

# **Grenada School District**

*EDUCATION, TRAINING, DREAMS*

## **Certified Staff Handbook (K-12)**

# **2017-2018**

PO Box 1940  
Grenada, MS 38902

### **Grenada School District**

253 South Main Street  
Grenada, MS 38901

[www.grenadak12.com](http://www.grenadak12.com)

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

6/13/2017

## **FOREWORD**

The purpose of this handbook is to give teachers and other professional staff 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 information contained in this handbook does not create a contract of employment or contract of continued employment. Contracts for professional staff are governed by state law.

This handbook is available online at [www.gsd.k12.ms.us](http://www.gsd.k12.ms.us) for your convenience.

## **EDUCATIONAL PHILOSOPHY**

The primary purpose of the Grenada School District shall be to develop each individual for the fullest participation in the American democratic way of life.

The Board of Trustees believes that the school program should emphasize the worth and dignity of all essential work. We also believe that the quality of education will be determined principally by the quality of the persons who teach.

We have the conviction that the structure of American school systems should be adaptable enough to meet the educational needs of a changing society and that the total educational experience of each individual must be designed to contribute to the development of effective ethical character.

We feel that social, civic, economic, and vocational competencies are as important as academic literacy. The District's policies should reflect community opinion since the District and its policymaking Board are responsible to the people.

We solicit the full cooperation and support of all community agencies, which share responsibility for the welfare, and development of our young people. We also seek a close working relationship between the home and school since we recognize that the primary influence and responsibility for the child is in the home.

## **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 teachers and other professional staff. 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 Daigneault..... Superintendent  
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 Conley..... District 3  
Mrs. Marjorie Hughes..... District 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 (9<sup>th</sup> 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

<p>Administrative Assistant  Federal Program Coordinator  District Test Coordinator  Purchasing Agent  Teacher Scholarships/Bank Hours</p>	<p>Dr. Bettye Neely</p>	<p>226-1606</p>
<p>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<sup>st</sup> Century Grant  Energy Education Specialist  ADA/Attendance  GSD Wellness Coordinator  Handbooks</p>	<p>Lynne Russell</p>	<p>226-1606</p>
<p>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 &amp; Crisis Management Coord.  Textbook Coordinator  Asbestos LEA  Athletic/Activities Director</p>	<p>Lyle Williams</p>	<p>226-1606</p>
<p>Special Education Director  Child Find  SPED Extended School Year  SPED Licensure</p>	<p>Bea Colbert</p>	<p>226-3045 or  226-1606</p>
<p>Assistant Director of Athletics</p>	<p>Danny Aldridge</p>	<p>226-8844</p>
<p>AmeriCorps</p>	<p>Gwen Woodson-Director  Pamela Hubbard-Secretary</p>	<p>226-1606</p>
<p>Director of Bands</p>	<p>Joe Presley</p>	<p>226-4355</p>

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 <sup>st</sup> 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.**



# **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.

### **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.

### **CODE OF ETHICS**

#### **Mississippi Educator Code of Ethics and Standards of Conduct**

## **Grenada School District**

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

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

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

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

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

## Code of Ethics Standards

### **Standard 1: Professional Conduct**

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

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

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

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

- 1 Harassment of colleagues
- 2 Misuse or mismanagement of tests or test materials
- 3 Inappropriate language on school grounds or any school-related activity
- 4 Physical altercations
- 5 Failure to provide appropriate supervision of students and reasonable disciplinary actions

### **Standard 2. Trustworthiness**

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

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

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

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

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

### **Standard 3. Unlawful Acts**

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

#### **3.1 Unethical conduct includes, but is not limited to, the following:**

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

### **Standard 4. Educator/Student Relationship**

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

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

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

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

1. Committing any act of child abuse
2. Committing any act of cruelty to children or any act of child endangerment
3. Committing or soliciting any unlawful sexual act
4. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
5. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or

illegal/unauthorized drugs

6. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.

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

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

**Standard 5. Educator Collegial Relationships**

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

**5.1 Unethical conduct includes but is not limited to the following:**

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

**Standard 6. Alcohol, Drug and Tobacco Use or Possession**

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

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

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

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

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

**Standard 7. Public Funds and Property**

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

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

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

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

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

### **Standard 8. Remunerative Conduct**

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

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

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

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

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

### **Standard 9. Maintenance of Confidentiality**

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

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

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

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

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

### **Standard 10. Breach of Contract or Abandonment of Employment**

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

#### **10.1 Unethical conduct includes, but is not limited to, the following:**

1. Abandoning the contract for professional services without prior release from the contract by the school board
2. Refusing to perform services required by the contract.

## **Principle I**

### **Commitment to the Student**

We measure the success of the progress of each student toward achievement of his/her maximum potential. We therefore work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. We recognize the importance of cooperative relationships with other community institutions, especially the home.

In fulfilling our obligations to the student, we:

1. Deal justly and considerately with each student.
2. Encourage the student to study varying points of view and respect his/her right to form his/her own judgment.
3. Withhold confidential information about a student or his/her home unless we deem that its release serves professional purposes, benefits the student, or is required by law.
4. Make discreet use of available information about the student.
5. Conduct conferences with or concerning students in an appropriate place and manner.
6. Refrain from commenting unprofessionally about a student or his/her home.
7. Avoid exploiting our professional relationship with any student.
8. Tutor only in accordance with officially approved policies.
9. Inform appropriate individuals and agencies of the student's educational needs and assist in providing an understanding of his/her educational experiences.
10. Seek constantly to improve learning facilities and opportunities.

## **Principle II**

### **Commitment to the Community**

We believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens the responsibilities for the development of sound public policy. As educators, we are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public.

In fulfilling our obligation to the community, we:

1. Share the responsibility for improving the educational opportunities for all.
2. Recognize that each educational institution may have a person authorized to interpret its official policies.
3. Acknowledge the right and responsibility of the public to participate in the formulation of educational policy.
4. Use educational facilities for intended purposes consistent with applicable policy, law, and regulations.
5. Assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates or partisan activities.
6. Protect the educational program against undesirable infringement.

## **Principle III**

### **Commitment to the Profession**

We believe that the quality of the services of the educational profession directly influences the future of the nation and its citizens. We therefore exert every effort to raise educational standards, to improve our service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions, which attract persons worthy of the trust to careers in education. Aware of the value of united effort, we contribute actively to the support, planning, and programs of our profession.

In fulfilling our obligations to the profession, we:

1. Recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be representative.
2. Participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education.
3. Cooperate in the orientation of student teachers, interns, and those colleagues new to their positions.
4. Refrain from assigning professional duties to non-professional personnel when such assignment is not in the best interest of the student.
5. Refrain from exerting undue influence based on the authority of our positions in the determination of professional purposes.
6. Keep the trust under which confidential information is exchanged.
7. Make appropriate use of time granted to professional purposes.
8. Interpret and use the writings of others and the findings of educational research with intellectual honesty.
9. Maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts.
10. Represent honestly our professional qualifications and identify ourselves only with reputable educational institutions.
11. Respond accurately to requests for evaluations of colleagues seeking professional positions.
12. Provide applicants seeking information about a position with an honest description of the assignment, the conditions of work, and related matters.

## **Principle IV**

### **Commitment to Professional Employment Practices**

We regard the employment agreement as a solemn pledge to be executed both in the spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfilling our obligations to professional employment practices, we:

1. Apply for or offer a position on the basis of professional and legal qualifications.
2. Apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates.
3. Fill no vacancy except when the terms, conditions, policies, and practices permit the exercise of our professional judgment and skill, where a climate conducive to professional service exists.
4. Adhere to the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent.
5. Give prompt notice of any change in availability of service, in status of applications, or in change in position.

6. Conduct professional business through the recognized educational and professional channels.
7. Accept no gratuities or gifts of significance that might influence our judgment in the exercise of our professional duties.
8. Engage in no outside employment that will impair the effectiveness of our professional service and permit no commercial exploitation of our professional position.

## **GENERAL INFORMATION**

### **ACCESS TO STUDENT RECORDS and PROVISION OF STUDENT INFORMATION**

A parent of a child enrolled in the District has access to school records and information pertaining to the child, whether or not the parent is the custodial parent. The non-custodial parent may demonstrate that he/she is the parent of the child and have access to the child's records, including any forwarding information.<sup>1</sup> The district will follow this policy unless a court orders the District not to provide access to such records.

Under Mississippi law, the parent having legal custody of the child is responsible for making educational decisions for the child.<sup>2</sup> Under state law, if parents are awarded joint legal custody, the parents are obligated to exchange information concerning the health, education, and welfare of a minor child and to confer with one another in the exercise of decision-making rights, responsibilities and authority.<sup>3</sup> If parents have been awarded joint custody and they have differences in opinion as to the education of their child, parents are required by statute to confer with one another and make a decision. The District cannot serve as an arbiter between parents of a child enrolled in the District.

As to notices, report cards, and other school-related information, the school will send all of this information to the address listed for proof of residency when the child is enrolled in school. Some information is sent home with the child and some information may be mailed to the residence. Custody agreements may require the parent receiving the information to communicate it to the non-resident parent. The District is not responsible under state law for providing both parents with copies of this information, but will make any of the child's records available for review, pursuant to paragraph 1 of this policy. Policy: JR-1 Issued: February 15, 2000

<sup>1</sup> Mississippi Code Annotated, Section 93-5-24

<sup>2</sup> Mississippi Code Annotated, Section 93-5-24

<sup>3</sup> Mississippi Code Annotated, Section 93-5-24

### **ACCIDENTS**

Teachers should be concerned at all times for the safety of their students. If a student is injured, teachers are to take whatever actions they deem reasonably necessary under the circumstances. General guidelines to assist the teacher 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 to the office 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.

### **ACCOUNTING PROCEDURES**

A. Teachers will be called upon to collect funds from students from time to time. These collections will include lunch money, workbook fees, school insurance, school photography payments, etc. With the exception of lunch money, all monies collected by the teacher shall be recorded on the accounting sheet issued to each teacher. Strictest care must be taken in the handling of these funds. The accounting sheet should show how much money each teacher should collect and has actually collected. The teacher should sign this sheet. These accounts can then be compared to amounts turned in to the office. A record of amounts turned in for each teacher will be kept in the office. Before leaving the school each day, money collected is to be turned in to the secretary. The secretary will write you a receipt.

B. The principal is responsible for all funds collected and disbursed in the school. For this reason, no collection of funds or purchases of any kind may be made without the prior knowledge and written approval of the principal. If approval for a purchase is given, a purchase order will be issued.

C. NO FUND RAISERS ARE PERMITTED UNLESS APPROVED IN ADVANCE BY THE SUPERINTENDENT IN WRITING.

### **ADDRESS/TELEPHONE**

As an employee of the Grenada School District, your respective school office should have the following information on file for you at the beginning of each school year: current address, current telephone number, and the name and telephone number of an emergency contact. If any of this information changes during the school year, promptly contact your respective school office and

the payroll department at the administrative office. There are forms that need to be updated with the correct information with all applicable agencies (i.e. Blue Cross/Blue Shield of MS, Public Employees' Retirement System, etc.).

### **ARREST OF CERTIFIED EMPLOYEES**

Certified employees arrested for any reason shall be required to notify their principal or 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.

### **ATTENDANCE (Teacher) & 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 upon 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.

## **ATTENDANCE (GRADES PreK-12)**

The District Administration recognizes school attendance as one of the most important responsibilities of the students, parents/guardian/custodian and staff. Students who attend school regularly have fewer discipline problems and a better opportunity to achieve. Additionally, school attendance affects the District's receipt of state funding and the teachers' ability to effectively control make-up work. \*\*The student database shall be used to record daily or class period student absentees depending on grade level.

Students who maintain perfect attendance during the school year will be recognized and rewarded. Students who do not comply with the attendance policy will be subject to disciplinary action. \*\*The student database shall be used to record daily or class period student absentees depending on grade level.

**PERFECT ATTENDANCE DEFINITION:** Students with no absences and no unexcused checkouts (including lunch) are considered to have perfect attendance for that grading period. For the purpose of defining perfect attendance the term "absence" refers to both excused and unexcused unless such absence is for attendance at an authorized school activity with the prior approval of the principal.

\*Students in grades 9-12 do not have to attend school during the testing period for an exam from which they are exempt. Such absences will be excused.

The Grenada School District recognizes school attendance as one of the most important responsibilities of the student, parents/guardian/custodian and staff. Attendance to class is important for the mastery of the curriculum as well as participating in classroom learning experiences that cannot be replicated through make-up work.

### 1. Absences

Prompt and regular student attendance is necessary for a student to obtain the greatest benefit from his/her educational experiences, therefore, a student should be **in attendance every day!!** Absences must be substantiated by a written excuse from the parent/guardian on the day the student returns. After **5 unexcused absences and the following 10, 12, 15, 20 unexcused absences** the student has failed to comply with this policy will result in the child being referred to the Compulsory School Attendance Officer. (The absences being unexcused and the student being truant.)

#### **9-12 Only:**

The attendance clerk will review the excuses/notes from parents and give the child an admittance slip to class. Students must have an admit slip the day following an absence to return to class. Absences are recorded daily and/or by period. Period absences are recorded for exemption and make-up work purposes. The principal may grant exceptions for extended absences or special circumstances.

Up to 6 parental notes for each individual day missed will be excepted will be excepted, or he student will be considered truant. Medical excuses may be excused with principal approval.

#### **A. Excused Absences**

Each of the following shall constitute a valid excuse for temporary non-attendance of a compulsory school-age child enrolled in public school, provided satisfactory evidence of the excuse is provided to the superintendent of the school district or his designee within 2 days of returning to school.

An absence is excused **ONLY** if it results from:



- a. Attendance at an authorized school activity with the prior approval of the principal
- b. Illness or injury that prevents the child from being physically able to attend
- c. Isolation of the student is ordered by the County Health Officer or the State Board of Health (i.e. communicable diseases)
- d. Death or serious illness of an immediate family member, which would include child, spouse, grandparent, parent, brother, or sister/step-brother or stepsister
- e. Medical or dental appointment where approval is gained prior to absence, except in case of emergency. (Students are encouraged to attend orthodontist and doctor appointments during non-academic classes. Non-academic classes include: band, physical education, music, art, and athletics.)
- f. Attendance at court or administrative proceedings if the student is required to attend or under subpoena as a witness
- g. Attendance at the observation of a religious event with the prior approval of the superintendent or his designee unless the observance is of such duration as to interfere with the education of the child
- h. Out of town travel to take advantage of a valid educational opportunity provided the approval for the absence is gained from the superintendent or his designee prior to the absence.
- i. Demonstrated conditions sufficient to warrant nonattendance, at the discretion of the principal or his/her designee  
(Absences above are defined according to the Mississippi Compulsory School Attendance Law 37-13-91)

**Absences from school may be excused for any of the above reasons provided the parent or legal guardian provides the school with a written note or Doctor's excuse within two (2) school days of returning to school. If a note is not received within two (2) schools days of returning to school, the absence will be considered unexcused.**

The Parent/Guardian excuse should contain:

- **Student's name**
- **Date of the absence**
- **Reason for absence**
- **Parent signature**

The Medical excuse should contain:

- **Student's name**
- **Date of the absence**

(Does **NOT** require a parent signature, but random verifications of medical excuses will be left to the discretion of the principals.)

**\*\*\*Grenada School District Nurse excuses are considered an excused absence that day only and do not need a parent signature.**

\*Upon reaching five (5) unexcused absences the student will be immediately referred to the school attendance officer. Each day attendance personnel will email the school district attendance officer a current list of all students who have accumulated 5 unexcused absences (including out of school suspensions). Out of school suspensions will be reported to the school attendance officer as they occur.

- Tardies and checkouts will be excused for the same reasons mentioned above. Parents must come to the principal's office and complete a tardy/check-out form on each occurrence for the tardy and/or checkout to be considered excused.

*(A note for the tardy or early checkout must be received within 2 days of the tardy or early checkout to be excused.)*

#### B. Official Absences – School Activities

An official absence is an absence by a student participating in events and activities authorized by a principal and placed on the school calendar when grades are effected by participation or performance.

- Students must attend school for 63% of their school to participate in school activities.

- Students suspended from school (OSS) may not participate in school-related activities throughout the day or days of the suspension.
- Students serving in school suspension (ISS) will be allowed to participate in activities occurring after the school day.
- Students who have been assigned to the Alternative School may not participate in school related activities until they return to their respective school.
- Students will not be officially recorded or unofficially counted as absent from school or individual classes when they are on any school-sponsored activity. Such students will be allowed to make up any work missed.
- Field trips must be of an educational nature and must have prior approval of the school administration and the superintendent's office.

### **Make-up Work**

The student is responsible for making sure that all make-up work is completed. If the absence is excused, he/she is expected to make up work/tests within 3 days. The principal may grant exceptions for extended absences.

#### C. Homebound Instruction

A regular education student may enroll in the homebound instruction program when he is required to be absent from school for at least five consecutive days as a result of an illness diagnosed by a physician. The following rules apply:

- A parent may request homebound instruction by presenting a physician's note and medical records documenting surgery, an accident, contagious disease or other medical emergencies/conditions. This request should be to the principal or the 504 Coordinator.
- A student may not remain on the program for more than 30 days except in the case of terminal illness or other serious long-term medical circumstances deemed appropriate by the administration.
- A student may be enrolled in the program on the first day of hospitalization with proper documentation.
- Homebound days are limited to the school year in which the illness/condition occurs.
- To re-enter school, a homebound student must report to the counselor for readmission.
- Homebound assignments must be turned in each week.
- Homebound assignments must be turned in each week.

#### D. Tardiness-Grades K-12 Only

(Attendance Policy - Tardy January 16, 2006)

Students are expected to be in class on time each period of the day. Students are given a reasonable period of time to pass from class to class. A record of tardies will be maintained in the principal's office.

- Total tardy counts will start over at the beginning of each semester.
- A student is tardy for school or class if he/she arrives in the classroom after the tardy bell has rung.
- Tardy to school (1st Period/Homeroom) will be excused if:
  - A school bus is late
  - The student is in an accident (with verification)
  - Any other emergency or circumstance approved by the school's administration, such as natural disasters, weather, etc.

#### E. Checking Out of School-Grades 6-12 Only

No student is permitted to leave school grounds at any time during the school day without permission from the principal or his designee. For safety of the students, parents are urged to cooperate with the school's policy of preventing unauthorized removal of students from school. The following rules apply:

- Only the legal guardian or other adult designated by the legal guardian may check a student out of school.
- An adult designee must be registered with the principal by the parent/guardian in order to check out a student.
- The person checking a student out must **physically** report to the office to sign out the student. Please bring an I.D., as it will be required by the attendance clerk.
- A student may be allowed to check out only at the discretion and with the permission of the principal or his/her designee.

- All rules governing absences will apply to the time missed from school as a result of checking out.
- For any checkout to be excused, it must have prior approval from the principal.
- All “check-in” and “check-out” of school for grades 9-12 will be done in the main office of the “A” building.

F. Attendance Rewards-Grades 6-12 Only

There will be no exemptions for 1st and 3rd nine weeks tests.

- There will be no exemptions during 1st semester in subjects in which state tests are given.
- Students in grades 6-11 with 3 absences or less per class per semester and a 90 or above average may be exempt from 2 exams.
- Students in grade 12 with 3 absences or less per class per semester and a 90 or above average may be exempt from 4 exams.

G. STUDENT ATTENDANCE, REPORTING OF STUDENT ATTENDANCE, TARDINESS AND EXCUSES

The school board believes that good attendance, with a minimum of tardiness and absenteeism, is essential if students are to gain maximum benefit from the school district’s instructional program. The superintendent has developed administrative regulations governing tardiness and absences (excused and non-excused).

The administrative regulations shall be based on all applicable state laws governing absenteeism and tardiness and shall include (but not limited to) the counting and reporting of students to the Mississippi Department of Education for attendance purposes, expectations for good student attendance, parent responsibility, excused and unexcused absences, and tardiness. Initial administrative regulations and any future changes to such administrative regulations shall be approved by the school board before implementation.

**Make-up Assignments:** The administrative regulations shall specify that no absence will be excused when it is due to suspension, expulsion or other disciplinary action. However, to avoid adopting a policy or administrative rule that would ensure a student’s failure, the district may adopt a provision that permits or requires suspended students who are not immediately placed in an alternative school program to make up work within specified deadlines.

**Attendance Reporting:** In order for a student to be considered as having attended school for a full day, the school board specifies that each student must be present for 63% of his or her individual instructional day as fixed by the local school board for each individual school. For purposes of reporting absenteeism, a student who has an absence that is more than thirty-seven percent (37%) of the student’s instructional day, as fixed by the school board for the school at which the student is enrolled, shall be considered absent the entire school day.

The superintendent has developed the following policy which includes:

1. a definition of the instructional day for each individual school so that the 63% of the instructional day can be computed for each student within the school district’s individual schools, and
2. a process for computing 63% of the instructional day for each student within the school district’s individual schools.

**SCHEDULES**

**Grenada Elementary School (K-3)**

7:40 A.M. - 2:45 P.M. (425 minutes)

\***Kindergarten** - 425 min.-30 min. (Nap)-20 min. (Recess)-20 min. (Lunch)=  
355 minutes>>>63% = 224 minutes (minimum)

\***Grades 1-3** - 425 min.-20 min. (Recess)-20 min. (Lunch)=385  
minutes>>>63% = 243 minutes (minimum)

**Grenada Upper Elementary School (4-5)**

7:35 A.M. - 2:40 P.M. (425 minutes) - 20 min. (Lunch)=405 min.>>>63% =  
255 minutes (minimum)

**Grenada Middle School (6-8)**

7:40 A.M. - 3:20 P.M. - 436 min.- 20 min. (Lunch)=  
416 minutes>>>63% = 262 minutes (minimum)

**Grenada High School (9-12)**

7:50 A.M. - 3:20 P.M. 420 min.-10 min. (Break)-20 min. (Lunch)=  
390 minutes>>>63% = 246 minutes (minimum)

7:50 A.M. - 2:20 P.M. (340 minutes)>>>63% = 215 minutes (min.) 6 Periods

7:50 A.M. - 1:25 P.M. (290 minutes)>>>63% = 183 minutes (min.) 5 Periods

7:50 A.M. - 12:30 P.M. (240 minutes)>>>63% = 152 minutes (min.) 4 Periods

7:50 A.M. - 10:45 A.M. (130 minutes)>>>63% = 82 minutes (min.) 3 Periods

7:50 A.M. - 9:45 A.M. (80 minutes)>>>63% = 51 minutes (min.) 2 Periods

7:50 A.M. - 8:40 A.M. (50 minutes)>>>63% = 32 minutes (min.) 1 Period

**Definitions**

**Full Day Attendance:** When a student is present for 63% of his or her individual instructional day as fixed by the local school board for each individual school.

**Unlawful Absence:** An absence for an entire school day or during part of a school day when such absence is not due to a valid excuse.

**Attorney General Opinion:** According to a 1998 Attorney General Opinion, automatic fail provision of an absences policy may not apply against legal, excused absences. Such absences policies may not be applied against absences resulting from disciplinary suspensions if absences policies are applied to truant students who are otherwise passing, the district must afford the student procedural due process. (Attorney General Opinion, *Carter*, 1-9-98) (#183) (97-0817)

**LEGAL REF.: Mississippi Compulsory School Attendance Law, MS CODE 37-13-91**

**Mississippi Public School Accountability Standard 16 and 17**

**CROSS REF.: Policies** CED Duties of Superintendent

JBA Compulsory School Attendance

JBAC Truancy

**MDE Memo on Implementation of House Bill 1530, Kent 5/17/13)**

H. Communicable Diseases

A student 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. A sick child may not attend school at least 6 days after appearance of rash. Exposed children may attend school.
- Measles/Rubeola: Fever, hacking cough, conjunctivitis. Sick child may not attend school at least 7 days following the appearance of rash. Exposed children may attend school.
- Measles/Rubella/Roseola: Ill feeling and low grade temperature. When rash occurs, child may not attend school for at least 4 days. Exposed children may attend school.
- Mumps: Pain in chewing or swallowing followed by chills and headache. Sick child 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 child may not attend school until all signs have disappeared.
- Skin Lesions: A child suspected of having impetigo or ringworm should not attend school until all lesions are healed or until a written note from a physician permitting attendance is produced. [www.msda.state.us/msdhsite](http://www.msda.state.us/msdhsite)
- Fever/Flu

The Center for Disease Control and Prevention recommends that people 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.

#### I. Further Information

For further information on the District's attendance rules, see your principal.

#### **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).

#### **BOOKBAGS**

See Code of Conduct in student handbook.

#### **BULLYING/CYBER BULLYING**

See Code of Conduct in student handbook.

#### **CAMERAS**

Cameras have been installed in 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.

#### **CARE OF CLASSROOMS**

The classroom should be neat, colorful, interesting, and attractive. A periodic "face lifting" of your classroom is a good homeroom or class project.

#### **CELL PHONE POLICY/ELECTRONIC DEVICES (students)**

See Code of Conduct in student handbook.

#### **CERTIFICATION**

The purpose of professional development for certificate renewal is individual growth and enhancement. The individual is responsible for selecting and monitoring his/her professional development program for certificate renewal. Within each five-year cycle, an individual must complete the following to renew his/her certification:

##### **Bachelor's degree or equivalent**

- Ten (10) continuing education units (CEU's) in content or job/skill related area **or**
- Three semester hours in content or in job/skill\* related area,  
**and**
- Five (5) continuing education units (CEUs) in content or job/skill related area, **or**
- Six (6) semester hours in content or job/skill related area  
**or**
- Completion of the National Board of Professional Teaching Standards process

##### **Masters degree and above**

- Three (3) semester hours in content or job/skill\* related area  
**or**
- Five (5) continuing education units (CEUs) in content or job/skill related area. **or**
- Completion of the National Board of Professional Teaching Standards process

#### **CHILD ABUSE/NEGLECT REPORTING**

A teacher or other school employee with reason to suspect that a child is abused or neglected is required to immediately report such information to the principal who will notify the Department of Human Services. All school employees are immune from any legal actions against them as a result of making such reports. Miss. Code Ann. Section 43-21-353

#### **CODE OF CONDUCT (Student)**

See student handbook.

## **COMPLAINTS AND GRIEVANCES BY CERTIFIED EMPLOYEES**

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

**Definitions:** The following definitions shall apply in this grievance procedure:

1. A "grievance" is a complaint by an individual based upon an alleged violation of a person's rights under state or federal law or board policy.
2. A "grievant" is a person or persons making the complaint.
3. The term "days" shall mean working school days and shall exclude weekends or vacation days.

### **Procedures for Processing Grievances:**

Grievances shall be processed in accordance with the following procedures:

#### **LEVEL ONE**

1. All grievances, as defined in No. 1 above, must be presented orally to the principal or immediate supervisor of the grievant within ten (10) days of the act or omission complained of, and the principal or immediate supervisor and the grievant will attempt to resolve the matter informally.
2. If the grievant is not satisfied with the action taken or the explanation given by his principal or immediate supervisor, the grievant shall, within ten (10) days after meeting with his principal or immediate supervisor, file a written statement with his principal or immediate supervisor, setting forth in detail how the grievant claims to have been discriminated against. This written statement shall contain, in addition to the above, the time, place, and nature of the alleged act or omission and the state or federal law or Board policy allegedly violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his principal or immediate supervisor a written statement as required, his/her failure to do so shall be deemed as an acceptance of the informal decision rendered by the principal or immediate supervisor.
4. After receipt of the written statement setting forth how the grievant was allegedly discriminated against, the principal or immediate supervisor shall hold a hearing and render a decision in writing to the grievant within ten (10) days.
5. The written decision of the principal or immediate supervisor shall be deemed to be accepted by the grievant unless the grievant notifies the superintendent in writing within ten (10) days of the date of the written decision of the grievant's intention to appeal the written decision of the principal or immediate supervisor.

#### **LEVEL TWO**

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his principal or immediate supervisor, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date and time upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than thirty (30) days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his principal or immediate supervisor.

#### **LEVEL THREE**

1. If the grievance is not resolved to the satisfaction of the grievant at step two, or if the superintendent does not render a decision within ten (10) days, the grievant may file the grievance with the secretary of the Board.
2. If the grievance is not filed with the secretary of the Board within ten (10) days of the hearing at Level Two, the grievance shall be considered resolved.
3. Within ten (10) days after receipt of the grievance, the Board Secretary, in concert with the president and superintendent, shall schedule a hearing before the Board on the grievance.
4. The Board shall render its decision within fifteen (15) days of the hearing.

## CONFERENCES

Conferences in the Grenada School District are encouraged and can be divided into three major categories as listed below.

### Principal-Teacher

Principal-Teacher conferences will be held at the discretion of the principal or upon the request of the teacher. Records of all principal-teacher conferences shall be kept by the principal.

### Teacher-Parent

Since it has been proven that frequent teacher-parent communication opens many doors and creates a well rounded educational atmosphere, it is the teacher's responsibility to take the initiative in setting up a parent conference at the first sign of a student's deviation from the norm. The procedures and time for scheduling these conferences will be determined by the principal. Prior notice to the teacher will be given when possible. In grades K-6, at least one teacher-parent conference should be held during the school year. On the secondary level, conferences will be arranged when needed.

### Teacher-Student

A teacher who has frequent and direct communication with his/her students will find the profits to be overwhelming in the areas of student behavior and progress.

The principal or assistant principal will be present at any teacher-parent, or teacher-student conference if his/her presence is requested and he/she is given sufficient advance notice.

## CONTRACT - NON-RENEWAL (Policy GBN)

**IMPORTANT NOTICE:** This policy is applicable only to professional personnel covered under the Education Employment Procedures Law (EEPL) as defined in MS Code ' 37-9-103. Please refer to the **Education Employment Procedures Law Handbook**, published by MSBA.

It is recognized by this school district that it is necessary, from time to time, to release from future employment licensed personnel where their performance fails to meet the standards established by the State Department of Education and/or this board or where their services are no longer needed.

## NOTICE OF NONRENEWAL

If a recommendation is made by the school district not to offer an employee a renewal contract for a successive year, written notice of the proposed nonreemployment stating the reasons for the proposed nonreemployment shall be given no later than the following:

- a. If the employee is a principal, the superintendent, without further board action, shall give notice of nonreemployment on or before March 1; or
- b. If the employee is a teacher, administrator or other professional educator covered under Sections 37-9-101 through 37-9-113, the superintendent, without further board action, shall give notice of nonreemployment on or before April 15, or within ten (10) days after the date that the Governor approves the appropriation bill(s) comprising the state's education budget for funding K-12, whichever date is later. An interim conservator appointed pursuant to Section 37-17-6(14)(a) or a school board acting on the recommendation of a school district financial advisor appointed pursuant to Section 37-9-18 shall not be required to comply with the time limitations prescribed in this section for recommending the reemployment of principals, teachers, administrators or other professional educators. ' 37-9-105 (2006)

A decision not to renew licensed employees of this school district shall be based upon valid educational reasons or noncompliance with school district personnel policies.

## LICENSED EMPLOYEE RIGHTS

A principal or other professional educator receiving written notice under the provisions of this policy shall, upon written request within ten (10) calendar days of notice of proposed nonreemployment, be entitled to: written notice of the specific reasons for nonreemployment together with a summary of the factual basis therefor, a list of witnesses and a copy of documentary evidence substantiating the reasons intended to be presented at the hearing. The school district shall give this notice to the principal or other professional educator at least fourteen (14) calendar days prior to any hearing;

- a. an opportunity for a hearing at which to present matters relevant to the reasons given for the proposed nonreemployment, including any reasons alleged by the principal or other professional educator to be the reason for nonreemployment;
- b. receive a fair and impartial hearing before the school board or hearing officer selected by the school board;

c. be represented by legal counsel, at his/her own expense.

If the employee does not request a hearing, the recommendation regarding the nonreemployment of the employee shall be final.

It is the intent of this school district to establish procedures for providing professional educators with notice of the reasons for not offering him/her a renewal of his/her contract and to provide an opportunity for principals and other professional educators to present matters relevant to the reasons given for the proposed nonreemployment determination and to the reasons the employee alleges to be the reasons for nonreemployment. The board is required to determine whether the recommendation of nonreemployment is a proper employment decision and not contrary to law and whether the nonrenewal decision is based upon valid educational reasons or noncompliance with school district personnel policies.

Any and all hearings shall be conducted pursuant to the ARules of Procedure Under the Education Employment Procedures Law of 2001" (Policy GBN-R), adopted by this board. All proceedings under this policy are and shall be governed by the AEducation Employment Procedures Law of 2001,@ where applicable. '37-9-101 et. seq.

Where a school board has acted in a manner which is arbitrary and capricious and where its actions are not supported by substantial evidence, the Chancery Court and ultimately the Supreme Court have the responsibility to intervene.

LEGAL REF.: MS CODE, as cited  
Merchant v Pearl MSSD (Miss. 1986) 492 So. 2d 959

CROSS REF.: Policy GBN-R C Rules of Procedure Under the Education Employment Procedures Law

### **CRIMINAL ACTIVITIES/REPORTING**

A teacher or other school employee must notify the principal 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.
  - f. 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.

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

### **E-VERIFY**

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 at the Superintendent's Office located at 253 S. Main Street and a copy is on file in each principal's office for review.

## **CUMULATIVE RECORDS: PREPARATION AND USAGE**

### **STUDENT RECORDS**

It is the policy of the Grenada School Board of Education that the principal of each school will be the legal custodian of all student records for that school.

### **ANNUAL NOTIFICATION**

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

Additionally, the district will notify parents annually of the district's policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll.

### **TRANSFER OF ENROLLMENT**

A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

### **ATTORNEY GENERAL OF THE UNITED STATES**

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act (FERPA) and other applicable acts and regulations.

## REQUIRED DOCUMENTATION

The State Board of Education shall prepare and provide necessary forms for keeping permanent records and cumulative folders for each pupil in the public schools of the state. In the permanent record and cumulative folders, the teachers and principals shall keep information concerning the pupil's date of birth, as verified by the documentation authorized in this section, record of attendance, grades and withdrawal from the school, including the date of any expulsion from the school system and a description of the student's act or behavior resulting in the expulsion. The records also shall contain information pertaining to immunization and such other information as the State Board of Education may prescribe. The cumulative folder, in addition to that information maintained in the permanent records, also shall contain such other information as the State Board of Education shall prescribe. ' 37-15-1 (2002)

## EVIDENCE OF AGE AT TIME OF ENROLLMENT

It shall be the responsibility of the person in charge of each school to enforce the requirement for evidence of the age of each pupil before enrollment. If the first prescribed evidence is not available, the next evidence obtainable in the order set forth below shall be accepted:

- (a) A certified birth certificate;
- (b) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
- (c) An insurance policy on the child's life which has been in force for at least two (2) years;
- (d) A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
- (e) A passport or certificate of arrival in the United States showing the age of the child;
- (f) A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
- (g) If none of these evidences can be produced, an affidavit of age sworn to by a parent, grandparent or custodian. Any child enrolling in Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance. ' 37-15-1 (2002)

## PERMANENT RECORDS

The permanent record provided for above shall be kept, while it is active, in the attendance center office in a fire resistant container. The permanent record shall be considered active: (a) if the student is enrolled in the school; or (b) if he has withdrawn or has been expelled and the students of the class of which he was a member shall not have reached the time of graduation. At the point of the student's graduation or at the time when the student would normally have graduated had he not withdrawn or been expelled from school, the student's permanent record shall become a part of the permanent binder in the central fire resistant depository or stored digitally as designated and provided by the school board of the school district, or as an alternative method, the records may be maintained in fire resistant storage at the school last attended by the student. The permanent binding and preservation of the inactive records shall be the duty of the superintendent of this school district who shall maintain a central depository of the records. ' 37-15-2

## CUMULATIVE FOLDERS

The cumulative folders provided for above shall be kept in the school wherein the pupils are in attendance. Both the permanent records and the cumulative folders shall be available for inspection by public and private school officials, including public school teachers within the school district who have been determined by the school district to have legitimate educational interests. In no case, however, shall such records be available to the general public. Transcripts of courses and grades may be furnished when requested by the parent or guardian or eligible pupil as prescribed in the Family Educational Rights and Privacy Act of 1974, as amended, 20 USC Section 1232. The records shall be kept for each pupil throughout his entire public school enrollment period.

In the event a pupil transfers to a public school, then the cumulative folder shall be furnished to the head of the school to which the pupil transfers; if a pupil transfers to a private school, then a copy of the cumulative folder shall be furnished to the head of the school to which the pupil transfers. The permanent record shall be kept permanently by the school district from which the pupil transferred. At no time may a permanent record of a student be destroyed, but cumulative folders may be destroyed by order of the school board of this school district in not less than five (5) years after the permanent record of

the pupil has become inactive and has been transferred to the central depository of the district. However, where a school district makes complete copies of inactive permanent records on photographic film, microfilm, or any other acceptable form of medium for storage which may be reproduced as needed, the permanent records may be destroyed after the photographic film or microfilm copy has been stored in the central depository of the district. ' 37-15-3

## EXPULSION RECORDS

For the purpose of providing notice to public and private school officials, both within and outside the boundaries of the state, of the expulsion of any public school student, the State Department of Education may develop a central reporting system for maintaining information concerning each expulsion from a public school. In establishing and maintaining the reporting system, the department may require each school district to report, within a certain period of time after an expulsion, as established by the department, information such as the following:

- a. the name of the student expelled;
- b. the date the student was expelled;
- c. the age of the student at the time of expulsion;
- d. the school from which the student was expelled;
- e. the reason for the expulsion, including a detailed description of the student's act or acts;
- f. the duration of the period of expulsion, if not indefinite; and
- g. any other information that the department deems necessary for school officials in a public or private school, where a student is seeking enrollment, to determine whether or not a student should be denied enrollment based upon a previous expulsion.

Any information maintained by the department under the authority of this section shall be strictly confidential. The information shall be available to school officials at a public or private school only upon their request and only when a student seeks enrollment or admission to that school. In no case shall the information be made available to the general public. ' 37-15-3

## DISTRICTWIDE REPORTS

The school board of this school district, as created and empowered by law, shall keep and preserve permanently a copy of all district-wide reports required by the State Board of Education to be filed on an annual basis. Copies of those district-wide reports required by the State Board of Education on less than an annual basis may be destroyed after five (5) years upon approval of this school board. All supporting documents necessary to compile such district-wide reports, except as delineated below may be destroyed after three (3) years following the academic year for which the report was made upon approval of the school board of this school district. ' 37-15-46.

## DISPOSAL OF RECORDS

The superintendent of this school district shall have the authority, with the approval of the school board of this school district spread upon its minutes, to dispose of the following records:

- a. After five (5) years:
  1. Bank statements
  2. Canceled warrants and pay certificates
  3. School board paid bills
  4. Bids received, either accepted or rejected, for supplies, materials, equipment and construction
  5. Depository receipt warrants
  6. School board claims dockets, where claims are recorded on the minutes of the board
  7. Original of school board's orders after such orders have been recorded in the minute book
  8. Canceled bonds and coupons
  9. Tax collector's reports of tax collection to superintendent of schools or the administrative superintendent
  10. Transportation records.
- b. After three (3) years:
  1. Teacher contracts, computed from the expiration date thereof
  2. Bus purchase documents
  3. Teachers' registers principals' reports and other evidence necessary to prepare the reports to the State Board of Education.

- c. After period to be set by the State Board of Education such other documents of a temporary or transitory nature as the State Board of Education by regulation shall designate.

Notwithstanding any of the above provisions, no records which are in the process of being audited by the State Department of Audit, or which are the basis of litigation, shall be destroyed until at least twelve (12) months after final completion of said audits and litigation. '37-15-8

The Mississippi Public School Accountability Process Standard for this policy is 8.

LEGAL REF.: MS CODE as cited

*Mississippi Public School Accountability Standards*  
Family Educational and Privacy Act (FERPA)

CROSS REF.: Policies CN Administrative Records

JRA Student Directory Information  
JRAA Student Recruitment and Directory Information  
JRB Compliance with FERPA

### PROCEDURES ATTACHMENT:

#### CUMULATIVE RECORDS: PREPARATION AND USAGE

##### ➤ Pre-Kindergarten/Kindergarten/Grade 1 Certified Teachers\*\*

##### By August 11th

- Complete initial cumulative folder and insert sheets **for Homeroom students** based on documents compiled at registration. Cumulative Folders, organized in alphabetical order, include documents organized in the order listed below:
  1. Permanent Record
  2. Grenada School District Residency Registration and Document Checklist
  3. Immunization Compliance documentation
    - i. Form 121 completed for school, or
    - ii. A temporary compliance form with date of next scheduled immunization
  4. Copy of guardianship papers (if included)
  5. One of the following approved proof of age documents:
    - a. A certified birth certificate
    - b. A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent or custodian;
    - c. An insurance policy on the child's life which has been in force for at least two (2) years;
    - d. A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent or custodian;
    - e. A passport or certificate of arrival in the United States showing the age of the child;
    - f. A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
    - g. If none of these evidences can be produced, an affidavit of age sworn to by a parent, grandparent or custodian. Any child enrolling in Pre-Kindergarten, Kindergarten, or Grade 1 shall present the required evidence of age upon enrollment. '37-15-1 (2002).
  6. Social security number (if provided by parent/guardian)
  7. Test scores (insert sheet)
  8. Home Language Survey
  9. Any additional pertinent information.
  10. Student information is transferred to the appropriate place on the folder **and permanent record**, date of entry and certified teacher's initials are recorded.
  11. Record students entrance record, noting date of entrance, name and address of school
  12. All cumulative folder records should be maintained in alphabetical order and contain only necessary information.
  13. SEE **\*\*Notes for creating, handling and maintenance of Cumulative Folders**
- Notify the Pre-K/Kindergarten/Grade 1 Counselor immediately of missing documents, missing grades, missing absences or a missing record.
- Notify the counselor upon completion of homeroom cumulative folder creation/review by Aug. 11<sup>th</sup>.

### **By January 15th**

- Review cumulative records for correct information.
- Make certain all records are accounted for, folders are organized in alphabetical order and documents within the folder are the order prescribed by GSD procedures.
- Grenada Elementary will not post grades until grade stickers are placed on the record at the end of the year.
- Missing records should be reported immediately to the counselor.

### **May (\*Prior to End of Year Check Out)**

- Check cumulative records for correct information, post final grades, attendance, and end of year information on **both** the permanent record (insert sheet) **and** the cumulative folder.
- Make certain the documents are in order within the cumulative folder. Information on both documents should be accurate, consistent, and all necessary documents are available and up to date.

### **CHANGE OF ADDRESS**

Follow building procedure for updating proof of residency and changing address and/or phone numbers on cumulative folder, permanent records and district's student data package.

#### ➤ **Pre-Kindergarten, Kindergarten and Grade 1 Counselor's Responsibilities:**

- Insuring that teachers are knowledgeable about the management of cumulative records by providing training twice a year:
  - Within the first week of August professional development scheduled to
    - Creation and organization of cumulative folders/permanent records,
    - Provide teachers with checklist and timelines for posting/checking records.
  - Within the last two weeks of March during a scheduled faculty meeting
    - Review the process of homeroom cumulative folders/permanent records accuracy inspection,
    - Review end of year data posting procedures,
    - Provide teachers with a checklist and timelines for posting/checking records.
  - Agendas, checklists, timelines, along with training attendance records shall be submitted to District Accountability Records Clerk at Central Office upon completion of training.
- Supplying teachers with necessary information and cumulative records for new students (Residency requirements must be satisfied at the time of enrollment)
- Consulting with teachers when questions arise about cumulative record/insert sheet
- Complete reviews of cumulative folders - communicate findings to Homeroom teachers and District Accountability Records Clerk
  - Initial review by September 15<sup>th</sup>
  - Mid-Year review by Jan. 25<sup>th</sup>
  - End-of-Year review by May 23<sup>rd</sup>.
- Verify data transferred from source documents to cumulative folder and permanent record. Documents to review include:
  - Residency Registration Documentation
    - Residential address and phone number  
\*Must match for student and primary parent/guardian address/phone
  - Certified Birth Certificate or other approved proof of age document
    - Spelling of students' complete legal name
    - Students' date of birth
    - If certified birth certificate is on file:
      - Certified Birth Certificate File Number
      - Place of birth – City, County, State
    - Students' parent(s) complete name (Mother's Maiden Name/ Father's name recorded in black ink) or guardian(s) complete name (recorded in pencil).
    - Demographic data: race, gender and if present on cumulative folder/permanent record forms, Hispanic/Latino Ethnicity
  - Immunization Compliance (must be updated with each new compliance form)
  - Guardianship documentation (as applicable to student)
  - Social Security # (if provided)

- Mississippi Student Information System Student Number (MSIS #)
- Documentation of student residing outside of district: 30 Mile Release, Tuition receipt, and Out-of-County Employee Petition
- Verify data entered in district's student data package
- Verify all students' cumulative folders are organized alphabetically by Homeroom Teacher
- Requests or Transfers cumulative folder records for new/transferring students
  - Removes GSD Residency documentation and shreds prior to forwarding documentation to transferring school.
  - Documents student withdrawal date and transferring school on cumulative folder and permanent record
- Creates cumulative folder/permanent records for new students entering GES after August 11<sup>th</sup>
- Maintenance and accuracy of records in the district's student data package

### **CHANGE OF ADDRESS**

Follow building procedure for updating proof of residency and changing address and/or phone numbers on cumulative folder, permanent records and district's student data package.

#### ➤ **Grade 2, Grade 3 Certified Teachers\*\***

##### **By August 11th**

- Complete initial review of cumulative folders/permanent records of homeroom students for accuracy of data recorded to cumulative folder and permanent record and confirming organization of cumulative folder documents as listed in the Pre-Kindergarten/Kindergarten/Grade 1 section above.

##### **By January 15th**

- Review cumulative records for correct information.
- Make certain all records are accounted for, folders are organized in alphabetical order and documents within the folder are the order prescribed by GSD procedures.
- Grenada Upper will not post grades until grade stickers are placed on the record at the end of the year.
- Missing records should be reported immediately to the counselor.

##### **May (\*Prior to End of Year Check Out)**

- Check cumulative records for correct information, post final grades, attendance, and end of year information on **both** the permanent record (insert sheet) **and** the cumulative folder.
- Make certain the documents are in order within the cumulative folder. Information on both documents should be accurate, **consistent**, and all necessary documents are available and up to date.

#### **Grade 2 and Grade 3 Counselor's Responsibilities:**

- Insuring that teachers are knowledgeable about **the management of** cumulative records **by providing training twice a year:**
  - Within the first week of August professional development scheduled to
    - Review the steps to inspect cumulative folders/permanent records for accuracy,
    - Provide teachers with checklist and timelines for posting/checking records.
  - Within the last two weeks of March during a scheduled faculty meeting
    - Guide teachers through the process of reviewing their homeroom cumulative folders/permanent records for accuracy
    - Review posting end of year data procedures
    - Provide teachers with a checklist and timelines for posting/checking records.
    - Agendas, checklists, timelines, along with training attendance records shall be submitted to District Accountability Records Clerk at Central Office upon completion of training.
- Supply teachers with necessary information and cumulative records for new students (Residency requirements must be satisfied at the time of enrollment)
- Consulting with teachers when questions arise about cumulative record/insert sheet
- Requests or Transfers cumulative folder records for new/transferring students
  - Removes GSD Residency documentation and shreds prior to forwarding documentation to transferring school.
  - Documents student withdrawal date and transferring school on cumulative folder and permanent record

- Creates cumulative folder/permanent records for new students entering GES grades 2 and 3.
- Complete reviews of cumulative folders: (See guidelines detailed in the Pre-Kindergarten/Kindergarten/Grade 1 section above.)
  - Initial review by September 15<sup>th</sup>
    - Communicate findings to Homeroom teachers and District Accountability Records Clerk.
  - Mid-Year review by Jan. 25<sup>th</sup>
  - End-of-Year review by May 30<sup>rd</sup>.
- Verify data entered in district's student data package
- Verify all students' cumulative folders accounted for and are organized alphabetically by Homeroom Teacher
- Maintain accuracy of records entered in the district's student data package
- Posts standardized test results to Cumulative folder.

### **CHANGE OF ADDRESS**

Follow building procedure for updating proof of residency and changing address and/or phone numbers on cumulative folder, permanent records and district's student data package.

#### ➤ **Grade 4 and Grade 5 Certified Teachers\*\***

##### **By August 11th**

Complete initial review of cumulative folders/permanent records of homeroom students for accuracy of data recorded to cumulative folder and permanent record and confirming organization of cumulative folder documents as listed in the Pre-Kindergarten/Kindergarten/Grade 1 section above.

##### **By January 15th**

- Review cumulative records for correct information.
- Make certain all records are accounted for, folders are organized in alphabetical order and documents within the folder are the order prescribed by GSD procedures.
- Grenada Upper will not post grades until grade stickers are placed on the record at the end of the year.
- Missing records should be reported immediately to the counselor.

##### **May (\*Prior to End of Year Check Out)**

- Check cumulative records for correct information, post final grades, attendance, and end of year information on both the permanent record (insert sheet) and the cumulative folder.
- Make certain the documents are in order within the cumulative folder. Information on both documents should be accurate, consistent, and all necessary documents are available and up to date.

#### **Grade 4 and Grade 5 Counselor's Responsibilities:**

- Insuring that teachers are knowledgeable about **the management of** cumulative records by providing training twice a year:
  - Within the first week of August professional development scheduled to
    - Review the steps to inspect cumulative folders/permanent records for accuracy,
    - Provide teachers with checklist and timelines for posting/checking records.
  - Within the last two weeks of March during a scheduled faculty meeting
    - guide teachers through the process of reviewing their homeroom cumulative folders/permanent records for accuracy
    - review posting end of year data procedures
    - Provide teachers with a checklist and timelines for posting/checking records.
  - Agendas, checklists, timelines, along with training attendance records shall be submitted to District Accountability Records Clerk at Central Office upon completion of training.
- Supplying teachers with necessary information and cumulative records for new students (Residency requirements must be satisfied at the time of enrollment)
- Consulting with teachers when questions arise about cumulative record/insert sheet
- Requests or Transfers cumulative folder records for new/transferring students.
  - Removes GSD Residency documentation and shreds prior to forwarding documentation to transferring school.
  - Documents student withdrawal date and transferring school on cumulative folder and permanent record



- Complete reviews of cumulative folders: (See guidelines detailed in the Pre-Kindergarten/Kindergarten/Grade 1 section above.) Report findings to District Accountability Records Clerk.
  - Initial review by September 15<sup>th</sup>
  - Mid-Year review by Jan. 25<sup>th</sup>
  - End-of-Year review by May 30<sup>rd</sup>.
- Verify data entered in district's student data package
- Verify all students' cumulative folders accounted for and are organized alphabetically by Homeroom Teacher
- Maintenance and accuracy of records in the district's student data package
- Posts standardized test results to Cumulative folder.

### **CHANGE OF ADDRESS**

Follow building procedure for updating proof of residency and changing address and/or phone numbers on cumulative folder, permanent records and district's student data package.

#### ➤ **Grade 6 – 8 Certified Teachers\*\***

##### **By September 12**

Complete review of cumulative folders/permanent records of homeroom students for accuracy of data recorded to cumulative folder and permanent record and confirming organization of cumulative folder documents as listed in the Pre-Kindergarten/Kindergarten/Grade 1 section above.

##### **By January 15th**

- Review cumulative records for correct information.
- Make certain all records are accounted for, folders are organized in alphabetical order and documents within the folder are the order prescribed by GSD procedures.
- Grenada Middle will not post grades until grade stickers are placed on the record at the end of the year.
- Missing records should be reported immediately to the counselor.

##### **May (\*Prior to End of Year Check Out)**

- Check cumulative records for correct information, post final grades, attendance, and end of year information on both the permanent record (insert sheet) and the cumulative folder.
- Make certain the documents are in order within the cumulative folder. Information on both documents should be accurate, consistent, and all necessary documents are available and up to date.

#### **Grade 6 – 8 Counselors' Responsibilities:**

- By August 5<sup>th</sup>, All student cumulative folders, with an emphasis on incoming 6<sup>th</sup> grade students, will be reviewed for accuracy by GMS Counselors.
- Insuring that teachers are knowledgeable about the management of cumulative records by providing training twice a year:
  - Within the first week of August professional development scheduled to
    - Review the steps to inspect cumulative folders/permanent records for accuracy,
    - Provide teachers with checklist and timelines for posting/checking records.
  - Within the last two weeks of March during a scheduled faculty meeting
    - Guide teachers through the process of reviewing their homeroom cumulative folders/permanent records for accuracy
    - Review posting end of year data procedures
    - Provide teachers with a checklist and timelines for posting/checking records.
  - Agendas, checklists, timelines, along with training attendance records shall be submitted to District Accountability Records Clerk at Central Office upon completion of training.
- Supplying teachers with necessary information and cumulative records for new students (Residency requirements must be satisfied at the time of enrollment)
- Consulting with teachers when questions arise about cumulative record/insert sheet
- Requests or Transfers cumulative folder records for new/transferring students.
  - Removes GSD Residency documentation and shreds prior to forwarding documentation to transferring school.
  - Documents student withdrawal date and transferring school on cumulative folder and permanent record

- Creates cumulative folder/permanent records for new/transferring students entering grades 6, 7, and 8 throughout the school year.
- Complete reviews of cumulative folders: (See guidelines detailed in the Pre-Kindergarten/Kindergarten/Grade 1 section above.) Report findings to District Accountability Records Clerk.
  - Initial review by September 15<sup>th</sup>
  - Mid-Year review by Jan. 25<sup>th</sup>
  - End-of-Year review by May 30<sup>rd</sup>.
    - Responsibilities are divided across counselors and records clerk
- Review/Maintain accuracy of records in the district's student data package
  - Following division of responsibilities established
- Posts standardized test results to Cumulative folder.
- **Responsibilities are divided evenly across GMS counselors**

### **GMS Records Clerk**

- Aids in the reviews of cumulative folders for Grades 6, 7, and 8, including those of transferring students, for compliance with GSD Procedures as detailed above.
- Updates cumulative folders/permanent records and student data package with annual GSD Residency Registration data for Grades 6, 7 and 8<sup>th</sup>. Task is completed by students' first attendance day.
- Review/maintain accuracy of records in the district's student data package

### **CHANGE OF ADDRESS**

Follow building procedure for updating proof of residency and changing address and/or phone numbers on cumulative folder, permanent records and district's student data package.

### ➤ **Grade 9- 12 Certified Teachers\*\***

GHS Teachers **never** touch the cumulative records

Records are maintained by the school counselors and the records clerk. They believe it to be the best way to achieve the accuracy that must be attained while advising their students. It allows them to be more involved and personal with students as they move through high school because they know the needs/concerns of the individual.

### **Grade 9-12 Counselors Responsibilities:**

- Follow all guidelines in the Mississippi Cumulative Folders and Permanent Records Manual of Directions along with Grenada School District Procedures.
- Requests or Transfers cumulative folder records for new/transferring students.
  - Responsibilities are divided across GHS counselors
  - Removes GSD Residency documentation and shreds prior to forwarding documentation to transferring school.
  - Documents student withdrawal date and transferring school on cumulative folder and permanent record
- Creates cumulative folder/permanent records for new/transferring students entering grades 9, 10, 11, and 12 throughout the school year.
- Complete reviews of cumulative folders: (See guidelines detailed in the Pre-Kindergarten/Kindergarten/Grade 1 section above.) Report findings to District Accountability Records Clerk.
  - Initial review by September 15<sup>th</sup>
    - Complete initial review of cumulative folders/permanent records of homeroom students for accuracy of data recorded to cumulative folder and permanent record and confirming organization of cumulative folder documents as listed in the Pre-Kindergarten/Kindergarten/Grade 1 section.
  - Mid-Year review by Jan. 25<sup>th</sup>
    - Review cumulative records for correct information.
    - Make certain all records are accounted for, are organized in alphabetical order by grade and documents within the folder are the order prescribed by GSD procedures.
    - GHS only posts grade stickers on the record at the end of the year.
    - Missing records should be reported immediately to the principal.
  - End-of-Year review by June 30<sup>th</sup>.
    - Check cumulative records for correct information, post final grades, and end of year information on both the permanent record (insert sheet) and the cumulative folder.
    - Make certain the documents are in order within the cumulative folder. Information on both documents should be accurate, consistent, and all necessary documents are available and up to date.

- **Cumulative Folder responsibilities are evenly divided across GHS counselors**

### **GHS Records Clerk**

- Updates cumulative folders/permanent records and student data package with annual GSD Residency Registration data for Grades 9, 10, 11, and 12. Task is completed by August 11<sup>th</sup>.
- Review/maintain accuracy of demographic records in the district's student data package

### **CHANGE OF ADDRESS**

Follow building procedure for updating proof of residency and changing address and/or phone numbers on cumulative folder, permanent records and district's student data package.

#### **\*\*Notes for creating, handling and maintenance of Cumulative Folders:**

1. The cumulative folder/permanent record and documents contained within are confidential and should be treated as such.
2. **Never** keep cumulative records in your room overnight
3. **Always** see the counselor in your school **immediately** if questions arise about your records
4. Be certain that residency information is current and necessary documentation is included (Must match current address on cumulative folder and permanent record)
5. **Always** use BLACK ink and print (except on address and phone numbers-this information should be completed in pencil)
6. **Never** use correction fluid on cumulative folder or permanent record (insert sheet)
7. Draw **one line** through and initial mistakes
8. Maintaining and monitoring cumulative records is a crucial responsibility. Make **certain** that the following information is current and complete:
  - a. Birth certificate number has been recorded and verified, when used as proof of age documentation
  - b. Student's **complete** legal name is posted on the cumulative folder and permanent record
  - c. Address is current and **always** completed in **pencil**
  - d. Phone number is current and **always** completed in **pencil**
  - e. Mississippi Immunization Form is complete and compliance date is recorded/updated to folder and permanent record
  - f. Entrance record and/or record of transfer is complete on both folder and permanent record
  - g. Absences are recorded (When a student transfers to another school during the year, use a pencil for recording attendance data)
  - h. Grades posted in subject area or grade stickers are attached
  - i. Promotion recorded with a **yes or no in black ink – if not noted on academic year sticker - and if transferred MUST be signed by principal**
  - j. Name of teacher completing record and school name in black ink even if stickers are used
  - k. A photocopy of the permanent record (insert sheet) is not acceptable.

### **CURRICULUM**

The MS/Grenada K-12 Curriculum Framework is hereby adopted as the basic curriculum of the Grenada School District. The plan includes minimum objectives, instructional processes, and methods of evaluation. As a **minimum**, each student will be taught the basic, functional literacy, and core battery skills at each grade level.

\*\*Minimum of 330 minutes instruction time daily. Report cards will be issued the second Monday following exams.

### **DISCIPLINE**

See Code of Conduct in student handbook.

### **DISPLAY of the U.S. FLAG/ Pledge of Allegiance**

MS Code, Section 37-13-6 requires that the U.S. flag shall be displayed in each classroom and in each principal room of the school building at all times while school is in session. Each school district shall provide student instruction in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises. The instruction shall be a part of each fifth grade social studies curriculum or history curriculum.

Teachers are required to have all pupils repeat the oath of allegiance to the U.S. flag at the beginning of the first hour of class each day school is in session. Any student or teacher who objects to reciting the oath of allegiance shall be excused from participating without penalty.

**DRESS (Teachers)**

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 Fridays 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.)

**MANDATORY SCHOOL DRESS CODE  
DURING CLASSES WITH PHYSICAL EXERTION  
K-12**

- Students will be allowed to change clothes during classes involving physical exertion or extreme movement. Sponsors/Principals will approve appropriate clothing for each class. Students will be allowed to wear this clothing ONLY in the approved classes.
- If any activity occurs during the last period of the day, students may not leave class area out of clothing that meets the dress code policy until all school buses have left campus. (If riding a bus home, clothing that meets the dress code policy must be worn before boarding bus.)
- Students will stay in clothing that meets the dress code policy until events begin such as performances, pep rallies, or games. If event ends during the school hours they will need to change back into clothing that meets the dress code policy. (For example, cheerleaders, football players and band members who wear something other than clothing that meets the dress code policy to a pep rally will change into their pep rally uniform 10 minutes prior to the scheduled event then change back into clothing that meets the dress code policy within 10 minutes of the conclusion of the event.)
- ROTC will be allowed to dress in military uniforms on prescribed “Uniform Days” according to curriculum and grading. Vocational School students will purchase coveralls for approximately \$10. Each of the 4 areas will have a different color of overalls. These coveralls will be slipped on over the clothing that meets the dress code policy and stored at the vocational school.

**\*\*SPECIAL CIRCUMSTANCES (At Principal’s discretion)**

**Picture Day**  
Nice Clothes

**“Spirit Day”**  
Athletic, Cheerleading, Band, Choir, School or Class/Club T-Shirts will be allowed on “Spirit Days”, but must be tucked in. T-shirts may be any color representing the school organization. If any student chooses not to wear a T-shirt on “Spirit Day” then they must wear the school uniform. (T-shirts should still be worn with appropriate bottom such as blue jeans or khakis.)

**Homecoming Theme Week**  
Dress up (Speak with Cheerleader Sponsors – (some suggestions: Fatigues, Western Wear, Red/Blue Day, Class Shirts, 60’s/80’s Days---NO Opposite Day, Pajama Day)

>All faculty and staff shall dress to a standard which is equal to, or above the minimum levels of dress required for students.

**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**

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 non-renewed or his or her employment may be suspended or terminated, at the discretion of the Board.

## **DRUG POLICY**

See Code of Conduct in student handbook.

## **DUE PROCESS (Students)**

See Code of Conduct in student handbook.

## **DUTIES AND RESPONSIBILITIES OF TEACHERS**

- The primary duty of the teacher is to teach the basic skills along with guidance, discipline, safety, and hygiene. The teacher’s responsibility to the students is not confined to classrooms, but extends to school corridors, restrooms, playgrounds, and on excursions away from school premises.
- Teachers shall strive at all times to maintain cordial relationships with the home and parents.
- Teachers shall strive to keep parents duly informed of the child’s progress and hold conferences with parents when necessary.
- Teachers shall strive to interpret the work of the school fairly, honestly, and adequately to patrons at every opportunity.
- Teachers shall guide the school activities of the student in the classrooms and in extracurricular experiences so that the students have every opportunity to practice good citizenship.
- Teachers shall strive to cooperate with other faculty members and school employees toward school betterment, curriculum revision, improvement in plans and policies, and proper execution of regulations or policies.
- Each teacher shall strive to arrange a program of activities, which will give each child the best possible opportunity to grow at his/her best rate toward the kind of maturity desirable and attainable for him/her.
- Teachers shall keep an outline of class procedures. This outline will aid principals in performing their duties and also serve as a guide for substitute teachers.
- Teachers are expected to be in their classroom at 7:45 a.m. before school opens and remain in the building until 3:30 p.m. unless otherwise directed by the principal. The time of opening and closing shall be approved by the superintendent.
- Teachers shall attend all faculty meetings called by the principal, or superintendent, before, during, or after school unless excused by the person calling the meeting prior to the time of the meeting.

- School meetings will be on the following days after school:
  - Grenada Middle School - Monday
  - Grenada Elementary School - Tuesday
  - Tie Plant School - Tuesday
  - Grenada High School - Wednesday
  - Grenada Vocational School - Wednesday
  - Grenada Upper Elementary School - Thursday
- When teachers receive homeroom assignments, they shall handle all details of records, attendance, activities, and other matters assumed by the homeroom.
- In addition to teaching, each teacher is subject to assignment by the principal of a portion of the miscellaneous services and activities, such as preparation of programs, extracurricular activities, exhibition of work, supervision of halls and lunchrooms, committee activity, and supervision of playgrounds before and after school.
- Teachers shall keep their classes in session each day during school hours and shall not dismiss them at any time without the consent of the principal.
- Teachers shall not be absent from school without notifying the Principal and then only in case of personal illness, death in the immediate family, or other reason approved by school policy.
- Teachers shall be responsible for all equipment and school property entrusted to them.
- Teachers shall be responsible for the department of their pupils.
- Teachers are expected to give reasonable assistance to pupils in making up their work when they have been absent due to illness or for other unavoidable causes.
- Teachers shall give careful attention to the health of the pupils under their care and immediately report all unsatisfactory conditions to the principal.
- Teachers shall prepare all reports and records according to their rules and regulations as required by the principal or superintendent.
- Teachers of the District have a definite obligation to attend P.T.A. meetings and other school activities.
- Teachers may be required to report for duty before the actual opening of school for workshops, professional development training, or other purposes.
- Teachers shall be held strictly accountable to the principal/superintendent for the performance of duties.
- Teachers shall make any and all requests through the principal.
- Teachers shall not make money collections from any child without the consent of the principal.
- Teachers shall perform such other duties as may be assigned by the principal.

## **EMERGENCIES**

To cope successfully with any emergency, it is essential that you be completely knowledgeable of your school's emergency procedures and that you remain calm throughout the emergency.

- A. **FIRE.** Be familiar with fire evacuation routes and procedures from your school and know the location of the nearest fire extinguisher and how to use. Fire drills will be implemented by one (1) long blast of the bell in grades 9-12 and two (2) long rings of the bell in grades K-8.
- B. **TORNADOS.** Know the following definitions and actions.
  1. **Definitions:**
    - a. Severe Weather Watch - weather conditions are such that severe thunderstorms may develop.
    - b. Severe Weather Warning - a severe thunderstorm has developed and will probably affect those areas stated in the weather bulletin.
    - c. Tornado Watch - weather conditions are such that a tornado may develop.
    - d. Tornado Warning - a tornado has been formed and sighted and may affect those areas stated in the bulletin.
  2. **Actions:**
    - a. Tornado Warning - a tornado warning will be implemented at each school by three short rings of the bell. If electricity is not available, the notification to implement these tornado-warning procedures will be announced verbally by office personnel. Relocate all students from portable classrooms and outside areas. Open windows in exterior walls and corridor partitions of classrooms and relocate students to areas offering the greatest tornado resistance. All doors and windows in both exterior and interior walls should be open. Teachers will supervise their students and will keep their roll books with them. When reaching the designated shelter areas,

students and teachers will be seated with their backs to the walls, knees drawn up, and head between their knees. Coats and jackets, when available, could be used to cover head, arms, and legs to reduce injuries from flying glass or other debris.

b. Refer to and become familiar with the details of the emergency plans for your school.

### C. **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.

### **EXPERIENCE – TEACHING**

In determining a teacher's year of teaching experience, the State Board of Education under the authority granted in Section 37-19-1(1) adopts and sets the following policy:

The number of days shall not exceed forty-five (45) consecutive school days during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment for a regular scholastic term.

### **FIELD TRIPS**

All field trips must be approved by the principal. All out of district field trips must be approved by the principal and superintendent and/or his/her designee. Field trips are restricted to the school district area. Because of the risks involved, field trips deserve thoughtful consideration from the teacher and principal. Successful field trips need much planning. Safety is a primary consideration. Each teacher should have in hand a permission form signed by parents giving and granting the child permission to go on the field trip. However, a parent cannot legally sign away his/her child's right to seek damages. Therefore, the principal or teacher may not be able to escape the penalty for negligence even when a parent has given permission.

#### **Field trips should follow the following guidelines:**

- All trips must be well planned, properly timed, and related to regular learning activities. Prior approval from the principal must be secured before any commitments to a vendor can be made on behalf of the school. Field trips and other out-of-district activities cannot conflict with the state testing program schedule or with the district's grading period testing program.
- The school principal must approve field trips and written notification must be obtained within fifteen (15) days in advance.
- All request forms must be turned in to the transportation department five (5) days prior to the field trip.
- Field trip request form must be filled out completely and signed by the principal.
- Request for a field trip must be writing, and the principal must give approval.
- A field trip must be related specifically to the instructional program.
- All trips, and the arrangements thereto, must be within budgetary allotment for such purpose.
- Costs incurred will come from the instructional budget of the school or from the sponsoring school organization.

- Each student who goes on a field trip must have written parental/guardian permission. In addition, this form should include, but not limited to, the following information: (1) name of student; (2) date of birth; (3) name and telephone of parent/guardian; (4) emergency contact other than parent/guardian; (5) medical insurance policy provider and number; (6) list of allergies and/or medication, including dosage and schedule.
- The trip's sponsor/advisor/coach must provide the school's principal the following information: (1) date of trip; (2) destination of trip; (3) educational objectives; (4) sponsoring group/organization; (5) names(s) of sponsor/advisor/coach; (6) time of departure and estimated time of return; (7) route to be followed with proposed stops; (8) method of transportation, e.g., school bus, commercial carrier; (9) list of students with emergency information.
- Drivers will be paid \$12.90 per hour on in town trips.
- Out of town trips will cost \$2.00 per mile (all inclusive---driver/fuel/bus)

## GRADING

- A. One of your basic functions as a teacher is to evaluate the progress of the students assigned to you. In carrying out this function, observe the following policy.
1. Kindergarten
    - Progress reports will be sent home periodically.
  2. Grades 1-3
    - Daily work, including homework, daily tests, recitations, reports, etc., counts  $\frac{1}{2}$  of the total nine weeks grade. No nine weeks tests will be given.
    - Weekly or chapter tests will be given in each subject and count  $\frac{1}{2}$  of the nine weeks average.
    - In grades 1-3, the two nine weeks grades will be averaged to determine the semester grade.
  3. Grades 4-5
    - Daily work, including homework, daily tests, recitations, reports, etc., counts  $\frac{1}{2}$  of the total nine weeks grade.
    - Weekly or chapter tests will be given in each subject and count  $\frac{1}{2}$  of the nine weeks average.
    - In grades 4-5, the two nine weeks grades will be averaged to determine the semester grade.
  4. Grades 6-8
    - Daily work, including homework, daily tests, recitations, reports, etc., counts  $\frac{1}{4}$  of the total nine weeks grade.
    - Weekly or chapter tests will be given in each subject and count  $\frac{1}{2}$  of the nine weeks average.
    - The nine weeks test will count  $\frac{1}{4}$  of the total nine weeks grade.
    - In grades 6-8, the two nine weeks grades will be averaged to determine the semester grade.
  5. Multi-Age Classes
    - All multi-age classes will be non-graded and progress will be evaluated and reported on a nine weeks basis by portfolio assessment.
  6. Grades 9-12
    - Daily work, including homework, daily test, recitations, reports, etc., counts  $\frac{1}{4}$  of the total nine weeks grade.
    - Weekly or chapter tests will be given in each subject and count  $\frac{1}{2}$  of the nine weeks average.
    - The nine weeks test will count  $\frac{1}{4}$  of the nine weeks grade.  
Semester examinations will be given at the conclusion of the semester and will count  $\frac{1}{5}$  of the semester average. No nine weeks tests will be given second nine weeks of each semester.  
During the second and fourth nine weeks grading period, weekly or chapter tests will be given in each subject and will count for the nine weeks average.
  7. **Grading Scale**
    - A = 90-100
    - B = 80-89
    - C = 70-79
    - D = 65-69
    - F = Below 65
  8. Grade Books



- Teachers are to keep accurate and up-to-date records of students' grades and levels of achievement. Parents/Guardians, upon request, will be granted access to their child's grades.
- A minimum of one grade per subject per week must be given.

**9. Grades shall not be lowered for disciplinary reasons.**

**10.** School administrators and district employees are prohibited from influencing teachers to change student grades.

11. Attendance - See Attendance Policy.

**12. Report Card Dates (also p.47)**

**REPORT CARDS WILL BE ISSUED ON THE FOLLOWING DATES**

<b>October 16, 2017</b>	<b>March 26, 2018</b>
<b>January 16, 2018</b>	<b>May 30, 2018</b>

**GUN FREE SCHOOLS**

See Code of Conduct in student handbook.

**HALL PASSES**

Students are not permitted in the halls during class periods unless they have a school planner as a hall pass from an authorized staff member or are accompanied by a teacher. Hall passes will be issued only in case of emergency. Students are responsible for obtaining the written pass. Verbal permission is not acceptable.

**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](http://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.**

**HOMECOMING INFO**

See student handbook.

## **HOMEWORK**

- A. Teachers may assign a reasonable amount of meaningful homework.
- B. All homework will be checked by the teacher.
- C. Teachers are expected to provide assignments and other assistance to homebound students as specified by the principal.
- D. Attendance - See Attendance Policy.

## **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 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 because 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.

**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.

### **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:

Contract Days	Sick Days	Personal Days	Vacation Days
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).

Projected Days	Sick Days	Vacation Days
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 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 than 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 to 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.

### **LESSON PLANS**

- A. Teachers will prepare detailed lesson plan books at least one week in advance. If an assistant teacher is assigned, the plan will include activities for the assistant teacher.
- B. This plan will include the assignments, procedures, and materials to be used in teaching each lesson.
- C. All lesson plans are checked weekly by the Principal.

## LIABILITY

- A. The effective teacher is concerned for the welfare of students and takes measures to insure their welfare. Nevertheless, it is good to be aware of the possible consequences of negligence.
- B. The teacher is legally responsible to act in a reasonable and prudent manner at all times. The teacher should rely on his/her professional judgment in performing the following tasks:
1. Supervise students at all possible times.
  2. Require students to conduct themselves in an orderly, safe, manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
  3. Use discretion in the administration of corporal punishment. (See section entitled "Discipline").
  4. Report any unsafe condition in the plant or on campus to the principal so that it may be corrected.
  5. Strictly adhere to all stated policies of the District and of the individual school.
- C. 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 1<sup>st</sup> 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***

#### **NO CHILD LEFT BEHIND ACT OF 2001**

The Mississippi Department of Education has designated that middle grades will include grades 7-8, at a minimum. Teachers with a K-8 license are “highly qualified” to teach elementary grades K-6 regardless of the classroom configuration.

- Teachers who teach grades 7-12 will be required to have an endorsement in the core academic subject that the teacher teaches to be considered “highly qualified.”
- All veteran teachers have until the end of the school year 2005-2006 to become “highly qualified.”
- All teachers will have the opportunity to add on endorsements. **After September 1, 2004, 21 hours** of course work with a grade of “C” or higher will be required to add on an endorsement.

#### **OUTSIDE EMPLOYMENT**

- A. 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/her duties or carry out his/her responsibilities. Any outside employment should be of the type, which is not inconsistent with the moral and ethical aspects of teaching children, as stated in Board policies and regulations.
- B. 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 having his contract terminated.

#### **PARKING**

All employees will park vehicles in designated parking areas. No on-street parking is permitted.

#### **PARTIES**

Parties at school may be held only with prior approval of the principal of that school.

#### **PAYROLL**

All personnel employed in a full-time capacity, under contract, shall be paid on the last school day of the month. When such a day falls on a Saturday, Sunday, or school calendar holiday, checks shall be issued on the preceding school day. June and July checks, when applicable, will be mailed. Duplicate warrants will be issued only upon posting of bond as required by law. Certified staff members must have the following documents filed with the Grenada School District prior to the issuance of the first pay warrant:

1. Valid Mississippi Teaching Certificate
2. Verification of previous teaching experience
3. College Transcript

4. Record of finger printing
5. Permission for background check
6. Federal and State Tax Form
7. Retirement Membership Form
8. Signed Contract
9. Completed I-9 Form
10. Copy of Social Security Card, and second form of picture identification

*Direct deposit is available and is encouraged for all employees. Necessary paperwork must be completed in the Payroll Office.*

### **PICTURE DAY**

See Student Handbook.

### **PRIVACY ACT**

With regard to the release of students' education records, the District complies with the Family and Education Privacy Act of 1974, 20 U.S.C. 1232g.

- Parents, both custodial and non-custodial, have the right to inspect and review the education records of their children. Upon request, the District permits rapid access to student records.
- "Directory information" (name, address, telephone number, date and place of birth, participation in activities, weight and height of athletes, dates of attendance and awards) about students may be made public without specific permission from the parents or students. During the school year, the school may publish or sponsor publication of yearbooks, student directories, honor society rosters, athletic programs, graduation programs and other such items. Parents may request that this any or all of this directory information not be published; however, for such a request to be honored, the parents must make the request within 14 calendar days of the first day of school on the form provided at the school.
- The District will not release to any third party the education records of students without the written consent of their parents except as permitted by law.
- When a student reaches age 18, the right to consent or view the records is accorded only to the student and not the parents.

Each principal is the custodian of the students' records. Parents who have legitimate inquiries about such records should contact the principal. For further information concerning the District's compliance with the Privacy Act contact your principal.

### **PROFESSIONAL DEVELOPMENT**

- A. All certified staff members will be required to successfully complete professional development training for the school year.
- B. For each day of professional development training attended beyond the **required contract days** of a school term, a leave day will be given as compensation. The superintendent must approve the professional development activity in advance in order for this compensation to be made available for the staff member. Conferences are excluded from the compensation policy. **If CEU credit is received no leave will be approved.**

### **PROFESSIONAL PERSONNEL RECRUITMENT**

In order to be considered for employment, persons seeking professional staff positions in the Grenada School District either through initial employment or promotion shall be required to have filed in the superintendent's office a current application (Application for Professional Staff) for the position desired.

All applicants for professional staff positions in the Grenada School District must hold or be able to obtain a valid Mississippi Teaching Certificate at the elementary or secondary level with endorsements for the area or areas in which employment is sought. Incomplete applications for employment will not be considered. Applications will be classified as inactive one (1) year from the date of receipt.

The Grenada School District does not discriminate on the basis of race, color, gender, national or ethnic origin, age, disability, veteran status, or other characteristics protected by law in any of its policies, practices, or procedures. Grenada School District is an equal opportunity employer.

### **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 promptly.
- B. Teachers should at all times require students to exercise care in use of school property and equipment. Any damages sustained by property or equipment must be assessed and paid for no matter how minor. These occurrences must also be reported to the principal promptly.
- C. A search of any school property or equipment, including desks and cabinets, and of any vehicles on campus may be conducted at any time. Employees should be familiar with the special rules that apply to searches of student property, including lockers. In the event a search may be necessary, the employee is not to conduct the search himself/herself but is to contact the principal immediately.

- D. 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 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 no authority to do so and will, therefore, be personally responsible for payment of the unauthorized purchase. Grenada School District purchasing policies are available in each principal's office.

### **READING**

Ability to read has a direct and immediate impact on a student's ability to master the content of all subjects; therefore, teachers are urged to develop ways to aid students in improvement of their reading skills concurrent with increasing their understanding of content materials. Teachers should practice the teaching of reading in their content areas and should include an understanding of the vocabulary unique to the subject matter.

### **RELATIONSHIPS**

- A. **Teacher-Principal:** Relationships are direct and frequent. Exchanges of ideas in any area curriculum, discipline, instruction, facilities, services, etc., are encouraged and appreciated. Democratic practices are the goal. The principal, through class visitation and other contacts, assists the teacher in every possible way to insure the most effective learning for each student. The teacher and principal continuously keep each other informed. In dealing with the office of the Superintendent, the proper channel is through the principal. This does not include personal calls you may wish to make to an office worker of the superintendent concerning your own personal data and actions related to it.
- B. **Principal-Student:** The principal is the final authority in matters pertaining to students. For this reason, teachers must do most preliminary work in the realm of problem solving before the principal can act. Each student request or problem should be treated with respect and as being important to the student.
- C. **Teacher-Parent:** Teachers, have the responsibility and authority to discuss an individual student's problems directly with the student's parents. You may do so directly, keeping the principal informed beforehand as to the problem and afterward, as to the result. To know the parent is to know the child better. Consult the principal when you are not sure. Teachers shall not discuss student performance with anyone other than the student, his/her parent, or with legitimate authorized personnel. Report all evidence of child abuse to your principal.
- D. **Teacher-Teacher:** Teachers are encouraged and urged to coordinate and cooperate directly on matters of mutual concern and interest. Discussions concerning student or faculty problems must be private, professional, and of a constructive nature. Keep the principal informed.
- E. **Teacher-Administrative Staff:** Deal directly with any member of the school administrative staff. Bring problem areas in this regard to the principal's attention. The administrative staff coordinates, supports, and supervises the entire operation of the school.
- F. **Teacher-Superintendent:** Teachers should feel free to discuss matters concerning their employment and other concerns with the superintendent. They should, however, notify their principal of their intentions unless the matter is of a personal or private nature.
- G. **Teacher-Board:** Teachers shall make all requests to the Board through the Principal and Superintendent.

### **REPORT CARDS WILL BE ISSUED ON THE FOLLOWING DATES**

**October 19, 2017**

**March 21, 2018**

**January 11, 2018**

**May 25, 2018**

### **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.

**RESOURCE PERSONS**

Resource persons make a valuable contribution to the educational program. Teachers are encouraged to arrange for such persons to discuss appropriate topics with students. Your principal must approve all resource persons and topics prior to your extending an invitation.

**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/ 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)

See Code of Conduct in student handbook.

### **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, Title XI Coordinator, 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 ACTIVITIES**

The Board of Trustees of the Grenada School District recognizes that for the development of a well-rounded individual, academics and extracurricular activities are very important. However, activities related to academic achievement take precedence over all other activities in the school district.

1. It is the responsibility of the Athletic Director, Director of Bands, and/or leader of organizations within the school district to solve conflicts that may arise due to scheduling. A written or verbal agreement as how to resolve the conflict will be necessary to avoid any misunderstanding due to communication problems.
2. If it is not possible for the coordinator or the director of these activities to agree on a decision, the building administrator responsible for the students involved will make the decision based on the following guidelines:
3. In the event of **two (2)** activities taking place at the same time, (only after all scheduling attempts have failed), then:
  - (a) National takes precedence over regional
  - (b) Regional takes precedence over state
  - (c) State takes precedence over district
  - (d) District takes precedence over conference
  - (e) All of the above take precedence over practice/rehearsal.

The Board of Trustees of the Grenada School District feels very strongly that parental involvement is important to the educational development of a child. The precedence established in the above statements (a-e) gives clear guidelines for the scheduling and arrangement of extracurricular activities in the Grenada School District.

After all attempts by district personnel in charge of extracurricular activities to schedule and avoid conflicts, and conflicts do indeed exist (whether it be the fault of the district or some unavoidable circumstance) then the precedence rule as stated in (a-e) above will be in effect. However, if a parent/guardian feels strongly that the conflict that was created by the district concerning the two scheduled events is not in the best interest of his/her child, then the parent/guardian may do the following:

The parent/guardian, upon personally contacting the Superintendent of the Grenada School District may indicate to the superintendent that parent/guardian(s) choice regarding his/her child's participation in the scheduled events. That request by the parent/guardian will be honored by the superintendent and all school district personnel involved in these particular activities with the child. If the parent/guardian has ambivalent feelings regarding the conflict that the district has created, or does not choose to personally contact the superintendent of the school district, then the precedence rule as established in (a-e) above remains in effect.

An extracurricular activity in the Grenada School District that has historically had available certain dates in the past for participation will have precedence in scheduling over a new activity that is formed or that is beginning its involvement in the Grenada School District when scheduling conflicts arise regarding the dates in question.

4. **A sporting event/performance placed on the calendar takes precedence over a practice/rehearsal.** However, all attempts shall be made by the Athletic Director, Director of Bands, or leader of other organizations to avoid scheduling performances on top of practices, rehearsals, or other performances.
5. In the event of conflict in scheduling **simultaneous practices or rehearsals**, all attempts shall be made to avoid practice/rehearsal conflicts by organizing a schedule, which permits students to participate in different activities.
6. **ALL** activities shall be placed on the master calendar at Central Office so as to avoid scheduling over another previously scheduled activity. Approved calendar dates by the Superintendent will take precedence over those events, which are not on the master calendar. Principals of the schools involved with the scheduled events will be notified concerning the scheduling of such events. An exception would be MHSAA or state sponsored events, which may be qualified for later. The master calendar is located in Central Office and recorded by the superintendent's secretary.
7. The Athletic Director, Director of Bands, or coordinator of each activity is responsible to insist that students follow the outlined regulations without an attempt to force, punish, penalize, or have the student's parents make the choice of participation in a practice/rehearsal/performance/game over another activity. Decisions will be made by the Athletic Director, Director of Bands, or leader of other organizations within the school district in a spirit of cooperativeness. Failure to follow the outlined regulations would result in disciplinary action by the superintendent and/or school board.
8. Rescheduling or rain dates shall not conflict with the sporting events or performances already on the calendar. If conflicts occur and no agreement can be reached follow number three (3) above.
9. Because of scheduling conflicts, a student participating in a variety of activities is not necessarily required to devote an equal amount of time to each activity as compared to a student who is involved only in one individual activity. All school district personnel in charge of programs in which multi-talented students are involved **will make** this accommodation for these students.

#### **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.

#### **STUDENT TEACHERS**

- A. Student teachers will be assigned to a supervising teacher who will be charged with the development of the student teacher's skills and with the proper utilization of the student teacher.
- B. Student teachers will abide by the rules and regulations of the Grenada School District.

#### **STUDENT TRANSFERS FROM UNACCREDITED SCHOOLS**

Students who transfer into the Grenada School District from a home schooling situation or from a school that is not accredited by the Southern Association of Colleges and Schools or by the State Accrediting Agency where the school exists (i.e. Mississippi SDE, Alabama SDE, Tennessee SDE, etc.) will be handled in the following manner:

If the student is at the 8<sup>th</sup> grade level or below, the student will be given an achievement test to determine the appropriate grade level of that particular student and the student will be placed in a grade that reflects that achievement test score.

If the student is transferring into the High School, grades 9-12, and requests that Carnegie Units be awarded, then the student will be required to take the first and second semester exams in the core subjects for whom the Carnegie Units are to be awarded.

#### **SUBSTITUTE TEACHERS**

- A. Regular attendance of the classroom teacher is imperative to a good learning atmosphere. When the teacher must be absent, it is the responsibility of the principal to obtain a substitute. The principal or assistant principal should be notified immediately upon the teacher's anticipated absence.
- B. Classroom teachers shall not contact a substitute teacher.
- C. Classroom teachers will maintain an up-to-date substitute file containing the lesson plan book, class roll, schedule, current duty assignment, and any other pertinent information needed to aid substitutes with their duties. This file will be placed in the teacher's desk at the end of each school day.

#### **SUPERVISION**

The Board directs that during the **first through third years** of a classroom teacher's service in the District, the Principal visits in the teacher's classroom at least **four times annually** and schedules follow-up conferences in order to discuss the quality of the teacher's work and to offer suggestions for improvements. For teachers who have been in service of the School District for **three or more years**, visitations and conferences may be held as deemed necessary by the principal; however, **at least one visit and one conference per semester** will be considered minimal.

Records of all classroom visitations and conferences for supervisory purposes are to be maintained. Copies of these records may be made available to the employee upon written request.

**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.

**TEACHER EVALUATION (pp. 63-72)  
TGR (Teacher Growth Rubric)**























## **TEXTBOOKS**

- \*The labels on the inside covers of the textbooks shall be filled out completely before the books are issued to pupils.
- \*Teachers must record the condition of the book, the book number and the kind of book in the grade book next to the names of the students. This latter entry is especially important because books are frequently lost and teachers will need to make periodic checks during the year on books. By recording this information on grade books, the task of checking is made easier.
- \*At the end of the session, upon transferring to another school or at any other time ordered by the principal, all books shall be returned by the pupil.
- \*Teachers, local custodians, and superintendent distributing books are authorized to collect for any damage to, or excessive wear of textbooks. The amount collected should be determined by the extent such damage has impaired the future use of the book and should be sufficient to impress upon parents and children the necessity for the proper care in the use of textbooks. All losses and collections shall be reported to the principal and the money transmitted to the Superintendent's office.
- \*We will classify the books as new, good, fair, poor, bad.
  - If a book drops 2 classifications, the student will be charged 75% of the cost of the book.
  - If a book drops more than 2 full classifications, the student will be charged full price of the book.
  - Torn pages are charged 25% of the cost of the textbook, etc.
  - If a book is lost the student will be charged full price for the book until the book is no longer being issued.
  - A fine will be assessed any student who abuses the use of the textbooks.

## **TRANSFERS (Teacher)**

- A. The superintendent has the power to change the grade or school assignment of all teachers and other employees.
- B. Teachers who desire a transfer from their present teaching assignment must make such requests in writing to the principal or superintendent between April 9<sup>th</sup> and April 30<sup>th</sup> for the following year. Principals, superintendent, and board must approve such transfers.
- C. All transfers will be considered on their own merits.

## **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:

- 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.

## **TUITION-OUT OF DISTRICT STUDENTS**

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.

The Grenada School District will not accept out of district students who:

- Cause the district an additional outlay of funds beyond that which is typical for all tuition students.
- Require services or programs that the Grenada School District does not have.
- Cause the expansion of a program that would require additional expenditures.
- Cause the district an additional financial or administrative burden.

In the event the sending district does not have an appropriate program for the student, the Grenada School District has an appropriate program with space available; the sending school district shall pay any additional cost associated with educating the child. If the sending district is willing to release the student and contractually agree to pay the additional cost associated with the education of the child, regardless of when those costs are fully understood, that student may be accepted by Grenada School District.

### **TUTORING**

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

### **VISITORS**

All visitors to the school must first report to the principal's office for clearance. Students are not permitted to bring persons 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.

### WELLNESS POLICY

The Grenada School District adopts a school wellness policy with the commitment to nutrition, physical activity, comprehensive health education, marketing, and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff. Staff wellness is also an integral part of a healthy environment.

### WITHDRAWAL PROCEDURES (Students)

- A. Any student withdrawing from school must have a parent contact the school and sign a record release form before withdrawal procedures will be initiated.
- B. A withdrawal form will be provided for the teacher by the school office for each student to be withdrawn. This form is to be completed upon the principal's instruction.
- C. Teachers are responsible for providing and accurately recording all necessary information for the withdrawal student on cumulative folders and other records within two school days after the student's withdrawal.

### WORKER'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.**