



2026 | 2027

COAHOMA COUNTY SCHOOL DISTRICT

EMPLOYEE HANDBOOK

MISSION:

"To provide a high quality education to each child in a safe and caring environment in order to produce contributing citizens who will be able to excel in a global society."



1555 Lee Drive | P.O. Box 820 | Clarksdale, MS 38614
(662)624-5448 (office) | (662)624-5512 (fax)

www.coahomak12.org

Crystal Gooden, Superintendent

#THENEXTERA

COAHOMA COUNTY SCHOOL DISTRICT

EMPLOYEE HANDBOOK

2026-2027



MISSION: “TO PROVIDE A *HIGH-QUALITY EDUCATION* TO EACH CHILD IN A *SAFE AND CARING ENVIRONMENT* IN ORDER TO PRODUCE CONTRIBUTING CITIZENS WHO WILL BE ABLE TO EXCEL IN A GLOBAL SOCIETY”

VISION: “EVERY STUDENT READY FOR THE FUTURE: PREPARED FOR COLLEGE, PREPARED FOR THE GLOBAL WORKPLACE, PREPARED FOR SUCCESS”

1555 Lee Drive | P. O. Box 820 | Clarksdale, MS 38614

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“WHERE EXCELLENCE EVOLVES”



Message from the Superintendent

Welcome to the 2026-2027 school year and to **The County: The Next Era... Where Excellence Evolves.**

As we embark on a new year, I am honored and excited to serve as Superintendent of the Coahoma County School District. Together, we stand at the threshold of a new era, one built upon a strong foundation and driven by a shared commitment to excellence, innovation, and continuous growth.

Our theme, "**The County: The Next Era...Where Excellence Evolves,**" represents more than a slogan. It reflects who we are and who we are becoming. Excellence is not a destination but a process. It evolves through our willingness to learn, improve, adapt, and embrace new opportunities. As educators and support professionals, we have the privilege and responsibility of shaping the future of our students and our communities.

As we enter this next era, I challenge each of us to continue raising expectations, strengthening relationships, and remaining focused on what matters most, student success. Whether you serve in the classroom, office, cafeteria, transportation department, maintenance department, or any other role across our district, your contributions are essential. Every interaction, every lesson, and every act of service helps create an environment where students can thrive academically, socially, and emotionally.

This year, let us commit ourselves to fostering a culture of collaboration, accountability, and innovation. Let us celebrate our accomplishments, learn from our challenges, and remain steadfast in our pursuit of excellence. Together, we will continue building a school district that prepares every student for college, career, and life.

The foundation has been set. The future is ours. And in this next era, excellence will continue to evolve because of the passion, dedication, and commitment of each member of the Coahoma County School District family.

Thank you for all that you do to make a difference in the lives of our students. I look forward to an exciting and rewarding year as we continue moving The County forward, together.

Welcome to The Next Era.

Sincerely,

Crystal Hall-Gooden
Superintendent
Coahoma County School District

"The County: The Next Era... Where Excellence Evolves"

Disclaimer

The information in this employee manual is intended to provide an overview of Coahoma County School District's human resource policies; it is not, however, a complete and exhaustive listing of every policy and procedure. All provisions in this manual are governed by applicable local, state, and federal laws and regulations and will be interpreted in a way that is consistent with those laws and regulations. The Coahoma County School District complies with all laws and regulations that are binding on it. The Coahoma County School District has the right to modify anything in this manual at any time and for any reason. This manual and the policies explained within are not a contract. The manual does not create a right or entitlement to employment. Too, nothing in this manual creates any rights or privileges to employees beyond those conferred by laws and regulations.

Non-Discrimination Statement

The Coahoma County School District does not discriminate on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, or gender identity), disability, age, religion, national origin, or any other legally protected status in its programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Title:

Latasha Turner, 504 Coordinator, Director of Curriculum & Testing

Address: 1555 Lee Drive | Clarksdale, MS 38614

Phone: 662-624-5448

Email: wboyd@coahoma.k12.ms.us

For further information on notice of non-discrimination, visit

<https://www2.ed.gov/about/offices/list/ocr/index.html> for the address and phone number of the U.S. Department of Education's Office for Civil Rights that serves your area.

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COAHOMA COUNTY SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Coahoma County School District is to provide each child a *high-quality education* in a *safe and caring environment* in order to produce contributing citizens who will be able to excel in a global society.

VISION STATEMENT

Every student ready for the future: Prepared for college, prepared for the global workplace, prepared for personal success.

GOALS AND OBJECTIVES

Coahoma County School District is a progressive school district in which students are prepared to achieve academically at their highest level surrounded by an engaged community that is proud of its educational system. In fulfilling the mission and vision of the Coahoma County School District, the following goals have been established:

Goal 1: Increase academic achievement

Students will be able to access and engage in rigorous learning activities in every classroom. Instruction and curriculum will be aligned to the Mississippi College and Career Readiness Standards, as well as other pertinent content-area standards, with learning measured by internal and external assessments to determine the effectiveness of the instructional program. Imbedded in student learning goals will be the expectation that Coahoma County School District graduates will acquire knowledge and skills in the core academic disciplines that will enable them to do the following:

- **Think Critically and Reason**, i.e., synthesize, interpret, analyze, evaluate and apply information.
- **Communicate**, i.e., employ oral, written, non-verbal skills and/or tools in multiple contexts to articulate ideas for a range of purposes.
- **Problem Solve**, i.e., analyze data, use various types of reasoning, and utilize appropriate tools to find solutions to a variety of problems.
- **Collaborate**, i.e., participate effectively in group tasks and provide meaningful feedback to help both the group and individuals solve problems and accomplish their goals.
- **Receive and Give Feedback**, i.e., utilize and/or provide feedback – teacher to student, peer to peer – that leads to further understanding and extends thinking and learning.

Students will acquire the knowledge and skills necessary to exit high school ready for college, or for successful entrance into the workplace.

Goal 2: Licensed and committed staff working in a safe, positive climate and culture

Teaching and learning will be supported by leaders and instructional staff focused on instruction, sound professional development, professional learning communities grounded in best practices, and appropriate and high-quality instructional resources.

The district shall supplement its educational program with a variety of support services which are deemed necessary for all students' health, safety, and personal well-being.

Schools will be safe, orderly, and caring places that support and promote student learning and positive relationships.

Goal 3: Enhance family and community engagement

Parent, community and business relationships will be built and supported, based on the premise that these stakeholders can contribute to a viable learning environment for all students.

Goal 4: Fiscal responsibility

The CCSD will be fiscally responsible and maintain good financial management and stewardship practices.

COAHOMA COUNTY SCHOOL DISTRICT **GREAT GOALS**

- G** - Increased graduation rates occur annually toward a goal of 85 percent.
 - R** - Safe and orderly environments are based on respect and responsibility.
 - E** - Appropriate academic environments are characterized by active student engagement.
 - A** - Accountability expectations exist for all stakeholders.
 - T** - Teamwork is based on collaboration and cooperation.
-
- G** - Students graduating high school are prepared to be productive in a global society.
 - O** - Safe and orderly school environments exist in all schools.
 - A** - Increased student achievement takes place in all schools and programs.
 - L** - Learning is supported with appropriate teaching structures and strategies.
 - S** - Students are the district's number one priority!



EQUAL EMPLOYMENT & EDUCATIONAL OPPORTUNITY

The Coahoma County School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunities, directives and regulations of federal, state and local governing bodies. The District is an equal opportunity employer and does not discriminate on the basis of race, sex, color, creed, national origin, or handicapping condition.

Every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion, or marital status.

The district shall publish its policy of nondiscrimination on the basis of handicap and shall inform parents of their rights under Section 504, including the right to examine records relevant to their child, the right to an impartial hearing with representation by legal counsel at their expense, and the district's new review procedure.

COAHOMA COUNTY SCHOOL DISTRICT

BOARD OF TRUSTEES

Mr. Gerald Johnson, President	District #1
Mrs. Rachel Fowler-Holmes, Vice President	District #3
Mr. Johnnie Moore, Secretary	District #5
Ms. Coreen Richardson, Board Member	District #2
Mrs. Margaret Walker, Board Member	District #4
Mr. Derek Hopson, Sr., Board Attorney	

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Web: www.coahomak12.org

COAHOMA COUNTY SCHOOL DISTRICT

DISTRICT ADMINISTRATION & STAFF DIRECTORY

Crystal Hall Gooden	Superintendent	662-624-5448
Finance & Accounting Department		
Madalyn Johnson	Chief Financial Officer	662-624-5448 Ext. 1011
Ralph Scott	Assistant Payroll Clerk	662-624-5448 Ext. 1052
Yolanda Hill	Accounts Payable Clerk & 16 th Section	662-624-5448 Ext. 1021
Georgia McClenton	Finance Clerk	662-624-5448 Ext. 1055
Curriculum Department		
Latasha Turner	Director of Curriculum and Testing	662-624-5448 Ext. 1004 or 662-902-6931
Charlette Artis Harris	District Mathematics Support Specialist	662-624-5448 Ext. 1013
Adriana Murray	ELA Instructional Coach	662-624-5448 Ext. 1005
Federal Programs Department		
Kenisha Shelton Hudson	Federal Programs Director	662-624-5448 Ext. 1007
Audrey Stevenson	Federal Programs Bookkeeper	662-624-5448 Ext. 1012
Exceptional Education		
Sakenna Dear	Exceptional Education Director	662-624-5448 Ext. 1051 or 662-892-0909
Arena Chambers	Exceptional Education Administrative Assistant	662-624-5448 Ext. 1050
Technology Department		
Anthony Dixon	Technology Director/Fixed Assets Manager	662-624-5448 Ext. 1030
Morice Conard	Computer Technician & Webmaster	662-624-5448 Ext. 1054
Eric Griffin	Computer Technician	662-624-5448 Ext. 1031
Food Service		
Nita Dumas	Food Service Manager	662-624-5448 Ext. 1041 or 662-645-0344
Kimberly Hearon	MSIS Clerk and Food Service Secretary	662-624-5448 Ext. 1042
Transportation & Maintenance		
Eddie Butler	Transportation Director	662-624-5448 Ext. 1081 or 662-902-0846
Glenn Williams	Maintenance Supervisor	662-627-7819 or 662-902-5175
Andrea Jones	Maintenance & Transportation Secretary	662-627-7819
Safety		
Stephen James	Chief of Police	662-902-8780

SCHOOL ADMINISTRATIVE STAFF

Coahoma County High School

1553 Lee Drive
Clarksdale, MS 38614

Ms. Tynikia Shaw, Principal
Mr. McKinley Scott, Assistant Principal
Mrs. Kenyatta Shaw, Lead Teacher & CTE Contact
Mrs. Rodericka Robinson Curry, Counselor

Coahoma County Junior High School

3105 Bobo-Sherard Road
Clarksdale, MS 38614

Mr. Ben Baltimore, Principal
Ms. Natascha Woods, Lead Teacher & Alternative Coordinator
Ms. Keshyla Brooks, Counselor

Friars Point Elementary School

350 James A. Shelby
Friars Point, MS 38631
662-383-2477

Mrs. Chiquita Moore-Phillips, Principal
Mrs. Jonnetta Robinson Williams, Lead Teacher
Ms. Zaria Nolan, Counselor

Jonestown Elementary School

330 Matagorda Road
Jonestown, MS 38639
662-358-4496

Mrs. Maggie White-Gamble, Principal
Ms. Tasha Robinson, Lead Teacher
Ms. Zaria Nolan, Counselor

Lyon Elementary School

2020 Roberson Road
Lyon, MS 38645
662-624-8544

Ms. Johnesha Matthews, Principal
Mrs. Lashara Ramsey-Calvin, Lead Teacher
Ms. Ruby Butler, Counselor

Non-Discrimination Policy

The Coahoma County School District prohibits discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older) or genetic information (including family medical history). Discrimination for any of these reasons is considered illegal and will not be tolerated.



Original Board Approved 3-17-2026
Revision Approved 4-14-2026

COAHOMA COUNTY SCHOOL DISTRICT

2026-2027 ACADEMIC CALENDAR

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3-7 Professional Development
10 Students' First Day

7 Labor Day
16 Early Release Day

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9 End 1st Nine Weeks
12-16 Fall Break
19 Students' Return
19 Begin 2nd Nine Weeks

11 Early Release Day
23-27 Thanksgiving Holidays

18 63% Day
21-1 Christmas Holidays
25 Christmas Day

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Professional Development
5 Students' First Day Back
8 End 2nd Nine Weeks
11 Begin 3rd Nine Weeks
13 Early Release Day
18 Martin Luther King Day

10 Early Release Day

8-12 Spring Break
15 Students Return
19 End 3rd Nine Weeks
22 Begin 4th Nine Weeks
26 Good Friday
29 Easter Monday Holiday

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

14 Early Release Day

28 Students' Last Day (63% Day)
31 Memorial Day Holiday

1 Teachers' Last Day

1st Nine Weeks – August 10 – October 9 (44 days)
2nd Nine Weeks – October 19 – January 8 (44 days)
3rd Nine Weeks – January 11 – March 19 (44 days)
4th Nine Weeks – March 22 – May 28 (48 days)
180 Student Days | 187 Teacher Days

Professional Development Days
Observed Holidays
Begin/End Nine Weeks
Early Release Day

Tentative Make-up Days:

March 29th

Coahoma County School District Employee Handbook

INTRODUCTION

This handbook has been developed to provide employees with helpful information related to employment with the Coahoma County School District. This handbook summarizes information contained in board policies and addresses various topics of interest but is in no way exhaustive. Other guidance is provided in the Coahoma County School District Board Policy Manual located in the office of the Superintendent of Coahoma County School District (as well as online at the district website) and all other handbooks and manuals addressing work expectations. The school employee should also read and comply with district guidance expectations in the student handbook along with any other document disseminated by the district.

SECTION I: AUTHORITY AND MISSION

A. Statutory Authority

1. **Board of Education** The Coahoma County School District is governed by a school board consisting of five (5) members elected in the manner provided by law. This board exercises legislative authority over the school district in accordance with the laws of the State of Mississippi. It determines policy, delegate executive, supervisory and instructional authority to its employees, and appraises the results in light of the goals of this school district. All matters to the school board shall first be brought before the superintendent for investigation. If such matters require school board action, they will be presented to the school board by the superintendent.

2. **Superintendent** The superintendent of this school district is selected in the manner as provided by law and is responsible for administering the schools within the district and implementing the decisions and policies of the school board. In addition to all other powers, authority and duties imposed or granted by law, the superintendent shall have the powers, authority and duties as set forth in Section 37-9-14 of the Mississippi Code, Annotated.

B. Mission Statement

The mission of the Coahoma County School District is to provide a high-quality education to each child in a safe and caring environment in order to produce contributing citizens who will be able to excel in a global society.

SECTION II: RECRUITMENT AND SELECTION OF PERSONNEL

A. Notice of Equal Employment Opportunity

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

B. Drug and Alcohol-Free Workplace

The Coahoma County School District operates under the Drug and Alcohol-Free Workplace policy and, as a condition of employment in the district, each employee shall abide by the terms of Board Policy GBRL which prohibits the possession, presence or use of illegal drugs or alcohol in or on school premises, and the involvement or use of drugs and alcohol off the job which may adversely affect an employee's health or job performance. Any employee who violates the terms of this policy may be suspended, non-renewed, or terminated at the discretion of the Board and in accordance of the district policy and procedures. Suspension or dismissal may result in the suspension or revocation of the certificate of a certified employee in the accordance with the MS Code Section 37-3-2 (1994).

C. Smoke Free Environment

In the compliance with PL 103-227, cited as the Pro-Children Act of 1994, the Coahoma County School District prohibits smoking in any indoor facility of the school district or on surrounding school district grounds or property. Violation of this policy may result in disciplinary action.

D. Weapons

No employee or visitor may possess a handgun or other weapon in, on, or about school buildings, grounds, athletic fields, or any other property used for school related purposes without the consent of the board or authority of law. No employee or visitor may possess or carry any weapon within a vehicle brought onto school property. Violation of this policy will result in disciplinary action including immediate suspension with recommendation for termination of employment.

E. Recruitment of Personnel

The Coahoma County School District makes every effort to recruit and attract the best- qualified personnel to the District. Applications for employment are available on the district website at: www.coahomak12.org and are kept on file for one (1) year unless requested otherwise. Job positions available for administrative, certified, and/or classified personnel are posted on the district's website, as appropriate, in an attempt to recruit qualified personnel. Additionally, the district may advertise in local newspapers, on social media and attend recruitment fairs provided by colleges and MDE.

F. Selection/Hiring of Personnel

Applications are reviewed and qualified applicants are interviewed by the superintendent, personnel director, principal, supervisor, and/or an interview team as appropriate. Recommendations for employment may be made by the principal or department supervisor to the superintendent who, in turn, makes the recommendation to the Board of Education, As of July 1, 2000, all employees hired are subject to a background check which will be processed according to Policy GDB found in the district's board policy manual.

The District recruits and employs certified and non-certified personnel as defined below:

➤ Certified Personnel

Certified personnel must hold valid certificates (licenses) from the Mississippi Department of Education and are employed under terms and condition of written employment contracts. This classification generally includes administrators, teachers, and other persons who are required to hold a license for their position.

➤ Non-Certified/Classified Personnel

Non-Certified, or classified employees, are those whose positions do not require a certificate or license, such as assistant teachers, bus drivers, secretaries, custodians, cafeteria workers, etc. Classified employees serve the district “at will” and their employment may be terminated at any time by either the employee or the employer without notice.

G. Reassignment of Personnel

The superintendent of schools shall have the power and authority to make assignments to the various schools in the district of all non-instructional and non-licensed employees and all licensed employees, as provided in Sections 37-9-15 and 37-9-17, and to make reassignments of such employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the State Department of Education. Upon request from any licensed employee being transferred, such assignment shall be subject to review by the school board.

H. Reduction-in Force (RIF)

The need for any reduction in certified staff members will be determined by the Board of Education and will be in accordance with the provisions of Policy GBKAR. This policy does not apply to classified/non-certified employees who serve “at will”.

I. Suspension/Dismissal/Non-renewal of Certified Employees

Any suspension, dismissal or non-renewal of a certified employee will be executed in accordance with applicable state laws and board policies including due process provisions outlined in the School Employment Procedures Act.

J. Resignation of Professional Personnel/Release from Contract

All personnel seeking to resign or retire should put their request in writing to the superintendent. All certified employees who are under contract with the district to teach or perform other duties must make application in writing to the Board of Education for release from such contract and the reasons for such release shall be clearly stated. If the Board approves the request for release, the contract shall be considered null and void as of the date action was taken by said Board. Release from a contract after July 1st may only be granted under extreme personal circumstances. Any arbitrary and willful breach of contract and abandonment of employment by a certified employee without being released shall result in the contract being null and void, and the certification of such employee, upon request from the District, may be suspended by the State Board of Education for a period of one (1) year.

K. Retirement

Employees of the district who qualify for retirement benefits may retire from public employment under the conditions and provisions established by the Public Employees Retirement System (PERS). Potential retirees will need to speak with the district’s Director of Finance for retirement details, as well as with PERS.

L. Certified Personnel Appraisal

The Coahoma County School District utilizes a formal annual performance appraisal system based on job descriptions and on-the-job performance of every certified employee. Principals are responsible for conducting both formal and informal evaluations of all certified employees under their supervision. The Superintendent, Deputy Superintendent or his/her designee is responsible for conducting evaluations of all building level principals, department supervisors and all other district administrators.

M. Classified/Non-Certified Personnel Evaluations

Building level principals, program directors and department supervisors are responsible for on-going on-the-job evaluation of non-instructional employees under their supervision.

N. License/Certification

An employee whose position requires licensure or certification by the State of Mississippi is responsible for obtaining and maintaining a current license or certificate. Continuing Education Units or coursework necessary for license renewal are the responsibility of the employee. Failure to present or maintain a current and valid license may result in non-renewal or termination of employment.

O. Section 504/ADA/Title IX Compliance

The Coahoma County School District does not discriminate on the basis of disability or sex in employment in, admission, or access to its programs and activities to the extent provided by law. Employees and students in the District are also protected from sexual harassment under Title IX of the Education Amendment of 1972 to the 1964 Civil Rights Act.

The following person has been designated as the with Americans with Disabilities Act/ Title IX Coordinator and will handle inquiries regarding the District's non- discrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination or sexual harassment.

**Tracey Smith,
HR Coordinator, Board Clerk, and Superintendent's Administrative Assistant
Coahoma County School District
P.O. Box 820/1555 Lee Drive Clarksdale, MS 38614
662-624-5448**

The following person has been designated as the Section 504 Coordinator -

**Sakenna Dear, Exceptional Education Director
Coahoma County School District
P.O. Box 820/1555 Lee Drive Clarksdale, MS 38614
662-624-5448**

SECTION III: TIME AND ATTENDANCE

The CCSD expects all employees to assume diligent responsibility for their attendance. Regular and prompt attendance is essential to the success of the district. If you are unable to report to work, you must notify your principal or supervisor no later than 30 minutes before your start time on each day of your absence. If you leave a voicemail message for your principal or supervisor concerning your absence, a personal follow-up call must be made by noon on the same day of the absence. Failure to properly notify the principal or supervisor of your absence may result in disciplinary action. Absenteeism or tardiness that is unexcused or excessive is grounds for disciplinary action, up to and including termination.

A. Workday

Full-time employees are expected to work eight hours per day. The district office hours are generally (may vary) 8:00 a.m. to 4:00 p.m. In the schools, the work-day will be posted in the school-level handbook. Before and after school duty assignments and professional development activities may alter the time of the workday established by the superintendent and/or principal. No non licensed/classified employee may work over a 40-hour work week without prior approval by the superintendent.

Every effort will be made to provide a uniform workday for employees where and when it is practical and consistent with the safe and efficient administration of the school. Part-time employees' hours and work-day will be determined by the principal or supervisor in accordance with the terms of their employment. All employees are required to clock in and out daily, as well as sign in and out daily. Failure to clock in and out based on approved schedules, may result in an employee being docked for time not worked, and/or suspended or terminated for failure to follow guidelines for clocking/signing in and out. Employees who must leave work during the day must have approval from the principal or supervisor and must clock/sign out and in to document the period of time absence from work.

B. Absenteeism

Employees are expected to report to and leave work at the time designated by the principal or supervisor. Employees are required to report to work and prepared for duty at the time designated as the beginning or end of their workday. Any employee who is to be absent from work must notify his/her principal or immediate supervisor. The principal or supervisor is responsible for maintaining current and accurate records of each employee's absences and reasons for absences. Repeated unexcused absences from work without cause may present grounds for dismissal or non-renewal. Falsified absentee documentation will be grounds for suspension and/or termination.

C. Tardiness

Employees must notify his/her principal or supervisor when they will be tardy/late for work. Employees may be docked for unexcused tardiness (time) and/or may also be subject to disciplinary action including dismissal or non-renewal for abusive trends or patterns of tardiness.

D. Job Description/Extra Duties

All employees are expected to perform duties assigned in accordance with their job description. From time to time, employees may be assigned special or extra duties to facilitate the overall operation of the school and/or district. Such assignments may include, but not limited to, campus duty, duty at athletic events or school/district functions, sponsoring school clubs or activities, serving on special committees, etc.

E. Work Schedules

Work schedules and reporting times for both Certified and Classified Employees will be established based upon individual school/program needs and objectives. Every employee is expected to work his/her assigned work schedule. Deviations from the assigned work schedule must be approved by the principal/supervisor prior to making changes.

ALL District employees must clock/sign in upon arrival, and clock/sign out when they depart from the workplace based on the approved schedule for the staff members' positions. Failure to follow established rules for clocking in and out of the work setting may result in a reprimand, with suspension, and/or termination if violation of the rules is intentional and continuous. Personnel found to be tampering with sign-in and sign-out time logs for any employee without just cause or permission may be suspended without pay and/or terminated. Only principals (or the designee only in the absence of the principal) can approve manual sign-ins, not secretaries, MSIS clerks, etc.

F. Overtime/Compensatory Time

Occasionally, fluctuations in work volume will necessitate an employee working additional hours beyond the regularly scheduled workday. Any overtime will be allocated to the employee either as compensatory time that must be taken within 30 days of award, or as overtime for pay. ***All overtime/compensatory work must receive written approval in advance by the immediate supervisor, and finally, the superintendent (except in extreme emergencies).*** Employees who work overtime without written approval will be disciplined (reprimand or suspension or termination) with consideration given to consistent patterns of abuse. Supervisors who allow overtime work without specific written approval from the superintendent will also be disciplined, up to and including termination.

G. Record of Attendance

All employees are to clock in/sign in and out daily using the time keeping system designated by the Coahoma County School Board. Clock time will be used to determine salary payments, unless otherwise approved by the superintendent and/or board of trustees. Principals and supervisors are to monitor and approve staff sign in sheets.

SECTION IV: WAGES AND LEAVE

A. Compensation and Wages

Salaries, as set by the Board, shall be payable by direct deposit in equal monthly installments on the last regular school/workday of each calendar month. Unless paid leave status has been scheduled and approved, employees are not entitled to pay for days not worked. All employees, including part-time personnel, are required to complete both state and federal withholding forms. These forms must be completed at the beginning of the person's employment with the district; under no circumstances will employees receive compensation without having first completed such forms. All employees are responsible for keeping their personnel data current with the Payroll Clerk/Finance Director.

B. Legal Holidays

The Coahoma County School District recognizes the following paid legal holidays for its employees: New Year's Day, Martin Luther King Birthday, Good Friday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. The Board of Trustees has the authority to alter this decision.

C. Staff Leave

The Coahoma County Board of Education desires to provide a fair and equitable procedure to address the personal needs of its employees and has established the following leave policies which are in compliance with state and federal regulations. The administration is responsible for implementing leave policies.

An employee's falsification of reasons for absence shall result in penalties as follows: Full loss of pay for the period of absence, notation of deception on personnel record, and/or recommendation for suspension or termination of employment. Any or all of these penalties may be applied in cases involving intentional materially false statements by the employees as to the cause of the absence.

Certified Personnel

1. Sick Leave

- a. At the beginning of each school year, each certified staff member shall be credited with seven (7) days of sick leave allowance with pay, except administrators and 12-month staff are credited with ten (10).
- b. Any unused portion of the sick leave allowance shall be carried over to the next year if the employee remains in the district. In the event the employee transfers from this district to another district in Mississippi, any unused portion of sick leave allowances accrued shall be credited to the teacher for retirement purposes (MS Code 25-11-109).
- c. No deduction from the pay of the employees shall be made because of absence of such employee caused by illness or physical disability until all sick leave allowance has been used.
- d. For the first ten (10) days of absence of the employee because of illness or physical ability in any school year, in excess of the sick leave accumulated, the employee's pay shall be reduced by the amount paid to substitute teachers. Thereafter, the regular daily pay of such employee shall be withheld in its entirety, for any period of absence, because of illness or physical disability during that school year.
- e. If an employee is absent on the first or last working day of the contractual period or on the day before or day after a school holiday, a signed written doctor's statement providing information verifying the necessity for the absence is required before the absence can be classified as a sick leave day. Otherwise, the employee will be docked for the absence.

- f. If an employee is absent five (5) days or more during a school year (not necessarily consecutive), a written doctor's statement and other documentation may be required at the discretion of the superintendent before the absence may be classified as sick leave days. The doctor's statement must specify that the person was ill and unable to perform his/her duties. The statement must be signed by the attending physician. Otherwise, the employee will be docked for the absence.
- g. An employee who is absent for more than one half day (four hours) will have one (1) full day of leave charged. One-half day will be charged for absences of one-half day (four hours) or less. All employees paid on an hourly basis will be charged for the actual time absent.
- h. If an employee is absent one or more days before and after a weekend or holiday, s/he must provide reasonable and acceptable documentation for the absence (i.e., a doctor's statement if ill). Otherwise, the employee will be docked for the absence.

2. Personal Leave

- a. At the beginning of each year, each certified employee shall be credited with two (2) days for absences caused by personal reasons during that school year. Personal leave must be preapproved.
- b. Personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day before a holiday or a day after a holiday, unless on such days an immediate family member of the employee is being deployed for military service. Personal leave on those days shall result in a deduction of a day's pay.
- c. At the end of each school year, any unused personal leave days shall be converted to sick leave for accumulated leave purposes.
- d. No deduction from the pay of such certified employee may be made because of absence caused by personal reasons until after the personal leave allowance has been used.
- e. Under extenuating circumstances, the Board of Education may approve additional leave to an employee for personal reasons upon request. However, such requests will be considered on a case-by-case basis and the Board shall determine whether such additional leave shall be at a reduced pay rate or without pay.
- f. All requests for personal leave must be made in writing to the principal for submission to the district superintendent for approval one week in advance of the desired day for that leave. A copy of the request should be kept on file in the school office in the employee's file and also at the district office.

3. Accumulation of Sick/Personal Leave

- a. For each employee entering the school system during the school year, leave entitlement for both sick leave and personal leave will be prorated according to the terms of employment.
- b. At the end of each school year, any unused sick or personal leave, as recorded in the payroll office, will convert to sick leave and be credited to the employee's sick leave accumulation.
- c. An employee who leaves the school district and who later returns to employment in the system will receive all unused accumulated leave to which he/she was entitled at the time he/she left the district.
- d. Upon retirement, an employee may choose to be paid at the substitute teacher pay rate for a maximum of 30 days unused accumulated leave or to have all accumulated leave certified to PERS for credit toward retirement. In the event the employee chooses to be paid as above for the 30 days maximum, any additional leave accrued shall be certified to PERS for credit toward retirement.

Classified Staff

1. Sick Leave

- a. At the beginning of each school year, each **teacher assistant/instructional aide** shall be credited with seven (7) days of sick leave allowance with pay.
- b. At the beginning of each school year, all other **classified employees** shall be credited with paid sick leave allowance according to the terms of employment for the position they hold.

Employees that work--

180-197 days --	7 days
198-210 days --	8 days
220 days or more --	9 days

- c. No deduction from the pay of the employee shall be made because of absence due to illness or physical disability until all sick leave allowance has been used.
- d. Any unused portion of the sick leave allowance shall be carried over to the next year if the employee remains in the district. In the event the employee leaves the district, the amount of sick leave allowance accrued shall be credited to them for retirement purposes. Upon retirement from the district, the employee may elect to be paid for a maximum of 30 days of accumulated leave at the daily minimum wage rate.
- e. If any employee is absent on the first day or last day of a scheduled workday or the day before or after a school/legal holiday, a written doctor's statement is required before the absence can be classified as a sick leave day.
- f. If an employee is absent on the first or last working day of the contractual period or on the day before or day after a school holiday, a written doctor's statement providing information verifying the necessity for the absence is required before the absence can be classified as a sick leave day. Otherwise, the employee will be docked for the absence.
- g. If an employee is absent five (5) days or more during a school year (not necessarily consecutive), a written doctor's statement and other documentation may be required at the discretion of the superintendent before the absence may be classified as sick leave days. The doctor's statement must specify that the person was ill and unable to perform his/her duties. The statement must be signed by the attending physician. Otherwise, the employee will be docked for the absence.
- h. An employee who is absent for more than one half day (four hours) will have one (1) full day of leave charged. One-half day will be charged for absences of one-half day (four hours) or less. All employees paid on an hourly basis will be charged for the actual time absent.

2. Personal Leave

- a. At the beginning of each year, each classified employee shall be credited with two (2) days for absences caused by personal reasons during that school year. Personal leave must be preapproved.
- b. Personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday, unless on such days an immediate family member of the employee is being deployed for military service. Personal leave on those days shall result in a deduction of a day's pay.
- c. All requests for personal leave must be made in writing to the principal and upon the principal's or immediate supervisor's approval, the leave request must be submitted to the district superintendent for approval one week in advance of the desired day for that leave if possible. A copy of the request should be kept on file in the school office in the employee's file and also at the district office.
- d. At the end of each school year, any unused personal leave days shall be converted to sick leave for accumulated leave purposes.

All Employees (*Certified and Classified*)

- 1. Bereavement/Illness in Family Leave** -- A maximum of three (3) days per year of sick leave may be used in cases of illness in the family or in cases of death of mother, father, brother, sister, spouse, mother-in-law, father-in-law, child, grandchild, blood relative dependent as defined by the IRS, or foster parents. The absence report used to report all absences of employees must show the relationship between the employee and the family member whose illness or death occasioned the absence.
- 2. Maternity Leave** -- Absences necessitated due to the birth of a child shall be treated the same as absences described under the "sick leave" provisions of this policy. Principals should be notified in advance when leave is expected to begin and end. Pregnancy is not considered a catastrophic illness unless specified in writing by a licensed physician.
- 3. School Business Leave** -- Leave for attendance at required meetings, workshops, etc. related to the job description of the employee may be allowed without reduction in pay or loss of leave credited to the employee provided such leave is approved. All requests for school business leave should be on the proper form and approved by both the principal/supervisor and the district superintendent prior to the day for such leave.
- 4. Jury Duty** -- Absence from duty as a result of jury service will not result in the loss of leave benefits or pay. A copy of the summons to jury duty should be provided to the building principal, as documentation for such leave and employees must report the status of jury service to the principal and/or supervisor on a daily basis so substitutes can be arranged. If an employee does not have to report for jury service any day during the week of summoned duty that employee will be expected to report to work. Failure to report to work when relieved of jury duty can result in docked pay and a subsequent suspension. Employees who must appear in court under subpoena for reasons outside their job responsibilities may do so provided they use personal business leave.
- 5. Vacation Leave**
 - a. Every employee who works on a twelve-month basis with the Coahoma County School District will be entitled to a two-week vacation with pay at the end of each year employed (July 1 through June 30).
 - b. For employees entering the system during the year, vacation leave will be prorated according to the days worked. Employees who work on a nine (9), ten (10), or eleven (11) month basis are not entitled to vacation leave.
 - c. Vacation leave may be used during the year after it is earned and may not be accrued beyond June 30 of the following year.
 - d. Vacation leave may not occur two weeks after the end of a school term and two weeks prior to the opening of a new school, except as otherwise approved by the Superintendent.
 - e. Employees are encouraged to plan vacation leave around the school calendar and their job responsibilities. Vacation leave must be requested in writing to the principal or immediate supervisor for approval and forwarded to the superintendent. In cases where a hardship on the district could result from an employee's absence, vacation leave may be denied and/or rescheduled.
 - f. Only five (5) consecutive vacation days may be taken at one time, unless otherwise approved.
- 6. Military Leave**
 - a. Personnel may be granted a leave of absence, without pay, to fulfill other military requirements, such as, being called to duty by a Reserve or National Guard Unit, with said leave not exceeding one year, except in time of war. Such leave shall have prior approval of the Superintendent. If possible, requests for military leave of absence should be submitted by March 1 of the school year preceding the absence or immediately upon notification. Any certified employee returning from military leave

will be placed on the salary schedule one step above that upon which the last full year contract was written, provided the previous contract year was completed.

- b.** Any employee who is an active reservist or member of the National Guard shall be required to make a written request to the appropriate military authorities (with a copy submitted to the Office of the Superintendent) to have short-term annual tours of duty scheduled during the summer months between regular school sessions. In the event that such short-term tours of duty must be scheduled during the school year, the employee must request his/her commanding officer to submit a letter to the Superintendent specifying the dates of such service and reasons for not rescheduling these dates. When appropriate leave is granted during the school year, leave will be classified by the school district as "other leave" and will not result in loss of pay.
- c.** If an employee is called to reserve or guard duty of fifteen (15) days or less, no deductions will be made from the employee's salary or from accumulated sick leave or vacation time. However, such duty shall have prior approval of the Superintendent.

7. Other Absences

- a.** Any other absences not covered in the preceding explanations shall be considered "other absence" and may result in loss of full pay. Any person required to be absent for "other reasons" must submit a written request stating the reason for the absence, the number of days requested, and the dates of the absences requested. The request must be submitted to the principal and/or supervisor who will in turn forward the request to the Superintendent for his/her approval or disapproval of the absence. The Superintendent, at his/her discretion, may elect to submit the request to the Board of Education for final approval or disapproval of the absence.
- b.** As a general rule, employees will not be excused for personal travel other than personal leave on days school is in session except in very special cases of unusual opportunity for travel. Such request may be approved by the superintendent for a limited period of time and without pay. Deductions shall be made at the employee's full rate of pay per day.
- c.** Employees who make materially false statements as to the cause of any absence may also face reprimand, suspension without pay, and/or termination.

Family and Medical Leave (FMLA)

The Coahoma County School District shall be in compliance with provisions of the Family and Medical Leave Act of 1993, which became effective August 5, 1993. The Administration of the district is charged with the responsibility of implementing the provisions of this policy. The district shall be in compliance with provisions of the Act regarding rights of employees and employer liability. **All leave requests must be made directly to the superintendent** whose approval is needed to determine whether the request qualifies according to district leave policies.

The district shall not be in violation of the Individuals with Disabilities Education Act (2) U.S.C. 1400 et seq.), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), or Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), solely as a result of an eligible employee of the district exercising the rights of such employee under this Act.

Donated Leave

Senate Bill 2317 allows any state employee to donate accrued personal or major medical leave to another state employee who is suffering from a catastrophic injury or illness, or to another employee who has a member of his/her immediate family who is suffering from a catastrophic injury or illness.

“Catastrophic injury or illness” means a life-threatening injury or illness of an employee or member of an employee’s immediate family that totally incapacitates the employee from work, as verified by a licensed physician and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses, such as influenza, and common injuries are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery that result in intermittent absences from work, are long-term in nature, and require long recuperation periods may be considered catastrophic. Pregnancy is not considered catastrophic.

Notice to Employees

The employees will exhaust all paid leave concurrently with the FMLA leave if the paid leave has not been exhausted. The District will post and keep posted, in conspicuous places a notice summarizing the entitlement to FMLA leave.

Definitions

1. “Eligible employee” means an employee who has (1) been employed by the district for at least twelve months and (2) for at least 1,250 hours of service with the district during the previous twelve-month period. Fifty-two (52) weeks of casual, intermittent or occasional employment qualifies as “at least 12 months.” School district employees exempt from the Fair Labor Standards Act requirements are presumed to have worked 1,250 hours.
2. “Employee’s spouse” means husband or wife as defined by Mississippi Law.
3. “Employee’s son or daughter” means biological child, adopted child or foster child, legal ward or the child for whom the employee is standing in loco parentis who is either under the age of 18 or above the age of 18 and incapable of self-care because of mental or physical disability.
4. “Employee’s parent” means biological parent or an individual who stood (or now stands) in loco parentis to an employee when the employee was a child. This does not include parents-in-law.

5. "Employee's immediate family member" means spouse, son or daughter or parent as defined above.

6. For the purposes of FMLA, "serious health condition" means illness, injury, impairment or physical or mental condition that involves either in-patient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

Entitlement

1. Subject to certification which is required by the District to substantiate a request for family or medical leave, an eligible employee shall be entitled to a total of 12 work weeks of unpaid, protected leave during a twelve-month period, as specified, for the following family or medical reasons:
 - a. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
 - b. Because of the placement of child with the employee for adoption or foster care.
 - c. In order to care for the spouse, or a son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition.
 - d. Because of a serious health condition that makes the employee unable to perform the functions of the position for such employee.
2. Entitlement to leave as defined in A or B above shall expire at the end of the twelve-month period beginning on the date of such birth or placement. Leave under subparagraph (A) or (B) in #1 above shall not be taken by an employee intermittently or on a reduced leave schedule unless the employee and the administration agree otherwise.
3. The twelve-month period for reasons C & D above will begin at the date of the employee's first FMLA leave.
4. Spouses who are both employees of the District are jointly entitled to a combined total of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a sick parent (but not a parent "in-law") who has a serious health condition.
5. If accumulated paid leave is provided for fewer than twelve work weeks, the additional weeks of leave necessary to attain the 12 work weeks of leave required under this Act may be provided without compensation.

Notice to District

1. In any case in which the necessity for leave is foreseeable based on an expected birth or placement, the employee will provide the district with no less than thirty-day notice, before the date the leave is to begin, and of the employee's intention to take such leave, except that if the date of the birth or placement requires leave to begin in less than thirty days, the employee will provide such notice as is practical.
2. In cases where the necessity for leave is foreseeable effort to schedule the treatment so as not to unduly disrupt the operations of the district and shall provide the employer with not less than thirty days' notice before the date the leave is to begin, or such notice as is practicable.
3. If the employee had actual notice of the need for FMLA leave and he/she fails to give thirty-day notice for foreseeable leave with no reasonable excuse for the delay, the agency may deny taking FMLA leave until at least thirty days after the date of the employee provides notice to the district of the need for FMLA leave.

Intermittent Leave on a Reduced Leave Schedule

1. Family leave for childbirth, adoption or foster care may not be taken intermittently or on a reduced leave schedule unless the district approves otherwise.
2. Leave to care for a seriously ill family member or due to the employee's own serious health condition may be taken intermittently or on a reduced schedule whenever medically necessary.
3. If an employee requests intermittent leave, or leave on a reduced leave schedule, that is foreseeable based on planned medical treatment, the district may require such employee to transfer temporarily to an available alternate position for which the employee is qualified and with the equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular employment position.
4. Only the time actually taken as FMLA may be charged against the employee's leave entitlement when leave is taken intermittently or on a reduced schedule. For part time employees and those who work various hours, the FMLA leave entitlement is calculated on a pro-rated basis by comparing the new schedule with the normal schedule (i.e., if an employee who normally works 30 hours per week works only 20 hours under reduced leave schedule, the employee's 10 hours of leave would constitute 1/3 of the week of FMLA leave for each week the reduced schedule is worked.

Certification

1. The district may require that a request for leave under entitlements C and D be supported by certification issued by the health care provider of the eligible employee or of the son, daughter, or spouse, or parent of the employee, as appropriate. Certification shall be deemed sufficient if it states the date on which the serious health condition commenced, the probable duration of the condition, the appropriate medical facts within the knowledge of the health care provider regarding the condition, a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent for leave under C above, and a statement that the employee is unable to perform the functions of the position of the employee for leave under D above. In cases of certification for intermittent leave, or leave on a reduced leave schedule, for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment, together with appropriate statements regarding the necessity for such intermittent or reduced leave.
2. The district may require, at the expense of the district, that the eligible employee obtain the opinion of a second health care provider designate or approved by the district concerning any information used for certification/substantiation purposes.
3. The district may require that the eligible employee obtain subsequent recertification on a reasonable basis at the district's expense.

Restoration

1. An eligible employee who takes leave under the provisions of the Family and Medical Leave Act for the intended purpose of the leave shall be entitled, on return from such leave (a) to be restored to the position of employment held by the employee when leave commenced or (b) to be restored to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. The taking of leave under the provisions of this act shall not result in the loss of any employment benefit accrued prior to the date

on which the leave commenced. As a condition of restoration under D, the district shall require that employee obtain certification from the health care provider of the employee that the employee is able to resume work.

2. For salaried employees among the highest paid 10 percent of the employees of the district, the district may deny restoration as described above if (a) such denial is necessary to prevent substantial and grievous economic injury to the operations of the district; (b) the district notifies the employee of the intent to deny restoration on such basis at the time the determination that such injury would occur is made; and (c) in any case in which the leave has commenced and the employee elects not to return to employment after receiving such notice.

Maintenance of Benefits

1. Except as provided below, during any period that an eligible employee takes leave under this Act, the district shall maintain any coverage under any "group health plan" as defined in section 5,000 (b)(1) of the Internal Revenue Code of 1986 for the duration of such leave at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.
2. The district may recover the premiums that the district paid for maintaining coverage for the employee under such group health plan during any period of unpaid leave under this Act if (a) the employee fails to return from family or medical leave after the period of leave to which the employee is entitled has expired; and (b) the employee fails to return to work for a reason other than the continuation, recurrence, onset of a serious health condition that entitles the employee to leave as noted in C and D above.
3. If the employee fails to return to work at the end of the leave period because of a serious health condition, the district may request that the employee furnish a medical certification from the health care provider of the employee or the employee's family to support the employee's claim. If the employee fails to furnish the requested certification within 30 days of the district's request, the district may recover the health insurance premiums it paid during the period of unpaid leave.
4. If an employee desires to continue life insurance, disability insurance of other types of benefits for which he /she typically pays during unpaid FMLA leave, the district and the employee must agree upon arrangements to continue coverage before FMLA leave begins.
5. With respect to retirement, any period of FMLA leave will be treated as continued service (i.e. no break in service) for purposes of vesting and eligibility to participate.

Other Provisions

1. The district may require that an eligible employee who works principally in an instructional capacity who requests leave under C or D above that is foreseeable based on planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which such leave would extend as follows: (a) take leave for period of a particular duration not to exceed the duration of the planned medical treatment; or (b) transfer temporarily to an available alternative position offered by the district for which employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the regular employment position of the employee.

2. The following rules shall be applicable to periods near the conclusion of an academic term with respect to leave in the case of any eligible employee principally in an instructional capacity by the district.
 - A. If the eligible employee begins family or medical leave more than five weeks prior to the end of the academic term, the district may require the employee to continue taking leave until the end of such term if as follows: (1) the leave is of at least three weeks duration; and (2) the return to employment would occur during the three-week period before the end of such terms.
 - B. If the eligible employee begins leave under A, B, or C above during the period that commences five weeks prior to the end of the academic term, the district may require the employee to continue taking leave until the end of the term if (1) the leave is of greater than two weeks duration and (2) the return to employment would occur during the two week period before the end of such term.
 - C. If the eligible employee begins leave under A, B, or C above during the period that commences three weeks prior to the end of the academic term and the duration of the leave is greater than five working days, the district may require the employee to continue to take leave until the end of such term.

Enforcement

The U.S. department of Labor is responsible for the enforcement of the FMLA and may investigate and resolve complaints and violations under the Act in the same manner as under the fair Labor Standards Act (FLSA).

Personnel Benefits

1. Retirement

Employees of the District become members of the Public Employees Retirement System of Mississippi (PERS) as a condition of employment. Exceptions to membership in the systems are: bus drivers who work less than 20 hours weekly, employees who work less than 15 days a month or who work less than ½ of a normal work load for their position; persons compensated on a per diem basis; and retired members of PERS who are employed less than six months. PERS manuals are available through the personnel clerk.

2. Social Security

All employees are required to participate in the federal social security program.

3. Insurance

Employees who work 20 hours or more a week are eligible to participate in the State and Public School Employees Group Health Insurance program on the date of employment. Employees may select and pay for additional dependent coverage for dependents at the rates under this policy and may select other types of insurance coverage approved by the District for payroll deductions. Employees on leave without pay may pay the premiums themselves in order to keep insurance coverage current.

*****Notice of Right to Continue Group Health Insurance Coverage**

Employees in the group health insurance program have the opportunity for temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. Employees who desire "continuing coverage" should consult the payroll clerk concerning the eligibility criteria and procedures necessary to obtain such continued coverage.

SECTION V: GENERAL WORKPLACE PROFESSIONAL EXPECTATIONS

A. Workplace Conduct

Employees of the District are expected to maintain professional conduct at all times. Employees should be courteous and should not generate or contribute to malicious gossip. Abusive or vulgar language, threats, or other disruptive behavior will not be tolerated. Employees are expected to be diligent in performance of job responsibilities and are prohibited from having visitors during work hours except in cases of emergency or extenuating circumstances. Employees should maintain a professional relationship with students at all times. Harassment, bullying, and discrimination toward students or other employees are strictly prohibited. See district policy JDDA-P for procedures relating to the bullying policy.

B. MS Educator Code of Ethics and Standards of Conduct

The Mississippi Code of Ethics 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 as well as paraprofessional staff. **See Appendix A for the Code.**

C. Workplace Dress

All employees should dress professionally and appropriately for their job responsibilities. Personal appearance plays a great part in an employee's success in his/her professional position. Each faculty/staff member should consider it his/her responsibility to be dressed in a manner appropriate to the profession and set good examples for the students by wearing clothing that is clean/appropriate for the types of duties assigned.

Employees are expected to wear appropriate work [casual] attire. Employees are expected to dress neatly and maintain appropriate personal hygiene standards. Acceptable workplace attire includes button-up shirts, blouses, dresses, polos, khakis, dress pants, clean un-ripped jeans (only when specified), sweaters, and similarly appropriate attire. Adjustments may be made during inclement weather and for offsite events.

Professional staff, including coaches, are expected to wear shirts with collars, tails tucked into pants, and belts. Professional dress **excludes** blue jeans, head gear (to include sunglasses and electronic devices), athletic wear, **hospital scrubs (except for self-contained exceptional education teachers and school nurses)**, revealing or suggestive clothing (to include tops and blouses that expose cleavage or midriff), and excessively tight clothing such as spandex or leggings. Shorts, tank tops, mesh shirts, cutoff shirts, sweatpants, athletic wear, caps, ripped jeans, and T-shirts with controversial slogans are not appropriate. **Excessive tattooing**, face and body piercings (such as nose and tongue piercings) are prohibited. Other dress may be prohibited at the discretion of the superintendent and principal/supervisor. While it is not possible to write a dress and grooming code which will properly address every aspect of appropriate dress and grooming, a few additional regulations are listed below as a result of observations of staff dress in recent years:

- ✓ Shoes must be worn at all times: no flip flops, no house slippers and no shower shoes are allowed unless medically prescribed by a physician and a physician's statement is required.
- ✓ **No hats, caps, hair scarfs, etc.** should be worn in the buildings by males or females.
- ✓ No halters or halter dresses should be worn.
- ✓ No see-through or sheer clothing should be worn.

- ✓ No sleeveless tops/dresses should be worn.
- ✓ No clothing exposing the midriff or underwear may be worn.
- ✓ **No leggings or tights shall be worn as pants.** They may be worn under dresses or skirts.
- ✓ Physical education teachers are not allowed to wear jogging pants/suits in place of professional school attire.
- ✓ Physical education teachers and coaches are only to wear shorts inside the gym, or during physical education activities.

Employees will be provided with advance notice of any dress code changes if changes are necessary. Employees in customer-facing roles are expected to dress appropriately for off campus meetings, which may require more formal attire. Employees should use their best judgment when determining appropriate dress for meetings and events.

A teacher who is not attired appropriately, or exhibits grooming which is detrimental and/or distracting to the school environment, shall be asked to refrain from wearing the inappropriate attire in the future, and shall be required to secure more suitable or appropriate attire for the day or event.

“Dress Down Day” is a privilege, not a given, for staff and students. The principal/supervisor in each school must secure permission from the superintendent to grant this privilege. The principal should ensure that the dress on this day is appropriate attire for professional staff and may include blue jeans (no holes or rips).

The district dress code policy will be followed. To curtail serious problems concerning staff dress, the following consequences will be set forth:

- **First Offense** -- sent home to change and given verbal warning
- **Second Offense** -- sent home to change and given written reprimand
- **Third Offense** -- one-day possible suspension without pay, or termination
- **After 3rd Offense** -- dress code violation may result in possible extended suspension without pay and/or termination.

D. District Property/Inventory Control

The District's property and equipment should be properly used and maintained. Supplies, equipment and materials should be used for the maximum benefit of students and unauthorized personal use of such by employees should be reported to the administration and may result in disciplinary action.

The District maintains an inventory of assets assigned to each school by building, room and teacher. Building administrators and teachers are responsible for securing and maintaining the items assigned to them and for verifying the accuracy of their inventories. Items such as cell phones and laptop computers must be properly checked out when not in the location to which they are inventoried. **Missing or stolen items should be reported immediately to the administrator of the building, the district office, and to the local law enforcement agency (School Resource Officers). Assets may not be transferred between teachers, rooms or buildings without authorization and completion of the necessary inventory control forms.** A full inventory will be taken at least annually by the Fixed Assets Coordinator and at least twice annually by the building level administrator/supervisor.

The teacher and/or building level administrator will be responsible for the cost of any item determined to be missing during the year which has not been properly reported as stolen, transferred, or discarded. CCSD

Policy DM gives procedures for handling of fixed assets. Violations of inventory control procedures may result in disciplinary action, including dismissal.

(See further guidance in Fixed Assets Inventory Handbook.)

E. Personal Property and Workplace Search Policy

Employees should refrain from bringing personal property to the work site and any personal valuables necessary should be kept with the employee or in a secure place. While the District will take reasonable precaution against theft or vandalism, the District is not responsible for the loss of personal property of employees or students.

Entering onto District property is deemed to be consent to all reasonable searches. At any time, the District reserves the right of access to search all District property, including desks, lockers, state-owned vehicles, storage areas or work areas and to inspect personal property on District premises including lunch boxes, briefcases, purses, parcels, tool boxes and personal vehicles for the purposes of investigating thefts, misuse of District, student or employee property or other misconduct. Searches may be conducted by any lawful means. In conducting investigative searches special care will be taken to ensure and preserve individual dignity and the privacy of personal items to the extent possible. Accordingly, the employee may be asked to open personal items and to remain present during investigative searches of said items.

F. Workplace Safety

The District seeks to conduct all operations as safely and efficiently as possible. The District follows the Environmental Protection Agency (EPA) and Occupational Health and Safety Administration (OSHA) codes and regulations regarding environmental protection. All employees have the obligation to report unsafe conditions to their immediate supervisor for prompt correction.

The District has further assigned responsibility, authority and accountability for safety to all principals and supervisors within their building or area of operation. The designated Safety Coordinator will provide guidance for use of equipment, facilities, training, and supervisor necessary to achieve a risk management program that prevents or recovers all types of potential losses as deemed necessary by the administrator and Safety Committee. Authorized vehicle operators and bus drivers are expected to follow the principles of defensive driving to prevent accidents in spite of incorrect action of other drivers or adverse highway or weather condition that may affect driving. Seatbelts are required to be worn in vehicles where they are available and all vehicles operators are required to obey the State of Mississippi Motor Vehicle laws.

G. Accidents, Incidents, and Emergencies

All employees must report all accidents, incidents, health or safety hazard or injury of an employee or visitor to his/her immediate supervisor. Reports should be made on the appropriate accident or incident report form as soon as possible after the incident occur and should be reported (regardless of the nature or extent of injury and regardless of whether medical attention is needed or not needed). Immediately to the Human Resources Director. The Safety Coordinator, Human Resources Director and/or Business Manager will assist employees and his/her supervisor in completing the necessary forms for a Worker's Compensation claim when necessary.

H. Fire and Disaster Evacuation and Crisis Management Plans

Each building shall maintain effective fire and disaster evacuation plans and crisis management plans to protect all individuals. Employees are responsible for familiarizing themselves with the details of the plans

in their building and procedures and evacuation diagrams shall be posted throughout each building. Periodic drills will be conducted and may be announced or unannounced to test the effectiveness of these plans and procedures. The building principal is responsible for holding fire, tornado, bus evacuation and crisis management drills as determined by the administration.

I. Communications Policy/Cell Phone Policy

All computer systems networks, business and telephone equipment and other electronic communications systems and all communications and stored information transmitted, received or contained in the District information systems are the property of the District and are to be used solely for work-related purposes. The District prohibits non-work related use of its computer equipment, software, telephone systems, copy machines and facsimiles or other communications equipment without approval of the superintendent.

Mailboxes are provided for each school at the District Office and for employees at each school site. Mailboxes should be checked daily. Mailboxes may not be used for solicitation or distribution of any material that is not school related business.

Employees are not to post derogatory or degrading comments regarding school, staff, or student matters on any social networking site, such as Face Book, You Tube, Snap Chat, Twitter etc. Violations can result in suspension and/or termination.

Personal telephone calls during the workday are prohibited except in emergencies. No personal long-distance calls will be placed on district telephones nor will collect calls be accepted. Employees are reminded that district telephones are to be used for school-related business only.

J. Harassment and Discrimination

The CCSD does not tolerate harassment or discrimination. The district is committed to preserving a working environment free from sexual harassment. Sexual harassment is against the law and is a form of gender discrimination. The district does not tolerate discrimination based on gender, pregnancy, sexual orientation, sexual identity, race, religion, age, national origin, citizenship, veteran status, disability, or any other personal characteristic unrelated to an employee's ability to perform work requirements. The aim of this policy is to prevent harassment of any kind by anyone employed by or associated with the company. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or unwanted sexual attention by anyone associated with the company, whether male or female. Harassment may include references to employment status or conditions or may serve to create a hostile, intimidating, or uncomfortable work environment. Harassment includes, but is not limited to, obscene jokes, lewd comments, sexual depictions, repeated requests for dates, touching, staring, or other sexual conduct committed either on or off company premises. All employees are responsible for helping to ensure that our workplace is kept free of harassment. If you feel you have been a victim of sexual harassment or discrimination, report the behavior to any supervisor or member of the human resources department. If you have witnessed sexual harassment or any form of harassment or discrimination, you also are urged to report the incident to human resources or management so that prompt action may be taken to investigate the matter.

All complaints will be treated seriously, kept as confidential as possible, and investigated fully. The CCSD expressly forbids any retaliation against employees for reporting a sexual harassment incident. If an investigation confirms that sexual harassment has occurred, immediate action will be taken to put an end

to the harassment. The CCSD will take appropriate corrective actions against anyone found to be in violation of this policy, including potential termination of employment.

K. Equal Employment Opportunity Policy

The CCSD provides equal employment opportunities to all employees and prospective employees. It does not discriminate based on race, ethnicity, religion, age, disability status, genetics, sexual orientation, gender identity or expression, or any other protected characteristic regarding hiring, promotion, layoff, termination, or compensation.

The CCSD recruits, hires, trains, assigns personnel, promotes, and compensates employees without regard to race, color, religion, national origin, age, sex, marital status, disability, or sexual orientation. All employment decisions in the CCSD are made based on merit and job requirement.

L. Social Media

Social media platforms are a common means of communication and self-expression. Because online postings can conflict with the interests of the CCSD, the district has adopted the following policy. Breach of this policy may result in disciplinary action, up to and including termination. Outside the workplace, you have a right to participate in social media and networks using your personal email address. However, information and communications that you publish on personal online sites should never be attributed to the district or appear to be endorsed by, or to have originated from, the district. Do not disclose district confidential information related to its employees or students. Sharing these types of information, even unintentionally, could result in harm to the district and legal action against you or the district. If you choose to disclose your affiliation with the district in an online communication, then you must treat all communications associated with the disclosure as professional communications governed by this and other district policies. Do not post any information or engage in any online activity that violates applicable local, state, or federal laws, or professional rules of conduct. Avoid hostile or harassing communications in any posts or other online communications involving the district. **Harassment is any offensive conduct based on a person's race, sex, gender, gender identity, national origin, color, disability, age, sexual orientation, veteran status, marital status, religion, or any other status protected by law.**

M. Workplace Safety

Workplace safety policies protect the district, staff, and students. Accidents or injuries sustained at work need to be reported even if they are relatively minor and do not require medical care. That tiny cut that is sustained while opening boxes could end up becoming infected down the road and requiring medical care. If an employee drives company the employee is responsible for parking tickets and traffic violations incurred while driving for work, and no employees may drive under the influence of any substances.

District-owned vehicles may be utilized for approved business purposes. If an employee drives his/her own personal vehicle for approved business purposes, they will be reimbursed according to the current state or IRS mileage rate. Vehicles are to be driven only by those employees who have been specifically authorized to do so. Unauthorized use of a company vehicle will result in strict disciplinary action, up to and including termination. Any employee who is authorized to drive a company vehicle and allows any other unauthorized use of the vehicle will be subject to the same disciplinary action described above. Employees may not transport family members or non-employees without approval. Each employee who is assigned a specific vehicle for ongoing use is to properly maintain that vehicle. Employees should report any maintenance

concerns promptly and refrain from driving the vehicle if it does not appear to be safe to operate. Employees should follow all relevant traffic laws and exercise safe driving practices.

N. Technology

The CCSD provides internet access and district-owned computers for office and school use. Employees are expected to use internet access in a professional manner, primarily for work related activities and communication. Employees with internet access must be clear on the point that the district can and may monitor internet usage for appropriateness. The district's acceptable use policy applies to conduct on the internet, especially those that deal with intellectual property protection, privacy, misuse of resources, sexual harassment, information, data security, and confidentiality.

Offensive and/or sexually explicit content may not be displayed, printed, archived, stored, distributed, edited, or recorded using company devices or resources. No employee may use CCSD facilities to knowingly download or distribute pirated software or data. Intentional use of any company resources for any illegal activity is grounds for immediate dismissal, and CCSD will cooperate with any legitimate law enforcement activity in that regard. Any employee attempting to disable, defeat or circumvent any company security facility (firewalls, proxies, screening programs, etc.) is subject to immediate dismissal. Any file or software downloaded from the internet to district equipment must be scanned for viruses before being accessed. Do not download any files from unknown or suspicious email addresses, and report any suspicious activity to the IT department.

EMPLOYEE CELL PHONE USE-CCSD Policy IFBB

The Board of Trustees of the Coahoma County School District respects the professionalism demonstrated by the district's certified and classified staff. As in most cases the use of common sense leads to good employee practices that support the high level of professionalism expected of all staff members.

In keeping with this expectation of professionalism, the parameters for employee cell phone use include, but are not limited, to the following:

1. Teachers and support staff may use cell phones while on break or during lunch period, when necessary, but under no circumstances while children are under their supervision or in their presence, such as in the cafeteria.
2. Teacher and support staff cell phones may not emit an audible sound while students are present in the classroom.
 - a. Use of cell phones to include text messaging by teachers and support staff is prohibited while students are present in the classroom except in cases of life-threatening emergencies.
 - b. Use of cell phones to include text messaging by teachers and support staff is prohibited while on duty inside or outside the building except in cases of life-threatening emergencies.
 - c. Use of cell phones, to include text messaging, by bus drivers is prohibited while the bus is in operation. In cases of life-threatening emergencies, bus drivers must bring the bus to a complete stop prior to using the cell phone.

Due to the nature of the administrative role, rules applying to the use of cell phones by school administrators differ from those required of teachers and support staff. Administrators will be required to use appropriate etiquette in the use of cell phones. **Cell phone use for personal calls while in the presence of school colleagues is not considered appropriate.**

O. Purchasing and Receipting of Funds

All purchases by employees of the Coahoma County School District shall be made in accordance with state law and purchasing procedures outlined by federal and state guidelines, the Office of the State Auditor, and district guidelines and procedures. All purchases must be made on an official purchase order signed by the superintendent. Employees will be responsible for payment of any and all invoices which are incurred without a signed purchase order. Each principal/supervisor is responsible for purchasing within their building or department and for training staff and faculty in the proper procedures for procurement of supplies, materials, and equipment.

Any funds collected by teachers or other school personnel should be receipted properly in accordance with district accounting procedures. Any funds on hand at the building level must be turned in or deposited in a timely manner to avoid loss or theft. Teachers should not keep money in their personal possession overnight. Failure to follow district accountability procedures with regard to collection, receipting or depositing in funds may result in disciplinary action including dismissal and/or repayment of funds.

P. Reimbursement of School Business Travel Expenses

Employees who have been authorized by the superintendent to travel in the performance of their duties shall be advanced or reimbursed their expenses by the school district for such travel as appropriate (based on policy). Each employee will be reimbursed for per diem and for each mile actually and necessarily traveled in the employee's automobile or other private vehicle at a rate as determined by the Mississippi Department of Finance and Administration. Employees are expected, by the board, to carpool when practical where two (2) or more employees are traveling to the same destination. In such an event, only one (1) travel expense allowance at the authorized rate per mile shall be allowed for anyone (1) trip. Meal per diem or reimbursement will not be allowed for trips that do not require an overnight stay. Receipts are required for all other expenses such as registration, parking hotel, etc.

Q. Outside Employment

The Board of Education considers employment in the Coahoma County School District as an employee's primary employment. Employees shall not engage at any time in any outside employment that would interfere with their effectiveness in performing regular assigned duties, would compromise or embarrass the school district or would in any way conflict with assigned duties. Employees may not be employed or involved in any private or public entity outside of school employment without required reporting of outside employment to their immediate supervisor.

R. Political Activities

The Board of Education recognizes the rights and responsibilities of employees of the District, including the right to campaign for elective offices and to hold elective or appointive offices as provided bylaw. Employees of the District have the same rights and responsibilities to political activity as other citizens and are encouraged to participate. However, employees have an additional obligation to the District that requires good judgment in their participation and shall not create the impression they are speaking for the board, the District or for any

other employee. Engagement in a political activity should in no way interfere with an employee's presence on the job or performance of job duties.

Letters reflecting an individual's opinion shall not be written on District or school letterhead and the expenditure of district, state or federal funds or the use of school owned equipment for conducting supporting partisan political activity is strictly prohibited.

S. Fund Raising/Solicitation

Employees may not solicit, canvass or distribute literature, goods or services during work hours in work sites or at any time in areas accessible to students or the general public unless authorized by the superintendent or board as school related activity. All fund-raising activities to be conducted by employees or students must have prior approval of the superintendent and funds collected during authorized activities must be handled in accordance with District financial accountability procedures. Outside agencies and/or persons may not solicit, canvass, or distribute goods on school property without written permission from the superintendent and/or board as deemed appropriate. See purchasing and receipting of funds for procedures on receipting and turning in money in a timely fashion.

T. Field Trips

Teachers and school staff are required to obtain prior approval for field trips. Requests for field trips must be made through the building principal on the proper request form and submitted to the superintendent for approval at least two weeks in advance of the projected date of the trip. Principals and teachers are encouraged to exercise good judgment as to the appropriateness of the field trip for the students' age, grade, course content, etc. The superintendent may approve/ disapprove the request subject to available funds or other criteria, or the request may be submitted for Board approval.

Students clubs and organizations may be granted permission to attend district and state conventions or other activities. However, the cost for such trips may be required to be paid by students individually or from club or organization funds.

U. Supervision of Students

All employees must follow the schedules, assignments and directives of the principal/supervisor related to supervision of students. Students must never be left in classrooms unsupervised or allowed to be in the hallways, bathrooms, auditorium, or gym without permission. Failure to properly supervise students may result in the employee's personal liability for any accident, injury or misconduct and could result in disciplinary action by the District, including dismissal.

V. Visitors

All visitors to schools, including parents, shall report immediately to the school office upon arrival on a school's campus. Parents are encouraged to visit the schools for special events, conferences, etc. However, all visitors, including parents, must report to the principal's office using the main entrance for the purpose of seeking approval to visit in the school. Students shall not be permitted to bring persons other than their parents or guardians to school without permission from the administration.

The classroom teacher shall be informed as to the day and time of visits so as to avoid any conflicts with the school schedule. Parents cannot request a conference with a teacher during a teacher's instructional time. An

appointment for a conference with the teacher during his or her conference must be made prior to the conference.

All staff members shall report any unauthorized visitors to the office immediately. Irate behavior by visitors will not be tolerated under any circumstance and may be subject to removal by law enforcement. Visitors in the school, without permission to do so, may be arrested for trespassing.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds. Such persons will be prosecuted to the full extent of the law.

Posted notices containing rules for visiting shall be placed on bulletin boards at each school, and also posted outside the school in a conspicuous place on the school campus. A copy of this posted notice may be given to city officials of respective towns, media representatives, businesses, and churches, as well as disseminated to parents via handbooks and printed flyers.

W. Use of District Facilities

Any requests for the use of District-owned facilities for purposes other than school related events or functions must be approved by the Board in accordance with its policy. A request for use of a school facility must be made in writing and must be approved by the principal and superintendent prior to submission to the Board for final approval and authorization. Groups or organizations who desire to use school facilities may be required to have liability coverage, to pay a reasonable fee for use and clean-up, and to pay a school employee to be on duty during such use to ensure proper use of the facility. The Board reserves the right to refuse requests for use of facilities, to place restrictions on the use and/or to waive any provisions of its policy for use on a case-by-case basis.

X. PROFESSIONAL DEVELOPMENT PROGRAM

The primary function and purpose of the Coahoma County School District Professional Development Program is to strengthen the effectiveness of the educational organization, to improve teaching and student learning processes, and to promote professional growth for all employees.

Participation in the district's professional development program is required for each employee and plays a major part in the district's personnel appraisal.

This program is based on the **Principles of Excellence in Professional Development and the Mississippi Professional Growth System and emphasizes:**

- ✓ a shared vision with goals for improving student performance,
- ✓ a planning process which fosters team building and shared decision making,
- ✓ a variety of learning options essential to enhance individual growth and organizational improvement, and
- ✓ time and structure for demonstration, practice, reflection, and sharing.

The district maintains a professional learning calendar that supports and considers the seven professional learning standards (learning communities, leadership, resources, data, learning designs, implementation, and outcomes) within the Learning Forward Standards for Professional Learning.

The District's Professional Learning Plan is inclusive of all entities required to make an effective professional learning plan. The Professional Learning Calendar will be printed in a separate document that will be on file at the district office and in every school.

Y. RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

The right to engage in voluntary prayer or religious discussion free from discrimination does not include the right to have a captive audience listen, or to compel other students to participate. Teachers and school administrators should ensure that no student is in any way coerced to participate in religious activity.

Teachers and school administrators, when acting in those capacities, are representatives of the state and are prohibited by the establishment clause from soliciting or encouraging religious activity, and from participating in such activity with students.

Teachers and administrators also are prohibited from discouraging activity because of its religious content, and from soliciting, or encouraging anti-religious activity.

The Coahoma County School District's Board of Education authorizes that each classroom may have a brief period of quiet reflection for no more than sixty (60) seconds at the opening of each school day.

The motto "In God We Trust" shall be displayed in each classroom, school, auditorium, and school cafeteria in every public elementary and secondary school of the state. The motto shall be on appropriately framed background with minimum dimensions of eleven (11) inches by fourteen (14) inches.

Z. Education Enhancement Funds (EEF)

The State Board of Education shall develop rules and regulations for the administration of Education Enhancement Funds (EEF) with particular emphasis on allowing the individual teacher to expend funds as they deem appropriate with minimum input from the school principals.

- Two or more teachers may agree to pool their funds for the benefit of a school-
 - *Must be pursuant to a spending plan that supports the overall goals of the school.
 - *Plan must be submitted in writing to the school principal for approval.
- These funds shall supplement, not replace, other local and state funds available for the same purposes.
 - * Not to be used for administrative purposes.
- Funds to be allocated equally to all teachers.

Teacher is defined as:

- *Any employee required to obtain a teacher's license (but not federally funded teachers)
- *Is assigned to an instructional area of work as defined by State Board of Education

*****Funds used inappropriately MUST be repaid.*****

AA. Substitute Teacher Guidelines

The superintendent can authorize the hiring of substitute teachers to staff classrooms in the absence of teachers. Building principals have the responsibility of securing substitute teachers to fill daily vacancies created by teacher absences from a list of eligible substitutes provided by the Human Resources Director.

All substitute teachers for the District are required to complete the application process. The complete application process includes the general application; presentation of a social security card and a picture identification, both of which are photocopied and filed in the applicant's folder. Each applicant must be a minimum of 21 years old. A criminal background check will be performed on each substitute applicant as well as

finger printing as required by state law (§37-9-17) (2). The applicant is responsible for the cost of the background check and finger printing.

All individuals wishing to become substitute teachers must attend substitute teaching training before being approved to work as a substitute in the district, as well as subsequent training sessions, unless these requirements are waived by the superintendent for extenuating circumstances. Substitute teachers are to be evaluated by the teacher and the principal if continuous employment is to be granted. The substitute teacher is also to complete an end-of-year evaluation form based on his/her substitute experience in the district.

Substitute teachers will be called by the designated site administrator in a timely manner to staff the absent teacher's position. Substitute teachers are under the supervision of the building principal or designee and must perform duties and follow the same rules and regulations as required of regular teachers. Substitute teachers who do not follow expected performance standards will be deleted from the substitute teacher list. Principals are to notify the Human Resource Director, Business Office and Superintendent when they wish to have a substitute teacher's name deleted from the master list of active substitutes.

***Long-term substitutes are to follow regular teacher guidelines.

BB. Professional Personnel Tutoring for Pay

To ensure all students receive reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he may have a conflict of interest, teachers shall receive no money for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to make.

No faculty or staff member shall use his /her official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he is associated. (Section 25-4-105 (1)-1992)

CC. Athletic Coaches and Coaching Assignments

The Board of Trustees adopts and disseminates the policy governing coaching duties, responsibilities and salaries.

- ✓ Coaching assignments are at-will and can be terminated at any time. Payment received for coaching must be returned, or will be terminated if coaching assignments are not carried out as expected.
- ✓ All coaches must become certified to drive a bus within a reasonable time frame of assuming coaching duties. All coaches, equipment managers, athletic aides/assistants and/or others who have athletic responsibilities shall be assigned duties by the principal and athletic coordinator with the approval of the superintendent. All such persons shall be employed on an at-will basis with respect to such athletic duties.
- ✓ The superintendent, with the assistance of the principal, shall determine the duties and number of days per year to be worked by athletic personnel. Such determination shall be based on consideration of needs of the individual sports and of the time necessary to coach the activities or sports assigned.
- ✓ All coaches shall work together to promote all sports. All coaches shall be present at all home games or athletic events. All coaches, not directly responsible for the sport in season, shall assist the responsible coach upon request and within limits established by the principal and superintendent.
- ✓ Athletic-related duties are non-instructional and supplementary to the teaching contract. At-will agreements can be nullified at any time by the superintendent with approval of the Board of Trustees.

- ✓ Coaches are teachers first and coaching is secondary. Contractual teaching duties cannot be pg. 44 subjugated by coaching assignments. If coaches are determined to be neglecting teaching responsibilities, the coaching at-will agreement will be nullified by the superintendent with approval of the Board of Trustees.
- ✓ Coaches are expected to always display good sportsmanship in his/her attitude and behavior. Coaches are expected to teach athletes good sportsmanship, as well as skills for a particular sport. Principals are expected to monitor the behavior of coaches and students to see that these expectations are carried out. Consequences will be meted out to coaches who fail to always display good sportsmanlike conduct.

SECTION VI: EMPLOYEES DISCIPLINARY ACTIONS

A. Violations

All employees of the Coahoma County School District are required to abide by the policies and procedures included in this Handbook as well as other policies or administration of the District. Any employee who violates or neglects to follow a policy or procedure of the District is subject to disciplinary action.

B. Scope of Disciplinary Actions

The District, through its Superintendent and Administration, reserves the right to impose discipline in accordance with Board policy and state law. Possible disciplinary actions include but not limited to verbal reprimands, written reprimands, suspensions with or without pay for a specific period of time, transfers, non-renewal or termination of employment. The specific disciplinary action to be taken will depend on the nature and extent of the violation and such other factors as deemed relevant by the superintendent.

A certified employee who, if suspended, non-renewed or terminated will be given written notice of an opportunity for a hearing as required by law in the School Employment Procedure Act and as outlined in Board policies governing suspension, non-renewal and/or termination of a contractual employee.

C. Grievance Procedures-Staff Complaints and Grievances

The following procedure has been established by the Board of Education to ensure at the first possible administrative level an equitable solution to any grievance concerning employment, performance appraisal, working conditions, assigned duties, unfair treatment or other good reason held by a certified employee of the District. A grievance should be processed in accordance with the following procedures:

Level One

1. All grievances must be presented orally to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal or immediate supervisor will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his/her principal or immediate supervisor, the grievant shall, within five (5) days after the meeting with his principal or supervisor, file a written statement with his principal or immediate supervisor setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or board policy violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by the principal or supervisor.
4. Within five (5) days after receiving the grievant's signed statement, the principal or immediate supervisor shall send to the superintendent a copy of the grievant's statement, along with a statement from the principal or immediate supervisor setting forth his response to the grievant and/or his decision, as is applicable. At the same time, the principal or immediate supervisor shall also provide a copy of his written statement to the grievant.

Level Two

1. Upon receipt by the superintendent of a written notice that the grievant intends to appeal the decision of his supervisor, the superintendent shall notify the grievant in writing within five (5) days of the date and time, the matter will be considered by the superintendent. The superintendent shall meet with the grievant to hear the grievance no later than ten (10) days of receipt of the appeal.
2. The written statement submitted by the grievant to his principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit any and all additional information on his/her behalf with he/she desires to the superintendent to writing no later than five (5) days prior to the date upon which the matter is scheduled to be heard by the superintendents.
3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his/her failure to attend shall be deemed as an acceptance of the written decision rendered by the principal or immediate supervisor.
4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) business days, the grievant may file the grievance with the secretary of the school Board.
2. If the grievance is not filed with the secretary of the Board within five (5) business days of the hearing at LEVELTWO before the superintendent, the grievances shall be considered resolved.
3. Within five (5) business days after receipt of the grievance, the board secretary, in concert with the president and superintendent shall schedule a hearing before the board on the grievance.
4. The Board shall render its decision within seven (7) days of the hearing

D. Investigative Procedures

Investigations may be initiated into employee complaints or other matters as deemed appropriate by the superintendent. The superintendent reserves the right to initiate investigations necessary to determine facts relevant to the complaint, grievance or incident reported by an employee. Failure of any employee to participate in or assist in any official investigation will be deemed a serious violation and will be subject to disciplinary action.

VIDEO CAMERAS IN THE CLASSROOM AND REWARDS FOR CONFISCATION OF FIREARMS (37-3-83)

The 1997 legislature authorizes local districts to use video camera equipment in classrooms in order to monitor school disciplinary problems.

Local school districts may pay a monetary reward not to exceed \$500 for information leading to the confiscation of any illegal firearms on school property.

The goal of the Coahoma County School District is to have a safe, orderly school environment conducive to teaching and learning. The following are expected to be accomplished through the use of the video camera:

- ✓ The video cameras will deter student misbehavior.
- ✓ The cameras will provide a visual view of student misconduct or violent episodes.
- ✓ The video tapes will be used by teachers and administrators to show parents and legal guardians the behavior of their children.
- ✓ The video tapes will be used to develop intervention strategies to improve student behavior and to determine the best instructional environment that would be most beneficial for the student.
- ✓ The video tapes will be used to determine what is in the student's classroom environment that may be causing the student to be disruptive.

SECTION VII: INSTRUCTIONAL PRACTICES AND GRADE BOOKS

CURRICULUM AND INSTRUCTION

The Coahoma County School District curriculum is grounded in the beliefs that every child can learn, that every child has a right to learn, and that children learn in different ways and at different rates. The district curriculum is aligned with the Mississippi College and Career Ready Standards for the subject areas being taught, district objectives, and state/national assessments. Instructional programs are in place district-wide to address higher order thinking skills, and individual student needs in all courses.

REQUIRED INSTRUCTIONAL PRACTICES

The Coahoma County School District requires that, at a minimum, the delivery of instruction in the school district includes use of and adherence to the following teaching principles, concepts, strategies and/or pedagogy:

1. Implementation of a structured writing process/program across the curriculum;
2. Implementation of a fully, articulated, and integrated academic and career-technical program;
3. Utilization of large/small group instructional activities, to include (but not be limited to) cooperative learning/peer learning/multi-age learning/direct instruction/learning contracts;
4. Utilization of both phonetic and whole language approaches in teaching reading/language arts;
5. Utilization of both selected/constructed-response assessments (to include comprehensive performance-based assessments each semester) for evaluation of student progress;
6. Implementation of laboratory-based science activities on a regular and routine basis;
7. Implementation of a broad-based, in-depth library utilization program;
8. Implementation of a structured, test preparedness program to strengthen students' test-taking skills;
9. Utilization of computer technology as an instructional tool;
10. Demonstration of sensitivity to the emotional, social and developmental needs of students;
11. Implementation of activities that strengthen communication/listening/speaking skills; and
12. Utilization of teaching methods that recognize the need to modify instruction because of a variety of learning styles/learning rates/capabilities.

INSTRUCTIONAL MANAGEMENT PLANS

Each teacher in the Coahoma County School District is required to use the district instructional management plan (IMP) that contains assigned benchmarks/competencies/standards for each course to deliver the core curriculum. The principal will provide each teacher a copy of the IMP at the beginning of the school year. **It is the teacher's responsibility to contact the Principal if he/she does not have a copy of the IMP or benchmarks/competencies for each course by the first day of school.** Teachers are required to teach the core objectives/standards (benchmarks) outlined in the IMP/Mississippi College and Career Readiness Curriculum

Frameworks. These objectives are the minimum requirement and must be taught and assessed. Teachers may also teach other objectives that enrich or enhance their core curriculum.

In the delivery of instruction, teachers should employ activities based on the various instructional domains found in Bloom's Taxonomy and/or Webb's Depth of Knowledge, learning styles of students, and other effective pedagogical principles. Teachers must not limit students to knowledge and comprehension levels of instruction; application, analysis, synthesis, and evaluation activities must also be a vital part of instruction. Teachers must design and use questions in their lessons to promote different levels of thinking.

The instructional lesson line adopted by the district shall be used to provide structured lesson delivery.

Teachers are required to use a variety of teaching strategies. A teacher must plan to effectively meet the needs of students with different rates of learning, learning styles, and capabilities. Students must be active participants in the classroom, and cooperative learning is strongly encouraged.

In selecting materials and resources, teachers must keep in mind that the textbook is a resource, not the district's curriculum. The Coahoma County School District provided staff with extensive materials and resources and is making progress in implementing technology for classroom instruction. Teachers must take advantage of all these materials to meet the needs of students.

Teachers must assess students in a manner that requires them to think and solve problems, rather than simply memorize facts. Teachers may assess mastery of objectives in a variety of ways, with teacher-made tests being one mode of assessment. Performance assessments are a required assessment method in the Coahoma County School District. Other suggested assessments include anecdotal records, checklists, demonstrations, exhibitions, logs/journals, oral presentations, peer responses, portfolios, reflections, self-evaluations, video tapes, writing assignments, etc. Both formative and summative assessments are to be used to gauge student progress.

Teachers are required to keep up-to-date individual progress charts for each student. Principals are responsible for sending copies of progress charts to be used to parents at the beginning of the school year in order for parents to have a list of required objectives/standards (benchmarks) for each subject area.

GRADE BOOKS

Teachers are expected to maintain hard copies of gradebooks and to keep them in secured locations when not in use. At the end of each nine weeks/term, teachers are required to photocopy grade book information for each class/subject for the completed nine-week period and submit this information to the principal on the first Monday following the issuance of report cards.

Teachers are to label each column of grades in their grade books and record the date the work was accepted and graded. The document (homework/pop quiz/unit test) on which the grade is based should be placed in the student's file. Copies of all teacher-made assessments, and submission guidelines for other forms of work, must be kept on file as required by the principal. Teachers should acquire locked file cabinets for securing student work and grade reports.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

The Coahoma County School District wishes to make available to all students and staff members access to computers, networked resources, and the Internet. Access to network resources and the Internet will enable staff and students to explore thousands of libraries, databases, and bulletin boards and to exchange messages with people throughout the world. The Coahoma County School District supports access by staff and students to electronic information resources, which include the Internet (e-mail, WWW, search engines, etc.), along with the development of appropriate skills to analyze and evaluate such resources. The district believes the benefits from access to electronic resources and opportunities for collaboration are beneficial for student achievement. The Coahoma County School District also desires for these computers, networked resources, and the Internet to be used in ways appropriate for an educational institution. Staff and students are to be held responsible for appropriate behavior on school computers, network resources, and the Internet just as they are during any other school activity. General rules for behavior and communications apply.

OVERVIEW

This policy was developed for the purpose of providing additional regulations and procedures as may be required to guide and monitor students and employees in the appropriate use of computer resources, network resources, and the Internet. This policy has been approved by the Coahoma County School Board and is a legal and binding document. This policy will be placed in handbooks, policy manuals and on the district's web page. The Coahoma County School District is CIPA and COPPA compliant. Any school or library that receives discounted rates for "Internet access, Internet service or internal connections" under the E-Rate program, or receives funding through the Library Services & Technology Act or Title III of the Elementary and Secondary Education Act, in order to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet, must comply with the Children's Internet Protection Act (CIPA). The Children's Online Privacy Protection Act (COPPA), passed by Congress in October 1998, requires the Federal Trade Commission (FTC) to issue and enforce rules concerning children's online privacy. The COPPA rule's primary goal is to place parents in control over what information is collected from their children online.

Personal Safety- Users will not disclose, use, disseminate, or personal and/or private information about himself/herself, minors, or any others including personal identification, etc. The Coahoma County School district will not disclose personal information about students on websites -such as their full name, home or email address, telephone number, and social security number. Users will immediately report to the Coahoma County School District authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

ILLEGAL AND/OR UNACCEPTABLE USAGE

1. Users shall not access, transmit or retransmit any materials in furtherance of any illegal actor conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy.
2. Users shall not access, transmit, or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors.
3. User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, bombs, incendiary devices, or other similar materials.

4. Users shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
5. Users shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
6. Users shall not access, transmit, or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
7. Users shall not access, transmit, or retransmit information that harasses another person or causes distress to another person.

SYSTEM RESOURCE LIMITS

1. Users shall not pirate software. All software installed on district computers must be licensed. Other than district or state provided software, any additional software to be installed must have prior approval of the principal, technology coordinator, or superintendent.
2. Users shall not use the computer as an entertainment box or radio. PBS and educational recordings/speeches, etc. are ok, and encouraged - for classroom enhancement.
3. Users shall not use technology to download music. Programs like Kazaa, Audio galaxy, GNutella, Napster, AIM, and Zebra shall not be installed. Be aware and considerate of copyright laws.
4. Users shall not use the technology to play online games, access chat rooms, dating services, or non-instructional bulletin board messaging sites.
5. Users shall not install programs like Instant Messenger or Weather Bug that have and always on, constant connection.
6. Users shall not treat the technology as a babysitting device or as a free for all. Just because its lunch or study hall or instruction has finished for the period is not a reason for individuals to play games or randomly surf the web.
7. Users shall not download large files unless it is absolutely necessary. If absolutely necessary to download large files, users shall download the file at a time when the system is not being heavily used.
8. Users shall not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large numbers of people).
9. Users shall immediately notify his/her teacher or other school administrator should use access inappropriate information. This will assist in protecting users against a claim of intentional violation of this policy.

USER RIGHTS

Users shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration. The Coahoma County School District will fully cooperate with local, state, or federal officials in any investigation related to illegal activities conducted through the user's Internet account. Under no conditions should a user provide his/her password to another person or use another person's password.

Users shall not expect files stored on a school-based computer to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that a user has violated this policy, school codes, municipal law, state law, or federal law. Parents of minor users shall have the right to inspect the contents of user's files.

Individual schools within the district may create additional guidelines and procedures consistent with this policy. Such guidelines and procedures will be appropriate for the electronic information resources being used and the students served at the school.

Use of the internet is a privilege, not a right. Unacceptable and/or illegal use may result in denial, revocation, suspension, and/or cancellation of the user's privileges, as well as disciplinary action imposed by school officials. The school district may include a process for the student to appeal the decision to deny, suspend, revoke, or cancel Internet privileges.

Acceptable Use Education Forum

The Coahoma County School District will educate minors (students) about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms. CCSD will educate students and staff on cyberbullying awareness and response.

Consequences of Failure to Follow Terms and Conditions of AUP

There will be consequences for any user who fails to follow the Coahoma County School District's school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion, or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of the Coahoma County School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution. All students, staff, and guest who make use of computers and the internet will be required to return a permission form signed by the student and parent agreeing to the rules and regulations set forth by district policy for acceptable use of technology and the internet. Students who do not return forms will not be allowed to participate in computer activities.

School Facilities Notification of Asbestos Re-inspection

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in 1988 inspections were performed in each of our district/school building for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school administrative office. The EPA requires the district to perform re-inspection of the asbestos materials every three years and surveillance every six months. The last re-inspection was completed in 2019. The results of the re-inspection are on file in the management plan in the district office. The Asbestos program manager is Mr. Glenn Williams.

****APPENDICIES****

APPENDIX A

Mississippi Educator Code of Ethics and Standards of Conduct

INTRODUCTION

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators. Ethical conduct is any conduct which promotes the health, safety, welfare, discipline and morals of students and colleagues. Unethical conduct is any conduct that impairs the license holder's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues. Any educator or administrator license may be revoked or suspended for engaging in unethical conduct.

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.

- a. **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 Relationships

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 students.

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. In appropriate touching, fondling, kissing or grabbing
- 7. rape
- 8. threats of physical harm
- 9. sexual assault
- 10. electronic communication such as texting
- 11. invitation to social networking
- 12. remarks about a student's body
- 13. consensual sex.

Standard 5: Educator/Collegial Relationships

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

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

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

Standard 6: Alcohol, Drug and Tobacco Use or Possession

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs.

6.1. Ethical conduct includes, but is not limited to, the following:

a. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice.

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

- a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
- b. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
- c. Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7: Public Funds and Property

An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

7.1. Ethical conduct includes, but is not limited to, the following:

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

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

- a. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
- b. Failing to account for funds collected from students, parents or any school-related function
- c. Submitting fraudulent requests for reimbursement of expenses or for pay
- d. Co-mingling public or school-related funds with personal funds or checking accounts
- e. Using school property without the approval of the local board of education/governing body.

Standard 8: Remunerative Conduct

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

8.1. Ethical conduct includes, but is not limited to, the following:

- a. Insuring that institutional privileges are not used for personal gain
- b. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization.

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

- a. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body
- b. Tutoring students assigned to the educator for remuneration unless approved by the local school board

c. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. (This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.)

Standard 9: Maintenance of Confidentiality

An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

9.1. Ethical conduct includes, but is not limited to, the following:

- a. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
- b. Maintaining diligently the security of standardized test supplies and resources.

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

- a. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
- b. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
- c. Violating other confidentiality agreements required by state or local policy.

Standard 10: Breach of Contract or Abandonment of Employment

An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.

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

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

APPENDIX B

GENERAL GUIDANCE FOR JOB PERFORMANCE EXPECTATIONS

OFFENSIVE OR ABUSIVE LANGUAGE

Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Violation will incur discipline, up to and including termination.

TREATMENT OF STUDENTS

District students are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to school/district administration any mistreatment by students. Employee, as well as student safety, is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised. Employees must report any incident of mistreatment of students by a school employee.

TREATMENT OF PATRONS OF DISTRICT

Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons. Employee safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised.

WEAPONS IN THE WORKPLACE

The Board of Trustees believes weapons, other dangerous objects and look-a-likes in school district facilities may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Violations will lead to discipline including discharge. School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. School Resource officers are exempt from this directive.

WORKPLACE PROPERTY

The school district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property and only to be used for conducting school district business. As a part of their employment, the school district may make a desk or work space available to employees. The desk and the work space are school district property. Because the desk and the workspace are district property, not the personal property of the employee, the desk and the workspace are subject to being inspected by district staff at any time, with or without notice to the employee. The District assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees. If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.

USE OF DISTRICT VEHICLES

Only employees who possess a valid driver's license and have appropriate insurance coverage may operate a district vehicle in their work performance. Drivers of vehicles will be responsible to pay fines received, including parking tickets. Unsafe use, breaking motor vehicle laws, or personal use of district vehicles will not be tolerated. Students are not to drive district vehicles. Exception: Driver Education students under the supervision of an instructor only.

VIOLENCE IN THE WORKPLACE

Violence in the workplace will not be tolerated in any form, and violent acts will be punished to the full extent of the law. Acts deemed violent, even if not covered specifically in board policies, may incur discipline. Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action. LOAFING AND LOITERING Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty is strictly prohibited and will result in discipline. Personal cellular phones are also only to be used during sanctioned breaks. Cell phones are not to be used during class or while with students. In the event of a potential emergency situation where an employee needs to be accessible by cell phone, the employee must get permission from the building administrator in advance.

RELATIONSHIP WITH CO-WORKERS

(Fraternization)

District employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a responsible attitude toward their jobs and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt their work without good cause. It is important that collaboration for student achievement is accomplished through open communication.

INSUBORDINATION

Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority, failure to follow policies and procedures of the district, or to carry out work assignments will not be tolerated. Insubordination will result in disciplinary action including termination.

PERFORMING UNAUTHORIZED WORK WHILE ON DUTY

All district employees are prohibited from performing unauthorized work while on duty. Employees are not to engage in soliciting or selling for personal benefit or profit. Doing so could result in discipline, up to and including termination.

MANDATORY REPORTING OF POST-EMPLOYMENT ARRESTS AND CONVICTIONS

Any employee who is arrested and/or convicted shall report such to the district administration within five days of the incident. Failure to do so shall incur discipline, including termination.

FAILURE TO COMPLETE REPORTS OR MAKE REQUIRED REPORTS

In order to have the district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including time sheets, grade reports, student records, and testing results. Failure to meet the deadline may result in disciplinary action. All on-the-job injuries shall be reported to the immediate supervisor and the principal/designee in a timely manner within 24 hours of the incident. This shall be done regardless of whether medical attention is required.

CONFIDENTIAL RECORDS

School employees are entrusted with confidential information – whether it is about students or fellow employees. **Employees must not disclose confidential student information.** They should give careful thought to what school matters are discussed with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal, supervisor, or the superintendent. Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violation of privacy laws, especially FERPA.

ACADEMIC FREEDOM

The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.

BOARD POLICIES

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties.

*** APPENDIX C ***

BULLYING POLICY PROCEDURES

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

I. Definitions

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

II. Procedures for Processing a Complaint

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

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

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

necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

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

*** APPENDIX D ***

Coahoma County Active Shooter Emergency Response Policy

PURPOSE:

This policy is intended to provide guidance in the event an individual is actively shooting persons at the school site and to comply with the applicable regulations of the Occupational Safety and Health Administration (OSHA).

POLICY:

It is the policy of Coahoma County School District to provide an active shooter emergency response plan to alert employees that an active shooter appears to be actively engaged in killing or attempting to kill people at the school site. Our active shooter response plan is based on giving employees authority to make crucial decisions that will save lives. School shootings typically end within just a few minutes, before law enforcement arrives.

DEFINITIONS:

For purposes of this policy: An **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on Coahoma County School District's grounds. In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

A **Lockdown** may be a component of any emergency but is not an automatic response to an active shooter killing students and staff on campus.

Instead, it is recommended you RUN, HIDE, or FIGHT.

PROCEDURES

1. The first employee to identify an active shooter situation will **ALERT** others at the site. Use the loudest, most wide-ranging form of communication available. At SITE we will use **Radios/Phones**. Do not use the fire alarm.

-Speak in plain language, using the words **ACTIVE SHOOTER**.

-Location of the incident.

-Physical description of the shooter(s).

-Type of weapon (if known).

2. Any employee who is at a location distant and out of immediate threat from the active shooter will immediately call 911 to **INFORM** them of all details available.

3. The phone call to 911 (from the area where the caller is safely concealed) should provide the following information to the 911 operator:

a. Description of shooter(s) and possible location.

b. Number and types of weapons.

c. Shooter's direction of travel.

d. Location and condition of any victims.

POTENTIAL RESPONSES

In response to an active shooter event there will be three potential courses of action. Employees are granted the authority to choose the course of action that they feel will result in the best outcome for them and their students.

You can choose to RUN, HIDE, or if necessary FIGHT.

RUN

If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:

1. Have an escape route and plan in mind that will get you and your students out of danger.
2. Assist children or others who cannot run to the best of your ability.
3. Leave your belongings behind.
4. If not in charge of students, evacuate regardless of whether others agree to follow.
5. Prevent others from entering an area where the active shooter may be.
6. Keep your hands visible.
7. Follow the instructions of any Police Officers/First Responders.
8. Do not attempt to move wounded people.
9. Call 911 when you are safe.
10. Go to the pre-arranged site(s) agreed upon for your site. (Football practice field)

HIDE

If evacuation is not possible, find a secure place to hide where the active shooter is less likely to find you or be able to directly engage you. Follow these recommendations:

IF AN ACTIVE SHOOTER IS NEARBY

1. Lock the door and barricade with all heavy furniture and equipment in the room.
2. Silence cell phones and keep students quiet. Dial 911 so the operator can listen to what is going on, even if you cannot talk.
3. Turn off any source of noise: Radios/TV/Learning devices.
4. USE COVER (anything that will protect you from bullets): Full bookcase, masonry wall, heavy desk, etc. and stay low.
5. USE CONCEALMENT (anything that will protect you from being seen): darkness, desks, chairs, doors. Stay away from doorways and windows that can be seen through.
6. Have a plan for an alternate means of escape if possible (through a window, adjoining room, etc.) Use your escape route as soon as you determine it will enhance your survivability. See RUN above.

IF AN ACTIVE SHOOTER IS VERY CLOSE

1. Lock the door if possible but do not make noise moving items in the room to barricade the door. Follow all the other recommendations above. Get ready to RUN or FIGHT if the shooter gains access.

FIGHT

If it is not possible to Run or Hide and you are confronted face-to-face with an active shooter then you may choose to distract or incapacitate the shooter long enough to increase survivability for yourself and your students. Follow these recommendations:

1. Act as aggressively as possible against the shooter.
2. Yell, create confusion, and distract the shooter in any way possible.
3. Throw items at the shooter.

4. Use improvised weapons (spray with a fire extinguisher, hit with objects, trip, block or hit with chairs and desks).
5. Help others when possible if you see them attempting to incapacitate the shooter.
6. Ensure students are evacuating as rapidly as possible from the active engagement area.
7. Once started, commit yourself to the defensive physical actions.

DISTRICT LAW ENFORCEMENT & COUNTY/CITY) COORDINATED RESPONSE

Law enforcement personnel will arrive to respond to the emergency. Follow these recommendations:

1. Comply with all police instructions. The first responding officers will be focused on stopping the active shooter and that is all. As others arrive, they will be clearing areas for follow-on emergency and medical teams.
2. Remain calm, do what you are told without arguing or second-guessing. If you have information about additional shooters or hazards inform them clearly.
3. Put down any items in your hands, raise your hands when coming in contact with officers.
4. Keep your hands visible (interlocked behind head-evacuation only), walk slowly at all times).
5. Avoid making quick movements toward officers. Do not try to hold on to them or get close to them for safety.
6. Avoid pointing, screaming, yelling.
7. If you find a weapon or have taken a weapon from an active shooter DO NOT carry it out in your hands. If safe, leave it where it is. If it is not safe to leave it where it is then attempted to put in a safe location, or bring out in a small container such as an office trash can. Put it down as soon as you see law enforcement and tell them what it is.
8. When evacuating, go the direction the officers are coming from. Do not ask for directions or help.
9. Officers will clear each room in building, before all clear signal is given.

When appropriate, be able to provide information that you know:

1. Number of shooters.
2. Identity and description.
3. Number of victims you saw and location.
4. Type of problem that caused the situation.
5. Type and number of weapons possibly in the possession of the shooter.
6. Number and location of individuals still in the building or in danger.
7. Keys, codes, or access information to all areas.

POST-INCIDENT ACTION

When the police have determined that the active shooter emergency is under control, an “ALL CLEAR” will be given. You may not be allowed back into the school.

1. Medical Assistance:

- a. Ensure first aid is applied as soon as possible, when in a safe area.
- b. Treat severe bleeding and life-threatening wounds first.
- c. Enlist all available help to prevent loss of blood, shock, and other trauma conditions.
- d. Report all injuries to medical authorities on site as soon as possible.
- e. For non-emergency employee injuries, contact the school Nurse for treatment instructions. in emergency medical situations

2. Accountability:

- a. If in charge of students, attempt to gain accountability as soon as possible.
- b. Communicate your status and the accountability of your students by calling role, accounting for and verify each student is present and unharmed. Teachers report head count to Principal, Principal report to Superintendent or designee.
- c. Students will be returned to parents in the following manner: Superintendent will determine how and when students are reunited with families:

3. Counseling:

- a. Following an active shooter event, counseling and support will be provided by school counselors, nurses, and behavioral health professionals.
- b. Employees and family members can contact the Employee Assistance Plan for additional resources.

4. OSHA

In the event there is a fatality, or an employee is hospitalized for treatment, OSHA must be notified. If there is a fatality, OSHA must be notified within 8 hours. In the event of a hospitalization, OSHA must be notified within 24 hours. Human Resources/Office personnel will ensure that the SIA Early Intervention Nurse has all the information needed to make this report on the district's behalf.

Media

The district will designate a representative(s) who will respond to any media requests for information. The representative(s) will carefully consider the nature of any such requests to avoid disclosing confidential and/or protected information that is protected by Federal and State privacy and medical information laws and regulations. Care will be taken to avoid relaying information that could interfere with any ongoing federal or local law enforcement or district investigation.

REFERENCES:

US Department of Homeland Security Active Shooter How-To-Respond, October 2008

US FBI Active Shooter Planning and Response in a Healthcare Setting, April 2015

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training Institute Active Shooter Response Procedures, 2016
www.alicetraining.com

WORKPLACE VIOLENCE - ACTIVE SHOOTER RESPONSE, Mark A. Lies, II. www.seyfarth.com

COORDINATION: This policy has been coordinated with the local organizations:

Chief of Police (Coahoma County School District): Stephen James- 662.902.8780

Local Police: Robert Linley- 662.621.8154

Sheriff: Charles Jones-662.624.2411

Mississippi Highway Patrol Batesville: 662.563.6400

Fire Department: 662.624.3034

Emergency Management: Charles Hale-662.624.3041

Hospital/emergency responders: 662-627-3211

***APPENDIX E ***

Title IX Statement and Grievance Procedures

1. Title IX Statement

Title IX prohibits discrimination on the basis of sex, including sexual harassment, in any program, service or activity, including but not limited to, educational programs or activities, such as, extracurricular activities, student services, academic counseling, discipline, classroom assignment, grading, athletics, and transportation, operated by Coahoma County Public Schools ("District"), including admission to these programs and activities. Title IX also prohibits sex discrimination in employment. The District encourages anyone within the school community who believes a Title IX violation may have occurred to report their concerns to a District Title IX Coordinator who are identified below:

Definitions

- "School community" means students, parents/legal guardians, administrators, professional and support staff, as well as Board of Education members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.
- "Complainant" or "reporting party" refers to the person submitting a Title IX complaint.
- "Respondent" or "responding party" means the person identified as violating Title IX.
- "Third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board of Education ("Board") and other individuals who come into contact with members of the school community at school-related events/activities (whether on or off District property).

2. Grievance Procedures Reporting

- If students, their parents/guardians, or anyone else on their behalf believe that they have been subjected to sex discrimination, sexual harassment or sexual assault by school board members, staff, vendors, contractors, or other persons doing business with the District, then a complaint should be immediately reported to the principal of the school where the student attends and/or to the Assistant Superintendent, Angela Johnson who is the Title IX Coordinator responsible for Title IX complaints involving adults. Principals shall report any such Title IX complaints to the Superintendent, who is the Title IX Coordinator responsible for any Title IX complaint involving a staff member or third party.
- If the Title IX complaint involves students as both the complainant/alleged victim and responding party, then the complaint should be immediately reported to the principal of the school where the student attends and/or to the Superintendent. Principals shall report any such Title IX complaints to the Superintendent, who is the Title IX Coordinator responsible for any Title IX complaint involving students as both the complainant/alleged victim and responding party.
- All District employees are expected to promptly report sexual harassment and sexual assault that they observe or hear about to the Title IX Coordinator.
- Any complaints involving employment issues, involving employees and students or involving third parties (whether adult or non-student minors) should be reported to the Assistant Superintendent, Crystal Hall-Gooden who is the Title IX Coordinator responsible for Title IX complaints involving staff members and third parties. Reports can be made both orally or in writing and should be as specific as possible. The person making the report should identify the alleged victim, perpetrator(s) and witness(es), and describe in detail what occurred, including date(s), time(s) and location(s). The District, however, will investigate and address all reports. The complainant has the right to simultaneously file a criminal, administrative, or civil complaint. The complainant's decision to file criminal charges or another complaint does not diminish the District's obligation to investigate a complaint made by the complainant to the District. Any incidents of sexual harassment and/or sexual assault that come to the District's attention through means other than a formal complaint will also be promptly reported to a Title IX Coordinator, promptly investigated and appropriately

addressed. Examples of Title IX Violations: Title IX protects students from harassment or discrimination on the basis of sex during educational or extracurricular programs and activities, whether they take place at school or elsewhere. Sex discrimination usually involves unequal treatment on the basis of sex and can be perpetrated by students, staff members or employees, volunteers, vendors, contractors or visitors to the school. Title IX protects employees from sex discrimination, sexual harassment, or sexual assault.

- Any complaints involving employment issues, involving employees and students or involving third parties (whether adult or non-student minors) should be reported to the Title IX Coordinator responsible for Title IX complaints involving staff members and third parties. Reports can be made both orally or in writing and should be as specific as possible. The person making the report should identify the alleged victim, perpetrator(s) and witness(es), and describe in detail what occurred, including date(s), time(s) and location(s). The District, however, will investigate and address all reports. The complainant has the right to simultaneously file a criminal, administrative, or civil complaint. The complainant's decision to file criminal charges or another complaint does not diminish the District's obligation to investigate a complaint made by the complainant to the District. Any incidents of sexual harassment and/or sexual assault that come to the District's attention through means other than a formal complaint will also be promptly reported to a Title IX Coordinator, promptly investigated and appropriately addressed.

Examples of Title IX Violations:

Title IX protects students from harassment or discrimination on the basis of sex during educational or extracurricular programs and activities, whether they take place at school or elsewhere. Sex discrimination usually involves unequal treatment on the basis of sex and can be perpetrated by students, staff members or employees, volunteers, vendors, contractors or visitors to the school. Title IX protects employees from sex discrimination, sexual harassment or sexual assault.

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent or pervasive that it denies or limits an individual's ability to participate in or benefit from the District's programs and activities. Sexual harassment may include, but is not limited to, the following:

- Unwelcomed sexual advances;
- Unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, jokes or innuendoes; unwelcome sexually degrading language or innuendoes. unwelcomed suggestive or insulting sounds or whistles; obscene telephone calls, text messages or email.
- Requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature;
- Verbal harassment or abuse.
- Pressure to engage in sexual activity.
- Repeated remarks with sexual implications.
- Unwelcome touching; and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

In the case of employees, sexual harassment includes any unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that creates a hostile work environment or adversely affects the employee's working conditions. Conduct is considered unwelcome if the person did not request or invite it and/or regards the conduct as undesirable or offensive. Sexual violence refers to physical sexual activity perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). Sexual violence includes, but is not limited to, conduct that is criminal in nature, such as rape, sexual assault, dating violence and sexually motivated stalking.

Gender-based harassment is unwelcome conduct based on a person's actual or perceived sex or sexual orientation. It includes slurs, taunts, stereotypes, or name-calling, as well as gender-motivated physical threats, attacks or other hateful conduct based on a person's sex or failure to conform to sex stereotypes.

Formal Resolution Process

If the parties choose not to engage in the informal resolution process or choose to stop the informal resolution process at any time, the District will conduct a prompt and full investigation into any Title IX complaint. An investigation will afford both the complaining party and the respondent a full and fair opportunity to be heard, submit documentation and evidence supporting or rebutting the allegation(s), and identify witnesses. All parties involved in the investigation will be provided with a copy of this Title IX Statement and Grievance Procedures. Investigations may be conducted by the appropriate Title IX Coordinator or designee, such as a building administrator or other administrator, who has been trained in Title IX procedures.

The District reserves the right to obtain or consult with a third party investigator or resource at any time during pg. 88the complaint, investigation, or determination process. Prior to and during the investigation process, the Title IX Coordinator or designee will meet independently with the complaining party and with the respondent and discuss, where appropriate, any interim and/or remedial measures imposed during the investigation.

Confidentiality

All complaints, interviews and investigations will be treated with confidentiality as allowed under the law. Only those employees or students whose participation in the investigation is required, or those individuals with a legitimate reason to know, will be informed. During the investigation, the Title IX Coordinator or designee will instruct all interviewees about the importance of maintaining confidentiality. Interviewees will be directed not to disclose any information that the interviewee learns or provides during the course of the investigation to third parties. At times, the complainant or, where applicable, the complainant's parent may request that the complainant's name or the alleged victim's name not be disclosed to the alleged perpetrator or that no investigation or disciplinary action be pursued. The Title IX Coordinator or designee will endeavor to balance the privacy request with the District's obligation to provide a safe and non-discriminatory environment and the Respondent's due process rights. If appropriate, the Title IX Coordinator or designee will advise that honoring a confidentiality request may limit the District's ability to fully respond to the complaint, including pursuing disciplinary action against the alleged perpetrator.

Retaliation Prohibited

- At the beginning of the investigation, the Title IX Coordinator or designee will explain that Title IX includes protections against retaliation and that the school will take steps to prevent retaliation and that the District will strongly react to any retaliatory actions, including any acts of retaliatory harassment, should they occur. No student, parent/guardian, employee, or member of the public shall be retaliated against for filing a complaint of discrimination or participating in the investigation of the complaint.
- Any person can report a claim of retaliation verbally or in writing to a Title IX Coordinator or school building principal (who in turn will report the complaint of retaliation to the Title IX Coordinator). Should the District receive a retaliation complaint, the District will promptly investigate and take all necessary steps within its control to stop any confirmed retaliatory acts/behavior.

Investigation Procedure

- Investigations must begin promptly, proceed impartially, and treat all parties equitably. This includes providing both parties an opportunity to present witnesses and other evidence. The investigation will be concluded within thirty (30) calendar days but no more than sixty (60) days after a complaint is filed, unless there is good cause to continue the investigation beyond sixty (60) days.
- For complaints involving an alleged hostile environment based on sex, in determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incident(s) occurred will be investigated.
- All documentation regarding the complaint and the investigation will be stored in a separate confidential file maintained by the Title IX Coordinator.
- A prompt and thorough investigation of the complaint shall be conducted as follows:
 - o Obtain complainant's and respondent's statements (clear, concise, with as much detail as possible).
 - o Notify complainant, victim (if other than complainant), respondent, and the parent/guardian of each, if minor students, that they have the right to provide witnesses and other evidence.
 - o Question any witnesses who are involved in or have knowledge of the incident, and document accordingly.
 - o Review the student records/files applicable to the complaint.
- Keep complainant, or victim (if other than complainant), and any minor student's parent/guardian apprised in writing of the progress of the investigation if it cannot be concluded within ten (10) business days and provide an estimated timeline for the investigation.
- The Title IX Coordinator, who is the Superintendent, will lead the investigation if a staff member or a third party, such as contractor assigned to work at the school, is a party to the complaint.



COAHOMA COUNTY SCHOOL DISTRICT

2026-2027 EMPLOYEE HANDBOOK AND MS CODE OF ETHICS ACKNOWLEDGEMENT OF RECEIPT

Dear District Employee:

This publication contains the Employee Handbook and Mississippi Code of Ethics for the Coahoma County School District and is intended to serve as a resource to district employees and the Board of Education. The information in this publication is reviewed and revised annually by district personnel. The Employee Handbook provides general and specific information regarding the district's policies, practices, and procedures. The Mississippi Code of Ethics, approved by the Mississippi Department of Education and the Mississippi School Board Association, specifies ethical and unethical conduct for professional educators and administrators. It is very important that you review the information contained in the Employee Handbook and in the Mississippi Code of Ethics. The Coahoma County School District is committed to meeting the educational needs of students and promoting the health, safety, discipline, and morals of students, educators, and employees.

Please complete this form and sign it. If you have any questions regarding the Employee Handbook or the Mississippi Code of Ethics, please contact the superintendent.

Sincerely,

Crystal Gooden, Superintendent

I acknowledge that I have received a copy of the Employee Handbook and that I have read it. Too, I understand that this handbook provides an overview of the Coahoma County School District's human resource policies, practices and procedures, but does not necessarily include all procedures and policies in force. I agree to abide by the information provided in the employee handbook.

EMPLOYEE:

Print Name

Signature

Date