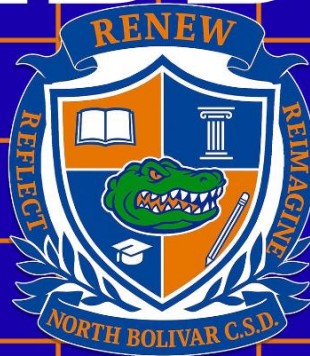


North Bolivar Consolidated School District

NBCSD **PERSONNEL** **2026/2027** **HANDBOOK**



WWW.NBCSD.K12.MS.US

NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT

PERSONNEL HANDBOOK

2026 – 2027

FOR LICENSED/CERTIFIED STAFF & CLASSIFIED (NON-CERTIFIED) STAFF

“Renew, Reflect, Reimagine”

About This Handbook

This handbook is North Bolivar Consolidated School District's effort to make sure employees have advance information about important rules and procedures in our district. Though this handbook is not inclusive of every rule and requirement of the district, it is a summary of the most used rules and policies that apply to employees. It also contains sections addressing many frequently asked questions.

Each year we expect this document to evolve to address the information and needs of employees. The goal of this employee handbook, as with all other documents produced by North Bolivar Consolidated School District, is to improve the lines of communication between Central Office and all sites within the district; as well as inter/intrapersonal communication between all district stakeholders.

204 North Edwards Street
Mound Bayou, MS 38762
Phone: 662-339-3781
www.nbcsd.k12.ms.us

Welcome from the Superintendent



North Bolivar Consolidated School District

Dr. Addie C. Miller

Superintendent
204 N. Edwards Avenue
Mound Bayou, MS 38762

Welcome from the Superintendent

Dear North Bolivar Consolidated School District Family,

Welcome to a new school year! It is my honor and privilege to welcome you to North Bolivar Consolidated School District and to thank you for being an important part of our school community.

Each new school year offers us a fresh opportunity to renew our commitment to serving students, reflect on the progress we have made, and reimagine the possibilities that lie ahead. Together, we will continue **breaking ground for greatness** by creating schools where high expectations, meaningful relationships, and a relentless pursuit of excellence define who we are.

At North Bolivar Consolidated School District, we believe every student deserves a safe, supportive, and engaging learning environment where they are encouraged to reach their fullest potential. Achieving that vision requires all of us—students, families, educators, support staff, and community partners—working together with a shared sense of purpose and responsibility.

This handbook has been developed to provide important information about the policies, procedures, and expectations that help our schools operate effectively. I encourage you to become familiar with its contents and to use it as a resource throughout the school year. While no handbook can answer every question, it reflects our commitment to maintaining a positive learning environment built on respect, accountability, and collaboration.

As superintendent, I am grateful for the opportunity to serve this community and look forward to all we will accomplish together. Thank you for your partnership, your dedication, and your belief in the potential of every child. I am confident that, by working together, we will continue building a stronger district and creating opportunities for every student to succeed.

I wish each of you a successful, rewarding, and memorable school year.

Sincerely,

Addie Carmichel-Miller, Ed.D.
Superintendent
North Bolivar Consolidated School District

“RENEW. REFLECT. REIMAGINE”

Phone: 662-339-3781

Webpage: www.nbcسد.k12.ms.us

BOARD APPROVED 2/17/2026



North Bolivar Consolidated School District 2026-2027 School Calendar

204 North Edwards
662.339.3781
Mound Bayou, MS 38762

July 13-24	Registration
July 28-31	Professional Development Days
August 3	First Day of School for Students
Sep 7	Labor Day
Oct 2	End of 1st Term
Oct 12-16	Fall Break - No School
Nov 23-27	Thanksgiving break- No School
Dec 18	End of 2nd Term
Dec 21-Jan 1	Winter Break -No School
Jan 4	Professional Development Day
Jan 5	School Resume 2nd Semester
Jan 18	Martin Luther King, Jr. Day
Feb 15	Presidents' Day
Mar 8-12	Spring Break
Mar 15	Professional Development Day
Mar 18	End of 3rd Term
Mar 26-29	Easter Holiday
May 25	Last day of School for Students
May 26	Teachers Last Day

Total Days Per Month

Teacher/Students

July -4/0	Feb. - 19/19
Aug.-21/21	March -16/15
Sept. -21/21	April - 22/22
Oct. -17 /17	May- 18/17
Nov. - 16/16	
Dec.- 14/14	
Jan. - 19/18	
Benchmark Exams	
Sept 28- October 2	1st Term Benchmark
Dec 14-18	2nd Term Benchmark
March 1-5	3rd Term Benchmark
May17-21	EOY Projects

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Make up-Days

February 15th - President's Day
March 29th - Easter Monday

Category of Events

	Start of Term	End of Year
	Early Release/PD	
	Professional Development no students	
	Report Cards	
	Progress Reports	
	Holiday/Break	

QUICK HELP GUIDE, 2026 – 2027

Accounts Payable	Melvin Stimage	Hotel Checks	Melvin Stimage
Activity Fund Reports	Ashkelon Stapleton	Homeless Liaison	Elise Reed
Alternative School	Montresia Cain	Insurance	Arnisha Liner
Assessments	Tracy Dunn	Marathon	Ashkelon Stapleton
Athletics	Demarcus Mckinley	Licensure	Tracy Dunn
Audit Requests	Ashkelon Stapleton	Mail	Shakina McBride
Bank Deposits	Arnisha Liner	Maintenance Requests	Nakia Gorman
Board Requests	Shakina McBride	Media Releases	Ronda Rimmer
Board Financial Reports	Ashkelon Stapleton	MSIS	Shakina McBride
Budget	Ashkelon Stapleton	MTSS	Montresia Cain (behavior), Marcus Johnson (academic)
Bus Permits	Jimmy Reynolds	MDES (Emp. Sec.)	Ronda Rimmer, Arnisha Liner
Bus Routes	Jimmy Reynolds	Parent Complaints	Shakina McBride
Cash Receipts	Ashkelon Stapleton, Arnisha Liner, Ronda Rimmer	Parental Involvement	Elise Reed
Cell Phones (employees)	Billy Hall II	Pay Checks	Arnisha Liner
Check Stubs	Arnisha Liner	Payroll Changes	Arnisha Liner
Child Nutrition	Ellen Griffin	Personnel	Ronda Rimmer
Counselors	Nakeshia Fipps, Rita Smith, Candace Gillespie	Policies	Shakina McBride
Curriculum	Tracy Dunn	Purchase Orders	Melvin Stimage
Community Relations	Elise Reed	Requisitions	Melvin Stimage
Contracts	Ronda Rimmer	Resolutions	Shakina McBride
Direct Deposit	Arnisha Liner	Retirement	Ronda Rimmer, Arnisha Liner
District Vehicle Request	Elise Reed	Safety	Angela White
Drop Out Prevention	Tracy Dunn	SAM7	Shakina McBride
Drug Tests	Ronda Rimmer	SPED	Adera Thornton
Dual Enrollment	Tracy Dunn	Student Teachers	Ronda Rimmer, Tracey Dunn
EEF Cards	Ashkelon Stapleton, Arnisha Liner	Substitute Information	Ronda Rimmer
Email Accounts	Billy Hall II	Tax Forms	Ronda Rimmer
Employee Identification	Billy Hall II	Textbooks	Tracy Dunn
Employee Leave	Arnisha Liner	Time Clock	Arnisha Liner, Billy Hall II
Employment Application	Ronda Rimmer	Time Sheets	Arnisha Liner
Employment Verification	Ronda Rimmer	Title IX	Ronda Rimmer
Extended School	Tracy Dunn	Transcripts	Nakeshia Fipps, Rita Smith, Candace Gillespie
Facility Rental	Elise Reed	Travel Reimbursement	Melvin Stimage, Marcus Johnson
Federal Programs	Marcus Johnson, Tiffany Curb	Volunteers	Ronda Rimmer
Fingerprinting	Ronda Rimmer, Angela White	W-2 Forms	Arnisha Liner
Fixed Assets	Billy Hall II, Ashkelon Stapleton, Marcus Johnson, Tiffany Curb	Website Updates	Billy Hall II, Ronda Rimmer
FMLA	Ronda Rimmer	Worker's Compensation	Arnisha Liner
Fundraising Requests	Dr. Addie Miller	16th Section	Ashkelon Stapleton
Grievances	Ronda Rimmer		

CONTACT INFORMATION

662.398.2439	Montresia Cain	662.337.6558	Shakina McBride
662.398.2443	Tiffany Curb	662.337.6520	Dr. Addie Miller
662.339.3843	Tracy Dunn	662.345.3298	Elise Reed
662.337.6561	Nakeshia Fipps	662.719.2812	Jimmy Reynolds
662.333.8954	Candace Gillespie	662.337.6524	Ronda Rimmer
662.398.2442	Nakia Gorman	662.337.6557	Rita Smith
662.339.3838	Ellen Griffin	662.398.2971	Ashkelon Stapleton
662.339.3852	Billy Hall II	662.339.3840	Melvin Stimage
662.339.3836	Marcus Johnson	662.339.3839	Adera Thornton
662.339.6559	Arnisha Liner	662.333.8954	Angela White

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District Information

Board of Trustees					<i>Board Attorney, Mr. Jim Keith</i>
President	Vice President	Secretary	Member	Member	
Mr. Jefferick D. Butler	Mr. John Coleman	Mr. Tyrone Miller	Mrs. Jacquelyn Allen	Mrs. Kimberly Brown	

Central Office Administration			
Superintendent	Dr. Addie C. Miller	Payroll	Arnisha Liner
Business Manager	Ashkelon Stapleton	Accounts Payable	Melvin Stimage
Director of Curriculum	Tracy Dunn	Human Resources	Ronda Rimmer
Director of Federal Programs	Marcus Johnson	Family & Comm. Engagement	Elise Reed
Director of Special Education	Adera Thornton	SPED Administrative Assistant	Nana Fortney
Director of Child Nutrition	Ellen Griffin	Federal Programs Bookkeeper	Tiffany Curb
Director of Technology	Billy Hall II	MSIS / Board Secretary	Shakina McBride
Director of Transportation	Jimmy Reynolds	Director of Alternative Educ.	Montresia Cain
Maintenance Supervisor	Timothy Sanders	CTE Coordinator	Sylvester Cannon

Building Level Administration			
	I.T.M. Elementary School Ph. 662-333-8952	C.E.H. Elementary School Ph. 662-337-6523	Northside High School Ph. 662-339.3844
Secretary	Miranda Black-Williams	Victoria Scott	Stephanie Carr
Academic Coach	Lillian Richardson	Amy Burnett	Jaquese Wilson
Principal	David Tanner	Laneetra Gordon	Christopher Turner
Assistant Principal			Latoshia Lewis

Mission Statement

In partnership with the community, parents and students, North Bolivar Consolidated School District is committed to excellence by challenging our students to achieve their highest potential and preparing our students to compete in an ever-changing global society.

Vision Statement

North Bolivar Consolidated School District is a place where all students are proficient and graduate college and career ready.

Core Values / District Goals

- Accountability for all — ensure all students receive a quality education.
- Unite our school communities — grow parent, family, and community engagement.
- Provide a safe and secure learning environment for students and staff.
- Ensure fiscal stability and sound financial management.

Absences

Employee absences can affect the progress of students and therefore the progress of the district. Absences should be limited to those that are necessary. Absences for school business will not negatively impact an employee's standing.

Planned absences should be handled by advance completion and submission of a leave request, ensuring that all necessary signatures are secured prior to the absence.

Unplanned absences such as those resulting from illness, deaths in the family, or other emergencies should be handled as soon as the employee returns to work by completing a Leave Form designating the reason for the absence. It is the employee's responsibility to make sure that all leave paperwork is properly completed. Leave requests should be completed on the first day back from an unexpected absence. Failure to complete the correct paperwork could result in deductions from pay and from accrued leave.

Academic Calendars and School Schedules

Every school in the District abides by the board-approved academic calendar for the current school year. The standard school day for elementary students must consist of a minimum of 330 minutes of instruction. For secondary students, there must be a minimum of 376 minutes. The school year is built to address the requirement for students to attend school at least 180 days per year.

Bell schedules at the various school sites may vary slightly due to transportation scheduling and route lengths. This makes it impossible to have a simultaneous start and end time at each school site.

Accreditation

North Bolivar Consolidated School District is accredited by the Mississippi Department of Education (MDE) and the Southern Association of Colleges and Schools (SACS). This accreditation means that schools in the district meet the high standards established by this accrediting body.

Asbestos Annual Report to All Employees

The Federal Environmental Protection Agency (EPA) requires that on an annual basis each school district notify every parent and employee of the status of any asbestos in the school. North Bolivar Consolidated School District completes the required re-inspection report annually. A copy of this report is on file in the school administration office and is available to the public for review. This report will serve as the annual notification by North Bolivar Consolidated School District.

Athletic Programs

North Bolivar Consolidated School District participates in athletic programs sanctioned by the Mississippi High School Activities Association (MHSAA). For a student to participate in an athletic program, they must meet the requirements of the No Pass – No Play Rule. MHSAA requires school districts, staff, and student athletes to demonstrate good sportsmanship at all times, and to meet all other requirements established in the MHSAA Rulebook. Pay supplements of varying ranges are provided to staff members who coach or sponsor athletic programs the district offers.

Breaks

Breaks are afforded to hourly employees and classified employees in accordance with the standards of the United States Department of Labor. Fifteen-minute breaks are allowed every four hours. Twelve-month employees may take a 1-hour or 30-minute lunch break; however, they must still work an eight-hour day and the time chosen for the lunch break must have

the approval of the immediate supervisor. Certified teachers do not have true designated breaks; instead, they are given unencumbered planning time consistent with state law.

Site administrators have discretion regarding teachers supervising classes at lunchtime, and often the duty rotation principals set up afford teachers opportunities for breaks (i.e., time without students). Leaving campus during planning time or during a break requires the prior approval of the principal/supervisor.

Catastrophic Injury or Illness

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

- Immediate family means spouse, parent, stepparent, sibling, child, or stepchild.
- Before an employee may receive donated leave, he or she must provide the superintendent or designee with a physician's statement confirming 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 anticipated return-to-work date.
- Before an employee may receive donated leave, the superintendent shall appoint a review committee to approve or disapprove the donations of leave, including determining that the illness is catastrophic within the meaning of this section.

Certified Employees

A Certified Employee is an employee employed in a full teaching position who meets the requirements to hold such a position as defined by the Mississippi State Department of Education. These persons are employed on an annual basis; however, their work is limited to periods when school is in session and required in-service.

Chain of Command

Every employee in the district has an immediate supervisor. It is to that immediate supervisor that you should go for all inquiries, directions, and permissions that you need. Your immediate supervisor is your starting point for addressing all problems and concerns. Only after attempts to resolve issues with your immediate supervisor should you move to the next level. While the Superintendent maintains an open-door policy for parents, students, and employees, it will be his/her practice to redirect employees who have ignored the proper chain of command in handling and resolving issues of concern. Failure to follow the proper chain of command is a form of insubordination which may result in a written reprimand and/or a formal plan for improvement placed in the employee's personnel file, suspension, or termination (in the case of classified employees; see Appendix D).

Child Abuse

In accordance with Section 43-21-353 of the Mississippi Code of 1972, teachers are required to report suspicions of child abuse immediately. It is the duty of any teacher who suspects that one of his/her students has been abused to report such suspicions to the Department of Human Services and to the school administration.

Child Custody

In all cases regarding child custody, North Bolivar Consolidated School District requires an official copy of the custody order to be on file at the school. The school district will abide by the requirements of the custody order in dealing with any issues requiring contact with the parent or guardian or instances relating to the provision of records, allowance of school visitation, and/or checking a student in or out of school. It is the staff member's responsibility to review the cumulative record of each student being served to make sure they are aware of special circumstances involving custody.

Child Nutrition Services

North Bolivar Consolidated School District participates in the Federal School Lunch and School Breakfast programs. We believe that a well-fed child is a child who will be healthier and can learn better. We provide foods that meet federal and state nutrition guidelines. No employee responsible for duty or for taking a student to breakfast or lunch should use the withholding of the privilege to eat as a means of student discipline.

All adults who eat breakfast or lunch provided by the Child Nutrition Department must pay for their meals according to established rates. Portion sizes for meals served fall under strict guidelines. Additional portions requested require additional costs.

Classified Employees

A classified employee is an employee who is not required to hold a degree or certificate but is required to be sufficiently skilled in the position he/she holds. This class includes assistant teachers, secretaries, bookkeepers, and maintenance personnel. These persons are employed under at-will agreements on an annual basis.

Classified Staff Leave

Sick Leave

Each classified non-instructional employee, at the beginning of each school year, shall be credited with a minimum sick leave allowance, with pay, of seven (7) days for absences caused by illness or physical disability of the employee during that school year. Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to such classified employee if the employee remains employed in the school district.

No deduction from the pay of such classified employee may be made because of absence caused by illness or physical disability until all credited sick leave allowance has been used.

Personal Leave

Each classified employee (secretaries, bookkeepers, full-time bus drivers, maintenance personnel, janitors, custodians, assistant teachers, and cafeteria personnel), at the beginning of each school year, shall be credited with a minimum personal leave allowance, with pay, of two (2) days for absence caused by personal reasons during that school year. Such personal leave shall not be taken on the first day of the school term, the last day of the school term, on a day prior to a holiday, or a day after a holiday.

Requests for the use of personal leave must be submitted five (5) days in advance of the leave request. No deduction from the pay of such classified employee may be made because of absence caused by personal reasons until all credited personal leave allowance has been used. However, the Superintendent may, in his/her discretion, allow a classified employee additional personal leave beyond the minimum allowance, under the condition that a regular day's pay be deducted if the employee has exhausted all sick leave.

Paid Holidays

Below are the paid holidays for the district. Classified employees are only paid for holidays that fall between their beginning and ending work dates. Paid holidays are forfeited if employees miss the day before/after a holiday.

Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year's Day, Martin Luther King Jr. Memorial Day, Juneteenth

Escrow

Classified employees will be paid only during the months they work for the actual time worked, unless they choose to have earnings deducted and paid during summer months. If an employee desires to have earnings deferred to summer months, arrangements must be made with the Business Office. An agreement will be set up and will be binding until the next year. Money withheld will only be payable during summer months, except in cases where there is an administrative error on the part of the school district.

Committees

Teachers and school staff are required to cooperate with the school administration regarding assignment to school and district related committees not specifically spelled out in the district contract. This policy includes duty assignments such as early morning duty, playground/campus duty, and duty at athletic functions sponsored by the school.

Confidentiality

Both students and employees have a right to confidentiality. Employee personnel matters are handled confidentially. Student matters and student records are also to be handled confidentially. You expose the district to risk when you discuss student matters with individuals who do not have a need to know. Employees who are acting according to district policies and procedures are covered against liability in claims brought against the district. However, when an employee knowingly violates a district rule or procedure, there is no such protection. A number of professional education organizations offer personal liability insurance that employees may wish to purchase on their own.

Contracts

The number of days each employee is hired to work is indicated on the contract each employee signs. NBCSD uses two (2) types of contracts: the standard contract used for certified staff and licensed administrators, and at-will agreements used for classified staff and for teachers who perform additional duties such as coaching or sponsoring cheerleading. The number of days on a standard teacher contract is 187. Beyond the general teacher contract, rates of pay established in contracts are based upon verified years of experience, certification, and additional days (when applicable).

At-will contracts may be ended by either the employee or the school district by providing two (2) weeks of notice. Standard contracts (issued to licensed and certified personnel) are for a period of one year and are expected to be honored by both parties. It is considered a breach of contract if an employee does not fulfill the obligations and specified dates of work outlined in the standard contract. Mississippi law allows school districts to pursue revocation of the employee's license for a period of one year when a standard contract is breached. The district has discretion in pursuing this avenue if it can find a suitable replacement for the employee wishing to end employment. The choice rests with the district's superintendent and the school board.

Corporal Punishment

The law of the State of Mississippi holds that the teacher is in the same relationship to the child as a parent during the hours in which a child is in school. NBCSD policy is to administer corporal punishment as a measure of last resort, and only after due consideration. Infliction of petty punishment is inconsistent with the best educational practices and is not conducive to good teacher-parent relationships. Corporal punishment may be administered by the principal or assistant

principal only. Corporal punishment must be administered in the presence of another certified employee of NBCSD. Corporal punishment is only allowable via parental consent, which is document through written agreement.

Any student with an IEP or 504 Plan cannot receive corporal punishment.

Cumulative Folders

Teachers, in conjunction with school counselors, are required to keep student cumulative folders up to date. Student cumulative records are to be kept private and are not to be discussed at random with unauthorized personnel. Teachers are charged with the duty of recording pertinent information as directed by the school principal.

Dress

The Board of Trustees has adopted a requirement for students to wear uniforms to school. While there is no such requirement for employees, if we require students to look and dress in a certain way, the same is expected for employees. Employees are expected to set an example that reflects our profession. In dress, conduct, and interpersonal relationships, we must project a professional image that leaves no doubt that we take our work seriously and expect others to respect the work that we do.

No employee's appearance should cause a distraction to such an extent that it would violate another individual's rights. All employees are expected to observe minimum standards of hygiene, sanitation, and personal appearance. At all times, attire should be **business or business casual** unless the work being performed is of a nature that requires different clothing, in which case the employee should have the approval of his/her immediate supervisor. On certain days such as spirit days or field trip days, staff members may have their principal's approval to wear jeans and school t-shirts. **Otherwise, blue jeans are not appropriate professional attire for work.**

Inappropriate dress or personal grooming includes, but is not limited to:

- Denim jeans of all colors, except as pre-approved on spirit days
- Leggings, tights (except under skirts, dresses, jumpers)
- Warm-up pants, sweat suits, tee shirts, overalls
- Work clothes (except for specific assignments or pre-approved workdays)
- Clothing or accessories with slogans suggestive of drugs, alcohol, sex, obscenities, or casinos
- Provocative clothing (thin straps, tube tops, low necklines, low backs, strapless, too tight, too short, midriff-revealing, see-through, etc.)
- Display of controversial tattoos and body piercing that are disruptive to the teaching/learning process
- Hair wrapping or curlers of any type

Duty Assignments

Supervision of students is a responsibility shared equally by all staff. Principals have the discretion to assign duty to any employee. It is the employee's responsibility to be at the assigned post on the designated day and time to ensure students are afforded the safest surroundings possible. Failure to perform assigned duty may reflect negatively on the employee's evaluation, may result in a plan for improvement, and may bear on future employment recommendations.

Teachers should be posted in the hallways at their doors at every class change, and at the beginning and end of the day. Principals may assign duty such as playground/recess duty, morning duty, afternoon duty, bus duty, and any other duty deemed necessary to ensure safe school operations.

Earned Leave

Seven (7) sick days and two (2) personal leave days are awarded to staff members each year. Twelve-month employees also earn ten (10) days of vacation each school year, to be used in the year in which it is earned. Personal leave days can be accumulated up to 5 days; any days over five (5) will be added to sick leave in the subsequent school year.

Educator License

It is the responsibility of the employee to ensure that their Educator's License remains current. While the district employs a Human Resources Director to handle records management of employee files, it is not the district's responsibility to keep individual licenses current. Reminders about license expiration and continuing education opportunities will be sent out.

Employee Conduct

Employees of North Bolivar Consolidated School District are expected to conduct themselves in a manner that reflects positively on the school district and the community, promoting a positive environment for teaching, learning, and student well-being.

The dignity of students and of the educational environment shall always be maintained. Unseemly dress, conduct, or the use of abusive, foul, or profane language in the presence of students is expressly prohibited and will not be tolerated.

Violations

Violations of this policy shall be reported and discussed in a conference between the employee and the school principal (or superintendent and principal if a principal is in violation). If the complaint is found to be factual, a written reprimand shall be issued and become part of the employee's personnel file. Severe or continuous violations may lead to suspension, dismissal, or non-renewal.

Employees shall have the right to appeal any disciplinary action taken against them by following the proper chain of command as specified in the district's Employee Grievance Procedure policy and the provisions of the Education Employees Procedures Law (EEPL).

Employee Pay

All NBCSD employees are paid once a month by direct deposit. All pay is based upon the contract amount or hourly wage in force for the current school year. If an employee changes their banking information, they are responsible for notifying the business office by each month's payroll cut-off date. Failure to update the business office will result in the direct deposit being delayed.

Evaluation

Every employee will be evaluated by his/her immediate supervisor at least annually. Employees who are new to the profession or those performing at a less-than-adequate level will be observed and evaluated more frequently. Teachers who are new to the profession and those on plans for improvement may receive multiple evaluations and observations of work during the school year.

Evaluation of Classified Employees

The development of a strong, competent classified staff, and the maintenance of high morale, are major objectives of the school board. Thorough, regular appraisal of performance is essential to the realization of district goals. The primary purpose of personnel evaluation is the growth and development of individual staff members, strengthening of the school staff, and improvement of support services.

- Principals and supervisors are expected to exert every effort to encourage staff members to develop their performance to an optimum degree.
- Performance appraisal will be continuous, not limited to items and procedures set for formal evaluation.
- The evaluation process will make use of both self-evaluation and supervisory evaluation.
- The process will emphasize the achievement of mutually set goals as well as standardized objective rating forms.
- Procedures will provide for recognition of outstanding service and support sound decision-making, counseling, and in-service training.
- When aspects of a staff member's performance need improvement, the principal or supervisor will specifically identify those areas and develop a plan of assistance.
- Observations and evaluations will be carried out in accordance with administrative regulations developed cooperatively by administration and staff and approved by the school board.

Evaluation of Professional Employees

The evaluation of professional employees shall be in the form and manner prescribed by the State Department of Education through the Mississippi Educator & Administrator Professional Growth System. The Superintendent shall formulate and implement a formal annual performance appraisal system based on job descriptions and on-the-job performance of every professional employee. The Mississippi Public School Accountability Standard for this policy is Standard 3.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches age 18 or attends a school beyond the high school level ("eligible students").

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies unless it is otherwise impossible for the parent/student to review the records, and schools may charge a fee for copies.
- Parents or eligible students have the right to request correction of records believed to be inaccurate or misleading, with a formal hearing process if the school declines to amend.
- Schools generally must have written permission before releasing information from a student's record, subject to specific FERPA exceptions (school officials with legitimate educational interest, transferring schools, audits, financial aid, accrediting organizations, judicial orders, health/safety emergencies, and certain juvenile justice disclosures).

Schools may disclose "directory" information (name, address, phone number, date/place of birth, honors, dates of attendance) without consent, but must tell parents and eligible students about directory information and allow a reasonable time to opt out. Schools must notify parents and eligible students annually of their FERPA rights. For additional information, contact the U.S. Department of Education Family Policy Compliance Office.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 requires employers to provide up to 12 weeks of unpaid, job-protected leave. Employees must have worked at least one year and 1,250 hours in the previous 12 months and meet the required family and medical reasons, including birth, adoption, or foster care placement of a child; care of a spouse, son, daughter, or parent (but not parent-in-law) with a serious health condition; or the employee's own serious health condition. Employees have an overall limit of 12 weeks for the care of a parent.

Eligible employees whose son, daughter, or parent is on covered active duty or call to covered active-duty status may use their 12-week entitlement for certain qualifying exigencies. Application for family medical leave shall be presented to the district for approval 30 days in advance of the expected leave time, except in cases of emergency. A copy of the FMLA board policy (GBRIA) is available on the district website and in the Office of the Superintendent.

Procedures

- The employee must notify the superintendent's office that leave is needed.
- The Superintendent or designee will notify the employee if he/she is eligible for FMLA leave.
- If eligible, the employee must provide a completed certification to the superintendent or designee within 15 calendar days.
- The Superintendent will notify the employee whether the leave has been designated as FMLA within 5 business days.

Fixed Assets

The importance of developing and maintaining a complete and accurate accounting of fixed assets cannot be overstated. Schools and departments have a great responsibility for the custody of district assets, which requires complete and accurate records for financial reporting purposes. Inadequate records can result in a qualified audit opinion, which may lead to an accreditation deficiency and probationary status.

Each principal and administrator is given a listing of all fixed assets located at their site, including description, asset number, and location. All retirement of fixed assets, regardless of method, shall be entered in the minutes of the school board.

Administration Procedures

- Building principals and department heads are responsible for the control of equipment assigned to their location.
- All employees delegated responsibility for inventoried equipment must become familiar with the Fixed Asset Manual.
- Administrators and principals are required each year to certify that the physical inventory has been reviewed and that any missing-item explanation is clear, complete, and correct.
- Each administrator must initiate proper documentation of the movement and transfer of equipment between rooms and/or locations.

Property Manager

The property manager is any person the school district reports in writing to the State Property Office as having designated responsibility to maintain an inventory control system pursuant to requirements of the Office of the State Auditor. Each school or department may designate a location property control manager. The principal or department head is accountable for all items at their location and may pass accountability to employees where appropriate. The accountable party is responsible for the value of an asset discovered missing.

- Maintain a master fixed assets inventory ledger.
- Maintain property and equipment transfer forms and lost/stolen forms.
- Periodically audit and verify inventory records and equipment.

- Report all lost, stolen, or transferred property to the Technology Director.
- Ensure each room has a list of fixed assets posted on the inside wall.

Stolen Property

Stolen property shall be reported to local law enforcement immediately upon discovery, and reported to the Technology Director on the appropriate form, signed by the assigned party and the Principal/Building Administrator. All affidavits must be accompanied by a signed police report, filed with the Technology Director no later than 48 hours after discovery.

Lost Property

Lost property shall be reported to the Technology Director on the appropriate form, signed by the assigned party and the Principal/Building Administrator. The party to whom the asset is assigned is financially responsible for lost assets, acknowledged by school board minutes.

Request for Disposal / Transfers

Requests for disposal must be submitted to the Technology Director before items can be removed from the fixed asset inventory; disposal and deletion must be authorized by the school board. All transfers of fixed assets, whether permanent or temporary, must be submitted to the Technology Director on the respective forms, signed by the principal or department head, the transferring party, and the receiving party.

Capitalization & Annual Physical Inventory

The district will capitalize assets in accordance with guidelines set forth by the Mississippi Office of the State Auditor. A physical inventory will be taken at least annually, with more frequent inventories as warranted, following procedures established by the Technology Director for notification, review, documentation of variances, sign-off, and follow-up on unlocated items.

Change of Principal or Department Head

Each time there is a change in Principal or Department Head of a location, the outgoing administrator will conduct a 100% audit and sign off on the results. The incoming Principal or Department Head will also conduct a 100% audit and sign the audit accepting all items at that location.

Donated Items

All items (monetary and non-monetary) donated to the district or any of its locations must be reported to the Business Manager and approved by the board and spread upon the board minutes, including items awarded through DonorsChoose. These items will be tagged with an asset number and added to inventory where required by state criteria.

Field Trips

All field trips should have a direct relationship with the standards in the Mississippi Curriculum Frameworks. Field trips are not to be used simply as rewards; they should be of an educational nature that helps students see the real-life application of lessons learned. Field trips should be pre-approved and require an appropriate number of chaperones to ensure adequate supervision of students. The district will continue to adhere to any applicable guidance from the Mississippi Department of Health and the Centers for Disease Control and Prevention.

Grades

Teachers are required to keep accurate grade book records for each student and to evaluate students' academic progress on a fair and impartial basis. A minimum of 2 grades per week should be assigned for each student. Each nine weeks should have a total of 18 grades (14 daily grades, 3 bi-weekly grades, and 1 nine week's exam grade).

The nine-week term average will be determined by calculating assignment/daily grades and test grades together: daily grades, weekly quizzes, and bi-weekly quizzes count for 75% of the grade, while nine-week exams count for the remaining 25%.

Grievance Procedures: Licensed Personnel Appraisal

The purpose of this grievance procedure is to provide licensed employees an equitable solution to a grievance filed in connection with a personnel appraisal.

Definitions

- “Personnel appraisal” refers to the system of annual performance evaluation of all licensed staff, as mandated by state law and approved by the school board as part of its Personnel Appraisal System.
- “Grievance” is a complaint by an individual based on an alleged violation of rights under state or federal law or board policy related to the personnel appraisal process.
- “Grievant” is the person or persons making the complaint.
- “Days” means working school days, excluding weekends, holidays, and vacation days.

Grievances shall be processed in accordance with Board Policy GAE: Staff Complaints and Grievance.

Grievance Procedures: Licensed Staff Complaints

The purpose of this grievance procedure is to secure, at the first possible administrative level, an equitable solution to any grievance.

Level One

- All grievances must be presented orally to the principal or immediate supervisor within five (5) calendar days of the act or omission complained of; the parties will attempt to resolve the matter informally.
- If unsatisfied, the grievant shall, within five (5) calendar days, file a written statement setting forth in detail the alleged discrimination, including the time, place, nature of the act or omission, and the law or policy violated. The statement must be signed by the grievant.
- Failure to submit a written statement as required shall be deemed acceptance of the informal decision.
- Within five (5) calendar days of receiving the signed statement, the principal or supervisor shall send the grievant's statement and a response to the Human Resources Director, with a copy to the grievant.

Level Two

- Upon receipt of written notice of intent to appeal, the Superintendent shall notify the grievant in writing within five (5) calendar days of the date, time, and place the matter will be considered, scheduling a meeting no later than ten (10) calendar days from receipt of the notice of appeal.
- The Level One written statement forms the basis of the grievance; the grievant may submit additional written information no later than five (5) calendar days before the scheduled meeting.
- Failure to personally attend the scheduled meeting shall be deemed acceptance of the Level One decision.
- The Superintendent shall render a written decision within five (5) calendar days of the meeting.

Level Three

- If unresolved at Level Two, or if the Superintendent does not render a timely decision, the grievant may file the grievance with the Superintendent for further review.
- If not filed within five (5) calendar days of the Level Two meeting, the grievance shall be considered resolved.
- The Superintendent shall notify the grievant in writing within five (5) calendar days and schedule a closed hearing no later than ten (10) calendar days from receipt of the notice of appeal.

Level Four

- If unresolved at Level Three, or if no timely decision is rendered, the grievant may file the grievance with the secretary of the school board.
- If not filed within five (5) calendar days of the Level Three hearing, the grievance shall be considered resolved.
- Within five (5) days of receipt, the board secretary, with the board chairman, shall schedule a closed hearing before the school board.
- The board shall render its decision within seven (7) calendar days of the hearing.

If the grievant fails to meet the deadlines established, the grievance is considered null and void.

Inability to Work

Whenever a teacher or staff member, for any reason, cannot fulfill his/her duties, the employee is required to contact the school principal. Principals should be notified no later than 6:45 a.m. on the proposed day of absence, or the day before, if possible.

Insurance

Fully funded health insurance is available to all full-time NBCSD employees. Employees who work at least 20 hours per week and school bus drivers are also eligible for fully funded health insurance. Dependents may be covered by the employee paying the premium specified for the number and type of dependent to be insured. NBCSD offers other forms of insurance for employees to choose from, including dental, vision, and disability. All supplemental insurance selected by the employee is handled via employee-paid payroll deduction.

Jury Duty

Employees of North Bolivar Consolidated School District who are absent from work as a result of jury service or attendance as a party or witness in any court or before any administrative agency shall be entitled to an excused absence with pay. These absences shall not be charged against accumulated sick or personal leave. Such absence shall be excused upon presentation of a summons, subpoena, or other valid written statement to the employee's principal or supervisor.

Leave Request

A leave request is not approved until all required signatures are affixed to the Leave Request Form. Do not assume that having the leave day guarantees your leave request will be approved; the district reserves the right to disapprove leave requests it feels will have a detrimental effect on school or district operations. Teachers and staff must request personal business leave one week in advance. Personal business days cannot be taken on the first or last day of the school year, nor on the last school day before or first day after a school holiday.

Leave requests are to be completed for all time missed. Employees should not expect to miss parts of the workday without the time being deducted from accrued leave. Whenever possible, appointments and doctor visits should be scheduled after the workday ends. Employees are encouraged to take full days or half days of leave when they must be away from duty.

Leaving Campus

All staff members have specifically assigned duties and responsibilities during the school day. It is of utmost importance for school administration to know if a staff member is away from school during this time. **Staff members must get approval from school administration to leave school during the school day.**

Lesson Plans

Teachers and teaching staff are required to write lesson plans one week in advance of class meeting time. Lesson plans must be turned in to the school principal once per week for approval, written in accordance with school administration guidelines, and must contain corresponding competencies, objectives, teaching strategies, interventions, remediation, enrichment, and technology integration.

Medication

If a child has to take medicine during the school day, the parent **MUST** bring the medicine to the school; the child should not transport it. The only time school personnel are to administer medicine is when it is prescribed by a doctor, in the original container, with explicit written directions on the label and/or specific directions on file at the school. In the absence of a nurse, medicine may only be dispensed by the principal's designee. All medication is kept in locked storage.

Observations

Supervisors conduct formal and informal observations of staff members routinely. Employees are to be notified following a formal observation regarding the supervisor's assessment of their performance. Areas needing attention and improvement are to be specified, along with a reasonable timeframe for showing marked improvement.

Parental Communication to School Officials

NBCSD is sincere in its efforts to develop positive, long-lasting relationships with parents. Parents should feel free to call or visit the schools at any time. There are established procedures for classroom visits and conferences to ensure teachers may spend their time delivering instruction. When a parent wishes to speak to a teacher during class time, parents will be asked to leave their names and numbers for a return call during the teacher's conference period or the next day. Teachers and other staff members are expected to return calls as promptly as possible.

Planning Time

Every teacher is entitled to uninterrupted daily planning time, used for planning and/or conferences. Planning time is not meant to be a break every day, but a time to ensure teachers have the opportunity to perform functions necessary to be effective in the classroom, including observing especially skilled colleagues, reading, studying, and reflecting.

Professional Employees — Employee Leave and Absences

Sick Leave

Sick leave shall cover illness of the employee and his/her immediate family (spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son- or daughter-in-law).

Sick leave may be taken at the beginning of an employee's contract/at-will agreement provided the leave is accumulated from prior years' service. New leave benefits begin on the date the employee reports to work as required in the contract or agreement.

Classes of Employees

- **Certified Employee** — an employee in a full teaching position or performing senior-level management duties who meets Mississippi State Department of Education requirements. May be employed on an annual basis limited to periods when school is in session and required in-service, or by contract without respect to whether school is in session.
- **Classified Employee** — an employee not required to hold a degree or certificate but required to be sufficiently skilled in the position held (assistant teachers, secretaries, bookkeepers, maintenance personnel). Employed by at-will agreements on an annual basis.

Certified Employees

Each certified employee shall be granted seven days of annual sick leave. Any employee hired under a contract/at-will agreement exceeding a normal school year shall be granted one additional day of sick leave for each twenty (20) days the agreement exceeds the normal school year. For the first ten days of absence in excess of accumulated sick leave, the substitute teacher pay rate shall be deducted from the employee's pay. Thereafter, regular pay shall be suspended and withheld for any period of illness absence during the school year.

Classified Employees

Each classified employee shall be granted seven days of annual sick leave, expressed in hours based on the number of hours the employee works each day. Any employee hired under a contract/at-will exceeding a normal school year shall be granted one additional day of sick leave for each twenty (20) days the agreement exceeds the normal school year. Any leave taken the day before/after a holiday will result in the employee losing holiday pay. Leave is not granted to part-time employees or retirees.

Common Provisions

- Any unused portion of sick leave shall be carried forward to the next school year provided the employee remains employed by the district. There is no maximum accumulation.
- Upon separation from service, all unused sick leave will be credited in the computation of unused leave for retirement purposes under state law, except as otherwise explained.
- Persons retiring from public service may elect to have a maximum of 30 days/240 hours of accrued sick leave paid to them at retirement, at the substitute teacher rate for certified employees and minimum wage for all others.
- Two days without loss of pay will be allowed for the death of an immediate family member, with supporting documentation such as an obituary or death certificate.
- If an employee leaves district employment for a period in excess of one year, accumulated sick leave is forfeited unless re-employed within one year.
- An employee may donate unused accumulated sick days to another employee for a catastrophic injury or illness as allowed by state law.
- Sick days may be taken only in one-half day increments. Absences of less than one-half a normal workday are charged as one-half day; more than one-half day is charged as a whole day. Classified staff leave is taken in hours.
- Any employee absent due to injury or illness for an intermediate or extended period shall notify his/her supervisor. If replacement is necessary, the employee will be given the next available comparable position for which qualified.
- Absences extending more than three consecutive working days require the employee, upon return, to submit a physician's statement including expected or incurred length of absence. Failure to comply results in the excess days beyond three being charged as unauthorized absence without pay.
- All leave granted under district policy shall be converted to annual sick leave on the first day of the next fiscal year, including sick, personal, and paid annual (vacation) leave. Converted paid annual leave (vacation) cannot exceed 10 days per year.
- Any absence resulting from illness, physical disability, or other good cause shall be reported to the employee's supervisor before 7:00 a.m. of the date of absence.

Personal Leave

At the beginning of each school year, each employee shall be credited with a minimum personal leave allowance, with pay, of two days for absences caused by personal reasons. It is preferred that leave not be taken on the first or last day of the school term, the day immediately before or after a holiday, or on any day when nine-week, semester, or final examinations are scheduled.

Personal leave may be granted with advance approval of the superintendent. Requests must be submitted in writing at least five days prior and approved by the principal/supervisor and superintendent.

Twelve-month employees will be granted ten (10) vacation days per year (classified staff vacation is expressed in an equivalent number of hours).

- No leave will be approved if it would result in more than 10% of the faculty being absent on any given day or would otherwise be detrimental to the district.
- Personal leave for certified staff may be taken only in one-half day increments; classified staff leave is taken in hours.
- Any employee can accumulate up to a maximum of five unused personal leave days; unused days in excess of five shall be converted to sick leave at the end of the school year.

In cases where the Governor of Mississippi or President of the United States declares a state of emergency as a result of a natural or man-made disaster or inclement weather, the school board reserves the right to grant administrative leave with pay to district employees.

School Business Absences

District personnel are encouraged to participate in conferences, workshops, and other activities that further professional development. Permission to attend educational meetings/workshops must be obtained through completion of the district travel and professional development forms; to be submitted to the principal or supervisor a minimum of ten days in advance of the desired leave date.

Professional Development

Professional development is central to the improvement of the district and each individual employee, ensuring school teams receive quality training on topics important to their sites and that professionals trained at a variety of institutions receive uniform training on district priorities. Topics are identified through sources including district surveys, Comprehensive Needs Assessments, and input from principals, Central Office administrators, and parents.

Professional Relationships

Teachers are required to handle teacher-student, teacher-teacher, teacher-parent, and teacher-administrator relationships in a professional manner. Teachers and school staff are required not to purposely humiliate or embarrass students, other teachers, or school administrators in a spiteful or degrading manner by singling out or calling attention to imperfections.

Purchasing

Mississippi law requires a purchase order for every item purchased by/for the school district. Purchase orders are generated after requisitions are completed and approved by the immediate supervisor responsible for the budget. No employee is authorized to make purchases on behalf of the district without an approved purchase order, and no employee should use personal funds expecting district reimbursement without pre-approval and a purchase order. An employee who picks up an item from a vendor without a purchase order is personally responsible for the cost.

School Schedules

School schedules are established based upon state and federal instructional minute requirements. All staff are expected to adhere to the schedules in place to ensure compliance.

Sexual Harassment

Sexual harassment (student to student, student to employee, or employee to employee) will not be tolerated. Every person in NBCSD has the right to be free from harassment of any kind. If you believe you are being harassed, make sure your immediate supervisor and the Human Resources Director are made aware of the situation. The district's board policy (GACN, GACN-P) addresses the specific procedures for handling sexual harassment.

Smoking, Eating, Drinking

There are designated places in each school where eating and drinking are allowed. Drinking and eating are never to take place in the classroom or in the presence of students; they should be done only in the school cafeteria and teachers' lounge or workroom. Smoking is prohibited in/on all North Bolivar Consolidated School District facilities and grounds.

Social Networking

Access to social networking websites for individual use during school hours is prohibited. Employees, faculty, and staff should not give social networking website passwords to students, and should not post any data, documents, photos, or inappropriate information on any website or application that might result in disruption of classroom activity. Fraternalization via internet between employees, faculty, or staff and students is prohibited, and violation may result in disciplinary action, up to and including termination.

Substitute Teachers

When a substitute is required to replace a teacher, clear directions and well-written lesson plans must be left for the substitute. For planned absences, arrangements can usually be made in advance; for emergency or unplanned absences, it is imperative to follow the procedures established at your site for contacting the designated administrator. Substitute teachers must clock in and out to receive credit for time worked.

Supervising Students

Teachers must always supervise students and correct all students, not just those in their own classroom. Teachers should NEVER leave students in their charge unsupervised. If a teacher must leave the classroom, someone must be contacted to supervise while away.

Teacher Work Schedule

Principals are given the responsibility and authority to set exact duty hours for their teachers and are required to enforce the duty rules set. Employees MUST clock out when leaving the premises unless going to another district location. ALL OVERTIME FOR NON-CERTIFIED STAFF MUST BE PRE-APPROVED BY THE SUPERINTENDENT.

Position	Duty Hours
Elementary Principals	7:00 am – 4:00 pm
Elementary Staff	7:15 am – 3:15 pm
Secondary Principals	7:00 am – 4:00 pm
Certified Secondary Staff	7:30 am – 3:30 pm
Non-Certified Secondary Staff	7:30 am – 3:30 pm
Elementary School Secretary	7:00 am – 4:00 pm
Secondary School Secretary	7:00 am – 4:00 pm

No overtime shall be worked without prior written permission by the employee's immediate supervisor. In the event of emergencies requiring work in excess of 40 hours in a work week, it is the policy of the district that compensation for overtime work will be paid in the form of compensatory time off. Compensatory time shall be awarded on the basis of 1 ½ hour for each hour of overtime worked. An employee will not be permitted to accumulate more than 240 compensatory hours (160 regular hours). Employees must take the compensatory time when it is agreeable with his/her supervisor. However, the supervisor's consent shall not be unreasonably withheld (GCRAA).

Telephone Messages for Employees

Interruptions to classroom instruction or assigned work are kept to a minimum. Unless there is an emergency, employees will not be called from class to receive phone calls in the office. Callers may leave messages with the office, and office staff and/or administrators will ensure messages are delivered to the appropriate employee promptly.

Textbooks

Textbooks are selected for each course from a state-approved list and are provided to all students free of charge. Students are expected to care for their textbooks properly and bring them to school each day. Students who damage or destroy books will be charged a repair fee, or the full replacement cost if the book cannot be repaired. Teachers are expected to utilize textbooks for the courses they teach and to use supplemental materials only to enhance instruction.

Time Clock

All employees of North Bolivar Consolidated School shall clock in and clock out on the biometric time-clock system, which accurately records actual hours worked each day. It is the responsibility of the building-level administrator or supervisor to inform employees of the importance of consistent and correct use of the system.

If an employee does not clock in on the biometric time clock system, the following disciplinary actions may be issued:

- 1st Offense – Verbal Warning
- 2nd Offense – Written Reprimand
- 3rd Offense – Loss of Pay

The employee may provide in writing the reason(s) for not clocking in. Legitimate reasons may be excused by the Superintendent.

Exempt Employee Guidelines for Time and Attendance

- NBCSD's workweek begins Sunday at 12:00 a.m. and ends Saturday at midnight.
- Employees must work their full schedule each week and arrive/depart at the time noted by their immediate supervisor unless approved to work overtime by the Superintendent.
- If employees do not work their full scheduled hours, they may apply for sick or personal leave if available; if all leave has been used, unpaid leave will be applied. No exempt employee should work overtime for compensation unless approved by the principal/supervisor and the Superintendent.

Non-Exempt Employee Guidelines for Time and Attendance

- Per the Fair Labor Standards Act (FLSA), each employee shall be paid for all hours worked.
- Non-exempt employees with a lunch break are required to take it uninterrupted, absent principal/supervisor approval of an exception.
- If employees do not work their full scheduled hours, a shortage of pay could apply if leave is unavailable. Employees cannot make up lost time by working late or coming in early without supervisor approval.

Employee Daily Procedures

- Employees should monitor their own time and be consistent in clocking in and out.
- If a lunch break is scheduled, it must be taken in a timely manner; failing to clock back in could affect leave and pay.
- If an employee forgets to clock in, they must clock in immediately upon realizing it and report to their supervisor/principal to complete a Missed Punch Report.
- Employees can check time in the district's time and attendance system under "Clocked Time."
- Any clock errors should be reported to the supervisor/principal immediately.

Supervisor/Principal Responsibilities

- Complete the Missed Punch Report and submit it to the Business Manager immediately (scanned and emailed) to avoid a delay in pay.
- Communicate to employees the importance of clocking in/out and the possible delay in pay when procedures are not followed.
- Monitor employees submitting missed punch reports to be sure they have truly attempted to use the clock.
- Print time reports weekly, have employees sign, and submit to payroll no later than 12:00 noon the Tuesday following the week being reported.
- Monitor employees' time to be sure classified employees are working only assigned hours and do not exceed 10 hours per week.

Visitors on Campus

All visitors on every campus must abide by the district's visitor rules. Visitors must enter through the main office and secure a visitor's pass by providing an official form of identification before going anywhere in the school beyond the office. Even brief visits require this procedure to ensure campuses remain safe.

Volunteers

North Bolivar Consolidated School District recognizes that community and parent volunteers make valuable contributions to district schools and encourages volunteer participation in district programs. Volunteering in the district is a privilege, not a right. The district will screen volunteers through a child safety registry and criminal background check (at the expense of the volunteer). Before any volunteer is placed to work in a school building, board approval is required. To initiate this process, contact the district central office.

All volunteers must observe the following rules:

- Follow the same dress code applicable to students and staff.
- Not lend money or bring gifts to individual students unless authorized by the building principal or designee.
- Not transport students.
- Keep all information obtained from a student's education record confidential.
- Not photograph or videotape students unless authorized by the building principal or designee.
- Not date students, have sexual relationships with students, or arrange to meet students outside the regular school day or school-sponsored events (Board Policy: Staff/Student Non-fraternization).
- Not dress students, change diapers, provide personal hygiene assistance, or supply medication to students.
- Receive district policies and procedures on computer use and sign an authorized user form prior to accessing district computers.
- Not discriminating against or harassing any person, and report all observed harassment or discrimination per district policy.
- Not searching students or student property.
- Not direct a student to remove an emblem, insignia, or garment, including religious items; if the volunteer believes a student's clothing is disruptive, they will contact a staff member immediately.
- Sign in and out of the office when entering or leaving the school; and document hours volunteered.
- Report suspected cases of abuse or neglect to the building principal.
- Follow all district policies, procedures, and applicable laws.
- Renew their background check every three years.

Weather Emergencies

Weather conditions are constantly monitored to protect the safety of students. Disaster drills are conducted at each school site throughout the year so students and staff know what to do in a true weather emergency. In rare instances, it may be necessary to dismiss school earlier than normal or cancel school to protect students from a weather emergency. The district uses the AIMS messenger system and SchoolStatus to communicate changes in the times/dates of school operations. Employees are expected to know the evacuation routes for their buildings and to conduct drills according to state law requirements.

Webpage

North Bolivar Consolidated School District's web address is www.nbcsd.k12.ms.us. Please regularly check this website for current information about the school district. Each NBCSD school has its own web page accessible from the district's site as part of a continuing effort to improve communication and keep everyone informed.

Appendix A — Missed Punch Report Form

NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT MISSED PUNCHED REPORT

EMPLOYEE SHOULD COMPLETE THIS SECTION:

School: _____ Date: _____

Employee Name: _____ Employee ID# _____

Date of Missed Punch: _____ Time of Missed Punch: _____

Reason for Missed Punch – Employee must explain in writing below the reason the missed punch (i.e.-failed to clock in when reporting for work, failed to clock when to or returning from lunch, off- site when reporting to/ leaving from workday, etc.)

PRINCIPAL OR SUPERVISOR SHOULD COMPLETE THIS SECTION:

Correct Employee Time Record in the following manner:

1. Add punch to time record on _____
Date Principal/Supervisor's Signature

Detailed reason for punch being added to time record _____

2. Remove punch from time record on _____
Date Principal/Supervisor's Signature

Detailed reason for punch being removed from time record _____

Disciplinary Action Taken (if applicable):

1. Verbal warning issued to employee for failure to adhere to school board policy on:

Date Principal/Supervisor's Signature

2. Written reprimand issue to employee for failure to adhere to school board policy on:

Date Principal/Supervisor's Signature

3. Recommended employee for disciplinary action to the Board of Trustees on:

Date Principal/Supervisor's Signature

I have personal knowledge of and declare under penalty of perjury by my employee signature below, that this "Missed Punch Report" is a true and accurate report of my failure to clock in/out at the time clock in the performance of my job duties. No one has asked me to fabricate or falsify any information concerning my time worked or to fail to report any of my time worked.
CERTIFIED TRUE AND CORRECT, under penalty of perjury:

Employee Signature

Date

Principal/Supervisor's Signature

Date

Appendix B — Acceptable Computer System Use Regulations

All use of North Bolivar Consolidated School District's computer system shall be consistent with the goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.

Technologies Covered

This Acceptable Use Policy applies to both school-owned technology equipment utilizing the NBCSD network, the NBCSD internet connection, and/or private/internet connections accessed from school-owned devices at any time. This AUP also applies to privately-owned devices accessing the NBCSD network, the NBCSD internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, NBCSD will seek to provide access to them; the policies outlined in this document cover ALL available technologies now and in the future, not just those specifically listed or currently available.

The term “computer system” includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, server mainframe and personal computers, the Internet, and other internal or external networks.

Acceptable Use, Privilege, and Unacceptable Use

Access to the district's computer system shall be (1) for the purpose of education or research and consistent with the district's educational objectives, or (2) for legitimate school business. Use of the District's computer system is a privilege, not a right. Each user is responsible for his or her actions on the computer system. Prohibited conduct includes, but is not limited to:

- Any use not meeting the terms and conditions above.
- Using the network or any computing device for any illegal activity, including violation of copyright or other contracts, violating the privacy of another person, or accessing/transmitting material in violation of any federal, state, or local law or NBCSD policy.
- Using any software or hardware to bypass the network and filter systems.
- Sending, receiving, viewing, or downloading illegal material via the computer system, or unauthorized downloading of software or copyrighted material.
- Using the computer system for commercial or private advertising.
- Wastefully using resources, such as file space, or gaining unauthorized access to data, computer resources, or entities.
- Posting material authored or created by another without his or her consent.
- Accessing, submitting, posting, viewing, publishing, or displaying any obscene, pornographic, profane, threatening, illegal, or other inappropriate material.
- Using the computer system while access privileges are suspended or revoked.
- Vandalizing the computer system, including destroying data, spreading viruses/Trojans/malicious files, or disassembling equipment without authorization.
- Failing to follow district regulations related to the security of computer systems, user accounts, and passwords, or failing to safeguard confidential data.
- Making unauthorized changes to the operating system, network configuration, or other system settings on district computers, or installing unauthorized software.
- Using an unauthorized computer or electronic device on school property.

Safety and Privacy

NBCSD has a legal obligation to protect the personal data of students and staff. Users will not violate the privacy of other persons. Students will not reveal their name and personal information to others on the Internet unless coordinated by a parent or teacher; and will not meet in person with someone first “met” online. NBCSD may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student/staff device at any time for any reason related to district operations. The Technology Department uses monitoring software that allows viewing of student screens and activity.

Social Media and Netiquette

This enables the efficient, effective, and safe use of social media, defined as online channels for sharing and communication through platforms such as Facebook, Twitter/X, Instagram, Snapchat, YouTube, and TikTok, and applies to text, video, images, podcasts, and other multimedia communications or back-channel chats. Each user is expected to abide by generally accepted rules of etiquette, including:

- Being polite and using appropriate language; obscene, lewd, profane, threatening, or disrespectful language is prohibited.
- Not forging, intercepting, or interfering with electronic mail messages.
- Not posting personal contact information (names, addresses, phone numbers, photographs) about themselves or others, except school email addresses for school-related projects.
- Respecting the computer system's resource limits; not posting chain letters or downloading large files.
- Not using the computer system to disrupt others, or to read, modify, or delete data owned by others.
- Not posting comments or material on social networking sites or blogs that could be viewed as bullying or harassing another member of the NBCSD community.
- Not using social media to express opinions or encourage other students/peers to incite violence or break the law.

Cyberbullying

Cyberbullying can lead to legal consequences and in some cases can be considered a crime. NBCSD strictly prohibits cyberbullying and recognizes its duty to protect all staff and students and provide a safe, healthy environment. Cyberbullying should be reported immediately to the building principal or School Resource Officer.

Steps for Reporting Cyberbullying Incidents

- Take a screenshot.
- Email it to the building administrator and/or School Resource Officer.
- Do not reply or share information with other students.
- Continue your work until the office, administrator, or School Resource Officer reaches out for a statement or interview.

Liability

The district makes no warranties for the computer system it provides and shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The district denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the district for any losses, costs, or damages incurred by the district relating to or arising out of any violation of these procedures.

Security; Vandalism and Unauthorized Changes

Computer system security is a high priority for the district. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and follow computer virus protection procedures. Intentional destruction or disruption of any part of the computer system through creating, spreading, or downloading computer viruses, or by any other means, is prohibited, as is disassembling computers or making unauthorized changes to operating systems, network configuration, or system settings without authorization.

Electronic Mail and Google Apps for Education

The School District's electronic mail system is owned and controlled by the School District and may be provided to aid students and staff in fulfilling their duties and as an educational tool. Electronic mail is not private; student and staff electronic mail may be monitored and accessed by the School District. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create.

The district utilizes Google Apps for Education, a collaborative web-based software staff and students use to access sites or tools allowing communication, collaboration, sharing, and messaging. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline; posts, chats, sharing, and messaging may be monitored. Students 13 years or younger require verifiable parental consent to receive an email address or access digital resources and content offered by NBCSD, per the Children's Online Privacy Protection Act of 1998 (COPPA).

Bring Your Own Device (BYOD) and Personally Owned Devices

BYOD, student-owned electronic devices, and personally owned devices (cell phones, tablets, computers, wireless APs, etc.) are strictly prohibited on the district network; users are only authorized to use computer systems owned/purchased by the district. Staff and students using personal devices may use the district's designated Guest wireless network for instructional and administrative purposes, and must still comply with the rules and regulations outlined in this policy.

Teacher Responsibilities

Teachers and other employees are expected to be role models and to demonstrate the highest examples of professionalism and conduct, and to provide students with a sequential, structured approach to gaining the skills to become independent, responsible users of the Internet. Teachers will make reasonable efforts to ensure students are directed to age- and topic-appropriate materials and resources, with supervision expectations that increase student independence progressively from Pre-K through grade 12, and individualized access decisions for Special Education and English Learner students documented within a student's IEP, 504 Plan, or Language Service Plan as applicable.

Consequences for Violations

Any violation of this policy shall result in discipline up to and including discharge, suspension, expulsion, loss of credit, and/or reduction of grade. Violations may also subject the violator to criminal prosecution under federal and/or state law and civil liability. The district reserves the right to limit or remove any user's access to the District's Internet access at any time for any reason. Habitual cyberbullies will be referred to law enforcement officials.

Enforcement

Software will be installed on NBCSD's Internet-connected computers to filter or block access to child pornography and obscenity, to protect children, and to comply with the Children's Internet Protection Act (CIPA). Online activities of minors may also be monitored through multi-tiered content filtering, enforced from a technological standpoint by the NBCSD technology department, in accordance with applicable board policies.

Appendix C — Educator Code of Conduct

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.

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.

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).

For more information:
Mississippi Department of Education
359 North West Street
Jackson, MS 39201
601-359-3513
www.mde.k12.ms.us



The Mississippi State Board of Education, the Mississippi Department of Education, the Mississippi School for the Arts, the Mississippi School for the Blind, the Mississippi School for the Deaf, and the Mississippi School for Mathematics and Science do not discriminate on the basis of race, sex, color, religion, national origin, age, or disability in the provision of educational programs and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the non discrimination policies of the above mentioned entities:

Office of Human Resources
Mississippi Department of Education
359 North West Street, Suite 203
Jackson, Mississippi 39201
601-359-3511

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 Relationships

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

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

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

1. sexual jokes
2. sexual remarks
3. sexual kidding or teasing
4. sexual innuendo
5. pressure for dates or sexual favors
6. 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.

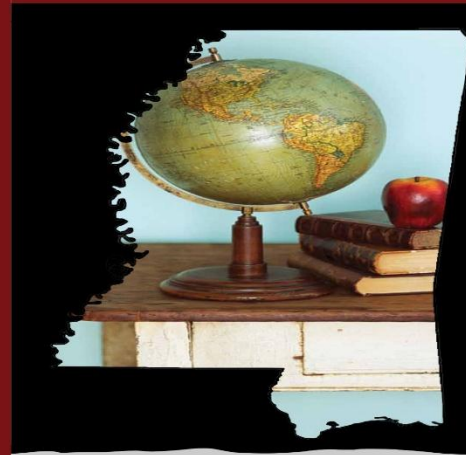
Standard 5: Educator/Collegial Relationships

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:



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- a. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
- b. Harassing 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.

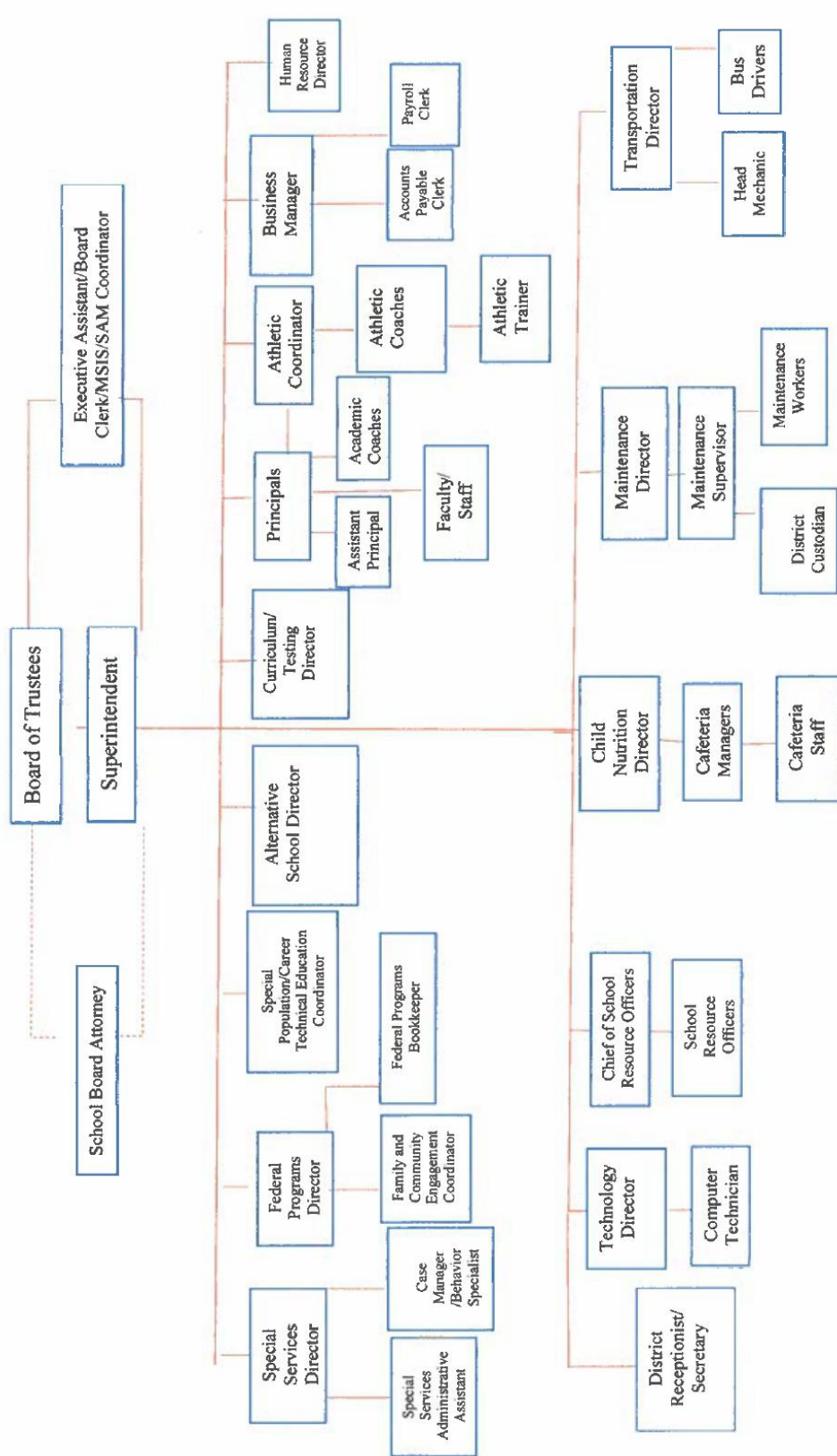
- 7.1. Ethical conduct includes, but is not limited to, the following:
 - a. Maximizing the positive effect of school funds through judicious use of said funds
 - b. Modeling for students and colleagues the responsible use of public property.
- 7.2. Unethical conduct includes, but is not limited to, 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.

<https://mdek12.org/sites/default/files/documents/OEL/mississippi-educator-code-of-ethics.pdf>

Appendix D — NBCSD Organizational Chart

Board Approved: July 1, 2026

NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT Organizational Chart 2026-2027



Acknowledgment of Receipt

By signing below, I acknowledge that I have received and reviewed the following documents:

North Bolivar Consolidated School District Employee Handbook

North Bolivar Consolidated School District Acceptable Use Policy

MS Educator Code of Ethics

I understand that the personnel handbook is a summary of district policies and procedures and does not constitute a contract of employment. I understand it is my responsibility to be familiar with its contents and to direct any questions to my immediate supervisor or the Human Resources Director.

Employee Name (Print): _____

Employee Signature: _____

Date: _____

School/Department: _____