

GREENVILLE PUBLIC SCHOOL DISTRICT

EMPLOYEE HANDBOOK



2020-2021

Dr. Debra Dace, Superintendent

The Greenville Public School District complies with all federal and state laws and regulations and does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, veteran status, or disability. This applies to all educational programs and extra-curricular activities.

Inquiries regarding the application of the above, Title VI, Title IX, and/or accommodations for disabled employees, the public and accessibility of facilities and programs should be directed to Mrs. Janet McDavid-Collins, Director of Human Resources. Inquires regarding the application of Section 504 of the Rehabilitation Act (concerning students with disabilities who are not eligible for Special Education)/ADA should be directed to Dr. Linda Washington, 504 Coordinator. These individuals may be contacted by mail at P.O. Box 1619, Greenville, MS 38702-1619

Preface

The administration and faculty welcome you to the Greenville Public School District. We are honored to have the opportunity to work with you and look forward to a long employer-employee relationship. We invite you to share our vision of excellence for this district. Our district will be what you make it. Exemplary employees will yield an exemplary district.

This employee handbook will help you to become familiar with the policies and procedures drafted and approved by the Greenville Public School District Board of Trustees. The Superintendent is charged with ensuring that the policies and procedures are implemented in a fair and equitable manner by administrators. Administrators are charged with ensuring that staff abides by the policies and procedures.

Read this book carefully. Your building administrator will discuss it with you during orientation. All staff must follow the policies and procedures. If you should have any questions, ask your immediate supervisor. If there is a need for further clarity, staff should be referred up the chain of command.

The purpose of this handbook is to serve as a reference guide for staff regarding current district policies and procedures. When there is a need to change or implement new policies and procedures, staff will be informed of the changes after Board approval. Our policies can also be reviewed via the policy manual located in your school library, principal's office, online, or in the Superintendent's office.

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HISTORY

Greenville established its first public school in 1866, the year the city was rebuilt after its destruction during the Civil War. Since a separate municipal school district was created in 1884, it has been served by only seventeen superintendents, all recognized for their educational leadership and innovation.

In Mississippi, the Greenville system instituted the first science labs in 1888, the first school's system-furnished textbooks in 1890, the first physical education department in 1899, and the first public school kindergarten and the first art department in 1905.

In 1992, Greenville High School conducted its 100th graduation, the most of any public school in the state.

Greenville Public School District enrolls approximately 4,244 students.

The district operates one pre-kindergarten school, one kindergarten school, 6 neighborhood elementary schools (1-5), two middle schools (6-8), and one high school (9-12), and a countywide vocational technical complex.

Greenville was one of the earliest districts to be accredited by the Southern Association of Colleges and Schools (SACS). The entire district continues to be fully accredited by SACS. All schools in the district are accredited by the Mississippi Department of Education.

Dr. Debra Dace
Superintendent
412 S. Main Street
P. O. Box 1619
Greenville, MS 38702-1619
Office: (662)334-7001
Fax: (662)334-3646
ddace@gville.k12.ms.us



Dear Employees,

Welcome to the Greenville Public School District!

Our district's vision is *"Academic Excellence for All Students!"* and we can't achieve it without the dedication and enthusiasm of our teachers who share a common goal- to do what is best and educationally sound for all students.

Some of you are new to the District and new to the profession of education. We will be implementing a mentoring program throughout the school year to help guide you through your first year in order to ensure your success. I want you to know you made the right decision to join the educators of the Greenville Public School District and your employment with us is not an accident. We selected you because we value your skills and talents, and we look forward to working with you as we all continue to learn and grow professionally.

Many of you are veteran teachers who return to the district year after year because you are vested in this community. We have cultivated and watched you grow into talented educators. Let me take this opportunity to tell you how much you are appreciated for your commitment to the students, parents, and the Greenville community. As your superintendent, please know that you are truly valued by me and the District.

I encourage each of you to accept this new year as an opportunity to make new plans, design new strategies, and implement new ideas. This year, let us not be satisfied with maintaining the status quo. Instead, let us concentrate on the *"5S" Movement* as we work to ensure our motto of *Safety + Supervision + Scores = Student Success!* Thank you for joining us in our efforts to help our students realize their own potential and achieve academic excellence. Please use this guide to understand the operations of the school district and implement expectations as a part of *#TeamGPSD!!!*

Educationally yours,

A handwritten signature in blue ink that reads 'Dr. Debra Dace'. The signature is fluid and cursive.

Dr. Debra Dace

GREENVILLE PUBLIC SCHOOL DISTRICT

MISSION

The mission of the Greenville Public School District is to provide the opportunity for all students to achieve success.

VISION

The vision of the Greenville Public School District is academic excellence for all students.

MOTTO

“Safety + Supervision + Scores = Student Success” (5S Movement).

GOALS

Goal 1:

Improve student achievement

Goal 2:

Promote safe, disciplined, healthy, and drug free schools

Goal 3:

Ensure efficient and effective use of resources

Goal 4:

Improve community trust and district transparency with all stakeholders

STRATEGIES:

- 1. Implement ongoing, comprehensive reform in the areas of instruction, curriculum, and assessment in grades Pre-K through 12th.*
- 2. Increase the quantity and quality of teachers.*
- 3. Increase the quantity and quality of administrators.*
- 4. Use formative and summative evaluation to make data-driven decisions about programs and processes.*
- 5. Communicate with all stakeholders systemically through different mediums.*

**GREENVILLE PUBLIC SCHOOL DISTRICT
BOARD OF TRUSTEES**

*Dr. Doris Thompson, President
Mrs. Jan Vaughn, Vice President
Mr. Emanuel Edmond, Secretary
Mrs. Shirley Cartlidge, Member
Mrs. Antoinette Williams, Member*

DISTRICT ADMINISTRATORS

*Dr. Debra Dace
Superintendent of Education*

DISTRICT SUPERVISORS

*Mr. Michael Banks
Associate Administrator of Operations*

*Mrs. Latanya Calhoun
Chief Academic Officer*

*Mrs. Cynthia Cannon
Business Manager*

*Mr. Everett Chinn
Public Relations Specialist*

*Mrs. Janet McDavid-Collins
Director of Human Resources*

*Ms. Pamela Dillard
Director of Technology*

*Dr. Janice Monroe
Director of Special Services*

*Dr. Adrienne Williams
Director of Federal & State Programs*

GREENVILLE PUBLIC SCHOOL DISTRICT

MAIN OFFICE
412 S. Main Street
Greenville, MS 38701
(662) 334-7000
(662) 334-7021 (fax)

DIRECTORY OF SCHOOLS

MATTY AKIN ELEMENARY SCHOOL
361 Bowman Boulevard
Greenville, MS 38701
(662) 334-7161
(662) 334-2847 (fax)

ARMSTRONG ELEMENTARY SCHOOL
504 Redbud Street
Greenville, MS 38701
(662) 334-7121
(662)334-7120 (fax)

BOYD ELEMENTARY SCHOOL
1021 S. Colorado
Greenville, MS 38701
(662) 334-7165
(662) 334-2872 (fax)

DARLING ALTERNATIVE CENTER (Closed)
242 N. Broadway
Greenville, MS 38701
(662) 334-7141
(662) 334-7023

STERN ELEMENTARY SCHOOL
522 McAllister
Greenville, MS 38701
(662) 334-7131
(662) 378-1821 (fax)

TRIGG ELEMENTARY SCHOOL
3004 Lincoln Drive
Greenville, MS 38701
(662) 334-7177
(662) 334-7176 (fax)

WEBB KINDERGARTEN PREPARATORY
600 S. Harvey
Greenville, MS 38701
(662) 334-7146
(662) 334-2879 (fax)

WEDDINGTON ELEMENTARY SCHOOL
668 Sampson Road
Greenville, MS 38701
(662) 334-7101
(662) 334-2863 (fax)

COLEMAN MIDDLE SCHOOL
400 Hwy. 1 North
Greenville, MS 38701
(662) 334-7036
(662) 334-7040 (fax)

T.L. WESTON MIDDLE SCHOOL
901 Archer Street
Greenville, MS 38701
(662) 334-7080
(662) 334-7091 (fax)

GREENVILLE HIGH SCHOOL
419 E. Robertshaw
Greenville, MS 38701
(662) 334-7077
(662) 334-7060 (fax)

GREENVILLE TECHNICAL CENTER
350 S. Raceway Road
Greenville, MS 38701
(662) 334-7171
(662) 334-2848 (fax)

MANNING RESTART CENTER
430 Hwy 1 North
Greenville, MS 38701
(662) 334-7180

MCBRIDE PRE-K ACADEMY
438 North Poplar
Greenville, MS 38701
(662) 334-7136

***CODE OF
CONDUCT/ETHICS***

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>STAFF ETHICS</i>	<i>GBAA</i>

CODE OF ETHICS FOR STAFF

The superintendent or his or her designee shall establish procedures to assure that all school district employees comply with this policy. The procedures shall include, but are not limited to:

- Providing all employees with a copy of the Mississippi Educator Code of Ethics and Standards of Conduct.
- Maintaining a signed statement in each employee’s personnel file verifying that he or she has been given notice of the Mississippi Educator Code of Ethics and Standards of Conduct.
- Advising all licensed employees that his or her contract with the school district is subject to the Mississippi Educator Code of Ethics and Standards of Conduct; and may be revoked or suspended pursuant to its terms; and
- Providing annual in-service training for all employees on the Mississippi Professional Educator Code of Ethics and Standards of Conduct.

The Superintendent shall report to the Mississippi Department of Education all license holders who engage in unethical conduct relating to an educator/student relationship.

The Mississippi Public School Accountability Standard for this policy is standard 2.

I. Introduction

By accepting employment with the Greenville Public School District, employees have a responsibility to the school district, to their fellow employees, parents, the community, and to the students that they serve to adhere to certain standards of behavior, performance and conduct. No set of rules can address all forms of unacceptable behavior. However, generally speaking, the Greenville Public School District expects each of its employees to act in a professional and responsible manner at all times. In addition, examples of some of the more obvious unacceptable behavior that may subject an employee to disciplinary action, including termination or revocation of certification are set forth below.

II. Definitions

1. *"Certificate"* - Refers to any teaching, service, or leadership certificate, license, or permit issued by Mississippi Department of Education.

2. *"Educator"* - Teacher, school or school district administrator, or other education personnel who holds a certificate issued by Mississippi Department of Education and persons who have applied to but have not yet received a certificate. For the purposes of the Code of Ethics for educators, "educator" also refers to paraprofessionals, aides, and substitute teachers.
3. *"Student"* - Individual enrolled in the state's public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics for Staff, the enrollment period for a graduating student ends on August 31 of the year of graduation.
4. *"Complaint"* - Any written and signed statement from a local board, the state board, or one or more individual residents of this state alleging that an educator has breached one or more of the standards in the Code of Ethics for Staff. A "complaint" will be deemed a request to investigate.
5. *"Revocation"* - invalidation of any certificate held by the educator.
6. *"Denial"* - Refusal to grant initial certification to an applicant for a certificate.
7. *"Suspension"* - Temporary invalidation of any certificate for a period of time specified by Mississippi Department of Education.
8. *"Reprimand"* - Admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.
9. *"Warning"* - Warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.
10. *"No Probable Cause"* - A determination by Mississippi Department of Education that, after a preliminary investigation, either no further action needs to be taken or no cause exists to recommend disciplinary action.

II. Standards of Conduct or Behavior

The effective operation of the school district requires the services of employees with integrity. To maintain and promote these essential traits, all employees of the Greenville Public School District are expected to maintain exemplary standards in their school relationships. School district employees shall not use or attempt to use their official positions to secure any valuable thing or benefit for themselves that would not ordinarily accrue to them in the performance of their official duties, if such thing or benefit would represent a substantial and improper influence upon them with respect to their duties. Employee standards include the following:

1. Maintenance of just and courteous professional relationships with pupils, parents, staff members, community members and others.
2. Maintenance and improvement of their own efficiency and knowledge of developments in their fields of work through research, if applicable, and continuing professional development.
3. Transaction of all official business with the properly designated authorities of the school district.
4. Placement of the welfare of children as the first and fundamental concern of the school district in all actions and decisions; thus, appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.
5. Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind. Employees should avoid using their positions for personal gain through political, social, religious, economic, or other influence. All responsibilities should be fulfilled with honesty and integrity.
6. Directing any criticism of other staff members or of any department of the school district toward the improvement of the school district. Such constructive criticism is to be made to the particular

school administrator who has the administrative responsibility for improving the situation and them to the superintendent, if necessary.

7. Proper use and protection of all school properties, equipment, and materials.
8. Proper care and use of confidential information and student records.
9. Support of the principle of due process.
10. Honor all contracts until fulfillment or release.
11. Obey local, state, and federal laws and regulations in the performance of their job duties.
12. Implement policies of the Board of Trustees and the administrative rules and regulations of the school district.

IV. Prohibited Conduct

Although not exhaustive, any of the following types of conduct by an employee is grounds for discipline, up to and including immediate termination:

1. Violation of any Board policy or administrative rule, procedure or regulation, including, but not limited to, any Board policy or administrative rule, procedure or regulation concerning sexual behavior, discrimination, harassment, alcohol, illegal drugs, unlawful behavior, security or safety.
2. Violation of any applicable State Department of Education policy, rule, procedure or regulation, including, but not limited to, any violation of the Code of Professional Practice and Conduct for Mississippi Educators.
3. Violation of any applicable federal, state or local statute, regulation or ordinance governing public school employees including conflicts of interest.
4. Violation of any written rules or procedures published by schools or supervisors to employees, provided that such rules or procedures do not violate or conflict with any Board policy or administrative rule, procedure or regulation.
5. Engaging in any unlawful behavior, with the exception of minor traffic violations outside of work hours, whether on school district property, on student or vendor property, during work hours, while in the course of school district business, or otherwise, and whether or not the employee is convicted for such behavior.
6. Any federal or state court felony criminal conviction, guilty plea, plea of nolo contendere/no contest, deferred prosecution, or similar criminal convictions, pleas, or deferred prosecutions rendered in a foreign jurisdiction, which is another state or a foreign country. A conviction includes any findings or admission of guilt and/or any imposition of a fine, jail sentence, probation or other penalty.
7. No employee, in the course of his/her duties, who has access to or possesses information relating to his/her employment, shall disclose, divulge or otherwise compromise, except as authorized by the superintendent and/or Board of Trustees, the district's strategy on matters in negotiation, work product and planning for complaint hearings and litigation relating to employer-employee relations, office memoranda, or other matters relating to employer-employee relations, the premature disclosure of which would jeopardize the district's negotiating position of planning for complaint hearings and litigation. Confidential information will not include matters disclosed to the general public by the Board of Trustees, or designees, or matters of non-exempt public records as defined by state law. The district recognizes the obligation of all employees of the school district to be conscious of their professional responsibility not to divulge information presented by a student, parent, a colleague, or an agency when that revelation if not in the best interest of the

district. The district recognizes that within a human services organization as complex as a school district, it is necessary to share information on a "need to know" basis. However, the sharing of information should only serve to assist, rectify, or resolve a situation and should never be downgraded to idle gossip or negative commentary to the media, or others within the community.

8. Employees shall not record, or cause to be recorded, with an audio or videotaping device, other employees without their knowledge, permission, or consent. However, audio or videotaping of classrooms for observation and evaluative purposes is permissible for use by school personnel only.
9. Employees are expected to participate, in a truthful manner, in any district investigation and share any information with the appropriate parties that may be relevant to the investigation unless the participation is against the employee's criminal interest.
10. Any federal or state court criminal conviction, guilty plea, plea of nolo contendere/no contest, deferred prosecution, remand or prayer for judgment continued, or similar criminal convictions, pleas, deferred prosecutions rendered in foreign jurisdictions of any kind, whether felony or misdemeanor, involving minors under 18 years of age or involving public or private school funds, property, employees, visitors, or students. A conviction includes any finding or admission of guilt and/or any imposition of a fine, jail sentence, probation or other penalty.
11. Being under the influence of or the manufacture, sale, distribution, possession, dispensation, transportation or use of alcohol during work time or on school property; or being under the influence of or the manufacture, sale, distribution, possession, dispensation, transportation or use of illegal drugs or the unlawful abuse of prescription drugs at any time.
12. Possession of any unauthorized visible or concealed firearms, weapons or explosives during work hours or on school property or bringing such items onto school property, including but not limited to weapons for which the owner has obtained a concealed handgun or weapons permit.
13. Failure to maintain appropriate licensure or certification required: (a) for the particular job(s) or duties being performed by an employee; or (b) to operate school property or equipment necessary for the performance of an employee's work responsibilities.
14. Failure to report an on-the-job injury or accident to an immediate supervisor as soon as the employee has knowledge of such injury.
15. Failure to observe specified district safety or security practices while on school property, or vendor property, during work time, or while in the course of school business.
16. Awareness of a safety or security hazard with respect to school property, employees, visitors or students and not acting timely to report such hazard to appropriate administrative, supervisory officials or to correct such hazard where possible.
17. Awareness of fellow employees, visitors, students, or a student's parent or guardian at any time, whether on school property or vendor property, during work time, or while in the course of school business.
18. Harassment of fellow employees, visitors, students, or a student's parent or guardian at any time, whether on school property or vendor property, during work time, or while in the course of school business.
19. Threatening, intimidating, provoking a fight, striking, or in any way fighting with: (a) a fellow employee, visitor, student/or a student's parent or guardian at any time; or (b) with any other individual when representing the school district.
20. Gambling, betting or taking bets on school property or with students at any time.

21. Behaving indecently or engaging in immoral or abusive conduct; (a) during work time or while in the course of school business; or (b) on school property or with students at any time.
22. Behaving or engaging in any unethical or lascivious, lustful, lewd, or lecherous conduct at any time, if there is a reasonable and adverse relationship between the underlying conduct and the continuing ability of the employee to perform any of his/her professional functions in an effective manner.
23. Falsification, or inappropriate alteration of, or making false statements or misrepresentations regarding information used or contained in any employment records, including but not limited to applications for employment, time cards, leave forms, payroll data, expense records, personnel file materials, government reports, and any other like documents.
24. Falsification, or inappropriate alteration of, or making false statement or misrepresentations regarding information used or contained in any student records, including but not limited to report cards, grades, attendance records, testing data, testing scores, drop-out summaries, transfer sheets, government reports, and any other like documents.
25. Falsification, or inappropriate alteration of, or making false statements or misrepresentations regarding Information used or contained in any school financial records, including but not limited to asset listings, ledgers, purchase orders, financial statements, deposit and withdrawal slips, grant data, government reports, and any other like documents.
26. Submitting false requests or claims to the Board of Trustees or the administration, including, but not limited to, claims or requests relating to jury duty, leave, medical claims, supplies and expense reimbursements.
27. Dishonesty or making false statements, or misrepresentations regarding any school or work-related matter.
28. Insubordination, including but not limited to continuing, intentional refusal to cooperate in any school district-related investigation or to follow and/or carry out the reasonable work-related instructions, either or implied of a supervisor or any employee with administrative authority.
29. Interference with another employee's job performance.
30. Unauthorized use of school property at any time, including, but not limited to, motor vehicles, software, information systems, communication systems, or other school-owned, leased, or rented equipment.
31. Engaging in personal business during work time, including, but not limited to, the use of school property or equipment for personal profit.
32. Unauthorized possession, removal or use of school equipment of property or use of Board facilities for any purpose other than official school business.
33. Unauthorized possession, use or distribution of school keys, access codes or passwords.
34. Theft, embezzlement or misuse of school, fellow employee, student, parent, supplier, visitor, or school club or organization funds or property or the removal of such funds or property without authorization.
35. Deliberate sabotage, destruction or damage of Board, fellow employee, student, parent, supplier, visitor, or school club or organization property or equipment, or the commission of acts intended to cause destruction or damage to such property.
36. Unauthorized disclosure of use of confidential school information or records, including but not limited to violation of the Board of Trustees' or the State Department of Education's confidentiality policies, administrative rules, procedures and regulations with respect to personnel, student and testing data.

37. Careless or reckless driving of any vehicle while transporting Board employee or students, or careless or reckless driving of a school vehicle at any time whether owned, leased, or rented.
38. Smoking or use of other tobacco products at any time while on school property including, but not limited to, school vehicles, whether owned, leased, or rented.
39. Sleeping during work time.
40. Failure to dress in a professional manner consistent with an employee's job duties and staff dress code policy.
41. Failure to notify an appropriate supervisor; if required, when leaving district property before an employee's regularly scheduled quitting time or when arriving after the regularly scheduled starting time.
42. Failure to follow applicable Board policies, rules, procedures, or regulations regarding the reporting or taking of absences from regularly scheduled duties, including but not limited to any rules or procedures established or published by schools or supervisors to district employees.
43. Use of profanity, obscene, or abusive language toward, or in the presence of any student, or of any fellow employee, visitor, or a student's parent or guardian.
44. Any form of unwelcome or inappropriate physical contact with a fellow employee, except for the purpose of self-defense.
45. Any form of unwelcome or inappropriate physical contact with a student, except for the purposes of appropriate instruction, self-defense or necessary and appropriate physical restraint.
46. Conducting or allowing a "strip" search of students by individual other than federal or state public law enforcement personnel acting within the scope of their public duties, (excluding reasonable requests for students to take off shoes, socks, hats, or outer garments such as coats, scarves, gloves, etc.).
47. Any form of sexual, lascivious or romantic contact with or solicitation of a student, including, but not limited to, kissing or hugging regardless of whether such activity is welcome or unwelcome.
48. Dating or attempting to date students, or engaging or attempting to engage, in any activity designed to encourage or which does encourage an inappropriate relationship with students.
49. Awareness of actual or potential: (a) unwelcome or inappropriate physical contact with a student by an employee except for the purposes of appropriate instruction, self-defense, or necessary and appropriate physical restraint; (b) sexual, lascivious or romantic contact with or solicitation of student by an employee, regardless of whether such activity is welcome or unwelcome; or (c) dating, attempting to date students, engaging, or attempting to engage, in any activity designed to create or which does create in improper relationship with students, and not acting to report such matters to appropriate administrative or supervisory officials and/or, where required by law, to outside officials in a timely manner.
50. Abandonment of one's job as a certified employee or leaving a certified position without having secured release from one's contract by the Board of Trustees.
51. Refusing to participate or evading participation in any district investigation. "Participation" includes but is not limited to subjection to interviews upon request from any district representative, providing documents requested by any district representative, and undergoing any examination requested by any district representative (including polygraph and providing hair, blood, urine, or other samples.)

V. Warnings

Except where in the discretion of supervisory or administrative personnel the conduct or performance of an employee warrants suspension without pay, nonrenewal or immediate termination, an employee should be

warned about his/her unacceptable behavior. If the warning is prepared in writing, the warning should be provided to the employee, and a copy should be placed in the employee's personnel file.

The failure to give warnings, either orally or in writing shall not prevent the discipline or termination of an employee under this policy.

Employees may be suspended only with the approval of the Superintendent, or his designee, and if required by law, the School Board of Trustees.

VI. Conflicts of Interest

Employees shall refrain from engaging in conduct that is a conflict of interest.

The district will also adhere to the Mississippi Department of Education “Code of Ethics” Policy for district employees. It is listed below:

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>CODE OF ETHICS: STANDARDS OF CONDUCT</i>	<i>MISSISSIPPI DEPARTMENT OF EDUCATION</i>

STANDARD 1: PROFESSIONAL CONDUCT

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

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

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

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

- a. Harassment of colleagues.
- b. Misuse of mismanagement of tests or test materials.
- c. Inappropriate language on school grounds or any school-related activity.
- d. Physical altercations.
- e. Failure to provide appropriate supervision of students and reasonable disciplinary actions.

STANDARD 2: TRUSTWORTHINESS

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

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

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

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

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

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

STANDARD 4: EDUCATOR/STUDENT RELATIONSHIPS

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

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

- a. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/

- student authority while expressing concern, empathy, and encouragement for students.
- b. Nurturing the intellectual, physical, emotional, social and civic potential of all students.
 - c. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement.
 - d. Creating, supporting, and maintaining a challenging learning environment for all students.

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

- a. Committing any act of child abuse.
- b. Committing any act of cruelty to children or any act of child endangerment.
- c. Committing or soliciting any unlawful sexual act.
- d. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability.
- e. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.
- f. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with students.

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

1. Sexual jokes.
2. Sexual remarks.
3. Sexual kidding or teasing.
4. Sexual innuendo.
5. Pressure for dates or sexual favors.
6. Inappropriate touching, fondling, kissing, or grabbing.
7. Rape.
8. Threats of physical harm.
9. Sexual assault.
10. Electronic communication such as texting.
11. Invitation to social networking.
12. Remarks about a student's body.
13. Consensual sex.

STANDARD 5: EDUCATOR/COLLEGIAL RELATIONSHIPS

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

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

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

- b. Harming others by knowingly making false statements about a colleague or the school system.
- c. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- d. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status.
- e. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues.

STANDARD 6: ALCOHOL, DRUG AND TOBACCO USE OR POSSESSION

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

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

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

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

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

STANDARD 7: PUBLIC FUNDS AND PROPERTY

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

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

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

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

- a. Knowingly misappropriating, diverting, or using funds, personnel, property or equipment committed to his or her charge for personal gain.

- b. Failing to account for funds collected from students, parents, or any school-related function.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Co-mingling public or school-related funds with personal funds or checking accounts.
- e. Using school property without the approval of the local board of education/governing body.

STANDARD 8: REMUNERTIVE CONDUCT

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

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

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

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

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

STANDARD 9: MAINTENANCE OF CONFIDENTIALITY

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

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

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

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

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

STANDARD 10: BREACH OF CONTRACT OR ABANDONMENT OF EMPLOYMENT

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

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

- a. Abandoning the contract for professional services without prior release from the contract by the school board.
- b. Refusing to perform services required by the contract.

The above code shall apply to all employees of the district and shall serve as to protect 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).

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>INSTRUCTIONAL AND SUPPORT STAFF DRESS CODE</i>	<i>GAHA</i>

Each employee of the Greenville Public School District shall be expected to give proper attention to his/her personal appearance as required by work responsibilities. The Greenville Public School District recognizes that an appropriately dressed employee is seen as a more suitable role model. The Greenville Public School District further recognizes that personal appearance also has a bearing on the teaching authority, confidence, and self-esteem of teachers, administrators and staff. A professional appropriate dress influences the way staff interacts with students and positively affects the general environment. Each employee of the Greenville Public School

District will contribute to the formation of a positive, professional public image by maintaining high standards of personal appearance through appropriate dress and grooming regardless of job category.

GUIDELINES

- 1) Employee identification tags are required to be worn and visible at all times.
- 2) Hair must be clean, neat and well-groomed.
- 3) Foundation garments shall be worn and not visible with respect to color, style, and/or fabric. No see-through or sheer clothing shall be allowed, and no skin shall be visible between pants/trousers, skirts, and shirts/blouses at any time.
- 4) Patches, decorations, slogans, designs, symbols, tags, marks or advertisements of beer, alcohol, drugs, and/or cigarettes are prohibited. Clothing that has any type of drawing or words that would be vulgar, profane, suggestive, or advertising an affiliation with drugs, alcohol, violence, or gang related activities is prohibited.
- 5) Employees who are furnished uniforms must wear them at all times.

A. Pants

- 1) Pants/trousers must have a hem or cuff and be at or below the ankle. No cut-offs, cut-outs and/or ragged edges are permitted.
- 2) Pants must be sized appropriately. No hip-huggers that reveal flesh are allowed. Pants must not be excessively tight or sagging.
- 3) No jeans or overalls of any color or fabric are permitted, except on such days as designated by the Superintendent.

B. Shirts/Blouses

- 1) Casual tee shirts (faded, sheer, out of shape or inappropriately sized) are not allowed.
- 2) Tank tops and spaghetti strap and sleeveless garments are prohibited when worn as a single garment. These garments are permissible with a sleeved shirt/jacket layered on top. Camisoles, slips, and tee shirts that are intended to be worn as undergarments may not be worn as outer garments.
- 3) Shirts/blouses must be of an appropriate length so as not to expose the midriff at any time.

C. Skirts/Dresses

No mini-skirts, halter tops, backless, strapless and/or cut-out/see-through dresses shall be permitted.

D. Shorts

Shorts are not allowed.

E. Warm-ups/Jogging Suits and Shorts

Warm-ups, jogging suits, wind suits and/or sweat suits, leggings, tights, and other athletic apparel are not permissible, except for physical education gym and dance teachers while classes are being conducted.

F. Shoes

- 1) Foot wear must be worn at all times.
- 2) Shoes traditionally worn around the home (slippers, house shoes, or beach slippers) or to the beach (flip-flop/shower shoe design or thongs) are not permitted. Professional shoes with/without a strap are allowed.
- 3) Tennis shoes that are clean and in good condition may be worn.

G. Accessories

- 1) Noisy, distracting jewelry/accessories that could cause a safety hazard may not be worn. In keeping with professional decorum, earrings may be worn by female employees only and ears are the only exposed areas of the body on which pierced jewelry may be worn. Tattoos must be covered if at all possible.
- 2) No hats are allowed in the building unless part of the employee's uniform or religious headgear required to be worn by the employee's religion. No headscarves are allowed.

H. Spirit Days

With approval from the Superintendent, the principal may designate no more than one day per week as "school spirit" day. On special days/events or circumstances such as Convocation, Red Ribbon Week, homecoming, and testing days, the superintendent or his/her designee may designate special attire except for safety officers.

I. Exceptions

1) P.E. Coaches

Coaches and physical education personnel may wear loose fitting shorts of no more than three inches above the knee during their physical education hours.

2) Agriculture, Industrial Technology, and Welding Teachers

Agriculture, industrial technology, and welding teachers may wear coveralls as long as they are not denim material or blue jeans.

3) Bus Drivers, Custodial Staff, Safety Officers, Food Service Workers, Computer Technicians, and District Maintenance Personnel

Bus drivers, custodians, safety officers, food service, district maintenance personnel, and computer technicians will wear uniforms if applicable.

For food service, warehouse personnel, district maintenance and property accounting employees, shorts may be worn in the summer when part of the employee's uniform. These employees may also wear coveralls in the winter.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>EMPLOYEE CONDUCT</i>	<i>GAB</i>

EMPLOYEE CONDUCT

Employees of the Greenville Public School District are expected to conduct themselves in a manner that will reflect positively on the school district and the community, thus promoting a positive environment for teaching, learning and student wellbeing.

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

VIOLATIONS

Violations of this policy shall be reported and discussed in a conference between the employee and the school principal (or superintendent and principal if a principal is in violation of this policy). If the principal or superintendent finds the complaint to be factual, he or she shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file.

Severe violations or continuous violation of this policy may lead to an employee being suspended, dismissed or non-renewed. Employees shall have the right to appeal any disciplinary action taken against them by following the proper chain of command as specified in the district's "Employee Grievance Procedure" policy and the provisions of the Education Employees Procedures Law (EEPL).

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>STAFF/STUDENT NON-FRATERNIZATION</i>	<i>GABB</i>

STAFF/STUDENT NON-FRATERNIZATION

Adults who have contact with children and adolescents through school activities have the responsibility not to betray or misuse their privileged position and shall never take advantage of students' vulnerability or of their confidence.

It is the policy of the Board of Education to prohibit any sexual relationship, contact or sexually nuanced behavior or communication between a staff member and a student, while the student is enrolled in the school system. The prohibition extends to students of the opposite sex or the same sex as the staff member, and applies regardless of whether the student or the staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention.

Staff Guidelines for Non-Fraternization

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or staff.
2. Staff members shall not exchange gifts with students.
3. Staff-sponsored parties, at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not text students nor participate in any student blogs.
6. Staff members shall not friend students on any social media platforms.
7. Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
8. Staff members shall not date students. Sexual relations with students, regardless of age and/or consent, are prohibited and will result in dismissal and criminal prosecution.
9. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
10. Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities.
11. Staff members shall not send students on personal errands.
12. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
13. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but instead, should refer the student to appropriate school personnel or agency for assistance, pursuant to law and Board policy.
14. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Social Media

All employees, faculty and staff of this school district who participate in social media websites or applications such as, but not limited to, Myspace and /or Facebook, Twitter, Snapchat, and/or Instagram shall not post any data, documents, photos or inappropriate information on any

website that might result in a disruption of classroom activity. The determination of appropriateness will be made by the Superintendent.

Employees, faculty and staff are solely responsible for the content and the security of their social media websites and applications and shall not give social media website passwords to students. Employees, faculty, and staff shall NEVER use their personal social media accounts in any way purporting to be or speaking for the Greenville Public School District. Fraternalization via the internet between employees, faculty or staff and students is prohibited and in violation of standards of the Mississippi Educator Code of Ethics. Communications with both students and parents shall be done in person, over telephone, through standard mail, and/or through email. Social media shall never be used and is not an appropriate form of communication. Access of social media websites for individual use during school hours is prohibited. Violations of any of these policies may result in disciplinary action, up to and including termination.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites.

Annual Reminder to Staff

The Superintendent and the school principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Examples of inappropriate behavior from other districts, as behavior to avoid
5. Monitoring and penalties for improper use of district computers and technology
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

Periodical Searches

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and/or websites is discovered, the school principals and/or Superintendent will download the offensive material and promptly take proper administrative action.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>SOCIAL NETWORKING WEBSITES</i>	<i>GABBA</i>

SOCIAL NETWORKING WEBSITES

All employees, faculty, and staff shall observe the following while participating in any social websites or applications including, but not limited to, Myspace, Facebook, Twitter, Snapchat, and/or Instagram.

- Access of social networking websites for individual use during school hours is prohibited.
- Employees, faculty, and staff shall not friend students on any social media platforms.
- Employees, faculty and staff should not give social media passwords to students.
- Employees, faculty and staff shall not post any data, documents, photos or inappropriate information on any website or application that might result in a disruption of classroom activity. This determination will be made by the Superintendent.

Fraternization via the internet between employees, faculty or staff and students is prohibited and in violation of the Mississippi Educator Code of Ethics. Communications with both students and parents shall be done in person, over the telephone, through standard mail, and/or through email. Social media shall never be used and is not an appropriate form of communication.

Access of social media websites for individual use during school hours is prohibited.

Violations of any of these policies may result in disciplinary action, up to and including termination.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites, since educational sites are used solely for educational purposes.

***EQUAL
OPPORTUNITY***

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>EQUAL OPPORTUNITY EMPLOYMENT</i>	<i>GAAA</i>

EQUAL OPPORTUNITY EMPLOYMENT

The Board of Trustees believes in the dignity of all individuals and worth of their labors. In accordance with federal and state laws, the Greenville Public School District will not discriminate in its policies and practices with respect to compensation, terms, or conditions of employment because of an individual's race, color, ethnic or national origin, religion, gender, height, weight, age, marital status, political beliefs, disability, or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity. As provided under Title IX of the Education Amendments of 1972, no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance.

HARASSMENT PROHIBITED

This school district affirms the employee rights under Title VII and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

The Mississippi Public School Accountability Standard for this policy is standard 1.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>TITLE I COMPARABILITY</i>	<i>GABE</i>

TITLE I COMPARABILITY

To meet the comparability requirements contained in Title I Assurances, it shall be the policy of the Greenville Public School District to adhere to the following:

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1. Maintain equivalency among schools in the allocation of teachers, administrators, and auxiliary personnel.
2. Maintain equivalency among schools in the provision of curriculum materials and instructional supplies.
3. Maintain a district-wide salary schedule.
4. Allocate all resources to schools on an equitable basis based upon the projected student enrollment for the ensuing school year, the grade level of the school, the unique needs of the specific school community and the instructional program to be served.

The superintendent or his or her designee shall develop procedures for compliance with this policy and shall maintain records that are updated biennially documenting the district's compliance with this policy.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>STAFF DECISION MAKING/STAFF COMMUNITY RELATIONS</i>	<i>GAC</i>

The board directs the superintendent to establish mechanisms which solicit regular input of community, students and staff regarding policies, procedures, programs and operations of local districts. Such input will be considered for incorporation in the district's educational plan, school board policies and district operational procedures. The board may request a summary of community input.

The Mississippi Public School Accountability Standard for this policy is standard 12.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>EMPLOYMENT VERIFICATION I-9</i>	<i>GACD</i>

EMPLOYMENT VERIFICATION I-9

All new employees are required by the provisions of the Immigration Reform and Control Act of 1982, to complete a government form I-9. Certain specific documents proving eligibility for employment must be provided. Forms and guidelines will be provided by the Human Resources Department. I-9 forms for *all* new faculty, staff and student employees are to be completed in the Human Resources Department located at 412 S. Main Street, Greenville, MS 3701.

In accordance with the federal act, all newly hired faculty, staff and students are not allowed to begin work on the first day of employment unless they complete Section I of the I-9 form. New employees have up to three business days to provide the required I-9 documentation as mandated for Section II. Sections I and II may be completed prior to the hire date when there is an unconditional offer of employment which has been accepted by the employee. To facilitate completion, new employees are encouraged to provide acceptable documents before or on the first day of employment.

New employees who fail to provide the required documentation are not allowed to continue employment with the district. **Non-compliance with this policy is a violation of the federal act and subject to federal fines and disciplinary action.**

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>FAIR LABOR STANDARDS POLICY</i>	<i>GCRAA</i>

FAIR LABOR STANDARDS POLICY

PURPOSE

The purpose of this policy is to ensure that the Greenville Public School District is in compliance with the requirements of the Fair Labor Standards Act (FLSA), 29 U.S.C. ' 201 *et seq.*

EXEMPT EMPLOYEES

Certain employees are exempt from coverage of the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative and professional employees. Examples include, but are not limited to, certified professional employees such as teachers, counselors, supervisors and administrators. Certain non-certified administrators are also exempt and include business managers, transportation directors, maintenance directors and other similar administrative and supervisory positions. Supervisors should seek advice from the school board attorney if there is a question whether a position is exempt.

COVERED EMPLOYEES

Employees in the job classifications listed below are generally considered to be non-exempt and are covered by the FLSA unless a specific exception exists. In those instances, the reasons for the exempt status will be specifically outlined.

- | | |
|--------------------|-----------------------|
| Secretaries | Bookkeepers |
| Clerks | Mechanics |
| Janitors | Cafeteria Personnel |
| Assistant Teachers | Substitute Teachers |
| Bus Drivers | Maintenance Personnel |
| Security | Data Entry Operators |

In some instances, employees may perform dual jobs for the District, such as bus driver/maintenance worker. If duties of the two jobs require the employee to work overtime, the amount due will be calculated using the method described below under OVERTIME PAY.

EMPLOYMENT RELATIONSHIPS

No employment relationship is created between student teachers or students and the District due to the circumstances surrounding their activities.

No employment relationship is created between the District and individuals who volunteer and donate their services to the District as a public service without contemplation of pay. The hiring of off-duty policemen or deputies on a part time basis by the District for crowd control or for security purposes does not create a joint employment relationship between the

District and the city or county with which the policemen or deputies are employed. The District is separate and distinct and acts entirely independent of other governmental entities.

HOURS WORKED

The work week for the Greenville Public School District begins on Sunday and ends on Saturday. Each employee subject to the FLSA shall be paid for all hours worked. Compensable time includes all time that an employee is required to be on duty.

Coffee breaks, waiting time and meal periods, which are frequently interrupted by calls to duty, are hours worked and are compensable.

Hours worked shall be accurately recorded by each employee on the monthly or weekly time sheet in the form which is provided by the District. Employees using time sheets shall furnish all information requested and shall record the exact time of arrival and departure from work. Employees are expected to arrive and depart at the time specified by his/her supervisor unless requested to work overtime by his/her immediate supervisor. All overtime shall be recorded by each employee on the time sheet or time card.

No overtime shall be worked without prior written permission by the Superintendent. In the event of emergencies requiring work in excess of 40 hours in a work week, the employee shall inform his/her supervisor as soon as practicable regarding the overtime worked.

BREAKS AND MEAL PERIODS

Although not required by the FLSA, employee should be allowed coffee breaks of no more than 15 minutes when appropriate. The time of day for breaks and their length shall be determined by each employee's immediate supervisor.

Meal periods for some employees shall be counted as hours worked since they are frequently interrupted by calls to duty and therefore are compensable. Those employees with bona fide meal periods of 30 minutes or more shall be completely relieved of duty for the purpose of eating a regular meal and shall not be required to perform any work during that meal period.

MINIMUM WAGE

All employees subject to the FLSA shall be paid not less than the current minimum wage.

OVERTIME PAY

It is the policy of the District that compensation for overtime work will be paid in the form of compensatory time off.

Compensatory time shall be awarded on the basis of 1 2 hour for each hour of overtime worked. An employee will not be permitted to accumulate more than 240 compensatory time hours (160

regular hours). Employee must take the compensatory time when it is agreeable with his/her supervisor. However, the supervisor's consent shall not be unreasonably withheld.

In the event the District decides to pay for overtime work in the form of monetary remuneration, the employee shall be paid not less than 1 and 1/2 times his/her regular rate of pay for all hours worked over 40 hours in a work week. Overtime pay due an employee shall be computed on the basis of hours worked in each work week.

For employees paid on an hourly rate, the overtime will be based on that hourly rate. For employees paid on a salaried basis, the monthly salary will be reduced to its weekly hourly rate, from which overtime compensation will be calculated.

Employees shall be paid for each and every hour worked. For those employees working 2 or more jobs for the District, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked calculated by dividing the total amount of remuneration received in a work week by the total hours worked in that work week. The employee shall be paid one-half of the blended hourly rate times the number of hours worked over 40.

ADJUSTMENT OF SCHEDULES

Supervisors may adjust schedules within a work week to prevent the necessity of an employee working more than 40 hours in that work week.

RECORD KEEPING

The Superintendent shall require all records on wages, hours and other items to be maintained in accordance with the FLSA.

Wage and Hour posters shall be displayed at each District worksite.

ENFORCEMENT

District shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site. If an employee believes he/she has not been paid in accordance with the FLSA, the employee shall notify his/her supervisor and the Superintendent. Employees who believe they have not been paid in accordance with the FLSA may file a complaint with the United States Department of Labor. The District shall not retaliate in any manner whatsoever against an employee for the filing of such complaints.

District employees responsible for supervising employees subject to the FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the District. Any disciplinary action taken by the District will be in addition to any relief granted an employee by the U. S. Department of Labor or a court of law.

***SEXUAL
HARASSMENT***

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>SEXUAL HARASSMENT</i>	<i>GACN</i>

SEXUAL HARASSMENT

This school district affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

PART I

In accordance with Title VII of the 1964 Civil Rights Act, as amended in 1972, Section 703, no employee in the Greenville Public School District shall be subject to sexual harassment.

It is the intent of the school board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

PART II

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

Criteria:

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

Criteria I and II are examples of quid pro quo or conditional sexual harassment. The third criterion is an example of hostile work environment.

PART III

Complaints of violation of this policy may be made to the appropriate administrative officer or the Title IX coordinator without fear of reprisal. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

SEXUAL MISCONDUCT PROHIBITED

If any person eighteen (18) years or older who is employed by any public school district or private school in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, the Mississippi Department of Education and the Department of Human Services, provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation is true.

Any superintendent, or his designee, who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35. Any superintendent, principal, teacher or other school personnel participating in the making of a required report pursuant to this section or participating in any judicial proceeding resulting therefrom shall be presumed to be acting in good faith. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. ' 97-5-24

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. ' 97-29-3

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>SEXUAL HARASSMENT-PROCEDURES</i>	<i>GACN-P</i>

SEXUAL HARASSMENT – PROCEDURES

Section I: TITLE IX OF THE EDUCATION AMENDMENT OF 1972

Employees and students in academic institutions are protected from sexual harassment by Title IX of the Education Amendment of 1972. This amendment to the 1964 Civil Rights Act prohibits sex discrimination and sexual harassment in educational institutions that receive federal assistance.

Complaints of violation of this policy may be made to the appropriate administrative officer or the Title IX coordinator without fear of reprisal. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

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 are 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 are confidential and do not become part of the employee's official personnel file. 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.
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, they shall not be permitted to re-file that same complaint once withdrawn.
7. No reprisal shall be invoked against any employee for filing a complaint or for participation in any way in this procedure.
8. If the complaint is against the person's immediate supervisor, the complainant should talk immediately with the Title IX Coordinator.

Section III: PROCEDURES FOR PROCESSING COMPLAINTS

Step One:

Within five (5) days of the time a complaint becomes known, the employee will present the complaint orally to his immediate supervisor 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 supervisor before talking with the Title IX Coordinator.

Step Two:

Within 3-5 days the supervisor 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 Three:

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 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/her 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.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>SEXUAL HARASSMENT</i>	<i>GBR</i>

SEXUAL HARASSMENT

The policy of the board of trustees forbids discrimination against any employee or applicant for employment on the basis of sex. The board of education will not tolerate sexual harassment activity by any of its employees. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

This school district affirms employee protection provided under Title VII, and therefore “shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another’s work performance or which creates an intimidating, offensive, or hostile environment.”

It is the intent of the school board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

The District has a Title IX Compliance Officer designated to handle any complaints regarding Title IX issues. Since this policy, Policy GBR, is not amended each time the administrator serving as the Title IX Compliance Officer changes, please contact the superintendent, the federal programs director, or any principal to request the name of the current Title IX Compliance Officer. Also, the Title IX Compliance Officer is identified with specificity in the District Student Handbook, Faculty Handbooks, and on the District website. Contact the Title IX Compliance Officer immediately to make a complaint regarding discrimination based on sex with respect to any District educational program District activity receiving federal financial assistance or with respect to complaints of sex discrimination and/or sexual harassment.

GENERAL PROHIBITIONS

1. Unwelcome Conduct of a Sexual Nature
 - a. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double-entendres, and jokes.
 - b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
 - c. An employee who has initially welcomed such by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

2. Sexual Harassment

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

The criteria are:

- a. Submission to the conduct is made either an explicit or implicit condition of employment;
- b. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or

- c. the conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

B. SPECIFIC PROHIBITIONS

- 1. Administrators and Supervisors
 - a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
 - b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- 2. Non-administrative and Non-Supervisory Employees

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

C. REPORTING, INVESTIGATION, AND SANCTIONS

- 1. It is the express policy of the Board of Trustees to encourage victims of a sexual harassment to come forward with such claims. This may be done through the Employee Grievance Resolution Procedure.
 - a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision.
 - b. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
 - c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- 2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the

alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment unless the Superintendent is the alleged harasser. In which case the Board of Trustees or its designee will investigate the complaint and the Board will resolve the complaint.

3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural requirements.

SEXUAL MISCONDUCT PROHIBITED

If any person eighteen (18) years or older who is employed by any public school district or private school in this state is accused of fondling or having any type of sexual involvement with any child under the age of eighteen (18) years who is enrolled in such school, the principal of such school and the superintendent of such school district shall timely notify the district attorney with jurisdiction where the school is located of such accusation, the Mississippi Department of Education and the Department of Human Services, provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation is true.

Any superintendent, or his designee, who fails to make a report required by this section shall be subject to the penalties provided in Section 37-11-35. Any superintendent, principal, teacher or other school personnel participating in the making of a required report pursuant to this section or participating in any judicial proceeding resulting therefrom shall be presumed to be acting in good faith. Any person reporting in good faith shall be immune from any civil liability that might otherwise be incurred or imposed. ' 97-5-24

If any teacher and any pupil under eighteen (18) years of age of such teacher, not being married to each other, shall have sexual intercourse, each with the other, they shall, for every such offense, be fined in any sum, not more than five hundred dollars (\$500.00) each, and the teacher may be imprisoned not less than three (3) months nor more than six (6) months. ' 97-29-3

HARASSMENT PROHIBITED

This school district affirms employee protection provided under Title VII, and therefore "shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment."

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student or employee who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all students and employees of Greenville Public School District, and third parties, persons hired to provide contracted services, and persons volunteering at school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student) or suspension or termination of employment (if any employee), and in egregious situations, law enforcement officials will be notified as required by law. Further, the Mississippi Department of Education will be notified as required with regard to any violations of Standard 4 of the Mississippi Educator Code of Ethics and Standards of Conduct. It is also prohibited to knowingly make a false discrimination, harassment, or retaliation report or provide false information in an investigation. Individuals who knowingly file a false or misleading complaint alleging harassment, discrimination or retaliation or provide false information in an investigation are subject to appropriate disciplinary actions.

INVESTIGATION OF HARASSMENT

In accordance with its obligations under federal law, the District reserves the right to investigate reports of harassment occurring between employees and students or between employees, regardless of whether the alleged harassment occurred on or off school grounds; during or outside school hours; or using school-owned or personally-owned electronic devices (e.g. postings to digital media and electronic forums such as Twitter and Facebook or text messages).

RETALIATION IS PROHIBITED

The Greenville Public School District encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the district to investigate such reports. The Greenville Public School District prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject an individual to disciplinary action. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include suspension, expulsion and in egregious situations, the involvement of law enforcement officials.

OTHER REPORTING

Nothing in this policy or any other policy impedes or precludes a student, the student's parents, a school employee, or school officials from directly reporting to law enforcement officials any behavior that constitutes a violation of criminal law or any applicable laws.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>EMPLOYEES COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT PROCEDURES</i>	<i>GBR-P</i>

SEXUAL HARASSMENT – PROCEDURES

Section I: TITLE IX OF THE EDUCATION AMENDMENT OF 1972

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1. Since it is important that complaints be filed and processed as rapidly as possible, the number of days indicated at each step are 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.
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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, they shall not be permitted to re-file that same complaint once withdrawn.
7. No reprisal shall be invoked against any employee for filing a complaint or for participation in any way in this procedure.

8. If the complaint is against the person's immediate supervisor, the complainant should talk immediately with the Title IX Coordinator.

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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.

PROFESSIONAL DEVELOPMENT

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL STAFF DEVELOPMENT</i>	<i>GAD</i>

PROFESSIONAL STAFF DEVELOPMENT

The superintendent will ensure that all employee manuals and handbooks are in compliance with state and federal law.

All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions, and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result. The superintendent will develop rules that prescribe the circumstances under which the district administration and/or parents/guardians are to be notified of actions taken, any written documentation of actions taken that is necessary, and other appropriate procedures including staff training.

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). In addition, each school may publish a student/parent handbook detailing additional rules specific to that school. [All rules applying to student conduct shall be posted in a prominent place in each school building.]

STUDENT TEACHING

Persons who possess two (2) years of classroom experience as an assistant teacher or who have taught for one (1) year in an accredited public or private school shall be allowed to fulfill student teaching requirements under the supervision of a qualified participating teacher approved by an accredited college of education. The local school district in which the assistant teacher is employed shall compensate such assistant teachers at the required salary level during the period of time such individual is completing student teaching requirements. ' 37-3-2 (6) (a) (2002)

The Mississippi Public School Accountability Standards for this policy are standards 2 and 15.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL STAFF CONTINUING EDUCATION</i>	<i>GADA</i>

PROFESSIONAL STAFF CONTINUING EDUCATION

This school district seeks to maintain a well-qualified professional staff and encourages its teachers to improve their individual competence through appropriate continuing education programs. The superintendent shall be responsible for developing continuing education guidelines for professional staff. The following shall be considered in developing such guidelines:

1. Consideration of the Mississippi Professional Development Model, available from the Mississippi Department of Education;
2. Emphasis on, and a definition of, appropriate continuing education;
3. Categories /qualifications of professional employees to whom the guidelines will apply;
4. Availability of funds for reimbursement of tuition and/or other costs;
5. Factors to be used in determining if the continuing education course/program/activity qualifies for reimbursement;
6. Application procedure for reimbursement of tuition and/or other expenses; and,
7. Other factors as deemed appropriate by the district.

Persons who possess two (2) years of classroom experience as an assistant teacher or who have taught for one (1) year in an accredited public or private school shall be allowed to fulfill student teaching requirements under the supervision of a qualified participating teacher approved by an accredited college of education. The local school district in which the assistant teacher is employed shall compensate such assistant teachers at the required salary level during the period of time such individual is completing student teaching requirements. ' 37-3-2 (6) (a)

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>AED AUTOMATED DEFIBRILLATOR</i>	<i>GADAB</i>

It is the goal of the Greenville Public School District to equip each site in the District with an automated external defibrillator (AED), to be used to treat any person who experiences sudden cardiac arrest. The AED is only to be applied to victims who are unconscious, not breathing normally, and showing no signs of circulation, such as normal breathing, coughing and movement. The District will provide training to certain employees at each site on the use of the AED.

The Board authorizes the administration to implement procedures consistent with this policy.

ADMINISTRATIVE PROCEDURE

TRAINING

1. The Greenville Public School District (GPSD) will identify and train certain employees at each site on the use of the AED (“authorized AED responders”). All authorized AED responders are required to have current documentation of successful completion of a course of basic life support that includes CPR and the use of the AED according to American Heart Association standards and guidelines and American Red Cross standards or other nationally authorized agency in CPR and AED use.
2. The Site Leader at each facility will maintain a schedule with names of those trained and dates of certification and due dates for re-certification, and will provide such schedules to the District Program Coordinator who oversees the implementation of the AED program.
3. Mock drills may be performed at each facility as an ongoing quality improvement program to monitor training and evaluate response.

LOCATION OF AED

1. The Site Leader and principal shall determine the exact placement of each AED at the site and shall notify the District Program Coordinator of such placement. AEDs may be kept in school offices and other locations that are locked at the end of the school day.
2. AEDs will be placed in publicly accessible locations and will be clearly identified by a sign next to the AED or on the door of the storage facility/cabinet housing the AED.
3. All staff in the building shall be given information about the purpose of the AED, its location, and how to access the AED in case of emergency.
4. Community and other groups that rent/use a school facility after regular business hours may request that the AED be temporarily relocated to an accessible area.
5. When the AED is needed on standby at a school event occurring after regular business hours, authorized AED responders may request permission from the building administrator to relocate the AED. The authorized user will secure a sign on the AED cabinet specifying the temporary location of the AED and the date and time the AED will be returned.

COORDINATION WITH EMS SYSTEM

1. Local fire and police departments shall be notified as to the location of the AEDs in each GPSD facility by the Site Leader. Fire/EMS department will be the primary advising department during an emergency.

SCHOOL-BASED PARTICIPANTS

1. **Medical Advisor:** The Board will appoint a physician as Medical Advisor for the AED program. The Medical Advisor shall provide medical oversight of the AED program training. Duties of the Medical Advisor include but are not limited to reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR, evaluating post-event documentation, and recommending procedures for a more effective AED program.
2. **District Program Coordinator:** The Program Coordinator shall oversee implementation of approved program policies and procedures within the District. The duties of the Program Coordinator include but are not limited to:

- a. Work with AED Site Team (site leader, nurse, and health/physical education teachers, athletic director, custodians, receptionists, administration) to identify authorized AED responders, organize and perform site drills.
 - b. Coordinate certification training programs for authorized AED responders.
 - c. Maintain and distribute a schedule of authorized AED responders.
 - d. Maintain awareness of and compliance with current federal and state regulations.
 - e. Communicate with Medical Advisor on issues related to medical emergency response program including post-event reviews.
3. Site Leader is the school nurse or designated staff in each facility responsible for the operation of the AED program at the site. The duties of the Site Leader include but not limited to:
 - a. Complete and maintain required documentation to ensure program and regulatory compliance.
 - b. Routinely check AED equipment and accessories.
 - c. Maintain schedule of authorized AED responders.
 - d. Coordinate site-specific mock drills.
 4. Incident Reporters are designated individuals who will initiate an external emergency response by calling 911. They shall also receive emergency notification form with in the school facilities and/or fields; call 911 and assign an individual to meet and direct arriving EMS personnel to emergency location; deploy authorized AED responders.
 5. Authorized AED responder—Trained volunteer responder who has successfully completed an approved CPR/AED training program.

ACTIONS TO TAKE UPON ARRIVAL OF EMS

1. Have a designated staff in place to direct arriving EMS to location of incident, EMS takes charge of victim upon arrival.
2. Authorized AED responders working on the victim shall communicate known relevant information to the EMS provider, such as victim's name, medical problems, allergies, or medical history, time the victim was found, condition and vital signs, type and time of intervention(s) provided, number of shocks delivered and length of time the defibrillator was used, patient response to intervention(s) and information from the AED screen.
3. The electrodes shall remain in place on victim (detached from device); school's AED remains with representative of school who returns device to Site Leader as soon as possible.

POST-EVENT REVIEW

1. Each time the AED is used the authorized AED responder will complete an AED event summary form and provide it to the Site Leader. Copies shall be forwarded to Program Coordinator and Medical Advisor.
2. The Site Leader or designee shall take the AED out of service.
3. Any AED data will be printed from the device. Copies will be provided to and maintained by the Program Coordinator and the Medical Advisor.
4. Before returning AED to service, the Site Leader will inspect, clean and restock AED station.
5. The Medical Advisor will conduct a post-incident review and debrief those involved with the response.

EQUIPMENT MAINTENANCE

1. A designated maintenance staff employee shall perform regular equipment maintenance according to the equipment maintenance procedures in the operating instructions. (The manual can be downloaded from the DVD in the back pocket of the AED).
2. Following the use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. All pads, pocket masks and other supplies that were used shall be replaced.
3. AED maintenance checklist shall be completed and AED shall be returned to a state of readiness.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>SUICIDE PREVENTION EDUCATION IN-SERVICE TRAINING</i>	<i>GADAC</i>

SUICIDE PREVENTION EDUCATION IN-SERVICE TRAINING

The Board of Trustees of the Greenville Public School District recognizes that suicide is a major cause of death among youth and should be taken seriously. It is the policy of this school district that in-service training on suicide prevention education will be conducted for all district employees.

The board establishes this policy in an effort to take positive steps toward reducing student suicide through:

1. **Prevention.** To provide in-service training to all newly employed school district employees with information about and recognition of the signs of suicidal behavior; including, but not limited to, early identification and delegation of responsibility for planning and coordination of suicide prevention efforts, along with steps for reporting students who they believe to be an elevated risk for suicide.
2. **Intervention.** To take affirmative action when an immediate referral is warranted, such as when a student verbalizes about suicide, presents overt risk factors such as aggression or intoxication, the act of self-harm occurs, or a student self-refers and to understand the emergency procedures when a referral is made and to provide support for students.
3. **Postvention.** To respond to suicide or suicide attempt, utilizing the district's crisis response, documentation, and reporting procedures.

As required by law, this policy shall be further developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts.

This school district shall utilize training materials and resources developed by the Mississippi Department of Mental Health and shall comply with all requirements of the Mississippi Department of Education regarding suicide prevention.

The superintendent or designee shall develop procedures for implementation of this policy.

Additional suicide prevention resources are available through the Mississippi Department of Education.

The National Suicide Prevention Lifeline can be reached at 1-800-273-8255 (TALK); <http://suicidepreventionlifeline.org>.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>BEGINNING TEACHER SUPPORT PROGRAM</i>	<i>GADD</i>

BEGINNING TEACHER SUPPORT PROGRAM

1. "Beginning teacher" means a teacher who:
 - a. Possesses a teaching license issued by the Commission on Teacher and Administrator Education, Certification and Licensure and Development;
 - b. Is employed at least half-time, primarily as a classroom teacher, by a school district; and
 - c. Has taught fewer than ninety (90) consecutive days, or one hundred eighty (180) days total, as a licensed teacher in any public school.
2. "District" means any local school district.
3. "Formal assistance" means a program provided by a mentor teacher to a beginning teacher that includes, but is not limited to, direct classroom observation and consultation; assistance in instructional planning and preparation; support in implementation and delivery of classroom instruction; and other assistance intended to enhance the professional performance and development of the beginning teacher.
4. "Mentor teacher" means a teacher who:
 - a. Possesses a standard teaching personnel service or administrative license issued by the Commission on Teacher and Administrator Education, Certification and Licensure and Development;
 - b. At the time of selection, is employed under contract primarily as a classroom teacher by a public-school district or is retired from a public-school district;
 - c. Has successfully taught for three (3) or more years as a licensed teacher in any public school;
 - d. Has been selected and trained as described in Section 37-9-211; and
 - e. Has demonstrated mastery of teaching skills and subject matter knowledge.
5. "Teacher" means a licensed employee of a local school district who has a direct responsibility for instruction, coordination of educational programs or supervision of teachers and who is compensated for services from public funds. ' 37-9-201

ESTABLISHMENT OF BEGINNING TEACHER SUPPORT PROGRAM

1. The Mississippi Teacher Center of the State Department of Education shall establish a beginning teacher support program to provide eligible beginning teachers in this state with continued and sustained support from a formally assigned mentor teacher during the first full year of teaching.
2. After the 1992-1993 school year, any district is eligible to participate in the beginning teacher support program.
3. Two (2) or more districts may operate jointly a beginning teacher support program if they meet all the requirements of Sections 37-9-201 through 37-9-213.
4. Educational consortia established for approved teacher education programs pursuant to rules of the Mississippi Teacher Center are eligible to operate a beginning teacher support program to serve beginning teachers in a participating school district.
5. To the extent practicable, school districts may coordinate with institutions of higher education in the design, implementation and evaluation of mentorship programs. ' 37-9-205 (1995) Each district that wishes to participate in the beginning teacher support program shall submit a formal application to the Mississippi Teacher Center no later than September 15 of each school year, according to rules of the Mississippi Teacher Center. By that date, districts shall inform the department of:
 - A. The names of all eligible beginning teachers employed by the district and a description of their teaching assignments and extracurricular duties;
 - B. The names of mentor teachers selected by a district and a description of their teaching assignments and the endorsement area in which they are certified to teach;
 - C. A description of the content and calendar of the proposed beginning teacher support program. The program must provide a minimum of ninety (90) hours of direct contact between mentor teachers and beginning teachers, including observation of or assistance with classroom teaching, or both, during the school day;
 - D. A description of the amount and nature of each eligible beginning teacher's classroom and extracurricular duties and assurance that these duties are not unreasonable for a beginning teacher; and
 - E. A certification that no eligible beginning teacher is or may be mis-assigned outside the teacher's endorsement area, except as provided for by rules of the Mississippi Teacher Center. ' 37-9-207

After consulting with representatives of teachers, administrators, school boards, schools of education, the institutions of higher learning and such others as it considers appropriate, the Mississippi Teacher Center shall develop or approve workshops to provide training for mentor teachers and beginning teachers. ' 37-9-209

1. The selection, nature and extent of duties of mentor teachers shall be determined by the school district. The following guidelines shall apply:
 - A. No teacher shall be designated as a mentor teacher unless willing to perform in that role;
 - B. No mentor teacher shall participate in the evaluation of beginning teachers;
 - C. Each mentor shall complete successfully a training workshop provided or approved by the Mississippi Teacher Center prior to participating in the beginning teacher support program; and
 - D. If a mentor teacher receives additional release time to support a beginning teacher, it is expected that the total work load of other teachers regularly employed by the school district should not increase in any substantial manner.

2. A district may:
 - a. compensate mentor teachers from any available funds for additional duties to support a beginning teacher which are performed after regular school hours;
 - b. grant additional release time to mentor teachers for additional duties to support a beginning teacher which are performed after regular school hours; and
 - c. employ and compensate substitute teachers from any available funds for assuming the regular teaching duties of mentor teachers who are participating in the beginning teacher program. ' 37-9-211

***STAFF
GRIEVANCES***

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>STAFF COMPLAINTS AND GRIEVANCE</i>	<i>GAE</i>

STAFF COMPLAINTS AND GRIEVANCES

As the primary means of solving staff complaints and grievances, the board expects each administrator to:

- (1) discover and practice effective means of resolving differences that may arise among employees and administrators;
- (2) reduce potential reasons of complaints and grievances; and
- (3) establish and maintain recognized channels of communication between the staff, administration, and board.

When and if the primary means fail, the administration shall have established and the board shall have approved formal procedures for the prompt and equitable adjustment of serious grievances. In this context, a serious grievance shall be defined as:

A disagreement involving the work situation in which one individual or group of individuals believes that an injustice has been done because of a lack of policy, or because of a policy that is unfair, deviation from, or misapplication, or interpretation of a policy or contract. Policies dictated by law are not included in this definition.

Such procedures shall provide for the resolution of grievances at the lowest possible administrative level and for ultimate appeal of any unresolved grievance to the board. In the resolution of grievances, hearing at all administration levels shall be:

1. Conducted in the presence of the administrator who made the ruling which is the subject of the grievance and the presence of any other staff member personally involved.
2. Held only after due written notification to all persons concerned.
3. Free from interference, coercion, restraint, discrimination, or reprisal.
4. Held in private, with only the persons involved and/or their representatives present.
5. Summarized in writing or on tape, with an official record kept for the district.

At all hearing levels, the employee or an employee group involved shall at his/her own expense, have the right to be represented by legal counsel. Either party to the dispute shall have the right to call and cross-examine witnesses.

Reasonable time limits, as set forth in the procedures for implementing this policy shall be observed by the person or group presenting the grievance, by the administration, and by the board. No employee shall suffer a reprisal or reduction in status as a result of having presented a grievance for review or of having represented an employee in a grievance.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>GRIEVANCE PROCEDURES- LICENSED PERSONNEL APPRAISAL</i>	<i>GAE-P</i>

GRIEVANCE PROCEDURES -- LICENSED PERSONNEL APPRAISAL

PURPOSE

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

DEFINITIONS

The following definitions shall apply in this grievance procedure:

1. "Personnel appraisal" refers to the system of annual performance evaluation of all licensed staff, as is mandated by state law. This grievance procedure has been approved by the school board for use in this district as part of its "Personnel Appraisal System"
2. A "grievance" is a complaint by an individual based upon an alleged violation of his or her rights under state or federal law or board policy related to the personnel appraisal process for that individual.
3. A "grievant" is a person or persons making the complaint.
4. The term "days" shall mean working school days and shall exclude weekends, holidays, and vacation days.

PROCEDURE FOR PROCESSING GRIEVANCES

Grievances shall be processed in accordance with the following procedure:

Level One

1. All grievances, as defined above, must be presented orally to the principal of the grievant within five (5) days of the act or omission complained of, and the principal and 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 the grievant shall, within five (5) days after meeting with his principal, file a written statement with his principal 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 violated. The statement must be signed by the grievant.
3. In the event the grievant does not submit to his principal a written statement as required, his failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal.
4. Within five (5) days after receiving the grievant's signed statement the principal shall send to the superintendent a copy of the grievant's statement, along with a statement

from the principal setting forth his response to the grievant and/or his decisions, as is applicable. At the same time, the principal shall also provide a copy of his written statement to the grievant.

Level Two

1. Upon receipt by the superintendent of the written notice that the grievant intends to appeal the decision of his principal, the superintendent shall notify the grievant in writing within five (5) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than ten (10) days from the date of receipt of the grievant's written notice of intention to appeal the written decision of his principal.
2. The written statement submitted by the grievant to his principal in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit in writing any and all additional information on his behalf which he desires to the superintendent not later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.
3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his failure to attend shall be deemed as an acceptance of the written decision rendered by his principal at LEVEL ONE.
4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the school board.
2. If the grievance is not filed with the secretary of the school board within five (5) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.
3. Within five (5) days after receipt of the grievance, the board secretary, in concert with the board chairman and superintendent, shall schedule a hearing before the school board on the grievance.
4. The board shall render its decision within seven (7) days of the hearing.

The Mississippi Public School Accountability standard for this policy is Standard 3.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>LICENSED STAFF COMPLAINTS AND GRIEVANCES</i>	<i>GAER</i>

LICENSED STAFF COMPLAINTS AND GRIEVANCES

PURPOSE

The purpose of this grievance 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 his or her 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, holidays and vacation days.

PROCEDURE FOR PROCESSING GRIEVANCES FOR CERTIFIED STAFF

Grievances shall be processed in accordance with the following procedure:

Level One

1. All grievances, as defined above, must be presented orally to the principal or immediate supervisor of the grievant within five (5) days of the act or omission complained of, and the principal or immediate supervisor and 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 five (5) 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 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 failure to do so shall be deemed as an acceptance of the informal decision rendered by his principal or immediate supervisor.
4. Within five (5) days after receiving the grievant's signed statement the principal or immediate supervisor shall send to the superintendent a copy of the grievant's statement, along with a statement from the principal or immediate supervisor setting forth his response to the grievant and/or his decision, as is applicable. At the same

time, the principal or immediate supervisor shall also provide a copy of his written statement to the grievant.

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, time, and place upon which the matter will be considered by the superintendent. The superintendent shall schedule a hearing on the matter no later than ten (10) 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.
2. The written statement submitted by the grievant to his principal or immediate supervisor in Level One shall form the basis of the grievance before the superintendent. The grievant shall submit in writing any and all additional information on his behalf which he desires to the superintendent not later than five (5) days prior to the date upon which the matter is scheduled for hearing by the superintendent.
3. In the event the grievant does not personally attend the hearing scheduled by the superintendent, his failure to attend shall be deemed as an acceptance of the written decision rendered by his principal or immediate supervisor at LEVEL ONE.
4. The superintendent shall render a written decision to the grievant within five (5) days of the date upon which the matter was heard.

Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at LEVEL TWO, or if the superintendent does not render a decision within five (5) days, the grievant may file the grievance with the secretary of the school board.
2. If the grievance is not filed with the secretary of the school board within five (5) days of the hearing at LEVEL TWO, the grievance shall be considered resolved.
3. Within five (5) days after receipt of the grievance, the board secretary, in concert with the board chairman and superintendent, shall schedule a hearing before the school board on the grievance.
4. The board shall render its decision within seven (7) days of the hearing.

***PERSONAL/
COMMUNITY
RELATIONS***

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>STAFF DECISION MAKING/ STAFF COMMUNITY RELATIONS</i>	<i>GAC</i>

STAFF DECISION MAKING / STAFF-COMMUNITY RELATIONS

The board directs the superintendent to establish mechanisms which solicit regular input of community, students and staff regarding policies, procedures, programs and operations of local districts. Such input will be considered for incorporation in the district's educational plan, school board policies and district operational procedures. The board may request a summary of community input.

The Mississippi Public School Accountability standard for this policy is standard 12.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>STAFF CONFLICT OF INTEREST</i>	<i>GAG</i>

STAFF CONFLICT OF INTEREST

It shall be illegal for any superintendent, principal or other certificated employee to be elected by the school board if such superintendent, principal or certificated employee is related within the third degree by blood or marriage according to the common law to a majority of the members of the school board. No member of the school board shall vote for any person as a superintendent, principal or certificated employee who is related to him within the third degree by blood or marriage or who is dependent upon him in a financial way. Any contract entered into in violation of the provisions of this section shall be null and void. ' 37-9-21

It shall be unlawful for any member of the board of trustees of any school district, any member of the county board of education, the county superintendent of education or any superintendent, principal, teacher, or employee of a county board of education or any school district to have or own any direct or indirect interest individually or as agent or employee of any person, partnership, firm or corporation in any contract made or let by the county board of education, the county superintendent of education or the board of trustees of the school district for the construction, repair, or improvement of any school facility, the furnishing of any supplies, materials, or other articles, the doing of any public work or the transportation of children or upon any subcontract arising therefrom or connected therewith in any manner. The board of trustees of any school district shall be authorized to contract with a teacher or school district employee to perform extra work without being in violation of the provisions of this section. The board of trustees shall make a case by case determination of the possible conflicts of interest arising from any extra work contracts and such decision by the board shall be final. Any contract entered into in violation of the provisions of this section shall be void and of no effect. Any person who shall authorize or enter into any contract in violation of the provisions hereof, or who shall knowingly or willfully pay out or receive any money upon any such contract shall be civilly liable for the amount so paid or received, and, in the case of an official who has furnished a bond, the surety upon such bond shall likewise be liable for such amount. In addition, thereto,

any person who shall violate the provisions of this section shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than One Hundred Dollars (\$100.00) nor more than Five Hundred Dollars (\$500.00), or by imprisonment in the county jail not less than thirty (30) days nor more than ninety (90) days, or by both such fine and imprisonment, in the discretion of the court. ' 37-11-27

The following definitions apply in this policy unless the context otherwise requires:

1. "Authority" means any component unit of a governmental entity.
2. "Benefit" means any gain or advantage to the beneficiary, including any gain or advantage to a third person pursuant to the desire or consent of the beneficiary.
3. "Business" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, holding company, self-employed individual, joint stock company, receivership, trust or other legal entity or undertaking organized for economic gain, a nonprofit corporation or other such entity, association or organization receiving public funds.
4. "Business with which he is associated" means any business of which a public servant or his relative is an officer, director, owner, partner, employee or is a holder of more than ten percent (10%) of the fair market value or from which he or his relative derives more than two thousand five hundred dollars (\$2,500.00) in annual income or over which such public servant or his relative exercises control.
5. "Compensation" means money or thing of value received, or to be received, from any person for services rendered.
6. "Contract" means:
 - a. Any agreement to which the government is a party; or
 - b. Any agreement on behalf of the government which involves the payment of public funds.
7. "Government" means the state and all political entities thereof, both collectively and separately, including but not limited to:
 - a. Counties;
 - b. Municipalities;
 - c. All school districts;
 - d. All courts; and
 - e. Any department, agency, board, commission, institution, instrumentality, or legislative or administrative body of the state, counties or municipalities created by statute, ordinance or executive order including all units that expend public funds.
8. "Governmental entity" means the state, a county, a municipality or any other separate political subdivision authorized by law to exercise a part of the sovereign power of the state.
9. "Income" means money or thing of value received, or to be received, from any source derived, including but not limited to, any salary, wage, advance, payment, dividend, interest, rent, forgiveness of debt, fee, royalty, commission or any combination thereof.
10. "Intellectual property" means any formula, pattern, compilation, program, device, method, technique or process created primarily as a result of the research effort of

- an employee or employees of an institution of higher learning of the State of Mississippi.
11. "Material financial interest" means a personal and pecuniary interest, direct or indirect, accruing to a public servant or spouse, either individually or in combination with each other. Notwithstanding the foregoing, the following shall not be deemed to be a material financial interest with respect to a business with which a public servant may be associated:
 - a. Ownership of any interest of less than ten percent (10%) in a business where the aggregate annual net income to the public servant therefrom is less than One Thousand Dollars (\$1,000.00);
 - b. Ownership of any interest of less than two percent (2%) in a business where the aggregate annual net income to the public servant therefrom is less than Five Thousand Dollars (\$5,000.00);
 - c. The income as an employee of a relative if neither the public servant or relative is an officer, director or partner in the business and any ownership interest would not be deemed material pursuant to subparagraph (i) or (ii) herein; or
 - d. The income of the spouse of a public servant when such spouse is a contractor, subcontractor or vendor with the governmental entity that employs the public servant and the public servant exercises no control, direct or indirect, over the contract between the spouse and such governmental entity.
 12. "Pecuniary benefit" means benefit in the form of money, property, commercial interests or anything else the primary significance of which is economic gain. Expenses associated with social occasions afforded public servants shall not be deemed a pecuniary benefit.
 13. "Person" means any individual, firm, business, corporation, association, partnership, union or other legal entity, and where appropriate a governmental entity.
 14. "Property" means all real or personal property.
 15. "Public funds" means money belonging to the government.
 16. "Public servant" means:
 - a. Any elected or appointed official of the government;
 - b. Any officer, director, commissioner, supervisor, chief, head, agent or employee of the government or any agency thereof, or of any public entity created by or under the laws of the state of Mississippi or created by an agency or governmental entity thereof, any of which is funded by public funds or which expends, authorizes or recommends the use of public funds; or
 - c. Any individual who receives a salary, per diem or expenses paid in whole or in part out of funds authorized to be expended by the government.
 17. "Relative" means:
 - a. The spouse of the public servant;
 - b. The child of the public servant;
 - c. The parent of the public servant;
 - d. The sibling of the public servant; and
 - e. The spouse of any of the relatives of the public servant specified in subparagraphs (ii) through (iv).

18. "Securities" means stocks, bonds, notes, convertible debentures, warrants, evidences of debts or property or other such documents. '25-4-103 (1992)

1. No public servant shall use his official position to obtain or attempt to obtain, pecuniary benefit for himself other than that compensation provided for by law, or to obtain or attempt to obtain, pecuniary benefit for any relative or any business with which he is associated.
2. No public servant shall be interested, directly or indirectly, during the term for which he shall have been chosen, or within one (1) year after the expiration of such term, in any contract with the state, or any district, county, city or town thereof, authorized by any law passed or order made by any board of which he may be or may have been a member.
3. No public servant shall:
 - a. Be a contractor, subcontractor or vendor with the governmental entity of which he is a member, officer, employee, or agent other than in his contract of employment, or have a material financial interest in any business which is a contractor, subcontractor or vendor with the governmental entity of which he is a member, officer, employee or agent.
 - b. Be a purchaser, direct or indirect, at any sale made by him in his official capacity or by the governmental entity of which he is an officer or employee, except in respect of the sale of goods or services when provided as public utilities or offered to the general public on a uniform price schedule.
 - c. Be a purchaser, direct or indirect, of any claim, certificate, warrant or other security issued by or to be paid out of the treasury of the governmental entity of which he is an officer or employee.
 - d. Perform any service for any compensation during his term of office or employment by which he attempts to influence a decision of the authority of the governmental entity of which he is a member.
 - e. Perform any service for any compensation for any person or business after termination of his office or employment in relation to any case, decision, proceeding or application with respect to which he was directly concerned or in which he personally participated during the period of his service or employment.
4. Notwithstanding the provisions of subsection (3) of this section, a public servant or his relative:
 - a. May be an officer or stockholder of banks or savings and loan associations or other such financial institutions bidding for bonds, notes or other evidences of debt or for the privilege of keeping as depositories the public funds of a governmental entity thereof or the editor or employee of any newspaper in which legal notices are required to be published in respect to the publication of said legal notices.
 - b. May be a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor or vendor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent where such contract is let to the lowest and best bidder after competitive

- bidding and three (3) or more legitimate bids are received or where the goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws.
- c. May be a subcontractor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent or have a material financial interest in a business which is a subcontractor with any authority of the governmental entity other than the authority of the governmental entity of which he is a member, officer, employee, or agent where the primary contract is let to the lowest and best bidder after competitive bidding or where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws.
 - d. May be a contractor, subcontractor or vendor with any authority of the governmental entity of which he is a member, officer, employee, or agent or have a material financial interest in a business which is a contractor, subcontractor or vendor with any authority of the governmental entity of which he is a member, officer, employee, or agent: (I) where such goods or services involved are reasonably available from two (2) or fewer commercial sources, provided such transactions comply with the public purchases laws; or (ii) where the contractual relationship involves the further research, development, testing, promotion or merchandising of an intellectual property created by the public servant.
 - e. May purchase securities issued by the governmental entity of which he is an officer or employee if such securities are offered to the general public and are purchased at the same price as such securities are offered to the general public.
 - f. May have an interest less than a material financial interest in a business which is a contractor, subcontractor or vendor with any governmental entity.
 - g. May contract with the Mississippi Veteran's Home Purchase Board, Mississippi Housing Finance Corporation, or any other state loan program for the purpose of securing a loan; however, public servants shall not receive favored treatment.
 - h. May be employed by or receive compensation from an authority of the governmental entity other than the authority of the governmental entity of which the public servant is an officer or employee.
 - i. If a member of the Legislature or other public servant employed on less than a full-time basis, may represent a person or organization for compensation before an authority of the governmental entity other than an authority of the governmental entity of which he is an officer or employee.
5. No person may intentionally use or disclose information gained in the course of or by reason of his official position or employment as a public servant in any way that could result in pecuniary benefit for himself, any relative, or any other person, if the information has not been communicated to the public or is not public information.
 6. Any contract made in violation of this section may be declared void by the governing body of the contracting or selling authority of the governmental subdivision or a court of competent jurisdiction and the contractor or subcontractor shall retain or receive only the reasonable value, with no increment for profit or commission, of the property

or the services furnished prior to the date of receiving notice that the contract has been voided.

6. Any person violating the provisions of this section shall be punished as provided for in Sections 25-4-109 and 25-4-111. '25-4-105

NOTE: In order to assure compliance with statutes related to Nepotism and to Conflict of Interest, please ensure compliance with MS Code statutes cited above and with Sections 25-4-25 thru 25-4-29; 37-11-25; and with Article 4, Section 109 of the MS Constitution.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>COMMUNITY/PARENT RELATIONS</i>	<i>GAH</i>

COMMUNITY / PARENT RELATIONS

The school board directs the superintendent to implement a program of effective community involvement for staff that includes parents, businesses, and community groups.

The Mississippi Public School Accountability Standard for this policy is standard 12.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>POLITICAL ACITIVITY OF STAFF MEMBERS</i>	<i>GAHB</i>

POLITICAL ACTIVITY OF STAFF MEMBERS

The Board recognizes the right of its employees, as citizens, to engage in political activity. The Board also recognizes that school property and school time should not be used for political purposes except as provided for in policies pertaining to the use of school buildings by civic and political organizations.

Nothing in this policy should be interpreted as prohibiting employees from conducting appropriate activities which encourage students to become involved in the political processes of the party of the student's choice or as independents, nor does it prohibit the use of political figures as resource persons in the classroom.

SCHOOL TIME

"School time" shall be defined as the time employees are required to be on school grounds during the school day and includes:

- the specified time before school begins
- the specified time after school is dismissed
- the specified time immediately prior to and after school-sponsored events
- the specified time immediately prior to and after extra-curricular activities

CANDIDACY FOR POLITICAL OFFICE

An employee who intends to campaign for an elective public office shall, at the earliest possible moment, notify the school board in writing of the office which he intends to seek, together with his decision as to whether he wishes to continue his employment and under what terms and conditions.

The essential element to be determined by the Board is whether the activities proposed by the employee are compatible with the time requirements for fulfilling his responsibilities to the district. The board shall not require an employee seeking public office to resign or take a leave of absence.

GENERAL GUIDELINES

All employees shall be encouraged to exercise their constitutional rights as citizens, but they shall not involve their schools in political campaigns.

Campaign literature supporting one or more candidates shall not be distributed within the schools or on school buses by pupils, teachers, or others, nor shall campaign posters be displayed on school owned property. Customary community political activities may be expected on election days at schools when schools are used as polling places. Employees shall not poll their pupils to determine how their parents are voting on any issue, and shall not attempt to indoctrinate pupils with personal political and social philosophy; however, employees are not prohibited from political activity after hours of official employment.

SPECIFIC PROHIBITIONS

Activities specifically prohibited during school time include, but are not limited to:

1. The circulation of political posters, petitions or other campaign material;
2. The collection or solicitation of funds in support of a candidate's campaign;
3. The solicitation for campaign workers;
4. The writing or addressing of campaign material and distribution of campaign materials on school property;
5. Any activity that indicates that an employee is using his or her position to further personal views on candidates for office;
6. The intimidating, harassing or coercing an employee relative to a political race or issue;
7. The use of school system facilities, equipment or supplies;
8. A candidate talking to school personnel during school time regarding the candidate's campaign.

VIOLATIONS

Violations of this policy shall be reported and discussed in a conference between the employee and the superintendent. In the event the political activity is associated with the superintendent of education or the person seeking the office of county superintendent of education, violations of the policy shall be reported in writing to the president of the school board.

If the superintendent finds the complaint to be factual, he shall issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Depending on the severity of the violation, the result may be non-renewal of an employee's contract or dismissal.

If the school board investigates a complaint against the superintendent of education and finds the complaint to be factual, it shall direct the school board president to issue a written reprimand to the employee(s) involved. This reprimand shall become a part of the employee's personnel file. Continuous violation of this policy may result in additional disciplinary action.

***PROFESSIONAL/
CLASSIFIED
EMPLOYMENT***

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL RECORDS</i>	<i>GAR</i>

PROFESSIONAL PERSONNEL RECORDS

As used throughout this policy, the term "employee" refers to licensed personnel. A file of personnel records shall be maintained in the superintendent's office for each licensed employee of this school district. A file shall be kept for all resigned or retired licensed employees, including such essential information as deemed appropriate by the superintendent (or designee) as specified by state and federal laws.

CONFIDENTIALITY

Personnel information concerning district employees is generally confidential and may be reviewed only on a need to know basis under conditions which guarantee the administration's right of access to information necessary to make judgments and the protection of employees against unnecessary invasion of privacy. Personnel information that is public record may be released to any person upon request in accordance to policy.

Records of a teacher's performance and evaluation shall not be released without the written consent of the teacher. Files containing medical information regarding an employee will be kept separate from other personnel files.

The superintendent shall notify an employee in writing when a request is made for disclosure of the employee's confidential personnel information, if the superintendent reasonably believes disclosure would invade the employee's privacy. The records will be disclosed if the employee consents in writing, unless disclosure is mandated by law, subpoena or court order.

TYPES OF INFORMATION

It shall be the responsibility of each licensed employee to ensure that the school district receives record of any prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from service must be furnished to the school district. The licensed employee is responsible for ensuring that the information that will maintain the employee's personnel file on a complete and up-to-date basis is provided to the superintendent's office. The records shall contain the following:

1. The correct name, current address, and home telephone number of the employee;
2. An accurate record of the employee's work experience;
3. Current data on education completed, including transcripts of academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials;

6. Any current data requested by the superintendent concerning the employee's health and/or medical examinations;
7. Records of assignment;
8. Evaluations of performance;
9. Letters of commendation, reprimand, or omission of duty;
10. Other materials mutually agreed upon between the principal and the employee.
11. Any other information deemed relevant or necessary in regard to the employee's work or performance.

USE OF PERSONNEL RECORDS

All the contents of the personnel file, with the exception of evaluations, comments, or recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected to the school district, shall be available for inspection by the employee concerned. The district reserves the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The superintendent shall promptly notify in writing an employee against whom a complaint has been placed in the employee's personnel file. The employee shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

PARENTAL NOTICE

If the school district receives Title I funds, the district shall provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade level and subject areas taught;
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area/s of the certification degree; and
4. Whether the child is provided services by para-professionals, and, if so, their qualifications.

If a parent requests the above-listed information, the school district is required to provide the information in a timely manner.

The Mississippi Public School Accountability Standard for this policy is Standard 2.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL COMPENSATION GUIDES AND CONTRACTS</i>	<i>GBA</i>

PROFESSIONAL PERSONNEL COMPENSATION GUIDES AND CONTRACTS

YEAR OF TEACHING EXPERIENCE

The term "year of teaching experience" shall mean nine (9) months of actual teaching in the public or private elementary and secondary schools and shall also include nine (9) months of actual teaching at postsecondary institutions accredited by the Southern Association of Colleges and Schools (SACS) or equivalent regional accrediting body for degree-granting postsecondary institutions. In no case shall more than one (1) year of teaching experience be given for all services in one (1) calendar or school year. In determining a teacher's experience, no deduction shall be made because of the temporary absence of the teacher because of illness or other good cause, and the teacher shall be given credit therefor.

FULL TIME EMPLOYMENT

Beginning with the 2003-04 school year, the State Board of Education shall fix a number of days, not to 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. If a teacher exceeds the number of days established by the State Board of Education that a teacher may not be under contract but may still be employed, that teacher shall not be credited with a year of teaching experience.

SCHOOL LIBRARIANS

In determining the experience of school librarians, each complete year of continuous, full-time employment as a professional librarian in a public library in this or some other state shall be considered a year of teaching experience.

SCHOOL ADMINISTRATORS

If a full-time school administrator returns to actual teaching in the public schools, the term "year of teaching experience" shall include the period of time he or she served as a school administrator.

MILITARY SERVICE

In determining the salaries of teachers who have experience in any branch of the military, the term "year of teaching experience" shall include each complete year of actual classroom instruction while serving in the military.

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS

In determining the experience of speech-language pathologists and audiologists, each complete year of continuous full-time post master's degree employment in an educational setting in this or some other state shall be considered a year of teaching experience. ' 37-151-5 (m) (1997)

LEVEL OF PAY

This school district shall not pay any teacher less than the state minimum salary. ' 37-151-87

The minimum base pay for all classroom teachers may be increased by the district from any funds available to it. ' 37-151-89

It is the policy of this school board to attempt to pay its licensed employees at a level which will attract and hold people with ability who can exercise professionalism in the school district. If, at the commencement of the scholastic year, any licensed employee shall present the superintendent a license of a higher grade than that specified in such individual's contract, such individual may, if funds are available from adequate education program funds of the district, or from district funds, be paid from such funds the amount to which such higher-grade license would have entitled the individual, had the license been held at the time the contract was executed. ' 37-9-17 (1)

CONTRACT REQUIRED

The superintendent shall enter into a contract with each licensed employee in the manner prescribed by law and the State Board of Education. If any licensed employee or person recommended for a licensed position who has been elected and approved shall not execute and return the contract within ten (10) days after same has been tendered to him for execution, then, at the option of this school board, the election of the licensed employee and the contract tendered to him shall be null and void and of no effect. ' 37-9-23

LENGTH OF CONTRACT

All contracts shall include the exact period of time for which the licensed person shall be employed.

FIXING OF SALARY

In employing and contracting with licensed employees, the school board shall determine and fix the amount of salary and ensure the salary is in compliance with all applicable laws and regulations. ' 37-9-33

In employing licensed employees and in fixing their salaries the school board shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the licensed employee. ' 37-9-37

SALARY PAY SCHEDULE

This school district shall process a single monthly payroll for licensed employees with electronic settlement of payroll checks secured through direct deposit of net pay. In December, salaries or wages shall be paid by the last working day.

Licensed employees shall earn a salary payable in equal monthly installments beginning in the first month of employment, regardless of the number of days worked in any particular month by the employee.

Any employee failing to complete the contractual obligation of service, and who receives payment in excess of the monthly installment for the period which such employee ceases employment with the school district, shall become liable immediately to the school board of trustees of the Greenville Public School District for the sum of all amounts received in payment less the corresponding amount of any compensation paid for which service has been rendered, plus interest accruing at the current Stafford Loan rate at the time the person discontinues his or her service.

Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this section shall be construed to entitle any employee to payment of salary or wages when no work has been performed. ' 37-9-39

PAY CERTIFICATES

The salaries of licensed employees shall be paid by pay certificates issued by the school district superintendent. All pay certificates shall be preserved by him as a part of the official records of his office for the same time and in the same manner as other records are preserved. All pay certificates and warrants issued shall show the gross amount of the salary and all authorized deductions therefrom for income taxes, social security, retirement contributions and other lawful purposes.

EXECUTION OF WRITTEN CONTRACT

It is unlawful for any licensed employee to be paid for any services as such until a written contract has been executed. If the school district superintendent shall make any such payment prior to the execution of the contract he shall be civilly liable for the amount thereof, and, in addition, shall be liable upon his bond. If any licensed employee, shall willfully and without just cause breach his contract and abandon his employment he shall not be entitled to any further salary payments either for services rendered prior to such breach or for services which were thereafter to have been rendered.' 37-9-43

SALARY DEDUCTIONS

All deductions from salaries shall be in accordance with all state and federal laws, regulations, and school board policies. ' 37-9-49

RELEASE FROM CONTRACT

All contracted licensed employees desiring to be released from contract shall submit a written request to the school board for release. The request shall include clearly stated reasons for the release. If the board acts favorably upon the request for release, the licensed employee shall be released from his contract, and said contract shall be null and void on the date specified in the school board’s order. ' 37-9-55

BREACH OF CONTRACT

If any licensed employee in this school district shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided by law, the contract of such licensed employee shall be null and void. In addition, upon the written recommendation of the majority of the members of the school board, the license or certificate of licensed employee may be suspended by the State Board of Education for a period of one (1) school year as provided by law.

The Mississippi Public School Accountability Standard for this policy is Standard 2.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>TEACHER SALARY SCALE</i>	<i>GBA-E</i>

TEACHER SALARY SCALE

All teachers employed on a full-time basis shall be paid a minimum salary in accordance with the teacher salary schedule established by law in the Mississippi Code of 1972, including but not limited to Section 37-19-7, 37-151-87, 37-151-89. No teacher shall be paid less than the state minimum salary.

The superintendent or designee shall establish procedures to support this policy.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>NEGOTIATION OF SALARIES WITH OUT OF STATE RETIREES</i>	<i>GBAAB</i>

NEGOTIATION OF SALARIES WITH OUT OF STATE RETIREES

The School Board of the Greenville Public School District authorizes the superintendent of schools to negotiate the salaries of licensed employees employed after July 1, 2009, who are seeking employment with the Greenville Public School District and who are drawing retirement benefits from the retirement system(s) of another state(s). The following stipulations concerning the negotiation shall apply:

1. The negotiated amount for full time employees shall not be at a pay rate higher than the rate of pay of the Greenville Public School District's current local salary scale for in-state applicants;
2. The negotiated amount for full time employees shall not be less than fifty percent (50%) of the Greenville Public School District's current local salary scale for in-state applicants; and
3. The negotiated amount must be approved by the school board before the issuance of a contract to the employee(s).

The above stipulations shall apply to part time employees on a pro rata time basis. The superintendent of schools shall provide an annual report to the Greenville Public School District Board and the State Department of Education on the number of certified and noncertified employees receiving a salary from the school district who are also receiving retirement benefits from the Public Employees' Retirement System. This report shall include the names of the employee(s), the hours per week for which the employee is under contract and the service for which the employee is under contract. Said required annual report shall be a form and in accordance with the deadline promulgated by the State Board of Education.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>BOOSTER CLUBS ENHANCING EMPLOYEE SALARIES</i>	<i>GBADC</i>

Booster clubs shall not pay or enhance salaries or stipends for any district employee. External support/booster organizations may, however, donate to the district/school for these purposes as long as the salaries paid are within the limits set by the local board.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL POSITIONS</i>	<i>GBB</i>

PROFESSIONAL PERSONNEL POSITIONS

All administrative teaching and support positions in this district's schools are established by this school board. Some positions are mandated by state law or by regulations of the State Board of Education, or by a combination thereof.

It is the intent of this board to activate mandatory positions and such other positions sufficient to promote the attainment of our schools' goals.

In each case, this board will approve the purpose and function of the position in harmony with state laws and regulation, approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.

This board directs the superintendent to maintain continuously a comprehensive coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

Although positions may remain temporarily unfilled, only the board may abolish a position.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL QUALIFICATIONS, CERTIFICATIONS AND DUTIES</i>	<i>GBBA</i>

PROFESSIONAL PERSONNEL QUALIFICATIONS, CERTIFICATIONS AND DUTIES

This school district is committed to high levels of academic achievement for all students, and thus seeks to employ highly qualified teachers in the elementary, middle, and high schools. The district shall employ teachers on a professional basis without regard to age, race, color, gender, disability, or national origin. Every school teacher employed in this school system must possess a valid license granted by the Mississippi Department of Education and shall execute a written contract with the local Board of Education.

The Mississippi Public School Accountability Standard for this policy is standard 2.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>RESPONSIBILITY FOR DISCIPLINE— LICENSED EMPLOYEE</i>	<i>GBBAAD</i>

In the event it becomes necessary to discipline a district employee, the board of trustees wants to make every reasonable effort to ensure that the discipline to be imposed and the process followed is equitable, as efficient as practical, and most importantly, legal. To assist in this endeavor, the Board is implementing this policy to require that, prior to the superintendent, or any other administrator or supervisor imposing discipline upon a licensed employee, the board attorney be consulted to review the circumstances, including any supporting documentation, justifying the imposition of discipline.

1. **Purpose of Legal Review.** The purpose of the legal review to be conducted by the board attorney is to advise the superintendent, administrator or supervisor as to the legality of the proposed disciplinary action and the process that was followed, or will be followed, in imposing the discipline. The board attorney may advise the superintendent, administrator or supervisor as to the type of discipline to be imposed, i.e., suspension, termination or nonrenewal, or in the case of a suspension, the length of the suspension, but it is not the role or authority of the board attorney to substitute his or her discretion for that of the superintendent, administrator or supervisor.
2. **Types of Discipline Subject to Prior Legal Review.** This policy shall apply only in those cases or situations where a licensed employee is being recommended for

nonrenewal, suspension or termination. It does not apply in cases where the discipline to be imposed is only a reprimand or other informal action not covered by the Education Employment Procedures Law, Miss. Code Section 37-9-101 et seq., or Miss. Code Section 37-9-59, as they are currently in effect and as amended from time to time. Notwithstanding, nothing in this policy shall be construed to prohibit or restrict the superintendent, administrator or supervisor from consulting the board attorney prior to imposing discipline in any other or additional employment situation, in his or her discretion.

3. **Approval of Board Attorney.** The board attorney shall advise the superintendent, administrator or supervisor as to whether or not the proposed disciplinary action, and the process that was or will be followed in imposing the discipline, is in accordance with applicable law and regulations. Regardless, the superintendent may proceed in recommending the imposition of discipline, but if he or she does so against the advice of the board attorney, the board attorney, upon receipt of notice or knowledge thereof, shall so advise the board of trustees. In such situations, the board of trustees shall take such actions as it deems appropriate, legal and within its discretion, under the circumstances, to address the situation.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>RECRUITMENT AND SELECTION</i>	<i>GBC</i>

RECRUITMENT AND SELECTION

This school district is an equal opportunity employer. This school district shall employ licensed staff on a professional basis without regard to age, race, color, gender, disability, or national origin. Every school teacher employed in this school system must possess a valid license granted by the Mississippi Department of Education and shall execute a written contract with the local Board of Education.

This school board shall select all school district personnel in the manner provided by law and provide for such employee fringe benefit programs including accident reimbursement plans, as may be deemed necessary and appropriate by the board. ' 37-7-301

The superintendent will ensure that all employee manuals and handbooks are in compliance with state and federal law.

All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

The superintendent will ensure that parents/guardians of students of Title I schools are informed of their right to know the professional qualifications of their child’s teacher and will describe where and how this information may be obtained.

Staffing patterns will be reviewed annually to ensure that poor and minority students are not, at rates higher than are other children in the district, taught by inexperienced, unqualified, or out-of-field teachers. If such patterns are noted, strategies to correct the problem will be developed.

The Mississippi Public School Accountability Standard for this policy is standard 1.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL HIRING</i>	<i>GBD</i>

PROFESSIONAL PERSONNEL HIRING

This school district shall employ licensed staff on a professional basis without regard to age, race, color, gender, or national origin. Every school teacher and principal/administrator employed in this school system must possess a valid license and shall execute a written contract with the district that has been approved by the Board of Trustees.

This school board shall select all school district personnel in the manner provided by law, and shall provide for such employee fringe benefit programs including accident reimbursement plans, as may be deemed necessary and appropriate by the board.

The superintendent of the school district shall enter into contracts in the manner provided by law for each assistant superintendent, principal and teacher of the public schools under his supervision, after such assistant superintendent, principal and teachers have been selected and approved in the manner provided by law.

The superintendent will ensure that all employee manuals and handbooks are in compliance with state and federal requirements.

All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

The superintendent will ensure that parents/guardians of students of Title I schools are informed of their right to know the professional qualifications of their child's teacher and will describe where and how this information may be obtained. The superintendent will monitor Title I schools to ensure that parents/guardians of all students are notified when those students are taught by a teacher who is not properly licensed and endorsed for the class assigned.

Staffing patterns will be reviewed annually to ensure that poor and minority students are not, at rates higher than are other children in the district, taught by inexperienced, unqualified, or out-of-field teachers. If such patterns are noted, strategies to correct the problem will be developed.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions, and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result. The superintendent will develop rules that prescribe the circumstances under which the district administration and/or parents/guardians are to be notified of actions

taken, any written documentation of actions taken that is necessary, and other appropriate procedures including staff training.

A student code of conduct, developed under the leadership of the district administration, and in cooperation with staff, will be made available and distributed to parents and students outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct. In addition, each school shall provide parents with a student/parent handbook detailing additional rules specific to that school.

LICENSED AND NON-INSTRUCTIONAL EMPLOYEES

On or before April 1 of each year, the principal of each school shall recommend to the superintendent of the local school district the licensed employees and non-instructional employees to be employed for the school involved except those licensed employees and non-instructional employees who have been previously employed and who have a contract valid for the ensuing scholastic year. If such recommendations meet with the approval of the superintendent, the superintendent shall recommend the employment of such licensed employees and noninstructional employees to the local school board, and, unless good reason to the contrary exists, the board shall elect the employees so recommended. If, for any reason, the school board shall decline to elect any employee so recommended, additional recommendations for the places to be filled shall be made by the principal to the superintendent and then by the superintendent to the school board as provided above.

PERSONNEL SUPERVISOR

The school board shall designate a personnel supervisor or another principal employed by the school district to recommend to the superintendent licensed employees or noninstructional employees; however, this authorization shall be restricted to no more than two (2) positions for each employment period for each school in the local school district. Any noninstructional employee employed upon the recommendation of a personnel supervisor or another principal employed by the school district must have been employed by the local school district at the time the superintendent was elected or appointed to office; a noninstructional employee employed under this authorization may not be paid compensation in excess of the statewide average compensation for such noninstructional position with comparable experience, as established by the State Department of Education.

The school board shall designate a personnel supervisor or another principal employed by the school district to accept the recommendations of principals or their designees for licensed employees or noninstructional employees and to transmit approved recommendations to the local school board; however, this authorization shall be restricted to no more than two (2) positions for each employment period for each school in the local school district.

When the licensed employees have been elected as provided in the preceding paragraph, the superintendent of the district shall enter into a contract with such persons in the manner provided in this chapter.

If, at the commencement of the scholastic year, any licensed employee shall present to the superintendent a license of a higher grade than that specified in such individual's contract, such individual may, if funds are available from adequate education program funds of the district, or from district funds, be paid from such funds the amount to which such higher-grade license would have entitled the individual, had the license been held at the time the contract was executed. ' 37-9-17 (2001)

CRIMINAL RECORDS BACKGROUND CHECK / CHILD ABUSE REGISTRY CHECK

1. All new hire licensed and non-licensed employees have a state child abuse registry check and criminal records background check.
2. The fingerprints shall be forwarded by the school district to the Department of Public Safety who will in turn forward them to the FBI.
3. The district may charge the applicant up to \$50.00 or may pay the fee at its discretion.
4. Information obtained via these checks is for employment use only and cannot be disseminated.
5. Applicants are ineligible for employment if checks disclose a guilty plea, conviction, or nolo contendere plea to a felony conviction for:
 - a. Possession or sale of drugs.
 - b. Murder, Manslaughter, or Armed Robbery.
 - c. Rape, Sexual Battery, or sex offense as listed in Section 45-31-3 (1).
 - d. Child Abuse, Arson, Grand Larceny, or Burglary.
 - e. Gratification of Lust or Aggravated Assault.
6. If the school district has hired an applicant contingent upon a background check and derogatory information is obtained, that applicant's contract is voidable at the time of the report and the applicant's contract should so state.
7. The school board may, at its discretion, waive any convictions and hire an applicant with a criminal record based on:
 - i. Age at commission of the crime.
 - ii. Circumstances surrounding the crime.
 - iii. Length of time and criminal history since the crime.

- iv. Work history and current employment and character.
 - v. Other evidence demonstrating the ability of the person to perform the job and does not pose a threat to the health or safety of the school children.
8. No school district or employee will be held liable in an employment discrimination suit in which an allegation of discrimination is made regarding an employment decision authorized under Mississippi Code 37-9-17.

CONVICTION BASED ON ERRONEOUS INFORMATION

In the event an applicant wishes to contest a conviction based on erroneous information the applicant shall appeal the information to the Department of Public Safety. The applicant will show the school board or its designee proof of the corrected record.

NEPOTISM AND CONFLICT OF INTEREST

It shall be illegal for any superintendent, principal or other licensed employee to be elected by the school board if such superintendent, principal or licensed employee is related within the third degree by blood or marriage according to the common law to a majority of the members of the school board. No member of the school board shall vote for any person as a superintendent, principal or licensed employee who is related to him within the third degree by blood or marriage or who is dependent upon him in a financial way. Any contract entered into in violation of the provisions of this section shall be null and void.

NOTE: In order to be in agreement with statutes related to Nepotism and to Conflict of Interest, please ensure compliance with MS Codes cited above and with Sections 25-4-25 thru 25-4-29; 25-4-105; 37-11-25 & 37-11-27; and with Article 4, Section 109 of the MS Constitution.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL ASSIGNMENT</i>	<i>GBE</i>

PROFESSIONAL PERSONNEL ASSIGNMENT

The superintendent of schools shall make assignments to the various schools in the district of all non-instructional and non-licensed employees and all licensed employees, as provided by law, and shall make reassignments of such employees from time to time; however, a reassignment of a licensed employee may only be to an area in which the employee has a valid license issued by the State Department of Education. Upon request from any employee transferred, such assignment shall be subject to review by the school board. ' 37-9-14

Staffing patterns will be reviewed annually to ensure that poor and minority students are not taught by inexperienced, unqualified, or out-of-field teachers at higher rates than are other children. If such patterns are noted, strategies to correct the problem will be developed.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL ORIENTATION</i>	<i>GBF</i>

PROFESSIONAL PERSONNEL ORIENTATION

A program for the orientation of provisional and other teachers new to the district shall be developed and implemented by the central administration and the individual schools.

The program shall assist new teachers in becoming acquainted with the community and school district and the school, including the policies of the board, rules and regulations, and the instructional program.

The superintendent will ensure that all employee manuals and handbooks are in compliance with state and federal law. All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions, and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result. The superintendent will develop rules that prescribe the circumstances under which the district administration and/or parents/guardians are to be notified of actions taken, any written documentation of actions taken that is necessary, and other appropriate procedures including staff training.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL SUPERVISION</i>	<i>GBH</i>

PROFESSIONAL PERSONNEL SUPERVISION

The board expects its administrative and supervisory staffs to help and encourage staff members to develop their teaching personalities and instructional abilities to an optimum degree. Each principal is expected to visit the classroom of each teacher on a regular basis to offer suggestions and give encouragement.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>EVALUATION OF PROFESSIONAL EMPLOYEES</i>	<i>GBI</i>

EVALUATION OF PROFESSIONAL EMPLOYEES

The evaluation of professional employees shall be in the form and manner prescribed by the State Department of Education.

The school board of this district directs the superintendent to formulate and implement a formal annual performance appraisal system based on job descriptions and on-the-job performance of every professional employee.

The Mississippi Public School Accountability Standard for this policy is standard 3.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL PROMOTIONS</i>	<i>GBJ</i>

PROFESSIONAL PERSONNEL PROMOTIONS

Professional personnel shall be promoted on their own merit by the superintendent.

If, at the commencement of the scholastic year, any licensed employee shall present to the superintendent a license of a higher grade than that specified in such individual's contract, such individual may, if funds are available from adequate education program funds of the district, or from district funds, be paid from such funds the amount to which such higher license would have entitled the individual, had the license been held at the time the contract was executed. ' 37-9-17 (1) (1997)

Race, creed, color, national ancestry, age, religion, handicap, marital status, or sex shall not be considered in promotion. The process of administrative promotion shall be free from pressures considered detrimental to the best conduct of the schools.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL SUSPENSION/DISMISSAL</i>	<i>GBK</i>

PROFESSIONAL PERSONNEL SUSPENSION / DISMISSAL

BREACH OF CONTRACT

If any principal or licensed employee in this district shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided in Section 37-9-55, the contract of such licensed employee shall be null and void. In addition, upon

the written recommendation of the majority of the members of the school board, the license or certificate of the licensed employee may be suspended by the State Board of Education for a period of one (1) schoolyear as provided by law.

REASONS FOR DISMISSAL OR SUSPENSION

For incompetence, neglect of duty, immoral conduct, intemperance, brutal treatment of a pupil or other good cause the superintendent of this school district may dismiss or suspend any licensed employee. Before being so removed or suspended any licensed employee shall be notified of the charges against him/her and he/she shall be advised that he is entitled to a public hearing upon said charges.

IMMEDIATE RELEASE

In the event the continued presence of said employee on school premises poses a potential threat or danger to the health, safety or general welfare of the students, or in the discretion of the superintendent, may interfere with or cause a disruption of normal school operations, the superintendent may immediately release said employee of all duties pending a hearing if one is requested by the employee. In the event a licensed employee is arrested, indicted or otherwise charged with a felony by a recognized law enforcement official, the continued presence of the licensed employee on school premises shall be deemed to constitute a disruption of normal school operations.

HEARING

The school board, or its designee, upon a request for a hearing by the person so suspended or removed shall set a date, time and place for such hearing which shall be not sooner than five (5) days nor later than thirty (30) days from the date of the request. The procedure for such hearing shall be as prescribed for hearings before this board or hearing officer in Section 37-9-111. From the decision made at said hearing, any licensed employee shall be allowed an appeal to the chancery court in the same manner as appeals are authorized in Section 37-9-113.

APPEAL

Any party aggrieved by action of the chancery court may appeal to the Mississippi Supreme Court as provided by law. In the event that a licensed employee is immediately relieved of duties pending a hearing, as provided in this policy, said employee shall be entitled to compensation for a period up to and including the date that the initial hearing is set by the school board, or designee, in the event that there is a request for such a hearing by the employee.

In the event that an employee does not request a hearing within five (5) calendar days of the date of the notice of discharge or suspension, it shall constitute a waiver of all rights by said employee and such discharge or suspension shall be effective on the date set out in the notice to the employee. ' 37-9-59

Insubordination is one of the "other good causes" for which one may be dismissed or suspended. At a suspension or dismissal hearing, the burden rests upon the superintendent to prove by a preponderance of evidence that adequate grounds for dismissal exist.

NOTE: Please refer to the **Education Employment Procedures Law Handbook**, published by MSBA.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL REDUCTION IN FORCE</i>	<i>GBKAR</i>

PROFESSIONAL PERSONNEL (REDUCTION IN FORCE)

The Board of Trustees has the responsibility for providing and maintaining quality schools within the district. In order to carry out its responsibility, the board may: (1) abolish or combine job positions, (2) reduce the length of the work year with a concomitant reduction in salary (the same to be in no event less than 187 days per contract year), (3) reduce administrative supplements, (4) reduce the number of employees. Initially, staff reduction will be accomplished by attrition.

When reducing the number of licensed employees, the board will take into account the following reasons for such reduction in force:

1. Enrollment declines,
2. Financial decline/reduction
3. Educational program(s) elimination, and
4. Priority need for human, material and financial resources.

The primary objective of the board when reducing the work force will be the maintenance of a fair and balanced educational program consistent with the needs of the students and the functions and responsibilities of the school district. When deciding reduction in force, the board will consider the following factors, not necessarily in the order listed:

1. Criticality of the position to the mission, goals, and objectives of the school district.
2. Subject area(s) and advanced degrees by certification.
3. Experience, professional training, length of service within the district and work assignment.
4. Quality of performance including the proven ability to accomplish the educational mission of the school district.

5. Executive ability.
6. Employee attendance and discipline history.
7. Skills and licensure in the area(s) where the district has instructional and/or supervisory needs.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL SEPARATION/NONRENEWAL</i>	<i>GBN</i>

PROFESSIONAL PERSONNEL SEPARATION

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 non-reemployment stating the reasons for the proposed non-reemployment shall be given no later than the following:

2. If the employee is a principal, the superintendent, without further board action, shall give notice of non-reemployment on or before March 1; or
3. If the employee is a teacher, administrator or other professional educator covered under Miss. Code Sections 37-9-101 through 37-9-113, the superintendent, without further board action, shall give notice of non-reemployment on or before April 15, or within ten (10) calendar 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 superintendent 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 policy for recommending the reemployment of principals, teachers, administrators or other professional educators. ' 37-9-105

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 non-reemployment, be entitled to:

1. Written notice of the specific reasons for non-reemployment 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;
2. An opportunity for a hearing at which to present matters relevant to the reasons given for the proposed non-reemployment, including any reasons alleged by the employee to be the reason for non-reemployment; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer;
3. Receive a fair and impartial hearing before the school board or hearing officer; provided, however, that any school superintendent whose employment has been terminated by the school board under Section 37-9-59, or whose employment contract has not been renewed by the school board shall not have the right to request a hearing before the school board or a hearing officer;
4. be represented by legal counsel, at his/her own expense.

If the employee does not request a hearing, the recommendation regarding the non-reemployment 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 non-reemployment determination and to the reasons the employee alleges to be the reasons for non-reemployment. The board is required to determine whether the recommendation of non-reemployment 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 Rules 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 "Education Employment Procedures Law of 2001, as amended from time to time. '37-9-101 et. seq.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>RULES OF PROCEDURE UNDER THE EDUCATION EMPLOYMENT PROCEDURES LAW</i>	<i>GBN-R</i>

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.

1. APPLICATION OF POLICY

The policies and procedures as set forth herein shall be applicable only to teachers, principals, or other professional instructional personnel who are required to have a valid license issued by the State Department of Education as a prerequisite of employment and are under formal contract of employment under '37-9-23 and '37-9-25 of the Mississippi Code of 1972.

2. DETERMINATION OF SEPARATION

In the event that a determination that the best interests of the school district would be served by the release from future employment of the employee, the school district shall send notice of the determination to the employee on or before the applicable date as established by the policies of this district.

3. RIGHTS OF EMPLOYEES: NOTICES

- a. An employee who is notified of nonrenewal shall be entitled to a written statement of the specific reasons for non-reemployment, together with a summary of the factual basis therefor, a list of witnesses and a copy of the documentary evidence substantiating the reasons intended to be presented at the hearing. The employee must provide the superintendent with a written request for a hearing within ten (10) calendar days of the receipt of the notice of non-reemployment. This information shall be given at least fourteen (14) calendar days prior to the hearing.
- b. If a hearing is requested by the employee within ten (10) days of receipt of the notice of non-reemployment, the board, or its designee, will schedule a hearing will be scheduled before itself or a hearing officer. If a request is not made within this ten (10) day period, the decision of the superintendent to non-renew the employee shall be final. For purposes of this section, notice shall be deemed to have been sent to the employee upon the date of actual receipt thereof or the date of delivery to the United States Postal Service for delivery by certified mail.
- c. If a hearing is held pursuant to these rules, the board, or its designee, shall set the time, place and date of such hearing to be held not sooner than five (5) days, nor later than thirty (30) days from the date of the request from the employee, unless waived by the employee, and notify the employee in writing of the same.

4. BOARD HEARING

- a. The board may conduct the hearing or it may designate a hearing officer to conduct the hearing as hereinafter provided.
- b. The board may appoint a presiding officer for the hearing, who will make all rulings on procedure and evidence and will generally conduct the hearing, subject to being overridden by a majority vote of the members present.
- c. The presiding officer may be a member of the board, the superintendent, the board attorney, or any other impartial person chosen by the board, provided that the person was not responsible for the initial decision of non-reemployment. The presiding officer shall have full power and authority to conduct hearings in such manner as is appropriate to ascertain the facts and facilitate the hearing, which shall include, but not be limited to, the authority to:
 1. administer oaths and affirmations;
 2. issue subpoenas, subject to the provisions of Section 7 of these rules;
 3. examine witnesses;
 4. receive depositions or affidavits or have them taken when the ends of justice would be served, as hereinafter provided;
 5. regulate the course of the hearing;
 6. hold conferences for the settlement or simplification of the issues by consent of the parties;
 7. dispose of procedural requests or similar matters;
 8. make or recommend decisions in accordance with Section 10 of these rules; and
 9. take other action authorized by the board consistent with the rules and policies.
- d. In conducting the hearing, the presiding officer shall not be bound by common law or statutory rules of evidence or by technical or formal rules of procedure except as provided in the Education Employment Procedures Law and by these rules.

5. HEARING OFFICER

- a. The board may, at its discretion, appoint one or more hearing officer(s) to conduct the hearing. Nothing herein shall be construed to prohibit a member of the board or an employee of the school district from serving as the hearing officer or to require that he be legally trained, provided that such person was not responsible for the initial decision of non-reemployment.
- b. The hearing officer shall have all the powers of the presiding officer of a board hearing to conduct the hearing as enumerated in Sections 4 (c) and (d) above.

- c. Once a hearing officer has been appointed, then no ex parte communications may be held with any parties regarding the details or the merits of the hearing.

6. THE HEARING

- a. The administration of the school district has the burden of establishing that the determination to non-renew the employee from future employment is a proper employment decision and that is based upon valid educational reasons or noncompliance with school district policies.
- b. The employee shall have the burden of establishing that the determination to release him from future employment is based upon legally impermissible reasons (such as sex, race, religion, exercise of first amendment rights, etc.) or that the decision is arbitrary and capricious.
- c. Any oral or documentary evidence may be received, but evidence which is irrelevant, immaterial, or unduly repetitious may be excluded.
- d. An employee may present his case by oral or documentary evidence and may cross-examine witnesses against him.
- e. The attorney for the school board and the staff member responsible for the determination to non-renew the employee are also entitled to cross-examine witnesses presented at the hearing.
- f. The employee shall not be required to testify in his own behalf, but upon doing so shall be subject to cross-examination.
- g. A transcript of testimony and exhibits, together with all papers and requests filed in the proceeding, shall be prepared and shall constitute the exclusive record for decision. A copy of the record shall be made available to a party in interest upon payment of a charge not in excess of the reporter's fees. In the event of a judicial appeal of the board's decision, the entire expense of the transcript and notes shall be assessed as court cost.

7. SUBPOENAS

- a. Requests for subpoenas may be made by the employee, the staff member responsible for the decision of non-reemployment, a representative of the administration or the board.
- b. The presiding officer is authorized to issue subpoenas, at his sole discretion, upon his own motion or upon request where there is a statement or showing of general relevance and reasonable scope of the evidence sought.
- c. If a request for subpoena is approved, one shall be issued upon prepayment of a fee in an amount sufficient to defray the cost of service of the subpoena by a lawful officer,

together with the required witness fee and mileage allowance as set by the hearing officer.

- d. Any person compelled to appear before the board or hearing officer is entitled to be accompanied, represented, and advised by counsel and, if the witness is a minor, by a parent or legal guardian.
- e. In the event it becomes necessary to enforce or to quash a subpoena issued to compel attendance of a witness, the proponent may petition the Chancery Court of Washington County.

8. DEPOSITIONS

- a. It is the policy of the school district that depositions will be allowed only in extraordinary cases in which the personal attendance of the witness is impossible or would impose an unreasonable hardship.
- b. Depositions shall be allowed only if an application by a party is approved by the hearing officer, at his sole discretion.
- c. Any costs associated with the taking of depositions shall be the responsibility of the party requesting it, which shall not include attorneys' fees.

9. CONDUCT OF HEARING

- a. The first order of business after the hearing is convened is to dispose of any procedural matters.
- b. Prior to receiving any testimony, evidence will be received that all notices and information was timely sent to the employee and that the employee made timely requests for information and a hearing. If a notice or a request is defective or untimely, the presiding officer may order such relief as is appropriate.
- c. Witnesses and other evidence in support of the determination to release the employee from future employment will be introduced first. The presiding officer may interrogate witnesses himself or he may allow a representative of the administration or the board to examine witnesses. The employee or his attorney will also be allowed to cross-examine each witness presenting evidence against him at the hearing.
- d. The hearing will be held in executive session unless the employee elects to have a public hearing, and shall be considered a confidential personnel record. If the hearing is public, the board or hearing officer may order any part of the hearing to be held in executive session, if, in the opinion of the board or hearing officer, the testimony to be elicited deals with matters involving the reputation or character of another person. Testimony by minors shall be held in executive session.

- e. After the evidence in support of the determination has been submitted, the employee will be allowed an opportunity to present his witnesses and evidence. The presiding officer and a representative of the administration or the board will be allowed an opportunity to cross-examine any witnesses for the employee.
- f. After the employee concludes his case, the administration will be allowed an opportunity to present rebuttal evidence, either at the time of the hearing or within a reasonable time upon recess of the hearing.
- g. The presiding officer, at his discretion, may require any portion of the evidence to be submitted in the form of depositions or affidavits. If affidavits are received, counter-affidavits may be presented within such time as the hearing officer may allow.
- h. At the conclusion of the hearing, each party may be allowed an opportunity for closing arguments, if requested by the presiding officer, at his discretion.

10. RECOMMENDED DECISION OF HEARING OFFICER

- a. If the board appoints a hearing officer, he/she shall make a report unless the board orders that the record be transmitted to it without such report.
- b. The hearing officer may, at his discretion, prior to the conclusion of the hearing and to making his report, request proposed findings from all parties.

11. FINAL DECISION

- a. If the board initially hears the matter, it will make its decision on the basis of the matters presented before it and will send notices of its decision to the parties within 10 days of the conclusion of the hearing.
- b. If the board does not initially hear the matter, the parties will be given a reasonable opportunity to appear before the board, in person or by counsel, to present statements in their behalf. The board will send notice of its decision to the parties within 30 days of the conclusion of the hearing.
- c. The board shall receive the hearing officer’s report and the record and shall prepare its own findings and final decision.

NOTE: Please refer to the Education Employment Procedures Law Handbook, published by MSBA.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL RESIGNATIONS</i>	<i>GBO</i>

PROFESSIONAL PERSONNEL RESIGNATIONS

All resignations of licensed employees must be acted on by the school board, at which time the board may either officially accept or not accept the resignation. Any such action shall be reflected in the school board’s official minutes.

A licensed employee who leaves the district without having fulfilled his/her contractual obligations and without being officially released from his/her contract by the board will be considered to be in breach of his/her contract and may have his/her license revoked.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL RELEASE FROM CONTRACT</i>	<i>GBOA</i>

PROFESSIONAL PERSONNEL RELEASE FROM CONTRACT

All contracted licensed employees desiring to be released from contract shall submit a written request to the school board for release. The release includes clearly stated reasons for the release. If the board acts favorably upon the request for release, the licensed employee shall be released from his contract, and said contract shall be null and void on the date specified in this school board’s order. ' 37-9-55

If any licensed employee in this school district shall arbitrarily or willfully breach his or her contract and abandon his or her employment without being released therefrom as provided by law, the contract of the licensed employee shall be null and void. In addition, upon written recommendation of the majority of the members of the school board, the license or certificate of licensed employee may be suspended by the State Board of Education for a period of one (1) school year as provided by law. '37-9-57

The Board of Trustees of Greenville Public Schools recognizes that situations will arise where staff members will have legitimate reasons for requesting to be released from their contract with the district. Examples of legitimate reasons are 1) catastrophic illness, 2) the relocation of a spouse due to work transfer, 3) promotion and 4) retirement.

<i>PROFESSIONAL PERSONNEL REEMPLOYMENT</i>	<i>GBP</i>
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PROFESSIONAL PERSONNEL REEMPLOYMENT

LICENSED AND NON-INSTRUCTIONAL EMPLOYEES

On or before April 1 of each year, the principal of each school shall recommend to the superintendent of the local school district the licensed employees or non-instructional employees to be employed for the school involved except those licensed employees or non-instructional employees who have been previously employed and who have a contract valid for the ensuing

scholastic year. If such recommendations meet with the approval of the superintendent, the superintendent shall recommend the employment of such licensed employees or noninstructional employees to the local school board, and, unless good reason to the contrary exists, the board shall elect the employees so recommended. If, for any reason, the local school board shall decline to elect any employee so recommended, additional recommendations for the places to be filled shall be made by the principal to the superintendent and then by the superintendent to the local school board as provided above.

PERSONNEL SUPERVISOR

The school board of any local school district shall be authorized to designate a personnel supervisor or another principal employed by the school district to recommend to the superintendent licensed employees or noninstructional employees; however, this authorization shall be restricted to no more than two (2) positions for each employment period for each school in the local school district. Any noninstructional employee employed upon the recommendation of a personnel supervisor or another principal employed by the local school district must have been employed by the local school district at the time the superintendent was elected or appointed to office; a noninstructional employee employed under this authorization may not be paid compensation in excess of the statewide average compensation for such noninstructional position with comparable experience, as established by the State Department of Education. The school board of any local school district shall be authorized to designate a personnel supervisor or another principal employed by the school district to accept the recommendations of principals or their designees for licensed employees or noninstructional employees and to transmit approved recommendations to the local school board; however, this authorization shall be restricted to no more than two (2) positions for each employment period for each school in the local school district.

When the licensed employees have been elected as provided in the preceding paragraph, the superintendent of the district shall enter into a contract with such persons in the manner provided in this chapter.

If, at the commencement of the scholastic year, any licensed employee shall present to the superintendent a license of a higher grade than that specified in such individual's contract, such individual may, if funds are available from minimum education program funds of the district, or from district funds, be paid from such funds the amount to which such higher-grade license would have entitled the individual, had the license been held at the time the contract was executed.' 37-9-17 (2001)

LEGAL RULING

Plaintiff who was never recommended to the school board by the superintendent and not hired by the board pursuant to any recommendation has no enforceable rights against the school board for its refusal to honor an employment contract the plaintiff signed as career awareness counselor, since the instrument which was tendered by the superintendent never ripened into an enforceable contract without board approval.

NOTE: All new hire licensed and non-licensed employees after July 1, 2000 must have a state child abuse registry check and criminal records background check via fingerprint card.

Please see sample policy GBD- Professional Personnel Hiring and/or sample policy GCD - Classified Personnel Hiring.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL RETIREMENT</i>	<i>GBQ</i>

PROFESSIONAL PERSONNEL RETIREMENT

Professional educators shall be retired from public employment under such conditions and provisions established by the Public Employee Retirement System (PERS). ' 25-11-101 et seq.

ATTORNEY GENERAL OPINION

Q: May a superintendent or school board give retirees who worked in a school district free lifetime passes to all sports events as a retirement gift?

A: A school board would have no authority to award gifts to employees upon retirement. See Article 4, Section 96 of the Mississippi Constitution. (Attorney General's Opinion to Necaise dated December 20, 2002)

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>STRIKES</i>	<i>GBQA</i>

STRIKES

"Strike" means a concerted failure to report for duty, a willful absence from one's position, the stoppage of work, a deliberate slowing down of work, or the withholding, in whole or in part, of the full, faithful and proper performance of the duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions, compensation, rights, privileges or obligations of public employment; provided, however, that nothing herein shall limit or impair the right of any certificated teacher to express or communicate a complaint or opinion on any matter related to the conditions of employment so long as the same is not designed and does not interfere with the full, faithful and proper performance of the duties of employment.

"Certified teacher" shall mean the following employees of this school district: classroom teachers, supervisors of programs, librarians, guidance personnel, audiovisual personnel and vocational directors.

It is hereby declared that a strike, concerted work stoppage or concerted refusal to perform lawful duties in any manner by certified teachers against public school districts within the State of Mississippi shall be illegal, unprotected and contrary to the public policy of the State of Mississippi.

No certified teacher, group of certified teachers or teacher organization shall promote, encourage or participate in any strike against a public-school district, the State of Mississippi or any agency thereof.

No person exercising any authority, supervision or direction over any certified teacher shall have the power to authorize, approve or consent to a strike by one or more certified teachers, and such person shall not authorize, approve or consent to such strike. No local school governing board or any person exercising authority, supervision or direction over any public school shall attempt to close or curtail the operations of the public school, or to change or alter in any manner the schedule of operations of said school in order to circumvent the full force and effect of this statute. In the event of a strike against the public school, the local school governing board shall continue school operations as long as practicable in order to ascertain which teachers are on strike, and certify the names of such teachers to the Attorney General. Any member of a local school governing board or public-school administrator who violates this subsection shall be guilty of a misdemeanor and upon conviction shall be fined not less than One Hundred Dollars (\$100.00) nor more than Two Hundred Fifty Dollars (\$250.00) for each day such violation continues.

Chancery courts having jurisdiction of the parties are vested with authority to hear and determine all actions alleging violations of subsection (3) of this section. Suits to enjoin violations of subsection (3) of this section shall have priority over all matters on the court's docket except other emergency matters.

If a certified teacher, a group of certified teachers, a teacher organization, or any officer, agent or representative of any teacher organization engages in a strike in violation of subsection (3) of this section, any public-school district whose employees are involved or whose employees may be affected by the strike shall file suit to enjoin the strike in the Chancery Court of the First Judicial District of Hinds County, Mississippi, or in the chancery court having proper jurisdiction and proper venue of such actions. The chancery court shall conduct a hearing with notice to all interested parties, at the earliest practicable time. If the complainant makes a prima facie showing that a violation of subsection (3) of this section is in progress or that there is a clear, real and present danger that such strike is about to commence, the chancery court shall issue a temporary restraining order enjoining the strike. Upon final hearing, the chancery court shall either make the injunction permanent or dissolve it.

If an injunction to enjoin a strike issued pursuant to this section is not promptly complied with, on the application of them complainant, the chancery court shall immediately initiate contempt proceedings against those who appear to be in violation.

A teacher organization found to be in contempt of court for violating an injunction against a strike shall be fined up to Twenty Thousand Dollars (\$20,000.00) for each such calendar day. The fines so collected shall immediately accrue to the school district and shall be used by it to replace those services denied the public as a result of the strike. Each officer, agent or representative of a teacher organization found to be in contempt of court for violating an injunction against a teacher organization shall be liable for any damages which might be suffered by a public employer as a result of a violation of the provisions of subsection (3) of this section

by the teacher organization or its representatives, officers and agents. The chancery court having jurisdiction over such actions is empowered to enforce judgment against teacher organizations by the attachment or garnishment of organization initiation fees or dues.

If the court, after a hearing or notice, determines that a certified teacher has violated subsection (3) of this section, it shall order the termination of his or her employment by the public-school district. No person knowingly violating the provision of said subsection may, subsequent to such violation, be employed or reemployed as a teacher by any public-school district in the state unless the court first finds a public necessity therefor. The provisions of this subsection (8) shall be cumulative and supplemental to any other applicable provision of law. ' 37-9-75

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>EMPLOYEE/EMPLOYER SEXUAL MISCONDUCT</i>	<i>GBRAA</i>

The Greenville Public School District will not tolerate sexual abuse, molestation or sexual misconduct in the school or any district related activity. The district upholds the expectation that all students will be educated in a safe environment and that all staff will experience the same in their work place. This district will not tolerate any form of physical, emotional, or sexually abusive behavior, including psychological intimidation and harassment toward or by a student, staff member, parent or visiting person.

This policy will be enforced before, during and after school hours on all school property, including the school bus and at school functions and school sponsored events held at other locations.

The school district recognizes that sexual abuse is subject to state and federal laws. Sexual violence is a criminal activity subject to civil penalties under the Mississippi Code of 1972.

The district will take all allegations of abuse seriously and will conduct a thorough investigation of all complaints regarding the alleged abuse and take appropriate action against any person who is found to have violated this policy. This district will cooperate fully with any investigation conducted by law enforcement or other agency. It is our objective to conduct a fair and impartial investigation.

Anti-Retaliation

The district prohibits retaliation against any person who reports a good faith complaint of sexual abuse, molestation, misconduct or participates in any related investigations. Anyone who violates this rule is subject to disciplinary action as determined by the administration.

False Allegations

Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. Making false and/or malicious sexual abuse allegations as well as deliberately providing false information during an investigation is prohibited.

Policy Violations

Staff members who violate this policy shall be subject to immediate suspension or termination and subject to all other penalties provided by law and district policies.

Parents, volunteers, or other visitors who violate this policy shall be subject to penalties provided by law and district policies.

Reporting Procedure

1. Any student, staff person, parent or visitor who believes she or he has experienced sexual abuse, molestation or misconduct by a student, staff member, parent or visiting person should report the alleged acts immediately to the building principal or in cases of support personnel, to their immediate supervisor. If the building principal or immediate supervisor is directly involved then the report should be made to the Director of Personnel.
2. The administrator who receives the complaint shall supply a written report to the superintendent within five school days. Written reports are required to help ensure a more complete, accurate and thorough investigation.
3. All students and/or employees who witnesses sexual abuse, molestation or misconduct shall inform the principal/supervisor immediately.
4. Alleged incidents will be investigated by the principal or his/her designee.
5. Upon completion of the investigation, the superintendent or his/her designee will meet with the complainant to discuss the outcome of the investigation. The superintendent or his/her designee is mandated to report any assault to the criminal authorities for their determination of legal action.
6. The privacy and data privacy rights of all persons involved will be respected in accordance with appropriate statutes.

The superintendent shall develop regulations/procedures to support this policy.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL TIME SCHEDULE (LENGTH OF WORK DAY)</i>	<i>GBRB</i>

PROFESSIONAL PERSONNEL TIME SCHEDULE

The work day shall be set within the legal parameters with consideration of the instruction and activity schedules established by the principal/supervisor and approved by the superintendent.

Every effort shall be made to provide a uniform work day for employees where this is practical and consistent with the safe and efficient administration of the school/district.

Professional employees shall be on duty the number of days shown on the face of their current employment contract less and except those days granted by the board for illness, personal business, earned vacation and emergencies.

LENGTH OF SCHOOL DAY

The number of hours of actual teaching which shall constitute a school day shall be determined and fixed by the board of trustees of the school district at not less than five and one-half (5-1/2) hours. ' 37-13-67

Principals, administrators, and teachers are expected to be on duty for the time needed to complete their duties and provide adequate supervision.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL WORK LOAD</i>	<i>GBRC</i>

This school board shall have the power and authority to fix the date for the opening and closing of the school term, subject to the minimum number of days which schools must be in session during a scholastic year, as prescribed under Section 37-13-63. However, local school boards are authorized to keep school in session in excess of the minimum number of days prescribed in Section 37-13-63. '37-13-61

Except as otherwise provided, all public schools in the state shall be kept in session for at least one hundred eighty (180) days in each scholastic year. ' 37-13-63

TEACHING DAY

A day in which a minimum of 330 minutes of instruction and/or evaluation and/or district approved group testing is provided. Exceptions are days with fewer than 330 instructional minutes that are part of an instructional week of at least 27.5 hours.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL STAFF MEETINGS</i>	<i>GBRD</i>

PROFESSIONAL PERSONNEL STAFF MEETINGS

Faculty meetings shall be held upon the call of the superintendent and/or school principal.

The Mississippi Public School Accountability Standard for this policy is standard 9.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL EXPENSES</i>	<i>GBRF</i>

PROFESSIONAL PERSONNEL EXPENSES

Professional personnel who have first been authorized by the superintendent to travel in the performance of their duties shall be advanced/reimbursed as indicated below:

1. For each mile actually and necessarily traveled in the employee's automobile or other private motor vehicle .535 cents per mile. Employees are expected by the board to car pool where two (2) or more employees are traveling to the same destination. In such an event only one (1) travel expense allowance at the authorized rate per mile shall be allowed for any one (1) trip;
2. When such travel is done by means of a public carrier or other means not involving a private motor vehicle, the employee shall receive as travel expense the actual fare or other expenses incurred in such travel;
3. Employees shall be reimbursed for other actual expenses such as meals, lodging and other necessary expenses incurred in the course of such travel, subject to limitations placed on meals for intrastate and interstate official travel by the State Department of Finance and Administration and rules and regulations adopted by the State Department of Audit.

Current reimbursements are as follows:

1. single standard room rate for accommodations
2. maximum reimbursement of \$30.00 per day for meals for in-state and out-of-state travel (for in-state and out-of-state "high cost areas", as defined by the State Department of Finance and Administration, maximum is either \$35.00 or \$40.00)
3. .535 cents per mile for each mile driven in private vehicle
4. actual registration fees
5. actual fare or other expenses incurred in travel by public carrier
6. incidental expenses -- reasonable gratuities, parking, etc.

The superintendent shall comply with the rules and regulations of the State Department of Audit regarding itemized expense accounts upon return of the employee.

REGARDING TRAVEL ADVANCES

1. The superintendent **ONLY** is authorized to approve travel advances.
2. The superintendent shall comply with all rules and regulations of the State Department of Audit regarding travel advances.
3. The superintendent shall comply with the State Department of Finance and Administration daily limits on expenditures for meals.
4. All official travel must be preapproved.
5. Persons receiving advances must be officers or employees of the school district.
6. Travel advances may not be used for personal expenses or for any purpose other than the actual expenses of the authorized travel.
7. Accounting for any travel advance shall be made within five (5) working days after the date of travel.
 - a. Any money not used for travel related expenses shall be repaid the school district at this time.
 - b. The travel reimbursement form prescribed by the State Department of Finance and Administration shall be completed and submitted at this time for all money not refunded the school district.
 - c. Actual receipts for all travel expenses except meals and travel in personal vehicles are to be included.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>VIOLENCE FREE WORKPLACE</i>	<i>GBRHAA</i>

Purpose

The Greenville Public School District is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in violent behavior will be subject to discipline, up to and including termination, and may also be personally subject to other civil or criminal liabilities.

Scope

This policy applies to every employee regardless of position. Furthermore, the successful application of this policy requires the combined efforts of all employees at every level of the district.

Workplace Violence Defined

Workplace violence is any act or threat (either verbal or implied) of physical violence, including intimidation, harassment, and/or coercion, which involves or affects the Greenville Public School District employees, visitors, or guests.

Acts or threats of violence include, but are not limited to, the following:

- All threats or acts of violence occurring on district property or worksites regardless of the relationship between the district and the parties involved in the incident.
- All threats or acts of violence occurring off district premises involving someone who is acting in the capacity of a representative of the district.

Specific examples of conduct which may be considered threats, or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual
- The intentional destruction or threat of destruction of district property
- The intentional destruction or threat of destruction of personal property that is on district property or a district worksite.
- Harassing or threatening phone calls
- Harassing surveillance or stalking
- The suggestion or intimation that violence is appropriate
- Any intentional display of force that would give an employee reason to fear or expect bodily harm
- Possession or use of firearms or weapons.

To maintain the workplace safety, the district may suspend employees pending the outcome of an investigation. Administrators shall take the workplace violence concerns of employees seriously. It is the responsibility of all employees to make safety their highest concern. An employee who is a victim of workplace violence, witnesses workplace violence, or believes an act of workplace violence might occur, should immediately notify his/her immediate supervisor. The immediate supervisor will then notify the Chief Public Safety Officer. The Chief Public Safety Officer will conduct a full investigation in a timely and thorough manner and submit the resulting report and recommendation of findings to the Superintendent. In addition, when made aware of a real or perceived threat of violence, administrators shall immediately inform the Superintendent in conjunction with the previously outlined notification to the Chief Public Safety Officer.

Law Enforcement support will be obtained as necessary to ensure workplace safety.

Retaliation Prohibited

Retaliation against anyone who, acting in good faith, has made a complaint of workplace violence, reported witnessing workplace violence, or been involved in reporting, investigating or responding to workplace violence, constitutes a violation of this policy and will be addressed accordingly.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>COORDINATION OF BENEFITS</i>	<i>GBRHD</i>

COORDINATION OF BENEFITS

It is the policy of Greenville Public School District to prohibit employees injured at work from combining workers compensation benefits with accrued leave that would result in compensation in excess of 100% of their wages. If an employee is taken off duty by a doctor for a work-related injury more than five days and is therefore eligible to receive workers' comp lost time benefits, then they may not use accrued leave in order to receive compensation in excess of the compensation they would have received if they had been on the job. The employee shall use a proportional share of accrued leave to receive full (100%) compensation for the days off work, until their accrued leave has been exhausted.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>ARRANGEMENTS OF SUBSTITUTES</i>	<i>GBRJ</i>

ARRANGEMENTS FOR SUBSTITUTES

A roster of teachers approved for substitute teaching on a per diem basis shall be issued annually by an outsourced third-party provider. Principals shall use the roster of approved substitute teachers in selecting teachers for emergency service as required. Retired teachers may substitute-teach. ' 25-11-127

When the services of a substitute teacher will be required, for whatever reason, the regular teacher should notify the principal at the earliest possible moment -- the day before if practicable. Teachers are to call their principals not later than 7:00 a.m. on the day of absence. The principal is responsible for obtaining substitute teachers. The teacher should have available for the substitute a class roll, lesson plan, and keys in order that the substitute can more effectively take charge of the class. Whenever possible, the teacher should notify the principal the day before the expected return to class so that the substitute teacher can be notified.

CRIMINAL RECORDS BACKGROUND CHECK

Superintendents/directors of schools under the purview of the State Board of Education, the superintendent of the local school district and any private firm under contract with the local public school district to provide substitute teachers to teach during the absence of a regularly employed schoolteacher shall require, through the appropriate governmental authority, that current criminal records background checks and current child abuse registry checks are obtained, and that such criminal record information and registry checks are on file for any new hires

applying for employment as a licensed or non-licensed employee at a school and not previously employed in such school under the purview of the State Board of Education or at such local school district prior to July 1, 2000. In order to determine the applicant's suitability for employment, the applicant shall be fingerprinted. ' 37-9-17 (2)

TERMS OF EMPLOYMENT AND COMPENSATION

Substitute teachers are hired by an outsourced third-party provider. Substitute teacher applicants are screened for their background check through the Greenville Public School District and this information is shared with the outsourced third-party provider.

PAYMENT FOR SUBSTITUTE TEACHERS

The rate of pay for substitute teachers is as approved by the board. If the time served by a substitute is less than a full day, it should be computed in hours (anything over a half hour should be considered an additional hour) and the substitute paid on an hourly basis as approved by the board.

The Greenville Public School District will continue to include in its budget provisions for the payment of substitute employees, only as a means of giving the substitute teacher time to get registered with the outsourced third-party provider as a substitute teacher. This is necessitated because of the absence of regular licensed employees. All such substitute employees shall be paid wholly from district funds. Such school boards, in their discretion, also may pay, from district funds other than adequate education program funds, the whole or any part of the salaries of all employees granted leaves for the purpose of special studies or training. 37-7-307

School boards may include in their budgets provisions for the payment of substitute employees, necessitated because of the absence of regular licensed employees. All such substitute employees shall be paid wholly from district funds, except as otherwise provided for long-term substitute teachers in Section 37-19-20. Such school boards, in their discretion, also may pay, from district funds other than adequate education program funds, the whole or any part of the salaries of all employees granted leaves for the purpose of special studies or training. ' 37-7-307 (7)

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>CLASSIFIED STAFF SECTION</i>	<i>GC</i>

CLASSIFIED STAFF SECTION

Classified non-instructional personnel are "at will" employees whose duties do not require a certificate (or license) issued by the State Department of Education. Classified employees have no property rights in their employment, which may be terminated without notice at any time by either the employee or the employer.

The superintendent has the power, authority and duty to make assignments to the various schools in the district of all non-instructional and non-licensed employees, as provided in Miss. Code Section 37-9-17, and to make reassignments of such employees from time to time. ' 37-9-14 (2) (s)

The superintendent has the power, authority and duty to employ and dismiss non-instructional and non-licensed employees as provided by law. ' 37-9-14 (2) (y)

Within the limits of the available funds, the superintendent of schools shall recommend to this school board all non-instructional employees to be employed and may prescribe the duties thereof. Compensation for such employees may be paid from any lawful funds. ' 37-9-3

This board has the power, authority and duty to employ all non-instructional and non-certificated employees and fix the duties and compensation of such personnel deemed necessary pursuant to the recommendation of the superintendent of schools. ' 37-7-301 (w)

The board considers its classified personnel who serve as secretaries, cafeteria workers, public relations consultants, custodians, maintenance workers, bus drivers, and other non-licensed and non-instructional positions to be vital to the smooth functioning of the school system.

Certificated and non-certificated personnel are to work together as partners to provide the best possible learning situations for the students of this school district.

NOTE: All new hire licensed and non-licensed employees after July 1, 2000 must have a state child abuse registry check and criminal records background check. Please see sample policy GCD- Classified Personnel Hiring.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>CLASSIFIED PERSONNEL HIRING</i>	<i>GCD</i>

CLASSIFIED PERSONNEL HIRING

DEFINITION

Classified non-instructional personnel are "at will" employees whose duties do not require a certificate (or license) issued by the Mississippi Department of Education. Classified employees have no property rights in their employment, which may be terminated without notice at any time by either the employee or the employer.

AUTHORITY

Within the limits of the available funds, the superintendent shall recommend to the school board all non-instructional employees to be employed and may prescribe the duties thereof. Compensation for such employees may be paid from any lawful funds. ' 37-9-3

The superintendent has the power, authority and duty to make assignments to the various schools in the district of all noninstructional and non-licensed employees, as provided in Miss. Code Section 37-9-15 and 37-9-17, and to make reassignments of such employees from time to time. ' 37-9-14 (2) (s)

The superintendent has the power, authority and duty to employ and dismiss non-instructional and non-licensed employees as provided by law. ' 37-9-14 (2) (y)

This board has the power, authority and duty to employ all non-instructional and non-certificated employees and fix the duties and compensation of such personnel deemed necessary pursuant to the recommendation of the superintendent of schools. ' 37-7-301 (w)

APPLICATION

Candidates for non-certificated positions shall make formal application with the appropriate supervisor, principal or superintendent of schools. The candidate shall provide letters of recommendation by former employers and records of specific training for the position for which application is being made. In cases where specific training is required by a state or federal agency the school board will be guided by these specific requirements.

CRIMINAL RECORDS BACKGROUND CHECK / CHILD ABUSE REGISTRY CHECK

1. All new hire licensed and non-licensed employees must have a state child abuse registry check and criminal records background check via fingerprint card.
2. The district may charge the applicant up to \$50.00 or may pay the fee at its discretion.
3. Information obtained via these checks is for employment use only and cannot be disseminated.
4. Applicants are ineligible for employment if checks disclose a guilty plea, conviction, or nolo contendere plea to a felony of:
 1. Possession or sale of drugs.
 2. Murder, Manslaughter, or Armed Robbery.
 3. Rape, Sexual Battery, or sex offense as listed in Miss. Code Section 45-33-23 (h).
 4. Child Abuse, Arson, Grand Larceny, or Burglary, or
 5. Gratification of Lust or Aggravated Assault.

5. If the school district has hired an applicant contingent upon a background check and derogatory information is obtained, that applicant's contract is voidable at the time of the report and the applicant's contract should so state.
6. The school board may, at its discretion, waive any convictions and hire an applicant with a criminal record based on:
 1. Age at commission of the crime.
 2. Circumstances surrounding the crime.
 3. Length of time and criminal history since the crime.
 4. Work history and current employment and character.
 5. Other evidence demonstrating the ability of the person to perform the job and does not pose a threat to the health or safety of the school children.
7. No school district or employee may be held liable in an employment discrimination suit involving this statute.
8. The school district may hire applicants and let them work contingent upon the successful completion of the criminal background check and child abuse registry check.

CONVICTION BASED ON ERRONEOUS INFORMATION

In the event an applicant wishes to contest a conviction based on erroneous information the applicant shall appeal the information to the Department of Public Safety. The applicant will show the school board or its designee proof of the corrected record.

SELECTION

The school district shall select the most competent candidates available for noncertificated positions, taking into consideration the experience, training, personality, health, and attitudes of each applicant. The candidate shall possess acceptable personal traits and qualities as revealed by appraisals based on personal interviews by persons deemed competent to make such evaluations.

SALARY

The school board shall fix the salary of non-certificated personnel taking into consideration the training, experience, and responsibility of the employee. The salary paid shall be not less than the federal minimum wage and shall be in compliance with the Fair Labor Standards Act.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>EVALUATION OF CLASSIFIED EMPLOYEES</i>	<i>GDI</i>

EVALUATION OF CLASSIFIED EMPLOYEES

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

The board directs the superintendent and administrative staff to develop regulations, procedures, and instruments for evaluation, using the following guidelines:

- The board expects principals and supervisors to exert every effort to encourage staff members to develop their performance to an optimum degree.
- Performance appraisal will be continuous, and not limited to items and procedures set for formal evaluation.
- The evaluation process will make use of both self-evaluation and supervisory evaluation.
- The evaluation process will emphasize both the achievement of goals set mutually by the staff member and supervisor early in the school year and standardized objectives rating forms.
- The procedures will provide for the recognition of outstanding services and also will be used for sound decision making as well as for counseling and in-service training.
- When aspects of a staff member's performance need improvement, the principal or supervisor will specifically identify those areas needing improvement and will develop a plan of assistance. Subsequent evaluations will address improvement and/or the need for further monitoring.
- To provide for objectivity and uniformity, observations and evaluations will be carried out in accordance with the guidelines set forth in administrative regulations which have been developed cooperatively by the administration and staff and reviewed and approved by the school board.

***EXTRA DUTIES/
EMPLOYMENT***

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>COACHES ASSIGNMENT POLICY</i>	<i>GBRCA</i>

COACHES ASSIGNMENT POLICY

The school board of this district adopts this policy governing coaching duties, responsibilities and salaries.

All coaches, equipment managers, athletic aides\assistants and\or others who have athletic responsibilities shall be assigned duties by the principal with the approval of the superintendent. All such persons shall be employed by the board on an at-will basis with respect to such athletic duties.

The superintendent, with the assistance of the principal and the approval of the Board, shall determine the duties and number of days per year to be worked by athletic personnel. Such determination shall be based on considerations of needs of the individual sports and of the time necessary to coach the activities or sports assigned.

All coaches shall work together to promote all sports. All coaches shall be present at all home games or athletic events. All coaches not directly responsible for the sport in season shall assist the responsible coach upon request and within limits established by the superintendent. Athletic-related duties are non-instructional and supplementary to the teaching contract. Therefore, athletic related positions are not subject to the School Employment Procedures Act.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL EXTRA DUTY</i>	<i>GBRE</i>

PROFESSIONAL PERSONNEL EXTRA DUTY

Teachers are expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services may make minor demands on the teacher's basic assignment. Administrators shall strive to equalize such duties among teachers.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL NON-SCHOOL EMPLOYMENT</i>	<i>GBRG</i>

PROFESSIONAL PERSONNEL NON-SCHOOL EMPLOYMENT

This school board considers a professional assignment in the school district to be full time employment.

Employees shall not engage at any time in any outside employment that would interfere with their effectiveness in performing regular assigned duties; would compromise or embarrass the school system; or would in any way conflict with assigned duties. Employees shall not be employed or involved in any private or other public business during the hours necessary to fulfill their contractual responsibilities; nor will the employee use district materials, supplies or property for outside employment.

For incompetence, neglect of duty, immoral conduct, intemperance, brutal treatment of a pupil or other good cause the superintendent of schools may dismiss or suspend any licensed employee in any school district. ' 37-9-59

NOTE: See also the Education Employment Procedures Law Handbook, published by MSBA.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>PROFESSIONAL PERSONNEL TUTORING FOR PAY</i>	<i>GBRGB</i>

PROFESSIONAL PERSONNEL TUTORING FOR PAY

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

Further, no tutoring for which a teacher receives a fee will be carried on in the school building.

No teacher shall use his official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he is association. ' 25-4-105 (1) (1994)

WORKPLACE SAFETY

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>STAFF PROTECTION</i>	<i>GAEA</i>

STAFF PROTECTION

This school board directs the superintendent to develop programs, procedures, and guidelines to promote a safe environment for teaching and learning. It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes. ' 37 11 20

If any parent, guardian or other person, shall abuse any superintendent, principal, teacher or school bus driver while school is in session or at a school-related activity, in the presence of school pupils, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00).' 37-11-21

If any person shall willfully disturb any session of the public school or any public-school meeting, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than ten dollars (\$10.00) nor more than fifty dollars (\$50.00). ' 37 11 23

The governing authorities of the municipality may, at its discretion, investigate and provide legal counsel for the defense of any claim, demand or action, whether civil or criminal, made or brought against any school district employee as a result of his actions while acting in his official capacity. ' 25 1 47

HARASSMENT PROHIBITED

This school district affirms employee protection provided under Title VII, and therefore shall not tolerate verbal or physical conduct by any employee, male or female, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

Further, this school district prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities. Sexual harassment is inappropriate behavior and offensive. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

The Mississippi Public School Accountability Standard for this policy is standard 30 and 31.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>CONFERENCE AND VISITATION (PARENT CONFERENCES)</i>	<i>GBRHB</i>

CONFERENCE AND VISITATION (PARENT CONFERENCES)

Classroom teachers are expected to maintain close contact with the parents or guardians of students throughout the school term. It is expected that the school informs the parent about any academic, discipline, or health issues that may arise concerning the student during the school day/year. While the parents or the classroom teacher may initiate parent conferences, conferences should be well planned and non-threatening for all parties involved. Much of the responsibility for the productivity of parent-teacher conferences rests with the teacher/administrator who must set a positive, professional tone for the meeting. This can be achieved by making a list of things to be discussed and materials to be shared. Parents should be encouraged to share things that will help the teacher understand the child better--special problems, interests, feelings, relationships. Conferences should be somewhere other than the classroom, which can be uncomfortable physically and psychologically. If the conference is held in a classroom, the teacher should not sit at a desk during the meeting. Teachers should combine truth with tact and allow for a two-way conversation. Conferences should always begin and end on a positive note. The district and schools should provide tips and suggestions on parent-teacher conferences to parents and faculty members through workshops, newsletters, and other opportunities. If any conference becomes combative, it should be concluded immediately and the matter referred to the appropriate administrator. If it cannot be resolved at the building level, then the unsatisfied party may appeal to the superintendent for resolution. If the matter is not resolved there, then it may be appealed to the school board whose decision will be final.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>RETURN TO WORK POLICY</i>	<i>GBRHC</i>

RETURN TO WORK POLICY

It is the policy of the Greenville Public School District to assist employees injured at work to receive appropriate medical care and return to work as soon as possible within medical restrictions. The Early Return to Work Program supports the employee’s sense of job security and helps the employee to return quickly to his or her pre-injury lifestyle. The program also assists the Greenville Public School District in maintaining productivity and reducing workers’ compensation costs.

The Early Return to Work Program provides opportunities for an employee who is injured on the job to return to work at full duty. If the injured employee is not physically capable of returning to full duty, the program provides opportunities to temporarily perform his or her regular job with modifications or, when available, to perform alternate temporary work that meets the injured employee’s physical capabilities.

In order for this program to be successful, all injuries shall be reported immediately or as soon as medically possible. If needed, the district may assist the employee with immediate transportation from work to the medical facility. The employee’s supervisor will report the injury to the district claims coordinator. The district claims coordinator will directly report the injury to the Third-Party Administrator. Following medical treatment, the employee shall report his or her medical status to his or her supervisor and/or district claims coordinator. If the

employee is unable to return to normal duties, the district will attempt to provide a position with modified duties, if applicable. The modified duty position will comply with the medical provider's job restrictions.

This return to work policy covers all employees. It is the responsibility of all employees to understand and follow the guidelines outlined in this policy.

No statement contained within this policy or procedures modifies the employment relationship of the parties as established by state law or the employment agreement signed by the employee and the school district when the employee was hired.

Please refer to GBRHA-E for the procedures to be followed under this policy.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>RETURN TO WORK PROCEDURES</i>	<i>GBRHA-E</i>

RETURN TO WORK PROCEDURES

- 1) As soon as possible after an injury occurs employee should report the injury to his/her supervisor who in turn will report it to the superintendent. This should be accomplished within 24 hours. Any necessary paperwork will be provided and, if necessary, assistance given for completing it. All appropriate information will be submitted to Third Party Administrator.
- 2) The employee will be provided with a copy of "Employee Responsibilities When Injured on the Job" when an injury is reported.
- 3) While off work with an injury, contact with the Human Resource Director should be maintained as follows:
 - a) The supervisor is to submit a report to Human Resource which details who the return-to-work employee is and what restrictions exist. This shall be done by providing a copy of a work release, a physical capacity form or a job analysis signed by the attending physician to Human Resources.
 - b) The employee should contact the Human Resource Director by telephone or in person each week as agreed upon. This contact is intended to keep the employee informed of pertinent school district information and the school district informed of the employee's current condition/needs for return-to-work.
 - c) If the Human Resource Director is unavailable, the alternate contact would be the Business Manager.

- 4) The employee shall relay information to the physician regarding the availability of transitional work. The communication of this information may be done in writing or verbally. Information regarding available modified duty positions, either in the form of a specific job analysis/task list or a request for physical capacity information, will be provided by the physician. A job analysis for the employee's regular job also will be provided if one is available. This may be done by the supervisor, Third Party Administrator or both.
- 5) The employee may be assigned to a job or task(s) according to the restrictions/approval of the attending physician and the business needs of Greenville Public School District at the time of the release. This assignment may be in a different department or it may be a portion of the regular job if the restrictions require a reduction in hours or the elimination / reassignment of work activity/activities essential to the performance of the job.
- 6) Modified duty jobs are temporary in nature and are intended to ease the employee back to regular duty. The modified duty work will be monitored by the supervisor and the Human Resources Director on an on-going basis. Should the attending physician change the employee's restrictions, the transitional assignment may be adjusted accordingly. In any case, an employee will not be expected to exceed the restrictions given.
 - a) If the modified duty assignment lasts for more than (14 days), it will be reviewed at that time and at (14-day) intervals thereafter. It may be extended or ended at the discretion of the District as approved by the superintendent.
 - b) Any problems with the modified duty assignment will be discussed with the employee and any needed changes will be defined.
- 7) When the attending physician gives a release to transitional work, a job offer letter may be given in person to the employee or mailed CERTIFIED mail, with a response requested. A copy of the letter should also be sent to Third Party Administrator. It shall include a description of the job duties, the start date and hours, the duration of the job (if known), where and to whom to report, the wage to be paid and a copy of the work release and/or signed job analysis. If modified duty is available and the employee is informed to return to work, notice must be given to Third Party Administrator so that benefits can be properly coordinated.
- 8) The modified duty job may end when any of the following occurs:
 - a) the employee is released for full duty regular employment;
 - b) the employee returns to a job that is not part of the Return-to-Work Program;
 - c) the modified duty job is no longer available or has not been extended under the terms of this program; or
 - d) The assignment of permanent work restrictions.

9) Should the employee be given permanent restrictions by his/her attending physician, each case will be reviewed individually outside this Return-to-Work Program and in accordance with all state and federal guidelines.

* For the purpose of this Return-to-Work Program, an “injury” also includes an occupational disease as defined by the governing state Workers’ Compensation statutes.

RESPONSIBILITIES:

Employee’s Role:

- The employee is responsible for reporting on the job injuries immediately to his/her supervisor.
- He/she should maintain contact with the school/district regarding lost time.
- The employee should follow the physician’s direction and treatment.
- Participate in discussions with his/her supervisor in determining work accommodations that comply with the restrictions assigned by the attending physician.
- Be ready to change assignments as the employee’s condition improves.

Supervisor’s Role:

- Complete the First Report of Injury and Supervisors accident report form immediately and submit that to Third Party Administrator.
- Assist in obtaining appropriate medical attention for the injured employee, if needed.
- Keep in contact with the injured employee, showing him/her that you care about their physical condition. Tell the employee they are needed back at work.
- Keep informed about the medical progress through the employee or Third-Party Administrator.
- Advise the physician or Third-Party Administrator if you do not see any improvement in the employees’ condition.
- When deciding on a job that will accommodate the employee's restrictions, start with his/her regular job and determine if that can be modified temporarily.
- If the employee returns to work at modified duty, explain the job and expectations of the employee.

- During the period of light or modified duty, monitor the employee's work to make sure the restrictions are being followed.

EMPLOYEE RESPONSIBILITIES WHEN INJURED ON-THE-JOB:

To be in compliance with the MSBA Worker's Compensation Trust, you are encouraged to review this policy with all new hires and annually thereafter.

- 1) Report all accidents or illnesses, no matter how minor, to the supervisor.
- 2) If you need to see a physician, please contact your supervisor immediately.
- 3) Written or verbal information regarding the availability of light duty work should be given to the physician at the time of the first visit.
- 4) Contact should be made with the supervisor and the Human Resource Director each week for updates on your condition and your ability/needs to return-to-work. Any information from the district will be provided to you at this time.
- 5) All work releases must be reported to the supervisor and Human Resource Director immediately so your return-to-work can be scheduled.
- 6) If you have any questions or have concerns about the modified duty job, it is your responsibility to consult the supervisor or Human Resource Director immediately to discuss them. If they have any questions or concerns they will discuss them with you.
- 7) Doctor or physical therapy appointments should be scheduled outside working hours if possible. If not possible, arrangements need to be made with the Human Resource Director.

I have read the above responsibilities information. I have been given the opportunity to ask questions about my responsibilities. I understand that failure to follow them may result in disciplinary action and/or adversely affect my worker s' compensation benefits. I have received a copy of this document.

Employee Signature

Date

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>DRUG AND WEAPON FREE WORKPLACE</i>	<i>GBRL</i>

DRUG FREE SCHOOLS AND WORKPLACE

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace 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 CFR 1300.11 through 1300.15.

"Workplace" is defined to mean the site for the performance of work. That includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; and 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 the jurisdiction of the school district.

As a condition of employment in Greenville Public School District, each employee, shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than 5 days after such conviction.

As a condition of employment in Greenville Public School District, each employee, shall abide by the terms of the school district policy respecting a drug-free workplace.

An employee who violates the terms of this policy may be non-renewed or his or her employment may be suspended or terminated.

Sanctions against employees, including nonrenewal, suspension, and termination shall be in accordance with prescribed school district administrative regulations and procedures.

DENIAL OF LICENSE

The State Board of Education, acting through the Commission on Teachers and Administration or Education, Certification and Licensure and Development the "commission", may deny an application for any teacher or administrator license if the applicant is actively addicted to actively dependent on alcohol or other habit-forming drugs or is a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having a similar effect, at the time of application for a license. ' 37-3-2 (11) (c)

SUSPENSION OF LICENSE

The State Board of Education, acting on the recommendation of the commission, may revoke or suspend any teacher or administrator license for specified periods of time if the teacher or administrator has been convicted, has pled guilty or entered a plea of nolo contendere to a felony, as defined by federal or state law. ' 37-3-2 (12) (d)

Dismissal or suspension of a licensed employee by a local school board pursuant to Section 37-9-59 may result in the suspension or revocation of a license for a length of time which shall be determined by the commission and based upon the severity of the offense. ' 37-3-2 (13) (a)

NOTICE TO EMPLOYEES ENGAGED IN WORK ON FEDERAL GRANTS

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace 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 CFR 1300.11 through 1300.15.

"Workplace" is defined as the site for the performance of work done in connection with a federal grant. That includes any place where work on a school district federal grant is performed, 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; and 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 the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment on any federal grant that you will comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal statute for a violation occurring in the workplace, no later than 5 days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the school district.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>SMOKING AND OTHER USES OF TOBACCO</i>	<i>GBRM</i>

SMOKING AND OTHER USES OF TOBACCO

NO CHILD LEFT BEHIND ACT

No person shall use any tobacco product on any educational property owned or operated by this school district. Tobacco products are defined as any substance that contains tobacco, including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco, smokeless tobacco, or electronic cigarettes.

Educational property is defined as any public-school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local

school board, school, or directors for the administration of any public educational institution or during a school-related activity.

Any adult who violates this section shall be subject to a fine and shall be liable as follows:

1. for the first conviction, a warning;
2. for a second conviction, a fine of Seventy-Five Dollars (\$75.00); and
3. for all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$150.00) shall be imposed.

ISSUANCE OF CITATION

Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are violations committed on any educational property within the State of Mississippi.

Anyone convicted under this act shall be recorded as being fined for a civil violation of the act and not for violating a criminal statute.

It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this act are enforced.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>DRUG AND ALCOHOL TESTING POLICY</i>	<i>GBRM-2</i>

DRUG AND ALCOHOL TESTING POLICY

GREENVILLE PUBLIC SCHOOL DISTRICT DRUG AND ALCOHOL TESTING POLICY

The following is the Greenville Public School District's Drug and Alcohol Testing Policy enacted pursuant to the MS Drug and Alcohol testing law, codified at Mississippi Code Annotated Sections 71-7-1 *et seq.* This policy is effective July 1, 2011. After this date, the district will begin testing personnel if it reasonably suspects that an employee is under the influence of illegal drugs or alcohol. In addition, the district will begin conducting random testing of all drivers. This policy will be enforced uniformly with respect to all personnel. All of the district's personnel, including administrators, will be subject to testing.

The purposes of this policy are as follows:

1. to maintain a safe, healthy working environment for all employees;
2. to maintain the highest quality educational program for our students by insuring that no personnel of the district are users of illegal drugs or under the influence of drugs or alcohol;
3. to reduce the number of accidental injuries to person or property; and
4. to reduce absenteeism and tardiness and improve the quality of educational services.

SUBSTANCE ABUSE

The following are rules representing the district's policy concerning substance abuse.

1. All employees are prohibited from being under the influence of drugs or alcohol while on duty or on district premises. All employees are prohibited from using illegal drugs, or prescription medication for which they do not have a proper prescription.
2. The sale, possession, transfer, or purchase of illegal drugs on district property or while performing district business is strictly prohibited. Such action will be reported to appropriate law enforcement officials.
3. The use, sale, or possession of an illegal or non-prescription drug or controlled substance while on duty is cause for immediate termination.
4. No alcoholic beverage will be brought or consumed on district premises.
5. No prescription drug will be brought on district premises by any person other than the person for whom the drug is prescribed. Prescription drugs will be used only in the manner, combination, and quantity prescribed.
6. Any employee whose off-duty use of alcohol, illegal, or non-prescription drugs results in excessive absenteeism, tardiness, poor work, or an accident will be subject to discipline, up to and including termination.

DRUG AND ALCOHOL TESTING

1. Effective July 1, 2011 the Greenville Public School District will begin conducting reasonable suspicion testing of all personnel and random testing of drivers.
2. An employee will be allowed to provide notice to the Greenville Public School District of currently or recently used prescription or non-prescription drugs prior to the time of the test.
3. Random testing of drivers will be implemented using a neutral selection basis. Greenville Public School District will not waive the selection of any employee chosen pursuant to the random selection procedures.
4.
 1. Reasonable suspicion is defined under this policy as the belief by Greenville Public School District that an employee is using or has used drugs or alcohol in violation of Greenville Public School District's policy. Reasonable suspicion may be based upon, among other things:

- a. Observable phenomena, such as direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol;
 - b. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
 - c. A report of drug or alcohol use provided by reliable and credible sources and which has been independently corroborated;
 - d. Evidence that an individual has tampered with a drug and alcohol test during his employment with the current employer;
 - e. Information that an employee has caused or contributed to an accident while at work; and
 - f. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment.
2. If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Greenville Public School District's policy, that employee will be required to submit to a drug and/or alcohol test. The superintendent (or in his or her absence an appointed replacement) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of Greenville Public School District's drug and alcohol policy, the employee may be subject to immediate termination of his or her employment with the district.
 5. Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment. The following are drugs for which the district may test: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, and cocaine.
 6. Within five (5) working days after receipt of a positive confirmed test result report from the laboratory that conducted the test, the district shall inform the employee, in writing, of the positive test result, and of the consequences of the positive test result and of the options available to the employee.
 7. Within ten (10) working days after receiving notice of a positive confirmed test result, an employee may submit a written statement to the superintendent explaining the test result, and why the result does not constitute a violation of the district's drug and alcohol policy. An employee, at his or her own cost, also may request that the specimen be retested at a certified laboratory of his or her own choosing.
 8. An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.

1. If the district determines that discipline and/or discharge are not necessary or appropriate in a case where an employee is in violation of Greenville Public School District's Drug and Alcohol Testing Policy, the employee as a condition of continued employment must complete a certified substance abuse rehabilitation program at the employee's own cost and expense. The employee may be allowed to work for the district while undergoing the treatment, but the employee must provide evidence of continued treatment and/or rehabilitation upon request. The employee must also agree to submit to random testing for three years after the date of the positive confirmation drug and alcohol test result.

A copy of this policy, and state law regarding drug testing can be obtained from the district office.

NOTICE TO EMPLOYEES REGARDING CONFIDENTIALITY

You are hereby advised that the Greenville Public School District has implemented a drug and alcohol policy and conducts a testing program pursuant to Section 71-7-1 et seq., of the Mississippi Code of 1972, Annot. (hereinafter referred to as the "the Act") any you are hereby advised of the existence of said Act.

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by Greenville Public School District through its drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with the Act and these regulations. Any information obtained by Greenville Public School District pursuant to the Act and these regulations shall be the property of Greenville Public School District. Greenville Public School District shall not release to any person other than the employee or Greenville Public School District medical, supervisory or other personnel, as designated by Greenville Public School District on a need to know basis, information related to drug and alcohol test results unless: (a) the employee has expressly, in writing, granted permission for Greenville Public School District to release such information; or (b) it is necessary to introduce a positive confirmed test result into an arbitration proceeding pursuant to a collective bargaining agreement, an administrative proceeding under applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding, or (c) the information must be disclosed to a federal law, regulation or order, or in accordance with compliance requirements of a state or federal contract, or (d) disclosed to a drug abuse rehabilitation program for the purpose of evaluation or treatment of an employee, or € there is a risk to public health or safety that can be minimized or prevented by the release of such information; provided, however, that unless such risk is immediate, a court order permitting the release shall be obtained prior to the release of such information. The confidentiality provisions provided for by the Act shall not apply to other parts of an employee's or job applicant's personnel or medical files.

If an employee refuses to sign a written consent form for release of information to persons as permitted in the Act, Greenville Public School District shall not be barred from discharging or disciplining the employee.

An employee to be tested shall be given (1) a medication disclosure form to permit the employee or job applicant to disclose any non-prescription or prescription medications that have been taken within forth-five (45) days prior to being tested, and (2) a statement that the form shall be submitted directly to the employer’s designated Medical Review Officer, ensuring that no person or entity has access to the information disclosed on the form other than the Medical Review Officer.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>VAPING</i>	<i>GBRMB</i>

VAPING POLICY

Electronic cigarettes have recently surpassed conventional cigarettes as the most commonly used tobacco product among youths. The Greenville Public School District Board of Education recognizes that the use of electronic cigarettes and other vaping devices, or any tobacco products, is detrimental to the health and safety of students, staff and visitors and is therefore prohibited at all times.

This policy applies to all students, school staff, parents, and any visitors while on school grounds, in school buildings and facilities, in any school bus, on school property or at school-related activities or school events which includes, but is not limited to, athletic events.

DEFINITIONS

Vaping--The act of inhaling and exhaling the aerosol (often called vapor) produced by an electronic cigarette or similar battery-powered device.

Electronic Cigarette--An electronic product or device that produces a vapor that delivers nicotine or other substances to the person inhaling from the device to simulate smoking, and is likely to be offered to, or purchased by, consumers as an electronic cigarette, electronic cigar, electronic cigarillo or electronic pipe. Also known as e-cigs, vape pens, e-hookahs, e-pipes, tanks, mods, vapes, electronic nicotine delivery systems, ENDS, etc. Some devices may resemble cigarettes while others may resemble pens, USB sticks, or other everyday items.

CONFISCATION

When there is evidence that a student is in possession of any tobacco products or tobacco paraphernalia, administrators or other designated staff may confiscate such items.

VIOLATIONS

Anyone found in violation of this policy shall be disciplined in accordance with corresponding district policies.

Any adult in violation shall also be subject to discipline under Miss Code 97-32-29.

<i>POICY NAME</i>	<i>POLICY CODE</i>
<i>USE OF FORCE, SCHOOL DISTRICT POLICE AND FIRE ARMS</i>	<i>GBS</i>

USE OF FORCE POLICY

PURPOSE

The need for law enforcement officers to use force will exist as long as members of the public are victims of violent crimes and officers in the performance of their duties are confronted with deadly and non-deadly force.

POLICY

The Greenville Public School District recognizes and respects the special value of human life. In vesting our School Resource Officers with the authority to use force, a careful balancing of human interests must be required. It is therefore the policy of the Greenville Public School District that only the minimum force reasonably necessary to effectively bring an incident under control, while protecting the lives of students, the school staff, the public, and the officer, shall be used. Control is obtained through many methods: advice, persuasion, warnings, or the use of physical force. While the use of reasonable physical force may be necessary where situations cannot otherwise be brought under control, force may not be resorted to unless other reasonable alternatives have been exhausted or would be obviously ineffective under the particular circumstances involved. School Resource Officers are authorized to use whatever force is necessary to protect others and themselves from bodily harm. The use of excessive, unwarranted force or brutality, however, shall not be tolerated under any circumstances.

DEFINITIONS

Deadly Force: any use of force that is likely to cause death or serious bodily injury.

Non-Deadly Force: any use of force other than that which is considered as deadly force.

PROCEDURES

Whenever possible, School Resource Officers shall exhaust every other reasonable means of defense before resorting to the use of their firearms. Justification for the use of deadly force shall be limited to the facts known to the officer at the time the officer decides to use deadly force. Facts unknown to the officer shall not be considered in a later determination of justification of the use of deadly force by an officer nor as mitigating factors in determining post-deadly force disposition of the incident.

PARAMETERS FOR THE USE OF NON-DEADLY FORCE

- 1) Where deadly force is not authorized, officers shall assess the incident in order to determine which non-deadly force technique or weapon will be best to de-escalate the incident and bring it under control in a safe manner.
- 2) School Resource Officers are authorized to use department-authorized non-deadly force techniques and issued equipment for resolution of incidents as follows:
 - a. To protect themselves or another from physical harm.
 - b. To restrain or subdue a resistant individual.
 - c. To bring an unlawful situation safely and effectively under control.

PARAMETERS FOR THE USE OF DEADLY FORCE

- 1) School Resource Officers are authorized to use deadly force in order to:
 - a. Protect the officer or another from what is reasonably believed to be an immediate threat from death or serious bodily harm.
 - b. Prevent the escape of a fleeing felon whom the officer has probable cause to believe will pose a significant threat of death or serious physical injury to the officer or others.
- 2) Before using a firearm, School Resource Officers shall identify themselves and state their intent to fire, where feasible.
- 3) A School Resource Officer may also discharge a firearm under the following circumstances:
 - a. During range practice or competitive sporting events.
 - b. To destroy an animal that represents a threat to public safety, or in unusual circumstances as a humanitarian measure where the animal is seriously injured.
- 1) School Resource Officers shall adhere to the following restrictions when their firearm is exhibited.
 - a. Except for maintenance, inspection or training, officers shall not draw their firearms unless circumstances create reasonable cause to believe that it may be necessary to use the firearm in conformance with this policy.
 - b. Warning shots are prohibited.
 - c. Officers shall only fire their weapons from a moving vehicle under exigent circumstances.
 - d. A School Resource Officer is not allowed to carry district issued weapons while off duty.
 - e. Firearms shall not be loaded or unloaded in any school building except when such is ordered by a superior officer. Firearms shall not be dry-fired in any school building for any reason.
 - f. Officers of the Greenville Public School District shall never use a firearm to warn, threaten, bluff or otherwise supplement a verbal command except as authorized previously in this policy. The use of a firearm to strike a blow shall be considered as the use of deadly force and is not authorized except as within the parameters of this policy.
 - g. Firearms are never to be discharged in an attempt to arrest for any misdemeanor offense or lesser offense as enumerated in municipal ordinances or policies of the school district.

- h. SRO's may only use firearms that are district-issued. These firearms are intended to be used in a defensive or controlling posture and require the individual to be qualified with their individual use.

TRAINING AND QUALIFICATIONS

DEADLY WEAPONS:

1. The Greenville Public School District shall schedule regular training and qualification sessions for duty. Sessions will be graded on a pass/fail basis.
2. School Resource Officers who fail to receive a passing score with their duty firearm in accordance with departmental testing procedures shall not be allowed to carry their firearm until qualification is completed. Repeated failure to pass may result in termination of employment.
3. A School Resource Officer shall not be allowed to carry any firearm that is not district-issued.
4. A School Resource Officer who has taken an extended leave of absence or suffered a severe illness that could affect their ability to safely operate a firearm shall be required to qualify before returning to duty.

NON-DEADLY FORCE WEAPONS

1. A School Resource Officer is not permitted to use a non-deadly force weapon unless qualified in its proficient use as determined by the training procedures.
2. The following non-deadly force weapon is authorized for the Greenville Public School District School Resource Officers.
3. Oleoresin Capsicum (OC) or other chemical agent authorized by the director of security.

WEAPON MAINTENANCE

All weapons utilized by the Greenville Public School District shall be maintained in perfect condition at all times. They shall be cleaned, oiled, and free from rust and corrosion. Carelessness and/or negligence will not be tolerated.

All firearms utilized by members of the Greenville Public School District Police Department shall be inspected for serviceability, fired and cleaned, minimally, every six months. This inspection shall be done by the department's supervisor.

USE OF HANDCUFFS

All arrested persons shall be handcuffed. In light of existing law, officers will only handcuff persons as a last resort when they think it necessary to restrain for the individual's personal safety and the safety of others (individual may or may not be under arrest).

USE OF FORCE CONTINUUM

The following is a guide for the Greenville Public School District School Resource Officers in the implementation of force as may be necessary. The use of force continuum shall guide officers on when to apply types of “continuing force” in a situation based on a subject’s actions, referred to as “levels of resistance.” The higher the level of subject resistance, the higher the force those officers may use. As the situation either escalates or comes under control, levels of force used by the officers should be commensurably adjusted so that no more force than necessary will be used. Although levels of force may be skipped over as a particular situation dictates, whenever possible, officers shall first utilize the lower force option.

USE OF FORCE CONTINUUM SCALE

LEVELS OF RESISTANCE

LEVELS OF CONTROL

Psychological Intimidation.....	Verbal Commands
	Nonverbal Communication
Verbal Threats.....	Oleoresin Capsicum (OC)
Passive Resistance.....	Passive Control Techniques
	Pain Compliance
	Pressure Point Control
	Escort Techniques
	Light Subject Control
Active Aggression.....	Decentralization
	Heavy techniques of control (empty hand)
Aggravated Aggression.....	Defensive Tactics
	Intermediate Force
Lethal Force.....	Deadly Force
	Firearm

VERBAL AND NON-VERBAL COMMUNICATION

When faced with an arrest situation, civil disorder or other form of confrontation, verbal commands usually accompanied by non-verbal communication gestures will act as the officer's first request for compliance and control.

OLEORESIN CAPSICUM (OC) AND OTHER CHEMICAL AGENTS

1. OC spray should be employed whenever a School Resource Officer is confronted with a refusal by an individual to comply with legal commands during an arrest. In the use of force continuum, the use of chemical agents falls between the use of "verbal commands" and "hands-on" use of force when resistance is encountered. The timely and appropriate use of chemical agents can help to minimize injuries to both the officer and suspect. Their use may also reduce the need for further escalation of force.
2. OC spray may be utilized on a suspect, previously under control, who suddenly reacts violently during the post-arrest process.
3. OC spray is intended to be used solely as a control device to enable officers to carry out their duties in the safest, most efficient and most professional manner with the least chance of injury or harm to either the suspect or the officer.
4. OC spray, when employed, should be aimed directly into the suspect's face and a two to five second burst is fired by the officer. Incapacitation can result for fifteen to twenty minutes. Officer will render necessary aide to relieve effect.
5. Chemical agents are under no circumstances to be used as punishment or a coercive tool once an individual is under control and/or in custody.

PASSIVE CONTROL

1. To be used when suspect continues resistance to officer's control or arrest. Passive resistance is generally characterized by non-compliance with verbal command, but has not resorted to physical resistance.
2. The measure employs use of pain compliance, pressure point control techniques (PPCT), escort techniques and light physical control of the individual.

DECENTRALIZATION

1. To be used in response to active aggression and/or resistance. Acts of active aggression and/or resistance include such acts as pulling away or fleeing and attempting to grapple with the officer.
2. These measures employ heavy techniques of control including empty hand impact and defensive tactics.

IMMEDIATE FORCE

1. To be used in response to continued active aggression. At this point, a threat of bodily injury to the officer or others exists.
2. OC spray may be employed.

LETHAL FORCE

1. To be used in response to lethal aggression. Deadly force is viewed as the last resort an officer has. It is to be employed only when the conditions exist that meet the criteria where deadly force may legally be employed.

REPORTING USE OF FORCE

1. A comprehensive written report prepared according to department rules shall be required in the following situations.
 - a. When a firearm is discharged.
 - b. When the use of force results in serious injury or death.
 - c. When a non-lethal weapon is used on a person.
2. The Greenville Public School District Use of Force Report shall be forwarded through official channels to the Superintendent.
 - a. When a firearm is discharged.
 - b. When a use of force results in serious injury or death.
 - c. When a suspect complains that an injury has been inflicted.
 - d. When OC is deployed.

ADMINISTRATIVE REVIEW OF CRITICAL INCIDENTS

All reported use of force shall be reviewed by the District Review Committee to determine whether:

- a. Greenville Public School District rules, policies, or procedures were violated.
- b. The relevant policy was clearly understandable and effective to cover the situation.
- c. Department use of force training is adequate.
- d. All findings of policy violations or training inadequacies shall be reported to the District Review Committee for resolution and/or discipline.
- e. All use of force incident reports shall be retained as required by departmental policy and/or the law.
- f. There will be a regular review of the use of force incidents by the District Review Committee to ascertain training or policy needs.

DISCIPLINE

Members of the Greenville Public School District Police are subject to disciplinary action, up to and including dismissal, if their use of force, deadly or non-deadly, involves the following:

- (1) A violation of the law.
- (2) A violation of the department's use of force policy or regulation.
- (3) Poor judgment involving a wanton disregard for public safety.
- (4) An accidental discharge of a firearm through carelessness and/or misconduct including any intoxicating substance, unjustified display of authority for personal advantage, or other clear misconduct which involves a firearm.

Any officer who violates any policy, procedure, rule of conduct or regulation may be disciplined or terminated.

DEPARTMENTAL RESPONSE – DEADLY FORCE INCIDENT

- (1) Where a School Resource Officer's weapon causes human injury/death, the officer shall be placed on administrative leave after completing all internal investigative requirements, and until it is determined by a mental health professional that the officer is ready to return to duty.
- (2) The Greenville Public School District shall conduct an administrative investigation of all incidents where deadly force is used.
- (3) The District Review Committee shall be convened whenever a firearm has been discharged by a member of the Greenville Public School District police staff. The District Review Committee's review is one of inquiry and it may conduct its own independent investigation into the matter at hand. The District Review Committee shall include, but not be limited to, the following:
 - a. The Associate Administrator for Operations
 - b. The Chief of Police for the Greenville Public School District and/or the Sheriff of Washington County
 - c. The Greenville Police investigator assigned the case
 - d. The Attorney for the Greenville Public School District

The District Review Committee shall convene within two (2) days of the incident, excluding week-ends and holidays, and determine what recommendations should be made to the Superintendent.

MEDIA / NEWS RELEASE

No information shall be released to the news media concerning police matters unless approved by the Superintendent or his designee.

***ABSENCE/
MEDICAL/
MILITARY LEAVE***

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>ABSENCE FROM DUTY</i>	<i>GBRI</i>

ABSENCE FROM DUTY

1. DEFINITIONS

Licensed employee – any employee of the Greenville Public School District required to hold a valid license by the Commission on Teacher and Administrator Education, Certification and Licensure and Development

Full-time employee – any person employed by the district on a regular basis and working the number of hours designated for that position

Immediate family member – a spouse, parent, stepparent, sibling, child, stepchild, or other legal dependent, unless otherwise specified herein or by applicable law

2. SICK LEAVE

a. At the beginning of each school year, each full-time employee shall be credited with the number of days of sick leave, with pay, indicated below, for absences caused by illness or physical disability of the employee or the employee’s immediate family member. Leave will be credited as follows:

Unlicensed, full-time employees scheduled to work 180-186 days:

- 5 sick days with full pay
- 10 extended sick days with partial payment at the rate of 70% of the employee’s rate of pay

Unlicensed, full-time employees scheduled to work 187-204 days:

- 7 sick days with full pay
- 10 extended sick days with partial payment at the rate of 70% of the employee’s rate of pay.

Licensed, full-time employees scheduled to work 187-204 days:

- 7 sick days with full pay
- 10 extended sick days with partial payment in the amount of the employee’s daily rate of pay minus the established substitute amount of licensed employee compensation paid in the district

Unlicensed, full-time employees scheduled to work 205 days or more:

- 7.5 sick days with full pay
- 13 extended sick days with partial payment in the amount of the employee’s daily rate of pay minus the established substitute amount

Licensed, full-time employees scheduled to work 205 days or more:

- 7.5 sick days with full pay
- 13 extended sick days with partial payment in the amount of the employee's daily rate of pay minus the established substitute amount of licensed employee compensation paid in the district

Notwithstanding anything in this policy to the contrary, all licensed employees and teacher assistants shall be credited with a minimum sick allowance, each year, of seven (7) days with pay. A full-time employee who begins work after the specified start date for a position will be credited with the pro rata number of sick days, with pay, depending upon the number of days remaining in the district's work calendar.

Any unused portion of the total sick leave allowance shall be carried over to the next school year and credited to the employee if the employee remains employed in the district.

In the event any licensed employee or teacher assistant transfers to another Mississippi public school district, any unused portion of the total sick leave allowance credited to such licensed employee or teacher assistant shall be credited to such licensed employee or teacher assistant in the computation of unused leave for retirement purposes under Section 25-11-109, Mississippi Code of 1972. Accumulation of sick leave allowance in the school district shall be unlimited.

b. No deduction from the pay of such employee or teacher assistant may be made because of absence of such employee or teacher assistant caused by illness or physical disability of such person until after all sick leave has been used, unless said absence is not supported by proper documentation (e.g. doctor's excuse, which shall be required after the third (3rd) consecutive day of absence due to illness).

c. For the first ten (10) days of absence of a licensed employee because of illness or physical disability, in any school year, in excess of the sick leave allowance credited to such licensed employee, there shall be deducted from the pay of such licensed employee the established substitute amount of licensed employee compensation paid in the school district, necessitated because of the absence of the licensed employee as a result of illness or physical disability. Thereafter, the regular pay of such absent licensed employee shall be suspended and withheld in its entirety for any period of absence because of illness or physical disability during the school year.

d. Full-time employees may use up to three (3) days of sick leave for the death of an immediate family member. For purposes of this paragraph 2.d., the term "immediate family member" shall mean spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son-in-law or daughter-in-law, and the term "child" shall mean a biological, adopted or foster child or child for whom the employee stands or stood in loco parentis. Supporting documentation, such as an obituary or death certificate, must be provided.

e. Absences of full-time employees due to work related-injuries must be reported and accrued sick days must be used for such absences.

f. All rights to compensation shall cease as of an employee's date of death, even if all accrued leave has not been exhausted.

3. ***PERSONAL AND VACATION LEAVE***

At the beginning of each school year, all full-time employees (licensed and unlicensed), scheduled to work 187 days or less shall be credited with two (2) personal leave days, with pay, for absences caused by personal reasons during the year. All full-time employees scheduled to work 188-225 days will be credited each year with seven (7) personal leave days, with pay, and full-time employees scheduled to work 226 days or more will be credited each year with twelve (12) personal leave days, with pay. Such personal leave shall not be taken on the first day of the school term, the last day of the school term, on the day previous to a holiday or a day after a holiday, the first or last day of the employee's contract term, or on any day that state or district tests or assessments are scheduled to be administered, except as follows:

- (a) personal leave may be taken on the first day of the school term, the last day of the school term, or on a day prior to or after a holiday, the first or last day of the employee's contract term, or on any day that state or district tests or assessments are scheduled to be administered, if on such day, an immediate family member of the employee is being deployed for military service;
- (b) personal leave may be taken on a day prior to or after a holiday, if on such day, the employee has either a minimum of ten (10) years' experience as an employee of this district, or a minimum of thirty (30) days of unused, accumulated leave that has been earned in this school district, **if approved by the superintendent of schools**;
- (c) personal leave may be taken on the first day of the school term, the last day of the school term, or on a day prior to or after a holiday, the first or last day of the employee's contract term, or on any day that state or district tests or assessments are scheduled to be administered, if on such day, the employee has been summoned to appear for jury duty or as a witness in court.
- (d) personal leave may be taken on the first day of the school term, the last day of the school term, or on a day prior to or after a holiday, if, on the applicable day, an immediate family member of the employee dies or funeral services are held. Any day of the three (3) bereavement days may be used at the discretion of the licensed employee, and are not required to be taken in consecutive succession.

For purposes of this section 3, the term, "immediate family member" means spouse, parent, stepparent, child or stepchild, grandparent or sibling, including a stepbrother or stepsister.

Personal leave may be used for professional purposes, including absences caused by attendance of such licensed employee at a seminar, class, training program, professional association or other functions designed for educators.

No deduction from the pay of an employee may be made because of absence of such employee caused by personal reasons until after all personal leave allowance credited to such employee has been used. However, the superintendent, in his or her discretion, may allow an employee additional personal leave under the condition that there shall be deducted from the salary of such employee the actual amount of any compensation paid to any person as a substitute, necessitated because of the absence of the employee. Any unused portion of the total personal leave allowance up to five (5) days shall be carried over to the next school year and credited to such licensed employee if the employee remains employed in the school district.

A full-time employee who begins work after the specified start date for a position will be credited with a pro rata number of personal days, with pay, depending upon the number of days remaining in the district's calendar.

Vacation leave granted to either licensed or non-licensed employees shall be synonymous with personal leave. Employees are encouraged to use earned personal and vacation leave. Personal and vacation leave may be used for vacations and personal business, as scheduled by the school district. The time for taking personal or vacation leave, except when such leave is taken due to illness, shall be determined by the employee's immediate supervisor. Accrued personal leave may be used for an illness in the employee's immediate family. Unused vacation or personal leave accumulated by licensed and unlicensed employees in excess of the maximum five (5) days that may be carried over from one year to the next shall be converted to sick leave. The annual conversion of unused vacation or personal leave to sick days for licensed or unlicensed employees shall not exceed the allowable number of personal leave days as provided in Miss. Code Section 25-3-93. The annual total number of converted unused vacation and/or personal days added to the annual unused sick days for any employee shall not exceed the combined allowable number of days per year provided in Miss. Code Sections 25-3-93 and 25-3-95. Notwithstanding anything in this policy to the contrary and as provided in Miss. Code Section 37-7-307, in no event shall the personal, vacation and sick leave granted to employees exceed the leave provisions provided in Miss. Code Sections 25-3-93 and 25-3-95.

4. *PROFESSIONAL LEAVE ALLOWANCE*

Each full-time employee shall be credited with a professional leave allowance, with pay, for each day of absence caused by reason of such employee's statutorily required membership and attendance at a regular or special meeting held within the State of Mississippi of the State Board of Education, the Commission on Teacher and Administrator Education, Certification and Licensure and Development, the Commission on School Accreditation, the Mississippi Authority for Educational Television and the meetings of the state textbook rating committees or other meetings authorized by board policy.

All professional development leave, including organizational conferences, instructional sessions and in-district meetings must be pre-approved by the building level administrator and the superintendent. Proper paperwork for instructional staff must be submitted to the designated office at least fifteen (15) business days prior to the scheduled event. The proper paperwork includes a completed travel requisition with required attachments. Requests for professional development leave for non-instructional employees must be submitted to the immediate supervisor at least fifteen (15) business days prior to scheduled event.

Professional leave taken without approval will be charged against an employee's personal leave balance. If no personal leave is available, the employee will be docked a full day's pay for each day of absence.

Short Term Professional Leave – Summer study for improvement or equivalent professional pursuits shall be allowed, without pay, to year-round, 12-month, licensed employees, if approved by the superintendent and provided the employee's contract is in force for the following year.

Long Term Professional Leave – Upon recommendation of the superintendent and with approval of the school board, a 12-month, licensed employee serving as an administrator or supervisor may apply for a leave of absence for full-time academic study. The applicant must meet the following criteria:

- Holds at least an "AA" Mississippi educator license;
- Has completed at least five (5) years of teaching and/or administrative experience, as defined by law, with the last three (3) years of experience in the Greenville Public School District;
- Has attained an overall rating of at least satisfactory on all the employee's evaluations for the prior year and any evaluations completed during the current year;
- Has been accepted in a graduate program of study leading to a "AAA" license or enrolled in a doctoral program; and
- Will be engaged in full-time academic study, defined as requiring the completion of a minimum of nine (9) semester or twelve (12) quarter hours of college credit each academic period and remaining in good standing in the graduate program.

Long-term professional leave shall not exceed two consecutive summers and one academic year. The employee shall not be entitled to receive any compensation from the district during the study period, and such employee shall return to the position vacated or shall be assigned to an equivalent position for which the employee qualifies. Failure to comply with these conditions nullifies any obligation of the district.

5. RETIREMENT

Upon retirement from employment, each licensed and non-licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the district. Such payment for licensed employees shall be made by the

school district at a rate equal to the amount paid to substitute teachers and for non-licensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump sum payment for personal leave as provided in Miss. Code Section 25-11-103 (e). Any remaining lawfully credited unused leave for which payment has not been made shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a licensed or non-licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

6. ***RULES AND REGULATIONS***

Any employee, licensed or non-licensed, absent (a) for four (4) or more consecutive school days; (b) for two (2) consecutive school days immediately preceding or following a non-school day; or (c) on the first or last day of the school term, shall furnish to his or her immediate supervisor a certificate of an appropriate physician, dentist or other medical practitioner as to the illness of the absent employee. Failure to provide such certificate shall result in 100% loss of pay.

Any materially false statement made by a licensed or non-licensed employee as to the cause of absence shall result in 100% loss of pay, or entry on the work record of the employee, or other appropriate penalties, as determined by the superintendent.

If the absence of a licensed or unlicensed employee is caused by an optional dental or medical treatment or surgery that could, without medical risk, have been provided, furnished or performed at a time when school was not in session, then such employee may be required to forfeit accumulated or future sick leave, as determined by the superintendent.

Leave may be taken by an employee (licensed or non-licensed) only in increments of one-half day or whole days. The minimum leave that may be taken is one-half day in any given workday. The following schedule shall be used for charging and paying leave for licensed and salaried employees:

Time Worked by Employee During Workday:	Leave Charged and Paid Employee:
0 – 1 hour 59 minutes	1 whole day
2 – 5 hours 59 minutes	½ day leave
6 hours and above	0 leave required (with superintendent's approval)

Leave will be charged and paid to unlicensed, hourly employees based upon the number of hours the employee is scheduled to work each day for the position in which the employee serves. An unlicensed, hourly employee will be charged and paid for leave each day the number of hours necessary to ensure that the employee is paid for an entire work day for the position in which the employee serves. For example, if an unlicensed,

hourly employee works in a position that is scheduled to work 8 hours each day, and the employee works 4 hours, the employee will be charged and paid for 4 hours of leave, so as to ensure that the employee is paid for a total 8-hour workday.

Any absence from work resulting from illness, injury, physical disability, natural disaster, weather or other good cause as set forth in this policy shall be reported to the employee's supervisor as soon as possible. In order to validate the absence, a supervisor may request the appropriate information and documentation to verify the cause of an absence. Absence reports and accompanying documentation must be received by the payroll department by the end of the pay period in which the absence(s) occurred for the employee to be paid timely.

7. *PAYMENT OF SUBSTITUTE EMPLOYEES*

All substitute employees shall be paid wholly from district funds, except as otherwise provided for long-term substitute teachers in Miss. Code Section 37-19-20. The board, in its discretion, also may pay, from district funds other than adequate education program funds, the whole or any part of the salaries of all employees granted leaves for the purpose of special studies or training.

8. *SABBATICAL*

After two years of continuous employment in the Greenville Public School District, a sabbatical leave for one year, without pay, except for state funded sabbaticals, may be granted by the superintendent, with Board approval, for the following purposes:

- a. Advanced study at an accredited college or university;
- b. Employment that will result in improvement of the staff member's professional competence for the position in the school district;
- c. Educational travel that will improve staff member's competence in the position held in the district; and
- d. Endeavors that will lead to professional improvement.

9. *DONATION OF LEAVE*

For the purposes of this policy, the following words and phrases shall have the meaning ascribed in this paragraph unless the context requires otherwise:

"Catastrophic injury or illness" means a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the district for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, that result

in intermittent absences from work and that are long-term in nature and require long recuperation periods may be considered catastrophic.

“Immediate family” means spouse, parent, stepparent, sibling, child or stepchild.

Any district employee may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of this district who is suffering from catastrophic injury or illness or who has a member of his or her immediate family suffering from catastrophic injury or illness, in accordance with the following:

- The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the “recipient employee”) and the amount of unused accumulated personal leave and sick leave that is to be donated, and shall notify the school district superintendent, or his designee, of the employee’s designation.
- The maximum amount of unused accumulated personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave remaining, and the maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused accumulated sick leave of the donor employee.
- An employee must have exhausted all of his or her available personal leave and sick leave before he or she will be eligible to receive any leave donated by another employee. Eligibility for donated leave shall be based upon review and approval by the donor employee’s supervisor.
- Before an employee may receive donated leave, he or she must provide the school district superintendent, or his or her designee, with a physician's statement that states that the illness meets the criteria for a catastrophic injury or illness established under this policy, the beginning date of the catastrophic injury or illness, a description of the injury or illness, a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
- Before an employee may receive donated leave, the superintendent shall appoint a review committee to approve or disapprove donations of leave, including the determination that the illness is catastrophic within the meaning of this policy.
- If the total amount of leave that is donated to any employee is not used by the recipient employee, the whole days of donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.

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

10. JURY DUTY

The Greenville Public School District shall provide leave with pay for employees who are called for or who serve on juries. The district shall not seek to recover jury fees from employees who serve on juries. A copy of the summons for jury duty must be attached to the staff absence report. The district reserves the right to verify attendance through the court clerk’s office. When excused from jury duty prior to 1:00 p.m. on any day, the employee must report to work at the district.

Employees under subpoena to provide testimony or to testify in court hearings for non-district matters must use their personal leave. Absences extending beyond accrued personal leave will result in loss of pay. The district shall provide leave with pay for employees who serve as witnesses on behalf of the district in any district employment or other administrative proceeding or in any court hearing or proceeding.

11. POLITICAL LEAVE

Any employee who becomes a candidate for elected political office must refrain from all forms of political activity during working hours and may not use any school facilities or other school resources for political purposes. Any employee planning to become a candidate for political office may request a leave of absence for campaign purposes, provided such request is made prior to announcing or filing qualifying papers, whichever is sooner. The board may grant or deny the request, considering the amount of leave time requested and the nature of the employee’s duties. If granted, political leave shall be without pay. No compensation shall be paid during such leave and no sick or personal leave will be earned during the period for which leave is granted. Employees who take leave for political campaigning must return to work immediately upon conclusion of the leave time or forfeit their employment. Any licensed employee who becomes a candidate or who is elected to public office may request a release from contract. An employee who requests a release from contract shall cease to be a district employee upon the request being granted.

12. ADMINISTRATIVE LEAVE WITH PAY IN THE EVENT OF EMERGENCY CLOSURES

The school board may, in its discretion, provide administrative leave, with pay, for all employees in the event of declared emergency closures.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>FAMILY AND MEDICAL LEAVE ACT</i>	<i>GBRIA</i>

FAMILY AND MEDICAL LEAVE

- I. GENERAL**
 - a. Definition*

- i. “Eligible employee” means one who is employed at a school facility where at least 50 persons are employed, either there are within 75-mile radius of that school facility as measured by road miles by the shortest route possible; and who has been employed for at least 12 months by the school district as of the date leave commences, and who has also provided at least 1250 hours of service during the 12-month period. Fifty-two (52) weeks of casual, intermittent or occasional employment qualifies as “at least 12 months”. School district employees exempt from FLSA requirements are presumed to have worked 1250 hours.
- ii. “Employee’s spouse” means husband or wife as defined by Mississippi Law.
- iii. “Employee’s son or daughter” means biological child, adopted child or foster child, legal ward or the child for whom the employee is standing in loco parentis who is either under the age of 18 or above the age of 18 and incapable of self-care because of a mental or physical disability.
- iv. “Employee’s parent” means biological parent or an individual who stood (or now stands) in loco parentis to an employee when the employee was a child (not to include parents-in-law).
- v. “Employee’s immediate family member” means spouse, son or daughter or parent as defined hereinabove.
- vi. For the purposes of FMLA, “serious health condition” means an illness, injury, impairment or physical or mental condition that involves either in-parent care (overnight stay) in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider. *

b. Leave Provisions

- i. An eligible employee is entitled to 12 unpaid work weeks of leave during any 12-month period for any one or more of the following reasons.
 1. The birth of a son or daughter, and to care for the newborn child (within 12 months of birth).
 2. The placement of a child with the employee for adoption or foster care (within 12 months of placement).
 3. To care for the employee’s spouse, son, daughter, or parent with a serious health condition (not parent “in-law”).
 4. Because of the employee’s own serious health condition which makes the employee unable to perform the function of his/her job.
 5. Service Member Exigency Leave: For absences caused by an active duty exigency when the employee’s spouse, child or parent is a service member.
 6. Military Caregiver Leave: To care for the employee’s spouse, child, parent, or next of kin (if the employee is the

nearest blood relative) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

IMPORTANT NOTE: The school district will use the following method for determining the “12-month period”:

- I. A rolling 12-month period measured backward from the date the employee uses FMLA leave. (This method will be used consistently and will change only upon 60 days written notice to all employees.)
 - a. Husband and wife employees have a 12-week aggregate leave limit except for personal illness or the illness of a child or the other spouse; that is, if each spouse took 6 weeks of leave for the birth of a child, each could later use an additional 6 weeks due to personal illness or to care for a sick child.
 - b. Brother and sister employees would have an aggregate limit of 12 weeks to care for their parent.
 - c. Special rules apply to this school district which allow it to require eligible instructional personnel only to take FMLA leave on an intermittent or reduced leave schedule, or to take leave near the end of a semester. Instructional employees are only those employees whose principal function is to teach and instruct students in a class, small group or individual setting. Instructional employees include teachers, teacher aides, and assistant teachers who actually teach, coaches, driver’s ed instructors, and special ed assistants such as signers. All other eligible employees may request intermittent leave or leave on a reduced leave schedule to care for a family member or for the employee’s own serious health condition.

II. Notice Requirement

- a. School district employees must provide this district at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care or planned medical treatment for a serious health condition of the employee or family member.
- b. Due to lack of knowledge or a medical emergency, notice must be given as soon as is practicable, which means as soon as birth practical and possible or at least verbally within 1 or 2 working days when the need for leave becomes known to the employee (followed by written notice).
- c. Failure to give 30 days notice for foreseeable leave may result in the denial of the taking of FMLA leave until at least 30 days after the date the employee provides notice.

III. REQUIRED CERTIFICATION

- a. Eligible employees shall provide the superintendent certification of a serious health condition for his/her own serious health condition or that of

a family member. The certification, to be signed by the health care provider, shall be attached to the required written notice or submitted in a timely manner which shall be no more than three (3) working days after providing written notice. No leave period may begin without the approval of the superintendent. No approval shall be granted by the superintendent without the required written notice and certificate.

- b. The certificate is to include the following:
 - i. The date of which the serious health condition in question began.
 - ii. The probable duration of the condition.
 - iii. Appropriate medical facts regarding the condition.
 - iv. A statement that the employee is needed to care for a spouse, parent, or child (along with estimate of the time required) or that the employee is unable to perform his/her functions, and, in the case of intermittent leave, the duration of treatment to be given.
 - v. Signature of health care provider.
- c. The district may require that a second opinion be obtained at the school district's expense. The second opinion may not be provided by a health care provider employed by this school district. In the event of conflicting opinions, the school district may pay for a third and final provider to offer a binding decision.
- d. The school district may require subsequent written recertification on a reasonable basis.

IV. EMPLOYMENT BENEFITS PROTECTION

- a. An employee who completes a period of leave and has complied fully with the terms of this policy shall be returned either to the same position he/she had before the taking of leave or to a position which is genuinely equivalent (as compared to a comparable or similar job) in pay, benefits, and other terms and conditions of employment.
- b. Taking of leave shall not result in the loss of any previously accrued seniority or employment benefits. Except for health benefits, no other benefits will accrue during the leave period.
- c. The school district may exempt from the restoration requirement in paragraph 4.a above for a key employee who is in the highest paid 10 percent of this district's workforce within a 75-mile radius of the school facility if restoring the key employee would cause substantial and grievous injury to the classroom and instructional program.
- d. The school district shall notify the key employee of its intent not to restore him/her at the time of the request for leave or when the determination is made. If the leave has begun, the key employee shall have the option of deciding whether or not to return to work after receiving the notice. An employee who is not restored shall be considered to be on leave for the duration of his/her leave period.
- e. Health benefits shall continue through an employee's leave period, even for key employees who have been notified that reinstatement will be

denied. The school district shall recover health coverage premiums paid for an employee who fails to return from leave except as follows:

- i. No recovery will be made from a key employee who has chosen to take or continue leave after receiving notice of non-reinstatement.
- ii. No recovery will be made from an employee who fails to return from leave if the reason is the continuation, recurrence, or onset of a serious health condition, or something else beyond the employee's control, all of which is subject to the certification requirement in Section III, above.

V. PROHIBITED ACTS

This school district shall not interfere with or restrain an eligible employee's right to exercise the provisions of this policy. This policy shall take effect and be in force from and after August 5, 1993. An employee's service prior to this effective date shall be counted in determining whether the employee is eligible for leave.

I. ELIGIBILITY

Employees are eligible for family and medical leave if they have been employed by the district for at least 12 months and have worked at least 1250 hours during the preceding 12-month period immediately before the date family or medical leave begins. Full-time instructional employees are presumed to have met the minimum hours requirement.

Eligible employees are entitled to a maximum of 12 work weeks of unpaid leave during a 12-month period only for the following reasons:

- 1) The birth, adoption, or placement of a child;
- 2) The care of a child, spouse, or parent with a serious health condition;
- 3) The employee's own serious health condition because of which he or she is unable to work; or
- 4) For qualifying exigencies stemming from an employee's spouse, son, daughter, or parent being on active duty or call-to-duty status as a member of the National Guard or Reserves in support of a contingency operation.

Military Caregiver Leave: Eligible employees may take up to 26 weeks of unpaid leave during a single 12-month period to care for a family member who is a covered serviceman with a serious injury that was incurred in the line of duty on active duty. Eligible employees for military caregiver leave include spouse, child, parent, or next of kin as defined in the federal regulations.

II. DEFINITIONS

For purposes of this policy, the following definitions apply:

- 1) A "serious health condition" is defined as an "illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, subsequent treatment in connection with such inpatient care, or continuing treatment by a health care provider.

- 2) An "immediate family member" is an eligible employee's spouse, child, or parent. In-laws are not included.
- 3) 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.
- 4) An "instructional employee" is one whose principal function is to teach students and includes, but is not limited to teachers, teacher assistants, coaches, driving instructors and special education assistants. Employees not in this group are those whose principal job duties do not consist of actual teaching or instructing, including, but not limited to, teacher assistants or aides without such duties, counselors, curriculum specialists, bus drivers, secretaries, cafeteria workers, maintenance workers, other classified and/or certified employees.
- 5) The "12-month period" within which an eligible employee may take up to 12 weeks of family or medical leave is that 12-month period measured from the date on which the employee's first family or medical leave begins.

III. LEAVE BENEFITS AND CONDITIONS

All family and medical leave is unpaid leave. Before utilizing unpaid family or medical leave, eligible employees must first apply all earned paid leave time in accordance with district policies, with the remainder of the 12-week period consisting of unpaid leave.

The following special conditions apply only to leaves for the birth, adoption, or placement of a child:

- 1) The entitlement to leave for birth, adoption, or placement of a child expires 12 months from the birth, adoption, or placement of the child.
- 2) Eligible employees may not take intermittent leave or leave on a reduced schedule for birth, adoption, or placement of a child unless prior approval is received from the Office of Human Resources. If such leave is granted, the employee may be temporarily transferred to an available position with equivalent pay and benefits that better accommodates the employee's need for intermittent leave or leave on a reduced schedule.
- 3) If both parents seeking leave for the birth, adoption, or placement of a child or to care for a parent or child who has a serious health condition are employed in the district, they are entitled to a total leave period of 12 weeks or 26 weeks for military caregiver leave.

The following special conditions apply only to leave taken by instructional employee:

a. If an instructional employee requests intermittent leave or leave on a reduced schedule to care for a family member or because of his or her own serious health condition, either resulting from planned medical treatment, and the employee would be on leave for more than 20% of the total number of working days over the leave period, the district may require the employee to either:

- 1) Transfer to an equivalent position which better accommodates the recurring leave, or
- 2) Take leave for periods of a particular duration not greater than the duration of the planned treatment.

b. If an instrumental employee begins leave less than 5 weeks before the end of a semester, the district may require the employee to continue taking leave until the end of the semester if:

- 1) The leave will last at least 3 weeks, and
- 2) The employee would return to work during the last 3 weeks of the semester.

c. If an instructional employee begins leave for a purpose other than his or her own serious health condition during the last 5 weeks of a semester, the district may require the employee to continue taking leave until the end of the semester if:

- 1) The leave will last more than 2 weeks, and
- 2) The employee would return to work during the last 2 weeks of the semester.

d. If an instructional employee begins leave for a purpose other than his or her own serious health condition during the last 3 weeks of a semester and the leave will last more than 5 working days, the district may require the employee to continue taking leave until the end of the semester.

Although the family medical leave of all eligible employees is unpaid leave, the employee is considered to be employed while on leave. Therefore, the employee is not entitled to unemployment compensation during the leave period.

IV. NOTICE

If the need for leave is not foreseeable, an employee must provide notice to his or her immediate supervisor and the Office of Human Resources within two (2) working days of learning of the need for leave, except in extraordinary circumstances.

If the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member, an employee must provide notice to the supervisor and the Office of Human Resources at least thirty (30) days before the leave is to begin.

If an employee fails to give at least 30 days advance notice for foreseeable leave with no reasonable excuse for the delay, the district may deny the taking of leave until at least 30 days after the date of the notice.

When planning medical treatment, the employee should consult with the Office of Human Resources and make a reasonable effort to schedule the leave so as not to unduly disrupt the district's operations. Upon receipt of notice of leave, the district may, for justifiable cause, require the employee to attempt to reschedule treatment, subject to the ability of the health care provider to reschedule the treatment and to the approval of the health care provider as to any modification of the schedule.

If intermittent leave or leave on a reduced leave schedule is requested, the employee must also provide the district with the reasons why such leave is necessary, along with a schedule of the treatment, if applicable.

V. MEDICAL CERTIFICATION

An employee who requests leave to care for a family member or due to his or her own serious health condition is required to provide medical certification of the need for leave from the health care provider at the time leave is requested. In the case of a foreseeable need, leave will not be granted until the medical certification is provided. In the case of an unforeseeable need, continuation of leave will be denied until the medical certification is provided.

The medical certification must be completed by the health care provider for the ill employee or family member and must contain the following information:

- A. The date on which the serious health condition began;
- B. The probable duration of the condition;
- C. The diagnosis and appropriate medical facts regarding the condition;
- D. If the leave is for the care of a family member, a statement that the employee is needed to provide care and an estimate of the amount of time such need will continue;
- E. If the leave is due to the employee's serious health condition, a statement that the employee is unable to perform the essential functions of his or her job; and
- F. The dates of any intermittent treatment and the duration of such treatment.

If the district determines that the medical certification is incomplete or insufficient, the district must inform the employee, in writing, what additional information is necessary to make the certification complete and sufficient. The employee then has seven (7) calendar days to submit a corrected or supplemented medical certification.

If the Office of Human Resources determines that reason to doubt the validity of the medical certification exists, the district may require the employee to obtain a second medical opinion from an independent health care provider selected by the district and at the district's expense. If the first and second opinions differ, the district may require the employee to obtain certification from a third health care provider jointly selected by the district and the employee and at the district's expense. The parties will be bound by the third medical opinion. The district has the right to request a new medical certification each leave year for medical conditions lasting longer than one year.

The district may require recertification on a monthly basis, unless the certification lists a minimum duration of incapacity. However, in all cases, the district may request recertification of an ongoing condition every six months in conjunction with an absence. Failure to provide recertification may result in revocation of leave.

VI. ACCURED BENEFITS

An eligible employee who takes family or medical leave will not lose employment benefits other than the loss of earned paid leave time taken in conjunction with the family or medical leave. The employee is not entitled to accrual of benefits during the unpaid leave period.

Throughout the paid leave time taken under this policy, an eligible employee's coverage under any applicable district health benefit plan(s) will continue. For all unpaid leave time taken, an eligible employee may continue insurance coverage, if applicable; however, before the leave is taken, the employee must prepay the employee premium contribution due under the insurance benefit plan(s). If the employee does not return to work following the leave period, the employee may be required to pay the district for contributions paid by the district during the leave period.

VII. RETURN TO WORK

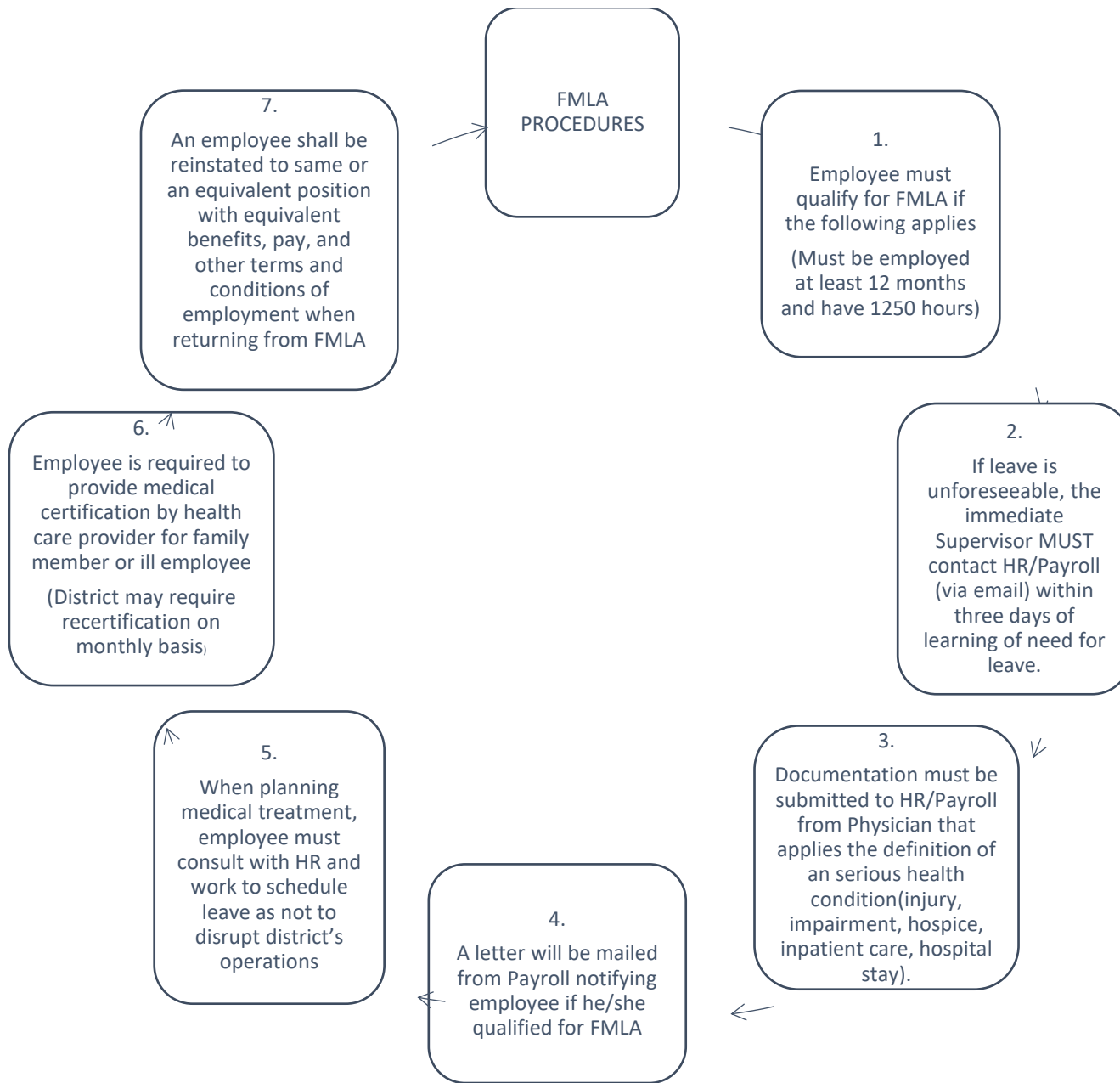
An employee returning to work from a family or medical leave shall be reinstated to the same or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

If the leave was taken because of the employee's own serious health condition, the employee must provide a fitness-for-duty certification from his or her health care provider prior to returning to work.

The district may deny job restoration to key employees under the following conditions:

- 1) A "key employee" is one who is among the highest-paid 10% of salaried employees. Upon requesting leave, the eligible employee must be given notice that he or she is a key employee and that he or she may be denied restoration of employment
- 2) If the employee was notified when leave was first requested, restoration of employment may be denied when the district determines that the taking of leave by the key employee would result in substantial and grievous economic injury to the district's operations.

V. FMLA FLOWCHART



<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>EMPLOYEE ATTENDANCE</i>	<i>GBRIAE</i>

The Greenville Public School District is focused on providing the best possible education for all of its students. In order to do that, the district must have enough staff members present on a daily basis. It is expected that all staff be present ninety-five percent (95%) of their contractual time. In addition, all employees must report to and leave work at the time designated by their supervisors. Anticipated absence from work is to be arranged with the employee's supervisor within 24 hours in advance. Unexpected absences are to be reported promptly to the employee's supervisor prior to the beginning of the employee's work day in accordance with the establish practice for that site/department.

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>MILITARY LEAVE</i>	<i>GBRID</i>

MILITARY LEAVE

Mississippi law on the subject of employees called to military service is covered in Mississippi Code 1972, ' 33-1-21. The law provides that state employees and employees of "any county, municipality or other political subdivision" are entitled to a leave of absence from their respective duties for periods not to exceed 15 days without loss of pay, time, annual leave or efficiency rating when ordered to military duty.

Districts do not have to pay such employees after the 15-day absence, but all other benefits are to remain intact until the employee "is relieved from duty."

Employees released from military service have 90 days to apply for reemployment and cannot be discharged "without cause" within one year after reinstatement to their school district positions. The law adds that reemployment protection is not extended to employees dishonorably discharged from military service.

If the time of call to active duty is optional for the employee, this school district expects that the employee chooses a time for reporting to active duty that is least disruptive to the district. This district shall comply with the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA") which, among other things, removes the distinction between active service personnel and reserve personnel from the employer's perspective. Further, the Act prohibits an employer from denying "initial employment, reemployment, retention in employment, promotion, or any benefit of employment" to a person who is a member of or applies to be a member of the uniformed services, or who is performing, has performed, or has applied to perform services in a uniformed service.

NOTE: Due to the breadth and complexity of USERRA, all of its provisions cannot be covered here. Each board is advised to have its attorney review USERRA and assist in the development of district policy regarding specific application of USERRA requirements.

MILITARY ACTIVE DUTY AND BOARD VACANCY

Recent national events have prompted the questions regarding the status of board members who are called to active duty by the military. The primary question is whether or not a vacancy is created on the board when a board member is called to active duty. In most instances the answer is no. The board would treat this situation the same as when a board member becomes ill, and the remaining board members would continue to conduct the board's business. The seat would be declared vacant only if the board member officially resigned from the board.

Under certain circumstances the board and superintendent may wish to investigate the possibility of declaring the position vacant after an absence of considerable length. The board and superintendent are cautioned that efforts to declare a board position vacant should be taken seriously and only after consultation with the school board attorney to make certain that the actions taken are within the authority of the board. It is likely that national guard members called to active duty would be protected and have re-employment and other rights under federal law.

ATTORNEY GENERAL OPINION

Q: Should annual and sick leave continue to accumulate while an employee is on military leave without pay?

A: No. Statutory provisions for leaves of military absence without loss of vacation, holiday, or sick time have been held to protect the employee's right to such time as had already accrued at the time the employee entered on military duty, but not to provide the right to accrue such benefits during the period of absence. (*Attorney General's Opinion to Rudd dated January 23, 1991*)

SPECIAL ABSENCE REQUEST FORM

The District's Special Absence Request Form is listed on the next page. All employees should use this form when requesting leave.

**GREENVILLE PUBLIC SCHOOL DISTRICT
SPECIAL ABSENCE REQUEST**

NAME _____ DEPARTMENT OR SCHOOL _____ DATE _____

Date(s) of Requested Absence: Beginning _____ Ending _____

Total Workday(s) Requested _____

NOTE: When requesting personal leave, this form must be completed and returned to the principal or immediate supervisor not less than three (3) days prior to the requested absence. Requests for absence in all other categories, except sick, should be at least seven (7) days prior to the date of the anticipated absence, or as soon as the employee knows that an absence is needed.

CAUSE OF ABSENCE

Sick Leave	Personal Leave	Vacation Leave	School Related Leave*	Jury Duty	Military Leave	Other Leave Specify:
_____	_____	_____	_____	_____	_____	_____ _____ _____

***SCHOOL RELATED LEAVE/PROFESSIONAL MEETING**

Identify school goal that this leave/meeting will help accomplish: _____

Date that you will make your presentation _____

Cost of Meeting _____ Funding Code _____

Employee's Signature _____ Date _____

(To be Completed by Immediate Supervisor)

Date Request Received: _____

Action of Supervisor: Approved _____ Date _____ Not Approved _____ Date _____

If Approved: Substitute's Name _____ Time Worked _____

Comments _____

Immediate Supervisor's Signature _____ Date _____

(To be Completed by the Business Office only if School Related Leave/Professional Meeting)

Date Request Received _____ Are Funds Available? Yes _____ No _____

Signature/Title _____ Date _____

(To be Completed by the Superintendent)

Date Request Received: _____

Action by Superintendent: Approved _____ Not Approved _____

Signature _____ Date _____

Use This Report on All Employees

The above form should be distributed in the following manner:

DISTRIBUTION: White/Payroll, Green/Human Resources, Canary/Immediate Supervisor, Pink/Federal Programs, Goldenrod/Employee, Blue/Curriculum

DIRECTIONS FOR COMPLETING SPECIAL ABSENCE LEAVE FORMS

Long Form-- (This form is completed prior to leave taking place.) It should be filled out for:

- Pre-Planned Sick Leave (Surgery)
- Personal Leave
- School Related Leave (Professional Development)*
- Jury Duty (1st Day Only)**
- Military Leave

*In the event leave is for professional development, then the Special Absence Request Form must accompany the Travel Requisition and all other documentation needed for travel. All professional development leave will be submitted to the Superintendent for approval; however, if federal funds are being considered, first submit to Director of Federal & State Programs.

**In the event leave is for jury duty, only the first day should be recorded on the Long Form. If there is a need for additional days, or you have been selected to serve more than one day, this additional time will be reflected on the Short Form. Upon your return to work, you will record the additional days you have been out. Please note: It is required that you submit documentation to show that you served Jury Duty.

Short Form-- (This form is completed after leave has taken place.) It should be filled out when returning from:

- Sick Leave (Ex. You called in sick on Monday, but didn't return to work until Wednesday. This form should record Monday and Tuesday absences.)
- Jury Duty (The additional days served for Jury Duty should be reflected on this form. For example, if you are selected to serve Jury Duty after day one, then the additional days should be documented on this form.)

At no time should both forms be completed at the same time; complete one or the other.

All staff (certified and non-certified) are to utilize both forms. There isn't one just for certified staff and one just for non-certified staff.

INTERNET SAFETY

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>INTERNET SAFETY & ACCEPTABLE USE POLICY</i>	<i>UBA</i>

With the spread of telecommunications throughout society, including the educational environment, the Greenville Public School District Board recognizes that students and employees will shift the way they access and transmit information, share ideas, and communication with others. As schools and offices are connected to the global community, the use of new tools and technologies brings new responsibilities as well as opportunities. Network resources are intended for educational purposes and to carry out the legitimate business of the school district. The Greenville Public School District Board expects all users of the district’s computing and network resources, including electronic mail and telecommunications tools, to utilize these resources appropriately.

It is the policy of the Greenville Public School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity, (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Greenville Public School District to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Information Technology Department.

The Instructional Technology Department will provide age-appropriate training for students who use the District’s Internet facilities. The training provided will be designed to promote the District’s commitment to:

The standards and acceptable use of Internet services as set forth in the District’s Internet Safety Policy;

Student safety with regard to: safety on the Internet; appropriate behavior while online, on social networking Websites, and in chat rooms; and cyberbullying awareness and response.

Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District’s acceptable use policies.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of materials deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Section I: Definitions

Child Pornography

The term “child pornography” has the meaning given such term in section 2256 of title 18, United State Code.

Harmful to Minors

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7], as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Minor

The term “minor” means an individual who has not attained the age of 17.

Obscene

The term “obscene” has the meaning given such term in section 1460 of title 18, United States Code.

Sexual Act; Sexual Contact

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

Directory Information

The term “directory information” is defined by the Family Educational Rights and Privacy Act Regulations (20 USC 1232g; 34 CFR Part 99), as information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

Section II: Acceptable Use

Acceptable Uses of Network

The Greenville Public School District is providing access to its computer networks and the Internet only for educational purposes or to carry out the legitimate business of the school district.

Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are, but are not limited to, the following:

Uses that violate the law or encourage others to violate the law

Examples include: transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the district’s Student Code of Conduct; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

Uses that cause harm to others or damage to their property

Examples include: engaging in defamation (harming another’s reputation by lies); employing another’s password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, or other harmful form of programming or vandalism; participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

Uses that jeopardize the security of user access and of the computer network or other networks on the Internet

Examples include: using the network for personal financial gain or profit; using the network to give others private information about yourself or others, including credit card numbers and social security numbers.

Uses that cause harm to the district's computer, network, or equipment

Examples include: installing software programs, instant messaging programs, altering system settings, or otherwise reconfiguring computers without approval of the appropriate personnel.

Uses that is inconsistent with the purpose of the network and Internet

Examples include: using internet games, chat rooms, and instant messaging not specifically assigned by a teacher or administrator; downloading music or video files or any other files that are not directly related to a school assignment.

Netiquette

All users must abide by rules or network etiquette, which include the following:

Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

Avoid language and uses that may be offensive to other users. Don't use, make distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties.

Be considerate when sending attachments with email (where permitted). Be sure the file is not too large to be accommodated by the recipient's system and is in a format the recipient can open.

Section III: Internet Safety

General Warning

All users, and the parents/guardians of minor users, are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and internet and stay away from these sites. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the school.

Personal Safety

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other

information which might allow a person to locate you without first obtaining the permission of a supervising teacher. If you are a minor, do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

Hacking and Other Illegal Activities

It is a violation of this policy to use the district’s computer network or the Internet to gain unauthorized access to other computer or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

Confidentiality of Student Information

Personal identifiable information concerning minor students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or for non-minors, without the person’s consent. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

The schools or district may authorize the release of directory information, as defined by the Family Educational Rights and Privacy Act (FERPA), for internal administrative purposes, approved educational projects, activities, and publications. As stipulated by FERPA, parents will be offered the opportunity to deny publication of directory information. Parents also will be given the opportunity to deny publication of non-directory information such as student work.

Active Restriction Measures

The Greenville Public School District will utilize filtering software or other technologies to attempt to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

The district will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Internet access without filters will be offered to employees at specific locations, e.g., Teacher Resource Center, for purposes of bona fide research or other educational projects.

Section IV

E-Mail

All network users assigned an e-mail account signify by their acceptance of the account their willingness to adhere to this policy regarding acceptable use. Failure to adhere to these

guidelines may result in the loss of the electronic mail account and access to the Internet and may lead to further disciplinary action up to and including termination. Furthermore, any activity that may be in violation of local, state, or federal laws will be reported to the appropriate law enforcement agency.

Section V

Privacy

Network and Internet access is provided as a tool for education. The Greenville Public School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the district, and no other user shall have any expectation of privacy regarding such materials.

Section VI

Failure to Follow Policy

The use of the computer network and Internet is a privilege, not a right, and inappropriate use will result in a loss or restriction of network privileges, disciplinary action, and/or referral to legal authorities. The network administrators will close an account when necessary. An administrator or faculty member may request the network administrator to deny, revoke, or suspend specific user access and/or user accounts.

Section VII

Warranties/Indemnification

The Greenville Public School District's website or individual Greenville Public Schools' sites might link, or connect, to another site that might link to a site that contains objectionable material that the school district does not embrace or promote. While the district will attempt to prevent connections that are objectionable, the links are not under the district's control. Therefore, the district will not be responsible for the contents of a linked site. The links are provided only as a convenience and the district does not endorse or imply endorsement of the linked site.

The Greenville Public School District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing the Greenville Public School District's Acceptable Use and Internet Safety Contract, a user is taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s), are agreeing to indemnify and hold the school, Greenville Public School District, and all of the administrators,

teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the district in the event of the district's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that Greenville Public Schools' network access is on a district computer or on another computer outside the district's network.

The superintendent or the superintendent's designee has the authority to amend or revise the Acceptable Use and Internet Safety Contract as deemed necessary and appropriate consistent with this policy.

**GREENVILLE PUBLIC SCHOOL DISTRICT
ACCEPTABLE USE AND INTERNET SAFETY CONTRACT**

ADULT USER AGREEMENT

This form is to be completed by each user of the Greenville Public School District Network and kept on file by the District Technology Coordinator.

User Name _____

Date _____

School Location _____

Position _____

I certify that I have read the district's Acceptable Use and Internet Safety Policy. I understand and agree to follow all of the terms and conditions of the policy. I understand any violation of the district policy will result in the temporary or permanent loss of network and/or Internet access and/or my user account; may result in other disciplinary action; and may constitute a criminal offense. I agree to report any misuse of the Internet resources to the appropriate network administrator. In consideration for the privilege of using the district's computers, network, and Internet access, I hereby release and hold harmless the district and its employees from any and all claims and damages of any nature arising from my use, or inability to use, the district's computers, network, or Internet, access. I understand that this form must be signed and renewed each year to maintain my network privileges.

User Signature _____

***TRAVEL
REIMBURSEMENT
PROCEDURES***

GREENVILLE PUBLIC SCHOOL DISTRICT TRAVEL PROCESS

Travel Approval/Requisition (Pre-Travel)

- Before Travel Checklist
- Field Trip Approval and Transportation Request form
- Conference Registration Confirmation
- Conference Proposed Agenda/Registration or Notification of the Conference
- Hotel Reservation (if applicable). There will be a two-person (same gender) occupancy per room if attending the same conference. **If out of state accommodations are required, it is the employee's responsibility to ensure all applicable taxes are applied to hotel fee.** Employees are to contact Travel/Insurance Clerk regarding payment status.
- MapQuest printout for mileage verification from place of work to conference site or home to conference site, whichever is shorter distance.
- Employee Absentee Statement
- There should be one travel packet submitted per individual traveling.
- The business office will make all rental reservations. A rental vehicle must be used for 1-3 days trips. **All rental vehicles are expected to be returned within the approved rental time (barring any extenuating circumstance). Take all rental vehicles to the Maintenance shop to be refueled before returning them to Enterprise (Transportation Director should be notified 24 hours in advance for refueling and will be available the day of refueling until 6:00 p.m.). The Exxon Mobil gas card is to be used only when refueling district fleet vehicles.**
- If an employee chooses to utilize their own vehicle for travel, it has to be noted on the travel requisition for approval (**Check box in highlighted area of Travel Approval/Requisition form**). The employee will be reimbursed the rental rate per day and the cost of one gas receipt. Mileage per diem for the use of an employee's personal vehicle will be allowed for trips greater than 3 days or when more economical than using a rental vehicle and a district fleet vehicle is not available.
- There will only be one (1) mileage per diem payment per trip for every three (3) individuals traveling on the same trip and using the same funding code. Additional mileage and hotel reservations will be permitted in cases where there is a gender mix when traveling. Meal reimbursement will be provided **only** for overnight stay.
- Obtain the necessary authorizations for requested travel. The **Superintendent** must approve **all** school level travel. **The Director of Federal and State Programs and the Director of Special Services** must sign off on the **Travel Requisition and Special Absence Form when funds are used from their departments.**
- Copies of the POs will be submitted back to the schools/sites authorizing travel.
- Approved travel requisitions are processed by the Travel/Insurance Clerk and **must have an appropriate expenditure code on paperwork to be processed.**

Travel Expense Voucher (Post-Travel)

- After Travel Checklist

- A Purchase Order will be issued in the name of the employee for transportation costs, meals and incidentals if applicable.
- The following documentation must accompany the Travel Expense Voucher:
 - Yellow copy of Purchase Order signed by employee
 - Conference Agenda
 - Hotel Bill with \$0 balance
 - Rental Car receipt and any incidental receipts
- Costs for transportation and meals (meals are paid only for overnight stay) will be paid prior to travel and incidentals will be paid upon receipt of proper documentation in the Accounts Payable office after travel.
- A separate Purchase Order will be issued to the Conference Vendor and Hotel.
Payments will be mailed to vendors prior to travel when timely requests are made and approved. If Travel requests are untimely made and approved and checks are printed prior to travel, the employee will need to pick up checks from the Travel/Insurance Clerk. If requests are untimely made and approved and a check was not printed prior to travel, the employee will have to pay for these expenses and be reimbursed (with proper documentation) after the travel.
- **After Travel Voucher must be submitted within five (5) days after travel.**

It is the responsibility of each employee to make sure their travel is approved before they travel.

FIXED ASSET PROCEDURES

FIXED ASSET PROCEDURES

Capitalized fixed assets are defined as assets (with a useful life of greater than one year) that have a historical cost of at least \$1,000 and all assets (regardless of cost) that are considered highly walkable. The highly walkable items are:

- Computers and computer equipment (greater than \$250)
- Cameras and camera equipment (greater than \$250)
- Televisions (greater than \$250)
- Two-way radio equipment
- Lawn maintenance equipment
- Chain saws
- Air compressors
- Welding Machines
- Generators
- Motorized vehicles

All fixed assets are implemented into the Integrity Accounting Software that contains the following information:

- Description of item
- Purchase date
- Serial number
- Vendor
- Cost of item
- Location
- Disposable date (when applicable)

The fixed assets purchased follow the guidelines of the purchasing policies and procedures outlined by Greenville Public School District. Department Heads and/or Administrators works with the technology department to obtain quotes that are comparable in prices as well those will serve as the best asset for the program from which it was funded.

In other words, any item costing \$1,000 or more automatically qualifies as a fixed asset. Any of the ten items shown on the highly walkable list automatically qualify as a fixed asset. This also applies to fixed assets (valued at their fair market value) that are donated to the school district. All fixed assets purchased with local, state, or federal funds are used for the educational enhancement of the students serviced in Greenville Public School District. Any fixed asset that is the personal property of an individual and not the property of the school district should be clearly labeled as such and not included as a district fixed asset.

The Business Office will conduct a 100% inventory audits twice a year. Generally, the audit will occur prior to Christmas break, and again prior to all employees leaving for summer break.

During the 100% inventory audit, if assets are discovered as missing or stolen (if there is no police report) the items are presented before the Board for approval to be removed from fixed assets after which the building supervisor will be notified. The building supervisor will notify the responsible party in writing that they are to make payment arrangements (i.e. cash, cashier's check, payroll deduction) with the Business Office within thirty (30) days to reimburse the district for the missing asset.

All fixed assets are to be tagged with "Greenville Public School District" bar code tags. For heavy items, the tag should be placed on the upper right side or right front of the item. For light items, the tag should be placed near the serial number. Tag placement should allow room for the use of a bar code scanner for inventory purposes. If, for any reason, a property tag is removed or damaged, please notify the Business Office immediately to send a reprint.

Upon the acceptance of any donated item considered a fixed asset, with a fair market value of one thousand dollars (\$1000) or more must be taken the GPSD Warehouse to be tagged. When an item is moved within a school/department, the secretary/bookkeeper must be notified by way of **Transfer of Assets** form. The secretary/bookkeeper will then update the asset location in "School Connect". All room numbers and location codes must be kept accurate at all times. When an item is permanently transferred from one school or department to another, a "**Relocation of Asset**" form must be completed and submitted to the District Purchasing Bookkeeper with signed copies of the transfer. If the transfer is temporary, the 'sending' school or department should keep a "Fixed Asset Check-Out" form on file until the fixed asset is returned.

Items purchased with Education Enhancement Funds (EEF) **must** remain at the school location from which the purchase was made in the event a teacher transfers to another school location. A **Hand Receipt** must be completed and signed by all employees for all fixed assets distributed that are removed from the classroom (such as laptop, iPad, cellphone, etc.,) with a copy kept on file in the Business Office.

Any fixed asset found to be beyond repair, stolen, or replaced by the vendor must be submitted to the district office on a "Fixed Asset Deletion Form" (must be signed by someone from the IT Department), a "Report of Stolen Assets" (accompanied by police report) form, or a "Report of replaced Asset" form. Items should be stored until approval has been granted from the school board for them to be removed from inventory. **It is only after the item has been approved by the board to be removed from inventory that you may submit a work order to maintenance to dispose of the item.** The items submitted for disposal are not submitted for resale to the general public. Equipment with a fair market value of > \$5,000 are reviewed by the technology department and approved by the IT Director before appropriate disposal takes place. Once school board approval has been granted, the secretary/bookkeeper will be notified.

The responsibility for the physical custody of the fixed assets is assigned to the principal/department head. Any employee having custody and responsibility of any fixed asset will exercise due professional care in managing, maintaining and controlling the fixed asset. If

an employee is negligent in this duty, he/she may be held personally liable for fixed assets that are damaged or missing.

EMERGENCY PROCEDURES

In the event of inclement weather, the Associate Administrator of Operations, along with the Chief Public Safety Officer, will do a district wide assessment of Greenville Public Schools' properties. If it is determined that there is a need for cancellation of a normal school day, the Associate Administrator of Operations will call the Superintendent, and explain the details of the inclement weather. The Superintendent will then contact administrators and support services. The Public Relations Specialist will contact all media outlets and post school closures/updates on the webpage and social media platforms.

***STUDENT
DISCIPLINARY
ISSUES***

<i>POLICY NAME</i>	<i>POLICY CODE</i>
<i>CORPORAL PUNISHMENT</i>	<i>JBD</i>

CORPORAL PUNISHMENT

Corporal punishment is prohibited in the Greenville Public School District. Teachers and administrators should adhere to the Disciplinary Class Matrix outlined in the Parent/Student Handbook.