

Grenada School District

EDUCATION, TRAINING, DREAMS

Non-Certified At Will Handbook

2017-2018

PO Box 1940
Grenada, MS 38902-1940

Grenada School District

253 South Main Street
Grenada, MS 38901
www.grenadak12.com

662-226-1606 (Phone)
662-226-7994 (Fax)

6/13/2017

Grenada School District Vision Statement

Education, Training, Dreams

Grenada School District Mission Statement

Grenada School District is dedicated to excellence so that each child reaches their maximum potential within a safe learning environment while providing a comprehensive educational program that fosters the academic, physical, social, and emotional growth of all students.

FOREWORD

The purpose of this employee handbook is to give non-certified at-will employees general information necessary for a successful school year. However, this handbook is not the school policy manual. If you have questions concerning any subject, please seek further information from your principal, supervisor, or the sources referred to in this handbook. The procedures and general information contained in this handbook are not a contract of employment or a contract of continued employment.

This handbook is available online at www.gsd.k12.ms.us for your convenience.

SUPERINTENDENT'S MESSAGE

As your Superintendent, I welcome each of you to the schools of Grenada County. This handbook is published to serve as a guide for Grenada School District employees. In it you will find information and instructions, which will prove beneficial to you; however, it is not a school policy manual. Should you need additional information, please consult your principal or supervisor. I would like to challenge each of you to strive to become the most effective employee that you can be.

Again, let me say "welcome" and I wish for each of you a most pleasant and successful school year.

Sincerely,

Dr. David Daigneault
Superintendent

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ADMINISTRATION

Dr. David DaigneaultSuperintendent
Dr. Bettye Neely.....Administrative Assistant
Ms. Lynne Russell Administrative Operations Officer
Mr. Lyle Williams Administrative Academics Officer
Dr. Becky Terry Administrative Academics Officer

BOARD OF TRUSTEES

Mr. Kevin Carnathan.....District 1
Dr. David Braswell.....District 2
Mrs. Arlene ConleyDistrict 3
Mrs. Marjorie HughesDistrict 4
Mr. Brent Brasher.....District 5

SCHOOLS - PRINCIPALS

GRENADA ELEMENTARY SCHOOL (Pre K-3)

250 Pender Drive, Grenada
Raleigh Wood, Principal (Pre K-3) - Phone: 226-8900 or 226-2584
Reginald Herrington, Assistant Principal
Dawn Walls, Assistant Principal

GRENADA UPPER ELEMENTARY SCHOOL (4-5)

500 Pender Drive, Grenada - Phone: 226-2818
Carol S. Tharpe, Principal
John Daves, Assistant Principal

GRENADA MIDDLE SCHOOL (6-8)

28 Jones Road, Grenada - Phone: 226-5135
Marshall Whittemore, Principal
Angela Cooley, Assistant Principal
James Harrison, Assistant Principal
Barry Rogers, Assistant Principal

GRENADA HIGH SCHOOL (9-12)

1875 Fairground Road, Grenada - Phone: 226-8844
Jerry Williams, Principal
Charles Washington, Principal (9th Grade) - Phone: 226-6138
Joey Cooley, Assistant Principal
Cole Surrell, Assistant Principal
Emily Tindall, Assistant Principal

GRENADA CAREER & TECHNICAL CENTER (9-12)

2035 Jackson Avenue, Grenada - Phone: 226-5969
Joey Carpenter, Director

GRENADA ENRICHMENT & TRANSITION CENTER

GED/Alternative School
809 Tie Plant Road, Grenada - Phone: 226-3311
Dr. Tina Herrington, Principal

CONTACTS LISTED BY AREAS/DEPARTMENT

Administrative Assistant Federal Program Coordinator District Test Coordinator Purchasing Agent Teacher Scholarships/Bank Hours	Dr. Bettye Neely	226-1606
Administrative Operations Officer Personnel/Human Resources Director Drop Out Prevention Coordinator Purchasing Agent Discipline District Activities Calendar Donated Leave Dress Code Residency O-Policies Facility Campus Rentals Cohort Data Collection Extended School Year /Credit Recovery Program District Grant Coordinator 21 st Century Grant Energy Education Specialist ADA/Attendance GSD Wellness Coordinator Handbooks	Lynne Russell	226-1606
Administrative Academic Officer 504 Coordinator Purchasing Agent District AdancED Coordinator (SACS) Accountability/Accreditation Instructional Management Plan Highly Qualified Plan Curriculum Instruction ADA (Americans With Disabilities Act) Coord. Licensure (Alt. Route Certification, CEU's, Highly Qual.) Professional/Staff Development Occupational Safety & Crisis Management Coord. Textbook Coordinator Asbestos LEA Athletic/Activities Director	Lyle Williams	226-1606
Special Education Director Child Find SPED Extended School Year SPED Licensure	Bea Colbert	226-3045 or 226-1606
Assistant Director of Athletics	Danny Aldridge	226-8844
AmeriCorps	Gwen Woodson-Director Pamela Hubbard-Secretary	226-1606
Director of Bands	Joe Presley	226-4355

Choral Music	Jenni Winter-GHS Visions Jenni Winter-GMS Choirs/Entertainers Denondra Sims-GUES Music/Pizzazz Amy Killebrew-GES 2-3-Music Meg Wood-GES K-1-Music	226-8844 226-5135 226-2818 226-8900 226-8900
Communications Coordinator	Gail Daigneault – Grades 6-12 Robbie Buchanan – Grades K-5 Lisa Holland – Assistant Jamie Kornegay-Copywriter /Writer	226-1575
Business Manager/Accounting Insurance-Property and Liability	Rodney Murphy	226-1606
Payroll Employee Insurance	Melissa Neely	226-1606
Purchase Orders Fixed Assets Bank Deposits	Johnnie Harrison	226-1606
Accounts Payable / Purchase Orders	Debra Conley	226-1606
Bookkeeper Sixteenth Section Land	Teresa Morris	226-1606
Secretary to the Superintendent Licensure MSIS Personnel Coordinator School Board Clerk	Alice Hamilton	226-1606
Food Services	Myra Tims-Director Dianne Morgan-Secretary	226-1606
Receptionist (Central Office)/Office Manager Residency	Vicki Crockett	226-1606
Data Analyst/ Interventionist Title IX School Status Coordinator PreK Coordinator	Kimberly Ezelle	226-1606
PreK Director	Pauly Oakes	226-8900
Instructional Specialists (K-12)	Emily Tindall-Language Arts (7-12) Dr. Julie Riales-Math (7-12) Pam Briscoe-Language Arts (4-6) Lisa Jordan-Math (4-6) Denise Roberts-Math (K-3) Dawn Walls-Reading (K-3) Sherry Cook-Science (5-12) Cole Surrell-History (11)	226-8844 226-5135 226-2818 226-2818 226-8900 226-8900 226-2818 226-8844
iReady Coordinators	Denise Roberts-District and (K-8) Chasity Johnson (Asst. 4-5)	226-8900 226-2818
Director of Maintenance/Buildings/Property	Jeff Pickle	226-0156
Parent Resource Center Coordinator 21 st Century Secretary	Myra Muirhead	227-3370
TST Coordinator Academic Intervention Spec./ Behavioral Specialist Parental Involvement Coordinator	Dr. Carla Rogers	226-8900
Science Fair	Sherry Cook	226-2818

K-12 Innovative Director	Cole Surrell	226-8844
Technology Coordinator MSIS Attendance Reports Communication E-Rate MSIS Coordinator	Chris Corbett	226-1606
Technology Technicians	Joseph Liberto–GES, GUES, & GETC Grayson Morrow-GMS, GHS, &GCTC John Fortier-Assistant	226-1606
Technology Educator ELS Contact MSIS/SAMS	Mary Bailey	226-1606
Innovative Developer Gifted Coordinator	Sherry Worsham	226-8844
Transportation Director Security Director Occupational Safety & Crisis Management Director	Benji Britt	226-3771
Reading Fair	Emily Tindall-Coordinator Librarians at each school	226-8844
Printing	Linda Moore	226-2108
Director of Janitorial Services	Cortiss Evans	226-6645
Director of Maintenance/Buildings/Property	Jeff Pickle	226-0156
Secretary-Central Office MSIS Personnel	Sandra Davis	226-1606
Secretary-Central Office Personnel/Human Resources Fingerprinting/E-Verify/Background Checks District Vacancy Reports FMLA Workers Compensation ADA Info	Kristi Bell	226-1606
Secretary-Central Office AIM Notifications Residency Secretary Discipline/Hearings Secretary Human Resources Sub List	Emily Legge	226-1606

WEATHER DELAY SCHEDULE (For Severe Weather)

*School may begin at 10:00am during severe weather. Parents and students will be notified by TV/Radio announcements and AIMS Notifications. **Assigned teachers/asst. teachers will be on duty 2 hours after their regular duty time for students who are early arrivals.**

OBJECTIVES

The objectives of the Grenada School District are:

1. To provide the opportunity for each child to develop to the fullest of his/her intellectual abilities.
2. To initiate and encourage a program of constant evaluation which will assess student progress and encourage students to work to their fullest potential.
3. To provide a flexible and varied curriculum to meet the needs of all students.
4. To encourage and develop strong moral character, self-discipline, responsibility, leadership and respect for self as well as for others.
5. To provide for the physical development of each child.
6. To promote good health and safety habits.
7. To provide an educational environment in which each child will be secure, welcome and successful.
8. To encourage continuous communication between home, school, and community.
9. To bring each child to the realization that he/she is in control of his/her own destiny and that he/she must be willing to accept the consequences of his/her choices.
10. To develop an understanding of an appreciation of our cultural heritage.
11. To equip each student so that he/she may become a contributing member of our democratic society.

GENERAL INFORMATION

NON-CERTIFIED / AT - WILL EMPLOYEES

ACCIDENTS

All employees should be concerned at all times for the safety of students. If a student is injured, employees are to take whatever actions they deem reasonably necessary under the circumstances. General guidelines to assist employees in handling student injuries include:

- Remain calm and promptly decide what needs to be done to prevent further injury.
- If the accident is serious or you need assistance, send someone for help.
- Administer first aid only if it is indicated and only if knowledgeable. If more than minor first aid is needed and you are not knowledgeable, wait for the nurse, paramedics or other assistance.
- Resume normal activities as soon as feasible.

ARREST OF EMPLOYEE

Employees arrested for any reason shall be required to notify their supervisor within 24 hours. This notice will include a statement of the charges lodged against the employee and the disposition or status of such charges.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

The Grenada School District continues to fulfill all the requirements given by AHERA. Included in our efforts:

Initial Inspection of all Facilities	July, 1988
Management Plans	October, 1988
Three-year re-inspection	March 7, 1991
Three-year re-inspection	May 4, 1994
Three-year re-inspection	March 5, 1997
Three-year re-inspection	June, 2000
Three-year re-inspection	June, 2003
Three-year re-inspection	June, 2006
Three-year re-inspection	May, 2009
Three-year re-inspection	May, 2014
Three-year re-inspection	May, 2017

The Grenada School District wishes to inform its staff, students, parents and the general public as to the status of its Asbestos Management Program. The district has on file with the Mississippi Department of Education an approved Asbestos Management Plan and has conducted the three-year asbestos inspection of all school facilities. Asbestos materials remain in district facilities and do not present a health risk to our students, staff or the general public. Asbestos Management Plans are available for public review at the Central Office and each school location. For additional information, you may contact the Grenada School District Central Office at (662) 226-1606.

ASSAULT

Mississippi law provides for criminal penalties for the assault of a public school superintendent, principal, teacher, other instructional personnel, attendance officer and bus drivers. If assault against you or any other employee occurs or may have occurred, you are obligated under Mississippi law to immediately report such information to your principal or supervisor.

ATTENDANCE & NOTIFICATION OF TARDINESS/ABSENCE

Teachers are to report for work as scheduled by the Principal. Teachers should sign in immediately upon arrival. Other employees are to report as scheduled by their Department Head, Director, or direct manager, and should sign in or clock in immediately on arrival. All absences for professional development training for teachers must be first approved by the Superintendent.

If an emergency, illness, injury, or other unforeseen event causes a teacher to be late for work or unable to report for work, the teacher must notify the Principal or person designated by him/her as soon as possible, but in no event later than **6:30 a.m.** on the date the teacher was scheduled or expected to work. If a teacher is to be late for any reason, the teacher must contact the principal's office so arrangements can be made until the teacher's late arrival. Teachers who sign in after the scheduled time or have problems with arriving timely for scheduled duties shall on that day provide the school office with a written, dated explanation of the reason for failure to arrive on time.

If an emergency, illness, injury, or other unforeseen event causes a non-teacher employee to be late for work or unable to report for work, the teacher must notify the Department Head, Director, or direct manager, or person designated by these individuals to receive notice as soon as possible, but in no event later than **one hour** before the scheduled or expected starting time on the date the employee was scheduled or expected to work, or if this is impossible or impractical, as soon as possible.

When verbally reporting absences or tardiness, all employees including teachers must always provide the following information: (i) name, (ii) telephone number where he or she can be reached, (iii) when he or she expects to arrive at work if he or she will be late, and (iv) the reason for the absence or tardiness. If a spokesperson such as a spouse, parent, or other responsible adult calls on the employee's behalf, the spokesperson must provide: (i) his or her name and relationship to the employee; (ii) the employee's name; (iii) telephone number where the employee can be reached, (iv) when the employee expects to arrive at work if he or she will be late, and (v) the reason for the employee's absence or tardiness.

If any employee including teachers have personal business to take care of on a workday or has another foreseeable reason for coming in late to work, or for leaving work early, or for missing work (such as a scheduled medical appointment), the employee must give notice of the anticipated tardiness or absence in advance in order for the absence or tardiness to be excused. The employee must provide notice of the anticipated absence, late arrival, or early departure at least thirty (30) calendar days in advance. or if this is impossible or impractical, as soon as the employee knows of the need for the absence, late arrival, or early departure. Teachers must provide this notice to the Principal or person designated by him/her to receive attendance notices. Other employees must provide this notice to their Department Head, Director, or direct manager, or person designated by these individuals.

An employee or teacher who is to be absent from work for more than one day must follow this notice policy for each day of the absence, unless the employee has previously advised of the expected duration of the absence, has obtained approval for a leave of absence, and has been given different notice instructions.

AT-WILL NOTIFICATION

A non-certified employee is an at-will employee of the school district. This means that your employment may be terminated, in the discretion of the school district, without prior notification and without further obligation on the part of the school district. In the same manner, you may terminate your employment with the school district, in your discretion, without prior notification and without further obligation on your part.

AUTOMATED INFORMATION MESSAGING NOTIFICATION SYSTEM

AIM is our Automated Information Messaging Notification System. Telephone calls are generated to parents and guardians of students, teachers, and other staff members, notifying them of holidays, early releases, or severe weather situations. You may receive a telephone call from Grenada School District notifying you regarding one of these situations.

BACKGROUND CHECKS

A \$50.00 fee will be charged for fingerprint processing which is **due in full** at time of background check. We only accept the exact amount in **cash or a cashier's check** (no personal checks or debit/credit cards).

BULLYING/CYBER BULLYING

See Code of Conduct in student handbook.

CAMERAS

Cameras have been installed both inside and outside of the Grenada High School, Grenada Middle School, Grenada Upper Elementary, Grenada Lower Elementary, Bus Shop, and the Central Office facilities for safety purposes. All staff should be aware that cameras are present for staff and student protection.

CRIMINAL ACTIVITIES/REPORTING

All school employees must notify the principal or supervisor immediately if he/she has reason to believe that one of the following unlawful or violent acts has occurred on any school property (any school building, bus, campus, grounds, recreational area, athletic field, or other property owned, used, or operated by the district):

- Aggravated assault, including but not limited to assault resulting in serious physical injury or assault involving use of weapon;

- Assault on a school employee, simple or aggravated;
- Indecent liberties with a minor;
- Possession of a firearm or other weapon;
- Possession, use, or sale of any controlled substance;
- Rape;
- Sexual battery;
- Other sexual offense;
- Murder or other homicide;
- Kidnapping; or
- Other violent act (one resulting in or attempting to cause death or physical harm).

The employee must follow the following procedure when making the report:

1. **IMMEDIATELY UPON RECEIVING INFORMATION OF SUCH ACT**, the employee shall orally notify his/her principal and the principal shall orally notify the superintendent. When an emergency situation exists and the principal is not available for immediate notification, the employee shall immediately notify the appropriate law enforcement agency.
2. **IF THE PRINCIPAL HAS A REASONABLE BELIEF THAT A VIOLENT CRIME HAS BEEN COMMITTED**, the principal shall also orally notify law enforcement officials immediately following receipt of the employee's report.
3. **AS SOON AS POSSIBLE**, and in no event more than **24 hours** of the oral report, the following written reports shall be made:
 - a. **An employee making the oral report shall complete and submit to the principal a written report on a form provided by the Superintendent for such purposes.**
 - b. A principal who receives an employee's written report shall concur or clarify the report and shall submit it to the Superintendent.
 - c. A principal who determines that a violent crime has occurred shall complete and submit to the appropriate law enforcement agency and to the Superintendent a written report on a form provided by the State Board of Education for such purposes.
 - d. If a crime was committed by a student, the Superintendent shall complete and submit to the youth court and the appropriate law enforcement agency an affidavit in a form prescribed for such purposes. If expulsion resulted from a student's criminal act, the affidavit shall contain such notice.
 - e. If an expulsion resulted from a student's criminal act, the expulsion notice required shall include notice to the legal guardian of the reason for expulsion.
4. Copies of all written reports and notices shall be retained by the principal and the superintendent.

CRIMINAL BACKGROUND CHECKS

SENATE BILL 2658 requires criminal background checks for new public school licensed and non-licensed employees.

- Licensed and non-licensed public school employees, not previously employed prior to July 1, 2000, must have on file a criminal record background check and current child abuse registry check. At your initial employment, the process includes fingerprinting and the FBI national criminal history record check. Any employment contract executed by the superintendent shall be voidable if the new hire receives a disqualifying criminal record check.
- A \$50.00 fee will be charged for fingerprint processing which is **due in full** at time of background check. We only accept the exact amount in **cash or a cashier's check** (no personal checks or debit/credit cards).
- A history of certain felony convictions shall disqualify an applicant from employment. The process does allow the board to consider mitigating circumstances that would demonstrate the ability of the person to perform responsibly and competently and that the person does not pose a threat to the children at the school.
- No school district or school district employee shall be liable in any discrimination suit in which allegations of discrimination are made regarding employment decisions authorized by this bill.
- **The information obtained as part of the background check shall not be disseminated for any purpose other than as required by this bill.**

- The superintendent may use the criminal background check process in investigating and taking employment action against licensed and non-licensed employees.
- The definition of “employee” under the Sex Offender Criminal History Record Information Act is amended to delete the provision that the SDE is considered the employer of any certified personnel employed by a public or private elementary or secondary school.

Background checks/fingerprinting are completed on All Grenada School District Employees hired after July 1, 2000.

E-VERIFY

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Effective **July 1, 2008**, Grenada School District began participation in E-Verify. The District provides the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee’s Form I-9 to confirm work authorization.

CRISIS MANAGEMENT PLAN

A copy of the Grenada School District Crisis Management Plan is available for review at the Superintendent’s Office located at 253 South Main Street and in each principal’s office.

DRESS CODE FOR EMPLOYEES

All teachers and school employees are expected to dress appropriately and to be well groomed. Generally teachers should be dressed at least as well as the students. The following Board Policy was adopted May 1996.
 “The principal of each individual school in the Grenada School District will be given the responsibility of administering and enforcing a dress code for the staff at that particular school. The principal will take into account the professionalism that the teaching profession entails, the age of the student body at the school, and the particular duties for which the school employee is responsible. In no case will jeans be allowed with the exception of when the principal will have discretion to allow a “dress down” day at that particular school.”
(Please see Student handbook for appropriate student dress codes.)

DRILLS - FIRE AND SEVERE WEATHER

The following emergency drills will be conducted:

- Bus Evacuation Drills..... 2 times per year.
- Fire Evacuation Drills..... 10 times per year.
- Tornado Drills..... 3 times per year.
- Earthquake Drills..... 2 times per year.
- Bomb Search Drills..... 2 times per year.
- Lock Down Drills..... 2 times per year.
- Intruder/Violent Incident..... Annually

DRUG FREE WORK PLACE

See Code of Conduct in student handbook.

The Grenada School District hereby notifies all employees that it is a violation of any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the work place alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11-1300.5.

"Work place" is defined as the site for the performance of work done including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transports students to and from school or school activities; off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under jurisdiction of the School District."

As a condition of employment, each employee shall abide by the terms of the school district policy respecting a drug-free work place.

It is a condition of continued employment that employees shall comply with the above policy of the school district and shall notify their supervisor of any conviction involving a controlled substance in the work place no later than five (5) days from such conviction. The District will notify any federal agency from which it receives a grant of any conviction within ten (10) days and after receiving notice of such conviction.

The District's professional development program includes a drug-free awareness program to educate employees about the dangers of drug abuse. The personnel office shall make employees aware of available drug counseling programs, as well as the drug-free work place policy and the penalties for violation of the policy.

An employee aware of a fellow employee's on-the-job drug use is required to notify the administrative office in charge of the drug user.

Any employee who violates the terms of the District's drug free work place shall satisfactorily participate in a drug-abuse assistance or rehabilitation program approved by the Board. If the employee fails to satisfactorily participate in such program, the employee shall be suspended or terminated, at the discretion of the Board.

EMERGENCY WEATHER PROCEDURES

In the event of severe weather or other emergencies, the Superintendent may be required to dismiss school early. Parents are strongly urged to have a plan for early dismissal in case a parent cannot be home. A student should know what to do and where to go. Announcements of early dismissal will be made by AIMS (phone call), TV and radio stations as soon as possible to notify parents that school is to be dismissed early or canceled.

School may begin at 10:00am during severe weather. Parents and students will be notified by AIMS (phone call), TV and radio announcements. Assigned teachers will be on duty at regular morning times for students who are early arrivals.

Severe Thunderstorms and Tornadoes are common in Mississippi and will normally have accompanying high winds, rain, lightning, and occasionally hail. In most cases the National Weather Service will issue a Severe Storm Watch or a Tornado Watch or Warning. When such watches or warnings are issued, or if conditions indicate the presence or potential for high winds and/or damaging conditions, the following actions should be taken – **AS LONG AS IT IS SAFE TO DO SO!**

- Secure items/furnishings that can become hazards in high winds.
- Close all open doors and windows.
- Advise all employees, students, and visitors to remain indoors until the storm passes.
- Secure outdoor facilities if open.
- Remain indoors until conditions are safe to exit.
- Be attentive to deteriorating weather conditions, waterspouts, funnel clouds, etc. in the immediate vicinity.
- Should a tornado warning be issued for the immediate vicinity of Grenada School District, each school/facility will notify all personnel in accordance with its supplementary plan.
- The Superintendent of Education and/or School Principal should utilize normal reporting procedures should the facilities or any employees, students, or visitors, be damaged or injured by the storm.
- If teachers and students are in the hall for safety reasons, parents should not expect to check out their child. This could endanger the life of the students, teachers, principals and parents.

EMPLOYEE-NON - CERTIFIED (Description)

A non-certified employee is an employee of the Grenada School District that does not hold a valid license issued by the Commission of Teacher and Administrator Education, Certification and Licensure and Development.

All non-certified employees of the Grenada School District are classified in one of two categories, those **exempt** from the Fair Labor Standards Act (FLSA) or those that are **not exempt** from the Fair Labor Standards Act.

EMPLOYEE-FULL TIME (Description)

For a non-certified employee to be considered a full-time employee of the Grenada School District, the employee must work a minimum of six (6) hours in a normal workday.

In addition, a bus driver shall be considered a full-time employee if he/she drives a regular daily bus route both morning and afternoon.

EMPLOYEE TIME CLOCK PROCEDURES

All non-exempt employees, which include all those employees covered in this handbook, must keep track of their own time on the job through the use of the Time and Attendance System. It is the employee's responsibility to clock in and clock out. Failure to follow these procedures will result in consequences, up to and including termination. No employee should be working unless that employee is clocked in. Any employee being asked to work time for which that employee is not on the time clock must notify the business manager immediately. Any overtime must be approved in writing in advance by the employee's supervisor.

HOLIDAYS - Paid

Paid holidays recognized by the Grenada School District are:

New Year's Day
Independence Day

Martin Luther King Day
Labor Day

Thanksgiving Day
Christmas Eve

Christmas Day

To be awarded paid holidays, a non-certified employee of the Grenada School District must be employed as a full-time employee (See p. 9 - Employee-Full time)

The number of paid holidays a non-certified employee is awarded in any one fiscal year is determined by the employee's work calendar/schedule. If an employee is not scheduled to work at the time of the holiday, (i.e. Summer - Independence Day), the employee will not be paid for said holiday.

All full time employees (see p. 9 - Employee-Full time) with the exception of bus drivers shall be paid eight (8) hours for each paid holiday. All full time bus drivers (see p. 9 - Employee-Full time) shall be paid three and one half (3 ½) hours for each paid holiday.

HEALTH SERVICES-ADULTS

A. Communicable Diseases

A student/adult with a communicable disease is required to remain out of school until a physician certifies that he/she is able to return. Listed below is a guide to common illnesses which children are most susceptible. This material is presented for your general information only and not as medical advice. If you suspect any illness, please consult a physician as soon as possible.

- Chicken Pox: Gradual onset with general run-down feeling followed by a red rash (usually beginning on trunk) that turns into white water blisters. Exposed children may attend school. Student/adult may return to school after lesions are crusted and dry with NO new lesions forming.
- Measles/Rubella/Roseola: Ill feeling and low grade temperature. Exposed children may attend school. Student/adult may return to school when fever free and rash is fading. (Usually 5-7 days)
- Mumps: Pain in chewing or swallowing followed by chills and headache. Sick student/adult may not attend school until all swelling has disappeared, usually 12 days from onset.
- Conjunctivitis: Matting of the eye, inflammation and discharge from the eye. The student/adult may return to school after a doctor is seen, or when redness/discharge is improving.
- Skin Lesions: A student/adult suspected of having ringworm may return to school as soon as treatment (which usually lasts several weeks) has been started. www.msda.state.us/msdhsite
- Fever/Flu: The Center for Disease Control and Prevention recommends that people (Administrators, Teachers, Staff, & Students) with flu-like illness remain at home until at least 24 hours after the child is free of fever (100 degrees F/37.8 degrees C) or signs of a fever without the use of fever-reducing medications even if they are on antiviral medications.
- Impetigo: Student/adult may return to class after 24 hours and treatment has been started. Any lesions that are draining or oozing should be covered.

B. Medication

These guidelines promote safety for all students in the school system. Students may be given medication only upon written authorization from the parent/legal guardian and doctor. Any medication must be prescribed to the student by a physician each school year. Students will be required to remember when medication is to be taken. **The District assumes absolutely no responsibility for any matters resulting from a student's taking or refusing to take medication.**

INSURANCE

- A. Payroll deductions to pay for private insurance purchased by employees of Grenada School District are subject to prior approval of the policies by the Superintendent.
- B. Insurance changes must be made in writing by securing proper forms from the Personnel Department. Proper forms must be on file prior to any changes being made to payroll deduction records.
- C. Employees have 31 days from hire date to enroll in major medical insurance offered through the state. The following are exceptions: birth, death, marriage, divorce, or change in job status. The state offers life insurance coverage. More information regarding insurance is available at the Personnel Department.

INTERENT/INTERNET SAFETY POLICY

See Code of Conduct in student handbook.

LEAVE-FAMILY AND MEDICAL LEAVES OF ABSENCE (FMLA) POLICY

SECTION I: GENERAL PROVISIONS

Eligibility. To be an “eligible employee” for any leave under this policy, an employee must meet all of the following requirements: (1) the employee must have worked for the District for at least 12 months, which need not be 12 consecutive months; (2) the employee must have worked for the District for at least 1,250 hours during the 12 months immediately preceding the date the leave of absence begins or requested leave of absence would begin; and (3) the employee must work at a worksite where the District employs 50 or more total employees working either at the worksite or within 75 road miles from such worksite. The District counts towards both the 1,250-hour and 12-months-of-service requirements the time an employee is on an approved military leave of absence or is otherwise serving in the military. The District does not count any hours during any other period of leave of absence towards the second eligibility requirement.

Types of FMLA Leave. All leaves covered by this policy are collectively called “FMLA leave.” Eligible employees may take a leave of absence covered by this policy during the “FMLA year” (defined below) for any of these reasons:

- For the birth of the employee’s healthy child, or the placement by a State of a child for adoption or foster care with the employee, including child care after birth or placement for adoption or foster care. Leave to care for a child after birth or after adoption or placement for foster care must be taken within one year after the child’s birth or placement. This type of leave is called “family leave.”
- To care for the employee’s spouse, child, or parent with a *serious health condition*. This type of leave is called “caregiver medical leave.”
- For the employee’s own *serious health condition* (including pregnancy, childbirth and related conditions). This type of leave is called “medical leave.”
- For absences caused by an *active duty exigency* when the employee’s spouse, child, or parent is a service member. This type of leave is called “military exigency leave.”
- To care for the employee’s spouse, child, parent, or “next of kin” (if the employee is the nearest blood relative) who is a “recovering service member.” This type of leave is called “military caregiver leave.”

FMLA Year. In determining the amount of leave available to an employee, the District uses a “rolling” 12-month period measured backward from the date an employee uses leave covered by this policy. The method essentially takes a snapshot of the twelve-month period which changes daily. Each time an employee takes FMLA leave, the remaining leave entitlement is the balance of FMLA leave time not used during the immediately preceding twelve months. This rolling twelve-month period is referred to as the “FMLA year.”

Maximum Length of Leave. An employee may take up to 12 weeks combined total of “family leave,” “caregiver medical leave,” “medical leave” or “military exigency leave” during the FMLA year. An employee may take up to 26 weeks of “military caregiver leave” during the FMLA year, if the employee does not use FMLA leave for any other reason. If an employee requests both “military exigency leave” and “military caregiver leave,” the employee may take only a combined total of 26 weeks of leave for these two reasons during the FMLA year, if FMLA leave is not used for any other reason.

If both spouses are eligible employees of the District, they may take only a combined total of 12 weeks for “family leave” during the FMLA year or 26 weeks of “military caregiver leave” during the FMLA year, if they each do not use FMLA leave for any other reason.

Form of FMLA Leave (Consecutive, Intermittent, or Reduced Work Schedule/Duties). FMLA leave under this policy generally should be taken in a single consecutive absence up to the 12-week or 26-week maximum. But under some circumstances, employees may take leave under this policy “intermittently,” which means taking leave in short blocks of time (of no less than one quarter hour increments) while continuing to work. Under other circumstances, employees may take “leave” under this policy through a reduction of the employee’s normal weekly or daily work schedule while retaining equivalent pay and benefits as the employee’s usual job. Intermittent or reduced-schedule leave may be granted, if necessary, for a “caregiver leave,” “medical leave,” “military exigency leave,” or “military caregiver leave.” “Family leave” must be taken in consecutive workweeks, unless approved in advance in writing by the Superintendent. Regardless of the form of leave, in all cases, the total FMLA leave during the FMLA year will not exceed the maximum length allowed by this policy.

Special Rules For Certain Leaves Requested By Instructional Employees. Specific rules apply with regard to instructional employees who request or take intermittent leave or leave on a reduced leave schedule, or request or take leave near the end of an academic term (semester).

Leave Overlapping Two School Years. FMLA leave taken or required for a period that ends with the school year and begins the first semester of the next school year is leave taken consecutively rather than intermittently. The District does not count against the employee's FMLA leave entitlement any period during the summer vacation when the employee is not required to report for duty. An instructional employee who is on FMLA leave at the end of the school year will be provided with any benefits over the summer vacation that the employee would normally receive if he or she had been working at the end of the school year.

Intermittent/Reduced Schedule Leave. With regard to intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment where the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, the District may require the employee to choose either to:

- 1) take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- 2) transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates the recurring periods of leave than does the employee's regular position.

These rules apply only to leave involving more than 20 percent of the working days during the period over which the leave extends. For example, if an instructional employee who normally works five days each week needs to take two days of FMLA leave per week over a period of several weeks, this rule would apply. If an instructional employee does not give the required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the District may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the District may require the employee to delay the taking of leave until the notice provision is met.

"Periods of a particular duration" means a block, or blocks, of time beginning no earlier than the first day for which leave is needed and ending no later than the last day on which leave is needed, and may include an interrupted period of leave. If an employee chooses to take leave for "periods of a particular duration" in the case of intermittent or reduced schedule leave, the entire period of leave taken will count as FMLA leave.

Leave Near The End Of Academic Term. With regard to leave taken near the end of a semester, there are different rules depending on the type of leave and the beginning date of the leave.

Five Weeks Before End of Semester – Medical Leave, Military Exigency Leave. If an instructional employee begins either a medical leave or a military exigency leave during the five-week period before the end of an academic term, the District will usually require the instructional employee to remain off work until the end of the academic term if (i) the leave will last at least three weeks, and (ii) it is anticipated the employee would return to work during the three-week period before the end of the semester.

Five Weeks Before End of Semester - Family Leave, Caregiver Leave, Military Caregiver Leave. If an instructional employee begins a family leave, caregiver leave, or military caregiver leave during the five-week period before the end of an academic term, the District will usually require the instructional employee to remain off work until the end of the academic term if (i) the leave will last at least two weeks, and (ii) it is anticipated the employee would return to work during the two-week period before the end of the semester.

Three Weeks Before End of Semester - Family Leave, Caregiver Leave, Military Caregiver Leave. If an instructional employee begins a family leave, caregiver leave, or military caregiver leave during the three-week period before the end of an academic term, the District will usually require the instructional employee to continue taking leave and remain off work until the end of the academic term if the leave will last more than five working days.

When taking leaves covered by these special rules, it is the instructional employee's responsibility to notify the District if and when he or she is ready and able to return to work before the end of the academic term. The District retains discretion to require the employee to return to work if the employee is ready and able to do so. If the District requires an instructional employee to remain off work until the end of the academic term under these special rules, only the period of absence until the employee is ready and able to return to work will be charged against the employee's 12 or 26 weeks of FMLA leave entitlement. An instructional employee who the District requires to remain off work until the end of the academic term retains the rights to reinstatement and benefits as if the employee was on FMLA leave, as defined in this policy.

Fraud. An employee who fraudulently obtains FMLA leave is subject to disciplinary action, up to and including termination.

Compliance With FMLA Law and Regulations. The District adopted this policy to comply with the Family and Medical Leave Act of 1993 and applicable federal regulations. The policy is not intended to be interpreted to provide any protections or require restrictions not contemplated by that law and regulations.

SECTION II: DEFINITIONS OF TERMS

The term “parent” includes the biological parent of an employee or an individual who stands or stood *in loco parentis* to the employee when the employee was under 18 or incapable of self-care because of mental or physical disability (such as a foster parent, a step-parent, or an adoptive parent), but does not otherwise include a “parent-in-law” or a grand-parent.

The term “child” includes a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis* towards the child, but does not include any individual age 18 or over, unless the person is incapable of self-care because of mental or physical disability.

The term “spouse” includes an employee’s husband or wife, as defined by applicable State law, including the law of any State other than Mississippi under which a “common law” spouse is one who the employee has previously held out or represented to be the employee’s spouse.

The term “next of kin” means a person’s nearest blood relative other than the person’s parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the person by court decree or statute, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the person has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave.

The phrase “academic term” means the school year’s two semesters, the first of which typically ends near the end of the calendar year (first semester) and the second of which ends in the spring of the calendar year (second semester).

The term “instructional employee” includes an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants, cafeteria workers, building service workers, bus drivers, and other primarily non-instructional employees.

The term “key employee” means a salaried eligible employee who is among the highest-paid 10% of all of the District’s employees, both salaried and non-salaried, eligible and non-eligible. In determining whether an employee is among the highest paid 10%, the District will review year-to-date earnings divided by weeks worked by the employee (including weeks in which paid leave was taken). Earnings include wages, premium pay, incentive pay, and non-discretionary and discretionary bonuses, but do not include the value of any employee benefits. The District determines whether a salaried employee is among the highest paid 10% at the time the employee gives notice of the need for leave or otherwise needs to take the leave.

The term “service member” means a member of the Armed Forces, the United States Reserves, or the National Guard who is related to the employee.

The term “recovering service member” means a service member who suffered a serious injury or illness while on active-duty and in the line of duty that may render the person unable to perform the duties of the person’s office, grade, rank or rating and who is undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

The term “incapacity” means an inability to work, attend school, or perform other regular daily activities because of the serious health condition, treatment, or recovery.

The term “continuing treatment” means the employee either (i) must be seen and treated in-person by a health care provider (or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider) two or more times within 30 days of the first day of incapacity, unless circumstances beyond the employee’s control prevent the follow-up visit, or (ii) must be seen and treated by a health care provider on at least one occasion, which results in a regimen of treatment under the supervision of the health care provider. A regimen of treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to substitute for the second visit to the health care provider.

The term “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

- (1) inpatient care (e.g., an overnight stay in a hospital, hospice, or residential medical facility), including any period of incapacity or any subsequent treatment in connection with the inpatient care; or
- (2) a period of incapacity of more than three consecutive full calendar days and “continuing treatment” by a health care provider or a provider of health care services under the supervision or by referral of the health care provider (for purposes of this type condition, the first (or only) in-person treatment visit to the health care provider must take place within seven days of the first day of incapacity); or

- (3) any absences for medical care or any period of incapacity due to of pregnancy, childbirth and related medical conditions; or
- (4) any absences for medical care or any period of incapacity because of a chronic condition, which is any medical condition which (i) requires periodic visits (at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a health care provider, (ii) continues over an extended period of time (including recurring episodes of a single underlying condition); and (iii) causes or may cause episodic rather than a continuing period of incapacity; or
- (5) any absences for medical care or any period of incapacity because of a permanent long-term condition for which treatment may not be effective (the person must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider); or
- (6) any period of absence to receive or recover from multiple treatments by or under orders or referral from a health care provider for restorative surgery after an injury or for a condition so serious that, in the absence of medical intervention or treatment, would likely result in a period of incapacity of more than three consecutive full calendar days.

A serious health condition may include occupational or on-the-job-related injuries and illnesses that might also qualify for workers' compensation insurance benefits.

Absences for treatment for alcohol or substance or drug abuse by a health care provider or by a provider of health care services on referral by a health care provider may qualify for medical leave under this policy if the absence involves either in-patient care or a period of incapacity of more than three consecutive full calendar days and "continuing treatment" by a health care provider. But an absence caused by an employee's use of the drug, alcohol, or substance, rather than for treatment, does not qualify for FMLA leave.

Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, or periodontal disease are examples of conditions that do not meet the definition of a "serious health condition."

The term "active duty exigency" means any of the following seven reasons for taking leave under this policy:

(1) *Short-notice deployment.* The employee may take leave for up to seven calendar days (beginning on the date of the deployment notice) to address any issue arising from a notice to the service member of an impending call or order to active duty in support of a contingency operation, if the service member receives the deployment notice seven or less calendar days before the date of deployment.

(2) *Military events and related activities.* The employee may take leave to attend any official ceremony, program, or event sponsored by the military, or any family support or assistance program or informational briefing sponsored or promoted by the military, military service organizations, or the American Red Cross, if such ceremonies, events, meetings, programs, or briefings are related to the active duty or call to active duty status of the service member.

(3) *Childcare and school activities.* If the service member's active duty or call to active duty status requires a change in the existing childcare or schooling arrangements for a biological, adopted, or foster child, a stepchild, or a legal ward of the service member, or a child for whom the service member stands in loco parentis, then the employee may take leave: (i) to arrange for alternative childcare for the child; (ii) to provide childcare to the child on an urgent, immediate need basis (but not on a routine, regular, or everyday basis); (iii) to enroll in or transfer the child to a new school or day care facility; or (iv) to attend meetings on behalf of the service member with staff at a school or a daycare facility, such as meetings with school officials regarding disciplinary measures, parent-teacher conferences, or meetings with school counselors, relating to the service member's child.

(4) *Financial and legal arrangements.* The employee may take leave (i) to make or update financial or legal arrangements to address the service member's absence while on active duty or call to active duty status (for example, to prepare or update a will); and (ii) to act as the service member's representative before a federal, state, or local agency for purposes of obtaining, arranging, or appealing military service benefits while the service member is on active duty or call to active duty status, and for a period of 90 days following the termination of the service member's active duty status.

(5) *Counseling.* If the employee, the service member, or a child of the service member needs counseling (from someone other than a health care provider) because of the active duty or call to active duty status of the service member, then the employee may take leave to attend or assist with the counseling.

(6) *Rest and recuperation.* The employee may take up to five days of leave to spend time with a service member who is on short-term, temporary, rest and recuperation leave during the period of deployment.

(7) *Post-deployment activities.* The employee may take leave (i) to attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following the termination

of the service member's active duty status; and (ii) to address issues that arise from the death of a service member while on active duty status, such as recovering the body of the service member and making funeral arrangements.

SECTION III: NOTICE AND CERTIFICATION REQUIREMENTS

Procedures for Requesting FMLA Leave. Notice of an absence qualifying for FMLA leave may be given by the employee or the employee's spokesperson (e.g., spouse, adult family member, or other responsible party) if the employee is unable to do so personally. To help the District promptly and efficiently process the leave request, employees (or spokespersons) should make all requests for FMLA leave to the Superintendent and must provide enough information to make the District aware that a need for FMLA leave exists. For example, under most circumstances, "calling in sick" does not provide enough information to inform the District an employee needs FMLA leave. Employees must assist with the completion of any requested written documentation to set forth the reasons for the requested leave, the anticipated start of the leave, the anticipated duration of the leave, and anticipated return-to-work date. If a manager or supervisor learns of an employee's circumstances that might qualify for FMLA leave under this policy, the manager or supervisor must advise the employee to contact the Superintendent and then must also personally inform the Superintendent regarding those circumstances.

Time Frames for Employee Notice. The District requires employees to provide notice of the absence and need for FMLA leave in a timely manner. Failure to do so may result in a delay in taking leave or denial of the leave, depending on the circumstances.

Foreseeable Absences/Scheduled Medical Treatments. When an employee is aware of a need for an FMLA leave (such as for scheduled medical treatment or a scheduled child delivery date), the employee must give notice of the need for FMLA leave at least thirty (30) days before the date the employee wants the leave to begin. If the employee learns of the need for leave to begin in less than 30 days, the employee must give notice of the anticipated absence either the same day or the next business day. In particular, when planning medical treatment, the employee must consult with the Principal or Superintendent and his or her manager or supervisor to make a reasonable effort to schedule the treatment so as not to disrupt unduly the District's operations, subject to the approval of the health care provider, and to work out a treatment schedule which best suits the needs of both the employer and the District.

Unforeseeable Absences. If the absence and need for FMLA leave is unforeseeable and advance notice of the absence is not possible, the employee must provide as much notice as is practical under the circumstances. For example, while the District expects employees who will be absent from work to follow designated call-in procedures, if an employee requires emergency medical treatment and has no spokesperson (e.g., spouse, parent, doctor or nurse) who could call for him or her, the employee would not be required to follow the call-in procedure until his or her condition is stabilized and the employee has access to, and is able to use, a phone.

Military Certifications. An employee's request for "military exigency leave" must be supported by a certification that the service member is on active duty or has been called to active duty, unless it is impossible or impracticable to obtain such certification within a reasonable period following the request or need for leave.

Medical Certification & Recertification of a Serious Health Condition. If an employee requests "caregiver leave," "medical leave," or "military caregiver leave", the District will require a medical certification of the employee's or family member's health condition and the probable length of time treatment will be required. If the leave is requested to care for a qualifying family member with a serious health condition, the District will require an additional certification regarding the necessity for the employee to provide care to the family member. The District also may require recertification on a reasonable basis during the leave. The District may also require re-certification if an employee's or family member's serious health condition lasts longer than an FMLA year. Certifications must be provided on the *Certification of Health Care Provider* forms. Failure to provide requested certifications may result in delay or denial of the requested FMLA leave and potential treatment of the absence as unexcused, which may lead to discipline, up to and including discharge.

Second/Third Opinion on Certification. To verify any certification given by a health care provider, the District may require the employee to obtain a second medical opinion from another health care provider the District's choose at our expense. If the second opinion differs from the certification provided by the employee's health care provider, the District may require, at its expense, the opinion of a third healthcare provider selected jointly. The third opinion will be final and binding.

Designation by District. If the District determines at any time that an employee's absence is for reasons covered by this policy, including an absence that could qualify for another type of leave provided by the District, the District may designate the absence as FMLA leave covered by this policy and count the absence toward the employee's available weeks of FMLA leave.

SECTION IV: PAY AND BENEFITS

Use of Available Paid Leave. Unless the employee's absence is related to an on-the-job injury covered by workers compensation insurance for which the employee receives workers' compensation benefit payments, during a FMLA leave covered by this policy, an employee must use available unused earned leave, and earned vacation leave, in that order. For the first ten days in excess of earned leave, a licensed instructional employee shall receive regular pay less \$50.00 per day. After the employee exhausts all available paid leave, the remainder of the leave, if any, will be unpaid. The maximum periods of leave available under this policy are not extended by adding paid leave to the FMLA leave period. Stated otherwise, all paid time off taken will be included in the 12-week or 26-week leave time available under this policy. For example, if an employee has two weeks of earned leave and one week of earned vacation leave, and takes a 12-week FMLA medical leave, the employee will be paid for the first three weeks and not paid for the remaining nine weeks.

Employment Benefits During FMLA Leave. During an approved FMLA leave, an employee's health insurance, if any, will continue just as if the employee had not taken leave. The District will continue to pay any portion of the premium that it would pay if the employee was working, and, if the employee uses earned leave or earned vacation leave during the FMLA leave of absence, the District will make the usual payroll deductions for premiums. If part or all of the FMLA leave will be unpaid, the employee must make arrangements to prepay any portion of the premium the employee would pay if working, or if this is not practical under the circumstances, to pay on time his or her portion of the premium. If an employee fails to pay on time any portion of the premium the employee is required to pay, the insurance coverage may terminate. Other benefits do not continue or accrue during FMLA leave. Employees may continue other benefits, if any, as permitted by the particular benefit plan by making arrangements in advance to make any required contributions or premium payments.

SECTION V: CONDUCT DURING LEAVE; RETURN TO WORK REQUIREMENTS AND RIGHTS

No Outside Employment During FMLA Leave. Employees may not accept employment with another employer and may not actively engage in self-employment while on any FMLA leave of absence covered by this policy. If the employee does so, the District will consider the employee to have voluntarily quit.

Reporting During FMLA Leave. While on an approved FMLA leave, employees usually will be required to report semimonthly or weekly regarding the employee's status and intent to return to work.

Return-to-Work Certification. When an employee seeks to return to work following an approved medical leave (for the employee's own serious health condition), the employee must provide a medical certification stating whether the employee is able to perform all essential job duties or if there are any limitations on the employee's ability to perform essential job duties. Failure to provide the return-to-work certification may result in delay of the employee's return to work until the certification is provided, or possible disciplinary action.

Post-Leave Accommodation. If an employee continues to have physical or mental impairments at the conclusion of a medical leave taken under this policy, the District will engage in an interactive process with the employee to determine whether an employee is able to return to work with or without reasonable accommodation. If the District offers an employee the opportunity to return to work with a reasonable accommodation and the employee fails to do so, the District will consider the failure to return to work to be a voluntary quit.

Employment Following FMLA Leave. When an employee returns to work as scheduled following FMLA leave, the employee in most circumstances will be assigned to his or her former job or to a substantially equivalent job with substantially equivalent pay, benefits, seniority, requirements, and working conditions. For example, an employee may not be restored to a position which requires additional licensure or certification. Under limited circumstances, the District may be entitled to replace rather than reinstate a key employee during or after a FMLA leave.

Failure to Return From FMLA Leave. The District will consider an employee to have voluntarily quit if the employee does not return to work on or before the third scheduled work day after an approved FMLA leave expires. If an employee fails to return to work following FMLA leave, the employee may be required to reimburse the District for any insurance premiums the District paid during the leave, *unless* the failure to return to work is due to circumstances beyond the employee's control, such as the continuation of a serious health condition or a new serious health condition arising.

LEAVE POLICY-GENERAL

SICK LEAVE, PERSONAL LEAVE, AND VACATION FOR CERTIFIED EMPLOYEES

DEFINITIONS FOR PURPOSES OF LEAVE POLICIES

Certified Employee. The term “Certified Employee” means a full-time employee of the Grenada School District whose position requires the employee to hold a valid license issued by the Commission on Teacher and Administrator Education, Certification and Licensure and Development.

Non-Certified Employee. The term “Non-Certified Employee” means an employee of the Grenada School District whose position does not require a valid license by the Commission of Teacher and Administrator Education, Certification and Licensure and Development. A teacher assistant is a Non-Certified Employee.

Sick Leave. “Sick Leave” means any absence resulting from the illness or physical disability of an employee.

Personal Leave. “Personal Leave” means any absence caused by personal reasons of the employee.

SICK LEAVE, PERSONAL LEAVE, AND VACATION FOR CERTIFIED EMPLOYEES

1. Each Certified Employee, at the beginning of each school fiscal year, shall be credited with both a sick leave allowance with pay, a personal leave allowance with pay, and vacation days with pay, based upon the following schedule which depends upon the number of days in the District’s fiscal year that a Certified Employee’s contract requires the employee to work and, in the case of vacation days, the number of years in service in the position:

<u>Contract Days</u>	<u>Sick Days</u>	<u>Personal Days</u>	<u>Vacation Days</u>
187-199	7	2	0
200-219	8	2	0
220-232	9	2	0
233-260	10	2	5 (10 days after 3 years)

If a Certified Employee is employed after the District’s fiscal year has begun on July 1, the Certified Employee’s leave and vacation will be prorated according to the following calculation: divide (1) the actual number of days the employee will work by (2) the number of days the employee would have worked had he/she been employed for the full fiscal year and multiply by (3) the number of leave or vacation days that would have been awarded had the employee been employed for the full fiscal year. The result will be rounded up by half days.

2. Each Certified Employee shall be credited with a sick leave allowance set out above for absences caused by illness or physical disability of the Certified Employee.

3. Any unused portion of the sick leave allowance shall be carried over to the next fiscal year and credited to such Certified Employee if the Certified Employee remains employed by the Grenada School District. Such Certified Employees who remains employed by the District may accumulate sick leave days with no limit as to the accumulated number. Accumulated sick leave may be used for retirement purposes for a Certified Employee.

4. Any unused portion of the personal leave allowance may be carried over to the next fiscal year and credited to such Certified Employee if the Certified Employee remains employed by the Grenada School District. Such Certified Employee who remains employed by the District may not accumulate more than five (5) personal leave days. No personal leave may be taken on the first day of the school semester, the last day of the school semester, on a day previous to a holiday or a day after a holiday unless a Certified Employee’s immediate family member is being deployed for military service.

Personal Leave may not be taken on the first or last day of semester/school, or on a day before or after a holiday except as follows:

Notwithstanding the restrictions listed above on the use of personal leave, a licensed employee may use personal leave as follows:

- a. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day applicable day, an immediate family member of the employee is being deployed for military service.
- b. Personal leave may be taken on a day previous to a holiday or a day after a holiday if an employee of a school district has either a minimum of ten (10) years’ experience as an employee of that school district or a minimum of thirty (30) days of unused accumulated leave that has been earned while employed in that school district.
- c. Personal leave may be taken on the first day of the school term, the last day of the school term, on a day previous to a holiday or a day after a holiday if, on the applicable day, the employee has been summoned to appear for jury duty or as a witness in court.

5. After all accumulated leave (sick and personal) days have been taken by the Certified Employee, for the next ten days of absences because of illness or physical disability there shall be deducted from the pay of such Certified Employee \$70.00 per day, which is the established substitute amount per day. Thereafter, the regular pay of such absent Certified Employee shall be suspended and withheld in its entirety for any period of absence because of illness or physical disability during that fiscal year.

6. Vacation days may be taken at any time during the school year. Certified Employees should give notice to the Superintendent or his designee of his/her intent to use vacation days.

PROFESSIONAL LEAVE FOR CERTIFIED EMPLOYEES

By statute, each Certified Employee shall also be credited with professional leave with pay for each day of absence caused by such Certified Employee's statutorily required membership and attendance at a regular or special meeting held with the State of Mississippi of the State Board of Education, the Commission on Teacher and Administrator Education, Certification and Licensure and Development, the Commission on School Accreditation, the Mississippi Authority for Educational Television and meetings of the state textbook rating committees or other meetings as expressly authorized by policy of the Board of the District.

SICK LEAVE AND VACATION FOR NON-CERTIFIED EMPLOYEES

1. Each Non-Certified employee at the beginning of fiscal year on July 1, shall be credited with a sick leave allowance with pay and vacation days with pay based upon the following schedule depending upon the number of days that in the District's fiscal year that a Non-Certified Employee is projected to work and, in the case of vacation, the number of years served in the position. Although teacher assistants are projected to work 187 days, each teacher assistant shall receive 7 sick days per fiscal year as required by Miss. Code Ann. § 37-7-307(2).

<u>Projected Days</u>	<u>Sick Days</u>	<u>Vacation Days</u>
180	5	0
181-187	7	0
188-199	9	0
200-219	10	0
220-232	11	0
233 and up	12	5 (10 days for 3 years of service)

2. If a Non-Certified Employee is employed after the District's fiscal year has begun on July 1, the Non-Certified Employee's leave will be prorated according to the following calculation: divide (1) the actual number of days the employee is projected to work by (2) the number of days the employee was projected to have worked had he/she been employed for the full fiscal year and multiply by (3) the number of leave days that would have been awarded had the employee been employed for the full fiscal year. The result will be rounded up by half days.

3. Each Non-Certified Employee shall be credited with a sick leave allowance set out above for absences caused by illness or physical disability of the Non-Certified Employee.

4. Any unused portion of the sick leave allowance shall be carried over to the next fiscal year and credited to such Non-Certified Employee if the Non-Certified Employee remains employed by the Grenada School District. Such Non-Certified Employees who remains employed by the District may accumulate sick leave days with no limit as to the accumulated number.

5. Non-Certified Employees, including teacher assistants, receive no personal leave days.

6. Vacation Days with Pay For Non-Certified Employees

a. To receive paid vacation days, a Non-Certified Employee must be employed by the District in a position that anticipates that the employee will work a minimum of two hundred thirty (230) days for the fiscal year employed in such position.

b. Beginning on July 1 following the anniversary date that a Non-Certified Employee has been employed by the District for one full year, the employee shall be awarded one week (5 workdays) of paid vacation per year.

c. Beginning on July 1 following the anniversary date that a Non-Certified Employee has been employed by the District for three (3) full years, the employee shall be awarded two weeks (10 workdays) of paid vacation per year.

d. In determining the first full year of employment, a Non-Certified Employee would be considered employed for one full year if his/her employment date was prior to December 31st of the fiscal year in which he/she was employed.

e. All eligible full-time Non-Certified Employees shall be paid eight (8) hours for each day of paid vacation utilized. Non-Certified Employees may take vacation at any time during the year, but they should notify their supervisor in advance of such vacation.

FALSE INFORMATION

If any Certified Employee or Non-Certified Employee provides the District materially false information as to the cause of the employee's absence, the Superintendent may, in his discretion, penalize the employee by making a full deduction from the Certified Employee's salary, reprimand the employee, or make an entry on the employee's personnel record, or take other

action as the Superintendent deems appropriate, including forfeiture of accumulated or future sick leave.

JURYDUTY/COURT SUBPOENA LEAVE

Certified and Non-Certified Employees shall be granted leave with pay if they are summoned to jury duty. All employees shall provide their supervisor a copy of the jury summons in advance of taking leave. All employees shall be granted leave with pay if they are required by court subpoena to attend trial or deposition. All employees shall provide their supervisor a copy of the subpoena in advance of taking leave.

All school personnel selected to serve on jury duty or to testify in a hearing wherein the school district is named as a party, may do so without loss of pay from the school district under the following provisions:

1. Notification given to the supervisor in advance by a copy of the jury duty summons or subpoena;
2. Proof of days and/or part of days served shall be submitted;
3. If less than a full day is required, the person is required to report to their normal work place; and
4. Failure to follow items 1, 2, or 3 will result in a per-diem deduction.
5. In all other court appearances, an employee may elect to use personal days and/or make arrangements for compensation with the party having them subpoenaed.

DONATED LEAVE

Any District employee may donate a portion of his/her unused accumulated personal leave or sick leave to another District employee who is suffering from a catastrophic injury or illness (as defined below) or who has member of his/her immediate family (as defined below) suffering from a catastrophic injury or illness in accordance with the following:

The employee donating leave (Donor Employee) shall designate the District employee who is to receive the leave (Recipient Employee) and the amount of unused accumulated personal or sick leave that is to be donated and shall also notify the Superintendent or his designee of the Donor Employee's designation.

The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the Donor Employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the Donor Employee.

An employee must have exhausted all of his/her available leave and sick leave before the employee may be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the Donor Employee's supervisor.

Before an employee may receive donated leave, the employee must provide the District Superintendent or his designee with a physician's statement that states (1) the employee's illness or injury meets the criteria of a catastrophic illness or injury as defined below, (2) the beginning date of the catastrophic injury or illness, (3) a prognosis for recovery, and (4) the anticipated date that the Recipient Employee will be able to return to work.

Before an employee may receive donated leave, the Superintendent shall appoint a review committee to approve or disapprove the said donations of leave, including a determination of whether the Recipient Employee's injury or illness is catastrophic with the meaning of Catastrophic Illness or Injury set out below.

If the total amount of donated leave that is donated to a Recipient employee is not used by the Recipient Employee, the whole days of donated leave shall be returned to the Donor Employees on a pro rate basis, based on the ratio of the number of days of leave donated by each Donor Employee to the total number of days of leave donated by all Donor Employees.

Donated leave shall not be used in lieu of disability retirement.

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

For purposes of Donated Leave, "immediate family" means spouse, parent, stepparent, sibling, child or stepchild.

RETIREMENT

Upon retirement from employment with the District, each Certified and Non-Certified Employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the District. Such payment for Certificated Employees shall be made by the District at a rate equal to the amount paid to substitute teachers and for Non-Certified Employees, the payment shall be made by the District at a rate equal to the federal minimum wage. The payments shall be treated in the same manner for retirement purposes as a lump-sum payment for personal leave as provided in Miss. Code Ann. § 25-11-103(e). Any remaining lawfully credited unused leave, for which payment has not been made, shall be certified to the Public

Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a Certified Employee or Non-Certified Employee at termination or separation from service for any purpose other than for the purpose of retirement.

LIABILITY

Failure by employees to meet their responsibilities may have severe consequences. The District may be legally liable for employee's negligence. Employees may be held legally liable for negligence in the performances of their duties if such action is outside the scope or authority of their duties. Employees may be subject to disciplinary action, including but not limited to termination, as a result of negligent actions.

LUNCH AND BREAKFAST PROGRAMS

Breakfast:	Students	\$1.25	Reduced	.30	Adults	\$2.25	Milk	.50
Lunch:	Students	\$2.50	Reduced	.40	Adults	\$3.50	Milk	.50

*Ice cream & juice are available for an additional price

Free and reduced price meals are available. Details and applications are available from the principal.

This school year the Child Nutrition Program will be implementing the new USDA'S Nutrition Standards. Child Nutrition department will be updating menus to offer lunches that are good for our students and ones they will love to eat. We will be offering a wide variety of fruits and vegetables, as well as whole grain breads and low fat or fat free milk.

At all the schools we have **OFFER- VS. SERVE** which five (5) components are offered, each student is required to pick up at least three (3) of the five components. With the new Federal mandated meal pattern regulations the **elementary students are required to pick up a minimum of ½ cup fruit or vegetable for a reimbursable meal. The high school students or required to pick up one (1) cup of fruit or vegetables for a reimbursable meal.**

Parents are welcome to eat lunch at school with their child. Please remember that this is not a time for a parent/teacher conference. Make sure of the lunch time and plan your trip accordingly. Please notify your child's teacher in advance when you plan to eat lunch with them.

Students must follow these guidelines while in the cafeteria:

- * All students must remain in line. If a student leaves the line and attempts to return, he/she will be considered "skipping line."
- * All students must have their lunch fee ready upon reaching the cashier.
- * No food may be taken from the cafeteria.
- * All trays, milk cartons, etc. must be carried to the waste window after finishing the meal.
- * All rules of conduct apply in the cafeteria. No conduct which disrupts, interferes and/or disturbs others will be allowed.

Any student in violation will be subject to the general rules of discipline.

It shall be the responsibility of the principal to arrange the schedule so that the children will at all times enter the cafeteria, eat their lunch, and return to their classrooms in an unhurried and relaxed manner. Teachers will come down the serving lines with their class at serving time in order to keep the serving line moving on schedule and to supervise the behavior of their children. Dissatisfaction with the manner in which the cafeteria prepares food and any recommendation for improvement will be expressed to the principal who will take the matter under advisement with the cafeteria administrators.

- Teachers are not to come into the kitchen for special service.
- Beverages other than milk shall not be consumed in the dining room during the lunch period except in an unidentifiable container.
- Foods and beverages available in the lunchroom shall be only those which contribute both to the nutritional needs of the child and to the development of desirable food habits.
- No lunches may be charged for anyone at any time.
- Students who bring lunch from home may purchase milk products.
- Water will be available to students at no charge where lunch meals are served. (Schools will offer water pitchers and cups on lunch tables, a water fountain, or a faucet that allows students to fill their own bottles or cups with water. Cups may be purchased if the student does not bring a cup.)

Food Service--JGH-R Ref.: State Board Regulation, February 1985

**Any food or beverage from an outside source should be in unidentifiable containers.*

Student Charged Meals

FNS Instruction 796-2 (Rev. 3) lists bad debts as a non-allowable expenditure of Federal Funds. Therefore, losses or meals charged cannot be paid with Child Nutrition Funds.

In accordance with the recommendation on the charging of meals by the State Department of Education, the Grenada School District shall comply with the regulation as follows:

A. Adults are not allowed to charge meals or solicit food from students.

B. Students can charge meals as follows:

1) Students who are full pay category may charge up to but not more than \$8.00

2) Students who are reduced pay category may charge up to but not more than \$2.00

C. Charges will not be allowed after May 1st of the current school year to allow adequate time to collect student account balances.

D. Parents/Guardians can be reported to Department of Human Services at the discretion of the Superintendent or of the School Food Service Administrator.

Board Policy EEAC

OUTSIDE EMPLOYMENT

Outside employment shall not be permitted to jeopardize the effective performance of an employee or make it in any way difficult to adequately perform his duties or carry out his responsibilities. Any outside employment should be of the type, which is not inconsistent with the moral and ethical aspects of working in an educational setting.

Any employee engaged in outside employment shall immediately furnish to the principal and superintendent a description of the outside employment. If outside employment is deemed incompatible with the preceding principle, the employee will be given a choice of resigning from the outside employment or termination.

PAYROLL

Non-certified employees shall be paid on the last day of the month. When such a day falls on a Saturday, Sunday or school holiday, checks shall be issued on the preceding workday. Duplicate warrants will be issued only upon posting of bond as required by law. Direct deposit is available and is encouraged for all employees. Necessary paperwork must be completed in the Payroll Office.

PROFESSIONAL DEVELOPMENT TRAINING

All non-certified staff members will be required to participate in professional development activities that are pertinent to their areas of assignment.

PUBLIC EQUIPMENT/PROPERTY

A. Administrators are responsible for all school property and equipment. Any maintenance problems or malfunction of equipment should be reported to the principal or supervisor promptly.

B. A copy of the Grenada School District Fixed Asset Accountability Plan is available in each school office. Before transfer of any equipment, contact your principal or supervisor regarding tracking and required documentation.

PURCHASING SUPPLIES & MATERIALS

Prior to purchasing any supplies or materials for use in the Grenada School District, employees must follow proper purchasing procedures. Proper purchasing procedures include the issuance of a purchase order prior to the purchase of supplies or materials. If an employee makes a purchase without acquiring a purchase order, the employee has not authority to do so and will, therefore, be personally responsible for payment of the unauthorized purchase. A copy of the Grenada School District purchasing policies is available in each principal's office.

RESIDENCY REQUIREMENTS AND VERIFICATION

Students must physically reside full time (weekdays/nights and weekends) at a place of abode located within the limits of the district. With the exception of students who are lawfully transferred into the district, all students must meet the residency and verification requirements.

1. Verification

Acceptable Proofs of Residency provided to Grenada School District by Parent, Guardian or Other Adult:
(*The State Auditor's Office expects all school districts to check residency once a year.*)

(Minimum of Two required for all Students)

- 1. 911 Civil Defense Notification Card
- 2. Filed Homestead Exemption Application Form
- 3. Mortgage Documents/ Property Deed/Home Insurance
- 4. Apartment/Home Lease (Handwritten receipts will not be accepted.)
- 5. Utility Bills (Electric/Water/Gas)
- 6. Household Bills (Phone/Cable/Internet-No Cell Phone Bills will be accepted)
- 7. Financial Info (Work Check Stub/Bank Statement)
- 8. Driver's License/Mississippi ID/Passport
- 9. Voter Precinct Identification
- 10. Automobile Registration
- 11. Dated Official Government Documents (SSI/SNAP/DHS)
- 12. Affidavit of Residency/Representative Personal Visit
- 13. Verification of 30 Mile Rule Exemption

***Current telephone numbers and addresses are essential for emergency purposes. Whenever there is a change of address or phone number, PLEASE notify the office with the new information.**

2. Homeless Children

When a child is determined to be homeless as defined by the Stewart B. McKinney Act, the District shall consider and take enrollment action that is in the best interest of the child.

3. Students Living with Adults Other Than Parents or Legal Guardians

A student residing with a non-parent must meet the same requirements stated above for residency verification.

The non-parent resident must provide the District with an affidavit stating his or her relationship to the student and that the student will be living at his/her abode full-time, and providing documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement.

The Board of Trustees or its designee will make the factual findings necessary to determine whether the residency of a student with a non-parent is appropriate for school attendance purposes.

4. Transfer Students/TUITION

Individual students living outside the geographic boundaries of the Grenada School District may request a transfer into the Grenada School District upon the written consent granted by the Board of Education/Trustees of the district in which the student resides. The Grenada School District Board of Trustees, may, in its discretion accept the student requesting the transfer. The acceptance of the transferring student must be spread upon the minutes of the board. It is the intention of the Grenada School District Board of Trustees to, at all times, comply with section 37-15-31 of the Miss code of 1972.

The Grenada School District Board of Trustees shall charge an annual tuition at the rate of \$900 per student. If however, a family has two or more students transferring into the Grenada School District, the tuition charged shall be \$600 for the second child and \$400 for each child in excess of two.

5. Further Information

For further information regarding residency, please contact your principal.

RETIREMENT

Any employee contemplating retirement at the end of the current school year should pick up the Retirement Benefits Application Forms Packet at Central Office by **February 1**. This will insure that benefits will begin on **June 1**. Any employee with 25 years of service or 60 years of age and at least 4 years of service may receive an estimate of benefits when appropriate paperwork is completed and mailed to Public Employees Retirement System.

SAFETY

Employees should immediately report any unsafe condition of the plant or campus to the principal or supervisor.

SAFETY/ Workplace

The Grenada School District is dedicated to providing a safe and healthful work environment at our schools, maintenance facilities, food services, custodial facilities, and for our drivers and all areas where our employees work. This commitment is made for the benefit of our employees, our students, and all sub-contractors, independent contractors, and visitors. The school district has established and will enforce safe work policies and practices that will safeguard our valuable workers and employees. We believe that all accidents may be prevented; therefore, we require all persons working in our facilities to make every effort to prevent accidents and comply with all established safety and health rules, policies, and regulations.

The Grenada School District management is committed to maintaining worker safety at all work places. Unsafe working conditions and unsafe acts jeopardize both worker and school district resources. Injuries and illness may result in discomfort and inconvenience for the worker. Injured workers suffer needlessly and may encounter pain that could have been prevented. Costs to the district include direct expenses (worker's compensation premiums, damaged equipment or materials, and medical care) and indirect expenses (loss of employee services, reduced efficiency, employee morale problems, etc.) These indirect costs are reported to cost 4-8 times more than insured cost of an accident. We are therefore committed to maintaining safe and healthy working conditions to the greatest extent possible at all of our facilities. The cooperation of all is mandatory. (See Worker's Compensation)

SCHOOL DISTRICT VEHICLES

School district vehicles are to be used for school business only. **The personal use of school vehicles is strictly prohibited.**

SCHOOL EMPLOYEE IDENTIFICATION

All Grenada School District employees are required to wear the approved District Identification Card at all times while on school premises and while at school-related activities. ID cards must be worn at all times when supervising or attending extracurricular activities such as sporting events, concerts, plays, PTA/PTO meetings, etc. This policy applies to all certified and classified employees.

The Identification Card is the property of the District and must be returned upon demand or upon termination of employment prior to the issuance of the last paycheck. Loss or damage of the card would be reported at once to the employee's supervisor. A fee of \$3.00 will be charged to the employee for a replacement card.

Failure to comply with this policy will be handled by the employee's immediate supervisor. A variety of administrative and/or disciplinary options may be available to the supervisor.

SEARCHES

See Code of Conduct in student handbook.

SECURITY

Employees of the Grenada School District are to wear I.D. badges at school and while on duty at school functions.

SECTION 504 OF THE REHABILITATION ACT OF 1973 AND AMERICANS WITH DISABILITIES ACT

GRENADA SCHOOL DISTRICT NOTICE OF PARENT AND STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT UNDER SECTION 504

Under Section 504 of the Rehabilitation Act of 1973 you have a right to be informed by the school district of your rights under Section 504 of the Rehabilitation Act of 1973. The purpose of this notice is to advise you of those rights. The following is a description

of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

If your child is determined to be a child with a disability, he/she has the following rights:

1. Your child has the right to a free appropriate public education designed to meet his/her individual needs as adequately as the needs of nondisabled students are met.
2. Your child must be provided an equal opportunity to participate in non-academic and extracurricular services and activities offered by the district to the same extent as nondisabled.
3. Your child has the right to free educational services except for those fees that are imposed on nondisabled students or their parents.

4. Your child has a right to placement in the least restrictive environment.
5. Your child has a right to an educational evaluation prior to an initial placement and any subsequent significant change in placement.
6. Testing and other evaluation procedures must conform to the requirements of Section 504 regarding test validity, proper method of administration and appropriate test selection. The district will consider information from a variety of sources in making its determinations, including, for example: aptitude and achievement tests, teacher recommendations, reports of physical condition, social and cultural background, adaptive behavior, student grades, progress reports, state wide testing results, and parent input.
7. Placement decisions regarding your child must be made by a group of persons knowledgeable about your child, the meaning of the evaluation data, the placement options, the requirement that to the maximum extent appropriate, disabled children should be educated with nondisabled children, and comparable facilities.
8. If your child is eligible for services under Section 504, periodic reevaluations will be conducted to determine if there has been a change in educational needs. Generally, a reevaluation will take place every three years.
9. You have the right to be notified by the district prior to any action regarding the identification, evaluation, or placement of your child.
10. You have the right to examine all relevant education records relating to the decisions regarding your child's identification, evaluation, program and placement. You also have the right to obtain copies of education records at reasonable cost unless the cost would deny you access to the records.
11. You have the right to request amendment of your child's record if you believe information contained in the record is inaccurate or misleading. If the school district refuses to amend the record, you will be notified of that decision within a reasonable time and you then have a right to request a hearing.
12. You have the right to an impartial hearing if you disagree with the district's actions regarding your child's identification, evaluation, or educational placement. However, if any portion of your complaint is also part of a due process hearing pursuant to the Individuals with Disabilities Education Act (IDEA), that part of the complaint will be set aside until the conclusion of the due process hearing.
13. If an issue is raised in a 504 complaint that has previously been decided in a due process hearing pursuant to the IDEA involving the same parties, the due process hearing decision is binding on that issue.

SECTION 504/AMERICANS WITH DISABILITIES ACT COMPLAINT PROCEDURES

Any person who believes that he/she has been subjected to discrimination by the Grenada School District as prohibited by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act may file a complaint pursuant to the procedures set forth below. All persons are encouraged to file grievances to resolve any disputes arising under these laws to provide for a prompt and early resolution of complaints. Filing a complaint will not subject the complainant to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

1. Within ten (10) school days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the District's Section 504/ADA Coordinator. The complaint shall describe specifically the facts supporting the claims raised as well as any supporting documentation or witnesses. The Section 504/ADA Coordinator shall, within ten (10) school days of receipt of the complaint, conduct or cause to be conducted a thorough investigation including questioning of all parties involved in the complaint. After the investigation is complete, the Section 504/ADA Coordinator shall meet with the complaining party and give a full report of the findings.
2. If the grievance or complaint is not satisfactorily resolved at Step 1, the complainant shall have ten (10) school days to appeal the Step 1 findings to the Superintendent. The complainant shall present the appeal in writing, describing the reasons for his/her dissatisfaction with the results of Step 1 and offering a proposed resolution. The Superintendent or his/her designee shall review all aspects of the appeal and complete an additional investigation as necessary. The Superintendent shall respond to the complainant in writing within ten (10) school days of receipt of the written appeal.
3. If the complainant is not satisfied with the results of Step 2, the complaining party shall have ten (10) school days from

receipt of the Superintendent's decision to appeal the Superintendent's decision to the school board. The appeal shall be in writing, describing the reasons for complainant's dissatisfaction with the results of Steps 1 and 2. The complainant shall have the opportunity to present an oral statement to the board before the board makes its decision. The board's decision shall be rendered within fifteen (15) school days after receipt of the appeal.

LEGAL REF.: Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act

SECTION 504 -- AMERICANS WITH DISABILITIES ACT -- NONDISCRIMINATION

The Grenada School District will not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities to the extent provided by law.

The following person has been designated as the Section 504 /Americans with Disabilities Act Coordinator and will handle inquiries regarding the Grenada School District's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination on the basis of disability.

Lyle Williams, Section 504/ADA Coordinator, Grenada School District
P.O. Box 1940, Grenada, MS 38902-1940
Telephone: 662-226-1606; Fax: 662-2267994

SEXUAL HARASSMENT - EMPLOYEES/STUDENTS

In accordance with the law, it is a goal of the District to maintain an environment free from sexual discrimination, including harassment, of any kind. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. This applies to the employee/employee situation and the employee/student situation.

Complaints of violation of this policy may be made without fear of reprisal to the appropriate administrative officer or through the District's complaint procedure, which is set out below. Should violations prove to be legitimate, the offending employee or student shall be subject to disciplinary action, including but not limited to termination of employment or expulsion, as applicable.

A. Definitions

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when certain criteria are met;

- I. Submission to such conduct is made, either implicitly or explicitly, a term or condition for assignment of grades or promotion.
- II. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual.
- III. Such conduct has the purpose or effect of unreasonably interfering with the student's or employee's work performance or creating an intimidating, hostile, or offensive teaching/learning environment.

Criteria I and II are examples of conditional sexual harassment. The third is an example of hostile teaching/learning environment.

This District specifically prohibits inappropriate relationships and the appearance of inappropriate relationships between staff and students. The administration will investigate any such relationship when it becomes aware that a situation might exist between one of its employees and a student and will document the investigation. Evidence supporting that an inappropriate relationship exists include, but is not limited to, the presence of personal emails, telephone calls, instant messages, and text messages between an employee and a student, particularly when such exchanges are not school-related or are only tangentially school-related. Personal emails, telephone calls, instant messages, and text messages of this inappropriate nature are not acceptable and are grounds for discipline or employee dismissal. Any staff member that witnesses inappropriate conduct between another staff member and a teacher must report that conduct.

B. Requirements for Processing Complaints

Section II: REQUIREMENTS FOR PROCESSING COMPLAINTS

1. Since it is important that complaints be filed and processed as rapidly as possible, the number of days indicated at each step is considered as maximum and every effort will be made to expedite the process. At any step in the complaint procedure, the time limits may be extended when necessary.
2. References to days are working days and do not include holidays and/or weekends.
3. Facts elicited during step two proceedings do not become part of the complainant's permanent record. A copy of documents, communications, and records dealing with the processing of a complaint will be filed in a separate file in the office of personnel services. The matter will be handled confidentially, however, the

- district must follow-up on specific complaints, which will include questioning witnesses and anyone with information concerning the complaint.
4. The failure of a complainant to proceed from one step of the procedure to the next within the set time limits shall be deemed to be acceptance of the decision previously rendered and shall eliminate any future review concerning that particular complaint.
 5. The failure of the reviewing officers to communicate their decision to the complainant within the time limits shall permit the complainant to proceed to the next step.
 6. The complainants may withdraw their complaint at any step without prejudice, however the district may still be obligated to investigate.
 7. No reprisal shall be invoked against any employee or student for filing a complaint in good faith or for participation in good faith in any way in this procedure.
 8. If the complaint is against the complainant's building administrator, the complainant should talk immediately with the Title IX coordinator.

C. Complaint Procedures

Step One:

Within five (5) days of the time a complaint becomes known, the complainant will present the complaint orally to the building administrator or the district's Title IX coordinator and complete the "Report of Violation of Title IX" form. It should be noted that the complainant does not have to report the incident to the principal or school administrator before talking with the Title IX coordinator. If the complaint is against one of the designated people to whom the complainant should report, the complainant should report to the other designated individual. In no event is this policy intended to require that a complainant report the complainant to the alleged harasser.

Step Two:

Within five (5) days, after review of the written complaint, the Title IX coordinator shall personally question both or all parties involved in the sexual harassment complaint. A written record shall be made of the statements made by all parties involved. If the alleged harasser denies the allegation, the Title IX coordinator must do additional fact finding before making a determination. This must be done within 5-7 days.

Step Three:

Within 3-5 days the school administrator or complainant is to present the completed "Report of Violation of Title IX" form to the designated person in the office of personnel services.

Step Four:

The complainant may request, in writing, within 5 days, a hearing before an unbiased panel of district employees. If such a request is made, it shall be the responsibility of the District's Title IX coordinator to convene a panel of three to five district employees.

Step Five:

A panel of three to five district employees shall review the facts presented and question all parties involved before making a determination. The complainant and alleged harasser will be informed by registered mail of the date and time to appear before the panel. The proceedings of the hearing will be taped and kept on file in the office of personnel services. The panel shall be convened within 5-10 days of the written request. Representation of a complainant or alleged harasser by other individuals will not be permitted.

The panel will prepare a written summary of all relevant facts, being careful to state such facts fairly and objectively. The panel will then express its findings and conclusions. The summary of facts, findings and conclusions will then provide the basis for subsequent review in the event of further appeal by the complainant.

Step Six:

Within five days of review of the response of step five, the complainant and/or alleged harasser may appeal the decision by requesting, in writing, a review of the decision by the superintendent of schools. The superintendent will review the written summary of the step five panel and shall, within ten (10) days render his written decision.

Step Seven:

Within five (5) days of review of the response of step six, the complainant or alleged harasser may appeal this decision by requesting, in writing, a review of the decision by the Board of Trustees. The board shall review the written summary of the panel and the written decision of the superintendent within thirty (30) days of the receipt of the step six appeal. The board's decision shall be rendered no later than the conclusion of its next regularly scheduled board meeting.

Questions or complaints concerning employee or student sexual harassment should be directed to the Title IX Director, Kimberly Ezelle, P.O. Box 1940, Grenada, MS 38902-1940.

SEXUAL MISCONDUCT/REPORTING

When any person has an allegation against an employee of sexual misconduct with a student, the report must be made according to the following procedure:

1. **WITHIN 5 DAYS OF THE OCCURRENCE OR KNOWLEDGE OF SUCH MISCONDUCT**, a student, parent, employee or other person shall orally notify the principal, Title IX Coordinator, or the Superintendent, of all allegations against the employee.
2. **IMMEDIATELY UPON RECEIPT OF SUCH ALLEGATION(S)**, the principal or Title IX Coordinator shall orally notify the superintendent immediately upon receipt of such allegations.
3. **SUCH ALLEGATIONS SHALL BE PROCESSED IN ACCORDANCE WITH THE TITLE IX GRIEVANCE PROCEDURE, POLICY JGI.**
4. **UPON CONCLUSION OF THE TITLE IX GRIEVANCE PROCESS**, the Title IX Coordinator shall complete and submit a written report to the superintendent.
5. **WITHIN 5 DAYS OF RECEIVING THE TITLE IX GRIEVANCE REPORT**, the Superintendent shall determine whether there exists a reasonable basis to believe that the accusation is true and, if so, shall as soon as possible thereafter orally notify the District attorney of such accusation.
6. Copies of all written reports shall be retained by the Superintendent.

SMOKE-FREE SCHOOLS / SMOKING AND OTHER USES OF TOBACCO ON SCHOOL PROPERTY

See Code of Conduct in student handbook.

SOCIAL NETWORKING POLICY

Any employee of the District who participates in social networking websites such as MySpace or Facebook shall not post any data, information, documents, photographs, or any other items that are inappropriate or that may disrupt the school environment, disrupt the educational process, or impair the employee's ability to perform his/her duties with the District. The Superintendent shall determine whether information and items posted on a website are inappropriate and whether or not they may result in disruption to the school environment or educational process or may impair the employee's ability to perform his/her duties with the District.

No employee of the District who participates in social networking websites, text-messaging or e-mails may use them to fraternize or socialize with students, including disclosure of information of an inappropriate nature about individual students or groups of students.

No employee of the District may access his/her social networking website for personal use during school hours. Any violation of this policy may result in disciplinary action, up to, and including termination. Employees should use only District-approved websites to communicate with students and then only about school matters.

STUDENT HANDBOOKS

All employees shall be familiar with the rules, policies and other matters contained in the student handbooks. For further information concerning such matters, please contact your principal or supervisor.

TEACHER ASSISTANTS

- A. Assistant teachers are paraprofessionals and are at-will employees who work under the supervision of the classroom teacher to whom they are assigned. However, assistant teachers are ultimately responsible to the school principal and in no case shall the assistant teacher discharge duties assigned by the classroom teacher, which are in conflict with administrative policies, procedures or request.
- B. Assistant teachers are not to administer or prescribe punishment to students. Misbehavior should be reported to the teacher or principal.
- C. Assistant teachers are not responsible for planning a program of study for students.
- D. Assistant teachers are to conform to the standards set for teachers in the areas of ethics, dress, etc.
- E. Assistant teachers should feel free to discuss any problems they might have in regard to their employment with their principal.
- F. Effective July 1, 2006, assistant teachers must have completed at least 2 years of study at an institution of higher education, or obtained an associate's (or higher) degree, or successfully completed the ACT Work Keys test.

TRAVEL - PERSONAL VEHICLE USE POLICY

Any person who chooses to use his/her personal vehicle for school related business will be reimbursed for mileage at the current rate in the school district and must meet the following criteria:

- o Be at least 21 years of age

- Have current valid driver's license
- Have a valid insurance card
- The vehicle will have a current State of Mississippi inspection sticker
- The user understands that the personal insurance is primary or pays first in the event of an accident

Any employee of the Grenada School District, who is required to travel in the performance of his/her official duties as an employee of the district, may receive funds prior to such travel. Advanced funds may also include payments made directly to vendors for registration fees and lodging.

- The employee requesting the travel advance must complete the Grenada School District Travel Advance Voucher.
- The Travel Advance Voucher must be signed by the employee and by the employee's principal, director or supervisor.
- The requested travel advance must comply with the limitations placed on meals and must not exceed the allowable reimbursements rate for travel made in personal vehicles which is described in the Grenada School District Board of Trustees' Travel Policy.
- All travel advances must be used for travel related purposes. It may not be used for personal expenses or for any purpose other than the actual expenses of the authorized travel.
- Upon return, the employee must provide the Grenada School District Accounting Office with the supporting documentation to reconcile the advance to actual expenses.
- Supporting documentation shall consist of receipts for lodging, registration fees, and all other travel related expenses with the exception of meals.

VACATION - Paid

- ❖ To receive paid vacation days, a non-certified employee (see p.9 - non-certified employee description) of the Grenada School District must be employed by the Grenada School District as a full-time employee (see p. 9 - full time employee description) and must be employed in a position that requires a work schedule of a minimum of two hundred forty (240) days for the fiscal year employed in such position.
- ❖ Beginning on July 1 following the anniversary date that a non-certified employee has been employed by the Grenada School District for one full year, the employee shall be awarded one (1) week (5 workdays) of paid vacation per year.
- ❖ Beginning on July 1 following the anniversary date that a non-certified employee has been employed by the Grenada School District for three (3) full years, the employee shall be awarded two (2) weeks (10 workdays) of paid vacation per year.
- ❖ In determining the first full year of employment, a non-certified employee would be considered employed for one full year if his/her employment date was prior to December 31st of the fiscal year in which he/she was employed.
- ❖ All eligible full-time employees shall be paid eight (8) hours for each day of paid vacation utilized.

VISITORS

All visitors to the school must first report to the principal's office for clearance. Students are not permitted to bring persons or other than parents/guardians to school. **All employees must immediately report any unauthorized visitors to the office.**

WEAPONS

No student, employee or visitor may possess a weapon in, on or about school buildings, grounds, athletic fields or any other property used for school-related purposes, except as permitted by MISS Code Ann. Section 97-37-17.

1. DEFINITION OF PROHIBITED WEAPONS
Prohibited weapons include, but may not be limited to, the following:
 - a. Gun, rifle, pistol, other firearm
 - b. Dynamite cartridge, bomb, grenade, mine or other explosive
 - c. BB gun, air rifle, air pistol
 - d. Bowie knife, dirk, dagger, switchblade, pocketknife or other knife
 - e. Slingshot
 - f. Leaded cane, blackjack
 - g. Metallic or other artificial knuckles
 - h. Razors, razor blades
 - i. Any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and nail clips, and tools used only to prepare food or for instruction and maintenance of school property)

j. Any instrument having the effect or appearance of a weapon (including utensils, imitation firearms or knives, etc.)

2. PERMITTED USES

The superintendent or principal, as appropriate and in his discretion, may give prior approval for weapons to be on or about campus under the following circumstances:

- a. Students and employees may possess weapons on school grounds only when the weapons are used for valid educational purposes or school-sanctioned ceremonies.
- b. Law enforcement officers and other government officials may carry weapons onto school grounds as permitted by law.

3. PENALTIES FOR VIOLATIONS

Any student who violates this policy will be suspended and may be recommended for expulsion in accordance with Policy JDE.

Any employee who violates this policy will be subject to disciplinary action in accordance with Policy GBK.

Any visitor who violates this policy will be asked to leave school property immediately and further action, including but not limited to, filing criminal charges may be taken as necessary.

Any person violating this policy may be subject to criminal action and penalties as provided in Miss. Code Ann. '97-37-17.

4. REPORTING VIOLATIONS

Violations of this policy shall be reported to the appropriate law enforcement officials in accordance with Policies JCBF and JCBF-P.

5. NOTICE

A copy of Miss. Code Ann. §97-37-17 shall be posted in public view at each school in the district.

NOTE: Please refer to MS Code §37-3-83 for information on how school districts may apply for grant funds under the ASchool Violence Prevention Grant Program.

LEGAL REF.: MS CODE §97-37-17 (1995)

CROSS REF.: Policies JCBE C Unlawful or Violent Acts

WEAPONS/PREVENTION OF SCHOOL VIOLENCE

See Code of Conduct in student handbook.

WORK LOAD - AT-WILL EMPLOYEES

The workload of at-will employees shall be determined by the superintendent or his designee commensurate with the needs of the district. Such workload will be outlined with the job descriptions of each employee.

All at-will employees will be paid only for time worked.

WORKMAN'S COMPENSATION

All Grenada School District employees are covered by worker's compensation insurance as required by state law. An employee's injury may be covered by workers compensation if such injury occurred while the employee was acting in the course and scope of his/her employment and if certain accident/injury reporting requirements are met under the Mississippi Worker's Compensation Act.

An employee is responsible for notifying the Principal, Department Head, Supervisor, or Administrator of such injury as soon as possible after injury/accident has occurred. If possible, report on the day of the accident. Under the Mississippi Code, Section 71-3-35, an employee must report an accident/injury within 30 days after the occurrence of the accident/injury. Failure to do so may result in denial of the employee's workers compensation claim as Mississippi Code, Section 71-3-35 may bar a claim if not reported within 30 days.

- **ALL** employees are responsible for **SAFETY** in the workplace.
- **ALL** employees are responsible for **immediately** reporting an injury/accident/occurrence to their Principal, Department Head, Supervisor, or an Administrator of the District.
- The District is a reporting agency only for purposes of employee worker's compensation claims. Once the employee has properly reported the injury/accident and the district has filed the workers compensation claim on an employee, the workers compensation insurance carrier handles any future processing of the claim.

Step I - INJURY REPORTING

Grenada School District Employee must report the injury/accident/occurrence to their Principal, Department Head, Supervisor, or Administrator as soon as possible. Under the Mississippi Code, Section 71-3-35, an employee must report an accident/injury within 30 days after the occurrence of the accident/injury. Mississippi Code, Section 71-3-35 may bar a claim if not reported within 30 days.

The Principal, Department Head, Supervisor, or Administrator and the injured employee should complete “The Supervisor’s Accident Investigation Report”, and send to Grenada School District Central Office, which will be used to complete the First Report of Injury or Illness Form. The First Report of Injury Form is sent to Grenada School District’s Worker’s Compensation Carrier immediately. This is the first step to filing a workers compensation claim. Once this is done, the insurance carrier handles the claim.

Step II - IF EMPLOYEE NEEDS IMMEDIATE MEDICAL ATTENTION

- Grenada School District has provided doctors for workers compensation claims: Dr. Todd Lee, Dr. Richard Reid, or Dr. Rafe Armstrong, 1300 Sunset Drive, Suite F, Grenada, MS 38901. If possible, the employee should take a medical authorization form to the doctor at the onset of filing a workers compensation claim. The employee is required to have drug screening and the results will be made available to the district.
- If injury is **emergency**, then necessary steps should be taken to ensure employee’s well being **IMMEDIATELY**. This is Grenada School District’s MOST important issue when an injury occurs. However, proper paperwork must be done as soon as possible.

At the discretion of the Administrative Staff of Grenada School District, the employee involved in the workers compensation claim may be required to appear before the Grenada School District Board of Education. The Board reserves the right to investigate workplace accidents and/or injuries in order to evaluate preventive measures to prevent future occurrences.

WORKERS COMPENSATION “FIRST REPORT OF INJURY OR ILLNESS FORM”

- The Supervisors Accident Report is an in-house document between employees and Department Head/Principal. The most important form for reporting a claim that **MUST** be completed as soon as possible is the First Report of Injury or Illness Form. As soon as possible, the injured employee must report to the Central Office and assist in completing the First Report of Injury or Illness Form to notify the school’s workers compensation carrier of the accident/injury. If the employee is unable to report to Central Office, then the Supervisor’s Accident Report will be used to process the First Report of Injury or Illness Form. The longer delay in completing this form, the longer delay for processing medical bills and such on the injury/accident of the employee.
- A copy of this form will be kept in the employee’s worker’s compensation file and the original will be mailed to the current workers compensation carrier for the district for processing:

MEDICAL BILLS, ETC.....

All medical bills pertaining to a workers compensation accident/injury must be mailed to the current workers compensation carrier for the district for processing. Please contact Central Office if you should need to contact the current workers compensation carrier.

If any questions arise concerning any matters relevant to information contained in this handbook, do not hesitate to contact your principal or supervisor.

At the time this handbook was printed, the handbook provisions were current and updated. However, all policies and laws are reviewed on an on-going basis in accordance with the Grenada School District's School Board policy review process. The District's policies and handbooks may be updated throughout the school year to incorporate legal requirements or other provisions. Even though the handbook will not be reissued, it may be supplemented with provisions that are deemed necessary in the policy review process. Please contact Lynne Russell if you have questions regarding whether a provision of the handbook has been updated or the handbook has been supplemented after printing.

The Grenada School District does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, religion, veteran status, or age in the admission to and provision of educational programs, activities, and services or employment opportunities and benefits. Lyle Williams, Admin. Academic Officer/ 504/ADA Coordinator or Kimberly Ezelle, Data Analyst/Title IX Coordinator, P.O. Box 1940, Grenada, MS 38902-1940, (662) 226-1606, have been designated to handle inquiries and complaints regarding the non-discrimination policies of the Grenada School District. The Grenada School District is an equal employment employer.