



2020-2021
Staff/Teacher Handbook

2020/2021 ASD Calendar

July 30- August 4	Staff Development
August 5	First Day of School
September 7	Labor Day
October 9 -October 12	Fall Break
November 23-27	Thanksgiving Break
December 18	Last Day of Fall Semester (60% Day- students and staff)
January 4	Staff Development
January 5	First Day of Spring Semester
January 18	MLK Day- No School
February 15	Staff Development
March 8-12	Spring Break
April 2	Good Friday
April 5	Staff Development
May 21	Last Day of Spring Semester (60% Day- students)

Employee Handbook Purpose

This handbook was developed to provide information and outlines the Alcorn School District's (ASD) expectations, policies, and programs, serving as a resource to all ASD employees. This handbook will serve as a reference and guide for teachers and staff in regard to the policies established by the ASD School Board concerning personnel. This handbook is not intended to be all-inclusive nor will it address every situation. Therefore, you are encouraged to address any questions to direct supervisors. The policies and other information contained in this handbook are subject to change at any time due to organizational needs. ASD Board Policy supersedes all documented material published and unpublished.

Attendance

Absences Faculty/Staff

If a faculty member must be absent from a class (es) for any reason, he/she is responsible for submitting an absentee form to the principal. For unexpected absences, the principal must be contacted the night before or at least one hour before the first bell rings so emergency arrangements can be made. In cases where a faculty member anticipates being absent for more than one week, the faculty member must notify the principal concerning the anticipated length of absence. Substitutes may be employed as replacements. All faculty absences are recorded in the Principal's office and are reported back to the faculty monthly.

Personal/ Sick Leave

Sick leave will be granted in the Alcorn School District due to personal illness or death of the immediate family. The immediate family is defined as spouse, children, mother, father, sister, brother, or grandparent of the employee and his/her spouse. Sick leave days may not be substituted for personal leave of absence.

If a teacher is absent during four or more class periods (2 or more blocks for high school teachers), he/she will be counted absent for a full day. Any teacher absent fewer than four class periods or 2 blocks will be counted absent for half a day. The Alcorn School Board encourages teachers to be in the classroom as much as possible. The School Board encourages the teachers to be in attendance part days rather than missing a full day. Each administrator has the authority to use his/her discretion in administering the above.

Accumulated days from the previous sick leave will be carried over to the current school year as verified on forms submitted by the administrative supervisor and signed by the employee. Under the current adopted policy, employees hired prior to July 1, 2020 are granted ten (10) days of sick leave per year with an unlimited accumulation. Employees with a hire date of July 1, 2020 or after are granted (7) days of sick leave per year with an unlimited accumulation.

At the beginning of each school year, each teacher shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absences caused by personal reasons during that school year, with a maximum accrual of five (5) days. For each day of personal leave not used after five (5) days has

been accrued, the teacher will be credited with one (1) additional day of sick leave. Personal leave shall not be granted on or before the first day of classes, on or after the last day of classes, the day preceding or following a holiday, or anytime after April 15th. Absences for personal leave must take in consideration the good of pupils and the entire school. The principal has the discretion to deny personal leave.

Note: These allotments do not apply to janitorial, bus drivers, part time employees, or cafeteria workers. For details on the leave allowance for these employee classes, contact the Superintendent's Office. School staff involved with a pre-approved professional development activity will not have any sick or personal leave deducted for the period of time they are absent. The principal and/or superintendent must approve the activity as one that would lead to the professional development of that staff member.

For the first ten (10) days of absence of a teacher or the first seven (7) days of absence for teachers hired after July 1, 2020, because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such teacher, there shall be deducted from the pay of such teacher the established substitute amount of teacher compensation paid in that local school district, necessitated because of the absence of the teacher as a result of illness or physical disability. After a teacher has been absent in excess of the sick leave absence credited to the teacher, plus ten (10) additional days at which only the established substitute teacher pay per day is deducted for ten (10) days, then the employee's salary will be reduced by their daily rate for each day missed. Assistant teachers, aides, and other non-certified employees' deductions will be based upon their annual salary.

After a teacher has been absent beyond accrued sick leave for a total of 30 days during any school year, the employee would relinquish the remaining total of the contract. Any employee may return during the school year by mutual agreement of the employee, his/her immediate supervisor, the Superintendent of Education, and the Board of Education.

Teachers should not request leave for an optional medical procedure during the school year. In the event of a materially false statement by an employee as to the cause of absence, penalties may include a full deduction of pay or other appropriate penalties. Accumulated or future sick leave may be forfeited if a teacher's absence is caused by optional dental or medical treatment, which could have been provided without medical risk at a time when school was not in session.

The school principal shall maintain an accurate record of absenteeism of all employees during each month. A form indicating days absent during the month and the reason for absence will be submitted to the employee for signature at the end of the month. It shall be the sole responsibility of the employee to review and verify said record of absenteeism before affixing his/her signature to the form. The form will then be submitted to the District's Superintendent's office at which time all entries of absenteeism become the official record of the employee with no changes being made.

The rate of pay for substitute will be as follows:

Certified substitutes - \$80.00 per day or \$40.00 per half day

Non Certified substitutes - \$60.00 per day or \$30.00 per half

Long-term certified substitute (20 or more consecutive days) – \$100.00 per day

All substitutes will be paid by the Superintendent's office and at no time will the employee or school pay a substitute.

Any teacher required to serve on a state or federal jury or anyone subpoenaed to appear before any state or federal court will not be counted absent from school during these hours. Staff members who are required to serve in this capacity must bring a written statement from court. Staff members with National Guard activities will not be counted absent as far as figuring sick or personal leave.

Excessive Absences

Employees are encouraged to attend work regularly. Poor attendance has a negative impact on the school and classroom settings. Employees who are absent greater than seven (7) days will be placed on an improvement plan unless an extenuating circumstance is documented by the principal and approved by the Superintendent. During the improvement plan period, the employee will be required to obtain prior approval from their school administrator or produce a doctor's excuse for each subsequent absence. If the employee meets or exceeds seven (7) additional absences during the improvement plan period, even with prior approval or a doctor's excuse, the employee will be considered for termination or non-renewal. Absences that are part of FMLA are not counted against the employee in regard to this policy.

Excessive Tardy/Early Leave

The District is aware that at times personnel may need to come in late or leave early for valid reasons. However, this should be a rare occurrence. Faculty and staff who leave the school campus for any reason during the day must report to his or her immediate supervisor the time he or she will be leaving and the reason for the departure. If one turns prior to the end of the school day, he or she should report to the school office before returning to the work assignment. For individuals who are identified by their school level administrators as consistently tardy or leave early, a day of personnel leave will be deducted from the employee's leave bank when the time tardy or leaving early reaches eight (8) hours.

Activity Gate Receipt Policy

Gate receipts from all school activities shall be handled as follows:

1. At any event at a school for which a fee is charged for admission, pre-numbered, sequential tickets shall be used.
2. Numbered ticket boxes, containing a sequence of pre-numbered tickets and currency for making change, shall be prepared prior to the activity event by the Athletic Director, Assistant Principal, Principal, or designee. The ticket numbers and amount of currency shall be recorded.
3. Gatekeepers will be held accountable for the remainder of tickets and currency until the contents of the ticket boxes are turned over to the Athletic Director, Assistant Principal or Principal in charge of the activity/event.

4. Gatekeepers will sign off on the number of tickets sold as they are turned in.
5. The counting of currency shall be done by a minimum of two (2) members of the staff with different staff members selected for each event. Those staff members in charge of currency counting will be held accountable for such funds until they are turned over to the Athletic Director, Assistant principal or Principal. After the money is counted, personnel who worked respective gates will be asked to sign-off on the ticket numbers used compared to the amount of money deposited.
6. The Athletic Director, Assistant Principal or Principal shall deposit or night drop deposit the total amount of the money collected within two (2) business days.
7. Excess tickets and a record, signed by each person counting, of the amount of currency collected shall remain in the ticket box for the school bookkeeper or Principal to check against the bank deposit.
8. The school bookkeeper or the Principal shall record the amount of activity event deposit in such a manner that it will be easily identified.
9. The Principal or the school bookkeeper shall keep such records needed to provide information on demand to the Superintendent, District Business Officer, Auditor, and/or School Board regarding attendance/ticket sales/counting receipts, concessions (if applicable), gross gate receipts, expenses related to the event, net income from event and deposits of money from gates/receipts/concessions for each event.
10. If the school runs a concession, the counting and depositing of concession receipts shall be done in the same manner as gate receipts.

Anonymous Alert

You have an opportunity to express concerns anonymously, online, through the use of the district website. Please refer to the section labeled “ALERTS”. The information goes directly to the superintendent’s email.

Cell Phones

Cell phone usage by faculty shall be limited to EMERGENCY situations ONLY. Faculty cell phones are not to be visible to the students unless worn on the waistband of clothing. Under no circumstances should a teacher be using a cell phone, i.e. texting, talking, tweeting, etc., for any reason in front of any students. ***Teachers are prohibited from texting students or contacting them through social media.***

Corporal Punishment

STUDENTS WITH AN IEP OR 504 CANNOT BE PADDLED

Notwithstanding subsection (2) of this section a public school teacher, assistant teacher, principal, assistant principal or other school personnel is prohibited from using corporal punishment, as defined in subsection (2) of this section, on any student with a disability. No school personnel shall be granted immunity from liability under subsection (2) of this section for the use of corporal punishment on a student with a disability. For purposes of this subsection, the term “student with a disability” means a student who has an individualized education plan (IEP) under the Individuals with Disabilities Education ACT (IDEA) or a Section 504 plan under the Rehabilitation Act of 1973. The term “school personnel” includes all individuals employed on a full-time or part-time basis by a public school.

Daily Entrance and Exit Procedures

All faculty and staff must clock in each morning and clock out each afternoon using the Time Trust System, unless receiving permission to use a different method from the Alcorn School District Board of Trustees. Clock in time for a regular day without early duty is 7:20 a.m. for all instructional staff unless otherwise designated by the building principal.

Hourly employees will not work overtime without written permission from the superintendent or her designee PRIOR to the overtime occurring.

If a teacher must leave before the end of the normal school day, he/she must notify the principal and clock out for accurate recording of the time of departure. Each teacher must check out in person. No teacher should be off the campus at any time during the school day without clocking out.

Time Trust will create a record of time on each job. The pin number is assigned to each individual finger print. The recommended finger-print is the right index finger with the left index finger being the back-up finger-print.

Dependent Children on Campus

Children of faculty and staff should not be brought to work during the normal hours of school operation. Each employee should have prior arrangements made for emergency situations to avoid the necessity of bringing dependent children to the campus during working hours. Students are not allowed to have dependent children on campus for any length of time during the normal school day and they are not allowed to have children in hallways or classrooms. Dependent children are not to ride in district cars, trucks, vans, or on school buses unless they attend an Alcorn School District school.

Dress Code for Faculty

Teachers and teacher's assistants are professionals, and as such, are expected to dress in a professional manner. Instructional staff should serve as models for students in their manner of dress. It should be a matter of personal pride for staff of the Alcorn School District to maintain high standards of neatness and appropriateness of dress and appearance. Dress that is inappropriate for students is inappropriate for staff.

- Denim jeans are not permitted on a daily basis. Principal's discretion for days of exceptions for example "spirit days", "field days", but even on these days the appearance of all faculty and staff is to be neat, without rips or holes, modest and appropriate.
- Necklines are to be modest and not reveal cleavage.
- Minimum length of skirts and dresses must be to the knee. NO LEGGINGS SHALL BE WORN.
- No shorts, walking or other are allowed at any time.
- Collared shirts for men should be worn.
- Piercings, tattoos, etc. (All things listed as 'against dress code' in the student handbook are also against dress code for staff members.)

Financial Accounting and Fiscal Management

Purchasing Process/Purchase Orders. 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 to include:

- **Purchase requisitions** are documents completed by requesting departments/divisions/schools or teachers requesting that the purchasing department buys the items requested. A requisition is the device by which management realizes that there is a need for materials.
- **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/provide the required items and binds the district for payment.
- **Receiving reports** are documents documenting the fact that the materials ordered were actually received.

Using the documents above, the **purchasing process** should work as follows:

1. The school district should utilize **purchase requisitions** to be prepared by school district personnel whenever there is a request for materials. All requisitions should require approval by the next higher level of bonded administration other 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.
 - A. Once the public purchasing law requirements are fulfilled, the initiated purchase is submitted to the superintendent for approval prior to a **purchase order** being issued. The issuance of the purchase order is an official notice to the vendor that you desire for the vendor to fill that order. No purchase may be made until and unless a purchase order has been issued and approved. The purchase order number must appear on the invoice before the claim is approved for payment by the School Board.
 - B. 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.
 - C. Prior to paying any claim, the accounts payable clerk should match the following documents:

- Purchasing requisitions,
- Purchase order,
- Receiving report (or vendor invoice signed by personnel indicating receipt of the material),
- Vendor invoice (where receiving reports are used).

All purchase orders shall be pre-numbered and controlled. Receiving reports, if utilized, shall be pre-numbered and controlled. Requisitions do not require pre-numbering.

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.

Encumbrance accounting is utilized by the Alcorn School District.

Open purchase orders to vendors are acceptable if items have been bid and the bids properly accepted by the school board in their official minutes. Open purchase orders to vendors are only good for the duration of the bid and no bid shall exceed two fiscal years. This bid should be for a period, established by the school board, to ensure budgetary control over the purchase of such commodities.

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.

The Superintendent shall be the purchasing agent for the school district and shall have the authority to purchase all commodities and/or services necessary for the maintenance and operation of the schools, subject to the limitations imposed by law and by the policies and regulations of this School Board herein contained. This responsibility may be delegated to **bonded principals, supervisors, and/or directors.**

Emergency purchases must be authorized by the Superintendent and approved by the Board.

Purchases of:

- \$0 - \$5,000 requires no bids
- \$5,001 - \$50,000 requires two competitive, written, and signed bids with no advertising
- \$50,001 or More requires competitive bids and advertisement for two consecutive weeks in newspaper (see purchasing laws for specifics)

EEF Procurement Card Overview

- Between August and September of each school year, all teachers paid from non-federal funds will receive an EEF Procurement card with an equal allocation.
- The card may only be used for instructional items: classroom supplies, materials, or equipment.
- The teacher may be audited, so they need to ensure that they can document that the purchase was used in connection with instruction. Food purchases will not be allowed.
- Teachers will sign a teacher card holder agreement stating they will only spend for specified purposes.
- If a teacher misuses the funds they will be personally liable for the expenditure and other disciplinary actions may follow.
- The expenditures will be audited by the MDE at random.
- Teachers must maintain their receipts for up to 5 years. It is a good idea to make a copy of the receipt (for back-up) in the event that the ink fades on the receipt.
- A teacher will also have to sign a form stating that they have received the card again when they return the card.
- A teacher must still follow the fixed asset tagging guidelines for highly walkable items. They will be shown as a donated item by the State of Mississippi on the fixed asset listing.
- Teachers will be given the ability to check balances on the card.
- Teachers need to check with a store about buying with the procurement card before purchasing. Many stores will be banned from purchasing and certain purchases will be blocked from being made.
- If a teacher must return an item purchased with a procurement card, it will work just like a purchase with a credit card. The vendor will refund the purchase back on the card.
- If a card is lost, the teacher must immediately call the number on the back of the card and notify the business manager. It is a good idea for the teacher to make a copy of the card in case of loss or theft.
- The cards will be cut off on March 31st of each year.
- All online purchases should be made by the end of February to ensure timely payment.
- Teachers will not have the ability to carryover money from year to year.

All Alcorn School District accounts shall be in the name of Alcorn School District, PO Box 1420, Corinth, Mississippi 38835-1420, and all invoices sent to this address, or to the respective school accounts. No personal accounts should include the Alcorn School District or any Alcorn school in the styling of the same. No personal accounts should be addressed to any Alcorn School District locations.

All payments from the Alcorn School District will be made by check except for petty cash funds properly authorized by the Board of Trustees.

Single Source purchases must have Board approval prior to purchase.

Sales Tax Payment Procedure for Items Purchased for Resale: For each and every item purchased by a school or department, regardless of price, that is to be resold to students and/or the public, there shall be paid at the time of purchase full sales taxes (7%) to the vendor from whom the item is being purchased.

1. The rule applies to only those items being resold (i.e. pencils, paper, books, shirts, calendars, candy, etc.). Those items consumed in the education process remain tax exempt.
2. Tax is not to be added to the price of an item and collected at the time of resale. The price of an item may be increased to recoup the tax paid.
3. Each requisition, purchase order, and invoice for an item that is to be resold shall have "For Resale" written thereon.
4. Orders for resale items and orders for supplies shall not be included on the same purchase order or requisition.

REMINDER: Purchases made from federal funds are also subject to applicable federal regulations. No School Board member, agent, servant, or employee of the Alcorn School District shall use any federal funds for political purposes.

Consultants and Contracts

The Board may enlist the services of consultants to provide specialized advice or assistance to the school system concerning educational, management, or administrative matters where it is deemed the mission of the Alcorn School District. When knowledge or technical skills are needed that cannot be provided by persons on the staff, consultant assistance may be considered.

Any proposed contracts with consultants will be submitted to the Superintendent or his designee for approval, and will be accompanied by figures showing the estimated cost of the consulting project to the district. Where appropriate, bids for consulting services will be sought, but the Board will have ultimate discretion with respect to selection.

Consultants who serve this district will exercise no authority over the work of the employees of the district, but will act only as advisors in the field in which they are qualified to offer assistance.

The following procedure shall be followed when securing consultants and/or contracted services for the Alcorn School District and/or schools within the district. These procedures shall be followed regardless of the funding source - state, federal, district, or school.

The person (s) or company/companies providing the service shall, prior to the service being performed, present in writing a document stating the following:

1. Detailed description of the service to be performed.
2. Timeline of when the service is to be performed.
3. Names(s) of person(s) performing the service with their credentials.
4. Estimated cost of the service to be performed (NOTE: Estimates should include cost of service, materials and supplies, travel, etc. Estimate should be within five (5) percent of the final cost submitted on the payable invoice.)
5. Signature of the person completing the document.

Upon completion of the service, the service provider shall submit in a timely manner a final invoice to the contact person for the district. The invoice shall bear the signatures of the contact person as well as the Superintendent and/or his designee and the purchase order number issued by the District for the services. Payment of the invoice will be paid in the same manner as other invoices submitted for payment. (NOTE: Invoices are paid after the Alcorn School Board approves payment of the monthly docket at its regular monthly meeting.)

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.*

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/>
LEGAL REF.: MS CODE as cited

Fundraisers and Club Sales

Any fund raising projects that involve solicitation in the community must be submitted to and approved in advance by the Superintendent and Board of Trustees. Any projects within the school must be submitted to and approved in advance by the Superintendent. Written financial reports must be maintained on each project. All PTA's, PTO's, Booster clubs, and similar organizations affiliated with any of the schools in this District are authorized to use school employees during school hours to engage in fundraising projects, and such organizations will be required to submit to the Superintendent a semi-annual financial report. Application and Financial Report forms are available from the Superintendent's Office. (Bd. Approved 7-18-13)

- All information is to be complete on the project. If there are any blanks, it will not be signed and added to the Board Agenda.
- The application is to be turned in by 12:00 p.m. on Wednesday before the Monday board meeting. If the application is turned in after this date, you will have to resubmit the application for the next month.
- Place the fundraiser on the school calendar. Make sure that the ending date is not overlapping with someone else's beginning date.
- What you state in the application that the money is being raised for is how it is to be used. DO NOT state one thing and use it for something else.
- The Board is concerned about the number of fundraisers that we are having during this economic recession. Everyone has to be concerned about budgets including their household budget. Please when considering projects, choose items that are useful, promote school pride, and is conservative in price. You will sell a larger volume.

Fire, Tornado, Emergency Drills -

In accordance with state accreditation standards, drills will be conducted and documented with the following schedule (Specific dates and times for each drill will be set by building principals):

- a. Fire Drills- monthly
- b. Tornado Drills- twice per year
- c. Lockdown/Intruder- twice per year (within the first 60 days of each semester)

Faculty Development

As of August 1, 2012, faculty are responsible for the cost of re-certification classes (including but not limited to SPED, Regular Ed, Advanced Placement, Vocational, etc.).

Professional growth for all employees is encouraged by the Alcorn School Board and by the administration. Unless it is a district professional development, teachers are discouraged from missing instructional time. Professional development attended by staff members should be directly associated with the school and district professional development plan and goals. Only science teachers will be allowed to work at the Northeast Science Fair.

Fee Policy

The Alcorn School District Board of Education hereby authorizes the Superintendent to charge reasonable fees, but not more than the actual cost, for the following:

1. Supplemental instructional materials and supplies, excluding textbooks;
2. Any other fees designated by the school board as fees related to a valid curriculum educational objective, including transportation; and

3. Extracurricular activities and any other educational activities of the school district that are not designated by the Superintendent as valid curriculum educational objectives, such as band trips and athletic events.

Grading Policy

See student Handbook for specific grading policies and procedures.

ALL Grades must be recorded weekly in Active Parent. Teachers must maintain grades in electronic grade books as well as a hardcopy grade book. A teacher may not give a student a grade over 100 on any individual assignment.

Lunch Price

Adult Meal -- \$3.50

Tea -- .25 (complimentary with meal)

Maintenance of Licensure

Maintenance of licensure is the *personal responsibility of each certified employee.*

Online Certificate Renewal Process

1. Once you have completed your renewal requirements, collect all of your CEU certificates and/or college transcripts for coursework credit.
2. Please note that CEU/coursework credit will be given only if the topic applies to your areas of endorsement or involves general teaching/education topics that would benefit all teachers. For example, job/skill related topics including pedagogy and skills for effective teaching and leadership such as cooperative learning, learning styles, methodology, computer technology, etc., would be acceptable. In addition, credit will be given only for the CEU/coursework earned during the validity period of your current license from one expiration date to the next. College credit courses may be completed on the undergraduate or graduate level with a grade of "C" or higher at regionally/nationally accredited senior colleges, universities, or community colleges.
3. Go to www.mde.k12.ms.us.
4. In the dropdown menu under "Select an MDE Office," click on "Educator Licensure."
5. Click on "ELMS Online Renewal Process" to see the detailed instructions for using ELMS.
6. After viewing the Renewal Process instructions, return to the Educator Licensure Homepage and click on "Educator Licensure Management System."
7. Click "Create New User Account" and follow the instructions.
8. Enter all of your CEU and/or coursework information and submit your renewal application for approval.
9. Submit copies of your certificates/transcripts to the Superintendent's Office (Alcorn Administrative Offices building).
10. The administrative staff will then use the copies of your CEU certificates and/or transcripts to verify the entries on your renewal application.
11. Once all entries are verified, the administrative staff will approve your renewal application, print a virtual certificate for your personnel file, and have your certification updated in our system. An official certificate will be mailed to you from the MDE.

- The following link will take you directly to the MDE's Educator Licensure Homepage:
- <http://www.mde.k12.ms.us/educator-licensure>
- The following link will take you directly to the ELMS Online Renewal System at the MDE website where you may create your new user account:
- <https://sso.mde.ms.gov/Login/Login.aspx>
- Renewal requirements for Class A (bachelor's degree) level license: 10 CEUs; or 5 CEUs plus a 3-hour college course; or 6 semester hours of college coursework; or National Board Certification Renewal requirements. For Class AA (master's degree), AAA (specialist degree) or AAAA (doctorate degree) level license: 5 CEUs; or a 3-hour college course; or completion of National Board Certification Renewal requirements. For Standard Career Administrator license: 70 SEMI credits; or 6 hours of college coursework; or 35 SEMI credits plus a 3-hour course.

Oath of Allegiance to the U.S. Flag and display In God We Trust

Senate Bill 2321 States the following:

1. The U.S. flag shall be displayed in each classroom and in each principal room of the school building at all times while school is in session. It shall be the duty of the school board of each district to provide student instruction in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises. The instruction shall be a part of each district's fifth grade social studies curriculum or history curriculum, with the assistance of the SDE.
2. From and after July 01, 2002, the school boards, of all public schools of this state shall require teachers to have all pupils repeat the oath of allegiance to the U.S. flag at the beginning of the first hour of class each day school is in session. Any student or teacher who objects to reciting the oath of allegiance shall be excused from participating without penalty.
3. Additionally, whenever the flag of the United States is to be flown at half-staff by order or instructions of the President or pursuant to federal law, all public schools shall lower the United States flag in accordance with the executive order or instructions or pursuant to federal law. The school shall announce the reason that the flag is being flown at half-staff to all students in assembly, by teachers in the various classrooms, or by prominently displaying written notice throughout the school stating the reason that the flag has been lowered.

Guides for flag etiquette may be found at www.aflad.com/flag.etiquette.html or www.amflag.com/ett.html.

Payroll Information

Regardless of the degree or the class of the certificate held, all certified teachers of the Alcorn School District shall be paid according to the level of certification held by the employee in the area of the employee's major assignment and/or the regulations governing the same as set forth by the Mississippi State Department of Education. The level of certification on which an employee is paid shall not be higher than that approved by the Mississippi State Department of Education.

The Board of Trustees will endeavor to supplement from local funds the minimum salaries prescribed by statute for teachers and assistant teachers to such an extent that it will be possible to attract and hold

quality teachers and assistant teachers in this school system, within the financial resources reasonably available for this purpose and according to salary schedules approved by the Board which will be on file and available upon request.

The Alcorn School District will directly deposit all personnel's pay on the last working day of each month. Any deviation from this will require prior board approval.

Personnel File

Employees must keep all personal information up to date and accurate in the district administrative office. The Alcorn School District will maintain each employee's personnel file at the Administrative Offices. Included in this file will be payroll tax withholding forms, voluntary insurances withholdings, and other required employment forms.

Possession of Weapons

No person (**including ASD staff members**) may 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 of any kind on any educational property in this school district.

Possession of Weapons and Violent Conduct

Any student possessing, displaying, or discharging a gun, a knife, 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 of the Mississippi Code during regular school hours, at school functions, or on school property, or at any school event after school hours or on a school bus shall be expelled for a calendar year, unless the time is modified as allowed by State law.

Progress Report Schedule

Student progress reports will be issued to students during the fifth week of each 9-week period. Progress reports are to be signed by the parent/guardian and returned to the teacher within 3 school days.

Report Card Schedule

Report cards will be issued on the Thursday following the end of each 9-week period. Report cards must be signed by the parent/guardian and returned to the teacher within 3 school days.

Sexual Harassment Policy

Acts of sexual harassment by employees, supervisors, and administrators are prohibited employment practices and are subject to sanctions and disciplinary measures.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including the following: employee to employee, employee to student, student to employee, and student to student, when the following are true:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student's educational performance in school
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals or is used as the basis for educational performance decisions affecting such students
3. Such conduct has the purpose or effect of substantially interfering with a person's work performance or student's educational performance or creating an intimidating, hostile or offensive work environment or learning environment

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are, but are not limited to the following:

1. Threats or intimations of sexual relations or sexual contact, which is not freely or mutually agreeable to both parties
2. Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body, sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person, sexually degrading words to describe the person, or propositions of a sexual nature
3. Threats or insinuations that the person's employment, wages, benefits, or other conditions of employment may be adversely affected by not submitting to sexual advances

The determination of the legality of a particular action will be made from the facts on a case by case basis. Any questions or individual complaints involving sexual harassment of employee to employee should be referred to the individual's immediate supervisor, the building principal, director of communications and safety, the Superintendent, or the Assistant Superintendent of the school district. Any questions or individual complaints involving sexual harassment of employee to student, student to employee, or student to student should be referred to the individual's teacher, building Principal, director of communications and safety, or Superintendent, whichever is deemed appropriate based upon the situation.

The following procedure will be utilized in processing any complaint involving sexual harassment:

1. The individual bringing the complaint shall be required to execute a Sexual Harassment Complaint Form which can be obtained from the office of any Principal, the Superintendent, or the Assistant Superintendent.
2. The person against whom the complaint is made will be required to execute a written response on a form provided by the school district.
3. The Superintendent shall make a prompt, thorough investigation, using discretion, good judgment, and confidentiality, which investigation shall consist of interviewing the accuser and the accused person, either separately or together, and all witnesses who have been identified by either party.

4. Such witnesses, if employees of the school district, shall be required to execute a written statement concerning the alleged event; and any witness, if not an employee of the school district, shall be requested to do so.
5. Promptly after the investigation is completed, the Superintendent shall make a written report to the School Board, accompanied by the complaint, the response, and all witnesses' statements.
6. As soon as possible after receipt of this report, the School Board, with the assistance of its legal counsel, shall determine the most appropriate action to take in light of the facts as they have been developed through the investigation. Options include discharge, transfer, written or oral reprimands, or other actions deemed appropriate by the School Board in light of the established facts.

Staff Travel

Employees who wish to use district vehicles must complete a vehicle request form and submit to their principal for approval. The principal will then forward the request to the Director of Transportation for final approval and scheduling.

Student Accidents/Illness

Any accidents or illness should be reported immediately to the principal or assistant principal who will arrange for the student involved to be given first aid, or transported to a hospital if necessary. If a school nurse is on the campus, they should be notified and asked to assist with student. However, if the nurse is off campus, 911 and the parent should be called if the accident or illness is of a more serious nature. Any accident or illness occurring during the evening should be reported to the principal. **Complete an accident report the day the accident occurs.**

Student Fees

Student fees may be assessed only with the permission of the principal. All fees must be placed in a special account for that activity, in which you may do so with the school financial officer.

Use of Social Networking by District Employees (GABBA)

The Alcorn School District uses the following definitions as it relates to social media:

Social media includes, but is not limited to, social networking sites and apps, such as Twitter, Facebook, Instagram, SnapChat, LinkedIn, and YouTube.

School district includes all names, logos, buildings, images, and entities under the authority of the School district.

- I. The Alcorn School District recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- A. Interferes with the work of the school district
- B. Is used to harass coworkers or other members of the school community
- C. Creates a hostile or intimidating work environment
- D. Breaches confidentiality obligations of school district employees
- E. Disrupts the work of the school district
- F. Harms the goodwill and reputation of the school district in the community
- G. Violates the law, Board policies, and/or other school rules and regulations

II. Staff members should always be aware of the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. Areas of concern include, but are not limited to, the following:

- A. Improper fraternization [inappropriate communications] with students using social media in any form
 - 1. Employees may not “friend” or “follow” current students as on networking sites and apps.
 - 2. All contacts with students should be through the District’s computer, network, and telephone systems, unless authorized by the Principal or Superintendent.
 - 3. Contacts by coaches/activities instructors with team members/choirs/bands and such groups shall be sent to all members of the group. In certain instances, where an individual contact is necessary, the employee shall include the student’s parents, assistant coaches/directors, or other chaperones.
 - 4. Teachers will not give out their private cell phone or home phone numbers without prior approval of the Superintendent or designee.
 - 5. Inappropriate contact via email, telephone, or other electronic devices is prohibited
- B. Inappropriate posting of items with sexual content
- C. Inappropriate posting of items exhibiting or advocating use of drugs, tobacco or alcohol

III. Staff should be aware of the District’s use of monitoring communications and penalties for improper

use of District computers and technology. Further, Staff should be aware of the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct Internet searches to see if staff has posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the school principals and Superintendent will determine the appropriate disciplinary action.

A. Rules Concerning Personal Social Media Activity

The Alcorn School District therefore adopts the following guidelines for the use of social media by District employees.

1. An employee may not mention, discuss, or reference the School Board, the school district, or its individual schools, programs, or teams on personal social networking sites, unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or the School Board.
2. Employees must refrain from mentioning other District employees or other members of the school community (e.g., parents or others) on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to the same.
3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, it is not appropriate for a teacher or administrator to "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school.
4. Unless given written consent, employees may not use the school district's logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs, or teams of the school district.
5. Employees are required to use appropriately respectful speech in their personal social media posts and to refrain from harassing, defamatory, abusive, discriminatory, threatening, or other inappropriate communications. Such posts reflect poorly on the school district's reputation, can affect the educational process, and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.
6. Employees are individually responsible for their personal posts on social media. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.
7. Employees are required to comply with all School district policies and procedures with respect to the use of computer equipment, networks, or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.
8. The Alcorn School District reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using computers, cellular telephones, or other electronic data devices that are the property of the school district.

9. All posts on personal social media must comply with the School district's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
10. An employee may not link a personal social media site or webpage to the School district's website or the websites of individual schools, programs, or teams or post School district material on a social media site or webpage without written permission of his/her supervisor.
11. All Alcorn School District policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

The Alcorn School District recognizes there may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those instances where an employee's interaction with a student is as a result of certain community extra-curricular activities, religious organizations, or other similar relationships. If there is a question regarding these exceptions, contact your supervisor.

B. Disciplinary Consequences

Violation of this policy may lead to discipline up to and including the termination of employment consistent with the Mississippi Educator Code of Ethics and Standards of Conduct, state, or federal law.

Mississippi Educator Code of Ethics and Standards of Conduct
STATE BOARD POLICY

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

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

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

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

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

Code of Ethics Standards

Standard 1: Professional Conduct *An educator should demonstrate conduct that follows generally recognized professional standards.*

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

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

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

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

Standard 2. Trustworthiness *An educator should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.*

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

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

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

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

Standard 3. Unlawful Acts *An educator shall abide by federal, state, and local laws and statutes and local school board policies.*

3. **Unethical conduct includes, but is not limited to:**

The commission or conviction of a felony or sexual offense; As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4. Educator/Student Relationship *An educator should always maintain a professional relationship with all students, both in and outside the classroom.*

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

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

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

- a. Committing any act of child abuse
- b. Committing any act of cruelty to children or any act of child endangerment
- c. Committing or soliciting any unlawful sexual act
- d. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability

- e. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs
- f. Soliciting, encouraging, participating or initiating an inappropriate written, verbal, electronic, physical or romantic relationship with a student.

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

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

Standard 5. Educator Collegial Relationships *An educator should always maintain a professional relationship with colleagues, both in and outside the classroom*

5. **Unethical conduct includes, but is not limited to the following:**
 - a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
 - b. Harming others by knowingly making false statements about a colleague or the school system
 - c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
 - d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
 - e. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

Standard 6. Alcohol, Drug and Tobacco Use or Possession *An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs*

- 6.1 **Ethical conduct includes, but is not limited to, the following:**
 - a. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice
- 6.2. **Unethical conduct includes, but is not limited to, the following:**
 - a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
 - b. Being on school premises or at a school-related activity involving students while

documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes, but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.

- c. Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7. Public Funds and Property *An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.*

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

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

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

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

Standard 8. Remunerative Conduct *An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.*

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

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

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

- a. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
- b. Tutoring students assigned to the educator for remuneration unless approved by the local school board
- c. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. *(This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service)*

Standard 9. Maintenance of Confidentiality: *An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.*

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

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

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

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

Standard 10. Breach of Contract or Abandonment of Employment: *An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.*

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

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

ALCORN SCHOOL DISTRICT ACCEPTABLE USE POLICY

(Adopted 7-16-2012)

The Alcorn School District has established a computer network to offer computer resources for student/staff use. The District Network is defined as any part of, or all of, the electronic equipment and accessories used to provide computer resources to the end user. Computer resources are defined as Internet access, software applications, and shared resources throughout the District Network. Before using any District provided computer resource, a signed form stating that you have read and understand this Acceptable Use Policy must be on file with the district for the current academic year for all students and staff. Students require their parents' or guardians' signature.

Acceptable Use:

1. The District Network has been set up in order to provide computer resources for educational and administrative purposes only. This includes classroom activities, research activities, peer review of assigned work, and any necessary administrative duties.
2. Students will have access to the computers, network and internet for school and curriculum use. If parents have concerns about this, they will go through the same procedures as if they had a problem with a textbook or other curriculum material.
3. School staff use of the District Network is contingent upon their signing a copy of this Acceptable Use Policy.
4. Material created and/or stored on the District Network is not guaranteed to be private. Students and staff should expect that files created/stored on the school computer equipment may be viewed by a Network Administrator. District technology staff may examine or monitor any computer equipment at any time to ensure that the computer and/or network are being used properly. District Technology Staff may access any computer equipment at any time for diagnostic purposes or installation of software.
5. Computer users are expected to adhere to the safety guidelines. Users are not to attempt to bypass filters by the use of proxy sites.
6. Student, notify an adult immediately if you encounter materials which violate these rules of appropriate use. Staff, notify the appropriate administrator.
7. Use Internet searches for viewing specific material related to classroom activities.
8. Do not view, create, or attempt to access offensive, pornographic or illegal material or pictures.
9. Do not violate copyright laws.
10. Do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

11. Do not damage computer or network equipment in any way. This includes physical damage, malicious software (including but not limited to viruses), or intentional deleting of files other than your own. Do not use the ASD Network or computer resources to harm other people or their work.

12. Do not trespass in another's folders, work or files. Do not attempt to gain access or "hack" into computer systems that the student or staff does not have permission to use.

13. Do not intentionally waste resources such as disk space or printing supplies.

14. Do not download, copy, store, or install any software, shareware, or freeware without prior permission from the technical person and network administrator.

15. Do not use personal electronic devices (ex. laptops, ipods, iphones, blackberries, etc.) on the district's network without permission from the ASD Network Administrator.

16. Do not download music (without prior permission from the Network Administrator). Do not listen to a radio station through your computer or make use of chat rooms, newsgroups, or Peer-to-Peer file sharing programs.

17. Users may not conduct commercial activities for profit, advertise products, or conduct political lobbying on the network.

18. Students are not to use the Internet unless a school staff member is present.

19. Do not use the computer for anything other than educational or administrative purposes.

20. Faculty and staff should remember that discretion and good judgment should be exercised when using e-mail or any other computer-based communication system to communicate with parents. The use of e-mail to communicate with students and their parents regarding homework assignments, field trips, athletic practices, and other school functions is acceptable; however, any such e-mail communication should be directed through the ASD's official e-mail system. School district employees should not use personal e-mail accounts or messenger services or online social networking sites to communicate with students, regardless of the nature or intent of the message.

CIPA: All computers with internet access will be filtered in order to restrict the access of minors to harmful materials and to comply with the regulations of NCLB (No Child Left Behind) and CIPA (Children's Internet Protection Act.)

Education of Students on Internet safety

Students will be educated on appropriate online behavior, including interacting with other individuals on social networking sites and chat rooms.

Students will be educated on cyber bullying awareness and response.

Internet Safety Guidelines for Students

1. Never give out your last name, address, or phone number in any communication on the Internet; this includes, but not limited to web pages, email, instant messages, chat, and list-serves.
2. Never agree to meet in person with anyone you have met on-line unless you first have the approval of a parent or guardian.
3. Your parent or guardian should instruct you of any additional material that they think is inappropriate for you to access. We expect you to follow your parent's wishes in this matter.
4. Students are responsible for appropriate behavior on the school's computer network and equipment just as they are in a classroom or on a school playground. Student/staff use of a computer resource is a privilege, not a right, and may be revoked if abused. Action can, and will be taken for violation of this Appropriate Use Policy. Consequences can include:
 1. Restricted use
 2. Loss of network access
 3. In-school disciplinary action, or legal action, including possible criminal prosecution depending on the type of violation. Before legal action is taken, the district shall have proof of such violation.

Each school year students will sign a form stating:

1. I have read the Alcorn School District's Acceptable Use Policy.
2. I understand and will abide by this policy.
3. Should I commit any violation I could suffer the consequences (as stated above).

Each school year a parent or guardian of the student will sign a form stating:

1. I have read the Alcorn School District's computer policy.

School staff will sign a form stating "I have read the Alcorn School District's Acceptable Use Policy and will follow and enforce the policy."

The ASD makes no guarantee that the functions or services provided by or through the ASD Network will be error-free or without defect. The District will in no way be responsible for any damages suffered, including, but not limited to loss of data or interruptions of service. The District is in no way responsible for the accuracy or quality of the information obtained through the network. The School District is not responsible for credit card fraud/theft or other damage whether monetary or otherwise incurred as a result of Internet access provided to the Alcorn School District.

ALCORN SCHOOL DISTRICT STAFF ACCEPTABLE USE POLICY AGREEMENT

NAME _____

SCHOOL _____

POSITION _____

I understand and will abide by and enforce the Terms and Conditions for Internet and E-Mail use as stated in the Acceptable Use Policy. I further understand that violation of the Terms and Conditions is

unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action instituted.

Signature: _____ **Date:** _____

STATEMENT OF PURPOSE RECEIPT AND ACKNOWLEDGMENT

This booklet was prepared to acquaint you with various benefit descriptions, services and guidelines associated with the Alcorn School District. It should answer the questions most frequently asked by employees and serve as a reference guide for you. Even though some information in this booklet is paraphrased versions of those contained in the District's Personnel Policies, it is not intended to be all-inclusive.

I acknowledge that I have read a copy of this booklet and understand the purpose stated above. I also understand that the contents in this booklet are subject to change as it is deemed necessary and appropriate by the Alcorn School District.

Signature: _____ **Date:** _____

The Acceptable Use Policy and Staff Handbook should be retained by the staff member. The signed agreement should be included in the staff member's school personnel file.

ALCORN SCHOOL DISTRICT CENTRAL OFFICE STAFF	
BILL BRAND Superintendent of Education Superintendent's Office 662-286-5591 bbrand@alcornschools.org	MICHELLE WEAVER Intervention and EL Coordinator Federal Programs 662-286-5591 mweaver@alcornschools.org
ANGELA HARRIS Assistant Superintendent Superintendent's Office 662-286-5591 angelaharris@alcornschools.org	Itaska "Snookey" Boren Special Education Director Special Education 662-286-7762
GINGER MILLS Accounts Payable/Board Clerk Superintendent's Office 662-286-5591 gmills@alcornschools.org	DYLAN LAMBERT Technology Director Information Technology 662-286-8863 dlambert@alcornschools.org
PAULA FOWLER Purchasing/Fixed Asset Clerk Superintendent's Office 662-286-5591 pfowler@alcornschools.org	GARRETT NUNLEY Computer Technician Information Technology 662-286-8863 gnunley@alcornshools.org
CHRISTY IRVIN Human Resources/Payroll Superintendent's Office 662-286-5591 cirvin@alcornschool.org	JOHN MASK Computer Technician Information Technology 662-286-8863 jmask@alcornschools.org
KIMBERLY WOODARD Director of Finance Superintendent's Office 662-286-5591 kwoodard@alcornschools.org	PEGGY BUNDY Child Nutrition Director Child Nutrition 662-286-5591 pbundy@alcornschools.org
BRIAN PHELPS Federal Programs Director Federal Programs 662-286-3202 bphelps@alcornschools.org	LISA SMITH Special Education Case Manager Special Education 662-286-7762 lsmith@alcornschools.org
BRENDA PALMER Federal Program Secretary Federal Programs 662-286-3202 bpalmer@alcornschools.org	TAMMY JOHNSON Student Information and Pre-K 662-286-5591 tjohnson@alcornschools.org