

Grenada School District

EDUCATION, TRAINING, DREAMS

Non-Certified At Will Handbook

2011-2012

PO Box 1940
Grenada, MS 38902-1940

Grenada School District

253 South Main Street
Grenada, MS 38901
www.gsd.k12.ms.us

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

7/7/11

Grenada School District Vision Statement

Education, Training, Dreams

Grenada School District Mission Statement

The Grenada School District has as its mission the education of all students to their maximum potential. We believe that all children can learn and deem it essential to provide children with learning experiences that will enable them to become productive members of society. Realizing that students in our district exhibit a wide range of needs, interests, capabilities, and backgrounds, our educational program is comprehensive enough to meet the needs of all students. The district's curriculum has standardized the content by identifying skills, both local and state, which represent an appropriate curriculum for all students.

FOREWORD

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

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

SUPERINTENDENT'S MESSAGE

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

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

Sincerely,

Dr. David Daigneault
Superintendent

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ADMINISTRATION

Dr. David DaigneaultSuperintendent
Dr. Bettye Neely.....Administrative Assistant
Mr. Tim WilderAdministrative Assistant

BOARD OF TRUSTEES

Ms. Arlene ConleyPresident
Mr. Keith Watson.....Secretary
Dr. David Braswell.....Member
Mr. Tim LeClairMember
Mr. James HughesMember

SCHOOLS - PRINCIPALS

GRENADA ELEMENTARY SCHOOL (K-3)

250 Pender Drive, Grenada
Dr. Vivian Simmons, Principal (K-1) - Phone: 226-8900
Paul Portera, Principal (2-3) - Phone: 226-2584
Angela Cooley, Assistant Principal

GRENADA UPPER ELEMENTARY SCHOOL (4-5)

500 Pender Drive, Grenada - Phone: 226-2818
Dr. Teresa Jackson, Principal
Carol S. Tharpe, Assistant Principal

GRENADA MIDDLE SCHOOL (6-8)

28 Jones Road, Grenada - Phone: 226-5135
Lyle Williams, Principal
Raleigh Wood, Asst. Principal
Tina Herrington, Asst. Principal

GRENADA HIGH SCHOOL (9-12)

1875 Fairground Road, Grenada - Phone: 226-8844
Jerry Williams, Principal
Charles Washington, Principal (9th Grade) - Phone: 226-6138
Steven Robinson, Asst. Principal
Dr. Sandra Howell, Asst. Principal

GRENADA VOCATIONAL SCHOOL (9-12)

2035 Jackson Avenue, Grenada - Phone: 226-5969
Dr. Cliff Craven, Director

TIE PLANT SCHOOL

809 Tie Plant Road, Grenada - Phone: 226-3311
Sammie Jackson, Supervisor

CONTACTS LISTED BY AREAS/DEPARTMENT

Accounts Payable / Purchase Orders	Meta Conley	226-1606
Administrative Assistant Federal Program Coordinator District Test Coordinator	Dr. Bettye Neely	226-1606
Administrative Assistant Sixteenth Section Land Director of Student Services Director of Athletics/Activities School Accountability and Operations Purchasing Agent	Tim Wilder	226-1606
Assistant Director of Athletics	Danny Aldridge	226-8844
Alternative School/GED	Sammie Jackson	226-3311
Americorps	Pamela Hubbard	226-1606
Business Manager/Accounting Insurance-Property and Liability	Bo Surrell	226-1606
Communications Coordinator	Gail Daigneault – Grades 6-12 Robby Buchanan – Grades K-5	226-1575
Choral Music	Jenni McCrory/GHS Visions Gale Dorroh/GMS Showchoir Billie Shute/GUES Pizzazz	226-8844 226-5135 226-2818
Director of Bands/Fine Arts	Barry Rogers	226-4355
Director of School Management/Gifted 504 Coordinator District SACS Coordinator ADA (Americans With Disabilities Act) Coord. Licensure Alternate Route Certification CEU's Development Highly Qualified Teachers Professional/Staff Development Textbook Coordinator Safe and Orderly Schools Gear Up	Dr. Becky Terry	226-1606
Director of Special Programs Drop Out Prevention Coordinator District Activities Calendar Dress Code O-Policies Facility Campus Rentals Cohort Data Collection Extended School Year Program District Grant Coordinator 21 st Century Grant Energy Education Specialist	Lynne Russell	226-1606

Director of School Improvement Director of Community Involvement Title I Parent Coordinator Operations of Alternative Program Character Education Program District Testing Program	Wanda Merritt	226-3311
Fixed Assets 21 st Century Secretary Purchase Orders Bookkeeper/Bank Deposits	Leah Clark	226-1606
Food Service	Rita Bonner	226-1606
Health Coordinator	Sandra Howell	226-8844
High Hopes Coordinator	Lisa Merriman	226-2584
Instructional Specialist/Lead Teacher (K-12)	Emily Tindall-Language Arts Dr. Julie Riales- Math/Science	226-2818
Janitorial Services	Clarence Smith	226-6645
Maintenance/Buildings/Property	Jeff Pickle	226-0156
Parent Resource Center Coordinator	Myra Muirhead	227-3370
Payroll Employee Insurance	Melissa Neely	226-1606
Personnel	Paul Portera	226-8900
Printing	Linda Moore	226-2108
Reading Fair	Debbie Montgomery	226-2818
Receptionist (Central Office)	Vicki Crockett	226-1606
Secretary to the Superintendent New Student Registration Online Teacher Licensure-Collection Data CEU's MSIS Personnel Coordinator Workers Compensation	Alice Hamilton	226-1606
Special Education Director Child Find SPED Extended School Year SPED Licensure	Bea Colbert	226-1606
TST Coordinator Science Fair	Carla Rogers	226-8900
Technology Coordinator Attendance Reports Communication E-Rate MSIS Coordinator	Mike Liberto	226-1606
Title IX	Dr. David Daigneault	226-1606
Transportation Director	Benji Britt	226-3771

GENERAL INFORMATION

NON-CERTIFIED / AT - WILL EMPLOYEES

ACCIDENTS

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

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

ARREST OF EMPLOYEE

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

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

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

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

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

ASSAULT

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

AT-WILL NOTIFICATION

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

BULLYING/CYBER BULLYING

The Grenada School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school

superintendent or principal, renders the offending person’s presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Grenada School District will make every reasonable effort to ensure that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school official.

The School Board directs the superintendent or designee to design and implement procedures for reporting, investigating, and addressing bullying and harassing behaviors.

The procedures should be appropriately placed in District personnel policy handbooks, school handbooks that include discipline policies and procedures, and any other policy or procedure that deals with student or employee behavior. The discipline policies and procedures must recognize the fundamental right of every student to take “reasonable actions” as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Furthermore, the Grenada School District defines “reasonable action” as promptly reporting the behavior to a teacher, principal, counselor, or other school employee when subjected to bullying or harassing behavior.

The Board approves of the following disciplinary measures for use in the District for those students violating the District's student code of conduct: corporal punishment; denial of participation in special or extracurricular school activities (this does not include “recess”); before or after school detention; alternative school placement; disciplinary contractual arrangements; out-of-school suspension; in-school suspension; expulsion; and/or disciplinary probation.

The District’s administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff including but not limited to cyber-bullying, defamation, intimidation or other threatening behavior.

Cyber-bullying

“Cyber-bullying” includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs through the District’s computer network and the Internet, whether accessed on campus or off campus, during or after schools hours. In the situation that cyber- bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be disruptive of the educational environment or a detriment to students and staff. Administration may, in its discretion, contact law enforcement or other appropriate authorities.

A student who has committed a criminal act while off campus and whose presence on campus could cause a disruption to the educational environment or be a detriment to students and staff is subject to disciplinary action up to and including expulsion.

Such acts could include, but are not limited to, a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct. Any disciplinary action pursued by the District shall be in accordance with the student’s appropriate due process rights.

The Superintendent and District's administrators shall develop the appropriate procedures dealing with student conduct and shall communicate this plan to students and parents/guardians. The plan may include the use of the District's administrators, teachers counselors, social workers, psychologists and and/or arrangement of such services with other units of state government.

All employees are responsible for the regulation of student conduct.

CAFETERIA

Lunches may be paid for on a daily basis or prepayment for the week will be accepted on Monday of each week.

Breakfast:	Students \$1.25	Reduced .30	Adults \$2.25	Milk .50
Lunch:	Students \$1.75	Reduced .40	Adults \$3.25	Milk .50

*Ice cream & juice are available for an additional price

Students submitting applications for meal benefits and whose parents have a temporary reduction in income or zero income, will have the eligibility determined on the present rate of income rather than regular annual income. Benefits will be granted on a temporary basis for a 90-day period. At the end of the 90 days, new applications will be sent to parents enabling them to reapply for an extension of their eligibility if it is appropriate. If the household's income is still subject to change, a new temporary approval will be issued for an additional 90 days.

CAMERAS

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

CRIMINAL ACTIVITIES/REPORTING

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

- Aggravated assault, including but not limited to assault resulting in serious physical injury or assault involving use of weapon;
- Assault on a school employee, simple or aggravated;
- Indecent liberties with a minor;
- Possession of a firearm or other weapon;
- Possession, use, or sale of any controlled substance;
- Rape;
- Sexual battery;
- Other sexual offense;
- Murder or other homicide;
- Kidnapping; or
- Other violent act (one resulting in or attempting to cause death or physical harm).

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

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

CRIMINAL BACKGROUND CHECKS

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

- Licensed and non-licensed public school employees, not previously employed prior to July 1, 2000, must have on file a criminal record background check and current child abuse registry check. At your initial employment, the process includes fingerprinting and the FBI national criminal history record check. Any employment contract executed by the superintendent shall be voidable if the new hire receives a disqualifying criminal record check.
- **The cost of the background check shall be paid by the applicant and shall not exceed \$50.** As a condition of employment with Grenada School District, the \$50 fee will be deducted from the employee's payroll check when the initial

background/fingerprinting process is completed. The school board in its discretion may pay the fee.

- A history of certain felony convictions shall disqualify an applicant from employment. The process does allow the board to consider mitigating circumstances that would demonstrate the ability of the person to perform responsibly and competently and that the person does not pose a threat to the children at the school.
- No school district or school district employee shall be liable in any discrimination suit in which allegations of discrimination are made regarding employment decisions authorized by this bill.
- **The information obtained as part of the background check shall not be disseminated for any purpose other than as required by this bill.**
- The superintendent may use the criminal background check process in investigating and taking employment action against licensed and non-licensed employees.
- The definition of “employee” under the Sex Offender Criminal History Record Information Act is amended to delete the provision that the SDE is considered the employer of any certified personnel employed by a public or private elementary or secondary school.

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

E-VERIFY

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

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

CRISIS MANAGEMENT PLAN

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

DRESS CODE FOR EMPLOYEES

All teachers and school employees are expected to dress appropriately and to be well groomed. Generally teachers should be dressed at least as well as the students. The following Board Policy was adopted May 1996.

“The principal of each individual school in the Grenada School District will be given the responsibility of administering and enforcing a dress code for the staff at that particular school. The principal will take into account the professionalism that the teaching profession entails, the age of the student body at the school, and the particular duties for which the school employee is responsible. In no case will jeans be allowed with the exception of when the principal will have discretion to allow a “dress down” day at that particular school.”
(Please see Student handbook for appropriate student dress codes.)

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 suspended or terminated, at the discretion of the Board.

EMPLOYEE-NON - CERTIFIED (Description)

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

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

EMPLOYEE-FULL TIME (Description)

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

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

EMPLOYEE TIME CLOCK PROCEDURES

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

GUN FREE SCHOOLS

The Grenada School District operates in compliance with the Gun-Free Schools Act, Title VIII of the Elementary and Secondary Education Act of 1965. Therefore, all policies and procedures adopted by this Board, which affect the conduct and/or discipline of students, are supplemented by the requirements of this act, as follows.

I. FIREARMS PROHIBITED

No student is permitted to bring a firearm on school property.

II. DEFINITIONS

A "firearm" means any type of weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; including any explosive, incendiary, poison gas, bomb, grenade, rocket, missile, mine or other similar device; and any type of weapon; and any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled or as otherwise defined by federal law.

"School property" includes any school building, bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by the District.

III. DISCIPLINARY ACTION

(Please see Student handbook for appropriate student disciplinary actions.)

IV. REPORTING

Violations of the firearm prohibition stated in this policy shall be reported in accordance with Policies JCDE/KP and JCDE/KP-1.

Legal Ref: Gun-Free Schools Act of 1994, 20 U.S.C. 3351 18 U.S.C. 921

HOLIDAYS - Paid

Paid holidays recognized by the Grenada School District are:

New Year’s Day	Martin Luther King Day	Thanksgiving Day	
Independence Day	Labor Day	Christmas Eve	Christmas Day

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

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

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

INSURANCE

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

LEAVE POLICY

Sick / Personal Leave

To be awarded sick leave days, an employee of the Grenada School District must be a full-time employee. (See page 9 - Employee-Full time).

Sick Leave is awarded based upon the following schedule:

Number of Days Employed	Number of Leave Days Awarded
180	5
181-186	7
187-199	9
200-219	10
220-239	11
240-up	12

If an employee is employed after the fiscal year is in progress (July 1), the employee will be awarded sick leave on a prorated basis. The proration will be calculated by dividing the actual number of days to be worked by the employee, by the number of days the employee would have worked had he/she been employed for the full year, multiplied by the number of sick leave days awarded had the employee been employed for the full year. The result would be rounded up by ½ day intervals.

An employee may accumulate sick leave with no limit to the number of days that may be accumulated.

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

Jury Duty Leave

Any employee summoned for jury duty shall be released from work with no reduction in pay. When an employee is dismissed from jury duty before 12:00 noon on any given day, he or she shall return to work for the remainder of the school day. The Superintendent will approve jury duty leave upon presentation of the summons, subpoena, or other official certification of service.

Administrative Leave

Employees may be eligible for administrative leave in order to perform duties assigned by district administrative personnel (i.e. chaperone students) while students are representing the District at educational conferences, conventions, and other such events. An employee desiring such leave must obtain advanced approval from the Superintendent and Principal. Approved administrative leave pay will be determined by the number of hours worked in a normal workday for the individual employee.

Other Leave

All employees may be eligible for leaves of absence without pay for full-time academic study. An employee must submit the request to the Superintendent at least one (1) month before the leave is to commence, except in the case of emergency. No leave of absence for this purpose shall exceed a one-year period. All leaves for military purposes shall be governed by applicable state and federal laws.

FAMILY AND MEDICAL LEAVE POLICY

Extended employee leaves due to personal illness, the birth or adoption of a child, or the care of a seriously ill child, spouse, or parent shall be governed by and be in accordance with the Family and Medical Leave Act of 1993. . **The eligible employee must use any company paid leave benefits concurrently with FMLA.**

Eligible employees may qualify for an unpaid leave of absence of up to twelve weeks during a twelve month period only for the stated reasons of personal illness, the birth or adoption of a child, or the care of a seriously ill child, spouse, or parent. Employee positions not specifically covered by this policy will be addressed on a case-by-case basis.

Section I: Definitions

1. An "eligible employee" is one who has completed at least one year of employment and has worked over 1,250 hours in the past year.
2. For the purpose of this policy, a "child" is a biological child, adopted child, foster child, or legal ward for whom the eligible employee is responsible for the day-to-day care.
3. For the purposes of this policy, a "serious health condition" is one requiring in-patient care or continuing treatment by a health-care provider. For example, serious health conditions include but are not limited to heart attacks and heart conditions requiring surgery, most cancers, back conditions requiring extensive therapy or surgery, strokes, severe respiratory conditions, spinal injuries, appendicitis, pneumonia, emphysema, severe arthritis, severe nervous disorders, injuries caused by serious accidents, pregnancy and related complications or illnesses, and child birth.
4. For the purpose of this policy "immediate family member" is an eligible employee's spouse, child or parent.

Section II: Medical Leave

An eligible employee may take up to twelve weeks of unpaid medical leave time during a twelve month period because of a serious health condition, under the following conditions:

1. Before taking medical leave, an eligible employee must first use earned leave time, if applicable, in the following order:
 - a. earned leave;
 - b. earned vacation leave;
2. All paid time off taken will be included in the twelve-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, he or she may take up to nine weeks in unpaid medical leave time.
3. For the first ten days in excess of earned leave, a certificated instructional employee shall receive regular pay less \$50.00 per day.
4. All employees requesting a medical leave because of their own serious health condition must provide an initial certification by a physician. The certification must include:
 - a. the date on which the condition began;
 - b. probable duration;
 - c. appropriate medical facts regarding the condition;
 - d. a statement that the employee is unable to perform his functions; and
 - e. in the case of intermittent leave, the dates and durations of the treatments to be given.
5. The District may require a second physician's opinion at its expense. If the initial and second opinions conflict and the eligible employee persist in his or her request for leave, the District will pay for a third and final medical

opinion.

Section III: Family Leave

An eligible employee may take up to 12 weeks of family leave to care for an immediate family member under the following conditions:

1. The family member must have a serious health condition, which affects an immediate family member so that he or she is unable to participate in his or her regular daily living activities.
2. Before taking family leave to care for an immediate family member, an eligible employee must first use earned leave time, if applicable, in the following order:
 - a. earned leave;
 - b. earned vacation leave; and
3. If spouses employed by the District each seek leave to care for an ill parent, the total leave time for such purpose is limited to a total of 12 weeks.
4. If family leave is taken, an eligible employee must provide a physician's medical certification of the family member's serious health condition. The certification must include:
 - a. the date on which the condition began;
 - b. probable duration;
 - c. appropriate medical facts regarding the condition;
 - d. a statement that the eligible employee is needed to care for the child, spouse, or parent; and
 - e. in the case of intermittent leave, the dates and durations of the treatments to be given.
5. The District may require a second physician's opinion at its expense. If the initial and second opinions conflict, and the eligible employee persists in his or her request for leave, the District will pay for a third and final medical opinion.

Section IV: Leave for Birth or Placement of a Child

An eligible employee may take up to 12 weeks of maternity leave during any 12 month period for the birth of a child or because of placement of a child with that employee for adoption or foster care, under the following conditions:

1. The eligible employee must use any company paid leave benefits concurrently with FMLA. All employees taking maternity leave must use earned paid leave, if applicable, in the following order:
 - a. earned leave;
 - b. earned vacation leave;
2. All paid time off taken will be included in the 12-week leave time available under this policy. For example, if an employee has 2 weeks of earned leave and 1 week of earned vacation leave, he or she may take up to 9 weeks in unpaid medical leave time.
3. If both parents seeking leave for the birth or placement of a child are employed in the District, they are entitled to a total leave period of 12 weeks.
4. An eligible employee may not take intermittent leave or a leave on a reduced schedule for the birth or placement of a child unless prior approval is received from the District.

Section V: Special Requirements for Teachers and Other Instructional Employees

The following special provisions apply to teachers and other instructional employees but not teacher assistants, cafeteria workers, building service workers, bus drivers, and other "primarily non-instructional employees":

1. If a teacher or other instructional employee requests intermittent leave that would result in absence from the classroom more than 20% of the time, he or she may be required to either:
 - a. take continuous leave throughout the treatment period, or
 - b. be placed in an equivalent position that would not be disruptive to the classroom.
2. If a teacher or other instructional employee requests a leave that would expire within the last 2 or 3 weeks of the end of a semester, he or she may be required to extend the leave through the end of the semester.
3. These requirements will be applied on a case-by-case basis and depend in part on the leave's beginning date and duration.

Section VI: Notice and Recertification

1. If the family/medical leave is foreseeable based upon planned medical treatment, the eligible employee must give at least a 30 days notice, and he or she must make every effort to schedule the treatment so as not to unduly disrupt the District's operations.
2. When leave is taken because of the birth of a child, adoption, or foster care, an eligible employee must request the leave at least 30 days in advance.
3. When leave is taken because of an eligible employee's illness or the illness of a family member, the leave may be taken on an intermittent basis or with a reduction of hours, if medically necessary.
4. Where intermittent leave is granted, an eligible employee may be reassigned to another job, which will accommodate the requested leave. See the special intermittent leave requirements in Section IV, which apply to teachers and other instructional employees.
5. For both personal medical leave and leave granted to care for family members, the District may require recertification on a monthly basis. Failure to provide recertification may result in revocation of an eligible employee's leave privileges.

Section VII: Continued Benefits

1. An eligible employee who takes family/medical leave will not lose employment benefits other than the loss of earned paid leave time taken in conjunction with the family/medical leave.
2. Throughout the paid leave time taken under this policy, an eligible employee's coverage under the District's benefit plan(s) will continue. For all unpaid family/medical leave time taken, an eligible employee may continue insurance coverage; however, before the leave time is taken, the eligible employee must prepay the employee premium contribution due under the insurance benefit plans. If the employee does not return to work following the leave period, the employee is liable for repayment of all premium contributions paid by the employer during the leave period.

Section VIII: Employment on Return from Leave

An eligible employee who takes leave will be restored to his/her former job or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. No employment benefits that accrued before the date leave began can be lost. However, seniority or other employment benefits will not accrue during the leave period.

The Superintendent has the discretion to deny restoration or employment to a salaried employee who is among the highest paid 10% of the District's employees if it is determined that such is necessary to prevent substantial and grievous economic injury to the operation of the District. The Superintendent will give notice to such employee when it is determined that such economic injury would occur.

LIABILITY

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

OUTSIDE EMPLOYMENT

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

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

PAYROLL

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

PROFESSIONAL DEVELOPMENT TRAINING

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

PUBLIC EQUIPMENT/PROPERTY

- A. Administrators are responsible for all school property and equipment. Any maintenance problems or malfunction of equipment should be reported to the principal or supervisor promptly.
- B. A copy of the Grenada School District Fixed Asset Accountability Plan is available in each school office. Before transfer of any equipment, contact your principal or supervisor regarding tracking and required documentation.

PURCHASING SUPPLIES & MATERIALS

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

RETIREMENT

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

SAFETY

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

SAFETY/ Workplace

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

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

SCHOOL DISTRICT VEHICLES

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

SCHOOL EMPLOYEE IDENTIFICATION

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

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

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

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

PARENT NOTICE

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, the Grenada School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Grenada School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records
2. Make copies of these records
3. Receive a list of individuals having access to those records
4. Ask for an explanation of any item in the records
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights
6. A hearing on the issue if the school refuses to make the amendment

SECTION 504/AMERICANS WITH DISABILITIES ACT COMPLAINT PROCEDURES

Any person who believes that he/she or any class of individuals have been subjected to discrimination 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, on his/her own behalf, or on behalf of another person or on behalf of persons with disabilities as a class. All persons are encouraged to file complaints to resolve disputes arising under these laws. Your filing a complaint will not subject you to any form of adverse action, reprimand, retaliation or otherwise negative treatment by school district personnel.

1. Within fifteen (15) calendar days of when a complainant knew or should have known of discriminatory conduct, a complaint shall be given in writing to the school principal or Section 504/ADA coordinator. The complaint shall describe specifically the time, place and nature of, and the participants in the alleged discriminatory acts. The Section 504/ADA Coordinator shall, within ten (10) calendar days of receipt of the complaint, conduct or cause to be conducted a thorough investigation including questioning of all parties involved in the complaint. A written record shall be made of the statements by all parties involved. 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 complaint is not satisfactorily resolved at Step 1, the complainant shall have five (5) calendar days after being informed of the results of the investigation to file an appeal with the Superintendent. The complainant shall present his/her complaint in writing, describing the reasons for his/her dissatisfaction with the results of Step 1. The Superintendent or designee shall review all aspects of the complaint and complete an additional investigation if necessary. The Superintendent shall respond to the complainant in writing within ten (10) calendar 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 five (5) calendar days from receipt of the Superintendent's decision to appeal the complaint 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 at the next regular scheduled monthly meeting of the board. The board's decision shall be rendered within five (5) calendar days after complainant's appearance before the board, or within thirty (30) calendar days after receipt of the appeal if no appearance before the board is requested.

The District is in compliance with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance.

For further information on or to make a complaint under Section 504, you may contact Dr. David Daigneault, P.O. Box 1940, Grenada, MS 38902-1940 or Dr. Becky Terry, P.O. Box 1940, Grenada, MS 38902-1940, (662) 226-1606.

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, Dr. David Daigneault, Superintendent, 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

The Mississippi Code, Section 97-32, et seq. established the Mississippi Adult Tobacco Use on Educational Property Act of 2000.

- No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75.00 for a second conviction and a fine not to exceed \$150 shall be imposed for subsequent violations.
- For the purposes of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity. Sixteenth section land or lieu land without school facilities or school related activities is exempt from this Act.

- This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.
- Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.

Policy: GBRM/EBAB Adopted June 13, 2000 Legal Ref: Mississippi Code, Section 97-32, et seq.

SOCIAL NETWORKING POLICY

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

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

No employee of the District may access his/her social networking website for personal use during school hours.

Any violation of this policy may result in disciplinary action, up to, and including termination.

Employees should use only District-approved websites to communicate with students and then only about school matters.

STUDENT HANDBOOKS

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

TEACHER ASSISTANTS

- A. Assistant teachers are paraprofessionals and 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 January 8, 2006, assistant teachers must have completed at least 2 years of study at an institution of higher education, or obtained an associate's (or higher) degree, or successfully completed the ACT Work Keys test.

TRAVEL - PERSONAL VEHICLE USE POLICY

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

- Be at least 21 years of age
- Have current valid driver's license
- Have a valid insurance card
- The vehicle will have a current State of Mississippi inspection sticker
- The user understands that the personal insurance is primary or pays first in the event of an accident

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

- The employee requesting the travel advance must complete the Grenada School District Travel Advance Voucher.
- The Travel Advance Voucher must be signed by the employee and by the employee's principal, director or supervisor.

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

VACATION - Paid

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

VISITORS

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

WEAPONS/PREVENTION OF SCHOOL VIOLENCE

The District complies with the Mississippi Prevention of School Violence Act.

1. Weapons Not Allowed

No student may possess a weapon on school property, which includes school buildings, grounds, athletic fields or any other property used for school purposes. This prohibition includes all weapons except those used only for educational or school-sanctioned ceremonies, carried by governmental agents such as policemen or in other very limited circumstances permitted by law.

Non-students may possess a firearm on school grounds only if it is in a vehicle and is not brandished, exhibited or displayed in a careless, angry or threatening manner.

A person may be guilty of a felony and subject to a \$5000 fine and/or 3 years in jail for possession on school property/at school-related events of a gun, rifle, pistol, other firearm, dynamite cartridge, bomb, grenade, mine, powerful explosive, or for causing, encouraging or aiding a minor to possess same.

A person may be guilty of a misdemeanor and subject to a \$1000 fine and/or 6 months in jail for possession on school property/at school-related events of a BB gun, air rifle, air pistol, Bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, blackjack, metallic knuckles, razors and razor blades (except for shaving only), any sharp-pointed or edged instrument (except instructional supplies, unaltered nail files and clips and tools used only to prepare food, instruction and maintenance of school property), and any instrument having the effect or appearance of a weapon, or for causing,

A copy of Miss. Code Ann. § 97-37-17 shall be posted in public view at the school. For further information, please contact your principal.

2. Reporting Requirements

The district will be notified within 1 week whenever a student is arrested for, lawfully charged with or convicted of a crime. The district will take whatever disciplinary or other action is deemed necessary under the circumstances, in the discretion of the Superintendent and/or principal, if so designated.

When a violent act occurs on school property or during a school activity, the following reports will be made:

- School employees will notify the principal when they have knowledge of unlawful or violent acts which have occurred or may have occurred.
- The principal will immediately notify law enforcement when he/she has a reasonable belief that a violent crime has occurred. Law enforcement must immediately dispatch an officer and arrests may be made with probable cause.
- The Superintendent will notify the youth court and law enforcement officials of a crime committed by a student.
- The Superintendent and/or principal will notify the district attorney of an accusation of fondling or sexual involvement with a minor student (under 18) by a school employee (18 or older) where there is a reasonable basis to believe that the accusation is true.

WHAT TO DO AND WHAT NOT TO DO WHEN YOU SEE A PERSON WITH A GUN IN SCHOOL

In this society, the number of socially or emotionally dysfunctional people entering schools or other public service establishments with a gun is on the increase. Unfortunately, there have been deadly examples of unprovoked shootings of innocent children and teachers in many places. No school or neighborhood is completely free of deranged individuals.

There is no set pattern of behaviors or psychological profiles that will allow you to quickly identify this type of deviant. The rules of normal logic do not apply. The assailant could be suffering from one of many psychological disorders or be driven by drug-induced psychosis. Indeed, it is not uncommon for an attacker to have no relationship with the school or its staff and students. Rational thought is not taking place.

It has been recognized that persons carrying weapons into the school will fall into one of five categories. These are:

1. The person who is serious and has decided beforehand to kill someone. This quite often ends in murder, and - in many cases - suicide.
2. The person who is seeking an excuse to use the weapon. He/she is looking for even the slightest provocation to start shooting.
3. The showoff.
4. Gang-related power or vendetta.
5. Self-defense.

The following guidelines help you know what to do and what not to do if this problem occurs at your school.

1. If a person (student or otherwise) threatens to get a gun or to shoot one of the staff or students, take this threat seriously and send the police to stop the person and to provide the school with security until the person is located and dealt with.
2. If you encounter a person with an offensive weapon in the school, assume that he/she is serious and is determined to do harm. Do not minimize the problem, even if you know the person very well.
3. Panicking is a luxury you cannot afford. If you panic, you will be a detriment to yourself and the students. In fact, your calmness may be your best defense. You may feel anger or fear on the inside, but you must not show this.
4. Try to reduce the number of people at risk to a minimum. If it is at all possible to remove the children and yourself from the path of the person with the weapon, do so. This is best done by telling the children to follow the fire escape plan and to meet at some neutral spot that is safe.
5. If confronted, speak in a low, steady, calm, nonthreatening voice. Plant ideas in the assailant's mind. Statements like "You don't want to hurt the innocent children," "We can help you out of this," or "You are not a bad person" will help calm down the aggressor. Encourage verbalization from the person. He or she is less likely to shoot when talking, and it will give you more information to work with.
6. Develop a code system for the school intercom. The logic here is to use "Code 7" because the letter G of Gun is the seventh letter of the alphabet. The codes can, of course, go both ways. If a teacher sees a person in the school with a weapon, this information can be transmitted to the office by the code and, as the office finds out, it can inform the rest of the school.
7. The staff should have an in-service on this topic presented by local law enforcement officials.
8. If shots have been fired in the hall or in another room, or you cannot get out of your classroom, have the students kneel down and face the inside wall that is on the same side as the door. Tell the students to put their heads between their knees. This will limit the assailant's view and recognition of the children in case he/she has come to single out a particular student. The position against the wall will help keep students out of the line of fire if the attacker decides to shoot.
9. If you know the person, use the personal history that you are aware of to your advantage.
10. Do not ask the person to give it (the gun) to you.
11. Do not run after the person with a gun.

12. Do not yell, scream, or otherwise try to intimidate the assailant, who will see this as a verbal threat or the needed provocation.
13. If you overpower the person with a gun, you must completely immobilize him/her, because you do not know what other weaponry he/she may have.

WORK LOAD - AT-WILL EMPLOYEES

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

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

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.

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. Dr. David Daigneault, Superintendent, P.O. Box 1940, Grenada, MS 38902-1940, (662) 226-1606, has 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.