURE

See guidelines for Mississippi Educator Licensure, K-12 in the principal's office.

MS College and Career Readiness Standards/Grouping POLICY
Instructional Practice and Learning Opportunities to Address for the Mississippi Assessment Program (MAAP)

It is the policy of the Amite County School District that all students are provided instruction for adequate and appropriate learning that will result in achievement levels and achievement growth levels commensurate with the students' readiness to learn. Consequently, instruction in the Amite County School District will be directly linked to the MS College and Career Readiness Standards. Instructional grouping based on academic readiness will be in place in Reading/Language Arts and Mathematics. This readiness grouping will result from pre- assessment of the MS College and Career Readiness Standards. Students will progress through the MCCRS based on readiness to learn, rather than a lock-step chronological process of skill instruction. The result of this policy will be MCCRS skill readiness grouping for all students in grades K-8 in reading, language, and math. Readiness grouping may be in a variety of forms. Cluster grouping, which groups students by skill readiness assessment within the classroom or group-regroup, which continuously regroups students within the classroom or within grade-levels by skill readiness assessment may be used. The key component in the skill readiness grouping process is the assurance that students are pre-assessed, taught appropriate skills based on the pre-assessment results, assessed on the skills taught and moved to the next bank of skill instruction based on this assessment. This process will address both achievement and annual yearly growth of achievement for all students, including special education students. Achievement and growth of achievement are required for accreditation of schools and the district. Students demonstrating exceptional academic need will be afforded a variety of

instructional opportunities including computer assisted instruction Multi-Tiered System of Support (MTSS) interventions before and/or after school tutoring, reduced class size, specialized programming, and extended school year. Students taking courses in the MAAP who demonstrate exceptional academic need and/or have failed the MAAP test will be provided opportunities to retake the course or participate in compensatory programming (see Amite County School District policy: Credit Recovery).

SCHOOL POLICY FOR THE ADMINISTRATION OF MEDICINE

A. **Prescription Medication** A Medication Authorization Form for the administration of medication must be completed by the parent/guardian and placed on file at the school before any medication will be given at school. A new authorization must be completed at the beginning of each year or whenever there is a change in the medication dosage or schedule. In accordance with state law, students who need to keep certain medications in their possession for emergencies will need authorization from their parent guardian and the physician. All authorization forms are available online at the time of registration or from the school nurse. Prescription medications must be supplied and brought to school by the parent/guardian or authorized adult.
The medication must be in the original labeled container. The prescription label must have the student's name, name of the medication, dosage, route, time to be given, and the name of the prescribing physician. Parents should request the pharmacist to provide a container labeled for school use. Only the required number of doses needed at school should be brought in the container. It is the responsibility of the parent/guardian to ensure that adequate medication is available at the school.

In the event the school nurse is not available to administer medication, e.g., field trip, unlicensed school personnel, who have completed the Assisted Medication Administration Training, will assist the student with taking his/her medicine. Some restrictions may apply.

All medications will be kept in a secure area at school and administered only by designated personnel. All students' medications must be picked up by the parent/guardian at the end of the school year or when the medication is no longer needed. Medications left at school will be disposed of on the school nurse's last workday of theyear.

Over-the Counter Medication - The school nurse, with written authorization by the parent/guardian, may give a limited number of over-the-counter medications. If the school nurse is not available, the parent/guardian must bring the medication to school and administer it. Students require an Authorization for Administration of Over-the-Counter Medications Form completed and signed by the parent/guardian to receive over-the-counter medications at school. School nurses will not be able to administer any other over-the-counter medications unless the following is completed:

Medication has been prescribed by a licensed health care provider.

Medication is brought to the school, in a properly labeled prescription bottle/ container, by the parent or guardian.

Written authorization from a parent/guardian has been received.

B. **Medication Administration on Field Trip** – Due to the severity of student's medical conditions on school campuses, school nurses may not attend field trips. Provisions will be made to train professional school staff to assist students with medication administration on field trips. Some restrictions mayapply.

The school reserves the right to refuse administration of any medication when circumstances warrant such action. This may include adverse reaction, incomplete instructions for administration, non-compliance by the parent or student with school policy, or other extenuating circumstances. The parent /guardian will be notified of these situations.

ACSD POLICY AND PROCEDURES FOR REPORTING ABUSE AND NEGLECT
THE LAW

The Mississippi Code (1972 annotated) states: The following people are required by law to report suspected abuse or neglect:

A. Attorneys
B. Doctors
C. Dentists
D. Interns
E. Residents
F. Nurses
G. Psychologists
H. Teachers
I. Social Workers
J. School Principals
K. Child's Caregiver
L. Minister
M. Law Enforcement Officers
N. Or any other person having reasonable cause to suspect a child has been neglected or abused.

IMMUNITY

1. Civil Liability – Persons making reports are protected by law from civil liability if they act in good faith.
2. It is not necessary that you have absolute proof before reporting. It is the responsibility of Child Protective Services to make the investigation.

STEPS TO FOLLOW AFTER SUSPECTING ABUSE

a. Take the child to a private place and let the child tell you about the suspected abuse. DO NOT interrogate the child. Avoid leading questions. Ask open-ended questions (i.e.: What happened next?)
b. Try to remain calm and non-judgmental.
c. Let the child know that you believe his/her story.
d. Reassure the child.
e. Respect the privacy of the child. DO NOT tell other people who do not need to know.
f. Explain to the child what will happen next (i.e.: tell them you will call someone that will help them).

REPORTING WITHIN THE SCHOOL SYSTEM

a. Inform the principal of your findings.

b. If abuse is suspected, a report must be made to Child Protective Services (601-657-4188) by the principal, counselor/social worker, school nurse, orteacher.

REPORTING TO SOCIAL SERVICES

This information is needed:

1. Name and address of child and parents orcaretaker
2. Date of Birth
3. Nature of child's injury
4. Identity and address of perpetrator, if known
5. Any other pertinent information
6. Names and dates of births of other children in thehome.

OUTSIDE EMPLOYMENT

Outside employment shall not be permitted if the employment jeopardizes the effective performance of an employee or makes it difficult to adequately perform his/her duties or responsibilities assigned by the Amite County School District. Any outside employment inconsistent with the moral and ethical aspects of teaching children, as stated in the policies and regulations of the Amite County School District shall not be permitted.

Any employee engaged in outside employment shall furnish to the principal, superintendent, and board of education a description of the outside employment. If outside employment is deemed incompatible with the policies of the Amite County School District, the employee will be given a choice of resigning from the outside employment or having his/her contract terminated.

TITLE I FAMILY ENGAGEMENT OVERVIEW

The Amite County School District acknowledges the importance of family engagement as a vital, integral part of the implementation of its Title I program. It is the district's goal to increase parental engagement at the district and school level. To accomplish this goal, the district will:

1. Put into operation programs, activities, and procedures for the engagement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA) as amended. These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. (Note: Every Student Succeeds Act, Section 1116 also reiterates these ESEA requirements.)

2. Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental engagement plans meet the requirements of section 1118(b)ofthe ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

Convene a district wide and a building level annual meeting of the parents of Title I schools to: (a). Discuss the development of the District's Title I plan. (b.) Discuss the process of reviewing and providing input into the improvement of the district and school plan. (c.) Discuss with parents the activities and programs available through Title I funding (d.) Inform parents of their right to provide input in the design and implementation of the Title I program. (e.) Provide parents an opportunity to establish mechanisms for

maintaining a continuous communication among parents, teachers, administrators, and Title I personnel through the website, meetings, online communication tools, and newsletters. This information will be given to parents in a language or manner that is understandable to parents.

3. The district will provide coordination and technical assistance and other necessary supports to assist Title I schools in planning and implementing effective parent engagement activities to improve student academic achievement and school performance through meetings at the district and school level.

4. District Title I personnel will be available to assist schools in building capacity for strong parental engagement by the following: (a.) Disseminating information from the State Department regarding the assessment model and mandated academic standards. (b.) Providing materials and trainings in the area of the state's academic standards, state and local academic assessments, monitoring student's progress and how to communicate with the school. (c.) Provide training to all Title I staff in appropriate means of communicating to parents, especially parents of English Language Learners.

5. Coordinate, to the extent possible, Title I parental engagement with programs such as Head Start, state-run preschool programs, and other programs for early intervention. For review of the full Parental Engagement Policy, please see the policy on the district website, or contact your child's school.

6. ESSA parent-teacher conferences must occur at least annually and arerequired in all Title I schools as per public law 114-95 Section 1116. Documentation of the conferences must be kept on file in each Title I schooloffice.

7. At a minimum, Title I schools must hold one Family Engagement Meeting per month (seven in total) at various times to inform parents how to help their student at home. Documentation of these meetings must be kept on file in each Title I school office.

PARENTS' RIGHT TO KNOW POLICY

Parents of students in Title I schools are guaranteed annual notification of their "Right to Know" about the teacher qualifications of their children. Parents may request and receive from the school office the professional qualifications of the student's classroom teachers including:

(a)if a teacher is state certified; (b) if a teacher is teaching under emergency or other provisional status; (c) the baccalaureate degree major of a teacher and any other graduate degree major or certification; and (d) if child receives services from a paraprofessional, and if so, his or her qualifications.

PARTIES

The principal must authorize all parties. Money may not be collected from students for parties or for gifts. Balloons, flowers, and gifts sent to students will not be allowed in the classrooms or on the bus.

PAYROLL INFORMATION

Teachers are responsible for filing the following documents with the superintendent's office prior to the issuance of their first pay check:

1. Valid Mississippi Teaching Certificate
2. Verification of previous teaching experience
3. College transcript
4. W-4 Form
5. Retirement Membership Form
6. Signed contract
7. State Tax exemption form
8. I-9 form
9. Pre-employment background check

OUT OF DISTRICT TRAVEL
Approval from the Superintendent is required for any out of district travel.

Once approved, the employee should do the following:

Fill out a Before Form from the District website. (If the trip requires overnight stay, the employee will be reimbursed meals for each night spent).
Employees should request mileage reimbursement (roundtrip) from the Central Office (533 Maggie Street, Liberty, MS 39645) to the location.
Employee should include map.
Hotel reservation confirmation (do not book hotels through a third-party vendor. (Ex. Priceline, Expedia, Hotels.com, Orbitz, etc.) should be included.
Event registration and agenda should also be included with request.

To Access Active Resources

Step 1: Navigate to the Amite County School District web site.

Step 2: Click "**Active Resources Employee Account**"
(Located to the Right of the web site under Staff Links) Step

3: Click on "**Sign up for an Account!**"

Step 4: Provide requested information.

- You will be responsible for remembering your username and password. Please use something that is easy for you to remember but difficult for others toguess.
- All passwords must include at least one numeric character.

Step 5: Once your account is successfully created you will be prompted to log in.

You will be able to access and print your demographic information, all withholding options, wage statements, W2's and request address and phone number changes and leave requests.

PROFESSIONAL DEVELOPMENT
Professional development is critical to school improvement. Successful district and school professional/staff development programs strengthen the effectiveness of the educational organization, improve student learning and performance, and promote professional growth for all employees. High quality staff development programs are

essential to creating schools in which all students and staff members are learners who continually improve their performance.

Educators have the professional and contractual responsibility to participate in the school district's professional development program in professional development options for license renewal. The selection of professional development options is to be focused on student learning. Each educator is responsible for maintaining and submitting documentation for license renewal to the Office of Education Licensure in the Mississippi Department of Education. (See Guidelines for Educator Licensure)

PROMOTION AND RETENTION

KINDERGARTEN

A kindergarten student can be retained if adequate progress has not been demonstrated. The decision to retain will be based on what is best for the student as determined by the principal and superintendent.

FIRST and SECOND GRADE

Students must pass reading, mathematics, and language with a minimum average of 65. Amite County School District also requires that students make adequate progress on the district benchmark assessment. Decisions will be determined by principal and superintendent.

THIRD GRADE

Third grade students must pass reading, mathematics, language, science, and social studies with a minimum average of 65. In accordance with the Literacy-Based Promotion Act, third grade students who are not reading on grade level by the end of the third grade will be retained unless they qualify for a Good Cause Exemption.

FOURTH THROUGH SIX GRADES

All fourth through sixth grade students must pass language arts and mathematics in addition, must pass both science and social studies with a minimum average of 65 or they will be retained.

SEVENTH AND EIGHTH GRADES

Each course taken must be passed by a 65% average, at least. All academic core courses failed must be taken and passed in summer school (MAXIMUM OF TWO).

The following courses will be offered to earn high school Carnegie units in the 8th grade:

World Geography – ½ unit
Mississippi Studies – ½ unit
Cyber Foundations-1
CCSS Math – 1 Unit

Please see Course Credit attendance policy for Carnegie unit.
Report cards will be mailed from Central Office.

Honor Roll K-8 Yearly

- A student who earns the "Honor Roll each nine weeks will receive the "Yearly Honor Roll" recognition.
- A student who earns the "A Honor Roll" each nine weeks will receive the "Yearly A Honor Roll" recognition.

Nine Weeks Honor Roll

- The nine weeks average in each subject area must be equal to 80 or above and on grade level for the nine weeks "Honor Roll".
- The nine weeks average in each subject must be equal to 90 or above and on grade level for the nine weeks all "A Honor Roll".

The method of Honor Roll recognition shall be left up to the discretion of the principal.

PROPERTY/EQUIPMENT

A. Teachers are responsible for all school property and equipment and shall use public property with care and consideration. Any maintenance problem or malfunction of equipment should be promptly reported to the school office.

B. Teachers should require students to exercise care in use of school property and equipment. Any damages sustained to property or equipment must be assessed and paid for, no matter how minor. These occurrences must be reported promptly to the office.

C. The use of cellular phones by employees is prohibited in the classroom during school hours.

D. Televisions, radios, and computers must be used for educational purposes only.

REDUCTION IN FORCE (LAY-OFF)

This policy is available at every school within the ACSD. (Policy can be viewed on District website).

Guest Speakers

Well-planned use of resource persons makes a valuable contribution to the educational program. Teachers are encouraged to arrange for such persons to discuss appropriate topics that enhance the regular instructional program. The principal must approve all requests for resource persons and presentations prior to invitations being issued.

SAFETY

The objective of the ACSD is to conduct all operations safely and efficiently. The district shall provide a safe and healthful workplace, free of recognized hazards that might endanger the health or safety of you and your fellow workers. A vast majority of accidents and injuries occur not because of unsafe conditions but because of unsafe acts. Be ever mindful of safety.

Management is responsible and accountable for a high level of safety performance and supports work practices that reflect the safest and most efficient methods available for completing required tasks. Safety awareness and promotion is the responsibility of all ACSD employees. SAFETY SHALL BE FIRST.

SEARCH AND SEIZURE
When a principal or his designee has probable cause or reasonable suspicion, that school official has a legal right and responsibility to search personal belongings, desks, persons, cell phones, and/or vehicles for any item specifically prohibited by school board policy. A witness should be present during any search. It is not necessary to give prior warning of a search.

The school official should seek cooperation from the student if a search is to be made of his person, requesting for instance, that the contents of a purse or pocket be placed on a table for inspection.

Students are permitted to park on school premises as a matter of privilege, not of right. The interior of a vehicle driven by a student on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized contraband items are contained inside.

SEX EDUCATION
In accordance with Section 37-13-171, Mississippi Code of 1972, House Bill 999, the school district will provide instruction implementing an abstinence-plus curriculum which will include the social, psychological and health gains to be realized by abstaining from sexual activity and the likely negative psychological and physical effects of not abstaining. According to Mississippi law:

- Sex education instruction is age and grade appropriate.
- Students must be separated by gender when teaching the sex education curriculum.
- Instruction cannot include instruction and demonstration on the use and application of a condom.
- Teachers are prohibited from teaching that abortion can be used to prevent the birth of a baby.

SEXUAL HARASSMENT
Amite County 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.
Grievance procedures for sexual harassment are found within the Grievance Procedures in the Amite County School District, published within the Teacher, Elementary and Secondary Handbooks.

SOCIAL NETWORKING
While it is permissible to use electronic communication to notify students of school-related activities, teachers and other school employees are to refrain from contacting students for a social purpose. This includes but is not limited to social communication via phone calls, text messaging, instant messaging, e-mail, and other contacts via social networking sites.

- All employees, faculty and staff of this school district who participate in social networking websites (like 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. This determination will be made by the principal of the school.
- Teachers that utilize social networking sites are reminded that any published comments that identify students or staff members in the district may violate

student district policy related to student/teacher privacy.

- Teachers and other school employees are required to report immediately to the principal any electronic communication from a student that may be considered inappropriate in nature.

SUBSTITUTE TEACHERS

A. When the regular classroom teacher must be absent, it is the responsibility of the principal or his designee to contact Kelly Services. The principal or his designee must be notified as soon as possible when the teacher is to be absent.

B. Classroom teachers will maintain a substitute teacher file which remains in the classroom at all times. The file must contain any information that might be needed by a substitute in the classroom (schedule, class roll, plans for instruction, current duty assignment.).

SUICIDE PREVENTION EDUCATION IN-SERVICE TRAINING

The Board of Trustees of the Amite County School District recognizes that suicide is a major cause of death among youth and should be taken seriously. It is the policy of this school district that in-service training on suicide prevention education will be conducted for all school district employees and all newly hired employees after the 2017-2018 school year. The board establishes this policy in an effort to take positive steps toward reducing student suicide through prevention, intervention, and post intervention.

ASSISTANT TEACHERS

A. Teacher assistants are paraprofessionals who work under the supervision of the classroom teacher to whom they are assigned; however, teacher assistants are ultimately responsible to the school principal. In no case shall the teacher assistant discharge duties assigned by the classroom teacher or principal that conflict with the administrative policies, procedures and requests.

B. Assistants should be used primarily for instructional purposes and any additional duties assigned by principal.

C. Study hall and physical education assistants work under the direct supervision of the principal.

D. Assistants are not to administer or prescribe punishment to students. Misbehavior should be reported to the teacher or principal.

E. Assistants are not responsible for planning a program of study for students.

F. Assistants are to conform to the standards set for teachers in the areas of ethics, dress, etc.

G. Assistants should feel free to discuss any problem they might have in regard to their employment with their principal.

H. **Teacher assistants will not discuss students with parents.**

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

The Multi-Tiered System of Supports integrates Response to Intervention (RtI) for academics and RtI for behavior into a unified model that recognizes the reciprocal influence academic performance and social/emotional/behavior have on each other. The main goal of the MTSS to be prevention oriented by knowing which students need

support and implementing supports as early as possible each school year. Interventions will be evidence-based and targeted to the student's needs. Progress monitoring data will be used to determine when to make changes in instruction.
The Mississippi Department of Education shall require every school district to follow the instructional model which consists of three (3) tiers of instruction:

Tier I: Quality classroom instruction-based Mississippi College-and-Career-Readiness Standards and Mississippi Curriculum Frameworks

Tier II: Focused supplemental instruction

Tier III: Intensive interventions specifically designed to meet the individual needs of students.

If strategies at Tier 1 and Tier 2 are unsuccessful, students must be referred to the Multi-Tiered System of Support. On those occasions that the Multi-Tiered System of Support interventions are not successful, the procedures for assisting students considered at-risk of academic failure will be followed. This committee will recommend improvements and/or forward the referral to the MET. This Board of Education approved procedure is provided to principals, who chair the Multi- Tiered System of Support, and is published in the District Policies and Procedures Manual.

It is the policy of the Amite County School District that the referral of a student to the Multidisciplinary Evaluation Team (MET) will begin the State of Mississippi's process for determining the eligibility of a student for special services. Under the provisions of the Individuals with Disabilities Education Act (IDEA) students should only be considered after appropriate instructional variations and interventions have been implemented in the regular classroom and the student continues to be "at risk," or if the student is obviously disabled.
Teachers must conduct probes and submit results according to the timelines dictated by the Multi-Tiered Support System.

TRAVEL EXPECTATIONS
When traveling in the scope of your employment, all employees are expected to uphold the Code of Ethics and be mindful that they represent Amite County School District. All social media posts should be made through the school or Public Relations department. Employees are expected to carpool when applicable.

TECHNOLOGY
The vision of the Amite County School District is to provide students with the tools and abilities needed to become successful citizens in the global information society. With students as the primary recipients of the technology, the district's mission of integrating technology in the classroom allows instruction to move from a teaching-centered environment to a learning- centered environment. This integration provides the tools to accomplish the National Educational Technology Foundation Standards for students. All district schools and facilities are networked to form the Amite County District Intranet. Through the extension of this network, Internet access is available in District classrooms, libraries, and administrative areas. Software for kindergarten through eighth grade is an integrated learning program. This type of program performs a diagnostic, prescriptive, and prognostic assessment for each student. Secondary software addresses a variety of required and elective courses with student access to productivity tools such as word processing, spreadsheets, and presentation applications. In addition, technology enhanced courses are offered, such as distance learning courses, Tech Prep courses, and STEM courses.

Amite County School District Electronic Access/Acceptable Use Policy
Amite County School District, referred to as the District, is providing employees and students with access to the District's electronic communication system, referred to as the District system, which includes Internet access. The District system has a limited educational purpose. The term "educational purpose" includes use of the system for classroom activities and professional development. The purpose of the District system is to assist in preparing students for responsible citizenship and success in life. The District system provides electronic access to a wide range of information and the ability to communicate with people throughout the world. In addition, the District system will enhance District intercommunication, productivity, and assist in the upgrading of skills through greater exchange of information with peers and the worldwide community.

ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY RESOURCES AMITE COUNTY SCHOOL DISTRICT

DEFINITION OF THE DISTRICT SYSTEM
The District's computer systems and Intranet are any configuration of hardware and software. The systems and networks include, but are not limited to, all of the computer hardware (i.e., servers, laptops, probe-ware, presentation stations, smart boards and digital cameras), operating system software, application software, stored text, and data files. This includes, but is not limited to, electronic mail, local databases, externally accessed databases, such as the Internet, CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity. All electronic transmissions will be archived according to district policy.

Purpose
Providing access to the District system promotes academic excellence in accordance with the District's educational objectives. This computer technology provides resource sharing, innovation, and communication that will help launch today's schools into the information age. The District system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited, high-quality, self- discovery activities. Providing students and employees with access to the District system also includes Internet access. Users are expected to use Internet access through the District system to further educational and personal goals consistent with the mission of Amite County School District and its policies.

General User Responsibilities
Users are responsible for appropriate behavior on the District system just as they are in a classroom or on school grounds. Communications on the system are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with District standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user and/or his parent/guardian are personally responsible for his/her actions in accessing and utilizing the District system. The user is advised never to create, access, keep, or send anything that they would not want open to the general public. District system users have a limited privacy expectation in the contents of their personal files on the district system. Routine maintenance and monitoring of the District system may lead to discovery that the user has or is violating the District's Acceptable Use Policy or the law.

District Responsibilities
The District maintains and reserves the right to review any material on user accounts for the purpose of maintaining acceptable use of the system. The District will maintain the system properly and efficiently to allow full access to the user. The District will notify the parents about the District system and the policies governing its use. In accordance with the Children's Online Privacy Protection Act, the District will maintain Internet filtering software to limit access to certain sites and to monitor access to electronic resources. The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District system will emphasize the ethical use of this resource.

Educator Responsibilities
Educators are responsible for disseminating and enforcing the District Acceptable Use Policy. Teachers are responsible for proper techniques, for guiding student access to educational use of the system, and for assuring that students understand that if they misuse the network, they will lose their privilege to access the Internet from the classroom environment.

Parent Responsibilities
Even though the District maintains a filtering system, it is not possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Furthermore, the District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. This includes setting and conveying standards for appropriate and acceptable use when the student is using the District system, specifically the
Internet. Therefore, it is ultimately a parental/guardian responsibility for the student's understanding of and compliance with the District Acceptable Use Policy including the consequences of non-compliance.

Student Responsibilities
Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on school grounds. Communications on the network are often public in nature. General school rules for behavior and communicationsapply. It is expected that users will comply with district standards and the specific rules set forth in the Student Account Agreement. The use of the network is a privilege, not a right, and may be revoked if abused.
The user and/or parent/guardian are personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to create, access, keep, or send anything that they would not want their parents or teachers to access.

Conduct of Behavior
Proper behavior, as it relates to the use of District system, is no different than proper behavior in all other aspects of Amite County School District activities. All users are expected to use the District system in a responsible, ethical, and polite manner. Any use of the District system must be consistent with the educational objectives and professional development of Amite County School District.

Consequences of Violating the Acceptable Use Policy
The District may suspend or revoke a system user's access to the District system upon violation of the District Acceptable Use Policy and/or administrative regulations

regarding acceptable use. Improper or unethical use may result in disciplinary actions consistent with the existing Student Discipline Policy and/or Employee Policy Handbook as adopted by the Amite County School Board and published in the Student Handbook, as well as the Mississippi Penal Code or other state and Federal Laws. This may also require restitution for costs associated with system restoration, hardware, or software.

Acceptable Uses

The District system will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals.

Unacceptable Uses

1. Commercial use of the District's system is strictly prohibited.
2. Software may not be placed on any computer, whether stand-alone or networked to the District system, without permission from the school principal or Technology Department.
3. All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
4. Student use of the District system is allowed only when the student is supervised and granted permission by a staff member.
5. Attempting to log on or logging on to a computer or email system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable and may result in the revocation of access.
6. Improper use of any computer or the network is prohibited. This includes but is not limited to the following:

- Using racist, profane, or obscene language or materials
- Using the network for financial gain, political or commercial activity
- Attempting to or harming equipment, materials, or data, etc. associated with the system
- Attempting to or sending anonymous messages of any kind
- Using the network to access inappropriate material
- Knowingly placing or creating a computer virus on a computer or the network
- Using the network to provide addresses or other personal information
- Accessing of information resources, files, and documents of another user without their permission
- Engaging in spamming or posting of chain letters to the District system
- Installing software, shareware, freeware, etc. to the District system.

Rights of All Users

The user has full rights within these guidelines and responsibilities to the instructional, networked system provided by the District. By authorizing use of the District system, the District does not relinquish control over materials on the system or contained in files on the system.

Users should expect only limited privacy in the contents of personal files on the District system. Routine maintenance and monitoring of the District system may lead to a discovery that a user has violated this policy, another District policy, or the law. An individual investigation or search will be conducted if school authorities have a

reasonable suspicion that the search will uncover a violation of law or school district policy.
Parents/guardians may request the termination of their child's individual student Internet access at any time. It is the student's responsibility to comply with their parent/guardian request for no individual Internet access. Parents/guardians should be aware that District teachers utilize Internet and electronic resources for classroom instructional purposes. District employees should be aware that data and other materials in files maintained on the District system might be subject to review, disclosure or discovery under Mississippi Statutes and Federal Laws.
The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with Amite County School District policies conducted through the District system.

Statement of Compliance
In compliance with the Amite County School Board and The Children's Internet Protection Act, the District system is equipped with an Internet filtering software program that limits access to and material that may be harmful to minors. However, no filtering system is perfect, and the District does not guarantee that all objectionable content will be blocked.

The District complies with the Children's Online Privacy Protection Act (COPPA) that was signed into law on October 21, 1998 and is effective as of April 21, 2000. The purpose of COPPA is to regulate the online collection and use of personal information provided by and concerning children under the age of thirteen. Users will not post personal contact information about themselves or other people. Personal contact information includes but is not limited to address, telephone numbers, school address, work address or telephone number, names, etc. Users will promptly disclose to school personnel any message they receive that is inappropriate.

Disclaimer of Damages
The Amite County School District assumes no liability, either expressed or implied, for network information services accessed on District system. The District shall not be responsible for any damages suffered while using the system. These damages include loss of data because of delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system errors or errors committed by individual users. Use of any information obtained from the information system is at the user's risk. The Amite County School District specifically
disclaims any responsibility for the accuracy of the information obtained through on-line information services.

In addition, each user, and his or her parent or guardian, if a minor, voluntarily releases, holds harmless and indemnifies the Amite County School District, its officers, board members, employees and agents, for and against all claims, actions, charges, losses, or damages which arise out of user's use of the District system, including, but not limited to, negligence, personal injury, wrongful death, and property loss or damage, and those set forth under Disclaimers of Damages.

Rules and regulations are subject to change by the administration. This acceptable use policy is a legal and binding document.

TEXTBOOKS
Amite County School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of all textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is

obvious that the student has damaged or defaced the book.

WORKPLACE THREATS & VIOLENCE

Nothing is more important to the Amite County School District than the safety and security of its employees. Threats, threatening behavior or acts of violence against employees, visitors, guests, or other individuals by anyone on Amite County School District property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of threatening behavior. If the principal or supervisor is not available, personnel should report the threat to the next in charge.

All personnel who apply for or obtain a protective or restraining order which lists the Amite County School District property as being protected areas, must provide to the principal a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The Amite County School District understands the sensitivity of the information requested and developed confidential procedures, which recognize and respect the privacy of the reporting employee.

TITLE IX

A. The Amite County School District is in compliance with the requirements of Title IX of the Educational Amendments of 1972, which prohibits sex discrimination in federally assisted educational programs. Title IX states: "No person in the United States shall, on the basis of sex be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. "Questions concerning Title IX may be directed to the Local Director of Compliance, Robert McDaniel. You may write to 533 Maggie Street, Liberty, MS 39645, or call (601) 657-4361.

B. Title IX Grievance Procedure. (Refer to district grievance procedure contained in this handbook.

TOBACCO USE POLICY

Mississippi Law prohibits the use of any tobacco product on any school property.

School property means any public-school building or bus, campus, grounds, recreational area, athletic field or other property owned, used, or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities is exempt from this Act.

TRANSFERS

A. The Superintendent has the authority to change the grade or school assignment of all teachers and other employees. All such changes are subject to the approval of the school board.

B. Teachers who desire a transfer from their present teaching assignment must make such a request in writing to the superintendent. The transfer request window is March 1st thru March 15th.

C. Transfers must be approved by the superintendent.

D. All transfers will be considered on their own merits.

E. The principal has the authority to determine the assignment of any employee within the school.

F. The principal has the authority to recommend to the superintendent the transfer of any employee.

G. The principal has the authority to recommend to the superintendent student transfers when they are deemed age or academically appropriate.

TRANSFER STUDENTS FROM HOME SCHOOLS OR NON-ACCREDITED SCHOOLS

Pupils from non-accredited schools will not be accepted without examinations, using district tests and/or special subject tests within thirty (30) days after transfer. Notice of the giving of such test shall be given the applicant not less than five days prior to the date of the administration of such test. Schools shall not permanently enroll a student who was formerly enrolled in the state until the Mississippi cumulative folder of official transcript of credits is received from the school from which the student transferred.

A non-accredited school shall be defined as a school that is not recognized by any of the following accreditation processes:

a. A state accrediting agency

b. Mississippi Independent School Association, or

c. Southern Association of Colleges and Schools (SACS) or

d. Any sister affiliation of SACS.

The procedure for enrollment of transfer students who were enrolled in a non-

accredited school or in a correspondence school or who were receiving home schooling will be as follows:

a. The student will be temporarily assigned during registration to grade level or subject indicated on report card, transfer papers, or written documentation from correspondence school or private tutor.

b. The principal will submit in writing, upon student registration a list of names of students who register from a non-accredited school, a correspondence school, home schooling, or private tutor, the list will be given to the appropriate central office administrator.

c. The administrator will arrange for testing of each student within thirty days of enrollment to the school.

d. Students coming from non-accredited, or home schools are required by district policy to enroll in the four (4) SATP classes and to be administered the corresponding SATP exams.

e. Principals will assign the student to grade level or subject based on the student's achievement level on the test, no more than two grades above or below placement had the student remained in school.

UNLAWFUL ACTIVITY

As directed by Mississippi Code, Section 37-11-29, the following policy is enacted in the Amite County School District.

The superintendent will notify youth courts and local law enforcement agencies of expulsions and crimes committed on school property or during school related events. Further, school officials and employees will report criminal activity of students to a law enforcement agency.

1. Any teacher or other school employee who has knowledge of any unlawful activity or violent acts that occurred or may have occurred on educational property during a school-related activity shall report such activity or acts to the principal of the school who shall notify the appropriate law enforcement official.
2. The superintendent shall notify, in writing, the parent, guardian, or custodian, the youth court, and local law enforcement of any expulsion of a student for unlawful activity as defined in Section 37-11-29. Section 37-11-29 defines unlawful activity as any crime other than ordinary traffic violations involving a penalty of less than fifty dollars ($50.00) and costs.
3. The superintendent shall notify the youth court and local law enforcement agencies, by affidavit, of the occurrence of any unlawful activity as defined by Section 37-11-29 committed by a student or students upon school property or during any school-related activity, regardless of location, and the identity of the student or students committing the unlawful activity as defined by Section 37-11-29.
4. When the principal has a reasonable belief that an act has occurred on educational property or during a school-related activity involving assault resulting in serious physical injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law or possession of a controlled substance in violation of the law, the principal shall immediately report the act to the appropriate local enforcement agency. School property shall include any public-school building, bus, public school campus, grounds, recreational area, or athletic field in the charge of the principal. Principals will use the prescribed form provided by the State Board of Education for making these required reports.
5. Any superintendent, principal, teacher, or other school personnel participating in

the making of a report as a result of this policy or participating in any judicial proceeding resulting from this policy shall be presumed to be acting in good faith and as a result shall be immune from any civil liability that might otherwise be incurred or imposed.

"Unlawful" activity shall mean:

A. Aggravated assault, including but not limited to:
   1. Assault resulting in serious physical injury or,
   2. Assault involving use of a weapon
B. Assault on a school employee, simple or aggravated
C. Indecent liberties with a minor
D. Possession of a firearm or other weapon
E. Possession, use or sale of any controlled substance
F. Rape
G. Sexual battery
H. Other sexual offense
I. Murder or other homicide
J. Kidnapping; or
K. Other violent act, including fighting.

VISITORS

A. All visitors to the school shall report to the principal's office and must present a photo ID for clearance and obtain written authorization to enter the building. Visitors will not be allowed to interrupt the instructional day. Parents need to make arrangements to visit their child classroom with the teacher. Parents are welcome to visit their child classroom, however this is not the time to have a parent conference, this needs to be schedule during teachers planning time or a time convenient for the teacher.
B. Students shall not be permitted to bring persons other than their parents or guardian to school.
C. Teachers shall report any unauthorized visitors to the office immediately.

WEAPONS

The Amite County Board of Education recognizes that the possession of pistols, firearms, or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to district employees, students, visitors, and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms, explosive devices (including fireworks) or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms, or weapons.

WITHDRAWAL PROCEDURES (Students)

A. Any student withdrawing from school must have a parent contact the school and sign a record form before withdrawal procedures will beinitiated.
B. Teachers are responsible for providing and accurately recording all necessary information for the withdrawn student on the cumulative folder and other records within two school days of the student's withdrawal.

C. A conference with the principal is recommended.

WORKERS' COMPENSATION

All employees of the Amite County School District are covered for medical expenses and loss of income due to accidental injury on the job through workers' compensation. On-the-job- accidents must be reported to the employee's principal or supervisor within twenty-four (24) hours.

Absences Resulting from On-The Job Injuries (Workers' Compensation)– Licensed and Non-licensed

If an employee is injured on the job and must be absent from work because of a job-related injury occurring on the job, the employee shall be eligible for school district benefits in accordance with workers' compensation paid by the district. An employee may elect to use his/her accumulated sick leave benefit only for that portion of the daily rate of pay that is not covered by workers' compensation. Eligible sick leave benefits will be computed after workers' compensation claim(s) have been fully considered by the state agency responsible for determining the merits of the claim(s) and a final computation has been made. In the event that the employee does not elect to use his/her accumulated sick leave benefits to supplement workers' compensation, his/her compensation for absences resulting from an on-the-job injury will be limited to benefits from workers' compensation only and he/she will retain all accumulated sick leave. Any person who willfully makes any false or misleading statement or representation for the purpose of obtaining or wrongfully withholding any benefits or payment under the state law is guilty of a felony and on conviction thereof may be punished by a fine not to exceed five-thousand dollars ($5,000) or double the value of the fraud, whichever is greater, or by imprisonment not to exceed three (3) years, or by both fine and imprisonment.

If an employee files a workers' compensation claim, so long as the employee is receiving direct benefits under the Workers' Compensation program, he/she shall not be eligible for benefits paid by the Amite County School District for sick leave or in connection with salary or for any
other program providing benefits to employees under regular employment. District provision of such benefits shall be reinstated at the time the employee resumes regular employment with the Amite County Schools and is no longer receiving direct benefits under Workers' Compensation.

If an employee is out with an injury, a temporary replacement can be hired to fill the position up to ninety (90) days. An employee out on Workers' Compensation will not accumulate personal or sick leave.
If an employee is out on Workers' Compensation and unable to return to work after ninety (90) days, the school district will hire someone to fill that position. Upon obtaining a doctor's release, the employee can bring the said release to the Personnel Department, at which time the Personnel Director will attempt to find another position within the district.

Amite County School District Educational Technology

The philosophy of Amite County School District, referred to as the District, is for each student to utilize technology as a learning tool within the academic curriculum. Therefore, regular classrooms throughout the District are equipped with four multimedia computers a laser printer and other technology resources. Reduced ratio classrooms

are equipped with two multimedia computers and a laser printer. Daily updated anti-virus software is installed on all the systems throughout the District. In addition, technology is integrated in Information Communication Technology (ICT) classes, and STEM courses.

School libraries throughout the district have been automated with multiple student multimedia stations. In addition to library access, Destiny software, the library circulation/catalog system is also accessible from classroom computer stations. Digital cameras, presentation stations, probe ware, data video projectors, e-Instruction, and laptop computers are available in each library.
Both the classroom and library systems are networked to the school local area network and the District wide area network.

SAMs
Every teacher in the district is responsible for maintaining SAMs, which includes a grade book program, discipline records, and attendance records.

TECHNOLOGY MAINTENANCE
Computers, printers, and tables in classrooms need to be cleaned on a regular basis. Dust will be pulled into the inside of the computer and can damage the internal components. Not only will this shorten the lifespan of the system, but file systems and applications also may not work properly. When covering computers, use sheets or cloths, NOT PLASTIC. Do not dispose of the sheets that cover the computers.

Please clean crayon and pen marks from monitors, computers, and keyboards. If mouse components or headphones are missing, check with your school administration about ordering replacements. If students damage or take these items, follow school discipline procedures for vandalism or theft.

Use only laser paper, transparencies, labels, etc. in the laser printer. The use of any other types of printer supplies will result in damage to the printers. Please check with your school administration about replacement procedures for consumable items such as paper and printer toner cartridges. A printer photoconductor unit needs to be replaced along with a toner cartridge for every third toner cartridge.

TECHNOLOGY WORK ORDERS
Before submitting work orders, please make sure that all cables are plugged in securely to the system and to both the electrical and network wall outlets. If the system freezes, many times a reboot will correct the problem. If the printer lights are not on, check the cables to the power connections for both the printer and the printer interface. This will ensure maximum use of limited resources of personnel and equipment. Work orders are to be submitted to the designated person at the school level.

FIXED ASSETS
As per regulations set forth by the State of Mississippi, Office of State Auditor, each school district must conduct an inventory of fixed assets. This is necessary to verify the existence and condition of fixed assets as to reconcile fixed asset records.

In order to meet this requirement, it is the procedure of the Amite County School District to complete a physical inventory twice a year. The inventories will take place during teacher workdays at the beginning and end of each school year. Your campus administrator will inform you of the actual inventory dates.

To complete each inventory, it is the responsibility of the teacher/staff member to verify property code number and serial number of each fixed asset item in his/her assigned location and to notify the school level fixed asset manager of any discrepancy. A room inventory sheet, signed by the staff number and school level fixed asset manager, must be posted in each room and correct at all times. It is also the responsibility of the staff member to notify the school level fixed asset manager of any item(s) that become broken and/or removed from your assigned location during the school year. The school level fixed asset manager will make the necessary corrections within fixed assets and reprint a room inventory list for signatures and posting. All fixed asset items are the responsibility of the staff member to whom they are assigned for proper use and safe keeping.

NETWORK ACCESS

Through the network, the Amite County School District Intranet, filtered Internet access, email, and a variety of software applications are available to students and teachers.

Teachers can access accounts and log on as follows:

Username:	This will usually be your first initial and lastname.
Password:	In the password field, type the password that you specified.
Example:	username=bgordon password=My Password

Students can access accounts and log on as follows:

This will usually be your first name initial, and last name. (Example: JSmith)
The first time you log into the district system you will enter your MSIS number (i.e.,121770). You will then be prompted to create a new password. Passwords are case sensitive and should be lower case. Please verify that the entry in each field, username, and password are correct. If any of the fields are incorrect, you will not be able to access the network resources. Check with your school administrator if you or a student encounters any problems accessing accounts.

EMAIL

An email account has been created for each teacher.
For Example: Robert McDaniel (rmcdaniel@amite.k12.ms.us)

To access your mail from school, login to the network and select the Microsoft Outlook® application. In addition to sending and receiving electronic messages, this application provides an electronic calendar, task list, personal contacts address book, and public folders. With electronic messages, you can attach files to send to personal email accounts or presentation locations, share information with colleagues, and communicate with students and parents.

To access your email from the Internet, home, etc.

- Click the "Check Your Email" link on the district web site's home page.
- In the Username and Password Dialogue Box – In the field beside User Name, type in "Harrison", a forward slash and your username that you use to log on to your computer at work. This will usually be your first initial and last name. In the

password field, type the password you use to access your computer at work.

Example: **Username= rmcdaniel**
Password= My Password

Although students have logins for software applications, the district does not support personal email accounts for students. Students may use free email account on the Internet based on parental discretion. The district does not make any warranties, either express or implied, or take any responsibility for these accounts or services. Refer to the District Electronic Access/Acceptable Use Policy.

INTERNET FILTERS
Amite County School District is in compliance with the Children's Online Privacy Protection Act ("COPPA") and the Children's Internet Protection Act ("CIPA"). Internet access is filtered throughout the District to reduce the student accessibility of inappropriate sites and material. However, due to the nature of the Internet, the district recognizes that it is impossible to control all materials that users may procure from the electronic resources. Filters do not block keywords that are typed into a search engine or directory, but filters access to specific sites. Teachers may submit a request through their school administration for a specific site to be "unblocked" based on a particular academic assignment with specific timelines.

Amite County School District Employee Account Agreement

To ensure that employees understand what constitutes acceptable use of technology in the Amite County School District, the district asks all employees to review the following agreement and then sign it acknowledging that they agree to abide by the spirit of this agreement.

Do not allow the student to have access to the Internet if the parent/guardian has not

given consent. Emphasize to students that they must check the reliability of all

information accessed on the Internet.

If students damage any district technology device, follow school discipline procedures for vandalism, followed with Amite County Technology Maintenance Reports.

When covering the computers, use sheets or cloths, not plastic.

Regularly, clean the computer workstations and clean all crayons, pen, or other foreign marks from the monitors, computers, and keyboards.

Follow district policy and report all malfunctions immediately. Prior to submitting work orders, please be sure that all cables are plugged in securely to the system and to both the electrical and network wall outlets. Follow troubleshooting guidelines found on the District web site.

If mouse components, headphones, or other components are missing, check with your school administration about ordering replacements.

If you have software that you would like to use for classroom instruction (i.e. textbook software, subject area software, etc.), upon approval of your school administrator, make a request to the Technology Department to install the software.

Submit a request through your school administration for a specific site to be unblocked based on a particular academic assignment.

Do not share your password with anyone, especially students, and do not try to obtain another's password.

Do not access, send, promote, or print hate mail threats, harassing information derogatory remarks, material of a sexual nature, and other anti-social communications.

Do not access, alter, or otherwise tamper with computer system files, network files, or other students' files. Do not log onto, look at, or otherwise tamper with any directory or drive other than the one to which you are assigned.

Do not interfere with the operation of the district system by installing illegal software, shareware, or freeware, including games, MP3's, other music, or video.

Do not waste limited resources such as disc space, paper, ink cartridges, or printing capacity by printing unnecessarily or excessively.

Do not use the district system for commercial activities, product advertisement, or political lobbying.

Do not transmit any materials in violation of any U.S. or state regulation, including, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Do not send emails to a general audience, including chain mail, which are not in accordance with District goals and objectives.

Check your email regularly and respond in a timely manner.

Use of email, chat rooms, or other forms of direct electronic communication should be in line with course objectives and/or professional development goals.

Amite County School District Employee Account Agreement

I understand that the District may suspend or revoke my access to the District system upon violation of the District Acceptable Use Policy and/or administrative regulations regarding acceptable use. I understand that if I use the system improperly or unethically, this may result in disciplinary actions consistent with the existing District Policy as adopted by the Amite County School Board and published in the Teacher Handbook, as well as the Mississippi Penal Code or other state and Federal Laws. This unacceptable use may also require restitution for costs associated with system restoration, hardware, or software.

Name_____

Position

School or Department _____

I have read the District Electronic Access/Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, I may face disciplinary action in accordance with District Policies/Personnel Policies.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the District system to purchase products or services.

Signature _____

Date _____

This acceptable use policy is a legal and binding document. The agreement will be kept on file in the school office.

This space reserved for District System Administrator

Assigned Username: _____

Assigned Password:_____

Amite County School District
Code of Ethics and Standards of Conduct: Employee Agreement

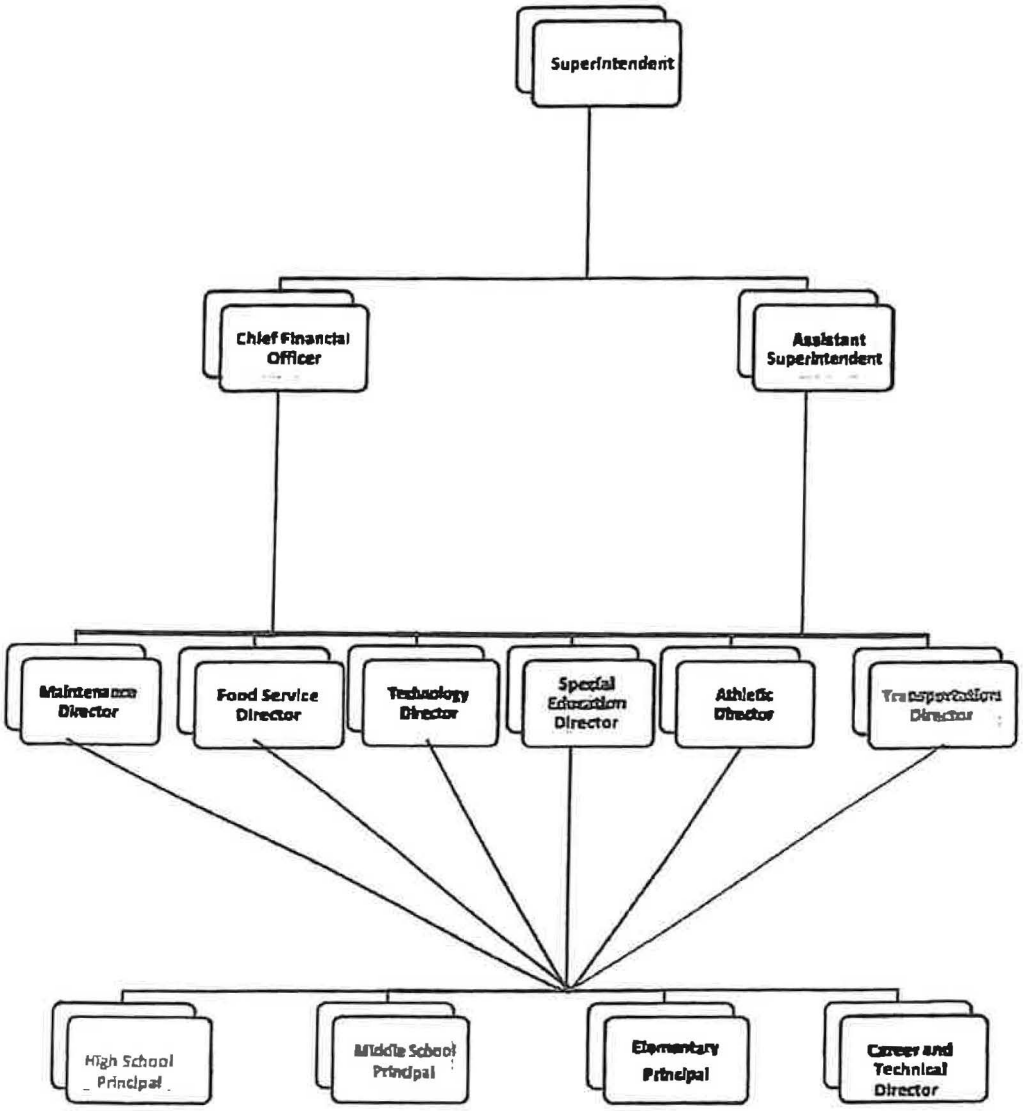
I have been issued a copy of the Amite County School District Teacher Handbook which contains the Mississippi Educator Code of Ethics and Standards of Conduct. My signature below denotes that I have read and understand that:

- There are a number of obligations within the teaching profession that I must adhere, one of which is a set of principles which defines professional conduct.
- The principles that are reflected in the code of ethics have been set forth to the education profession and the public it serves for the purpose of implementing standards of professional conduct and procedures.
- This code applies 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.
- **My educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4).**
- **The Superintendent of Education shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).**

Name of Employee:_____

Signature:_____Date:


Superintendent
Chief Financial Officer
Assistant Superintendent
Maintenance Director
Food Service Director
Technology Director
Special Education Director
Athletic Director
Transportation Director
High School Principal
Middle School Principal
Elementary Principal
Career and Technical Director