

ENTERPRISE SCHOOL DISTRICT

FACULTY/STAFF HANDBOOK

2018 – 2019



ENTERPRISE SCHOOL DISTRICT
503 RIVER ROAD
ENTERPRISE, MS 39330

EVERY CHILD – EVERY CLASSROOM – EVERY DAY

Table of Contents

INTRODUCTION	1
MISSION STATEMENT/VISION STATEMENT	1
NOTICE OF NON-DISCRIMINATION	1
EMPLOYEE HANDBOOK DISCLAIMER	1
BOARD OF EDUCATION	2
CENTRAL OFFICE AND DISTRICT ADMINISTRATION	2
SCHOOL ADMINISTRATION AND OFFICE STAFF	2
TOPICS	
ABSENCE FROM DUTY - LEAVE POLICY - SUBSTITUTE TEACHER	3
ACADEMIC ISSUES: GRADING SYSTEMS - REGISTRATION - TRANSFER - WITHDRAWAL	7
ASSEMBLIES/FIELD TRIPS/EVENTS	9
CALENDAR	10
CHAIN OF COMMAND/REPORTING PROCEDURES	11
CLASSROOM MANAGEMENT	11
CODE OF ETHICS - STANDARDS OF CONDUCT (EDUCATORS)	12
CORPORAL PUNISHMENT	16
DRESS CODE AND STANDARDS OF PROFESSIONALISM (FACULTY & STAFF)	17
DRUG/TOBACCO/WEAPON FREE ENVIRONMENT	18
EMERGENCY DRILLS AND PROCEDURES	20
EMPLOYMENT TERMINATION/NON-RENEWAL/REASSIGNMENT	21
EVALUATION/PERSONNEL APPRAISAL	21
FAIR LABOR STANDARDS POLICY	22
FAMILY RIGHTS TO PRIVACY ACT (FERPA)	24
GRIEVANCE PROCEDURES (LICENSED STAFF)	25
HOMEWORK AND OTHER ASSIGNMENTS OUTSIDE THE CLASSROOM	28
INSTRUCTIONAL DUTIES/ARRIVAL AND DISMISSAL SCHEDULES	28
INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY - TECHNOLOGY GUIDELINES	30
OUTSIDE EMPLOYMENT	34
PARENT/TEACHER CONFERENCES AND COMMUNITY RELATIONS	34
POLITICAL ACTIVITY	34
PROMOTION AND RETENTION	35
PURCHASING/FUND RAISING/DONATIONS/INVENTORY PROCEDURES	36
PURCHASE ORDERS	37
REPORT VIOLENT ACTS	39
SECTION 504 AND AMERICAN DISABILITIES ACT	40
SEXUAL HARASSMENT	40
SIGN-IN/SIGN-OUT/USING ELECTRONIC TIME CLOCK	42
SOCIAL MEDIA	43
STAFF PROTECTION	43
STUDENT BULLYING: POLICY AND PROCEDURES	44
TEACHER/STAFF IMPROVEMENT PLAN	46
TEACHER SUPPORT TEAM (TST)/BEHAVIORAL ASSESSMENT (FBA/BIP)	46
TELEPHONE USE	48
TESTING/TRAINING/ADMINISTRATION (MAAP, ELS, MKAS, ETC)	48
VISITORS/DELIVERIES	48
WASTE/FRAUD/ABUSE	48
JOB DESCRIPTIONS	49
FACULTY/STAFF HANDBOOK AGREEMENT FORM AND OTHER FORMS AS APPLICABLE	51

INTRODUCTION

This handbook has been developed to inform faculty and staff of the guidelines, policies, and procedures of the Enterprise School District. It is provided as a guide to assist faculty and staff with performing their assigned duties in the most effective and efficient manner possible.

We believe that all children can learn; therefore, it is our goal to provide educational activities that meet or exceed the diverse needs of our students. The support and encouragement of faculty and staff are vital to the education success of our students, schools, and community.

As members of the Enterprise School District staff, it is very important that you become familiar with the entire contents of this handbook and use it as a reference guide throughout the school year.

VISION STATEMENT

By 2022, through collaborative learning and effective leadership, Enterprise School District will be a regionally recognized, superior performing district that ensures all students will succeed in a global society.

MISSION STATEMENT

The mission of the Enterprise School District is to ensure that all students achieve academic success, develop physical and emotional well-being, and become productive and responsible citizens. This will be achieved by creating a collaborative educational culture that is positive, nurturing, and safe.

EVERY CHILD - EVERY CLASSROOM - EVERY DAY

NOTICE OF NON-DISCRIMINATION (SECTION 504)

This district will not discriminate in its operation on the basis of race, color, creed, national origin, sex, marital status, age, religion or lack thereof, or handicapping conditions, in accordance with federal and state laws and with state accreditation standards. School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the district, and current copies of school board policies are published and available for public review.

Employee Handbook Disclaimer:

Handbooks issued to employees of the Enterprise School District shall not be viewed as a contract of employment. This handbook does not create substantive or procedural rights for any employee. It is provided for the purpose of guidance only, and is subject to amendment by the Enterprise School District Board of Trustees at any time, without prior notification to any employee.

ENTERPRISE SCHOOL DISTRICT

BOARD OF TRUSTEES

Ernie Culbreth, President

Andy Kersh, Vice President

April Ivy, Secretary

Chance Mosely, Member

Daniel Benefield, Member

DISTRICT ADMINISTRATION AND STAFF

Josh Perkins	Superintendent
Amie Baxley	SPED/Federal Programs Director
Lori McGowin	Business Manager
Stephanie Penn	Fixed Assets/Accounts Payable/Board Clerk
Brooke Dew	Food Service Director
Jessica Guy	Curriculum/Professional Development Director
Tenika Milsap	MSIS Coordinator
Lee Beech	Maintenance Director
Justin Lee	Transportation Director

SCHOOLS, ADMINISTRATION, AND CONTACT INFORMATION

ENTERPRISE ELEMENTARY SCHOOL 105 SHORT STREET ENTERPRISE, MS 39330 (601) 659-7613 (Office)	Steven Gunn – Principal Kathy Dean – Counselor Melissa Anthony -- Secretary
ENTERPRISE MIDDLE SCHOOL 103 SHORT STREET ENTERPRISE, MS 39330 (601) 659-7722 (Office) (601) 659-7722 (Fax)	Marlon Brannan – Principal Kathy Dean – Counselor Tenika Milsap -- Secretary
ENTERPRISE HIGH SCHOOL 501 RIVER ROAD ENTERPRISE, MS 39330 (601) 659-4435 (Office) (601) 659-3274 (Fax)	Mike Weathers – Principal Kathy Dedwylder – Counselor Debbie Dikes -- Secretary

ABSENCE FROM DUTY POLICY

All requests for leave must be approved by your principal or immediate supervisor in advance. If an emergency should arise, you must contact your supervisor directly and complete a leave request upon your return to work. Administrators and directors requesting leave must notify the superintendent directly in advance.

All employees must personally clock-in daily at their work location. Any employee that “forgets” to clock-in or fails to do so MUST have a form completed by his/her principal to verify attendance and time of arrival. If an employee fails to clock-in or have his/her time verified, he/she will be considered absent from work and will be docked according to the appropriate leave policy.

Employees are not allowed to leave during work hours, including leave during planning periods unless it is a school function or an emergency. Employees who find it necessary to leave during the school day for any reason must have permission from their principal/supervisor in advance so the appropriate arrangements can be made.

Payroll will be calculated as follows if/when teachers leave during school hours, or when leave taken is less than a day:

- *Leave more than 15 minutes and less than two (2) hours -- docked $\frac{1}{4}$ (.25) of a day*
- *Leave more than two (2) hours but less than four (4) hours - docked $\frac{1}{2}$ (.50) of a day*
- *Leave more than four (4) hours but less than six (6) hours - docked $\frac{3}{4}$ (.75) of a day*
- *Leave greater than six (6) hours - docked one (1) full day*

NOTE: Employee attendance plays a major role in the personnel evaluation process. Since employee attendance is vital to student achievement and the overall success of the district's mission, employees who consistently report late to work or otherwise abuse the leave policy will be reprimanded and/or be considered for non-renewal or termination. Office personnel at each school will report **ALL** absences on their monthly personnel report.

LICENSED EMPLOYEE - DEFINED

The term “licensed employee” means any employee of a public school district required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development.

SICK LEAVE ALLOWANCE

The school board of this district shall establish by rules and regulations a policy of sick leave with pay for all full-time licensed employees employed in the school district and such policy shall include the following minimum provisions for sick emergency leave with pay:

- a) Beginning with each new school year, **full-time employees** (187 days) shall be credited with a minimum of seven (7) days sick leave allowance, with pay, to be used for absences caused by illness or physical disability during that specific school year.
- b) Beginning with each new school year, bus drivers and food service workers, shall be credited with a minimum of five (5) days sick leave allowance, with pay, to be used for absences caused by illness or physical disability during that specific school year.

Sick leave days as mentioned above may be taken with pay for the following reasons:

- 1) **Illness or physical disability of the employee** – If the illness requires an absence of four (4) or more consecutive days, then a doctor's or medical practitioner's certificate shall be presented upon return to school. The same type of certificate shall be required if an absence of two (2) or more days occurs immediately before or after a non-school day.
- 2) **Emergency** – Emergency is defined as being a death of one whose family relations includes the words "mother, father, spouse, brother, sister, daughter or son" or any dependent living in the home of the employee.
- 3) **Illness in immediate family** – Immediate family is defined in section 2 above. Family members outside of the definition may be included at the discretion of the building principal or superintendent.
 - a. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains employed in the same school district. In the event any public school licensed employee transfers from one (1) public school district in Mississippi to another, any unused portion of the total sick leave allowance credited to such licensed employee shall be credited to such licensed employee in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowed in the school district shall be unlimited.
 - b. No deduction from the pay of such licensed employee may be made because of absence of such licensed employee caused by illness or physical disability of the licensed employee until after all sick leave allowance credited to such licensed employee has been used.

After use of accumulated sick leave, the substitute rate (\$70.00) will be deducted from the salary of the absent teacher for the next ten (10) days. These ten (10) days cannot be used until all prior accumulated leave has been expended. Thereafter, the regular daily rate of pay shall be suspended and withheld in its entirety for any period of absence because of illnesses or physical disability during the school year.

The Enterprise School District Board of Trustees has established rules and regulations which shall have the following general effect on district employees as listed below:

- a) In the event of a "materially" false statement by any employee as to be cause of absence, then penalties will include a full deduction of pay, entry on the work record of the employee, or other appropriate penalties.
- b) Any absences not covered by sick leave and/or personal leave policy will receive no pay for the day or days missed and will be subject to disciplinary action for failure to meet contractual obligations.

PERSONAL LEAVE ALLOWANCE (MS CODE: 37-7-307)

Each licensed employee at the beginning of each school year shall be credited with a personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year. Personal leave may be used for professional purposes, including absences caused by attendance of such licensed employee at a seminar, class, training program, professional association or other functions designed for educators. No deduction from pay of such employee may be made because of absence of such licensed employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. The use of personal days must be approved in advance by the principal of each school.

An employee who wishes to take one (1) or more days of personal leave shall submit a written request to the principal no less than seven (7) working days prior to the day of the proposed personal leave unless an emergency arises. If an emergency arises, employees must contact their principal/director directly.

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 day after a holiday, unless on such days an immediate family member of the

employee is being deployed for military service. Certified employees and other instructional personnel shall not take personal leave during statewide testing unless an emergency arises. Principals should not approve personal leave for more than 10% of their certified staff at any given time unless an emergency arises.

PROFESSIONAL LEAVE ALLOWANCE

Licensed employees shall be credited with a professional leave allowance, with pay, for each day of absence caused by reason of such employee's attendance at professional activities on behalf of the Enterprise School District. This leave must be approved by the building principal and superintendent prior to the leave date and will not be charged against the individual's personal leave. Teachers are to use personal leave to attend professional meetings, workshops, seminars, etc. of their own choosing.

Meals may be reimbursed for approved overnight stays ONLY. Employees are not automatically reimbursed for meals unless they actually had to purchase meals during an overnight stay. They must request reimbursement up to a maximum of \$40 per day, and should attach all receipts.

Mileage may be reimbursed for approved professional leave ONLY, and is calculated from the school/work location to the workshop locations or from the employee's home to the workshop location - whichever location is closer.

Professional Leave Limits	
Teachers	3 days
Administrative Support Staff	4 days
Principals	6 days

**These days do not include district, state, or federally mandated professional development*

***Documentation upon request MUST include a description of the meeting (agenda, brochure, e-mail, etc.) before approval shall be granted.*

RETIREMENT

Upon retirement from employment, each licensed and non-licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for nonlicensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Section 25-11-103.

Any remaining lawfully credited unused leave, for which payment has not be made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave.

DONATED SICK LEAVE

Any employee of the Enterprise School District may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the Enterprise School district who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

- The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of unused accumulated personal leave and

sick leave that is to be donated, and shall notify the school district superintendent or his designee of his or her designation.

- The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated
- Sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
- An employee must have exhausted all of his or her available leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee's supervisor.
- Before an employee may receive donated leave, he or she must provide the school district superintendent or his designee with a physician's statement that states that the illness meets the catastrophic criteria established under this section, the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
- Before an employee may receive donated leave, the superintendent of education of the school district shall appoint a review committee to approve or disapprove the said donations of leave, including the determination that the illness is catastrophic within the meaning of this section.
- If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
- Donated leave shall not be used in lieu of disability retirement.

For the purpose of this policy:

"Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a 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 local school district for the employee.

- Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

"Immediate family" means spouse, parent, stepparent, sibling, child or stepchild.

JURY DUTY/OTHER LEAVE

This school board shall provide leave **with pay** for employees who serve as witnesses under subpoena and/or on juries. The school board cannot recover jury fees from employees who serve on juries. The employee shall be responsible for providing a copy of the summons to the Superintendent's Office and completing all required leave forms in a timely manner.

PAYMENT OF SUBSTITUTE TEACHERS

The Enterprise School District Board of Trustees may include in their budgets provisions for the payment of substitute employees, necessitated because of the absence of regular licensed employees. All such substitute employees shall be paid wholly from district funds, except as otherwise provided for long-term substitute

teachers in Section 37-19-20. Such school boards, in their discretion, also may pay, from district funds other than adequate education program funds, the whole or any part of the salaries of all employees granted leaves for the purpose of special studies or training.

- Pay scale for substitute teachers and/or testing proctors:
Certified ----- \$9.00/hour
Non-Certified ---- \$7.25/hour

PAYMENT OF SUBSTITUTE MAINTENANCE, CAFETERIA WORKERS, AND BUS DRIVERS

Substitute payment for these positions shall be paid at an hourly rate dependent upon the job/position in which they are substituting. These rates are based on the salary schedule for each position.

ACADEMIC ISSUES: REGISTRATION - GRADING SYSTEM - TRANSFER - WITHDRAWAL

REGISTRATION

Each student is given a course selection from each spring on which he/she and his/her parents/guardians select a program of study for the following year. The counselor is available to assist parents/guardians and students with program planning. After all choices have been made and proper entries completed, the parent/guardian must sign the course selection form indicating final approval.

The school reserves the right to make any necessary schedule changes based on test scores and the student’s individual learning needs.

SCHEDULE CHANGES

Schedule changes WILL NOT be permitted after the school year begins unless: (1) the course has been dropped from the master schedule due to insufficient demand; (2) a scheduling error has been made by the counselor; (3) the school administration deems the change necessary.

GRADING SYSTEM

Students in grades 1-12 are assigned numerical grades. Grade verification sheets must be turned in to the office at the end of each nine weeks.

GRADING SCALE	
ENTERPRISE ELEMENTARY, MIDDLE, AND HIGH SCHOOL	
A standard numerical grading scale is maintained in the Enterprise School District. Student will be assigned grades as follows:	
A (Excellent).....	90-100
B (Above Average).....	80-89
C (Average).....	70-79
D (Below Average).....	65-69
F (Failure).....	64 and below

Pre-Kindergarten and Kindergarten students use a different report card and grading system. Multiple criteria will be utilized to determine promotion/retention for Pre-K and Kindergarten students.

Special Education students may deviate from the typical grading scale based on their Individual Education Plan (IEP).

GRADING STANDARDS:

All student grades entered by teachers into the grade book and/or the SAM database must be directly correlated to the Mississippi Board of Education and School Board approved objectives for that specific course of study. Teachers shall not penalize any student's academic grade average due to a disciplinary action listed in the student handbook unless it is directly related to an offense such as cheating on an academic assignment.

Students who fail to master any required course objective must receive a teacher intervention (TST) to assist them with the recover/mastery of that objective. Upon request, teacher must provide the administrator with written documentation verifying all interventions provided to students receiving less than a sixty (60) average during any 9-week grading period.

Teachers shall utilize a variety of instructional interventions to assist students in mastering all course objectives based on their individual learning needs. In addition, teachers shall encourage students to master all objectives previously failed during the current school term by providing them with opportunities to be reevaluated and receive credit toward achieving a passing grade.

The intent of this policy is for teachers to provide all students with the instructions and interventions necessary for them to master all course objectives based on their individual learning needs.

CHANGING OF GRADES:

No school board member, school superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central office of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher except as otherwise specifically allowed by this section.

- A teacher's determination of a student's grade as a measure of the academic achievement or proficiency of the student shall not be altered or changed in any manner by any school official or employee other than the teacher except as provided in this subsection.
- A school official or employee having authority provided under formally adopted written rules and procedures adopted by the local school board to change a student's grade can take such action only upon it being determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy.

Any local school district or personnel employed by the school district who violates the provisions of this act shall cause the local school district or school to be subject to losing its accreditation in the manner determined by the policies and procedures of the State Board of Education (LEGAL REF: HB 969 (2012); ESD Policy IHA)

POSTING OF GRADES:

Teachers shall consistently enter all student grades on or before 3:30 pm on Monday of each week via the SAM database so parents can monitor their child's progress via the ActiveParent website. Progress reports will be sent home every three weeks. Since student grades are considered confidential information, teachers shall report all grades to their students in a private manner.

ASSEMBLIES / FIELDTRIPS / EVENTS

ALL FIELD TRIPS, including overnight trips, must be approved in advance by the superintendent. All out-of-state trips must be approved in advance by the superintendent and school board.

1. Principals/Directors must submit a written request to the superintendent for all fieldtrips.
2. District staff attending field trips must have leave forms approved in advance by the superintendent.
3. Fieldtrips requiring bus transportation must have trip tickets approved in advance by the superintendent.

It is a privilege for students to participate in school activities outside the classroom. Students who fail to conduct themselves in an appropriate manner will not be allowed to attend these activities. All decisions to suspend students' attendance shall be at the discretion of the principal. A list of all students attending each field-trip, including a copy of the trip's itinerary must be sent to the appropriate teachers and the principal's office in advance. Teachers must submit a fieldtrip checklist, including a list of all student/adults attending to the principal in advance.

Field trips within our town and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources of the community and the state. Parents must be notified of all field trips in advance and required to complete a field trip permission form, if applicable.

Students may often be required to pay a fee to defray transportation or admission costs. Field trip fees must be paid in cash and not by check. Field trip fees are non-refundable. Where transportation is involved in such excursions, the parent or guardian must sign a consent form prior to departure. Students attending field trips are required to travel as a group in the same manner. If a school bus is provided, all students must travel on the bus and not with his/her parent/guardian. Parents are encouraged to attend field trip outings with their children. Students serving a suspension will not be allowed to attend a field trip unless approved otherwise by their principal.

Supervision of students on a school bus: All district staff, including teachers, teacher assistants and bus drivers assigned to a school bus when transporting students to and from school, field trips, or other school sponsored events are responsible for the supervision of all passengers at all times. You must account for all students as they board and exit the bus. A thorough check of the bus from front to back must be conducted each and every time to ensure that no student is inadvertently left onboard.

CALENDAR (DISTRICT)

ENTERPRISE SCHOOL DISTRICT

2018-2019 District Calendar

Board Approved: March 12, 2018

July 31 – Teacher’s First Day

August 6 – Student’s First Day (1st Day of Fall Semester)

September 3 -- Labor Day (No School)

October 8-9 – Fall Break (No School)

November 19-23 – Thanksgiving Break (No School)

December 20 – 60% Day (End of Fall Semester)

December 21 – Professional Development Day (Teachers only)

December 24 – January 4 – Christmas Break (No school)

January 7 – Students and Teachers Return (1st Day of Spring Semester)

January 21 – MLK Holiday (No school)

February 18 – President’s Day (No School)

March 11-15 – Spring Break (No School)

March 18 – Professional Development Day (No Students)

April 19-22 – Easter Holiday (No School)

May 21 -- Graduation

May 23 – 60% Day (End of Spring Semester)

May 24 – Professional Development Day (Teachers Only)

1st Nine Weeks: August 6th – October 5th (44 Student Days)

2nd Nine Weeks: October 10th – December 20th (47 Student Days)

3rd Nine Weeks: January 7th – March 8th (43 Student Days)

4th Nine Weeks: March 19th – May 23rd (46 Student Days)

Professional Development Days: July 31st – August 3rd, December 21st, March 18th, May 24th

CHAIN OF COMMAND / REPORTING STRUCTURE

ALL Teachers → Principal → Superintendent → School Board

SPED Teacher (IEP related actions) → SPED Director → Principal → Superintendent → School Board

Coach (athletic related actions only) → Athletic Director → Principal → Superintendent → School Board

- All **principals, directors, or other administrators** are directly responsible to the Superintendent or designee.
- All **teachers, teacher assistants, and other school based personnel** are directly responsible to their principal.
- All **SPED teachers and assistants** are directly responsible to the SPED Director for IEP related actions only. The SPED Director may share the responsibility of monitoring and evaluating all special education personnel with the principal.
- All **cafeteria personnel** are directly responsible to their school's cafeteria manager. All cafeteria managers are directly responsible to the Food Service Director.
- All **maintenance and custodial personnel** are directly responsible to the maintenance director and/or principal.
- All **transportation personnel** are directly responsible to the Transportation Director.

CLASSROOM MANAGEMENT

Supervision: Teachers/staff are responsible for supervising students at all times. Merely having a student in your direct line of sight may not be enough. Teachers/staff must move around their classrooms or work space often and be proactive in paying attention to what his/her students are doing at all times.

Safety: It is the teacher's responsibility to ensure that a safe environment exists in the classroom at all times to protect students. Safety measures should be followed during the presentation of all classroom activities. Safety instructions as related to any potentially hazardous activity must be given to students before any activities begin.

In the event of an accident, teachers must contact the principal, administer first aid as necessary to prevent further injury, and file a detailed accident report with the office. Should a student become ill in your classroom or while under your supervision, you should notify the principal and school nurse immediately and provide assistance until they arrive. Any dangerous or hazardous condition should be reported immediately by the teacher so the appropriate corrections can be made.

Principals shall conduct safety drills periodically as required by state and local laws. Emergency procedures for fire, natural disasters, or other emergencies (including evacuation routes) are listed on the emergency procedures sheet supplied by the principal. A copy of the evacuation route diagram must be posted in a conspicuous place in each classroom, and faculty members must familiarize students with all emergency procedures.

Classroom Appearance: Classrooms should be kept neat and orderly at all times. In addition to the janitorial services provided by the district, teachers should do their part to emphasize and enforce classroom cleanliness practices with all students. Desks, furniture, equipment, etc. must be arranged in an orderly fashion to

maintain clear aisles for traffic, and to allow the teacher a clear line of vision to all areas of the classroom for the supervision of all students at all times.

Videos/Movies: No video shall be shown in any ESD classroom unless it is directly related to the lesson plan and approved by the principal in advance. All videos must be screened in advance for age appropriateness.

Handling of Material and Equipment: Textbooks, educational materials, and equipment are provided for pupil and teacher use. These must be properly handled. Students shall be held responsible for any damages to public school property. When not in use, all materials and equipment must be kept in locked storage areas or returned to the place of pickup. Requests for repairs or other needed services must be directed to the principal in writing. Requests for new or replacement textbooks for the following school year must be presented to the principal in writing prior to the end of the current school term.

Under no circumstances shall any fixed asset item be checked out or removed from its assigned location without written permission from you principal/supervisor. The use of these items for personal non-school related use is strictly forbidden. Employees are personally responsible for the replacement cost if the item is lost, stolen, or damaged while assigned to their care.

Inventory, Reports, and Record Keeping: Teachers shall be responsible for completing and filing all necessary reports and/or documents, including but not limited to: textbook and equipment inventories, and any other reports assigned by the school administration. Teachers are solely responsible for maintaining an up-to-date inventory at all times of any items assigned to their classroom or work area.

Personal Property: The Enterprise School District shall not be responsible for any items of personal property or valuables brought to work. IF you must bring personal property to work, it is your responsibility to keep the items in a locked storage or a secured area when not in use. It is not advisable to leave personal property at any school location over extended break periods such as Christmas, Thanksgiving, etc.

Department Team Meetings: Principals shall require faculty members to meet at regular intervals to discuss issues related to student discipline, grades, or the instructional program. Questions concerning another faculty member's teaching, grading, or other professional activities shall be directed to the principal in private.

CODE OF ETHICS - STANDARDS OF CONDUCT (EDUCATORS)

Mississippi Educator Code of Ethics and Standard of Conduct

Each educator, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety and general welfare of students and educators.

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

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

Code of Ethics Standards

Standard 1: Professional Conduct

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

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

- a. Encouraging and supporting colleagues in developing and maintaining high standards
- b. Respecting fellow educators and participating in the development of a professional teaching environment
- c. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
- d. Providing professional education services in a nondiscriminatory manner
- e. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter and pedagogical practices
- f. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children

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

- a. Harassment of colleagues
- b. Misuse or mismanagement of tests or test materials
- c. Inappropriate language on school grounds or any school-related activity
- d. Physical altercations
- e. Failure to provide appropriate supervision of students and reasonable disciplinary actions

Standard 2. Trustworthiness

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

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

- a. Properly representing facts concerning an educational matter in direct or indirect public expression
- b. Advocating for fair and equitable opportunities for all children
- c. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

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

- a. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
 1. employment history, professional qualifications, criminal history, certification/recertification
 2. information submitted to local, state, federal, and/or other governmental agencies
 3. information regarding the evaluation of students and/or personnel
 4. reasons for absences or leave
 5. information submitted in the course of an official inquiry or investigation
- b. Falsify records or direct or coerce others to do so

Standard 3. Unlawful Acts

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

3.1 Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4. Educator/Student Relationship

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

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

- a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students
- b. Nurturing the intellectual, physical, emotional, social and civic potential of all students
- c. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
- d. Creating, supporting, and maintaining a challenging learning environment for all students

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

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

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

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

Standard 5. Educator Collegial Relationships

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

5.1 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.

CORPORAL PUNISHMENT

Except in the case of excessive force or cruel and unusual punishment, a teacher, principal or assistant principal shall not be civilly or criminally liable for any action carried out in conformity with state or federal

law or rules or regulations of the State Board of Education or the local school board regarding the control, discipline, suspension and expulsion of students. The local school board shall provide any necessary legal defense to a teacher, principal or assistant principal in any action which may be filed against such school personnel.

Corporal punishment administered in a reasonable manner by a teacher, principal or assistant principal acting within the scope of his employment or function and in accordance with any state or federal laws or rules or regulations of the State Board of Education or the local school board does not constitute assault, simple assault, aggravated assault, battery, negligence or child abuse. No teacher, principal or assistant principal so acting shall be named as an individual defendant or be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, unless the court determines that the teacher, principal or assistant principal acted in bad faith or with malicious purpose or in a manner exhibiting a wanton and willful disregard of human rights or safety.

"Corporal punishment" means the reasonable use of physical contact by a teacher, principal or assistant principal as may be necessary to maintain discipline, to enforce a school rule, for self-protection or for the protection of other students from disruptive students. Corporal punishment in the form of paddling shall be witnessed at all times by at least one (1) school employee, and all other acts of corporal punishment, as defined herein, shall be witnessed at all times, if possible, by a school employee. ' 37-11-57 (1997)

DRESS CODE AND STANDARDS OF PROFESSIONALISM (FACULTY/STAFF)

Faculty/Staff Professionalism: Your impact on students, faculty, parents, and the community is very important. As a professional educator, it is essential that your attitude, demeanor, statements, remarks, appearance, and general conduct be reflective of your professional status. Always speak kindly of your students and staff to members of the community. The use of profanity, gossiping, etc. is strictly prohibited. Teachers are role models for students and must always exhibit a positive image in their presence.

Dress Code: All district employees are expected to be well groomed and to dress in a manner to reflect credit upon themselves and the teaching profession. All employees are required to adhere to the following professional dress code:

Faculty and staff are required to dress professionally according to same or HIGHER standards as required of our students. NO EXCEPTIONS!

The following is a list of clothing items NOT allowed, or allowed with exceptions:

- Jeans (except on days determined by the school principal)
- Shorts above the knee
- Sportswear (jogging suits, yoga pants, sweat pants, windsuits, or lounge suits)
- Halter style tops or sun dresses – Revealing clothing should always be avoided.
- Flip-flop (shower style) shoes
- Dresses and skirts should be an appropriate length (as determined by the principal)

DRUG/TOBACCO/WEAPON FREE ENVIRONMENT

The Enterprise School District has been designated as a drug free school zone pursuant to all federal and state guidelines.

- **Mississippi Code 37-11-18.** Expulsion of student possessing controlled substance or weapon or committing violent act on school property Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

PROHIBITION OF WEAPONS ON SCHOOL PROPERTY (Mississippi Code 97-37-17)

The following definitions apply to this section:

1. The following definitions apply to this section:
 - a. "Education property" shall mean any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, college or university board of trustees, or directors for the administration of any public or private educational institution or during a school related activity; provided however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a school building, school campus, recreational area or athletic field.
 - b. "Student" shall mean a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five (5) years from a public or private school, college or university, whether the person is an adult or a minor.
 - c. "Switchblade knife" shall mean a knife containing a blade or blades, which open automatically by the release of a spring or a similar contrivance.
 - d. "Weapon" shall mean any device enumerated in subsection (2) or (4) of this section.
2. It shall be a felony for any person to possess or carry, whether openly or concealed any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
3. It shall be a felony for any person to cause, encourage or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property. However, this subsection does not apply to a BB gun, air rifle or air pistol. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.
4. It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor and razor blades(except solely for personal use), and any sharp-pointed or

edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property.

5. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
6. It shall be a misdemeanor for any person to cause, encourage, or aid a minor who is less than eighteen (18) years old to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, knife, blackjack, metallic knuckles, razor blades (except solely for personal shaving) and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than One Thousand Dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.
7. It shall not be a violation of this section for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind on educational property if:
 - a. The person is not a student attending school on the educational property;
 - b. The firearm is within a motor vehicle;
 - c. The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.
8. This section shall not apply to:
 - a. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority.
 - b. Armed forces personnel of the United States, officers, and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by an educational institution, State Militia or Emergency Management Corps and any guard or patrolman in a state or municipal institution, when acting in the discharge of their official duties;
 - c. Home schools as defined in the compulsory school attendance law, Section 37-13-91, Mississippi Code of 1972;
 - d. Competitors while participating in organized shooting events;
 - e. Any person as authorized in Section 97-37-7 while in the performance of his official duties.
 - f. Any mail carrier while in the performance of his official duties; or
 - g. Any weapon not prescribed by Section 97-37-1 which is in a motor vehicle under the control of a parent, guardian, or custodian, as defined in Section 43-21-105, which is used to bring or pick up a student at a school building, school property or school function.
9. All schools shall post in public view a copy of the provisions of this section.

DRUG/ALCOHOL TESTING: Drug and alcohol testing is federally mandated for all transportation employees. However, all employees employed by the ESD are subject to being randomly tested for drugs and/or alcohol. In addition, if reasonable suspicion exists that any ESD employee is working under the influence of drugs or alcohol, he/she shall be subject to a mandatory test.

TOBACCO FREE CAMPUS: The Enterprise School District shall follow policy in accordance with GEPA 442(b) and Section 14306 (a):

No use of tobacco shall be permitted within any indoor facility owned or leased or contracted for and utilized by any person for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (Section 1043a).

EMERGENCY DRILLS AND PROCEDURES

In accordance with ESD School Board Policy AFC (Authority for Emergency Closings), the Superintendent is authorized to suspend operations of the schools for a day or a part of a day because of severe weather conditions. Procedures to be followed in the event of an emergency are posted in each classroom. Periodic drills will be conducted throughout the year to familiarize students with the procedures. To insure personal safety, all individuals will remain silent throughout emergency procedures. Instructions for emergency drills are as follows:

FIRE DRILL: In the event of a FIRE or other emergency requiring the evacuation of any school building, the procedures listed below shall be followed.

1. An audible signal will be used to signal the Fire drill.
2. Students will exit the building in the direction indicated on the evacuation chart posted in each classroom if possible, or by the nearest alternate route.
3. Students will leave all property in the room and exit quietly, quickly, and carefully.
4. Each teacher with classroom roll book in hand will direct students to a designated safe area away from the building. Be careful not to block roads or fire hydrants which emergency vehicles may have to use.
5. Students will remain with their teacher in the designated safe area until the all clear signal is sounded by the principal or designee.

TORNADO DRILL: In the event of a TORNADO, the procedures listed below will be followed.

1. An audible signal will be used to signal the Tornado drill.
2. Each teacher with roll book in hand will direct students into the hall or other designated area, except buildings with glass doors in hallways.
3. Students will sit on the floor by the wall, placing their heads between their knees.
4. Students will remain with their teacher in the hall/classroom until the all clear (one long ring) is sounded or until instructed otherwise by the principal or designee.
 - a. Students in classrooms which open on the sidewalk will move to the wall most distant from the windows and follow the procedures listed above.
 - b. All emergency procedures will be reviewed with students during the first week of school and regularly thereafter. Emergency drills will be conducted monthly.

EARTHQUAKE DRILL: In the event of an earthquake, the procedures listed below will be followed.

1. A verbal command will be used to signal the Earthquake drill.

LOCK-DOWN: (SCHOOL SITE) A verbal command will be used to signal the LOCK-DOWN.

The plan will be implemented immediately should any situation threaten to endanger the lives of students or staff. The Central Office should be notified immediately of any potential threat or danger, so school administrators can be directed to immediately employ the plan.

NOTE: Due to issues of safety and security, parents/guardians are strongly discouraged from picking up their children during an emergency alert. Parents/guardians WILL NOT be allowed to check out any student during a LOCK-DOWN.

EMPLOYEE TERMINATION/NON-RENEWAL/REASSIGNMENT

CERTIFIED PERSONNEL

Teacher Request: A teacher who wishes to be released from his/her contract during the school year must inform his/her immediate supervisor in writing at least thirty (30) days prior to such termination. Release will be granted upon approval of the Superintendent of Education and the Board of Education.

District Initiated Termination: Section 37-9-59 of the Mississippi Code of 1972 and/or other applicable statutes shall be used as the basis for any termination initiated by the district during the course of a faculty member's contract.

Non-Renewal: The School Employment Procedures Act of 1977, Mississippi Code 37-9-101 et seq. Amended 1977, shall serve as a guide for any non-renewal procedures.

Reductions in Certified Staff: Will be accomplished according to district policy GCQA. No staff vacancy shall be filled until each displaced staff member who is qualified and licensed for the position has had an opportunity to fill the vacancy or has failed to accept an offer.

Staff Reassignment: The superintendent of schools or designee shall have the authority to make assignments to the various schools in the district of all noninstructional and nonlicensed 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 employee transferred, such assignment shall be subject to review by the school board.

CLASSIFIED NON-INSTRUCTIONAL PERSONNEL

Termination: Classified non-instructional personnel are "at-will" employees whose duties do not require a certificate (or license) issued by the State Department of Education. Classified employees have no property rights in their employment, which may be terminated without notice at any time by either the employee or the employer. Reference: School Board Policy, GC (3/21/2011).

Staff Reassignment: The superintendent of schools or designee shall have the 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 employee transferred, such assignment shall be subject to review by the school board.

EVALUATION/PERSONNEL APPRAISAL (CERTIFIED AND NON-CERTIFIED)

Evaluation of Professional Employees: The evaluation of professional employees shall be in the form and manner prescribed by the State Department of Education. The school board of this district directs the superintendent to formulate and implement a formal annual performance appraisal system based on job descriptions and on-the-job performance of every professional employee.

According to the form and manner prescribed by the Mississippi Department of Education, the Enterprise School District Board of Trustees approved the use of the Mississippi Educator and Administrator Professional Growth System to evaluate teachers and principals at all schools (Board Policy GBI).

Certified personnel will receive a formal evaluation at least once per year by their principal/supervisor. Walk-in or spot check evaluations will be conducted throughout the school year. Administrators will conduct a post-observation conference with personnel to discuss evaluation findings.

Teachers will be provided a copy of their formal evaluation to be signed. Signing the evaluation does not mean that the teacher agrees with the findings of the evaluation, rather the signature only acknowledges receipt of a copy of the evaluation. Appeals of findings or comments in evaluations are handled in the same manner as other grievances. It is the responsibility of the school district to provide opportunities for remediation of deficiencies noted. It is the responsibility of the staff member to follow through remediation for consistent, lasting improvement.

Non-Certified Personnel: Non-certified personnel will be evaluated at least once per year by the appropriate principal/supervisor. Walk-in or spot check evaluations will be conducted throughout the school year.

Types of Evaluations: Evaluations for all district personnel will utilize one or more of the following methods:

1. Announced
2. Unannounced
3. Spot Checks

Both announced and unannounced formal evaluations will be recorded on the appropriate evaluation form. Spot checks of performance are of limited scope, generally confined to verifying the presence or absence of certain competencies and behaviors. In any case, observations which indicate areas of needed improvement in performance will result in written notice being given to the employee. Such notice will include a description of the observed deficiency(s) and may include a recommendation for a plan of correction/improvement.

Principals/supervisors are responsible for insuring that all required evaluations are completed in accordance with the Mississippi Department of Education and local school board policies. All personnel evaluations will be handled with absolute confidentiality. Evaluation records will be maintained in locked file cabinets, with only the principals/supervisors having access.

The **SPED Director** may share the responsibility of monitoring and evaluating all special education personnel with the building principal.

FAIR LABOR STANDARDS POLICY

PURPOSE

The purpose of this policy is to ensure that the Enterprise School District is in compliance with requirements of the Fair Labor Standards Act (FLSA), 29 U.S.C. '201 et seq.

EXEMPT EMPLOYEES

Certain employees are exempt from coverage of the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative and professional employees. Examples include, but are not limited to, certified professional employees such as teachers, counselors, supervisors and administrators. Certain noncertified administrators are also exempt and include business managers, transportation directors, maintenance directors and other similar administrative and supervisory positions.

Supervisors should seek advice from the school board attorney if there is a question whether a position is exempt.

COVERED EMPLOYEES Employees in the job classifications listed below are generally considered to be non-exempt and are covered by the FLSA unless a specific exemption exists. In those instances the reasons for the exempt status will be specifically outlined.

- Secretaries
- Bookkeepers
- Clerks
- Mechanics
- Janitors
- Cafeteria Personnel
- Assistant Teachers
- Substitute Teachers
- Bus Drivers
- Maintenance Personnel
- Security
- Data Entry Operators

In some instances employees may perform dual jobs for the District, such as bus driver/maintenance worker. If duties of the two jobs require the employee to work overtime, the amount due will be calculated using the method described below under OVERTIME PAY.

EMPLOYMENT RELATIONSHIPS

No employment relationship is created between student teachers or students and the District due to circumstances surrounding their activities.

No employment relationship is created between the District and individuals who volunteer and donate their services to the District as a public service without contemplation of pay. The hiring of off-duty policemen or deputies on a part time basis by the District for crowd control or for security purposes does not create a joint employment relationship between the District and the city or county with which the policeman or deputies are employed. The District is separate and distinct and acts entirely independent of other governmental entities.

HOURS WORKED

Hours worked shall be accurately recorded by each employee on the monthly or weekly time sheet in the form which is provided by the District. Employees using time sheets shall furnish all information requested and shall record the exact time of arrival and departure from work. Employees are expected to arrive and depart at the time specified by his/her immediate supervisor. All overtime shall be recorded by each employee on the time sheet or time card.

No overtime shall be worked without prior written permission by the superintendent. In the event of emergencies requiring work in excess of 40 hours in a work week, the employee shall inform his/her supervisor as soon as practicable regarding the overtime worked.

MINIMUM WAGE

All employees subject to the FLSA shall be paid not less than the current minimum wage.

OVERTIME PAY

In the event the District decides to pay for the overtime work in the form of monetary remuneration, the employee shall be paid not less than 1.5 times his/her regular rate of pay for all hours worked over 40 hours in a work week. Overtime pay due an employee shall be computed on the basis of hours worked in each work week. For employees paid on an hourly rate, the overtime will be based on that hourly rate. For employees paid on a salaried basis, the monthly salary will be reduced to its weekly hourly rate, from which overtime compensated will be calculated. Employees shall be paid for each and every hour worked.

ADJUSTMENT OF SCHEDULES

Supervisors may adjust schedules within a work week to prevent the necessity of an employee working more than 40 hours in that work week.

RECORD KEEPING

Superintendent shall require all records on wages, hours and other items to be maintained in accordance with the FLSA. Wage and Hour poster shall be displayed at each District worksite.

ENFORCEMENT

District shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site. If an employee believes he/she has not been paid in accordance with the FLSA, the employee shall notify his/her supervisor and the Superintendent. Employees who believe they have not been paid in accordance with the FLSA may file a complaint with the United States Department of Labor. The District shall not retaliate in any manner whatsoever against an employee for the filing of such complaints.

District employees responsible for supervising employees subject to the FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the District. Any disciplinary action taken by the District will be in addition to any relief granted an employee by the U.S. Department of Labor or a court of law.

LEGAL REFERENCE: Fair Labor Standards Act (FLSA), 29 U.S.C. '201 et seq.

CROSS REFERENCE: Policy GCD – Classified Personnel Hiring

FAMILY RIGHTS TO PRIVACY ACT (FERPA)

All student records are to be handled in accordance with the Family Rights and Privacy Act. Anyone accessing student files must complete the insert checkout forms indicating name of person using file, purpose, and date. Only authorized persons may have access to student records. All student information should be kept confidential. This includes both written and oral communications. Teachers should never discuss confidential information pertaining to individual students with anyone unless it is directly related to school business, or otherwise authorized by the principal. A copy of all testing information will be maintained in the student's permanent record in the appropriated principal's office or counselor's office.

Listed below parents will find their rights under the Family Rights to Privacy Act (Public Law 93-380), commonly known as FERPA.

Major Provisions: The FERPA or Buckley Amendment gives parents of students under the age of 18 and over, the right to examine records kept in the student's file.

- Parents and eligible students have the right to review and copy their child's educational records or their own records.
- Parents and eligible students have the right to have records explained and interpreted by school officials.

- School officials may not destroy any records if there is an outstanding request to inspect them.
- Parents and eligible students who believe information contained in the educational records is inaccurate, misleading, or a violation of any rights of the student may request that records be changed.

Hearings: If the school decides that the records should not be changed, the parent of the eligible student must be advised of his/her right to a hearing. The hearing is:

- To be held within reasonable period of time, with the parent or eligible student given advance notice of the date, place, and time.
- To be conducted by a party who does not have a direct interest in the outcome of the hearing.
- At the hearing, the parent or eligible student has the right to present evidence and be represented by individuals of his/her choice.
- The decision of the hearing is to be in writing, and the decision can be based only on the evidence presented at the hearing.

Records: A school may release certain kinds of educational records to education and other social service agencies without permission from the parent or eligible student. A record containing information regarding requests for records must be maintained with the student's files. This information can be inspected by the parent or eligible student.

NOTE: Each school district or institution must give parents of students in attendance or students age 18 or over, an annual notice to inform them of:

- School or institution policy or procedures in providing the rights and protection of PL 93-380.
- The right of the parents and students age 18 and over to file a complaint if the institution fails to comply with the requirements of the law including the right to have the law communicated to the student or parent in a primary language other than English.

GRIEVANCES AND COMPLAINTS - LICENSED STAFF

1. PURPOSE

The purpose of these procedures is to secure, at the earliest time and at the lowest possible administrative level, equitable solutions to problems which, from time to time, may arise and which affect the welfare or working conditions of employees of the district. These procedures are adopted to establish and implement compliance with Enterprise School Board Policy GAE, STAFF COMPLAINTS AND GRIEVANCES, heretofore adopted; to schedule the prompt resolution of grievances; to establish the procedures for appeal; due process and notification of conference and/or hearings on review and the schedule and timing of such review; and, to require the rendition of relative decisions.

2. PROCEDURES

Grievances shall be processed as rapidly as possible at every level. The number of days indicated in which a resolution of a grievance is to be attempted should be considered as maximum. Time limits specified may be extended by agreement of the employee and the administration. Time limits may be reduced by the administration when the grievance shall have been filed so late in the school year as to jeopardize the resolution of the grievance before the end of that school year. In the event of a proposed reduction in time, the administration shall notify the employee in writing of said reduction within three (3) days of receipt of the grievance. In no event shall such reduction of time preclude a deliberate consideration of the grievance and its resolution.

3. DEFINITIONS

- A. The word "Principal" as used herein shall mean the administrative person assigned and responsible for the activity upon the individual school campus at which an employee is principally employed. The word "Supervisor" shall mean the administrative person assigned and responsible for the conduct of separate school facility and operation, i.e.: Food Service, Maintenance or Transportation. "Immediate Supervisor" shall mean department head of academic instruction or athletics (when the grievance relates purely to assignment of the employee in athletic instruction); or, foreman of work upon which employed, if there is such.
- B. "Employee", as used herein, shall mean an employee; or, more than one employee in a group of employees similarly situated; which definition shall apply at all levels of consideration of the grievance.
- C. "Presentation of a grievance", as used herein, shall mean an oral or a written request for Level One conference; or, the written request for a conference at the next level, a hearing or any appeal.
- D. In determining time limitations, the word "Day" shall mean a day on which school is in session. E. The use of the term of the male gender herein shall include those persons of the female gender.
- F. The phrases "Request for Level Two...(or, Three)... Consideration" and "Appeal" shall be considered synonymous in interpretation of procedure as appropriate.

4. LEVEL ONE PROCEEDINGS

Grievance of a decision made by the administration shall be first presented to the immediate supervisor of the employee who feels aggrieved. In the event the immediate supervisor of that employee is not the principal/supervisor of the campus or facility at which the employee is principally employed, the matter shall be taken; unless there resolved, but no later than the next day; to the principal/supervisor for consideration and resolution. An initial conference shall be held between the employee and the principal/supervisor to determine if the grievance can be resolved between them and without formality. Any grievance unresolved upon initial conference with a principal/supervisor, and which is not then in writing, shall be reduced to writing by the employee within the five days next succeeding the initial conference with the principal/supervisor and shall be included as a part of the record of the proceedings to that date. If the grievance is not then mutually resolved, the rationale for the decision not to reverse the action about which grievance is made shall be reduced to writing and given to the employee by said principal/supervisor within seven (7) days of initial presentation of the grievance to the principal/Supervisor. All proceedings herein above described with the immediate supervisor and/or Principal/supervisor are designated Level One proceedings. If the employee has not filed a Request for Level Two Consideration with the principal/supervisor within ten (10) days after his receipt of copy of decision by the principal/supervisor, the dispute shall be considered resolved.

5. REQUEST FOR LEVEL TWO PROCEEDINGS

An employee who shall consider his grievance unresolved may file request for Level Two Consideration in writing with his principal/supervisor within ten (10) days of receipt of copy of the decision in Level One proceedings. The request shall contain a statement of the basis of dispute about which consideration or reconsideration is requested; and, shall be signed and dated by the employee and/or employees. Upon receipt of such request, the record of the Level One proceedings; to include the original decision, the written grievance and all requests for reconsideration and/or appeal and a statement of the rationale for the issue of the decision and the denial of the grievance, all in writing; shall be compiled by the principal/supervisor; and, as the record of such proceedings, delivered to the Superintendent of the District, within the three (3) days next succeeding receipt of the request from the employee.

6. LEVEL TWO PROCEEDINGS

- A. All requests for Level Two Proceedings shall be received by the superintendent and resolved as a reconsideration of Level One proceedings. Those persons employed by the district who report directly to; or, whose employment is supervised directly by the superintendent may file request for reconsideration of order, assignment, requirement or administrative direction with the superintendent. The superintendent shall act on such a request within the same time limitations as herein above established for Level One proceedings.
- B. The superintendent shall meet with the employee filing request within ten (10) days after the filing of the request. A full discussion of the original decision of which complaint is made; the rationale for it; and, the factors and facts upon which the employee bases his grievance shall be entertained by the Superintendent in his consideration. The superintendent may, but is not required to do so at that time, permit the introduction of testimony of others in support of the administrative decision and/or the employee's grievance. All proceedings at Level Two shall be conducted in the presence of the employee.
- C. The superintendent shall render and deliver his decision in writing to the employee within ten (10) days after the employee conference at Level Two. If the superintendent does not render and deliver his decision within ten (10) days after the conference, the employee may appeal the earlier Level One decision and the lack of Superintendent's decision in Level Two proceedings. An unresolved grievance filed by the employee whose activity is supervised directly by the Superintendent may be appealed to Level Three Hearing as in the case of Level One action considered or unresolved at Level Two by the Superintendent.
- D. Appeal for Level Three Hearing shall be filed in writing by the employee in the office of the superintendent within ten (10) days after decision was, or, should have been, rendered by the superintendent. If the action taken at Level Two is not appealed by the employee within the ten (10) day period of time, the grievance shall be considered resolved.

7. LEVEL THREE HEARING

Level Three Hearings shall be conducted in accord with the provisions and principles in Enterprise School Board Policy GBN-R, RULES OF PROCEDURE UNDER SCHOOL EMPLOYMENT PROCEDURES ACT, heretofore adopted by Board.

8. RESOLUTION CONFERENCES AND APPEALS

Conferences and appeals at all levels shall:

- a. be conducted by the principal/supervisor of the campus/facility at which the employee feeling aggrieved is principally employed; or, the superintendent; or, designee of the board or hearing officer, as appropriate.
- b. include as party participant the employee and any other staff member personally involved; and, when the grievance is of directive issued by principal/supervisor, shall include the principal/supervisor at Level Two proceedings. Should the employee desire representation at conference, such shall be permitted upon notification to the administrator conducting the conference at least two (2) days in advance of such conference; and then, only at the private employment and expense of the employee.
- c. be held only after due written notification to all persons concerned. Waiver of time requirements shall be reduced to writing and signed by the administrator and the employee(s) involved.
- d. be free from interferences, coercion, restraint, discrimination or reprisal.
- e. be held in private at conference level, unless request otherwise shall be first obtained from the employee(s).
- f. be limited to the ascertainment of relative facts and the obtaining of statement(s) relative and pertinent to the initiation of grievance; but, conducted in such manner as will allow the administrator, the

employee or his representative to clarify such matters presented as fact or statements made at the conference. Cross-examination as such shall not be conducted as part of any conference.

- g. be made of record to consist of the original decision or directive; the grievance of the employee; the action of the administrator upon said grievance; copies of all notices and writings; written, or tape recorded, summary of the conference; and, a written statement of the rationale for the decision of the administrator in accepting or rejecting the grievance of the employee.
- h. fully and freely develop the dispute which gave rise to the filing of the grievance; but, not to be unduly protracted in time.

HOMEWORK & OTHER ASSIGNMENTS OUTSIDE THE CLASSROOM

Homework and other assignments outside the classroom should only be assigned to review and strengthen those skills that were previously taught. If homework or other work is assigned, the teacher must thoroughly explain the directions in advance, and provide the student with all information necessary to complete the assignment. Homework assignments should vary with the age and grade of students and never be excessive. Teachers must check homework when the assignment is made.

INSTRUCTIONAL DUTIES/ARRIVAL AND DISMISSAL SCHEDULES

During School Hours: Each principal shall assign all members of the faculty and staff under their direct supervision to specific supervisory duties during the school day, such as bus duty, hall duty, cafeteria duty, recess, etc.. All faculty members are required to be at their classroom door to supervise the hall, bathroom, and classroom areas immediately before and after school and during each class change, unless instructed otherwise by the principal. Teachers are required to monitor student activities at all times both inside and outside the classroom. Under no circumstances should the teacher ever leave the classroom or duty area unsupervised. If an emergency situation arises and you must leave your class, it is your responsibility to contact the nearest faculty member to your room, or contact the office via the intercom/telephone so that supervision can be arranged.

After School Hours: All Enterprise School District employees shall be admitted free of charge to all home games when they present a valid employee ID. All certified faculty members may be assigned to serve additional duties at athletic events or other school sponsored functions during the school year.

Extra-Curricular Activities: Enterprise School District offers a wide variety of activities to students. Included among these activities are clubs and organizations. Faculty members assigned as sponsors of these clubs and organizations are responsible for the proper conduct of students during all club or organization activities. Each faculty member may be required to serve as a classroom sponsor and/or homeroom sponsor for the class/grade to which he/she is assigned. The purpose of the classroom sponsor is to assist in coordinating student activities. A list of all class sponsors and sponsors for school-sponsored clubs and activities is available in each principal's office.

Duty Hours: Teachers are expected to be on duty at their respective schools no later than **7:30 a.m.** each day. Except when carrying out other assignments authorized by the principal, teachers are expected to remain at school or on duty during designated work hours. It is expected that all teachers remain at their designated school site until **3:30 pm** each day.

Faculty Meetings: Faculty meetings will generally be held on Wednesdays as needed. However, administrators may occasionally find it necessary to schedule faculty meetings at other times. Unless specifically released by the principal, all certified faculty members are required to attend each meeting.

Occasionally, teacher assistants and/or other designated personnel may be required to attend certain meetings.

Teaching Assignment: Specific teaching assignments will be made by the appropriate school principal. Assignments are subject to change upon recommendation by the principal and/or superintendent. Final approval shall be made by the superintendent. No teacher shall be required to perform any teaching assignment which exceeds the provisions of the Mississippi State Department of Education Commission of School Accreditation or other applicable provisions or regulations. Any questions regarding teaching assignments or duties associated with the position should be directed to the appropriate school principal and/or director.

Pacing Guides: A Pacing Guide should be developed and maintained at each school and serve as the primary document directing the instructional program of the school. All teachers will insure that all State Frameworks, Benchmarks, and Statewide Testing objectives are adequately taught and that all students are afforded sufficient opportunity to demonstrate mastery of skills, including tutoring and re-teaching as often as necessary.

Supervision of students on a school bus: All district staff, including teachers, teacher assistants and bus drivers assigned to a school bus when transporting students to and from school, field trips, or other school sponsored events are responsible for the supervision of all passengers at all times. You must account for all students as they board and exit the bus. A thorough check of the bus from front to back must be conducted each and every time so no student is inadvertently left behind.

Lesson Plans: All teachers, including electives teachers are required to prepare and submit detailed lesson plans for all subjects taught to their principal each week. Only the principal and/or the assistant principal are authorized to check lesson plans each week and provide teachers with appropriate feedback. Teachers must also provide detailed lesson plans for substitute teachers or for purposes of administrative observations as directed. All faculty members should have on file several all-purpose lesson plans to be used for emergency situations. Lesson planning or any other form of planning must be completed during a planning period or other appropriate time when students are not present in the classroom. Any deviation from the lesson plan format must be approved by the superintendent.

Instruction: Teachers should employ a variety of methods to present lesson objectives so students with different learning styles and abilities will have an equal opportunity for success. Classroom instruction should always follow the MDE curriculum framework and be designed to meet the needs of each individual student. Specific content and/or materials contained in a course may be modified by the instructor to meet changing needs. Any major changes should be approved by the principal.

A variety of services are available for special education and intellectually gifted students. Special Education instruction must be carefully aligned to the curriculum framework and each student's individual IEP. All teachers who teach special education students must have a copy of their IEP PLP/accommodations on file in the classroom. Gifted classes are available for students who qualify. Teachers should make all recommendations for student assessment to their principal.

Preparation: Teachers are expected to report to the classroom each and every day fully prepared for their teaching assignment. Adequate preparation is essential to maintaining an effective teaching and learning process, and classroom management. Any materials and/or equipment needed to assist in lesson preparation may be secured through the principal's office, library, or from other faculty members. Copy machines may be used only when lesson items cannot be duplicated by other means. Copyrighted materials should not be duplicated without permission.

Promotion and Grading Standards for Special Education Students: Promotion of special education students is based upon criteria promulgated by the Mississippi State Department of Education. Any student who is resourced (placed in a regular classroom) for part of the school day will receive grades like any other student attending that class. Self-contained students are graded upon accomplishment of objectives as prescribed in their IEP.

Student Motivation and Counseling: Good rapport and positive communication with students is vital to classroom success. Taking the time to understand and practice fairness and consistency with all students are keys to developing good rapport and mutual respect between students and teachers. Teachers should be ever mindful of these qualities and strive daily to positively counsel and motivate all students. Students requiring special counseling services should be referred to the school counselor or principal.

Tutoring: NO tutoring for which a teacher receives compensation will be carried on in the school building.

INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY

The goal of the Enterprise School District in providing network services to teachers, staff, and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Internet is an electronic communications network that provides vast, diverse, and unique resources. The purpose of providing these resources is to improve learning, teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. Enterprise School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The guidelines in this document are there to help facilitate this goal and they must be adhered to by all who access the network.

The use of Enterprise School District's network/Internet is to support research and education in and between schools and academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the network/Internet must be in support of education and research and consistent with the educational objectives of Enterprise School District

Transmitting, accessing, or retransmitting any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state, or federal law or regulations and/or school district policy is prohibited. This includes, but is not limited to copyrighted materials, threatening or obscene materials, harassing, pornographic or materials protected by trade secret.

Users will not post chain letters or engage in "spamming" (that is sending an annoying or unnecessary message to large numbers of people).

Users shall not access, transmit, or retransmit any material that promotes violence or the destruction of property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.

Use for commercial activities by for-profit institutions is generally not acceptable.

Use for product advertisement or political lobbying is also prohibited.

Users shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.

Attempting to bypass network controls and filters by any means is prohibited.

Unapproved remote access to the ESD network is strictly prohibited.

Users shall not use the passwords of others to access the network or any other electronic communication or telecommunication services unless approved by the site administrator, district technology staff, or the superintendent.

The use of Enterprise School District services is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. The site and/or network administrator(s) will deem what is inappropriate use, take appropriate action, and determine consequences. Also, the site and/or network administrator(s) may deny access at any time as required. Users should report any security issue of a questionable nature to the proper site or network administrator.

Enterprise School District is CIPA (Children's Internet Protection Act) compliant. The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program - a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA. In accordance with CIPA, Enterprise School District utilizes several different forms of filtering and network monitoring devices. However, users must also recognize that no filtering system is perfect, and that in the event inappropriate material is accessible, the District shall not be held liable. Accessible inappropriate material should be reported immediately to your site administrator or network administrator.

The use of access requires that you abide by accepted rules of network etiquette. These include, but are not limited to the following:

- **BE POLITE.** Do not send abusive or harassing messages to ANYONE.
- **USE APPROPRIATE LANGUAGE.** In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (Note that E-mail is not guaranteed to be private. Messages relating to or in support of illegal or violent activities must be reported to authorities and appropriate action will be taken.)
- **PRIVACY.** Do not reveal or provide the personal address, phone number, or other information about yourself or any other person. Enterprise School District will not disclose any personal information about students. Any user will immediately report to the ESD any attempt by other internet users to engage in inappropriate conversations or personal contact. The system administrators and approved staff are required to monitor activity on all devices accessing the ESD network. There should be no expectation of privacy on any device accessing the ESD network. Any information on your school computer/email is ESD property and may be searched at any time without notice.
- **CONNECTIVITY.** Do not use the network in such a way that would disrupt the use of the network by others. Users should not use the district network with activities that put a strain on network resources and bandwidth such as: online games, music, running resident programs such as chat, instant messenger service (AOL, MSN, Yahoo, etc.) All use should serve an instructional purpose and be educational in nature.

Services: Enterprise School District will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained via Enterprise School District network services, is at your own risk. Enterprise School District denies any responsibility for the accuracy or quality of information obtained through network services.

Use of Personal Devices: Use of personally owned equipment will be evaluated on a case by case basis. Users must first notify the Technology Department of such anticipated use. Any device that accesses the district network must be approved by the Technology Department and meet minimum standards with regards to anti-virus and spyware protection prior to use. This includes, but is not limited to personal computers, notebooks,

laptops, PDA's, music players, Internet capable phones, and other devices. ESD or its employees will not be held liable for any damage to personally owned equipment used on the network. Users will assume all risks associated with the use of the ESD network. ESD computer department will not be responsible for the upkeep or maintenance of personal devices used on the network.

Users agree not to allow anyone to work on Enterprise School District computers and network equipment without the permission of the District Technology Staff. This includes but is not limited to, unapproved installation of software, hardware, or network devices/cabling.

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the Enterprise School District network, you must notify a system administrator either in person or via the network. Do not demonstrate the problem to other users. Do not use forged messages or post anonymous messages. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Enterprise School District network services. Under no conditions should a user provide his/her password to another person or use another person's password.

Enterprise School District will retain district email on our server for a period of no more than three years. All email older than three years will be purged and deleted from our servers and no longer available. Email will be purged and deleted at the end of every month.

Vandalism may result in cancellation of privileges and/or criminal prosecution. This includes, but is not limited to, contamination, deletion or reconfiguration of data or degradation of system performance in any way.

NOTE: The Enterprise 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 or access to the district network.

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

Definitions

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

Access to Inappropriate Material

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

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

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

Inappropriate Network Usage

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

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

Education, Supervision and Monitoring

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

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives.

The Enterprise School District or designated representatives will provide age-appropriate training for students who use the Enterprise School District internet facilities. The training provided will be designed to promote the Enterprise School District’s commitment to:

- The standards and acceptable use of Internet services as set forth in the Enterprise School District’s Internet Acceptable Use Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - cyber bullying awareness and response.
- Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

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

This Internet Safety Policy was adopted by the Board of the Enterprise School District at a public meeting, following normal public notice, on June 22, 2015.

By signing the **Internet/Network Acceptable Use Policy Agreement** at the end of this handbook, you agree to the following:

- I have read and understand the Acceptable Use Policy as set forth by FMSD.
- I understand that I have no expectation of privacy when using district equipment for any purpose, including email.
- I understand that all web access is tracked and monitored.
- I understand that attempting to compromise the district network in any way, including bypassing the web content filter, is a direct violation of this policy.
- I understand that software cannot be downloaded or otherwise installed on the FMSD network without a valid license agreement and approval from the Technology Department.
- I understand that I am responsible for equipment assigned for my use. I agree to monitor student use on said equipment. I understand that this equipment should never be left unsupervised with access to the network.

OUTSIDE EMPLOYMENT

Faculty members are allowed to hold employment other than their position with the district provided that such employment does not interfere with the discharge of their contractual obligations to the district. In the event that outside employment interferes with the discharge of contractual obligations, such employment must be terminated or the faculty member may be subject to dismissal or non-renewal.

PARENT/TEACHER CONFERENCES AND COMMUNITY RELATIONS

Conferences: Parents are encouraged to meet with teachers, counselors, and administrators regularly concerning their child's educational progress. Since teacher availability is limited during the school day, it is suggested that parents contact the school's office to schedule all conferences. Parent/teacher conferences should be held as often as necessary, and may be scheduled to include a counselor and/or an administrator. Conferences will be scheduled at the earliest convenient time and will be scheduled during the teacher's planning period if possible. If not possible, the conference will be scheduled before or after school. All appointments for conferences that will include administrators or counselors must be scheduled through the office in advance. When scheduling conferences, teachers should instruct all individuals to report to the office upon arrival to the school and be escorted to the conference location. On occasion, the school's administration or staff may require the parent/guardian to meet for a conference to discuss their child's discipline, academics, etc. [Parent/teacher conference, House Bill 722, effective July 1, 1996, amends Mississippi Code S37-11-53(3)] to provide that a parent/guardian who fails to attend a discipline conference to which they were summoned shall be guilty of a misdemeanor, and upon a conviction shall be fined up to \$250.00).

Community Relations: In an ongoing effort to improve parent/community relations, every teacher shall be required to make a worthy attempt to establish and maintain effective on-going communications with each student's parent or guardian throughout the school year. Faculty members should attend and participate in all PTO/PTA, Open House, and other regularly scheduled meetings. Faculty members are encouraged to attend school functions as often as possible to assist in building positive community relations. At principal's discretion, faculty members may be required to attend school related meetings.

POLITICAL ACTIVITY

Enterprise School District recognizes the right of its employees and encourages them as citizens to engage in activities which exemplify good citizenship. However, school property and school time shall not be used for political purposes.

PROMOTION AND RETENTION

Policy on Student Progression and Retention-General Policies

1. Decisions on pupil progression or placement shall be made to serve the best interests of the student.
2. The primary responsibility for determining each pupil's level of performance and ability to function academically, socially, and emotionally at the next level shall be that of the classroom teacher, subject to review and approval by the principal. The Superintendent shall have the responsibility to review individual cases and make recommendation, provided they are in accordance with applicable state and federal laws.
3. Policies on pupil progression should be designed for the purpose of assuring that each student in the Enterprise School District is placed in an instructional program which provides appropriate opportunities for success in school.
4. A complete set of records must be maintained on each student for documentation. These records must contain the progression record, which identifies the skills contained in the district's curricula.
5. Mastery of the minimum skills and learning objectives is required for each course or grade.
6. Course mastery is defined as the demonstration of the minimum standards for passing each grade/subject/course, as outlined in the Promotion and Retention Policy.

7. Each principal shall ensure that the school is appropriately disseminating information to the parents. This information is to include data such as student progress and minimum skills required before an assignment can be made to the next grade or course level.

Retention

Retention in the Enterprise Elementary and Middle Schools is based very heavily on reading. Reading is the foundation upon which success in every subject depends and will affect a student's progress in each of those areas. As a result, if a child is having problems with his/her reading, it may be necessary to retain the child in order to prevent future educational problems across subject areas. The following guidelines will be followed when making suggestions for student retention:

K – 4

- If a child fails reading, he/she will be retained.
- If a child fails mathematics two (2) years in a row, he/she will be retained.
- **Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.**

5 – 8

- To be promoted to the next grade level, a student in grades five (5) through eight (8) MUST pass the four (4) core academic courses (Language arts, mathematics, science, and social studies)

In order to be eligible for summer school:

- A student must have a final average of at least a 60 in the course in which he/she failed.
- A student that fails two (2) subjects must have at least a 65 composite average in the four (4) core academic courses.
- A student must not have failed 3 core academic courses in one year.
- A student must not have failed the same core academic course in consecutive years.

**The building principal shall be the final authority should any questions arise.*

PURCHASING/FUNDRAISING/DONATION/INVENTORY PROCEDURES

All purchasing is handled by each school or district office. To purchase an item, the employee must submit a purchase requisition to the principal/director. Upon approval by central office, a purchase order will be issued. **Absolutely no purchases shall be made without a requisition approved in advance by the principal/director and the superintendent.** Any employee(s) making purchases without proper authorization as documented with a purchase order shall be personally responsible to the company/vendor for all costs. An approved requisition and a purchase order are also required before any preview materials such as textbooks can be ordered.

Fund Raising Procedures: All fund raising activities must be approved in advance by the principal and superintendent. Fundraisers that require students to go from house to house or door to door to solicit funds or sell products should be avoided. Any duplication of other group's ongoing fundraisers shall not be approved.

Upon approval from the superintendent, the principal/director shall notify the fundraiser sponsor to proceed with the activity. Once approved, all district purchasing procedures must be followed.

1. Submit all purchase requisitions to the Principal/Director.
2. Principal/Director signs requisitions and forwards them to the Central Office.

3. Central Office will process the requisition(s) and issue the purchase order number(s).

District employees **must never contract with any company or vendor until all paperwork has been approved.** Any employee who contracts with a company/ vendor without approval will be personally responsible for all costs incurred in the transaction. Once the fundraiser is complete, the sponsor must send all invoices to the Central Office or school secretary if it is club funds.

Donations: Any materials, equipment, or funds donated to the school automatically become school property and must be approved by the Board of Education. The principal at each school must submit a memo to the Superintendent of Schools and the School Board describing all donations for approval.

Grants: District employees must have school board approval before applying for a grant.

Advertising, Solicitation, Sales: No advertising, solicitation, sales, or service of any kind is allowed on any Enterprise School District campus without prior approval from the Superintendent or designee. No district personnel shall solicit any funds/services from any source without prior approval from their principal or superintendent.

Inventory: Teachers are legally responsible for the care and security of all inventoried items assigned to their classroom. All equipment, furniture, textbooks, etc. that are assigned to their classroom or office must be listed on their inventory sheet. **All valuable or highly walkable items must have a FIXED ASSET tag affixed to the item.** Under no circumstances shall any school owned equipment or supplies be removed from the assigned classroom or school premises without written permission from the superintendent or his designee. Employees are responsible for the replacement cost of all inventory items, whether they have been damaged, lost, or stolen.

IMPORTANT: To make any changes to your inventory (add, delete, transfer, report stolen, or lost), it is your responsibility to contact Chris Randall or Stephanie Penn for the appropriate forms. Never discard any broken or damaged item that has a fixed asset number affixed to them. These items cannot be discarded until the request to the superintendent and school board has been approved.

PURCHASE ORDERS AND CONTRACTS

One of the most important aspects of control over expenditures is an efficient and effective system of purchasing. Each school district shall establish a purchasing system. A well designed system of purchasing will include:

1. **Purchase requisitions** are documents filled out by requesting departments/divisions/ schools or teachers requesting that the purchasing department buy the items requested. A requisition is the device by which management realizes that there is a need for materials.
2. **Purchase orders** are documents issued by the school district to vendors ordering the items requested by departments/divisions/schools or teachers. A purchase order is the device by which management places an order. Accepting a purchase order by a vendor affects a legally binding contract. The purchase order gives the vendor authority to ship the required items and binds the district for payment.
3. **Receiving reports** are documents documenting the fact that the materials ordered were actually received.

Using the documents above, the purchasing process could work as follows:

1. The school district could utilize purchase requisitions to be prepared by school district personnel whenever there is a request for materials. All requisitions should require approval by next higher level

of administration than the person actually requesting the material. Once approved this requisition should be forwarded to the central office.

2. When a properly prepared and approved requisition is received by the central office, it should be reviewed to ensure that the requisition amount will not exceed the budget for that particular area. All requisitions should be subjected to public purchasing law requirements. A determination should be made as to whether or not quotes or bids shall be obtained prior to the actual placing of the order, in accordance with public purchasing laws.
3. Once the public purchasing law requirements are fulfilled, a purchase order should be issued, the issuance of which is official notice to the vendor that you desire for the vendor to fill that order.
4. When ordered materials are received, either a receiving report shall be prepared by the person receiving the material or by central receiving, or, in the absence of a receiving report, the vendor's invoice shall be signed by the person receiving the material.
5. Prior to paying any claim, the accounts payable clerk should match the following documents:
 - a. Purchase requisitions
 - b. Purchase order
 - c. Receiving report (or vendor invoice signed by personnel indicating receipt of the material)
 - d. Vendor invoice (where receiving reports are used).

All purchase orders shall be prenumbered and controlled. Receiving reports, if utilized, shall be prenumbered and controlled. Requisitions do not require prenumbering.

A purchase order log shall be maintained by purchase order number. This log will allow for follow-up on unfilled orders as well as allowing for the school district to determine the dollar value of outstanding purchase orders. The purchase order log shall, at a minimum, contain the following information: purchase order number, date issued, vendor name, description and amount. In lieu of the purchase order log, the district may maintain a file copy of purchase orders which are in numerical sequence.

Centralized purchasing is recommended for all districts. It is the most efficient and effective means of handling purchasing. With centralized purchasing, a purchasing department headed by a purchasing agent makes all purchases for the district. By purchasing in this way, one department can specialize in the purchase function. Also better internal control exists when purchases cannot be made by many people at many different locations.

School boards shall establish policies concerning school district purchasing. Included in these policies, the board shall identify those items, if any, it is exempting from purchase order requirements (e.g., lunchroom foods that are purchased at bid price and delivered daily, purchases of certain items from student club funds, purchases made daily for the transportation department and purchases of monthly services such as utility bills and phone bills).

Purchasing policies and procedures shall be approved by the school board and recorded on its official minutes.

PUBLIC PURCHASING LAWS

Mississippi public school districts must make purchases in accordance with the Mississippi Code of 1972, Annotated. Additional procedures, requirements, and regulations are to be found in the Financial Accounting Manual for Mississippi Public School Districts, prescribed by the Office of the State Auditor. The Manual includes a "Quick Reference Index of School Related Laws" that indicates the most significant code sections affecting purchasing are 31-7-1, 31-7-12, 31-7-13, and 37-39-1 et seq.

PURCHASING DOCUMENT FORMATS

The forms and formats presented on pages D-4 through D-7 in the Manual are provided only as guides in implementing a school district purchasing system. The actual forms and formats to be utilized are to be determined by the district.

REMINDER: Purchases made from federal funds are also subject to applicable federal regulations.

NOTE: The Mississippi public purchasing laws have been amended by the Legislature each year for the past few years. To keep current, each district needs to obtain and review a copy of any amended public purchasing laws as soon as possible after the bill making the change is passed. These amended code sections may be obtained from the Secretary of State. If the legislative bill number is known, the amended law may also be obtained by calling the Senate Docket Room at (601) 359-3229 or the House Docket Room at (601) 359-3358. Also, bill status may be obtained online at the State Legislature website: <http://www.ls.state.ms.us/>

REPORTING OF UNLAWFUL OR VIOLENT ACTS

District employees shall comply with all requirements imposed by law with regard to reporting unlawful or violent acts which have or may have occurred on school property or during school-related activities or for which students have been expelled.

The following reports shall be made in accordance with the law and with Policy JCBF-P - Reporting of Unlawful or Violent Acts -- Procedures.

NOTIFICATION TO PRINCIPAL

Any school employee shall notify his/her principal immediately upon obtaining knowledge that one of the following unlawful activities or a violent act has or may have occurred on school property or during a school-related activity:

1. Aggravated assault, including but not limited to:
 - a. Assault resulting in serious physical injury or
 - b. Assault involving use of weapon;
2. Assault on a school employee, simple or aggravated;
3. Indecent liberties with a minor;
4. Possession of a firearm or other weapon;
5. Possession, use or sale of any controlled substance;
6. Rape;
7. Sexual battery;
8. Other sexual offense;
9. Murder or other homicide;
10. Kidnapping; or
11. Other violent act.

When an emergency situation exists and the principal is not available for immediate notification, the employee shall immediately notify the appropriate law enforcement agency and, as soon as possible thereafter, shall notify the principal or other school administrator.

NOTIFICATION TO SUPERINTENDENT

A principal receiving an employee's report or having personal knowledge of such acts shall immediately notify the superintendent or his/her designee.

NOTIFICATION TO LAW ENFORCEMENT AGENCY

A principal shall orally notify the appropriate law enforcement agency when he has a reasonable belief that one of the above-stated acts has occurred and shall thereafter notify the appropriate local law enforcement agency in writing.

NOTIFICATION TO MISSISSIPPI DEPARTMENT OF EDUCATION

In accordance with the provisions of MS Code ' 37-11-29, ALL crimes committed on campus must be reported to MDE. The vehicle for reporting is the MSIS system. The code also carries a penalty for failure to report.

NOTIFICATION TO PARENTS, YOUTH COURT AND LAW ENFORCEMENT AGENCY

The superintendent shall notify the parents/legal guardians, the youth court and appropriate local law enforcement agency when a student is expelled because of unlawful or violent activity.

The superintendent shall notify the parents/legal guardians, youth court and appropriate local law enforcement agency when a crime has been committed by a student on school property or during a school-related event.

NOTIFICATION TO DISTRICT ATTORNEY

The superintendent or principal shall notify the district attorney of an accusation of fondling or sexual involvement with a minor student (under 18) by a school employee (18 or older) upon determination that there is a reasonable basis to believe that the accusation is true.

It is recommended that law enforcement be immediately notified because sexual activity between staff and student is a felony. Also, an administrative investigation may not reveal misconduct but a criminal investigation may. In most cases the law enforcement agency will defer the investigation to the school district, particularly if a School Resource Officer (SRO) is the investigator.

DEFINITIONS

1. "School property" means any school building, bus, campus, grounds, recreational area, athletic field, or other property owned, used or operated by the District.
2. A "violent act" means any action which results in death or physical harm to another or an attempt to cause death or physical harm to another.
3. The "appropriate law enforcement agency" is the agency with jurisdiction in the place where the unlawful activity or violent act occurs.
4. The "appropriate local law enforcement agency" is the Enterprise City Police Department and/or Clarke County Sheriff's Department.
5. The crimes which must be reported are defined by the applicable Mississippi law.

SECTION 504 OF THE REHABILITATION ACT OF 1973 & THE AMERICAN WITH DISABILITIES ACT

Section 504 of the Rehabilitation Act of 1973 and The American with Disabilities Act prohibits discrimination against disabled or handicapped persons, including students and staff members, by school districts receiving federal assistance of any kind. Students or staff members having any physical or mental impairment that substantially limits a major life function (including learning) are covered under this act.

SEXUAL HARASSMENT

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

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

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

GENERAL PROHIBITIONS

1. Unwelcome Conduct of a Sexual Nature
 - a. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented "kidding," "teasing," double-entendres, and jokes.
 - b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
 - c. An employee who has initially welcomed such by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
2. Sexual Harassment
 - a. Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute Sexual harassment when certain criteria are met. The criteria are:
 - i. Submission to the conduct is made either an explicit or implicit condition of employment;
 - ii. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
 - iii. The conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

SPECIFIC PROHIBITIONS

1. Administrators and Supervisors

- a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.
2. Non-administrative and Non-Supervisory Employees
 - a. It is sexual harassment for a non-administrative and nonsupervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

REPORTING, INVESTIGATION, AND SANCTIONS

1. It is the express policy of the Board of Education to encourage victims of a sexual harassment to come forward with such claims. This may be done through the Employee Grievance Resolution Procedure.
 - a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision.
 - b. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
 - c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural requirements.

SEXUAL MISCONDUCT PROHIBITED

If any person eighteen (18) years or older who is employed by any public school district or private school in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, the Mississippi Department of Education and the Department of Human Services, provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation is true.

Any superintendent, or his designee, who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35. Any superintendent, principal, teacher or other school personnel participating in the making of a required report pursuant to this section or participating in any judicial proceeding resulting therefrom shall be presumed to be acting in good faith. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. ' 97-5-24 If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. ' 97-29-3 (1980)

HARASSMENT PROHIBITED

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

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

LEGAL REF.: MS CODE as cited
1972 Education Amendments, Title VII and Title IX

SIGN-IN/SIGN-OUT/USING ELECTRONIC TIME CLOCK

All employees must personally clock-in daily at their work location. Any employee that leaves campus for personal business MUST clock-out and clock back in upon return; failure to do so may result in a payroll reduction error and disciplinary action. Any employee that fails to clock-in (for any reason) MUST have a form completed by his/her principal to verify attendance and time of arrival. If an employee fails to clock-in or have his/her time verified, he/she will be considered absent from work and will be docked according to the appropriate leave policy. A "*Time Clock Missed Punch*" form will be available in each office.

SOCIAL MEDIA

Access of social networking websites for individual use during school hours is prohibited. Employees, faculty and staff should not give social networking website passwords to students.

All employees, faculty and staff of this school district who participate in social networking websites shall not post any data, documents, photos or inappropriate information on any website or application that might result in a disruption of classroom activity. This determination will be made by the Superintendent.

Fraternization via the internet between employees, faculty or staff and students is prohibited and violation of any of these policies may result in disciplinary action, up to and including termination.

STAFF PROTECTION

The Enterprise School District will be vigorous in its protection of all employees from physical, verbal, and/or psychological abuse.

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes. ' 37-11-20

If any parent, guardian or other person, shall abuse any superintendent, principal, teacher or school bus driver while school is in session or at a school-related activity, in the presence of school pupils, such person shall be

guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00). ' 37-11-21

If any person shall willfully disturb any session of the public school or any public school meeting, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00). ' 37-11-23

The governing authorities of the municipality may, at its discretion, investigate and provide legal counsel for the defense of any claim, demand or action, whether civil or criminal, made or brought against any school district employee as a result of his actions while acting in his official capacity. ' 25-1-47

HARASSMENT PROHIBITED

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

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

The Mississippi Public School Accountability Standard for this policy is standard 30 and 31.

STUDENT BULLYING: POLICY AND PROCEDURES

The Board of Trustees of the Enterprise School District prohibits bullying or harassing behavior of students, school employees, or volunteers. The Enterprise School District will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or other school employees.

1. 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 education, including but not limited to 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.

The above conduct constitutes bullying if that conduct interferes with a student's education or substantially disrupts the operation of a school.

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 a disruption to the operation of 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.

The Enterprise School District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official. Retaliation or reprisal against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying or harassing behavior, is prohibited.

The Enterprise School District recognizes the fundamental right of every student to take "reasonable actions" as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing.

"Reasonable action" includes, but is not limited to, promptly reporting the bullying or harassing behavior to a teacher, principal, counselor, or other school employee.

These procedures shall be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior.

STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR – PROCEDURES

A. Procedures for Reporting a Complaint

1. 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.
2. 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 name(s) of the victim(s) of the misconduct, the name(s) of any witness(es) 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.
3. Parents or guardians 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.
4. 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.
5. 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.

6. If, after an investigation, a student is found to be a victim of bullying, such student shall not face disciplinary action on the basis of that student's use of "reasonable self-defense was in response to the bullying."
7. If the victim of bullying is a student with disabilities, disciplinary action for the offender shall comply with the requirements of federal law including the Individuals with Disabilities Education Act (20 USCS Section 1400 et seq.)

The Enterprise School District shall maintain and make available a list of counseling services to any student who is a victim of or a witness to bullying, or who engages in bullying. The following list of the types of counseling and support services are available to any victim of or a witness to bullying. This list is presented as a guide that by no means limits this school district from including other additional support services

- School/District Counseling
- Conflict resolution training
- Anger Management training
- Problem solving skills training (proactive, constructive, relationship-building)
- Social skills training

Support may be provided by the school district through the assistance of the any of the following agencies:

- Mississippi Department of Education
- Mississippi Department of Health
- Mississippi Department of Human Services - Juvenile Services Department
- Community/Family Public or private community-based mental health services
- Faith-based services
- Law enforcement agencies

The procedures for reporting bullying shall also be posted on the district website (www.esd.k12.ms.us)

TEACHER/STAFF IMPROVEMENT PLAN

All principals are responsible for monitoring the daily teaching and learning processes at their school site. Based on findings from walk-in or formal classroom observations, the principal may find it necessary to develop an improvement plan for a teacher or staff member who exhibit deficiencies. The plan of improvement should not be viewed as a form of punishment; rather it is designed to provide the teacher with professional development opportunities, mentoring, or other methodology to assist them in becoming more effective in the classroom. Failure of the teacher or staff member to successfully complete the plan may result in a non-renewal of future employment with the Enterprise School District. The principal/director shall file a copy of each improvement plan in the employee's personnel file. A copy shall also be forwarded to the superintendent's office.

TEACHER SUPPORT SYSTEMS (MTSS/TST)/ BEHAVIORAL ASSESSMENT (FBA/BIP)

Multi-Tiered Teacher Support Systems (MTSS/TST):

The Mississippi Department of Education adopted State Board Policy Part 3, Chapter 41.1 in September, 2015, which requires each school district to implement and maintain an instructional model designed to meet the needs of all students. The Multi-Tiered System provides a layered continuum of supports:

(Universal) Tier 1: Quality classroom instruction based on MS Curriculum Frameworks

(Targeted) Tier 2: Focused supplemental instruction

(Intensive) Tier 3: Intensive interventions specifically designed to meet the individual needs of students

MTSS establishes shared leadership between the district and school levels to maintain collaborative team based, data driven decision making. Support teams and teachers should use progress monitoring information to (a) determine if students are making adequate progress, (b) identify students as soon as they begin to fall behind, and (c) modify instruction early enough to ensure each and every student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.

If strategies at Tiers 1 and 2 are unsuccessful, students must be referred to the Teacher Support Team. The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the Mississippi Department of Education. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be:

- designed to address the deficit areas;
- research based;
- implemented as designed by the TST;
- supported by data regarding the effectiveness of interventions.

After a referral is made, the TST must develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the TST must conduct a documented review of the interventions to determine success of the intervention. No later than 16 weeks after implementation of the intervention(s), a second review must be conducted to determine whether the intervention is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment. In addition to failure to make adequate progress following Tiers 1 and 2, students will be referred to the TST for interventions as specified in guidelines developed by MDE if any of the following events occur.

1. Grades 1-3: A student has failed one (1) grade;
2. Grades 4-12: A student has failed two (2) grades;
3. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year.

Referrals to the Teacher Support Team must be made within the first twenty (20) school days of a school year if the student meets any of the criteria 1 - 3 stated above. Principals will monitor the Teacher Support Team (TST) and Three-Tier Model process to insure that all students receive the appropriate interventions as necessary.

Functional Behavioral Assessment (FBA)/ Behavior Intervention Plan (BIP):

Special Education

The Enterprise School District follows the IDEA '04 (Individuals with Disabilities Education Act), which requires school districts to conduct a functional behavioral assessment (FBA) to determine the cause (or "function") of chronic behaviors exhibited by students in an effort to develop a behavior intervention plan (BIP) which is used to address or replace the behaviors that are interfering with their educational progress or the progress of other students.

In keeping with compliance with IDEA, the ESD Office of Special Education will track referrals for students with disabilities twice monthly. When five out of school suspensions have been obtained, a FBA will be conducted. However, in a case of a serious discipline offense, the principal/ school will be responsible for contacting the Special Education Department. In cases of students who show a pattern of disruptive behavior, these students can be referred for an assessment before reaching the five days of out of school suspensions.

In cases of suspensions, that result in 10 days or more or a change of placement. A manifestation determination review (MDR) will occur before the 10th day. Manifestation Determination Review is a process to determine if a student's behavior problem was or was not a manifestation of the student's disability. A Manifestation Determination is completed as part of an IEP team meeting.

Regular Education

Each school will be responsible for referring regular education students who have a pattern of behavioral referrals to Teacher Support Team (TST). Behavioral interventions must be documented and tracked. If one intervention is not effective in correcting the behavior, the team will need to change the intervention. If a regular education student reaches Tier III without success, a functional behavioral assessment can be requested.

TELEPHONE USE

The Board of Trustees of the Enterprise School District believes that the school district was created for the primary purpose of effectively educating the children attending school within the school system. The Board further believes that to accomplish this mission, it is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited. Specifically prohibited is the use of cell telephones by teachers during class time.

VIOLATIONS

Alleged violations of this policy shall be discussed in a conference between the employee and the building principal. If the principal finds the violation(s) to be factual, the principal shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Repeated violations may result in non-renewal of an employee's contract or dismissal.

TESTING/TRAINING/ADMINISTRATION (State-wide Testing)

All faculty members will attend test training as required by their principal. No personal leave will be granted during statewide test dates unless an emergency arises. In the event of an emergency during State Wide Testing, the teacher should make every effort to secure the test before leaving the classroom. The teacher should lock the door and be the first person to enter the room upon return. The district test coordinator is Kerri Weaver. The test coordinator duties at each school location are the responsibility of the designee.

VISITORS/DELIVERIES

All visitors to any school campus must sign in at the principal's office immediately upon arrival. To insure the safety of students and staff, a visitor's pass must be obtained on each and every visit. As a service to the faculty and staff, deliveries will be allowed for special occasions such as birthdays, anniversaries, etc.

WASTE, FRAUD, AND ABUSE

Definitions:

- "Fraud" means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.
- "Waste" means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.
- "Abuse" means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one's position or authority.

All reports of suspected waste, fraud and abuse shall be investigated and handled with the strictest confidentiality. Informants may remain anonymous but should cooperate with investigators in order to provide as much information as possible.

Procedures:

- Anyone suspecting fraud, waste, or abuse or any employee of Enterprise School District who receives a report of any fraudulent activity shall report his/her concerns to the Superintendent or designee.
- The Enterprise School District Board of Trustees or its designees shall conduct investigations of employees, contractors, or vendors against which reports of fraud, waste, or abuse are made. All investigations will be thoroughly and promptly completed.
- If additional information is needed, the person reporting the activity will be contacted.
- If fraud, waste, or abuse is suspected of or by the Superintendent, a report shall be made to the Enterprise School District Board of Trustees President.

TEACHER JOB DESCRIPTION

TITLE: Certified Teacher

QUALIFICATIONS:

1. Must possess at least a valid Class "A" Educator License issued by the Mississippi Department of Education. The Educator License must contain the proper endorsement area(s) necessary to teach the assigned class(s).
2. Must have met all qualifications as established by the district and approved by the Enterprise School District Board of Trustees.
3. Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

REPORTS TO: Principal or other staff as designated by the Superintendent or Board of Trustees.

SUPERVISES: Students and other staff as designated by the Principal, Superintendent, or Board of Trustees.

JOB GOAL: To assist students in mastering subject area material and skills to a level of proficiency in accordance with the Mississippi Department of Education curriculum, statewide test objectives, and other local objectives if applicable.

JOB PERFORMANCE RESPONSIBILITIES:

1. Meets and is fully prepared to supervise and instruct all assigned classes at the designated times and location.
2. Meets and is fully prepared to complete all assigned duties, including those associated with extracurricular activities.
3. Makes arrangements for being available to students and/or parents for education-related purposes outside the normal hours of the instructional day under reasonable terms; answers all correspondence, i.e. emails, letters, telephone calls, etc. in a timely and professional manner.
4. Attends and actively participates in all faculty meetings, team meetings, TST meetings, etc. and serves on school related committees as required by administration.
5. Creates and maintains a classroom environment that is safe, secure, and conducive to the teaching and learning process.
6. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities; and supervises students at all times, especially during classroom experiments, demonstrations, videos, etc.
7. Consistently uses each and every class period to engage students in the teaching and learning process, and never uses a cellular telephone, Internet, or other inappropriate task for personal use during this time.
8. Prepares lesson plans and activities during the assigned planning period or other available time when students are not present in the classroom.
9. Maintains a program of study that meets or exceeds the individual needs, interests, and abilities of all students.
10. Develops and implements reasonable rules of classroom behavior and procedures; reviews and enforces all handbook policies with students on a regular basis, and maintains order at all times in a fair and consistent manner.
11. Provide instructions to enable all students to set and maintain appropriate standards of classroom behavior.

12. Prepares appropriately for all assigned classes, and provides written evidence (lesson plan, work samples, etc.) of preparation upon request of school administration.
13. Utilizes a variety of instructional methods and technology that are consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
14. Guides the teaching and learning process toward the achievement of all curriculum goals, and establishes clear and concise lesson/project objectives to ensure effective communication and delivery of lessons to all students.
15. Strives to implement by instruction and action the district's philosophy of education, instructional goals, and objectives.
16. Continually assesses the accomplishments and progress of all students and provides progress reports as necessary.
17. Continually diagnoses and monitors student learning and behavioral deficiencies and provides classroom remediation interventions; and seeks the assistance of other teachers, administrators, and/or district specialists as necessary.
18. Maintains accurate, complete and correct records as required by state law, district policy, and administrative regulation.
19. Assists the administration in planning and implementing the rules, regulations, and policies that govern the school.
20. Successfully completes all district staff development activities and training.
21. Continually strives to maintain and improve professional competence.
22. Certified teachers are solely responsible for earning either CEU's or college credits toward maintaining a valid and up-to-date Mississippi Educator's License (the district cannot provide a contract of employment to certified teachers whose license has expired).
23. Perform all other duties and responsibilities as assigned by administration.

TERMS OF EMPLOYMENT: Salary, length of work year, sick leave, and personal leave to be established by the Enterprise School District Board of Trustees. Supplements may be added to employee's salary for performing additional duties as assigned by administration.

EVALUATION: Performance of this job will be evaluated in accordance with state and school board policy. All instructional personnel will be formally evaluated at least once per year.

Reviewed and agreed to by: _____
Teacher Signature *Date*

Approved by: _____
Principal Signature *Date*

NOTE: This form must be signed at the beginning of each new school year. A copy of the signed form will be placed in the employee's personnel file.

FACULTY/STAFF AGREEMENT FORM

Emergency Information (Please Print)

Name: _____ School/Department: _____

Address: _____
Street Address (No P.O Boxes) City State Zip Code

Telephone: _____
Home Cellular or other emergency contact telephone number

Faculty/Staff Handbook Agreement

My signature below indicates that I have received and read my copy of the Faculty/Staff Handbook as adopted by the Enterprise School District Board of Trustees. I agree that it is my responsibility to become familiar with the information contained in this handbook; and agree to follow to all policies and procedures outlined in this handbook, as well as follow all Enterprise School District approved policies [posted on the district website].

Faculty/Staff Signature

Date

Internet/Network Acceptable Use Policy Agreement

My signature below indicates that I have read the Enterprise School District Acceptable Use Policy. I agree to follow all the rules contained in the policy in exchange for the right to access the district network. If I fail to follow the policy, I understand that my access to the network will be terminated permanently. As a user of the Enterprise School District's computer network, I hereby agree to comply with all policy rules and all relevant laws and restrictions while communicating over the network.

Faculty/Staff Signature

Date

Mississippi Educator Code of Ethics and Standards of Conduct Agreement (If Applicable)

My signature below indicates that I have read the Mississippi Educator Code of Ethics and Standards of Conduct and agree that I must follow all principles as defined in the agreement.

Faculty/Staff Signature

Date

THIS SIGNED FORM MUST BE RETURNED TO YOUR PRINCIPAL/DIRECTOR AND KEPT ON FILE IN THE SCHOOL OFFICE. FAILURE TO RETURN THIS ACKNOWLEDGEMENT WILL NOT RELIEVE A STAFF MEMBER FROM RESPONSIBILITY FOR KNOWLEDGE OR NON-COMPLIANCE OF THE CONTENTS OF THIS HANDBOOK.