

Grenada School District

EDUCATION, TRAINING, DREAMS

Certified Staff Handbook (K-12)

2011-2012

PO Box 1940
Grenada, MS 38902

Grenada School District

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

662-226-1606 (Phone)
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7/7/11

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 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
Mr. Tim Wilder..... Administrative Assistant

BOARD OF TRUSTEES

Ms. Arlene Conley President
Mr. Keith Watson..... Secretary
Dr. David BraswellMember
Mr. Tim LeClair.....Member
Mr. James Hughes.....Member

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

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.

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 at 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.¹ 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.² 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.³ 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

¹ Mississippi Code Annotated, Section 93-5-24

² Mississippi Code Annotated, Section 93-5-24

³ 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, 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.

ATTENDANCE (Teacher)

- A. Teachers are to report as scheduled by the principal. They should sign in immediately upon arrival.
- B. If you are to be absent, 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 illness occurs.
- C. If you are to be late for any reason, contact the principal's office so arrangements can be made until you arrive. Teachers who sign in after the scheduled time or have problems with arriving timely for scheduled duties shall on that day provide the office with a written, dated explanation of the reason for failure to arrive on time.
- D. All professional development training must be approved by the superintendent.

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. If a family’s income changes, please contact the Central Office Food Service Department for a student to receive meal benefits in a timely manner. Refer to corresponding student handbook for more info.

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 (students)

Each school should refer to their corresponding student handbook for discipline procedures.

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

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.
- The cost of the background check shall be paid by the applicant and shall not exceed \$50. As a condition of your employment with Grenada School District, the \$50 fee will be deducted from the first employee's payroll check after the initial background/fingerprinting 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.

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

Kindergarten – 8th Grade

Teacher's Responsibilities:

Kindergarten/First

*Completing an initial cumulative folder and insert sheet based on documents compiled at registration. Documents include birth certificate, social security number, immunization compliance form 121 complete for school or a temporary compliance form with date of next schedule immunization, and residency documentation. This information is transferred to the appropriate place on the folder and the date of entry is recorded.

Note: 1.) Students **legal name** should be posted on the cumulative folder and permanent record. 2.) A copy of the birth certificate for the cumulative record is required. 3.) A photocopy of the permanent record (insert sheet) is not acceptable.

All Teachers

September

*Review cumulative records by the **first week in September** for correct information, missing documents, or a missing record. Corrections should be made and/or missing documents retrieved.** Make certain the information found in the permanent record is consistent with data on the cumulative folder. **Notify the counselor immediately of missing documents, missing grades, missing absences or a missing record.** Information in the cumulative folder should be kept in the following order: 1.) **insert sheet**, 2.) **Grenada School District Residency Registration and Document Checklist**, 3.) **immunization compliance**, 4.) **copy of birth certificate**, 5.) **test scores (insert sheet)** and finally, 6.) **any additional pertinent information**. Records should be in alphabetical order and contain only necessary information. *{A photocopy of the permanent record (insert sheet) is not acceptable.}*

January

*Check cumulative records for correct information and post first semester grades by the **end of January**.** Make certain all records are accounted for, documents within the folder are in order and the folders are in alphabetical order. Grenada Upper and Grenada Middle will not post grades until grade stickers are placed on the record at the end of the year. Grenada Upper and Middle should review records at this time even though no grades will be posted. Missing records should be reported immediately to the counselor.

May

***Before checking out in May**, 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**

****Note:**

1. **Never** keep cumulative records in your room overnight.
2. **Always** see the counselor in your school **immediately** if questions arise about your records
3. Be certain that residency information is current and necessary documentation is included (Must match current address on cumulative folder and permanent record)
4. **Always** use BLACK ink and print (except on address and phone numbers-this information should be completed in pencil)
5. **Never** use correction fluid on cumulative folder or permanent record (insert sheet)
6. Draw one line through and initial mistakes
7. The cumulative records of your students are **your responsibility**. Make **certain** that the following information is

current and complete:

- a. Birth certificate number has been recorded and verified
- b. Student's 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 available
- f. Entrance record is complete
- 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
- i. Promotion recorded with a **yes or no in black ink 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

Counselor's Responsibilities:

- Requesting cumulative folders from previous schools for new students
- Transfers Records
- 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
- Providing teachers with checklist and timelines for posting/checking records
- Maintaining and completing reviews of cumulative records throughout the year
- Guiding office staff or designated staff within the building as to specific tasks related to the maintenance of records or to the programming of information into the school's computer
- Insuring that teachers are knowledgeable about cumulative records and how they are to be posted and kept in a secure location. Teachers never keep cumulative records in their room overnight. Cumulative records should be stored in a secure and fire resistant storage. The document is confidential and should be treated as such.

Grades 9-12

*Teachers **never** touch the cumulative records

*Records are maintained by the two 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.

Counselors Responsibilities:

- Request/Review of all records for new students
- Send grades for new students to teachers
- Record/tally/advise students as to their credits
- Place stickers of all formal tests on cumulative records
- Maintenance of all cumulative folders and permanent records
- Follow all guidelines in the **Mississippi Cumulative Folders and Permanent Records Manual of Directions**

Records Clerk's Responsibilities:

- Handles all transfers
- Post "grade stickers" on records

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

Each school should refer to their corresponding student handbook for discipline procedures.

DUE PROCESS

A student has the right to due process when he/she is subjected to the loss of attendance at school. These procedures do not apply when a student is given in-school suspension and may not apply when a student is enrolled in an alternative school program instead of removal from school.

1. Suspensions of 10 days or less

The student will be orally informed of the charges against him/her and given the opportunity to respond by giving his/her version of the incident involved. If the student denies the charges, the administrator will explain the evidence against him/her. A record of this proceeding will be made. If a suspension is issued, the administrator shall notify the legal guardian of the action by a "Letter of Suspension." If the legal guardian is aggrieved by the decision, he/she may request review by the Board.

2. Suspensions of 11 days or more/Expulsion

The student will be orally informed of the charges against him/her and given the opportunity to respond by giving his/her version of the incident involved. If the student denies the charges, the administrator will explain the evidence against him/her. A record of this proceeding will be made. If a suspension of 11 days or more or expulsion is issued, the student will be given written notification of the following:

- The charges against him/her and punishment to be imposed
- A summary of the evidence against him/her
- His/Her right to a hearing and the date, time and place of a hearing
- His/Her right to present witnesses and evidence on his behalf
- The right to be accompanied by his parent and/or represented by his/her attorney, at his/her own expense
- His/Her right to waive a hearing and the process for waiver

This notice must be hand-delivered or mailed via certified mail and postmarked no less than 5 days before the scheduled hearing.

If the student and his/her parent(s) desire to waive the hearing, they may do so by executing a waiver before the school administrator and the punishment for the misconduct will be imposed. Otherwise, a hearing will be conducted as provided for as follows.

3. Hearings for Long-Term Suspensions/Expulsions

Hearings will be heard by the Principal or principal designee or the Superintendent or his designee. All appeals shall be heard by the Board. The Board will take final action on all expulsions. The following rules will be followed:

- A disciplinary hearing will not be open to the public.
- The Principal, Superintendent and/or their designee(s) will keep a written statement of the proceedings. The Board will keep a record on tape or by court reporter. The statements, tapes and/or records will be kept for a period not to exceed 4 years and shall remain confidential in accordance with the Family and Education Privacy Act of 1974.
- The hearing will be conducted in an orderly manner. Any persons attempting to disrupt the proceedings will be subject to immediate action, including removal from the hearing place, and, if a student, to disciplinary action.
- The hearing will be conducted in an informal but fair manner. The formal rules of Evidence and Procedure will not apply.
- All witnesses will give testimony under oath.
- The student will have an opportunity to hear and respond to the witnesses presented against him/her and to see and respond to any written evidence against him/her. The student may present witnesses or documentary evidence in his/her own behalf.

**Except where special circumstances exist and the suspension or expulsion was immediate, the student's status at school will not be changed pending final disciplinary action.

Within 72 hours after the conclusion of a hearing, a written statement of findings will be prepared and delivered by hand or mailed to the student and/or a legal guardian. However, this time period may be extended under extenuating circumstances.

4. Appeals

The parent and/or student may seek review of a suspension by the Board by submitting a written request within 3 days of receipt of the initial findings. The Board will review the matter in private session on or before the date of its next regularly scheduled meeting. The decision of the Board is final.

5. Further Information

For further information on due process rights in the event of a suspension or expulsion, contact your principal.

DISCIPLINE GUIDE

- A. What teachers **should do**
1. Be fair and consistent. Treat each student equally.
 2. Be sincere, patient, tolerant, friendly, understanding, and sympathetic. Accentuate the positive and avoid the negative.

3. Be thoroughly prepared for all classes and have ample work for all students for each period.
4. Be cheerful, attractive, and orderly; let your classroom reflect these qualities.
5. Be thick-skinned, avoid taking students' words and actions personally, and maintain a sense of humor. Laugh at yourself occasionally.
6. Admit your errors and apologize if you make the mistake of treating a student unjustly.
7. Establish a minimum number of simple rules and help the students understand why they are necessary. Let the students assist in formulating the rules and publicizing them.
8. Correct students when needed to prevent minor problems growing into larger ones. Remember that you are on duty all of the time while you are on campus.

B. What teachers **should not do**

1. Punish the entire class for the misbehavior of a few.
2. Argue with a student.
3. Embarrass a student.
4. Refuse to consider mitigating circumstances.
5. Compare students with one another.
6. Become overly friendly and familiar with students. This can cause loss of respect for you.
7. Repeatedly show favoritism to certain students.
8. Challenge students to repeat an undesirable act or get yourself in a position of "do it or else".
9. Administer unusual punishment such as taping a child's mouth, causing him to miss lunch, verbally abusing him, using profanity, etc.
10. Punish a student by leaving him in the classroom or hall alone and unsupervised.

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

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.

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 transport 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

The use, possession or sale of any narcotic drug on or around school grounds, at school-related activities or going to or from school is strictly prohibited. Such misconduct may be grounds for immediate expulsion. A narcotic drug is any drug identified in Schedules I through V of Controlled Substances, Miss. Code Ann. §§ 41-29-113 through 121.

The use of prescription drugs at school or school-related activities is permitted only when the drug is prescribed for medicinal purposes only to the person taking the medication and only with the written permission of the legal guardian. For further information relevant to the District’s drug policy, contact the principal and/or see the Search and Seizure section in this handbook.

Each school should refer to their corresponding student handbook for discipline procedures.

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

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. Attendance - See Attendance Policy.
11. **Report Card Dates**

Report cards will be sent home with the students in grades K-12, as follows:

REPORT CARDS WILL BE ISSUED ON THE FOLLOWING DATES

**October 17, 2011
January 9, 2012**

**March 26, 2012
May 23, 2012**

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

The penalty for bringing a firearm on school property shall be expulsion from the school program and all of its activities for a minimum period of one calendar year.

Any student who is charged with bringing a firearm on school property shall be automatically suspended for ten days and recommended for expulsion for a minimum period of one calendar year by the principal. The suspension shall take effect immediately following the provision of initial due process and pending the conclusion of due process on the recommendation of expulsion, all in accordance with Policies JCDAE & JDE.

The superintendent who receives a recommendation for expulsion may determine, based upon the particular circumstances of a given case, that other disciplinary action or alternative placement is appropriate and may make such recommendation to the board.

IV. READMISSION

A student who is expelled for bringing a firearm on school property must apply to the Board for readmission to the regular school program. Readmission may be granted by the Board upon documentation showing that the student has participated in successful rehabilitative efforts including, but not limited to, progress in an alternative school or similar program.

V. 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

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.

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.

ILLNESSES - HEALTH/School Health Services

When a student reports an illness, send the student to the office with a pass, and if his/her condition so indicates, have another student accompany him/her. Even if you believe a student is feigning illness, it is still better practice to treat him/her as though he/she were sick.

The principal or administrator shall notify the county health department of receiving problems of head lice if the student has had head lice on three consecutive occasions during one school year while attending school or if the parent has notified the school officials of the student having head lice on three consecutive occasions as determined by the school nurse, public health nurse or physician. The school principal or administrator shall not allow the student back to school until proof of treatment is obtained.

School Nurses are advocates for children and promoters of good general health practices. The goals of School Health Services are to promote maximum health, well-being, and safety for each student. School Nurses seek the cooperation of teachers and other school personnel. A healthy child makes for a more successful student.

In order to make the best use of your school health services, the following is requested:

1. Between 7:50 a.m. - 8:15 a.m., send only medicine takers and emergencies to clinic.
2. Have students with complaints of stomachache or headache rest from 10 to 15 minutes before coming to the clinic, unless in acute pain.
3. Avoid sending students with non-bleeding paper cuts and healing scabbed over wounds to the clinic.
4. Group head lice checks will be routinely done at the beginning of the school year, after Christmas holidays, and after spring break. Other head lice checks will be on an as needed basis. Strict confidentiality regarding the identity of students with head lice is required.
5. Use nurse referral slips when sending students to the nurse. Include the name of the student, the complaint, and teacher's name.
6. At Grenada Elementary School between 11:00 a.m. - 12:15 p.m., send medicine takers and emergencies only.

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.

INTERNET APPROPRIATE USE AGREEMENT/ CHILDREN'S INTERNET PROTECTION ACT (CIPA)

The following measures are in place in the Grenada School District to comply with the Children's Internet Protection Act (CIPA).

- Filtering - Supplied by the Mississippi State Department of Education via the Office of Educational Technology.
- Internet Safety Policy - Appropriate Use Policy which follows
- Teacher Supervision - Teachers currently monitor Internet surfing in their classrooms

Grenada School District will adhere to the Child Internet Protection Act, the Children's Online Privacy Protection Act and to No Child Left Behind Legislation.

Overview of CIPA <http://www.sl.universalservice.org/whatsnew/MISC/CIPA051801.asp>

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. Under CIPA, no school or library may receive discounts unless it certifies that it is enforcing a policy of Internet safety that includes the use of filtering or blocking technology (see below). This Internet Safety Policy must protect against access, through computers with Internet access, to visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors. The school or library must also certify that it is enforcing the operation of such filtering or blocking technology during any use of such computers by minors. The law is effective for Funding Year 4 (07/01/2001 to 06/30/2002) and for all future years. Schools and libraries receiving only Telecommunications Services are excluded from the requirements of CIPA.

<http://www.ftc.gov/ogc/coppa1.htm>

Overview of COPPA

Children's Online Privacy Protection Act (COPPA), enforced by the Federal Trade Commission, requires commercial website operators to get parental consent before collecting any personal information from kids under 13. COPPA allows teachers to act on behalf of a parent during school activities online, but does not require them to do so.

INTERNET APPROPRIATE USE AGREEMENT

Grenada School District is pleased to bring access to the Internet to students and teachers. Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the users, who must adhere to strict guidelines. These guidelines are outlined here so that you are aware of the responsibilities you acquire with usage of the Internet. In general, an Internet user accepts responsibility for efficient, ethical, and legal utilization of all network resources. If a user violates the provisions, Grenada School District will terminate or suspend access to the network and disciplinary action may be taken.

- Transmission of any material in violation of any United States or state regulation is prohibited. This includes copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for product advertisement, commercial activities, illegal action, or political lobbying is prohibited.
- Appropriate use reflects academic honesty and ethical behavior, and demonstrates consideration of the consumption of

shared resources. It shows respect for intellectual property, ownership of data, system security mechanisms, and the rights of others to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

- Appropriate use also refers to disciplining oneself to spending a reasonable amount of time on the network and not neglecting other responsibilities. It is possible to become addicted to the Internet thereby neglecting study time and time for social and wellness activities. Students identified as addicted to the network may be denied access for a period of time to be determined by the principal.
 - Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The principal or his designee may deny, revoke, or suspend user privilege to any user determined to be using the system in an inappropriate manner and their decision is final.
- Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to):
- Be polite. Do not write or send abusive messages to others.
 - Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
 - Do not reveal your personal address or phone number or the address or phone number of students or colleagues.
 - Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - Do not use the network in such a way that you would disrupt the use of the network by other users.
 - All communications and information accessible via the network should be assumed to be private property.

Reliability:

- Grenada School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.
- Grenada School District will not be responsible for any damages suffered by the user, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.
- Use of any information obtained via the Internet is at the risk of the user. Grenada School District denies responsibility for the accuracy or quality of information obtained through Internet services.
- Grenada School District is not responsible for student access to what may be deemed as inappropriate material available on the Internet.

Security:

- Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she has identified a security problem, the principal must be notified immediately. The problem is not to be demonstrated to any other users.

Vandalism:

- Vandalism will result in cancellation of privilege and disciplinary action in accordance with district policy. Vandalism is defined as any malicious attempt to harm or destroy data to another user, the Internet, or any of the networks that are connected to the NSFNet Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

LEAVE POLICY for CERTIFICATED EMPLOYEES:

Section I: General Leave

At the beginning of each fiscal year, each certified employee shall be credited with leave based on the following schedule.

# Days Employed	Sick	Personal	Leave Total
187-199	7	2	9
200-219	8	2	10
220-239	9	2	11
240-up	10	2	12

If an employee is employed after the fiscal year is in progress (July 1) the employee will be awarded 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 leave days awarded had the employee been employed for the full year. The result would be rounded up by 1/2 day intervals.

The employee may accumulate all sick days with no limit to the number that may be accumulated. The employee may accumulate up to 5 personal leave days to be carried over to the next fiscal year. After all accumulated leave days have been taken; the next ten days absence from work will result in a pay deduction of \$50.00 per day. Accumulated sick leave days may be used for retirement purposes.

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.

Section II: 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.

Section III: Administrative Leave

Certificated employees may be eligible for administrative leave in order to perform professional services by representing the District at educational conferences, conventions, school evaluations, and other such events. An employee desiring such leave must obtain advanced approval from the Superintendent and Principal. Approved administrative leave will be with full pay and will not count against any accrued leave time.

Section IV: Other Leaves

1. 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.
2. All leaves for military purposes shall be governed by applicable state and federal laws.

Legal Ref: Section 37-7-307 Miss. Code 1972 Annotated

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 persists 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 that 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 on 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 Re-certification

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 re-certification on a monthly basis. Failure to provide re-certification 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.

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. Plan books are not to be taken home and will be placed in the teacher's desk with a substitute folder at the end of each day except the last school day of the week. On that day (usually Friday), plan books will be turned into the office for review prior to departing the campus, along with the data collection forms.
- D. 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.

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.

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.

PROMOTION AND RETENTION OF ELEMENTARY STUDENTS

The Grenada School District recognizes that retention is sometimes necessary and often beneficial. It is the philosophy of this District that most retention should occur in the lower (K-5) elementary grades in order to ensure an adequate foundation in the fundamental tool skills. A student in the Grenada School District must demonstrate proficiency of objectives in the Mississippi Curriculum Structure in order to be promoted and maintain a 65 average. Students in grades 1-5 may be retained with a grade below 65 in any major subject (Math, Reading). Students in grades 6-8 may be retained with a grade below 65 in two or more subjects. Students may be retained in kindergarten.

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.

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)

SAFETY / Mississippi School Safety Act of 2001

The School Safety Act of 2001 is cumulative and in addition to the school district's existing authority regarding discipline of students. Pursuant to the Act, the school district has adopted policies and procedures that recognize the teacher as the authority in classroom matters regarding the school district's written discipline code of conduct.

In the event the teacher removes a student who, in the professional judgment of the teacher, is disrupting the learning environment, and the removal is approved by the principal or assistant principal, the student may not be returned to the classroom until a conference has been held with the student's parent, guardian, or custodian. During the conference, the disruptive behavior will be discussed and agreements reached that not further disruption will be tolerated. The conference may be in person, by telephone, by e-mail or by other written communication.

Among other provisions, this act provides that a student 13 years of age or older may be subject to automatic expulsion on the third occurrence of habitually disruptive behavior during a school year. (Students under age 13 may be subject to expulsion for such conduct pursuant to other school policies and procedures.) The term "disruptive behavior" means conduct of a student that is so unruly, disruptive or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school-related activity and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles, or at school-related activities. Such behaviors include, but are not limited to: foul, profane, obscene, threatening, defiance, ridicule, or verbal attack of a teacher; and willful, deliberate and overt acts of disobedience of the directions of a teacher.

The term "habitually disruptive" refers to such actions of a student which cause disruption in a classroom, on school property or vehicles, or at a school-related activity on more than two occasions during a school year, and to disruptive behavior that was initiated, willful and overt on the part of the student and which required the attention of school personnel to deal with the disruption.

After the second instance of behavior that is determined by the principal or designated administrator to have seriously interfered with the school environment, the parents/guardians will be contacted to help develop a behavior modification plan for the student.

Discipline Plan

1. A parent, guardian, or custodian of a compulsory school-age child enrolled in the school district shall be responsible financially for his/her minor child's destructive acts against school property or persons.
2. A parent, guardian, or custodian of a compulsory school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of this subsection, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian, or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specifies in paragraph 1 of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline

conference.

4. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

See policies JCB and JDA

The teacher must take all possible steps to assure the safety of students at school. The room environment, campus, and students' activities must be in harmony with the requirements of safety. The teacher must use sound judgment in determining what types of games and other activities will be allowed. Specifically, the following actions by students are not permitted whether during school or during any school-related activity and should subject the student to discipline:

- A. Running, chasing, excessive noise, or the unruly behavior on the part of **any** student in halls or classrooms are not permitted or condoned.
- B. Unsupervised running or chasing games are not permitted or condoned. Use sound judgment when deciding whether to allow such games under supervision.
- C. Pushing or fighting at any time by any student is not permitted or condoned.

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

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.

SEARCHES

Circumstances may arise which required searches of students' persons, possessions, lockers, desks or vehicles. Administrators have the authority and obligation to exercise discretion in conducting searches. Teachers should not conduct any searches, except under cases of little intrusion, without consultation with the principal. Any weapons or other dangerous objects found on the student's person or in the student's possession should be immediately confiscated and appropriate disciplinary action should be instituted.

1. Locker and Desk Searches

Student lockers and desks are District property and remain at all times under the control of the district. However, because students have a reasonable expectation of privacy in their lockers, inspection of lockers must be authorized by the principal or his/her designed. No prior approval is required to search desks. Searches of lockers and/or desks may be conducted without notice to or consent of the student when reasonable cause exists to suspect a violation of a law or school rule.

2. Vehicles

Vehicles driven to school by or for students are subject to searches without notice to or consent of the student. No individualized suspicion is required for vehicle searches. However, when a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside a vehicle, the student may be required to open the vehicle, including the trunk, for further inspection.

3. Students

A student's person and/or personal effects may be searched whenever a school authority has a reasonable suspicion that the student is in possession of illegal or unauthorized materials. A pat down must be conducted in private by a school official of the same sex with an adult witness present.

It will be an extremely rare situation that requires a search more intrusive than a student's person. Only if extreme emergency conditions exist and only upon prior approval by the Central Office shall a more intrusive search be conducted. Such a search must be conducted in private by a school official of the same sex with an adult witness of the same sex.

SEARCHES (METAL DETECTOR) - GUIDELINES

When a school administrator has reasonable suspicion to believe a student is in possession of a weapon or other dangerous object, the administrator may conduct a metal detector search of the student and the student's personal effects. The following guidelines shall be followed by District personnel when conducting metal detector searches:

I. Searches of Student

1. The search shall be conducted by a staff member of the same sex as the student being searched.
2. If reasonably possible, the search should be conducted in the presence of at least one other staff member who shall serve as a witness to the search.
3. If reasonably possible, the search should be conducted in a private area, away from other students.
4. The student should first be asked to place all bags and parcels aside, and empty his/her pockets.

5. The staff member conducting the search may begin scanning the student with the metal detector, beginning at the student's toes and continuing up to the student's head, without actually touching the student's body.
6. If the metal detector is activated, the staff member may conduct a pat-down search of the student.
7. If the staff member feels an object during the pat down which he/she believes may be a weapon or other dangerous object, the staff member may remove the object or may ask the student to remove such object.
8. After the pat-down search, the staff member may conduct a subsequent scan of the student's body. If the metal detector is not activated, the staff member may continue the search only if the staff member has reasonable suspicion to believe the student is in possession of a weapon or other dangerous objects, which are incapable of discovery by a metal detector.

II. Search of Student's Property and Personal Effects.

1. The student should first be asked to empty his/her bags or parcels.
2. The bags or parcels may then be scanned with the metal detector.
3. If any bag or parcel activates the metal detector, the staff member may search such bag or parcel for weapons and other dangerous objects.

Any weapons or other dangerous objects found on the student's person or in the student's possession should be immediately confiscated and appropriate disciplinary action should be instituted.

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 Ed. 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 are 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: MS Code Annotated, 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 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 8th 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 POLICY AND PERFORMANCE APPRAISAL

The Grenada School District Teacher Appraisal Plan is based on the premise that professional growth is essential for the improvement of each certified staff member's performance. By providing teachers with clear, well-defined expectations and on-going, positive feedback, the evaluation process should develop and maintain well-trained quality teachers. This process should be continuous and constructive and should take place in an atmosphere of mutual trust, support, and respect.

The teacher appraisal process, an open and interactive collaboration, in support and furtherance of the goals of Grenada School District, seeks to improve classroom instruction, recognizes continuing professional development of teaching staff, and assists teachers to grow and develop in the profession.

It is believed that teachers work to maintain excellence in the classroom by setting goals, continuing their professional development, and engaging in self-reflection and self-assessment. The evaluation tool has been designed to focus feedback and communication on performance standards as well as to give each teacher the opportunity to reflect on his/her own professional practice and performance.

The purpose of the Grenada School District Teacher Appraisal program is to achieve the following objectives:

- To ensure quality instruction and learning for all students.
- To provide a common understanding of the standards for performance.
- To enhance professional growth.
- To provide support to staff members in order to improve professional competency.
- To provide accountability for staffing decisions.

This program is intended to develop a realistic, valid and professional approach ensuring the success of all teachers, continuous growth for the vast majority of teachers, and provide assistance as needed. It is the policy of Grenada School District that performance appraisals will be used primarily to improve instructional quality. Only when instructional quality has been found to be substandard will performance appraisals be used for the purpose of determining continued employment. When substandard performance has been identified, the principal shall notify the teacher in writing of the nature of the deficiency and subsequent appraisals will be used for the purpose of making employment decisions.

The classroom behaviors expected of teachers shall be the instructional skills detailed in Dr. Madeline Hunter's approach to instructional decision making, supplemented by mastery of content and classroom management. Teachers are expected to incorporate daily activities that appropriately differentiated instruction and utilize Webb's Depth of Knowledge (DOK).

The standards of expected teacher performance shall consist of two components – instructional expectations and non-instructional expectations. Instructional competencies include indicators relating to planning and preparation, instruction, and classroom environment. Non-instructional competencies include indicators relating to demonstration of professional growth, performance of professional responsibilities, and demonstration of positive relationships with students, teachers, staff members, administrators, and parents.

Information gathering from a variety of sources concerning classroom performance is essential to improving teacher methodology and student learning. Teacher self-evaluation must be a focal point in the improvement process.

Appraisal requirements are as follows:

- A minimum of one formal unannounced classroom observation of each teacher must be performed by the appropriate administrator and results recorded on the Teacher Appraisal Instrument (Attachment #1). An appraisal conference must follow the observation within seven working days. Administrators are required to observe a full lesson either period or block of instruction. The teacher is required to complete the Teacher Observation Reflection Form (Attachment #2) before attending the Appraisal Post-Conference. The teacher shall receive a copy of the Teacher Appraisal Instrument and a copy shall be maintained in the staff member's personnel file.
- A minimum of one videotaped lesson shall be evaluated by the appropriate administrator each year. The videotaped session must be for a full lesson – either period or block of instruction. The videotaped session shall be scheduled by the teacher. The teacher and the administrator shall review the videotaped session within seven days of the recording session and results shall be recorded on the Teacher Appraisal Instrument. The teacher shall retain a copy of the original and the administrator shall retain a copy of the Teacher Appraisal Instrument.
- Administrators shall perform frequent informal observations of teachers on a drop-in or check-in basis. The purpose of such observations shall be to promote the professional growth of the teacher.

Unacceptable performance of teachers is governed by Section 37-9-59 of the Code of Mississippi, which establishes requirements for the suspension or removal of teachers. The permissible grounds for such action are incompetence, neglect of duty, immoral conduct, intemperance, brutal treatment of a pupil, or other good cause. In cases of unacceptable performance, swift action by the responsible administrators shall be taken to initiate suspension or removal of the teacher.

Substandard performance by teachers shall stimulate an Individual Intervention Process initiated by the responsible administrators to correct performance deficiencies. The teacher shall be provided written notice, signed by the principal and the superintendent, of placement in the Individual Intervention Process. The notice shall state the specific teacher's performance, which is substandard, and that failure to improve will result in a recommendation of nonrenewal of contract for the following contract year. The notice shall offer help and support for teacher improvement, shall specify the data to be collected to assess improvement, and shall establish time limits for improvement.

Observation of the teacher's performance while in the Individual Intervention Process shall be as frequent as circumstances dictate and shall be performed only by administrative personnel designated by the superintendent. A conference between the observer and the teachers shall follow each formal observation. All appropriate records shall be maintained. The teacher may respond in writing to any aspect of his or her treatment while in the Individual Intervention Process and the response shall be retained with all other records. Upon achievement of the improvement targets, the teacher shall be notified of removal from the Individual Intervention Process. It is only following the failure of these activities to bring substandard performance to an acceptable level that action shall be initiated not to renew the employment contract of the teacher under the School Employment Procedures Law of 1977, in Sections 37-9-101 to 37-9-113 of the Code of MS.

It is the intention of the Grenada School District to use performance appraisals as a means to improve instruction. Therefore, flexibility and adaptability are consistent with our purposes. Only the Individual Intervention Process, suspension, or removal modes shall require tight standards of application. Administrators shall retain the right to exceed the minimum required observations.

This policy shall become effective in the 2008-09 school year. Each fall, an orientation session shall ensure that all teachers and administrators understand the operation of the policy.

Grenada School District
Teacher Appraisal Instrument

Teacher's Name: _____ Date: _____ Time: _____

Administrator: _____ Grade or Subject: _____

KEY: 4=Exemplary 3=Satisfactory 2=Needs Improvement 1=Unsatisfactory

4	3	2	1	INSTRUCTIONAL COMPETENCIES AND INDICATORS
I. PLANNING AND PREPARATION				
				A. Establishes appropriate instructional goals and related objectives consistent with the curriculum
				B. Prepares instructional plans and materials incorporating principles of effective instruction
				C. Creates selects or modifies instructional plans and materials to accommodate learner instructional levels.
				D. Uses information about learner performance to improve the instructional process
				E. Reports learner status and progress to learners and parents
<i>Average Rating for Planning and Preparation</i> _____				
II. INSTRUCTION				
				A. Monitors learner understanding and reteaches as necessary
				B. Provides learners appropriate practice and review
				C. Establishes and maintains learner involvement in the learning task
				D. Communicates effectively both written and orally
				E. Demonstrates appropriate use of differentiating instruction
<i>Average Rating for Instruction</i> _____				
III. CLASSROOM ENVIRONMENT				
				A. Establishes and maintains appropriate learner behavior
				B. Establishes and maintains a classroom climate conducive to learning
				C. Makes effective use of classroom resources
<i>Average Rating for Classroom Environment</i> _____				
4	3	2	1	NON-INSTRUCTIONAL COMPETENCIES & INDICATORS
I. DEMONSTRATES PROFESSIONAL GROWTH				
				A. Improves professional skills and knowledge
				B. Takes a leadership role in improving education
II. PERFORMS PROFESSIONAL RESPONSIBILITIES EFFECTIVELY				
				A. Follow applicable policies and procedures of the school system
				B. Exhibits professional conduct in the performance of duties
III. DISPLAYS HUMAN RELATIONS EFFECTIVELY				
				A. Maintains effective relations with students, teachers, and staff
				B. Maintains effective relations with administrators/supervisors
				C. Maintains effective relations with parents
<i>Average Rating for Non-Instructional Competencies and Indicators</i> _____				

Teacher Observation Reflections
Please bring this completed form to your Post-Observation Conference

As I reflect on the lesson, to what extent were students productively engaged?

Did the students learn what I intended? Were my instructional goals met? How do I know?

Did I alter my goals or instructional plan as I taught the lesson? If so, why?

If I had the opportunity to teach this lesson again to this same group of students, what would I do differently? Why?

TESTING PROGRAM

The District provides a comprehensive testing program to assess the academic abilities and achievements of each student in kindergarten through grade twelve. Students in grades K-8 are administered a standardized norm-referenced assessment. The State required assessment program includes the Mississippi Curriculum Test, Second Edition to students grade 3-8. Also, students in grades 5 and 8 are administered an elementary science and a middle school science test.

- ❖ Students at Grenada High School are required to pass Subject Area Tests including Algebra I, English II (with a writing component), U.S. History from 1877, and Biology I. All students must pass the four Subject Area Tests in order to earn a regular high school diploma. Students have multiple administrations in order to pass all subject area tests.
- ❖ State Board Policy IHF-3, outlines an appeal process whereby if a student, parent, or district personnel has reason to believe that a student has mastered the subject area curriculum but is unable to demonstrate mastery on the statewide Subject Area Test, an appeal for a substitute evaluation process may be made.

Grenada School District Policy for State Testing:

- ❖ If a student passes the course and fails the state test, the student will be awarded the Carnegie Unit but cannot graduate until the test is passed (with remediation offered by the school).
- ❖ If a student fails the course and passes the state test, the state-testing requirement for graduation will be met. However, the student must still pass the course in order to receive the required Carnegie Unit for graduation.

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

- 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 9th and April 30th 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 FEE

Legal transfers from another school district into the Grenada School District must pay tuition prior to enrolling in the Grenada School District. Tuition is as follows \$900.00 - 1st student, \$600.00 - 2nd student - \$400.00 - 3rd and each additional student in family.

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.

VERIFICATION OF RESIDENCE

Policy:

Definition of residence for school attendance purposes:

The student physically resides full time, weekdays/nights and weekends, at a place of abode located within the limits of the school district.

1. Effective the 1990-91 school year, all school districts required students who enrolled or continued to enroll in a school district to register at the school they were assigned to attend. The school district verified the residence of each student.
2. In succeeding years, any new student enrolling or entering a school district or any continuing students whose residence has changed will be required to verify his/her residence address as herein provided as a part of the registration process.

Procedure:

1. Each student identified in paragraphs 1 and 2 above must establish his/her residency in the following manner.

A. STUDENTS LIVING WITH PARENTS OR GUARDIAN

The parent or legal guardian of a student seeking to enroll must provide the school district with at least two of the items numbered (1) through (10) below as verification of their address, except that any document with a post office box as an address will not be accepted:

- (1) Civil Defense 911 Notification Card
- (2) Filed Homestead Exemption Application form;
- (3) Mortgage Documents or property deed;
- (4) Apartment or home lease;
- (5) Utility bills;
- (6) Driver's license;
- (7) Voter precinct identification;
- (8) Automobile registration;
- (9) Affidavit and/or personal visit by a designated school district official;
- (10) Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district; **and, in the case of a student living with a legal guardian who is a bona fide resident of the school district;**
- (11) Certified copy of filed petition for guardianship if pending and final decree when granted.

B. HOMELESS CHILDREN

When a child is determined to be homeless as defined by the Stewart B. McKinney Act 42 USC Sections 1143(1), 11432(e)(4) and 11302(a), the school district shall consider and taken enrollment action that is in the best interest of the child pursuant to 42 USC 11432(e)(3).

C. STUDENT LIVING WITH ADULTS OTHER THAN PARENTS OR LEGAL GUARDIANS;

1. The non-parent claiming district residency must meet the criteria or subparagraph (a)(1) through (9) above, required of a parent or legal guardian.

2. The district resident must provide the school with an affidavit stating his/her relationship to the student, and that the student will be living at his/her abode full time, and provide documentation fully explaining the reason(s) other than school attendance zone or district preference) for this arrangement. The local School Board or its designed will make the necessary factual determination under subsection II.1©(2). Examples of situations where “in loco parentis” authority of an adult should be recognized to establish residency of the minor include but are not limited to the following:

- a. Death or serious illness of the child’s parent(s) or guardian(s).
- b. Abandonment of the child;
- c. Child abuse or neglect;
- d. Unstable family relationships or undesirable conditions in the home of the child’s parents or guardians having a detrimental effect on the child.
- e. Students enrolled in recognized exchange programs residing with host families.

Whenever appropriate, the person who has assumed responsibility for the care and custody of the child shall be encouraged to obtain legal guardianship of the child.

3. The requirements of Section II.1(a) and (c) above are minimum requirements and the school district may require additional documentation and verification at any time.

4. At a minimum, the district shall maintain in a file a written instrument identifying the types of documents used to verify each student’s residency, all executed Declaration of Residency Forms, and copies of any relevant guardianship petition or decree.

5. The provisions of this policy do not apply to students who reside outside the school district, but who have legally transferred into the school district.

In the event that a local school district has a similar procedure, which requires documentation of residence and is approved by the State Board of Education, such procedure may be substituted for the procedure outlined in Section II.

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/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), or for causing, encouraging or aiding a minor to possess same. Stun guns are also prohibited.
- * 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.

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.

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.

